



POLICIES and PROCEDURES

Responsible Unit	Purchasing Services
Policy Number	I-1
Date Last Updated	22 July 2010
Approving Sector Head	Vice President, Finance and Administration and Chief Financial Officer
Policy	INSTALLATION OF EQUIPMENT

Situations have arisen where it has been found difficult or impossible to install equipment purchased from academic, administrative and research budgets in the desired location, due to incompatibility of the building structure, services, building codes, or fire regulations. To enable the modification or planning of suitable facilities for such equipment in adequate time to enable installation on arrival, the following regulations will govern.

Prior to the issuing of a Purchase Requisition or acquisition by any other means, Facilities shall be advised by the Department Head of any proposed equipment being purchased or obtained from any source which:

1. Require:
 - (a) to be secured by bolting or welding to floors, walls, roofs, or suspending from ceilings;
 - (b) cutting holes through any wall, floor, roof or other part of the structure;
 - (c) the extension or addition of electrical or mechanical services for their operation;
 - (d) a power supply in excess of 1000 watts @ 120V, or 220 single phase, or any equipment requiring a three phase power supply.

2. Due to the nature of their operation or bulk:
 - (a) have a gross weight in excess of 100 pounds;
 - (b) have a gross weight in excess of 100 pounds per square foot when suspended from ceilings;
 - (c) will create vibration to a building structure;
 - (d) will create a noise, temperature rise, or odor nuisance when operating;
 - (e) have overall dimensions which will prevent their installation in a building without the removal of door frames, windows or enlargement of existing access;
 - (f) will introduce any hazard to occupants in immediate or surrounding areas.

3. Facilities will advise on the suitability of existing facilities to accept the equipment in question. Where any modification or attachment to a building structure or services is necessary, Facilities will arrange for Physical Plant to complete a Cost Estimate to describe this work and show the estimate of cost involved. This Cost Estimate will be returned to the originator for signature and must be attached to the Purchase Requisition.

4. No modification or attachment to a building structure or service shall be made by persons other than Facilities personnel unless such other personnel have been specifically authorized by the Facilities management.
5. Requisitions received by the Purchasing Department for equipment which fall into categories 1 or 2 above, and which have not been reviewed by Facilities will be returned to the department originating the requisition, stamped as follows:

Equipment Installation Review

Please refer this requisition to Facilities as required by Section I-5 of the Acadia University Policies and Procedures.

Reviewed by Facilities _____

Reviewed by Physical Plant _____

Electrical and Mechanical _____

Specifications in Order _____

Installation Cost _____

Note: All equipment must plug into the wall outlets with the original cord, without the use of an extension cord, unless approved by Facilities. Circuit breaker protected power bars are an acceptable alternative in some applications.

All electrical equipment must be CSA approved – or equivalent - for use in Canada.