



Angelo State University
Operating Policy and Procedure

OP 40.03: Equipment Purchases Requiring Building and/or Building System Modification

DATE: December 2, 2014

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 November every five years, or as needed, by the director of facilities planning & construction (DFPC) with recommended revisions forwarded to the vice president for finance and administration (VPFA) to the president by December 15.

POLICY/PROCEDURE

1. General

- a. This OP shall apply to the purchase of equipment from all sources of funds that 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:
 - (1) Special electrical circuits other than the normal 120 V plug-in;
 - (2) Minimum and maximum conditioning of room temperatures;
 - (3) Non-portable equipment requiring installation;
 - (4) Voltage regulation or power conditioning;
 - (5) Water connections for internal cooling;
 - (6) Any modification or equipment that will significantly alter the KW load or electrical demand profile of the building.
- b. Departments are responsible for considering any possible building modifications required for operation of the equipment being ordered. The department is responsible for notifying, consulting, and coordinating accordingly with FP&C for any equipment being ordered requiring special building modifications and prior to the equipment order being placed. FP&C may then coordinate work with Facilities Management (FM) or a contractor to perform the building modifications at the cost of the department.

c. Procedures

- (1) A Building Modification Form (BMR), (Attachment A), must be submitted in accordance with OP 40.01 to obtain a cost estimate for the building modifications. This must be accomplished prior to the submission of a requisition to Purchasing for the special equipment.
- (2) FP&C will perform the necessary engineering evaluation and design and provide a cost estimate. The estimate will be returned to the requisitioning department submitting the BMR. 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 BMR will be returned to FP&C. This will begin the material requisitioning for the support requirements.
- (3) The requisitioning department will then submit a requisition, a copy of the BMR and the approved cost estimate form, and the identified funding source to Purchasing.
- (4) After bidding and awarding, Purchasing will send a courtesy copy of the award documents with a copy of the BMR, in addition to the routine award copy distribution, to FP&C.

Attachment A: [Building Modification Form](#)