

Generic Cleanroom Construction Checklist

Category	Item	Vendor
General		
	1	Establish regular meeting schedule for overall project control and guidance
	2	Get final approved drawings for space
	3	Establish regular meeting schedule with Construction Manager for construction phase
	4	Get final approval for construction costs
	5	Obtain required approvals (building / town permits)
General construction		
	1	construct demising wall
	2	Back up Generator
	3	close warehouse pass-thru doors
	4	paint / patch
	5	general repairs (if required)
	6	reconfigure cubicles
	7	exterior signage
	8	interior signage
	9	Business park signage
	10	Visitors signs
	11	Alarm system / security
	12	Establish a construction hold area for materials and parts delivery outside the cleanroom space for staging.
	13	Re-label parking spaces in lot
	14	Gas line for generator/clean rooms.
Pharmacy / Compounding Area		
	1	Clean room construction
	2	DEMOLITION OF RX SPACE
	3	Primary Engineering controls (Hoods)
	4	Prep Area stools
	5	Clean room carts
	6	Clean room stools
	7	Stainless Steel Carts
	8	Prep Area fixtures
	9	Carts (Metro™ or Similar)
	10	Rubbermaid™ (bins etc.)
	11	Forms and labels (if changes are made/needed)
	12	Personal Protective Equipment
	13	Cleaning equipment & supplies
	14	Drug Inventory
	15	Compounding supplies
	16	Pharmacy required equipment list
	17	Refrigerator (Rx)
	18	Ordering of automated Compounders
	19	Ordering of Zebra Printers
	20	Individual UPS for clean room and other critical components
	21	Bloc-freezer
Information Systems / Technology		
	1	Datacom Circuit
	2	Datacom Equipment
	3	Voice telecom Equipment
	4	Cabling
	5	Move of existing service from 11-H to 11-B
	6	Computer Equipment
	7	printers / faxes
	8	Complete computer/tele closet in warehouse
	9	set-up of VMX, phones, & system passwords for all new employees
	10	Battery back-ups



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Office Space		
	1	Office Furniture (General / waiting areas)
	2	Office Furniture (office)
	3	Office Furniture (Office)
	4	Office Furniture (Filing cabinets)
	5	Office Furniture (break room)
	6	Office Furniture (Conference Room)
	7	Conference room (media equipment)
	8	Office Furniture (side chairs)
	9	Office Furniture (task chairs)
	10	Office Furniture
	12	Break room equipment
	13	Office Supplies
	14	Business machines (copier, fax, postage)
	15	Artwork / wall hangings
	16	Legal postings
Warehouse		
	1	Generator
	2	Fixtures & Furniture
	3	Tools & equipment
	4	Warehouse or storeroom racking / shelving
	5	Fork lift or Walk behind straddle lift if needed
	6	Walk-in Refrigerator
	7	Loading Dock Plate
Legal / Regulatory		
	1	FDA application
	2	DEA certificate
	3	CDS application
	4	BOP application/ renovation package
	5	Weights & Measures Inspection
	6	Certification of clean room environments
Human resources		
	1	Finalize staffing model
	2	Extend "in-house" offers
	3	Re-run ads?
	4	Re post with recruiters?
	5	Schedule phone interviews RPh's
	6	Schedule phone interviews techs
	7	Check references / OIG / License status
	8	In-person interviews
	9	Drug screens
	10	Offer letters
	11	Training & Orientation materials
	12	Schedule training & Orientation
	13	Schedule media fills (x3)
	14	Job Descriptions written & approved
Misc. Items		
	1	Critical failure & disaster plan for facility
	2	Emergency supplies



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Primary Responsibility	Status	Completion date	Lead time needed	Notes / comments
			6 weeks for generator	if required
				area preparation -once demolition is complete
				area out side cleanrooms
			2-3 weeks	signage changes if required
			2-3 weeks	signage changes if required
				signage changes if required
			2 weeks	Approved design required
			1 week	Must contact current vendor for space to remove their equipment. MUST PLAN FOR ANY CRITICAL FAILURES IN ALARMS AND ENTRY SYSTEM! Project to be done in 2 phases. Perimeter first, then cleanrooms after their completion.
				The generator & clean room air handler may require gas lines, this element should be included in the plumbing scope of work.
				Final delivery date of the components are critical.
			1 week	
			check with vendor	May re-use existing equipment
			2 weeks	to allow data entry
			3 weeks	
			2 weeks	
			4 weeks	
			3 weeks	compounding rooms, ante room, prep room racking,
			2 weeks	
				Proofs required prior to order (need at least a mock-up prior to filing with BOP) should standardize format consistent with ISMP standards (for compounding and OSHA regs.) incl eye wash stations
			2 weeks	
			2 weeks	
			4-5 weeks	Establish accounts for new distributor if required.
			2 weeks	
			4 weeks	BOP mandated equipt.
			na	
			4-6 weeks	if needed
				we must standardize on 4" wide label
			2-4 weeks	
				If needed for freezing shipping ice-blocks
			2 weeks	
			2 weeks	
				Must check Spec, alarm should be included on back-up or use cellular. Door locks an building access needed to be accounted for. Fail safe system to allow for entry in case of total power outage.



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				for waiting area, and misc. (lobby table, book cases, plants, etc.)
				Table, chairs, telephones, Media boards
			2-3 weeks	Projector or other AV equipment?
				Lobby, reception, pvt offices
				Fridge, Microwave, dishwasher ?, etc.
			2 weeks	opening order + working stock
				need to coordinate full install once front offices are done.
			6-8 weeks	
			2 weeks	Minimum wage, workers comp. etc. to be installed in office area
			6 weeks	if needed
				commercial type for racking, packing / staging area
			1 week	basic hand tools
				lift preferred due to warehouse configuration & lay-out
				must coordinate with electrician for hook-up & final install
				IF Required.... Need spec!
			6 weeks	if required
			4 weeks	if required
			30 day lead time to schedule inspection	
			if needed	
			varies upon availability of field techs	
			6 wks prior to start	Fix FT PT and Per diem numbers. ID of PIC.
			4 wks prior to start	Proper protocol must be maintained
			6 wks prior to start	do we have enough in pool to select a full staff from?
			6 wks prior to start	
			4 wks prior to start	
			4 wks prior to start	
			4 wks prior to start	
			4 wks prior to start	REQUIRED
			2-3 wks prior to start	REQUIRED
			2-3 wks prior to start	REQUIRED
			2 weeks prior to start	new employee documents, driver tests, etc. need to be assembled and copied
			2-3 wks prior to start	
			2-3 wks prior to start	REQUIRED
				REQUIRED
				for disaster plan (flashlights etc.)

