Funding Departmental and Research Project Equipment Maintenance

POLICY

When equipment is purchased and installed primarily to support a research project, grant, or specific departmental use, the project or department is responsible for all of the following:

- Ensuring that all equipment wired to building circuits or connected by power plug to building sockets/outlets is compliant with National Electrical Code (NEC) provisions. To ensure compliance, equipment must be:
  - Listed by Underwriter's Laboratory (UL); or
  - Listed by a nationally-recognized, accredited testing laboratory; or
  - Inspected and approved by the authority having jurisdiction over the NEC provisions.

See SPPM 2.72.

- Covering the costs of equipment maintenance.
- Covering the costs for any required facility modification.

Departments are advised to consult with Facilities Services, Operations regarding facility needs prior to purchase or grant submittal.

Funding

Departments are encouraged to ensure that each grant and contract request includes funding to adequately cover installation and all maintenance costs for research project equipment during the period of the research project.

At the completion of the research project and/or grant, the department finances the ongoing maintenance costs of the equipment, places the equipment in storage, or removes the equipment from the building.

For equipment purchased by departmental funds, the department finances ongoing maintenance for the life of the equipment.

The research project or department assumes responsibility for ensuring that funds are available to cover such costs.

Maintenance

Facilities Services, Operations may provide maintenance support for departmentally-funded equipment on a recharge basis if Facilities Services shop personnel have the knowledge skills and abilities needed to perform the work. If not, the department may
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Maintenance (cont.) establish a service contract with a vendor to conduct the maintenance.

With the department's approval, Facilities Services, Operations establishes a preventive maintenance schedule which is based on the equipment manufacturer's specifications.

Facilities Services, Operations bills departments for maintenance services performed on department/research project equipment.

Recharge Billing The requisitioning department requests the establishment of a blanket requisition by issuing an Interdepartmental Requisition and Invoice (IRI) to Facilities Services, Operations (BPPM 70.06 and 70.05).

The blanket IRI is charged against the research project or department account code.

Equipment Number Facilities Services, Operations assigns an equipment number to each piece of equipment identified on the blanket IRI. Each equipment number will be associated with the costs for all maintenance performed on that equipment by Facilities Services, Operations for the department/research project.

Property Number The department is responsible for obtaining an inventory number for each equipment item, in accordance with the property inventory procedures in BPPM 20.50.

Tracking Costs The department views maintenance charges for a department/research project account by accessing budget statement information available through the BALANCES application in the Administrative Information System (AIS) (BPPM 85.33 and 30.07).

Maintenance charges for equipment funded by a department/research project are listed in BALANCES by the assigned equipment number.

The department may also view maintenance charges through the myFacilities portal at:

myfacilities.wsu.edu/