

## Installation of Equipment Request in PMWeb

### **Why do I need to submit a request?**

*This process ensures stakeholders across the University portfolio communicate planned equipment changes in advance. In turn, the CPO team can provide guidance to ensure installations are feasible, cost-effective, and do not compromise building or research operations. The goal is to manage spending, prevent disruptions, and reduce the risk of equipment or building system failure.*

*Examples of types of equipment include (but are not limited to) the following:*

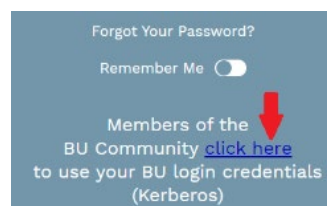
- Incubators
- Cryogenic equipment
- Freezers, fridges
- MRI, CT, x-ray equipment
- Ultracentrifuges
- Tunnel washers, cage washers
- Lasers
- Fume hoods, biosafety cabinets
- Exhaust snorkels, gas cabinets
- Animal housing
- Lift/hoist equipment
- AV equipment
- Surgical lights, boom arms
- Athletic equipment
- Stoves, ovens
- Microscopes – **non-benchtop requiring >120V**

### **How do I submit a request if I am not a PMWeb authorized user?**

Go to your department administrator and ask them to submit a request on your behalf. All department administrators have full access to PMWeb.


### **How do I submit a request if I am a PMWeb authorized user?**

1. Navigate to URL: <https://bu.pmweb.com/PMWeb>. Select “click here” as shown.




2. Log in using your BU username & Kerberos password.
3. You will arrive at the *projects@BU* Landing Page. Click the **Project Request** link.



4. You will arrive at the Project Request List view. Click the Add  button at the top.

(Note: if this is your first project request, skip this step.)

5. The Project Request window opens.



**Important Message:** If this is an emergency, please contact management or the authorities by telephone. Do not use this form to report an emergency.

CONTACT INFO

Contact Name\*  Maureen Sullivan

Phone (Day) / Extension

Cell

Phone (Night) / Extension

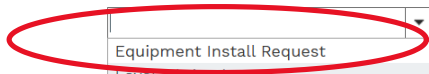
Email

6. Enter basic information

7. Select the street address where the requested work will take place from the **Location** drop down. TIP: The location field can be searched by typing the **street number or name in the box**.

Location

8. Choose "Equipment Install Request" category from drop down.



- Level 1 (Minor)
- Level 2 (Moderate)
- Level 3 (Elaborate)
- Level 4 (Substantial)
- Level 5 (Major)
- Operations Emergency
- Operations Initiative
- Space Request Only


9. Enter a brief, informative name for the project in the **Description** field, for example "Install autoclave."

10. Enter a more detailed description of the work you are requesting in the **Scope** section. EXAMPLE: Include as much information as possible such as location/Room #/vendor contact/sales contact etc. **The more detailed description the better.**

11. Click the save button  at the top of the page.

12. Click the "Attachments" view at the top middle of the page.

MAIN NOTES **ATTACHMENTS (4)** SPECIFICATIONS

Drag **Specification cut sheet** , **Shop drawing (If available)** or **Quote**, if you do not have these specific documents please include an **order form** or **vendor/sales Representative contact** and hit save 

13. Click the "Specifications" view at the top-right of the page.

MAIN NOTES ATTACHMENTS (4) **SPECIFICATIONS**

14. Enter additional information on the **Required Fields** tab. To edit these fields:

- Double click \* requesting Unit **enter your unit from the drop-down menu**.
- Go to the **last \* 4 questions**.
- Click the first line.
- Hold Shift and click the last line. (The selected rows turn grey.)
- Click the Edit button and **answer no to all 4 questions** to ensure this review moves forward. (This is NOT a project request it's a review process only)




Demolition*		2 - No
Systems Furniture or Work Station*		2 - No
Heating Ventilation AC*		2 - No
Moving or building walls *		2 - No

- f. When done, click the **Update Records** button.

**Note:** Once you submit a request, you cannot alter the Department of the Project Request and will need to withdraw and re-submit.

15. To Submit the request:

- a. Click the Submit button at the top of the page.
- b. The Submit window opens.
- c. Click the Save and Exit  button.

*(The fields in the Project Request will be locked once the request has been submitted.)*

***A Project Manager from Planning Design & Construction will contact you and all parties needed to review the Installation of Equipment Request to move the purchase and installation of the equipment forward as quickly as possible.***

To request access please email [ithelp@bu.edu](mailto:ithelp@bu.edu). For other questions, please email Gerry Broderick ([geraldb@bu.edu](mailto:geraldb@bu.edu)).