

## Equipment Clearance Before Service Form

This form is required for any equipment/furniture that had the potential for exposure to chemical, biological, or radioactive materials before it is scheduled for service or repair by Facilities Management Personnel.

When the equipment listed below is cleared by the Safety Office, this form will be posted on the equipment to indicate that it is ready for service.

Responsible Person: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment Item: \_\_\_\_\_

Equipment Location: \_\_\_\_\_

\_\_\_\_ Biological materials were used/contained in the equipment. The equipment has been decontaminated with a freshly prepared 10% bleach solution or another approved EPA disinfectant.

\_\_\_\_ Lab equipment has been decontaminated with mild detergent or solvent and is cleared of chemical contamination.

\_\_\_\_ Chemical fume hood has been cleared of all materials, cleaned with a mild detergent or solvent, and is free of chemical contamination.

\_\_\_\_ Radioactive materials were used/contained in the equipment. The equipment has been decontaminated and tested to be cleared of radioactive contamination.

## The equipment stated above is ready to be serviced.

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

Return the form to the Safety and Risk Management Office ([safety@wcu.edu](mailto:safety@wcu.edu)) or intercampus mail (Facilities Management – Safety Office).

\_\_\_\_\_  
The equipment listed above has been sufficiently decontaminated and is cleared by the Safety Office for service. (Safety Officer signs below)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_