

## Universal System Relocation Guideline

### Before the Move

#### Consultation

- Determine scope of project
- Provide written quote to customer

#### Insurance

- Provide certificate of insurance (minimum \$2M damage coverage)
- Includes commercial general liability and automobile liability

#### Preparation

- Determine de-installation/installation dates and times that works best for customer and minimizes disruption
- Site preparation questionnaire including room drawing to ensure fit
- Determine power/wiring and HVAC meet OEM specifications

#### Determine Egress

- Take pictures and record video of pathway before start of work
- Measure doorways
- Measure hallways
- Determine elevator capacity
- Measure dock height
- Define potential rigging

#### History Check

- Search service history
- Locate the last preventive maintenance report

## System Inspection

- Document condition of system prior to de-installation (written and photographic)
- Image quality
- Motion function
- Acquisition and communication chain
- Collimator change operation
- Inventory system peripherals
- Inventory system manuals, software discs, etc.

## De-Installation

- Professional de-installation performed by experienced technicians and logistics specialists
- Remove system from network if applicable
- Shut down system according to OEM procedures
- Carefully disassemble system to a point where it can fit through the pathway
- Attach specialized rigging to system
- Install impact protection to floor, wall, and doorways
- Pack system, workstation, and other components for safe transport
- Ensure room is clean
- Follow up walk through with customer

## The Move

### Loading/Transport

- Position system on loading dock or street-level
- Utilize heavy-duty lift-gate or fork truck (if required) to bring system to bed height
- Secure system into fully-insured Universal owned truck
- Transport system to new location using Universal air ride suspension truck and commercially licensed professional drivers

### Site Prep/Arrival

- Walk through with customer to ensure room is prepared in accordance with drawing
- Pour self-leveling epoxy pad if applicable

### Installation

- Place system in required location, anchor to floor if required
- Perform mechanical installation
- Cable up system and connect to network
- Power up system and check for detector activity
- PMT warm up and electronic stabilization
- Check that images meet or exceed specifications
- Perform detector calibrations if system does not meet previous specifications
- Check that motions meets OEM specifications
- Recalibrate motions to meet OEM specifications if required
- Clean system of dirt & finger prints, dress cables
- Remove rigging and other materials from room
- Ensure room is clean and system is presentable to customer
- Take pictures and record video of pathway after completion
- Final walk through of room and pathway

### Customer Acceptance & Verification

- System meets OEM specifications
- Delivery of system and all peripherals is completed
- System is fully installed and working properly
- Application training has been scheduled if needed
- Warranty agreed upon if applicable
- Customer acceptance form is signed by both parties

### Possible Upgrades Available

- Windows 7
- Modality work list
- Workstation
- Complete System

To get started right away please call Craig Diener at 1-888-239-3510 ext. 139 or email at [cdiener@uni-med.com](mailto:cdiener@uni-med.com).

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207 Lange Drive, Washington, MO 63090 USA

Phone: 888-239-3510

Web: [www.uni-med.com](http://www.uni-med.com)

Email: [info@uni-med.com](mailto:info@uni-med.com)