

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: PURCHASE REQUEST (PR) REVIEW FME REVIEW GUIDELINES	FMEP-G-0056	Rev. No. 0
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1.0 PURPOSE

The following guidelines are being established to assist the Purchasing Group in determining those PRs which FME Engineering Should review to determine the possible impact to:

1. Infrastructure changes and/or utilities upgrades that may need to be installed to operate the specified equipment or system;
2. Assess and ensure that the correct utilities are available and/or to provide the correct input for the technical requirements;
3. Level of support required by Engineering and the Craft Shops in installing and implementing the equipment into the infrastructure.

2.0 PROCEDURE

1. The Buyers will be doing the first pass review of each Purchase Request (PR) to determine the need to route to FME for review. The individual Requestor may be contacted by the Buyer to ask questions to determine the possible impact on FME. Where there is an FME Building Coordinator, they are generally doing the initial identification of FME needs before the PR is issued, but FME Engineering will still want to see those identified by them and/or by the Buyers.

The FME Building Coordinators are:

David Laudeman
 Bill Adkins
 Brad Leggett
 Debbie Vessa

2. Cost should not be used as an indicator of equipment or systems that should be reviewed by FME.
3. Equipment and systems for the following Programs need not be sent to FME for Review. These Directorates/Programs have assumed the responsibility of coordination with FME before purchasing:

BDP
 VPP

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4. Equipment requirements/technical parameters which should initiate a review are:
 - A. Smallest dimension exceeds 30"
 - B. Weight exceeds 500 pounds
 - C. Power exceeds 120 volts or 20 amps, or requires UPS power
 - D. Produces more than 3000 BTUs of heat (same as a consumption of more than 1000 watts of electricity)
 - E. Requires more than 3 gallons per minute of potable water
 - F. Any amount of RO or De-mineralized water
 - G. Any equipment requiring lab gas or compressed gas
 - H. Any equipment that affects building infrastructure
 - I. Any turnkey project (design, supply, fabricate, and construct)
 - J. Equipment and furniture for leased buildings (electrical required)
 - K. New lab startup – purchases of numerous pieces of equipment that may affect the HVAC system
 - L. Any project requiring modular furniture
 - M. Any project requiring network connections

5. Equipment requiring FME review is:
 - A. NMR Units and Magnets
 - B. Super Computers
 - C. Fume Hoods
 - D. Diesel Generators
 - E. Autoclaves – but not small individual desk top type units
 - F. Sterilizers – but not small individual desk top type units
 - G. Uninterruptible Power Supplies (UPS) – but not small individual desk top type units
 - H. Equipment manufactured overseas

6. FME will notify the Buyer of those PRs that FME has reviewed before their issue to Purchasing.

7. Where justification for sole source or other evaluations are done, identify that FME has participated in the review, which will indicate to Purchasing that FME has already seen the PR.