

March 7, 2016

January 31, 2017 Revised

To: Natural Sciences Department/WSAS

From: John H. Wahlert, Chair -- Natural Sciences Department
Lisa Edwards, AVP – Campus Facilities

Re: Purchasing Equipment for Research and Teaching

Before Purchasing Scientific Equipment, please contact the following persons and offices for advice:

- Financial planning for purchases must be done in consultation with the Weissman Dean's Office and your Department Chair. You may need to obtain multiple bids or a sole-source vendor statement depending on the cost of the item.
- All technology purchases regardless of source of funds require pre-approval from the school's technology coordinator or the College CIO. Faculty are to work with the school tech coordinator in developing IT specifications.
- Any IT/Media services required.
Contact IT Help Desk
- There may be issues with electrical, plumbing, ventilation, humidity, weight or physical changes to the room layout that should be investigated first.
Contact Campus Facilities – Planning Office (Tom Gaimaro, Director X6052)

The building's infrastructure is old and the existing electrical power availability is at capacity without the future 17 Lex Phase 1a construction project. There is no emergency generator in the building, and air conditioning is mostly through the window units. Should any of your equipment require significant power, significant cooling needs or uninterrupted service, please bear this in mind.

- Large or very heavy equipment may have issues with fitting in the elevator, fitting through the lab door or corridors, or placement lab itself due to other obstacles.
Contact Campus Facilities – Planning Office (Tom Gaimaro, Director X6052)
- Large or heavy equipment when purchased should indicate “Door-to-Door” or “White Glove” delivery services. This equipment should be delivered directly to the lab, with uncrating and placement to the desired location. Baruch does not have the ability to move large or very heavy items from the Receiving office on the north campus to the Field Building/17 Lexington on the south campus. For what constitutes this type of service:
Contact Campus Facilities – Operations Office (Frank Antonucci, Director X6037)

- “Door-to-Door” or “White Glove” deliveries date and time needs to avoid the high volume usage peaks of the building. During the semester, it is best to schedule on Friday class schedules or early morning. Also this needs to be coordinated with Public Safety to schedule delivery and access.
Contact Public Safety X6000
- Other considerations such as specific furniture for the equipment, any storage for related supplies, any required signage on or adjacent to the equipment, and emergency shut-off requirements should be addressed at the time of equipment selection.
Contact Campus Facilities – Planning Office (Tom Gaimaro, Director X6052)
- Any equipment involving chemicals, flammables, radiation, etc. may have restrictions
Contact Campus Facilities – Environmental, Health & Safety Office (Jim Kaznosky, Director X6048)
- If the new equipment is vibration sensitive, then vibration attenuation equipment also needs to be purchased for the anticipated 17 Lex Phase 1a construction project.
- The emergency contact person for the piece of equipment should be identified with Public Safety in case of flood, power outage or other emergency.
Contact Public Safety X6000
- Any labs involving live animals may have restrictions.
Contact Campus Facilities – Environmental, Health & Safety Office (Jim Kaznosky, Director X6048)

Cc: Boo Choi, WSAS/Director of Admin & Financial Services
Arthur Downing, VP Information Services & Dean of the Library
Henry McLaughlin, Director Public Safety