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# BIOMEDICAL SCIENCE AND PHYSICS BUILDINGS

BSP INVENTORY INSERVICE

# YOUR RELOCATION TEAM!

## SARA ANASTOS UC MERCED PROJECT MANAGER



### TEAM MEMBERS

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# ATTENDANCE CHECK...

Please provide by chat response

- NAME, DEPARTMENT AND P.I.

Please provide by email response to Sara Anastos your department and P.I. if you have not already done so.



# PROJECT OVERVIEW

- Lab relocation project to move current lab equipment & contents and office contents to your new lab into the BSP building.
- Purpose for Inventory
  - Identifying equipment needing to relocate
    - Accuracy in identifying the equipment and details of this equipment are key to relocation efforts!
  - Identifying chemicals needing to relocate
  - Identifying specimen and the various mediums used for storage
- Timeline for inventory is critical!
  - Information you provide is used for planning which ties into the project timelines.
    - Deadline for completion: October 21, 2019
    - Further than that date, please notify us!

# WHAT EQUIPMENT SHOULD BE INVENTORIED

- AS A GENERAL RULE, CAPTURE ANY BENCH TOP EQUIPMENT, I.e.: MICROSCOPES, ANALYZERS, CENTRIFUGES, ETC.
- **FLOOR MOUNTED LAB EQUIPMENT** - REFRIGERATORS, FREEZERS, BIOSAFETY CABINETS, LAMINAR FLOW HOODS, ULTRACENTRIFUGES, GLASSWARE/CHEMICAL STORAGE CABINETS, ETC.
- **CART MOUNTED LAB EQUIPMENT** - ANY PIECE OF EQUIPMENT THAT SITS ON A CART SUCH AS AN ANALYZER.
  - INCLUDE THE CART IN YOUR INVENTORY IF IT IS INTEGRAL WITH THE EQUIPMENT, MEANING PURCHASED WITH THE ITEM OR PURCHASED FOR THE ITEM SPECIFICALLY.
- **LAB TABLES** - AIR TABLES, BALANCE TABLES, ETC.
- **UNDER COUNTER LAB EQUIPMENT** -REFRIGERATORS, FREEZERS, ICE MACHINE, ETC.
- **WALL MOUNTED LAB EQUIPMENT** - WATER POLISHERS, ANY ANCILLARY PIECE OF EQUIPMENT RELATED TO A ANALYZER, ETC.
- **FILE CABINETS AND/OR SHELVING UNITS** - LAB STORAGE (\*NOTE\* IT SHOULD NOT BE ATTACHED TO THE BUILT IN CASEWORK OR WALL)

## **\*NOTE\***

**MAKE SURE TO INCLUDE ANY PERIPHERAL OR SUPPORT EQUIPMENT THAT SUPPORTS MAJOR PIECES OF EQUIPMENT SUCH AS VACUUM PUMPS, FURNACES, GAS CYLINDERS, AND COMPUTERS THAT ARE REQUIRED SPECIFICALLY FOR A PIECE OF EQUIPMENT.**

# WHAT EQUIPMENT SHOULD *NOT* BE INCLUDED

- Office Furniture - Write Up Desks, Office Chairs, Printer Carts, File Cabinets, ETC.
- Fixed Casework, Sinks
- Individual Supplies - Glassware, Pipettes, Gloves, ETC.
  - \*NOTE\* THESE ITEMS DO NOT NEED TO BE INCLUDED IN INVENTORY, THEY WILL BE PACKED & MOVED BY THE MOVERS
- Clocks
- Waste Cans
- Fixed Items - Any item with a hard connection to a building service such as a fume hood or sterilizer



# STEPS TO A SUCCESSFUL INVENTORY

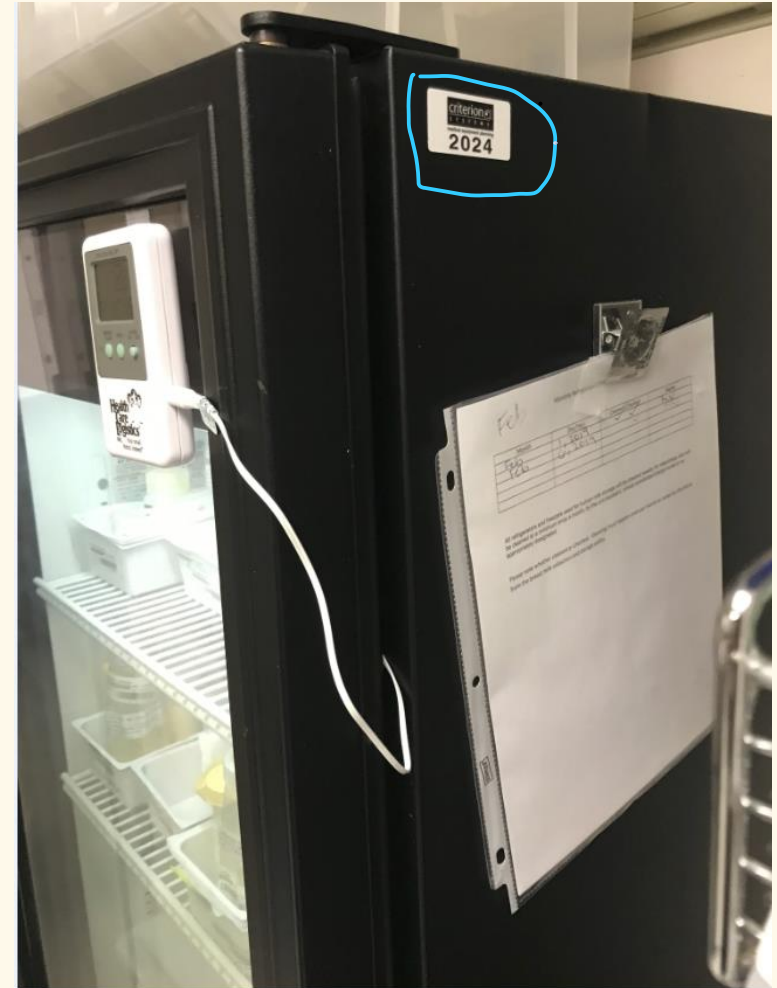
- Photograph Room Name and Room Number
- Select an item in the room and place an asset tag on the equipment (See Reference No. 1 in the following slides)
- Photograph the item (See Reference No. 2 in the following slides)
- Photograph manufacture serial number (See Reference No. 3 in the following slides)
- Take measurements of the equipment (See Reference No. 4 in the following slides)
- Capturing utility requirements (See Reference No. 5 in the following slides)
- Record INFORMATION and PHOTO in Smartsheet (See Reference No. 6 in the following slides)

# REFERENCE NO. 1: ASSET TAGGING

- PLACE ASSET TAG IN A VISABLE PLACE ON THE FRONT OF THE EQUIPMENT. DO NOT PLACE IN LOCATION WHERE TAG CAN COME OFF
- TAKE PHOTOS OF THE ITEM
  - FRONT
  - SIDE (IF POSSIBLE)
  - AT LEAST ONE PHOTO THAT SHOWS THE ASSET TAG ON THE EQUIPMENT

## *NOTE:*

*ALL EQUIPMENT ENTERED INTO SMARTSHEET MUST HAVE AN ASSET TAG PLACED ON IT AND UPLOAD PHOTO/S TO THE LINE ITEM FOR THAT PIECE OF EQUIPMENT!*





# REFERENCE NO. 2: PHOTOGRAPHING & SAVING PICTURES

1. PLACE ASSET TAG ON EQUIPMENT
2. TAKE A PHOTOGRAPH THAT CAPTURES ENTIRE ITEM AND SHOWS ASSET TAG
3. TAKE A SECOND PHOTOGRAPH SHOWING THE MANUFACTURER SERIAL NUMBER ON EQUIPMENT
4. UPLOAD PHOTOGRAPHS TO THE CORRESPONDING LINE ITEM IN SMARTSHEET



**FOR THIS TASK...MORE IS BETTER! TAKE AS MANY PHOTOS AS POSSIBLE OF EACH ITEM.**



# REFERENCE NO. 3: LOCATING MANUFACTURER SERIAL NUMBER

## PLACES TO LOOK FOR SERIAL NUMBER

- ON REAR PANEL OF EQUIPMENT
- ON SIDE PANEL OF EQUIPMENT
- FOR REFRIGERATION LOOK INSIDE THE REFRIGERATION COMPARTMENT
  - MANUFACTURERS TYPICALLY PLACE THIS LABEL ON THE SIDE OR BACK WALL OF THE INSIDE OF THE COMPARTMENT

## WHAT TO DO WITH THE INFORMATION

- ENTER MANUFACTURER SERIAL NUMBER INTO THE SMARTSHEET
- REMINDER: TAKE A PHOTO OF THE SERIAL NUMBER AND UPLOAD TO SMARTSHEET



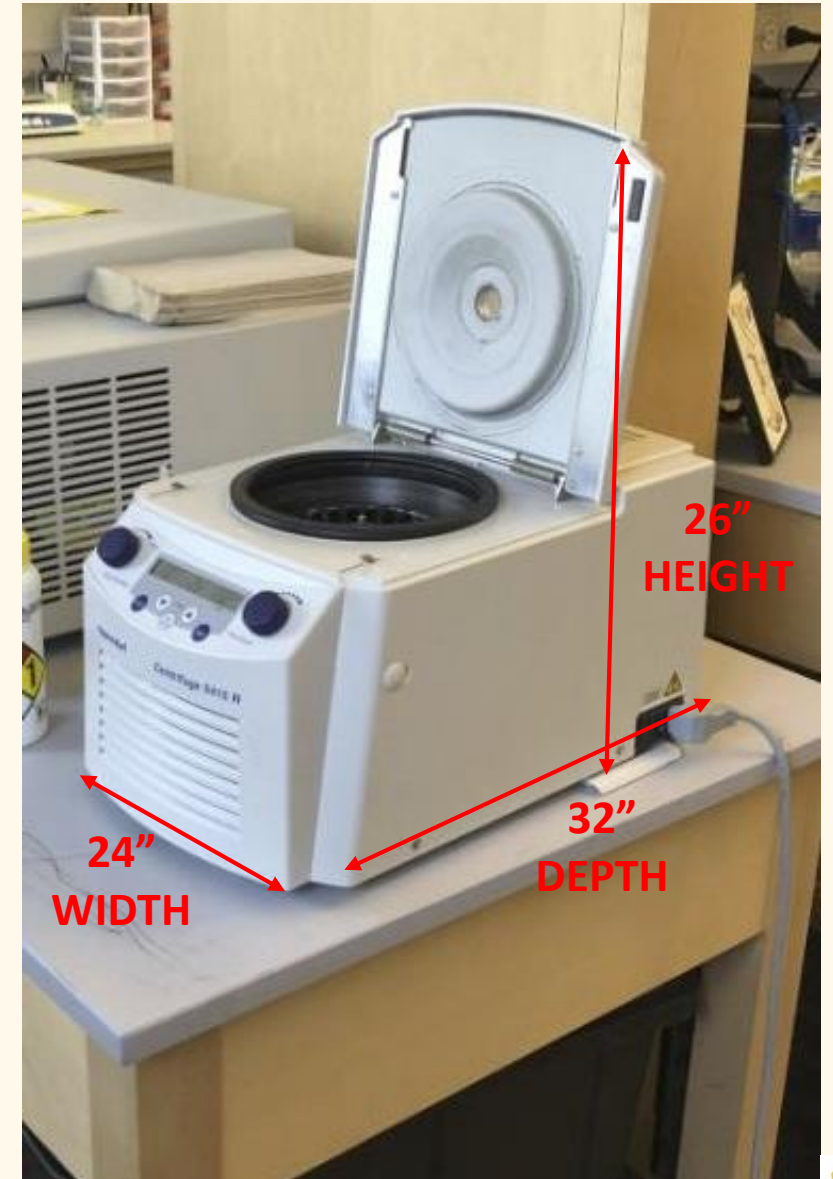
## REFERENCE NO. 4: HOW TO CAPTURE DIMENSIONS

- MEASURE THE WIDTH FIRST (INCHES)
- MEASURE THE DEPTH SECOND (INCHES)
- MEASURE THE HEIGHT LAST (INCHES)

### \*NOTE\*

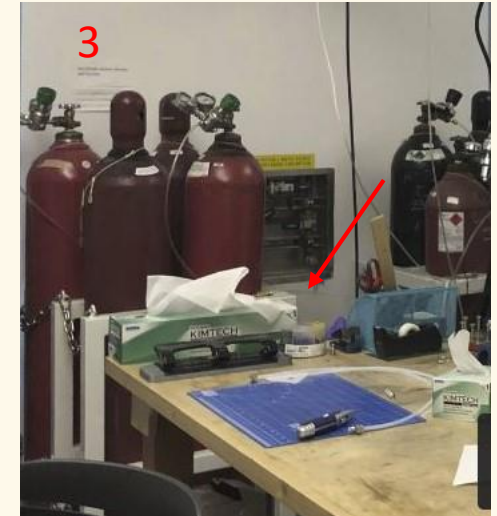
**ENTER THE TOTAL HEIGHT WITH TOP OPEN INTO THE SEPARATE COLUMN IN SMARTSHEET**

**ENTER THE TOTAL DEPTH WITH DOOR OPEN INTO THE SEPARATE COLUMN IN SMARTSHEET.**



# REFERENCE NO. 5: CAPTURING UTILITY REQUIREMENTS

1. IDENTIFY ANY POWER REQUIREMENTS. IF POSSIBLE, NOTE VOLTS, AMPS, WATTS, AND PLUG NEMA CONFIGURATION (PHOTO 1)
2. IDENTIFY ANY WATER AND/OR DRAIN CONNECTIONS. IF PURE WATER IS REQUIRED, NOTE REQUIRED WATER QUALITY (PHOTO 2)
3. IDENTIFY ANY SPECIAL GAS REQUIREMENTS (PHOTO 3)



# SPECIMEN REPORTING

• IF SPECIMEN ARE ACTIVELY STORED WITHIN A PIECE OF EQUIPMENT (I.E.: INCUBATOR, REFRIGERATOR, ETC...). YOU WILL FILL IN THE FOLLOWING PIECES OF INFORMATION ON THE SMARTSHEET

1. **NOTE ASSET TAG FROM EQUIPMENT PIECE WHERE SPECIMEN ARE STORED IN SMARTSHEET**
2. **TYPE OF SPECIMEN**
3. **QUANTITY OR VOLUME OF SPECIMEN STORED**
4. **IF SPECIMEN STORED IN A MEDIUM, PLEASE INDICATE MEDIUM**
5. **ARE THERE ANY TEMPERATURE REQUIREMENTS TO MAINTAIN FOR SPECIMEN**
  1. **CHECKING WITH EQUIPMENT MANUFACTURERS**
  2. **RELOCATING EQUIPMENT WITH SPECIMENS KEPT INSIDE UNLESS SPECIFIED OTHERWISE**
  3. **RELOCATING USING A SPECIFIC SEQUENCE TO MINIMIZE TIME UNPLUGGED**



# REFERENCE NO. 6: SMARTSHEET ENTRY

1. YOU WILL RECEIVE AN INVITE TO YOUR RESPECTIVE SMARTSHEET VIA EMAIL
2. PLEASE COMPLETE ALL COLUMNS FOR EACH PIECE OF EQUIPMENT ENTERED INTO THE SMARTSHEET
3. ONCE INVENTORY IS COMPLETED PLEASE SEND AN EMAIL TO HEATHER PORTO, AMAYA ELU AND TAYLOR WHEELER TO NOTIFY OF COMPLETION
4. CRITERION TEAM WILL REVIEW THE SMARTSHEET DATA AND FOLLOW UP WITH ANY QUESTIONS OR CLARIFICATIONS AS NEEDED

# REFERENCE NO. 6: SMARTSHEET ENTRY

**INFORMATION REQUIRED FOR THE INVENTORY:**

1. FACULTY MEMBER - PRINCIPAL INVESTIGATOR
2. CURRENT BUILDING NAME/NUMBER
3. ROOM NAME
4. ROOM NUMBER
5. ITEM DESCRIPTION
6. MANUFACTURER NAME
7. MANUFACTURER MODEL NUMBER
8. MANUFACTURER SERIAL NUMBER
9. ASSET TAG NUMBER
10. SPECIMEN STORED
11. TYPE OF SPECIMEN
12. TYPE OF MEDIUM FOR STORAGE
13. PHYSICAL DIMENSIONS
  1. WIDTH
  2. DEPTH
  3. HEIGHT
14. LOCATION IN THE ROOM
15. SERVICES FOR ITEM
  1. PLUMBING
  2. GAS SERVICE
  3. MECHANICAL
  4. ELECTRICAL
16. MANUFACTURER SUPPORTED EQUIPMENT & CONTACT INFORMATION
17. ATTACH PHOTOS OF ITEM TO LINE



ITEM DESCRIPTION	MANU NAME	MANU MODEL #	VENDOR SERIAL NUMBER	ASSET TAG #	HEIGHT	WIDTH	DEPTH	ELECTRICAL	PLUMBING	MECHANICAL
MICROSCOPE	ZEISS	LEICA TCS SP8	XPB10000-00	00001	30 INCHES	30 INCHES	18 INCHES	YES NORMAL	NO	NO

# NEXT STEPS

- CRITERION WILL STUDY INVENTORY RESULTS TO BEGIN RELOCATION PLANNING AND SCOPING PROCESS
- SCHEDULE A FOLLOW UP SITE WALK TO SURVEY THE COMPLEX EQUIPMENT REPORTED ON THE INVENTORY
- RELOCATION PLANNING MEETINGS WILL BE SCHEDULED LIKELY AFTER THE 1<sup>ST</sup> OF THE YEAR
- MOVE ESTIMATED TIMEFRAME IS SUMMER 2020
- FOR QUESTIONS, PLEASE EMAIL OR CALL ANYONE ON THE TEAM AS SHOWN BELOW

## YOUR RELOCATION TEAM!

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PLEASE FEEL FREE TO CONTACT HEATHER, AMAYA OR TAYLOR FOR ANY QUESTIONS OR HELP ALONG THE WAY!