Hospital closure equipment checklist.

From the day a closure becomes likely to the day the last truck leaves. For CFOs, administrators and biomed leads: sell imaging and OR equipment for what it is worth, before the general auction.

120 days out, or as soon as closure is likely

	OWNER	DATE
☐ List equipment worth selling on its own: imaging (CT, MRI, PET/CT, cath lab, C-arms, ultrasound), OR suites, endoscopy towers, anesthesia machines, dental systems. Note make, model, year, location.		
☐ Confirm ownership: leased equipment goes back to the lessor; financed equipment may need a lien release before sale.		
☐ Pull service records, plus CT tube usage and MRI helium level. These drive price more than age does.		
☐ Check OEM service contracts for notice periods and de-installation terms.		
☐ Check your state closure notice rule (Massachusetts: 120 days; Pennsylvania: 90 days as of 2023).		

90 days out: value and choose the channel per item

	OWNER	DATE
☐ Get a value range for each high-value item.		
☐ Decide the channel for each item. Auctions charge a commission and add a buyer premium.		
☐ Remember OEM trade-in credit only applies toward that manufacturer’s new equipment.		
☐ Keep imaging and OR lots out of the general auction until they are sold or ruled out.		

60 to 90 days out: list, verify buyers, hold funds

	OWNER	DATE
☐ List the high-value lots with documentation. Buyers pay more when they can see service history.		
☐ Verify each buyer before site visits: identity, funds, insurance, and the rigger they will use.		
☐ Have the purchase price held in escrow with a licensed escrow provider before you schedule removal.		
☐ Agree in writing that funds release only after the buyer inspects against the listing.		

Illustrative checklist, check your state program and contracts.

30 to 60 days out: plan de-installation

	OWNER	DATE
☐ MRI: book a planned ramp-down by a qualified engineer (hours to days). Do not let the magnet quench: refilling a 1.5T magnet can cost $30,000 to $40,000.		
☐ Rigging paths: confirm door widths, elevator capacity, and whether a wall or window must be opened.		
☐ Agree who pays for building work before funds go into escrow.		
☐ Set removal dates that fit your vacate deadline and any building shutdown.		

Final 30 days: data, paperwork, removal

	OWNER	DATE
☐ Wipe patient data from every device that stores it, to NIST 800-88, and keep the certificate.		
☐ File state radiation notices for x-ray equipment leaving your registration (Minnesota: within 15 days of a sale or transfer; Kansas: X-Ray Machine Status Form).		
☐ Removal and inspection: an insured rigger removes the equipment, the buyer inspects, escrow releases the funds.		
☐ Auction the rest once the high-value lots are out.		

After the last truck leaves

	OWNER	DATE
☐ Close each sale with a recovery report for finance: sale price, costs, net recovered, book value it replaced.		
☐ File the wipe certificates and state notices with the recovery report. Creditors, boards and auditors will ask.		

List high-value equipment before the auction.

CT, MRI, C-arm, OR and endoscopy systems sell to a small pool of qualified buyers who need time. On TradePark the buyer pays into licensed third-party escrow before anything is removed, and your facility stays private.

thetradepark.com/sell/

Sources: Massachusetts 120-day notice (Boston 25 News); Pennsylvania 90-day notice (Becker's Hospital Review, 2023); MRI quench cost (Okon Recycling); Minnesota Department of Health x-ray notification; Kansas KDHE X-Ray Machine Status Form. Links: thetradepark.com/guides/hospital-closure-equipment-timeline/