



## Equipment Purchase Safety and Facilities Review Request Form

### To be completed by Department requesting Equipment Review

Some equipment has inherent safety hazards that require special controls, facilities, and/or regulatory compliance actions. Departments purchasing such equipment should factor and budget for these requirements before the equipment is purchased. This form should be completed and sent to EHS in advance of procurement to facilitate the appropriate hazard assessment and approvals. Completed form should be sent to EHS at [ehs@kennesaw.edu](mailto:ehs@kennesaw.edu).

### Requester Information

Employee Name		Supervisor	
Department		Tel #	
Email			

### Equipment Information

Equipment Description		Manufacturer	
Model Number		Status	<input type="checkbox"/> New* <input type="checkbox"/> Used (Transfer/donation)
Proposed Building Location		Room #	

### Safety Attributes

Please check all applicable attributes of this equipment.

<input type="checkbox"/> Contains radioactive material	<input type="checkbox"/> Produces X-Rays
<input type="checkbox"/> Contains Class 3B or Class 4 lasers	<input type="checkbox"/> Can create a magnetic field $\geq 0.5$ millitesla (mT)
<input type="checkbox"/> Can generate noise $\geq 80$ decibels (dBA)	<input type="checkbox"/> Generates dust?
<input type="checkbox"/> Will produce significant heat	<input type="checkbox"/> Is a Laser cutting machine
<input type="checkbox"/> Is an Ethylene Oxide sterilizer	<input type="checkbox"/> Is a metal 3D printer
<input type="checkbox"/> Is metal fabrication or wood cutting machine	<input type="checkbox"/> Others

### Facilities Requirements

Please check all facilities requirements for this equipment. [Facilities Project Request](#) may be required.

<input type="checkbox"/> Requires exhaust ventilation	<input type="checkbox"/> Requires dedicated electrical circuit
<input type="checkbox"/> Requires natural gas	<input type="checkbox"/> Requires potable or wastewater line
<input type="checkbox"/> Requires compressed air	<input type="checkbox"/> Requires additional cooling
<input type="checkbox"/> Requires fire suppression system	<input type="checkbox"/> Requires special transportation/unloading

**Will Modification of building structure be required to house this equipment?**       Yes    No

\*Used Lab Equipment Declaration form will be required for donated or transferred equipment.