Procedures for Equipment Maintenance Contracts


Department Action

Compile a list of all* needed equipment maintenance contracts to include:
- Equipment description
- Manufacturer, model, and serial number
- Location (Building, Floor, Room)
- Purchase Order Number of current FY maintenance contract
- Copy of any associated vendor maintenance agreement

For each piece of equipment, provide your complete maintenance specifications:
- Preventative and corrective maintenance requirements
- Hours of coverage required
- Terms and conditions

Please do not piecemeal your submittals. Once complete, attach the above to a single requisition and submit to Procurement Services. This information is to be furnished at your soonest opportunity to avoid any lapse in your maintenance coverage.

* Contract Exclusions:
The following equipment is excluded from this preventative/corrective maintenance program, and is to be requisitioned separately if a maintenance contract is needed:
- Copiers under rental through LSU Copier Management, or under a “bundled” maintenance plan (i.e. inclusive of all consumables except paper)
- HVAC systems and room air conditioners
- Elevators
- Software maintenance agreements
- Equipment with an original purchase price less than $500
- Leased equipment
- Equipment under Installment Purchase Agreements which include maintenance in the monthly payment

Procurement Services Action

- Secures quotations from Specialty Underwriters under State Contract No. 408671
- Compares pricing and coverage information
- Advises department of results
- Issues one purchase order per department, inclusive of all equipment

Purchase Order Alterations will be issued to add or delete equipment as needs arise during the fiscal year, thereby keeping all department maintenance information under a single order number.

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