

# Instructional Equipment Request

2015-16

FALL 01

81400

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OCT 26 2015

VP ACADEMIC SERVICES  
LAS POSITAS COLLEGE

## SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Dessicators

Equipment Location: 1806

Name of Requestor: Michael Ansell and Eva Ng

Division/ Unit: STEMPS

## SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

The equipment is:  A replacement  An upgrade  New equipment/technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

Six dessicators to be used for organic chemistry labs where glassware and/or chemicals need to be stored in an extremely dry environment.

## SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

Organic Chemistry and chemical storage.

Is this equipment included in your Program Review?  Yes  No

If yes, please cut and paste the appropriate wording here. If not, explain why.

[Click or tap here to enter text.](#)

## SECTION 4: TEACHING AND LEARNING

Describe in some detail the impact this equipment will have on teaching and learning.

**Impact on teaching:** Allows us to teach about keeping glassware and chemicals dry.

**Impact on learning:** Experience in storing items properly.

Per academic year, this equipment will impact:

2 Number of classes or sections

44 Number of students

## SECTION 5: OUTCOMES (SLOs)

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

Experience in lab techniques.

## SECTION 6: LPC PLANNING PRIORITIES

Please address how this equipment will serve the current LPC planning priorities.  
Excellence in education.

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**SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)**

What is the potential life span of the requested equipment?: Indefinitely, may last 1000's of years if stored and handled properly.

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

Minor cleaning and changing of drying agent every few years.

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

Storage available in 1806 Chemistry Instrumentation Room

**Part A: Initial Start-up Costs**

	<b>Costs</b>	<b>Comments</b>
<b>Equipment or Materials</b>	<b>1064.40</b>	
<b>Shipping or Delivery charges</b>	<b>200</b>	<b>negotiable</b>
<b>Installation costs</b>	<b>0</b>	
<b>Costs to modify facilities</b>	<b>0</b>	
<b>Vendor Discount</b>	<b>0</b>	
<b>Any Other Costs-training, etc.</b>	<b>0</b>	<b>Specify</b>
<b>Local Sales Tax</b>	<b>95.76</b>	
<b>Grand Total Costs =</b>	<b>1360.16</b>	<b>Click the \$ and press F9 to calculate the grand total</b>

A completed purchase order(s) and quote(s) for this total cost must be attached.

**Part B: On-going Annual Operating Costs**

**Costs**

Annual service or maintenance contract	\$ 0	
Estimated parts replacement each year	\$ 0	
Outside standardization or calibration costs	\$ 0	How often?
Storage costs	\$ 0	
New supply costs	\$0	
Any other costs, including labor	0	Specify
Annual Operating Costs =	\$0	How will costs be paid?

**Part C: Incremental Labor Costs**

Please describe who will be the key operator and who will perform the maintenance & repairs.

Michael Ansell

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

Yes

Estimate the amount of time required in a month to perform this maintenance or operation

15 minutes per year.

Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college?

NA

Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

IT Department Authorized Signature: \_\_\_\_\_

Signatures:

m. Ansell

Requestor

Date Originated: 10/21/15

[Signature]

Dean/Manager

Date Received 10/21/15

[Signature]

Vice President

Date Received \_\_\_\_\_



# SIGMA-ALDRICH

Order Preview(This order has not been submitted)

Web Copy

Order Date:2015-10-19 Purchase Order: Additional Reference: Payment Term:Prepaid - 1 day net	Email order confirmations to:
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Subtotal:1,064.40 USD  
Order Total:1,064.40 USD

Line	Product Number	Description	Qty	Your Reference	Your Price	Net Price
000010	CLS3081150 CO-1EA	PYREX 2.4 L SMALL KNOB TOP DESICCATO&	6		115.80	694.80
6 : Estimated to ship on 12/09/15						
000020	Z282332- 1EA	PORCELAIN DESICCATOR PLATE PLATE DIAM. &	6		61.60	369.60
6 In Stock from MILWAUKEE 10/19/15						

