

University of Applied Science, Engineering and Technology	  	STEE Centre Science, TECHNOLOGY, Engineering entrepreneurship Centre
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## USET-STEE UNIVERSITY BRIKAMA CAMPUS LABORATORY AND WORKSHOP EQUIPMENT, FURNITURE TAGGING AND INSTALLATION PLAN

### 1. Inventory and Categorization

#### Inventory List

The USET STEE Laboratory and workshop equipment were supplied by GRAIDCO Global Relief Aid and Development Company sometime in 2023. Due to the ongoing construction of the USET Brikam campus and the lack of available space, the USET leadership decided to relocate the equipment to the USET N'demban campus. Initially, STEE relied on the delivery note document to track the supplied items until mid-2024, when the STEE team conducted a comprehensive categorization of the equipment based on the specific areas of study: Civil, Electrical/Electronic, and Mechanical Engineering. The equipment was supplied in three distinct lots (Lot 1: Civil, Lot 2: Electrical/Electronic, and Lot 3: Mechanical), which facilitated the grouping and organization of the equipment for STEE. The total number of laboratories and workshops is 19, with each laboratory and workshop containing various sections.

#### Tagging System for Equipment:

The project has already developed a tagging system from the outset, and this exercise will adhere to that system. The tagging follows an alphanumeric format, and this is how the tags appear:

**USET /ACE IMPACT/ {Serial No}/Year                      Equipment**

**USET-STEE /ACE IMPACT/ {Serial No}/Year      Furniture**

### 2. Labeling Furniture

The furniture and ICT equipment are supplied by QuantumNET. Currently, all the furniture and ICT equipment is stored at the QuantumNET warehouse, awaiting the completion of the classrooms, offices, laboratories, and workshops before it can be delivered and installed. The furniture and ICT equipment include desks, chairs, shelving units, storage cabinets, smart boards, and more. The tagging will follow the same format used for the equipment.

### 3. Floor Plan Mapping

#### Layout Design:

The USET Brikama Campus facility is divided into four blocks: Block A (Civil), Block B (Electrical/Electronic), Block C (Mechanical), and Block D (Administrative and Auditorium). The installation process will follow the design provided by the facility consultant. Blocks A, B, and C

each consist of three floors, which include classrooms, offices, studios, labs, and workshops. Each of these facilities is clearly marked on the campus floor plan, which will dictate the placement of the equipment.

#### **4. Installation and Setup Process**

##### **Furniture Setup**

The furniture will be arranged according to ergonomic principles and space utilization guidelines to ensure that the layout promotes both efficiency and safety for students and staff.

##### **Transportation of equipment from N'demban to USET Brikama Campus.**

STEE contacted The Gambia Armed Forces regarding the transportation of the equipment from N'demban to Brikama, and they are on standby, awaiting the scheduled date. The Army will provide two forklifts one stationed at N'demban for loading and one at USET Brikama for offloading. STEE has arranged for three trailer trucks to transport the equipment. The transportation of the furniture will be handled by the furniture supplier.

##### **Equipment Installation**

The lab and workshop equipment will be set up according to specifications and safety guidelines to ensure proper placement. Sensitive equipment, such as tabletop devices, will be positioned on stable, vibration-free surfaces, while equipment that needs to be mounted will be securely installed on flat, stable ground.

##### **Tagging Installation**

As each item is installed, the team will ensure it is properly tagged, with the tags clearly visible and securely fastened. The location and installation date will also be recorded.

#### **5. Safety and Compliance**

##### **Safety Considerations**

The team should Ensure that all items are securely installed, with clear access to emergency exits, fire extinguishers, and first aid kits. Check that electrical equipment complies with safety regulations.

##### **Regulatory Compliance**

Verify that all equipment, particularly lab tools, complies with university standards and any relevant local or international regulations.

#### **6. Documentation and Database**

##### **Inventory Database**

The installation team should Create a digital database where each item's information (tag number, location, description, picture) is logged and maintained.

## 7. Transportation, tagging and installation Team

The table below outlines the installation activities along with the corresponding responsibilities. The installation and tagging teams are divided into three groups: one for Civil Engineering, one for Electrical/Electronic Engineering, and one for Mechanical Engineering. Each team's installation activities will be organized sequentially, proceeding from one laboratory to the next. You can refer to installation Budget as Most of the activities involve cost

Sr. No.	Area	Activities	Responsible	Date	Remark
1	Civil	Transportation of Lab and Workshop Equipment	The army will do the loading and offloading	25/03/2025 to 26/03/2025	
			STEE hired trailer trucks will transport the equipment from N'demban to Brikama	25/03/2025 to 26/03/2025	
		Tagging of Equipment and Furniture	USET Final Year students Supervised by STEE	13/03/2025 To 27/03/2025	In progress
		Installation of the equipment	Equipment Supplier, USET Lab Technicians and other Staff	25/03/2025 To 27/03/2025	
		Supervision of the process	USET Facility Committee Members	13/03/2025 To 27/03/2025	In progress
2	Electrical and Electronic	Transportation of Lab and Workshop Equipment	The army will do the loading and offloading	25/03/2025 to 26/03/2025	
		Tagging of Equipment and Furniture	STEE hired trailer trucks will transport the equipment from N'demban to Brikama	25/03/2025 to 26/03/2025	In progress
		Installation of the equipment	USET Final Year students Supervised by STEE	25/03/2025 To 27/03/2025	

		Supervision of the process	Equipment Supplier, USET Lab Technicians and other Staff	20/03/2025 To 27/03/2025	In progress
<b>3</b>	<b>Mechanical</b>	Transportation of Lab and Workshop Equipment	The army will do the loading and offloading	25/03/2025 to 26/03/2025	
		Tagging of Equipment and Furniture	STEE hired trailer trucks will transport the equipment from N'demban to Brikama	21/03/2025 to 27/03/2025	In progress
		Installation of the equipment	USET Final Year students Supervised by STEE	25/03/2025 To 26/03/2025	
		Supervision of the process	Equipment Supplier, USET Lab Technicians and other Staff	20/03/2025 To 27 /03/2025	In progress