

This document was developed to provide a process by which the Maintenance Department might assist the College community in planning for the purchase and installation of equipment to be installed in College facilities.

Instructions for Use:

Initiator:

Complete *Part One* of this form and send to the Maintenance Department. Please attach any supplementary information that may be useful for understanding the project and developing an accurate installation cost estimate (product literature, installation instruction, and floor plans).

Maintenance Department:

Complete the technical information in *Part Two*, provide recommendations for equipment selection in *Part Three*, and develop an estimate of probable installation costs in *Part Four*.

PART ONE

Initiator _____ Phone _____

Division/Department _____

New Equipment:

Equipment Description _____

Manufacturer _____ Model # _____

Manufacture or Vendor Contact Person _____

Phone _____ Fax _____

Physical Dimensions

Length _____ Width _____ Height _____ Weight _____ (oz, lb, ton)

Will it fit through existing doorways? _____

(Please attach sales literature, installation instructions, and operation and maintenance manuals, if available)

Proposed location for the new equipment (attach building floor plan):

Building _____ Dept. _____

Room # _____

Desired timeline for purchasing, and installation of the equipment?

Where will the equipment be delivered to and/or stored while awaiting installation? _____

Are there any special shipping, handling, or storage requirements? _____

EXISTING EQUIPMENT

Will existing equipment be relocated? If so, describe new location: _____

Will existing equipment be "traded in" or surplusd? Where will it be stored temporarily? _____

Are special tools needed to move or to install either old or new equipment? _____

ENVIRONMENTAL REQUIREMENTS

Will hazardous materials be used? If yes, what ? _____

Where will they be stored? _____

What is the largest quantity on site at one time? _____

How will they be used? _____

Closest eyewash (in feet)? _____

Who has the potential to be exposed to the chemicals? _____

Will hazardous waste be generated? Y__ N__

Who will be responsible for accumulating, storing, and assisting with disposal of the waste? _____

What budget will be charged? _____

PART TWO

Utility Requirements:

Electrical

Volts _____ Amp _____ Phase _____

Describe any special requirements such as isolated grounds, power conditioning, separate disconnects or control requirements. _____

Are the new electrical requirements the same as the current installation? _____

If not, how does it differ? _____

Compressed Air

CFM _____ PSI _____

Are special regulators, connectors, or air dryers required? _____

Domestic Water

GPM _____ PSI _____ Temperature _____

Are there special requirements; i.e., piping, control valves, filtration. _____

Sanitary

Volume _____ Gravity _____ Pressure _____

Heating, Ventilation and Air Conditioning _____

Telecommunications _____

Energy Conservation _____

Structural Requirements _____

Vibration _____

Noise Abatement _____

Seismic _____

Air Quality _____

Water Quality _____

Regulatory Requirements (DOE, WISHA, L&I, SWAPCA, City of Aberdeen, etc.)

Permits

Building permit, including electrical, mechanical and structural: _____

Architect/Engineer.

Will licensed architects or engineers be required to design installation or facilities modifications, and if so, describe the scope of work. _____

PART THREE

Staff analysis and recommendations:

PART FOUR

Probable Installation Costs:

Approvals, permits, certifications and licenses	\$ _____
Engineering and Architecture	\$ _____
Moving and Storage	\$ _____
Construction Services:	\$ _____
General Contractor	\$ _____
Structural	\$ _____
HVAC	\$ _____
Plumbing	\$ _____
Electrical	\$ _____
Telecommunications	\$ _____
Other	\$ _____
Total Construction Services	\$ _____

Testing and Inspections	\$ _____
Contingency	\$ _____
Sales Tax	\$ _____

Total Estimated Installation Costs \$ _____

<p>Reviewed and Approved:</p> <p><i>Director of Facilities</i> _____ <i>Date</i> _____</p>
