

About the Instrument Room

The R&ED Instrument Room (IR) offers a variety of specialized services including electronics repair, electronics prototype design and construction, electronics maintenance, and acquisition of government surpluses of electronic components, specialized equipment, vehicles, and office furniture. The IR also maintains a current catalog file of available equipment and supplies. Finally, the IR serves as the primary on-campus supplier for photocopier supplies.

The IR is managed by a full-time electronics specialist with experience in all types of electronics design, repair, modification, and state-of-the-art data collection techniques. Student employees are trained to provide additional support in minor electronics repair, daily office operations, parts ordering, inventory control, and customer assistance.

The IR's purpose is to support New Mexico Tech's researchers and research program by providing technical support, supplies, and services at the lowest cost possible. Every effort is made to locate the required items, repair them if necessary, and deliver them to the researcher in a timely fashion.

The IR machine shop is available for use by New Mexico Tech personnel. Strict rules and guidelines are in place for the safety of those wishing to utilize these facilities and equipment; the basic safety requirements are as follows:

- * The individual must be able to demonstrate that he or she possesses adequate machine knowledge and skill level; this must be confirmed by qualified IR personnel
- * Eye protection (goggles) must be worn
- * Ear protection must be worn when severe noise conditions exist
- * Loose clothing and hair must be secured
- * All jewelry must be removed
- * In addition to the equipment operator, one other person must be present while the machines are in use

If, at any time, the safe operation of any machine is in question, the machine will be shut down until the question is resolved

Services available through the R&ED Instrument Room

Electromechanical Repair

The IR offers electromechanical repair on most small items (e.g., motors, heater mixers, and vacuum pumps). A small machine shop, located adjacent to the IR, is equipped with a lathe, end-mill, band saw,

and jeweler's lathe for repairs and prototype manufacturing. IR staff are available to assist on-campus customers in transporting their equipment to and from the Instrument Room for repair.

Parts Ordering and Returns of Newly-Purchased Items

The IR offers a parts ordering service for the staff's convenience. Student employees are available to locate needed part(s) and place orders for customers. The IR has a wide variety of catalogs available for review by customers; these include Aldrich, Briggs and Weaver, Electronic Parts, Fisher, Grainger, McMaster-Carr, Newark, SIGMA, VWR, Sargeant Welch, Thomas Registers, and dozens of others. Computerized inventory allows staff to provide price quotes easily and promotes effective stocking of preferred parts.

Newly-purchased items that sustain damage during shipment or which are found to be faulty will be returned to the vendor for any adjustment the item carries, if it carries a manufacturer's warranty.

Surplus Equipment Acquisition

The IR staff has accumulated a large and varied government surplus equipment inventory through regular visits to Sandia and Los Alamos national laboratories. Most of the items purchased are used but serviceable and are offered to departments on an "AS-IS" basis. (Note: This is after the items have been cleaned, tested, and repaired as necessary.) All items in IR inventory are sold to departments on a cost plus basis (i.e., the actual purchase price to the Instrument Room plus any shipping costs incurred).

Photocopiers, Copy Paper, and Supplies

The IR maintains two photocopy machines in Workman Center for use by department personnel and students. A personal identification number (PIN) is needed to operate the machines and may be obtained by contacting the IR manager and providing a valid department account number. A billing sheet will be set up for monthly billing to the department.

The Instrument Room also serves as the primary supplier for campus photocopier supplies. Large orders of paper are purchased at a discount and the savings passed on to departments. Periodic surveys are conducted to determine user satisfaction with the products being purchased. To order copier paper, contact the IR at 835-5512. A department account number must be provided when placing your order; signature will be required upon receipt of order. The IR provides free delivery on campus for orders of three boxes or more.

Cost for Services

Because R&ED operates as a service organization, we have made it a practice to only recover costs incurred for the completion of projects (i.e., wages, fringe benefits, and materials). All items in IR inventory are sold to departments on a cost plus basis (i.e., the actual purchase price paid by the

Instrument Room plus any shipping costs incurred). All sales require an account number, department name, and an authorized signature. Payments to the IR are accomplished by Journal Voucher (JV), which is initiated by the IR Manager.

Contact Information for the Instrument Room

Location

Workman Center, Room 165

Hours of Operation

Monday thru Friday

8:00 AM to 5:00 PM

Phone

505-835-5512

Fax

505-835-5044