



UNIVERSITY POLICY

SUBJECT: FACILITY SERVICES

TITLE: MAJOR EQUIPMENT PURCHASES

CODING: 00-01-70-55:00

ADOPTED: 05/19/95

AMENDED: 12/04/06

LAST REVIEWED: 12/04/06

I. PURPOSE

To ensure that the purchase and installation of all major pieces of equipment to be connected to existing buildings or building systems are reviewed, analyzed and authorized so that the overall impact can be monitored and properly controlled.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Administration, the Director for Physical Plant shall ensure compliance with this policy. The Deans and Vice Presidents shall implement this policy.

III. DEFINITIONS

- A. Major Equipment - equipment requiring a special utilities connection or either building or building system modification.
- B. Special Utilities Connection - a utility connection which is not the norm (gas, water, HVAC, electric, etc.); e.g., a 220V outlet; an overhead electrical cord reel; explosion proof connections, etc.
- C. Building Modification - a modification to the physical building; e.g., reinforce the floor for heavy loads; change the size of a doorway to accommodate the new unit, change of floor plan, etc.
- D. Building System Modification - a modification of a system that provides service to the building; e.g., modification of air handler/ductwork; change steam lines, etc.

IV. REFERENCES

- A. Requisition Processing [00-01-55-15:00](#)

The following policies provide additional and related information:

- B. Renovation/Alteration/New Construction [00-01-70-45:00](#)
- C. Physical Plant Work Requests [00-01-70-60:00](#)

V. POLICY

Requirements:

1. The requestor must fill out a BANNER ELECTRONIC Purchase Requisition for the desired major equipment.

2. The requestor must fill out a Physical Plant "Major Equipment Check List" form (EXHIBIT A).
 - a. All purchase requisitions for major equipment require the requestor to follow the procedure listed under referenced University policy Requisition Processing., 00-01-55-15:00. This policy includes a requirement for the requestor to complete the Physical Plant "Major Equipment Check List".

3. If the Physical Plant "Major Equipment Check List" elicits:
 - a. All negative responses:

The requisitioner should attach the completed copy of the "Major Equipment Check List" to the Purchase Requisition and forward directly to Purchasing Services.
 - b. Any positive responses:

The Purchase Requisition, including the completed copy of the "Major Equipment Check List", must be sent directly to the appropriate Physical Plant office (EXHIBIT B). All appropriate manufacturers specifications, data sheets containing details required for analysis and impact upon utilities connections, and building or building system modifications, regarding proper fit and to facilitate installation should also accompany the transmittal.

4. Physical Plant will review the "Major Equipment Check List", Purchase Requisition and attached specifications.
 - a. If the Physical Plant review reveals that no changes are required for installation of the requisitioned major equipment, the Purchase Requisition, "Major Equipment Check List", and attached specifications will be approved and forwarded directly by Physical Plant to Purchasing Services for processing.
 - b. If the Physical Plant review reveals that changes and/or engineering are required for installation of the major equipment, Physical Plant will prepare a written estimate covering additional materials, labor, and professional services required to incorporate the desired major equipment into the proposed location. If professional services are not required, the estimate will be submitted to the requestor for approval and to obtain a valid cost account code (Index #) within ten (10) working days. If professional services are required a Request for Proposal will be performed prior to completing the estimate. Any estimate pending approval over thirty (30) days will be automatically canceled and the requestor will be asked to submit a new Purchase Requisition for major equipment.

5. The requestor shall return the departmentally approved estimate to Physical Plant. Only when the approved estimate for the additional labor and materials has been returned to Physical Plant, the project may proceed. Priority will be established and the Physical Plant approved Purchase Requisition will be forwarded immediately to Purchasing Services for processing.

VI. PROCEDURES

Purchase Request and Physical Plant "Major Equipment Check List"

Performed by:	Action Taken:
Requestor	1. Fills out Physical Plant "Major Equipment Check List".
Physical Plant	2. Physical Plant reviews/approves checklist and advises requestor to submit purchase requisition, if approved, or to

Performed by:	Action Taken:
Requestor	submit additional documentation if disapproved.
Physical Plant	3. Enters a Purchase Request in Banner, or forwards a formal requisition with supporting equipment specifications to Purchasing Services. Advises Physical Plant of requisition number pertaining to major equipment purchase.
Physical Plant	4. "Major Equipment Check List" and pertinent manufacturer's specifications and data sheets are forwarded to purchasing services with requisition number reference.
Purchasing Services	5. If all documents are in order, begins processing, otherwise submits the package to Physical Plant for further review.
Physical Plant	6. If additional materials, labor, or professional services are required to install the major equipment, Physical Plant prepares an estimate and forwards to the requestor for approval, and to obtain a valid cost account code (Index #). 7. When the departmentally approved estimate is returned by the requestor, Physical Plant forwards the approved Purchase Requisition package to Purchasing Services for processing and schedules the additional work to prepare for the installation of the new major equipment.
Purchasing Services	9. If all documents are in order, begins processing, or resubmits the package to Physical Plant for further review.

VII. EXHIBITS

- A. Physical Plant Major Equipment Check List
- B. Physical Plant Campus Addresses

By Direction of the President:

Senior Vice President for Administration

EXHIBIT A

PHYSICAL PLANT MAJOR EQUIPMENT CHECK LIST

REQUISITION NO.	REQUESTOR	DATE
DEPARTMENT	BUILDING	ROOM NO.
EQUIPMENT DESCRIPTION		
MANUFACTURER		MODEL NUMBER

Major Equipment is defined as:

Any equipment requiring a special utilities connection or building/building system modification, (i.e. any item which illicit a positive response on this Check List. PLEASE INCLUDE MANUFACTURER'S SPECIFICATIONS/DATA SHEETS/CUT SHEETS

WITH YOUR PURCHASE REQUISITION:

Will this equipment require:

	YES	NO
1. Controlled temperature?		
2. Controlled humidity?		
3. Special ventilation?		
4. Special lighting?		
5. Special foundation?		
6. Dry filtered air?		
7. Compressed air?		
8. Hot or cold water?		
9. Deionized water?		
10. Vacuum connection?		
11. Steam connection?		
12. Gas connection?		
13. Sewage connection?		
14. Disassembling & reassembling?		
15. Drains?		
16. Services or modifications not listed, if yes, include info.?		
17. Will toxic, flammable or radioactive materials be used?		
18. Will this machine weigh more than 80-lbs./sq. ft. Note: Total weight divided by length times width in feet.		
19. Will existing doors or existing equipment need modifying to admit unit?		
20. Will room alterations be needed to adapt equipment?		
21. A. Electric service greater than 110 vac., 60 cycles per second, above 8 amps? If greater, please specify: Amps:----- Phase:----- Voltage:----- Current:-----		
21. B. Conditioned electrical power?		
22. Any special mounting (i.e. concrete pad, beams, vibration mounts, etc.)?		

COMMENTS:

PHYSICAL PLANT APPROVAL: _____ **DATE:** _____

If any response is (yes) above, the Purchase Requisition, manufacturer's specifications/data sheets/cut sheets, and this Check List must be forwarded to Physical Plant for review/evaluation (Ref. Exhibit B for Physical Plant Campus Addresses).

EXHIBIT B

Physical Plant Campus Addresses

A. **Newark**

Physical Plant
Office of Interim Director
Michael R. Manchello
Stanley S. Bergen Building
Room GB71
Newark, N.J. 07107

Physical Plant
Maintenance & Construction
Administrative Complex Building I
Room 122
Newark, N.J. 07107

B. **Piscataway/New Brunswick**

Physical Plant
KTL Building
675 Hoes Lane
Room SB01
Piscataway, N.J. 08854

C. **Stratford/Camden**

Physical Plant
University Educational Center
40 E. Laurel Rd.
Suite 1005
Stratford, N.J. 08084