

The Medical Equipment Moving Checklist

A print-ready checklist for planning a safe, downtime-free equipment move.

4 Weeks Before the Move

- Inventory every asset: model, serial number, weight, and dimensions.
- Photograph each unit and log its current condition.
- Confirm manufacturer transport positions and lockdown points.
- Identify units needing rigging, OEM de-install, or cryogen handling.
- Measure all doorways, elevators, and turning radii at both sites.

1 Week Before the Move

- Assign a single point of contact for dispatch and facilities.
- Lock the move window (overnight / weekend for critical assets).
- Stage the new space with non-critical equipment and casework.
- Verify power, HVAC, and shielding are live in the destination suite.
- Confirm parking, dock access, and certified lift availability.

Move Day

- Engage transport locks; remove and pack loose accessories separately.
- Pad every contact point; load onto an air-ride deck only.
- Verify GPS tracking and a live line to dispatch.
- Perform inside delivery to the room of choice.
- Reassemble, remove all debris, and coordinate biomed calibration.

After the Move

- Confirm every asset is calibrated and signed off.
 - Schedule reverse logistics for trade-ins, rentals, and empty crates.
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- Archive proof-of-delivery photos and signatures.

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