

## Equipment Approval Form

Today's Date:		
Requester's Name:	Department:	
Equipment Model and Number:		
Proposed Vendor:		
Proposed Location of the Equipment (Bldg./Room):		
Weight of the Equipment (lbs):		
What are the electrical voltage requirement?		
Will any room require structural modifications	Yes	No
Will any part of the installation require affixing all or part of equipment to existing walls or floor?	Yes	No
Is this item replacing an existing piece of equipment?	Yes	No
If yes, do outlets need to be updated?	Yes	No
Does the equipment come with a warranty?	Yes	No
Is a new or dedicated electrical circuit required?	Yes	No
Does the equipment require water (chilled or plumbed)?	Yes	No
Does the vendor provide shipping directly to the room?	Yes	No
Does the vendor provide labor?	Yes	No
If no, will this require a third-party vendor to install?	Yes	No
Do you have proposed mechanical specification for the equipment?	Yes	No
<b>Will the equipment require STS services?</b> If yes, complete the following questions:	Yes	No
Does the equipment have a computer or electronic component?	Yes	No
Does the equipment or connecting computer require Voice/Data connection?	Yes	No

**Note: Please provide mechanical/technical specifications for the equipment and any other installation information. Submit form and specifications to Environmental Health & Safety Compliance Unit, [ehsc@spelman.edu](mailto:ehsc@spelman.edu), ext. 5709.**

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FMS Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STS Approval Signature: (if needed) \_\_\_\_\_ Date: \_\_\_\_\_

Environmental Health & Safety Compliance (EHSC) Manager Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Associate Provost for Research Signature (EHSC Proxy ONLY): \_\_\_\_\_  
Date: \_\_\_\_\_

**NOTE: For additional information and questions regarding equipment, please contact requester.**

**\*\*\*\*PLEASE MERGE PDF. DOCUMENTS WHEN SUBMITTING TO THE OFFICE OF RESEARCH RESOURCES. PLEASE SEE STEPS BELOW\*\*\*\***

1. Specifications must be saved as a .pdf attachment.
2. Click on "Create" and select "Combine Files into a Single .pdf".
3. You may select "Add Files" or Drag, drop files in the white space of the box, and click combine files.