

Equipment* Purchase Considerations
(please complete one form per each piece of equipment)

Purchasing and installing the equipment

1. Name:
2. Specifications, including rejected heat:
3. Weight:
4. Dimensions, including required clearances:
5. URL for equipment description (either the specific item or a similar one):
6. Room # where will the equipment be housed:
 - a. What is the maximum number of occupants anticipated to be in the space?
7. What space issues are there to consider?
 - a. Are there any special installation requirements?
8. How much energy is needed to use this piece of equipment?
 - a. Are there utilities other than electrical required (i.e. gas, propane, water)?
 - b. Are there electric voltage/phase/current, standby power or UPS requirements to be considered?
9. Is this equipment sensitive to vibrations?
10. What are the temperature/humidity requirements?
11. What are the special operating/safety precautions (i.e., administrative and engineering controls, personal protective equipment (PPE), emergency equipment such as a spill kit, safety, first aid station, eyewash/shower if corrosive materials are used)?

12. What environmental concerns are there to be considered (i.e. chemicals, radioactive materials, lasers, discharge to drain, hazardous waste, airborne contaminants such as vapors, fumes, or mists)? If chemicals will be used, obtain and review a Safety Data Sheet (SDS) for each.
13. Does this piece of equipment need to be licensed?

Peripherals/supplies

1. What special set up/software/server/memory will you need to run the equipment?
 - a. Software:
 - b. Data storage:
 - c. Supplies (propane, etc):
2. Will the grant cover these expenses? If so, for how long? How will these costs be covered after the grant runs out?
3. Are there any ventilation issues/needs for this equipment to function?

Ongoing maintenance

1. What is the maintenance required for this equipment?
2. Does the purchase price include warranties/maintenance agreements etc.? ____ yes ____ no
 - a. For how many years?
 - b. If not, how will the cost of the maintenance agreement be covered?
3. What costs will there be to run/maintain the equipment after the grant has expired?
4. Will the department continue the maintenance agreement?

Thank you for completing this form. Please return promptly to Cara Martin-Tetreault, Director of Sponsored Research cmartin3@bowdoin.edu.

** Equipment is defined as tangible property having a useful life of more than one year and an acquisition cost greater than or equal to \$5,000.*