

UK College of Dentistry Equipment Pre-Purchase & Installation Checklist

The purpose of this checklist is to assist in determining whether additional evaluation is needed when planning for procurement and installation of equipment. As unique situations will occur, this checklist should not be deemed all-inclusive for all equipment instances. However, the use of this checklist will assist in preventing delays triggered by unrealized requirements.

“Equipment” is defined as any electrical or mechanical device.

Please complete the below form and secure checklist approval prior to entering a portal purchase request.

Description of Item:

Manufacturer:

Model:

Proposed Supplier/Vendor:

Supplier/Vendor Contact:

Is the item: New Used Donated On Loan-Date to be returned:

Who is Funding Equipment if Being Purchased:

Cost (attach quote if available):

Purpose/Function of Equipment:

Proposed Installation Site/Location:

Proposed Installation Date:

Person Requesting Purchase:

Location Requirements of Planned Installation Space

Does the equipment require electric power greater than existing electric outlets in the space?

Will any facility modifications be necessary or will the equipment work with the current footprint? Examples: item is too big to fit or too heavy for unaltered space.

Does the equipment generate sufficient heat requiring cooling beyond existing?

Does the equipment require air filtration or clean room systems beyond existing?

Will protective equipment or accessories be required to operate, inspect, or maintain equipment?

Does the equipment require deionized water, compressed air or other gas supply, beyond existing?

Does the system generate noise (>60bD) or vibration levels which may be detected and considered a nuisance or distraction to adjacent spaces?

Is the lighting in the space sufficient for equipment use?

Will additional security precautions be required prior to installation in the space?

Will additional data points or phone points be required to support the equipment?

Does the equipment require an external source for air or water?

Used Equipment

Have you received written details of service history (historical maintenance history), any modifications, and/or general condition report?

Software

Will patient information be stored in or shared with an outside party through the use of software?

What operating system is the equipment software compatible with?

What are the minimum and recommended PC requirements?

How often are upgrades required?

Are upgrades automatically available and fee of charge?

Is there a user group available for the software?

Who is the responsible party for maintenance and upgrades?

Supplier Service & Support

What service/support is available from the manufacturer?

- What is the cost of a service call?

Equipment Accessories

What accessories are available?

- Will the supplier include as part of negotiation?

If consumables are required as part of equipment use, how much are they?

- Are there alternatives?

Training/Maintenance

Is a pre-installation checklist available from manufacturer? Please request and share with this completed form if possible.

Are there any special skills, licenses, or other requirements to maintain or inspect the equipment?

Will the equipment require in-house ongoing maintenance/technical support?

Is there similar equipment in the college?

- If so, is it worth using the same supplier/brand for ease of spare parts, service, etc.?
- Will faculty/staff require training support for the equipment?
- Please provide details on available warranties and maintenance contracts: