



UNIVERSITY POLICY

SUBJECT:	FACILITY SERVICES	TITLE:	MAJOR EQUIPMENT PURCHASES		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Senior Vice President for Administration		Responsible Office:	Physical Plant Operations	
CODING:	00-01-70-55:00	ADOPTED:	05/19/95	AMENDED:	02/09/10
				LAST REVIEWED: 02/09/10	

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 Executive Director of Physical Plant Operations shall ensure compliance with this policy. The Deans and Vice Presidents shall implement this policy.

III. DEFINITIONS

- A. Major Equipment - equipment requiring utility connection or either building or a building system modification/retrofit.
- 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/or an addition to a system that provides service to the building; e.g., modification of air handler/ductwork; changes to steam lines, electric, plumbing, 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 an electronic Purchase Requisition for the desired major equipment.
2. The requestor must fill out a Physical Plant "Major Equipment Check List" form (EXHIBIT A). Without submission of the "Major Equipment Checklist," the Marketplace Purchase Requisition cannot be approved.
 - a. All purchase requisitions for major equipment require the requestor to follow the purchasing department procedure for requisition processing. 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. Any negative responses:

The requisitioner enters a purchase requisition in Marketplace and attaches the completed copy of the "Major Equipment Check List" (under the internal notes section of the Marketplace Purchase Requisition) and forwards all documentation 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, engineering data sheets or any other pertinent information containing details required for analysis and impact upon utility connections, and building or building systems. Any modifications, regarding proper fit of equipment 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 Physical Plant's 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 returned to the requestor.
 - b. If Physical Plant review's reveals that changes and/or engineering services are required for installation of the major equipment, Physical Plant will prepare a preliminary written estimate covering installation costs, and/or 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 Index Number. If professional services are required a Request for Proposal will be performed prior to completing the estimate.
5. The requestor shall return the departmentally approved estimate to Physical Plant, and advise Physical Plant of the date that the equipment will need to be installed. Only when the approved estimate for the installation has been returned to Physical Plant, the project may proceed.

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".

Performed by:	Action Taken:
Physical Plant	2. Physical Plant reviews/approves/disapproves checklist and advises the requestor accordingly.
Requestioner	3. If approved, enters a Purchase Request in Marketplace, and forwards the Major Equipment Checklist with supporting equipment specifications to Purchasing Services.
Purchasing Services	4. If all documents are in order, begins procurement processing.
Physical Plant	5. 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.
Requester	6. Approves additional costs and provides a valid index number.

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 pertinent information?		
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
Executive Director of Physical Plant Operations
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