

BRIEFING INFORMATION REQUIRED FROM USERS: Laboratories

ROOM NUMBER..... PRINCIPAL.....
 BUILDING.....
 CAMPUS LAB. MANAGER.....

| ITEM | QUESTION | YES | NO | REMARKS | AMNT/QUNT |
|------------------------|---|-----|----|---------|-----------|
| 1 | Type and function of laboratory | | | | |
| | Undergraduate | | | | |
| | Teaching | | | | |
| | Post Graduate | | | | |
| | Research | | | | |
| 2 | Number of persons to occupy lab | | | | |
| 3 | Detailed description of laboratory work (please attach) | | | | |
| 4 | Details of hazards associated with the work | | | | |
| | Mechanical | | | | |
| | Physical | | | | |
| | Electrical | | | | |
| | Fire | | | | |
| | Products of combustion | | | | |
| | Toxic Fumes | | | | |
| | Risk of explosion | | | | |
| | Chemical | | | | |
| | Biological | | | | |
| | Radiation | | | | |
| | (a) Ionizing | | | | |
| (b) Non-Ionizing | | | | | |
| Radio-active materials | | | | | |
| 5 | Chemical Storage | | | | |
| | Amount of Class 3 chemicals required to be stored in the laboratory | | | | |
| | Amount of Class 6 chemicals required to be stored in the laboratory | | | | |
| | Amount of Class 8 chemicals required to be stored in the laboratory | | | | |
| | <p>Note Identification of quantity and location of all substances to be stored within the laboratory, adjacent areas on that floor. These substances must be included in the chemicals inventory of the user. Management of this system is the responsibility of the user.</p> | | | | |

Appendix 'B'

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| ITEM | QUESTION | YES | NO | REMARKS | AMNT/QUNT |
|------|--|-----|----|---------|-----------|
| 6 | Flammable Storage requirements | | | | |
| | Identification of the quantity and location of flammables required to be stored and used within the laboratory, adjacent laboratories and adjacent areas on that floor. General compliance with the building master plan for chemical and inflammable storage is required (where developed) attach list. | | | | |
| 7 | Ventilation and Air Treatment | | | | |
| | Operations which may give rise to Chemical air contaminants | | | | |
| | Operations which may give rise to Biological air contaminants | | | | |
| | Operations which may give rise to Radio active air contaminants | | | | |
| | Are there any gases and/or flammable vapours to be produced by laboratory processes, or to release from flammable liquid stores/cabinets, and the tenancy for those vapours or gases to ascent/descent? If answer yes, add list. | | | | |
| | NOTE: Identification of any associated regulation or standard to be complied with if known. Attach list. | | | | |
| 8 | Intended Layout | | | | |
| | Please attach suggested layout unless already detailed in proposal sketches | | | | |
| 9 | Equipment and apparatus to be installed | | | | |
| | Attach list | | | | |
| 10 | Future extensions needs | | | | |
| | Attach list | | | | |
| 11 | Any other relevant matters | | | | |
| | Attach list | | | | |
| | <p>Note Where an individual laboratory is to be refurbished the brief should extend to adjacent areas being the entire floor of the building, with respect to the above.</p> | | | | |