

Research Equipment Procurement & Installation Checklist

The purpose of this checklist is to assist in determining whether additional evaluation is needed when planning for procurement and installation of research equipment. The checklist is not deemed all-inclusive as unique situations frequently arise. Use of this checklist and the associated resources will help in preventing delays in commencing research activities caused by unrealized requirements. "Equipment" is defined as any electrical or mechanical device to be utilized in the conduct of teaching or research in University of Minnesota Facilities.

Equipment Evaluation:

- Listing Requirements
 - Is the equipment listed by a [nationally recognized testing laboratory](#)?
 - If "yes", listing requirement has been met.
 - If "no", continue to next bullet.
 - Have you provided UHS with a 3rd party engineering report validating the equipment as safe for use?
 - If "yes", listing requirement has been met.
 - If "no", complete a [PR form](#) requesting a "3rd party equipment validation"
- Electrical
 - Does the equipment require electric power greater than existing electric outlets in the space intended for installation?
 - If Yes, complete a [PR form](#) requesting a "building infrastructure review"
- Physical Size & Weight
 - Is the equipment too big to fit through existing entrances to the building and space?
 - If Yes, complete a [PR form](#) requesting a "building infrastructure review"
 - Does the equipment weigh over 1000 lbs, or is it likely to exceed building structural load limits?
 - If Yes, complete a [PR form](#) requesting a "building infrastructure review"
- Heating and/or Cooling
 - Does the equipment generate sufficient heat requiring cooling beyond existing?
 - If Yes, complete a [PR form](#) requesting a "building infrastructure review"
 - Does the equipment require air filtration or clean room systems beyond existing?
 - If Yes, complete a [PR form](#) requesting a "building infrastructure review"
- Liquid and Gas System Requirements
 - Does the equipment require deionized water, compressed air or other gas supply, beyond existing?
 - If Yes, complete a [PR form](#) requesting a "building infrastructure review"
- Noise Considerations
 - Does the system generate noise (>60dB) or vibration levels which may be detected and considered a nuisance or distraction to adjacent spaces?
 - If Yes, complete a [PR form](#) requesting a "building infrastructure review"

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