

School of Mechanical Engineering
ME Building Research Lab Furniture/Apparatus Layout Policy
02/14/2021

Scope:

This policy applies to all furniture, optical tables, machinery or floor mounted research apparatus used in the Mechanical Engineering Research Laboratories. This policy also covers items such as large 'dewars', gas cylinders, cabinets, and chairs. Essentially, if it will take 'floor space', it is covered by this policy.

Purpose:

The goal of this policy is to ensure all safety requirements and fire code requirements are met to ensure the safety of all users of the facility as well as the safety of other building occupants. This policy will also ensure all utility requirements are met before new research apparatus is ordered. The desire is to catch potential problems while they can be addressed most effectively.

Policy:

Prior to ordering/delivery of any item impacted by this policy or the reorganization/layout change of existing equipment in a research lab, the PI should contact the ME Building Deputy to discuss the change. The PI may be asked to provide the following information (as needed):

- Details of the proposed new item or existing items. Including but not limited to:
 - Weight (if appropriate)
 - Dimensions
 - Utility Requirements (Power, Air, Water, Ventilation, etc.)
 - Associated additional equipment (chillers, filter units etc.)
 - Whether it uses any Hazardous chemicals (toxic gases, dangerous chemicals, powdered metals etc.)
- An Account number to be used to pay for:
 - The 'Bull gang' to move/deliver the new item
 - The trades to update/install required utility infrastructure
- A scale drawing of your existing lab including where the new equipment is proposed to be installed.
 - CAD drawings for your room are available from the E-shop (Mike Black, blackm@purdue.edu)
 - Reminder that walkways of 36" need to be maintained and doors cannot be blocked
 - Mike Black will maintain a set of past 'approved' drawings for each lab.
- This information will be collected by the building deputy and as needed, will be reviewed by:
 - Building Deputy
 - Assistant Head
 - Head of the School
 - REM
 - Fire + Safety
- Failure to follow this process may result in delays of delivery and installation of equipment. The worst case may result in the denial of the installation of this equipment in the ME Building.