

## Budget Considerations

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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  
<http://www.uwo.ca/fm/projects/estimate.html>
- Consider renovations or interface issues with mechanicals such as water hook-up, air filtration, electrical connections, exhaust, speciality 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 dock, through 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 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.