

## Equipment Acquisition Checklist

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Department: \_\_\_\_\_ Contact: \_\_\_\_\_

Equipment Make: \_\_\_\_\_ Equipment Model: \_\_\_\_\_

Is this new or used equipment?            NEW            OLD

Description of the Product and its Intended Use.

- |                                                                                                                                                                                                                                                                                                                                                 | NEW | EXISTING |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|
| 1. Will the system be installed in a new or existing lab?<br><small>**Lab system can only be installed in an approved laboratory.</small>                                                                                                                                                                                                       | NEW | EXISTING |
| 2. Will the system block access or limit an existing life safety system<br><small>**Life safety includes exit paths, sprinklers, fire alarms, emergency eyewash/showers, etc</small>                                                                                                                                                            | YES | NO       |
| 3. Will the system fit through the doors/openings from outside into it final location?                                                                                                                                                                                                                                                          | YES | NO       |
| 4. Does the system weigh more than 500 pounds/230 kilograms                                                                                                                                                                                                                                                                                     | YES | NO       |
| 5. Is the system <u>purchased</u> from a foreign country?                                                                                                                                                                                                                                                                                       | YES | NO       |
| 6. Will the system require special utilities connections?<br><small>**Special Utilities include RO Water, Domestic Water, Steam, Chilled Water, Vacuum, Compressed Air, Gas, and Sanitary or Acid Waste</small>                                                                                                                                 | YES | NO       |
| 7. Will the system require Chilled Water for cooling?                                                                                                                                                                                                                                                                                           | YES | NO       |
| 8. Does the system come with a condensing unit to provide Chilled Water?                                                                                                                                                                                                                                                                        | YES | NO       |
| 9. If answer above is yes, how does the cooling unit operate?<br><small>Air cooled unit or Water cooled unit?<br/><b>**Water cooled units are required to be closed loop systems.</b><br/>Open loop systems that use water as the cooling medium and then dump the water to a drain are specifically not allowed by Facilities Services</small> | AIR | WATER    |
| 10. Does the system require special lab gas such as Argon, Helium, etc                                                                                                                                                                                                                                                                          | YES | NO       |
| 11. Will the system use any flammable liquid or gas?                                                                                                                                                                                                                                                                                            | YES | NO       |
| 12. Will the system generate additional heat in the room it is installed?                                                                                                                                                                                                                                                                       | YES | NO       |
| 13. Will the system require more electrical power than 120 volts and/or 15 amps?                                                                                                                                                                                                                                                                | YES | NO       |
| 14. Will the system require a phone or ethernet connection to be installed?                                                                                                                                                                                                                                                                     | YES | NO       |
| 16. Does the system use combustion or produce toxic fumes in its process?                                                                                                                                                                                                                                                                       | YES | NO       |
| 17. Will the system require special ventilation or dedicated ventilation?                                                                                                                                                                                                                                                                       | YES | NO       |
| 18. Does the system have special alarms that will need to be monitored?<br><small>**Note that it is the responsibility of the user/purchaser to pay for all maintenance and alarm monitoring of plug-in systems</small>                                                                                                                         | YES | NO       |

If you answered YES to any of these questions, Facilities Services must be contacted prior to securing funding for the system or purchasing the system. Proceed to the UAF Facilities Services Website and enter a work order.

<http://www.uaf.edu/fs/requests.html>