Facility Services Equipment Purchase Approvals

Gerald Sansoni
Manager – Operations
Facility Services
PURCHASES REQUIRING FACILITY SERVICES APPROVAL

• All purchases of household, laboratory appliances or other equipment, including, but not limited to lab equipment, refrigerators, freezers, ice makers, dishwashers, etc. that require electricity. Small counter top appliances are exempt from this approval. Space heaters are NOT authorized for use on campus, (PS-49). (Lamps, microwaves, coffee pots, air purifiers, and vacuums are examples of exempt small appliances)

• Any equipment that requires direct hookup to any utility or vent system including, but not limited to electricity, plumbing, gas, compressed air, vent hoods, ducts, etc. (Dishwashers, dryers, etc.)

• Any purchase for the purpose of, or requiring modifications to LSU buildings or property for installation or enhancement. This includes equipment that will require mounting to a wall, floor, or any other building structure. (Wall mounted TV or other AV equipment, shelving units requiring wall security, etc.)

• All purchases of modular furniture

• Inflatable rentals or purchases
Facility Services Purchase Approval Form

The Office of Facility Services provides full-service building and grounds maintenance and renovation to University facilities and premises. Please be advised that all work involving University Facilities and/or property such as construction, renovation, alteration, maintenance, and/or installation of new equipment must be authorized and performed by, or under the supervision of the Office of Facility Services in accordance with PS-84. OFS approval is also required for the following purchases:

- All purchases of household, laboratory appliances or other equipment, including, but not limited to lab equipment, refrigerators, freezers, ice makers, dishwashers, etc. that require electricity. Small counter top appliances are exempt from this approval. Space heaters are NOT authorized for use on campus, IPS-49.
- Any equipment that requires direct hookup to any utility or vent system including, but not limited to electricity, plumbing, gas, compressed air, vent hoods, ducts, etc.
- Any purchase for the purpose of, or requiring modifications to LSU buildings or property for installation or enhancement. This includes equipment that will require mounting to a wall, floor, or any other building structure.
- All purchases of modular furniture
- Inflatable rentals or purchases

The Facility Services Purchase Approval Form will be the method used for requesting and receiving OFS approvals. This electronic form should be filled out in its entirety and emailed to ofssuapprovals@lsu.edu. Instructions are as follows:

- Enter all requestor info in the event further questions or clarifications are needed, and for return of the approved form.
- Describe the type of equipment being purchased, list model number, and website link to the actual item. A quotation and/or spec sheet, when available, can also be attached to the email along with the form.
- Specify the location that the purchased equipment will be placed in for use.
- Answer questions stating if the new equipment is replacing something already in use. If it is free standing, and/or if it requires mounting to a wall, floor, or other structure.
- Note whether the equipment will be able to travel from its delivery point to its final destination by answering if there is adequate clearance through halls, doors, etc.
- Many items requested come with various electrical requirements. Please answer which type of electrical connection is required, as well as the voltage needed. This helps us determine if the space has the correct outlets and/or capacity.
- Please state if other utilities are required for the equipment. This helps us determine if these necessary utilities are available at that location.
- All appliances are required to be Energy Star Certified when that option is available. For additional information please visit https://www.lsu.edu/sustainability/energy/energy-star.php.
- Environmental Health & Safety has guidelines for certain equipment types. Please consult them for environmental concerns, and health and safety information.
- Some equipment may require specific humidity or temperature ranges. Please note the equipment specific requirements if applicable.
- Note and describe any services you may need from Facility Services for hook up and/or installation. Please note that this does NOT take the place of the work order system.
- All requests for assistance from Facility Services for utility connection, installation, and/or other support must be requested through the FAMIS work order system by the Building Coordinator.
LSU

- Page two is the electronic form
- Completed forms should be emailed to ofsequipapprove@lsu.edu
- Our goal is to respond within 3 business days
- This process applies to the Main Baton Rouge Campus purchases requiring OFS approval for Procurement