



FACULTY READINESS CHECKLIST

Date

Project Name

CP#

Project Information

Square Footage

Department

Department Contact:
Name, Number, & E-mail

Researcher Information

Researcher's Name

Current Location

Current Phone No.

Current E-mail

Expected Arrival

Space Evaluation & Assessment

Filled out by IPF

Requires change in use/code analysis	Yes No	Requires equipment/furniture removal/moving	Yes No	Requires consultant	Yes No
Requires asbestos or lead abatement	Yes No	Requires environmental remediation (refrigerant, radiation, old chemicals, etc.)	Yes No	Involves sustainability, energy planning & conservation	Yes No
Requires safety improvements	Yes No	Impacted by deferred maintenance work	Yes No	Requires dispersion study	Yes No
Verify building capacities with EAS engineers	Yes No	Requires lab space	Yes No	Requires accessibility improvements	Yes No

Space Evaluation & Assessment

Filled out by Researcher

Requires special ventilation rates	Yes No	Requires system redundancy (HVAC, emergency power)	Yes No
Requires card access	Yes No	Requires special noise and/or vibration control	Yes No

Type of Research

Instructions: Please describe the type of research you do, your current laboratory, and the laboratory you would like to have. Attach photographs of your current workspace if helpful in communicating how you work. *

Your Notes:

* Please be sure to attach any pictures to the e-mail back to Monte Pride, Senior Estimator at Michigan State University.

General

Multidiscipline
Research (specify)

Biosafety Level
(specify)

Dry Lab	Cognitive	Computer	Observation
	N/A	Other (specify)	

Dry Lab Other:

Wet Lab	Organic Chemistry	BioScience	Physics (nuclear/particle)
	Astronomy	Diagnostic	Physics (conventional)
	Other (specify)	Inorganic Chemistry	

Wet Lab Other:

Clean Room (specify)	Class	Drug Mfgr
	Bioinformatics	Biocontainment
	Materials Research	Other (specify)

Clean Room Other:

Have or Use	Animals
	Chemicals
	Specialized Equipment
	Cold Room
	Autoclave
	Ice Machine
	Photo Development Eqpt.
	Fume Hoods
	Specialty Water (RO, DI, etc)
	Biological Safety Cabinets
	Storage Cabinets
	Process Cooling Water for Eqpt.
	Audio/Video Eqpt.

Space Concerns

Instructions: Please list processes and procedures in MAIN LAB space, including amount of bench top required, number of people seated at the bench top, and major equipment used. Describe the flow of materials/processes through your space, and any areas that need to be isolated away from other functions.

Space Requirements:

List Item & linear footage of casework details

List any secondary support spaces required (note if required to be adjoining, or if remote is acceptable).

- Tissue Culture
- Microscopy
- Procedure Room
- DNA/RNA work
- Controlled Environment Room
- Freezers (-20 or -80)
- Clean Room
- Collaboration Area
- Undergrad Space
- Observation
- PI Office within lab
- Space for second PI
- RA/GA space
- Other (specify)

Secondary Space Others:

Other Requirements

- Waiting area for visitors/patients (hours of operation)
- Special Accessibility needs/requirements (ADA)
- Special consideration for deliverable's
- Lab certification (radiation, chemicals, etc.)
- Special consideration for blood/tissue/fluid work
- Special consideration for pathogens
- Special consideration for AIC/HIC protocols
- Radiation shielding
- Following DEA protocol for narcotics
- Adjacencies to other labs or services (if yes, please specify)

Other requirements work to include in project:

List all chemicals used, and approximate quantity:

IT Services Infrastructure

Data Drops	Phone	Wireless	Yes
	Camera		No
	Control Panels		
	Other Research Equipment		

Other Research Equipment Description:

IT Services Teaching & Learning

Audio	Wireless microphone	Touchscreen	Wired
	Microphone stand		Wireless
	Speakers		
	Ceiling Microphone		

Video	Flat Panel Display	Digital Signage	Standard
	Digital Projector		Interactive
	Interactive Whiteboard/Display		
	Polycom System		
	Web cam. for Skype, etc.		
	Ceiling Microphone		

Equipment Housing	A/V Closet	Projector Screen	Electric
	Credenza		Manual
	Tech Cart/Host Computer		

Other	BluRay Player
	HD Campus Cable
	HD Document Viewing Camera
	Apple Computer
	Laptop Input - Digital (HDMI)
	Laptop Input - Analog (VGA)
	PC
	Wireless Keyboard & Mouse

Cable TV Options

****Contact Monte Pride with Faculty Readiness questions at mapride@ipf.msu.edu or (517)-353-1648****