

EQUIPMENT & FACILITIES REQUEST PROCESS

AKA "Capital Expenditure (CAPEX)"



"CAPEX" refers to the money a company spends to buy, improve or maintain its fixed assets, like equipment and facilities.

Long-term CAPEX planning with hospitals occurs during annual budget planning.

STEP 1: Triage

Do I complete a CAPEX Requisition Form?

Scenario A

Electricity

Water & Plumbing

Is this a utility or building maintenance emergency?

Contact your building maintenance or service provider

Scenario B

Disruptions in Providing Care

Is this another type of equipment or facility emergency?

If **less than \$500**, proceed with the repair and document the expense

If **greater than \$500**, proceed with the repair, document the expense and email your equipment or facility support

Scenario C

Is this an upgrade repair or new request for equipment or facilities?

New! ...or improved

Go to **Step 2:** Complete the CAPEX Request form.

For BOTH medical equipment & facilities, send email notifications to:

equipmentrequests@wellhaven.com

STEP 2: Complete the CAPEX Request Form

CAPEX requests should be completed on an as needed basis

Click [here](#) to complete the online Equipment & Facilities (CAPEX) Requisition form

Take pictures and attach them to the online form - show the CAPEX Committee the severity or need

STEP 3: CAPEX Committee Review & Response

1x per month

The CAPEX Committee meets monthly to review requests (typically the first week of the month)

Someone from the CAPEX Committee will follow up with either a decision or request for additional information to further consider the request