Equipment & Alterations To Building/Grounds Checklist

Instructions/Purpose: Departments should complete and forward this form to Facilities Operations & Services or the Physical Plant officer responsible for their campus when:
- The equipment to be purchased requires utilities or space modifications
- If any structure or supplies purchased will be used to alter or construct a building (including sheds)
- A hole will be dug or a material change to the landscape.

Additional information on the use of this form is available in the Purchasing Guidelines.

Complete and forward to:

Camden
Facilities Maintenance Services
Attn: Nick Matteo
409 North 4th St.
Phone: 856 225-6300

New Brunswick
University Facilities
Attn: Dianne Gravatt
6 Berrue Circle, Piscataway, NJ
FAX: 732-445-0082

Newark
Andrew Witek, Physical Plant
Department, Newark Campus, 85
University Ave., Newark, NJ
FAX: 973-353-1280

Upon review, FOS or Physical Plant will either return the “approved” checklist to the requesting department or contact the department to schedule a meeting. The requesting department forwards the approved checklist with the requisition to the Purchasing department servicing their campus.

Insert Requisition Number:

Contact Name/Department/Telephone Number

Campus: ☐ Busch ☐ Camden ☐ College Avenue ☐ Cook ☐ Douglass ☐ Livingston ☐ Newark

Building Name and Room Number: Type of Equipment:

Equipment Manufacturer (Please Include Manufacturer’s Specifications Or Product Literature) Model Number

PLEASE COMPLETE THE SECTION APPLICABLE TO YOUR PURCHASE (ANSWER ALL QUESTIONS)

SECTION I – EQUIPMENT CHECKLIST
WILL THIS EQUIPMENT REQUIRE: YES NO
1. Special utility hook-up (electric, gas, sewage, water.) ☐ ☐
2. Conditioned air (controlled humidity, ventilation, dry filtered air, compressed air etc.) ☐ ☐
3. Special foundation, lighting, ventilation, vacuum or steam connection etc. ☐ ☐
4. Disassembling and reassembling by FOS/Physical Plant. ☐ ☐
5. Will toxic, flammable, or radioactive materials be used? ☐ ☐
6. Will this equipment weigh more than 80 pounds per square foot? Note: Total weight divided by length times width in feet. ☐ ☐
7. Will existing room alterations be needed to adapt and/or admit the equipment? ☐ ☐

Additional relevant information:

SECTION II – ALTERATIONS TO BUILDING/GROUNDS CHECKLIST
WILL THIS REQUEST: YES NO
1. Causes alterations to an existing building or structure? ☐ ☐
2. Change the University’s landscape? Note: This includes landscaping services, installing or making repairs to sidewalks, constructing a playground, installing playground equipment, installing a fence, constructing a gazebo and shed or just digging a hole etc. ☐ ☐

Additional relevant information:

FOS/Physical Plant Approval: Name ___________________________ Signature: ___________________________ YES NO
Title: ___________________________ Date: ___________ Requires Permits ☐ ☐

EBC-7/7/09