

# LAB FIT-OUT PLANNING CHECKLIST

## Expert Guidance from Klick Laboratories

### 1. Project Scope & Objectives

- ☐ Define the lab's purpose (e.g. research, teaching, testing, production)
- ☐ Identify end-user needs and anticipated workflows
- ☐ Consider future growth or operational changes
- ☐ Set a clear project budget and timeline

### 2. Stakeholder Engagement

- ☐ Consult with lab users, facilities managers & H&S officers
- ☐ Agree roles, responsibilities and sign-off process
- ☐ Appoint a specialist lab fit-out partner

### 3. Design & Layout Planning

- ☐ Review zoning requirements (clean/dirty, wet/dry, write-up space)
- ☐ Discuss how to optimise workflow
- ☐ Plan for storage, IT integration and equipment/machinery requirements
- ☐ Identify equipment locations and load bearing requirements
- ☐ Include modular or mobile furniture for flexibility

### 4. Future Proofing

- ☐ Design for adaptability and reconfiguration
- ☐ Investigate modular systems with plug-and-play services
- ☐ Select durable, UK-manufactured components
- ☐ Plan for future equipment and team growth

## **5. Infrastructure & Services**

- ☐ Define utility needs (power, data, water, gases, extraction)
- ☐ Identify HVAC requirements and ventilation strategy
- ☐ Confirm load-bearing and floor/ceiling constraints
- ☐ Factor in pressurisation or containment (if applicable)

## **6. Materials & Furniture Selection**

- ☐ Choose appropriate worktop material (e.g. Trespa, epoxy, stainless steel)
- ☐ Specify lab-grade cabinetry and fittings
- ☐ Consider options to improve sustainability and lifecycle
- ☐ Confirm compliance with regulations and standards

## **7. Installation & Fit-Out**

- ☐ Schedule works with your fit out specialist
- ☐ Confirm contractor responsibilities and communication channels
- ☐ Schedule site inspections and snagging

## **8. Handover & Support**

- ☐ Conduct user training and documentation handover
- ☐ Agree maintenance support or service contracts
- ☐ Review post-installation performance with stakeholders