

Procedure application for refrigerator/freezer equipment, O|2

Step 1 Acknowledge the problem	<p>The department/group; hereinafter referred to as applicant has raised an issue and consulted FMI-Bèta or Housing. The applicant receives an application form (PDF) on which the applicant is asked to describe the problem and the solution they want. In any case, this completed form will be sent to FMI-Bèta, responsible for the freezer management.</p>
Step 2 Information gathering	<p>FMI-Bèta will enter into dialogue with the applicant and, where necessary, visit the relevant labs together and inspect the equipment. We will discuss the problem and the minimum capacity that is needed and where this demand is coming from and whether there is sufficient space in case of additional desired equipment.</p>
Step 3 Evaluate alternatives	<p>Together with the applicant, FMI-Bèta will examine whether new or additional equipment is really necessary or whether there are also practical alternatives such as reallocating the storage into the existing equipment; whether this could be better utilised. Whether, for example, repair/revision is still an option.</p>
Step 4 (Order) choice	<p>Eventually we will make a choice, this is discussed with and also in written feedback to the applicant and Housing. When the conclusion is that it is necessary to order equipment, we proceed to the next step and the designated persons are informed.</p>
Step 5 Evaluation of orde choice	<p>The information regarding the application and choice regarding the ordering of additional equipment is discussed by the Building Coordinator O 2, Property Manager, Head of Housing and Director of Operations Bèta. This happens during the monthly company management consultation or where possible earlier.</p>
Step 6 Ordering	<p>When ordering, the Building Coordinator (FCO) places the order, FCO pays. The Property Manager authorises the order. The Building Coordinator will provide feedback to the persons concerned as soon as the order has been placed and authorised.</p>