

Checklist for valuable equipment areas

(MRI, CT scan, electron microscope, linear accelerator, simulator, main telephone room, EDP Center, etc.)

Building: _____ Floor: _____

Area Evaluated (department, room # or equipment name):

Instructions:

1. Complete for each valuable equipment area.
2. Prevent potential problems by reviewing this list while planning/designing new construction, renovation projects or relocation.

Even a small amount of water or other liquid falling on valuable equipment may result in total shutdown until it has been cleaned, tested and recertified. It's critical to identify sources of water or other liquids immediately above valuable equipment areas. Once identified, analyze the potential for leakage and wetting. Take measures to eliminate, reduce or protect against possible leakage. Basements are the least desirable locations for valuable equipment.

	Item	Yes	No	Actions/Comments
1	Are there any water lines, drains or other liquid piping in the ceiling directly above the valuable equipment?			
2	Do these lines contain fittings, valves or other devices with connections above the equipment?			
3	If they cannot be removed or relocated, what can be done to determine their integrity?			
4	Is there any evidence of leakage? If yes, indicate repair schedule.			
5	On the floor directly above the valuable equipment room, are there any bathrooms, slop sinks or other rooms with fixtures or equipment containing water, steam or other liquids?			

	Item	Yes	No	Actions/Comments
6	Is there any evidence of leakage? If so, indicate repair schedule.			
7	Are locations of shutoff valves noted by fixtures or on a floor diagram?			
8	Are shutoff valves marked and easily accessible?			
9	Does the floor directly above the valuable equipment area contain any poke-throughs (penetrations) for conduit, pipe, cabling etc., through which water can flow down onto the equipment?			
10	If yes, are the open spaces well sealed to prevent water penetration? If not, indicate repair schedule.			
11	Is a spill response kit or cart, including plastic sheeting to cover and protect equipment, readily available?			
12	Has the entire staff of operators, maintenance and housekeeping been trained to report any type of liquid leak to the maintenance department for immediate attention?			
13	If leakage onto or potentially onto the equipment occurs, are attendees instructed to immediately shut off power (if safe to do so) to electrical equipment, and protect equipment with plastic sheets?			
14	For valuable equipment areas located in the basement, are there any water mains, sprinkler mains or liquid utility piping			

	Item	Yes	No	Actions/Comments
	entering through the walls or floor?			
15	Is there any evidence of leakage through the wall or floor openings? If so, indicate repair schedule.			
16	Is an underground plan of these mains immediately available, showing the location of shutoff valves? (in case an underground leak occurs and leakage occurs through the wall or floor opening)			
17	For areas that are unoccupied periodically, are there any water sensors on the floor or excess humidity sensors available to provide an alarm to a constantly attended position?			

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