



POLICY

Category	
6-08 Placement & Installation of New Equipment for WSU TECH	
Approval	
LC Approved:5/18/12	
Effective Date/BOT Approved:5/26/10	
Revised: 4/1/2012	
Responsible Party: Director of Operations/Facilities	

Policy Statement

It is the responsibility of the WSU Tech Deans/Program Directors to initiate requests for placement and installation of all new equipment on their campuses.

Implemental Procedures:

1. At the time of a vendor’s delivery of equipment to a site, the appropriate WSU Tech Program Administrator will be notified.
2. The WSU Tech Program Administrator will submit a Request for Maintenance to the Director of Operations/Facilities to transport the equipment from the warehouse to the campus for which the equipment was purchased.
3. The Request for Maintenance form should include the following information:
 - a. Specify that the work is for placement and installation of new equipment rather than modifications to old equipment.
 - b. Provide information regarding electrical requirements. State the phase and voltage of the equipment to be installed. Also, state the phase and voltage of existing circuits, if possible. If a circuit must be installed, Facilities staff will install the circuit as provided in the approved budget.
 - c. Provide information regarding the placement of the new equipment in the lab.
 - d. Provide directions, in cooperation with the Director of Operations/Facilities, as to the disposition of equipment that is removed due to the installation of new equipment.