Operational Policy and Procedure

**OP 72.01: Equipment Purchases Requiring Building and/or Building System Modification**

**DATE:** October 4, 2013

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to outline the procedures and coordination to be followed before the purchase of equipment that will require special building and/or building system modifications and/or additions prior to installation.

**REVIEW:** This OP will be reviewed in June of odd-numbered years by the managing director of Procurement Services and the assistant vice president for operations with substantive revisions forwarded to the assistant vice president for financial affairs and controller, the vice president for administration and finance and chief financial officer, and the senior vice chancellor and chief financial officer.

**POLICY/PROCEDURE**

**General**

1. This OP shall apply to the purchase of equipment from all sources of funds, which will require modification of the building or building systems in which the equipment is to be installed or located. The special requirements of the equipment to be installed include, but are not limited to:
   a. Special electrical circuits other than the normal 120 V plug-in
   b. Minimum and maximum conditioning of room temperatures
   c. Non-portable equipment requiring installation
   d. Voltage regulation or power conditioning
   e. Water connections for internal cooling
   f. Any modification or equipment that will significantly alter the KW load or electrical demand profile of the building

2. All equipment orders that will require special building modification requirements prior to installation must be coordinated with Building Maintenance and Construction (BMC).

3. Procedures
   a. A *Project Request* must be submitted in accordance with OP 61.28 to obtain a cost estimate for the building modifications. Online requests can be made at [www.physicalplant.ttu.edu](http://www.physicalplant.ttu.edu) using the “Work order/Customer Project/Self Help Request” link. Please contact BMC Work Control at 742-3301/742-3302 for assistance. This must be accomplished prior to the
submission of a *Requisition* in TechBuy (techbuy.ttu.edu) for the purchase of the equipment.

b. BMC, in coordination with Operations Division Engineering Services, will perform the necessary engineering evaluation and design and provide a cost estimate. The estimate will be returned to the requisitioning department using the *CR Approval/Disapproval* form (see attachment). The estimate must be reviewed and the funding source(s) for the work identified prior to ordering equipment. After identification of the funding source(s) and account manager approval (if required), the *CR Approval/Disapproval* form will be returned to BMC. This will begin the material requisitioning for the support requirements.

c. The requisitioning department will then submit a *Requisition* in TechBuy, with the copy of the CR and the approved cost estimate form attached to the requisition. Requisitions must comply with OP 72.09.

Attachment: Customer Project Request (CR) Approval/Disapproval Example