



**MINIMUM PURCHASE SPECIFICATIONS**

**PERSONAL INFORMATION**

<b>Requesting Unit or Division:</b>	<b>Requesting Unit Manager:</b>
<b>Requestor's Name:</b>	<b>Requestor's Phone Number:</b>
<b>Date of Request:</b>	

**REQUEST INFORMATION**

<b>ITEMS THAT MUST MEET THE SPECIFICATIONS OF THIS DOCUMENT</b>		
1. Equipment and Machinery	3. Appliances	5. Equipment
2. Hazardous Chemicals	4. Personal Protective	6. Office Furniture

<b>PROCEDURES</b>
1. The employee initiating the purchase request shall review any items in the above categories against the specifications of this document.
2. The employee shall document that the item conforms to the minimum requirements.
3. Items to be purchased which do not appear on this list, or which do not meet the specifications provided herein, must be approved prior to purchase by the Safety and Health Director.

<b><u>ITEM SPECIFICATIONS</u></b>
<b>ELECTRICAL EQUIPMENT: OFFICE</b> <i>(Note: These specifications are for office equipment (computers, printers, etc.) that will only be used in an office-type setting. Other electrical equipment shall meet the specifications for "Electrical Equipment, Other" regardless of location)</i>
<input type="checkbox"/> UL Listed or Approved <input type="checkbox"/> Preferred (non-mandatory): grounded (3-wire) or double -insulated
<b>Notes:</b>

<b>ELECTRICAL EQUIPMENT: OTHER</b>
<input type="checkbox"/> UL Listed or Approved <input type="checkbox"/> Grounded (3-wire) or double -insulated <input type="checkbox"/> Suitable/Rated/Approved for environment where equipment will be used
<b>Notes:</b>

## ELECTRICAL EXTENSION CORDS

- Grounded (3-wire)     16 AWG or Greater     Suitable/Rated/Approved for environment where cord will be used (e.g., water resistant for wet, damp, or outdoor locations; rated for Class I, II, or III; Division I or II locations)

**Notes:**

## EQUIPMENT WITH MOVING PARTS

- Guards provided for the following:
- Ingoing nip points
  - Point of operation if moving
  - Belts, chains, pulleys, sprockets
  - Rotating parts
  - Other points where employee could contact moving parts
  - Point of origin of flying particles and/or sparks
- Where Guards Interlock: equipment will not operate if guard is removed

**Notes:**

## FANS

- Cover over blades with openings no wider than ½ inch

**Notes:**

## PORTABLE SPACE HEATERS

- The Safety and Health Director must approve portable space heaters on a case-by-case basis

**Notes:**

## HARD HATS

- Class G, E, or C                                       Conforms to the requirements of ANSI 89.1-1986 and is so labeled

**Notes:**

### **SAFETY SHOES**

Conforms to the requirements of ANSI Z41.1-1967 or later and is so labeled

**Notes:**

### **SAFETY GLASSES**

Conforms to the requirements of ANSI Z87.1-1989 or later and is so labeled

Side shields as integral part of glasses

**Notes:**

### **SAFETY GOGGLES AND FACESHEILDs**

Conforms to the requirements of ANSI Z87-z-1989 or later and is so labeled

**Notes:**

### **FIRE EXTINGUISHERS**

Type ABC, 10 lbs.

**Notes:**

### **OFFICE FURNITURE**

The Ergonomics Special Issue Committee shall prepare minimum specifications for office furniture

**Notes:**

***\*NOTE: Items to be purchased which do not appear on this list, or which do not meet the specifications provided herein, must be approved prior to purchase by the Safety and Health Director.***