

Property Services Equipment Installation/Relocation Form



Form can only be completed with Adobe Acrobat Pro

This form applies to all installation and/or relocation of equipment valued at more than \$5000, that requires formal training, contains a laser, and/or impacts on space within the School.

Equipment Name: School Sector

Equipment Description:

1.1 Funding Availability

	Capital Expenditure	Operating Expenditure	Grants	Other
Cost Estimate of Capital Works	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Total Cost	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Combined Estimated Total Cost	<input type="text"/>			

Text Field

Text Field

1.2 Space Planning

Equipment Dimensions (mm) Height Width Length Total Weight (kg)

Operational Space Required for Equipment (mm) Height Width Length

Location of Equipment Building No. Level No. Room No. Total Floor Area Required (sqm)

Equipment Upgrade - Is equipment replacing existing? Yes No Record Asset No.

Age of Equipment Equipment Life Expectancy

Room
Does room require changes to house equipment e.g. new walls, surfaces etc.

Fixing
Does the equipment require fixing to walls, floors & ceilings. Provide details

Additional Equipment
List any additional equipment List Safety Fences, Tables, Chairs, Computers etc.

Equipment Removal
What repairs are required? e.g. patch & paint, remove services

Consequences of Equipment
Will new equipment require relocation of existing equipment, connections etc.

University Services
Are University Services Required? Security Access, Library, AV etc.

Equipment Relocation
Are there any special requirements for equipment relocation/removal

Additional Information
List any additional information

1.3 Infrastructure

Please provide further details on the infrastructure required to operate the equipment

Service	Examples	Applicable	Details (Complete)
Electrical	No. of Connections Required, Amps, Volts, Single/Poly Phase	<input type="text"/>	
Water	Pressure, Hot/Cold/Tempored, Filtered	<input type="text"/>	
Gas	LPG, Natural Gas, CO2, Pressure, Other gases	<input type="text"/>	
Waste	Neutrilisation, Chemical Waste, Suspension Separation	<input type="text"/>	
Ventilation	Heating, Cooling, Humidity, Extraction, Filtration, Pos/Neg Pressure, Special Enviro	<input type="text"/>	
Comp Air	Pressure (kpa), Dried Air.	<input type="text"/>	
Other Services		<input type="text"/>	

1.4 Information Technology Services

Service	Examples	Select	Description
Data Points	No. Data Points Required	<input type="text"/>	
Software Req.	Do equipment require any software? Name? Is it supplied or to be sourced	<input type="text"/>	
Hardware Req.	Any computers, printers, peripherals	<input type="text"/>	
Other IT		<input type="text"/>	

1.5 Occupational Health & Safety Considerations

Is the equipment likely to produce health & safety issues/concerns. Please list and any control measures for these.

Issue	Examples	Applicable	Additional Info
Noise	What dB will be produced by equipment	<input type="checkbox"/>	
Dust	Particulates, dusts, air contaminates etc.	<input type="checkbox"/>	
Fumes & Gases	Are gases or fumes produced?	<input type="checkbox"/>	
Heat, Burns & Fire	Are burns, fire or heat produced or possible?	<input type="checkbox"/>	
Radiation	Lasers, What class?	<input type="checkbox"/>	
Chemical	Hazardous Substances, Dangerous Goods, Chemical Storage & Handle	<input type="checkbox"/>	
Ergonomic	Standing, reaching, sitting for extended periods	<input type="checkbox"/>	
Personal Injury	Cutting, stabbing, puncturing, shearing, entanglement, striking	<input type="checkbox"/>	
Waste/By-products	Is waste or by-products produced. Is a waste management plan required? How will waste be stored?	<input type="checkbox"/>	
Manual Handling	Are heavy materials required/used? Repetative Movements, Awkward	<input type="checkbox"/>	
Electrical	Are electrical hazards present/possible	<input type="checkbox"/>	
Vibration	Does machining produce noticeable vibration?	<input type="checkbox"/>	
Lighting	Are specific light levels required?	<input type="checkbox"/>	
PPE	Is personal protective equipment required to operate equipment?	<input type="checkbox"/>	
Bio Hazards	Are bio hazards present?	<input type="checkbox"/>	
Other	Safety Fence, Lockouts, Guarding	<input type="checkbox"/>	

Standards & Regulations

(List relevant standards & regulatory docs)

Technical Manuals

(List & attached relevant manuals & docs)

Risk Assessment

Has supplier provided Risk Assessment? (Attach Risk Assessment) Yes (Attach) No Details

Safe Work Instructions (SWI)

Staff Member(s) responsible for completing SWI Expected Date for SWI Completion

1.6 Consumables & Chemicals

If the equipment consumes any material, chemical produce chemicals and/or hazardous substances please provide details below. MSDS (Material Safety Data Sheets) can be obtained by the supplier. Include products such as glues, wood etc. Attached MSDS or Link

Consumable/Chemical Name	MSDS	Dangerous Goods	UN No.	Consumable/Chemical Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1.7 Delivery

Considerations for delivery of equipment

Equipment Dimensions for Delivery (mm) Height Width Length Packaged Weight (kg)

Will delivery impact traffic, pedestrians, classes etc. Provide further information Will Building Lift Size & Load be Sufficient?

Can equipment be delivered into building, consider doors, lifts etc. Can equipment be packaged?

Note: Please include photographs of equipment & key infrastructure