

**SUBJECT: EQUIPMENT MAINTENANCE REPAIRS IN LABORATORY BUILDING**

This policy applies to the Laboratory building only. Due to the complexity and specialized operation of specific equipment in the Laboratory building, the following maintenance and operating procedures will apply.

This policy applies guidelines for infrastructure support, installation and maintenance in the following three areas:

1. Base building
2. University supported programs
3. Research supported programs (grants)

**1. Base Building**

The Facilities Department will be responsible for all general base building infrastructure and supply of utilities.

**2. University Supported Programs**

All centralized equipment laboratory (CEL) equipment will be operated and maintained by the Laboratory Technicians under the direction of the Laboratory Manager. Any new equipment purchased for University teaching programs will be installed by CEL Technicians and Facilities personnel with utility requirements (e.g. power, water, air) being installed by Facilities personnel. Support equipment (e.g. autoclave and washer, acid neutralizing pit and deionized water plant) will be maintained and operated by the Lab Technicians in conjunction with the Facilities Department.

**3. Research Supported Programs (Grant)**

The cost for installed equipment purchased for research or with grant money is the responsibility of the researcher. Before any equipment is purchased, the researcher must consult with the Laboratory Manager to determine the feasibility and costs associated with the installation and operation of this equipment.