

INSTALLATION OF LARGE EQUIPMENT

This policy pertains to the installation of large equipment, e.g., x-ray, scanner, MRI, etc. A work request must be submitted before the equipment is ordered.

OFFICE PROCEDURE

- The requester must enter DELPRO work request. See department Administrative Officer (AO) for assistance.
- Request is reviewed by Chief, Office of Facility Management (OFM) or Deputy Chief to verify infrastructure is able to support equipment.
- Division of Engineering Services (DES) will send a planner to design and oversee the installation.
- If the equipment arrives before the site is ready, it must be stored by the requestor.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director