

SEATTLE CHILDREN'S RESEARCH INSTITUTE OPERATING POLICIES / PROCEDURES

DEPARTMENT:	Research Institute Administration
POLICY NUMBER:	RIA-758
REPLACES:	RIA-758, v4-1-2008
EFFECTIVE DATE:	July 25, 2009
REVISION DATE:	July 25, 2009
POSTED FROM:	N/A

TITLE: Equipment Maintenance & Repair

SUMMARY:

Capital Equipment assets comprise a significant part of the Seattle Children's Hospital Research Institute (Research Institute) assets. It is the policy of the Research Institute to maintain those assets in good repair and to support the safety of those working with Equipment. The Research Institute supports the maintenance and repair of all equipment. The Research Institute will fund the repair of Equipment that is Research Institute-provided while it is being deployed for building-wide common use. Research Institute staff will support the maintenance of and repair of equipment that is funded by and/or deployed for a specific investigator, program, or research center, while providing for appropriate recharge mechanisms and/or charge mechanisms for the costs associated with those activities.

KEY CONTACTS:

Direct any general questions about this policy to your Center Business Manager. If you have questions about specific issues, contact the following:

Subject	Contact	Telephone
Policy Clarification	Research Operations	884-7309
Disposition of Equipment	Research Operations	884-7309
Maintenance (Facilities)	Building & Engineering	884-7461
Purchase and Acquisition	Research Purchasing	884-7435
Sponsored Programs	Office of Sponsored Research	884-7822
Tagging	Building & Engineering	884-7461
Physical Inventory	Research Operations	884-7309
Valuation of Capital Assets	Finance	987-4853
Transfer of Equipment, within RI	Building & Engineering	884-7461

POLICY/PROCEDURE:

758.1. Lab Equipment

758.1.1. *Assessment and Initiation*

- 758.1.1.1. If an item of Equipment is assessed to be in need of repair, the Assessing Individual should contact the Equipment's "Superuser." If no Superuser exists for a piece of equipment, contact the Equipment Owner. The owner, Superuser, or identified delegate (collectively, Assessor) should perform the following steps.
- 758.1.1.2. Assessor will assess the Equipment and confirm the need for repair. If repair is found to be not necessary, Superuser will notify Assessing Individual accordingly.
- 758.1.1.3. Assessor reaches determination that repair is necessary and warranted.
- 758.1.1.4. Assessor determines if Vendor Service Repair is indicated or if repair can be achieved utilizing in-house resources.
- 758.1.1.5. Assessor selects Vendor to perform the repair.
- 758.1.1.6. Assessor obtains Vendor Quote for the repair.
- 758.1.1.7. Assessor may obtain a PO from Research Purchasing and complete the repair process through the vendor or go through Building and Engineering to assist with the process.
- 758.1.1.8. Assessor using B&E for assistance will complete Appendix A "Facility and Equipment Repair Request Form" and transmits completed form and quote to Building 1 Building and Engineering.
- 758.1.1.9. Research B&E Assesses Repair Need and determines if Vendor Service Repair is indicated or if repair can be achieved utilizing in-house resources. Research B&E generates work order.

758.1.2. *Vendor Service Repair*

- 758.1.2.1. If Vendor Service Repair requirement is confirmed, Assessor completes Requisition using Lawson RSS. Charge: See "Financial Responsibility for Repair and Maintenance" section, below.
- 758.1.2.2. Research B&E issues and assigns work order.
- 758.1.2.3. Research Purchasing generates PO. Research Purchasing transmits PO # to Research B&E and to Superuser.
- 758.1.2.4. Superuser contacts Vendor with PO Information and schedules service.
- 758.1.2.5. Vendor Performs Repair Service
- 758.1.2.6. Superuser confirms that Repair successful.

- 758.1.2.7. Superuser notifies Research B&E of successful equipment repair.
- 758.1.2.8. Research B&E closes work order.
- 758.1.2.9. Send copy of tracking to Requestor.

758.1.3. Repair utilizing in-house resources.

- 758.1.3.1. Research B&E issues and assigns work order.
- 758.1.3.2. Research B&E notifies Superuser if parts or supplies are needed and supplies part numbers and prices. Superuser orders parts through Research Purchasing.
- 758.1.3.3. Research B&E performs repair.
- 758.1.3.4. Research B&E notifies Superuser of completed repairs.
- 758.1.3.5. Research B&E closes work order.
- 758.1.3.6. Send copy of tracking to Requestor.

758.1.4. Preventive Maintenance

- 758.1.4.1. Superuser should request preventive maintenance deemed necessary using the process for repairs outlined above.

758.2. Financial Responsibility for Repair and Maintenance

- 758.2.1. While the Research Institute staff supports the maintenance and repair of all equipment, associated costs will be allocated based on the nature of the affected equipment.

758.2.2. Fixed Equipment

- 758.2.2.1. The Research Institute Building Operations will fund the repair of Fixed Equipment. Fixed Equipment items are those Equipment items which are permanently attached to and are an integral part of any building, such as exhaust fans, transformers, ventilation systems, hoods, autoclaves, washers, and the like. This includes preventive maintenance, whether performed by Vendor or Research Institute staff, to the extent that Research Institute Staff deems such preventive maintenance necessary.

758.2.3. Common Use Equipment

- 758.2.3.1. Research Institute staff will support the maintenance and repair of Common Use Equipment that is deployed for general use by researchers of one or more Research Centers. Costs for such maintenance must be directed to a source identified by the Requestor, and charges must be approved by an individual with the authority to do so. Source must be identified and approved at the time of making the original request. Source will be liable for all costs associated with the repair/maintenance, including Vendor costs, other third party costs, as well as cost of specific supplies or

parts. Generally, the Source supporting these costs will be the Center Discretionary Fund. Common Equipment repair or maintenance costs for items benefitting more than one center may be co-funded by those centers following any reasonable cost allocation methodology that reflects relative benefit. Determination of the allocation methodology should be accomplished by Center Directors, or as delegated, by Center Business Managers. Common Equipment repair or maintenance costs of equipment that benefits all centers in a facility may be funded by Research Operations, subject to the explicit approval of the Vice President, Research Operations and Logistics.

758.2.4. Specific Equipment

- 758.2.4.1. Research Institute staff will support the maintenance and repair of equipment that is funded by and/or deployed for a specific investigator, program, or research center. Specific Equipment includes all Equipment that was funded by one or more extramural awards (e.g., grant, contract) or intramural discretionary sources (e.g., gift fund, endowment account, or seed fund). Costs for such maintenance must be directed to a source identified by the Requestor, and charges must be approved by an individual with the authority to do so. Source must be identified and approved at the time of making the original request. Source will be liable for all costs associated with the repair/maintenance, including Vendor costs, other third party costs, as well as cost of specific supplies or parts.

758.3. Quality Assurance

- 758.3.1. Research Operations will conduct a quarterly audit, at the end of every calendar quarter, on Work Order Status. This audit will assess
- 758.3.1.1. Extent to which Work orders remain open.
 - 758.3.1.2. Fulfillment time statistics for Work orders.
 - 758.3.1.3. Extent to which charges have been directed appropriately.
 - 758.3.1.4. Research Operations will mandate correction of any inaccurate charges and follow-up to any fulfillment failures.

Submitting Office: Research Institute Administration

Approved by:

\\s\ Erik M. Lausund, Vice President Research Operations, 7/25/2009