Budget Considerations

Ask yourself: If I bought everything on my equipment list, will my lab be fully operational?

1. Renovations
   - Facilities Management should be contacted for all lab renovations
   - Consider renovations or interface issues with mechanicals such as water hook-up, air filtration, electrical connections, exhaust, specialty gases, etc.
   - Communication/data infrastructure cabling
   - Security for labs, such as swipe card, etc.

2. Equipment Design
   - Consider compatibility with existing or new equipment and/or software.
   - Consider the physical dimensions and weights of the assembled equipment.
   - Include Uninterruptible Power Supply (UPS) for equipment backups
   - Consider a Nitrogen generator instead of rental cylinders.
   - Consider anti-vibration tables for sensitive instruments.
   - Ask for vendor references when considering equipment design

3. Quotation Validity Period
   - Include an inflation factor in the budget if a quote is only valid for 30 days.
   - Ask the vendor if they anticipate prices increase in the near future.
   - Quoted instruments and software should be latest releases and new releases will be obtained within a specific period after delivery.

4. Payment Terms
   - Western will accept milestone payments for equipment but will not agree to prepayments.
   - Vendors request prepayments to finance material purchased to construct equipment but Western is not a lending institute.
   - If a vendor insists on a prepayment then the researcher’s faculty will be required to acknowledge and accept the risk of the prepayment – this is confirmed through
an email from the faculty with a statement that the faculty will backstop the prepayment amount in the event the vendor does not deliver the equipment as promised.

5. Delivery and Unloading

- Consider delivery details including delivery location, INCO Terms, transportation and in transit insurance costs, cross border documentation, etc.
  
  The preferred shipping term is *Delivered at Place (DAP) Western University*.

- Develop a plan for unloading and moving large and/or heavy equipment from the loading the dock, though hallways, doorways, stairways and elevators, to the lab.

- Check the floor path from the dock to the lab can sustain the weight of a pallet truck.

- Check that elevators can accommodate the size and weight of the shipping containers/ crates.

- Check if special rigging or cranes are required to unload and position your equipment into the lab.

- Consider using a moving company to get shipping containers/ crates from the loading the dock to the lab.

- Consider tax implications for shipping items out of province.

6. Health and Safety

- Occupational Health and Safety Considerations, such as eyewash stations, showers, fume hoods, etc.

- Identify if the equipment will contain x-rays, Lasers class IIIB or higher, mercury, radioactive materials or anything potentially dangerous.

7. Installation and Training

- Request installation manuals.

- Consider mandatory electrical certification requirements such as CSA, ULC

- Consider installation, calibration, documentation, testing details and associate costs.

- Post installation service availability.
- Consider onsite and/or offsite training.
- Consider videotaping training session for future users.

8. Warranty and Service Plans

- Consider costs, duration and coverage details for extended warranties, service contracts, software upgrades and software maintenance.
- Consider getting out-of-Country service technicians into Canada for warranty and routine service work.