



NEW EQUIPMENT-DATA COLLECTION FORM

Date:

General Info:	<u>Contractor/Engineer Preparing:</u>	<u>Brown Project#:</u>
Location:	<u>Building/Site:</u>	<u>Floor & Room:</u>
Inventory:	<u>In-Field Equipment Name/Reference:</u>	<u>Parent Equipment:</u>
	<u>Area Served:</u>	
Manufacturer Info:	<u>Keyword/Group:</u> <small>(See ref list)</small>	<u>Type:</u> <small>(See ref list)</small>
	<u>Manufacturer Name:</u>	<u>Model Number:</u>
Status & Condition:	<u>Serial Number:</u>	<u>Manufacturer Part#:</u>
	<u>Status:</u>	<u>Condition:</u>
Field Observation Notes:	<u>Field Notes:</u>	
Acquisition & Installation:	<u>Acquisition Vendor:</u>	<u>Install Date:</u>
	<u>Comments:</u>	
Warranty:	<u>Expiration Date:</u>	<u>Usage Expiration Date:</u>
	<u>Warranty Vendor:</u>	<u>Present Replacement Value:</u>
	<u>Comments:</u>	
Motor Information:	<u>Motor:</u> <small>(Make/Model/Serial/Frame/Notes)</small>	
Parts: Include all applicable Sizes, Part No's, Quantities & Notes.	<u>Filters: (Size/Part#/Qty.)</u>	<u>Belts: (Part#/Qty.)</u>
	<u>Refrigerant:</u> <small>(Type/Charge)</small>	<u>Grease/Lubricants:</u>
	<u>Mech. Coupling Part#:</u>	<u>Mech. Seal Part#:</u>
Specifications: Values and units of measurement including but not limited to:	<u>CFM:</u>	<u>Static Pressure:</u>
	<u>BTU/Hr:</u>	<u>MBH:</u>
	<u>Horsepower:</u>	<u>RPM:</u>
	<u>Air Temp In/Out:</u> <small>(Winter/Summer)</small>	<u>Water Temp In/Out:</u> <small>(Winter/Summer)</small>
	<u>Discharge Head Feet:</u>	<u>GPM:</u>
	<u>GALLONS:</u>	<u>PSI:</u>
	<u>KVA:</u>	<u>Volts/Wire:</u>
	<u>Phase:</u>	<u>Hertz:</u>
	<u>AMPS:(Main Lug/Breaker)</u> <small>(Open/Closed)</small>	<u>MCA:</u>
	<u>Max Fuse:</u>	<u>Poles:</u>
	<u>Circuits:</u>	<u>Watts:</u>
	<u>Impeller Diameter:</u>	<u>OTHER:</u>
Equipment Removed/ Replaced	<u>Manufacturer:</u>	<u>Date Removed:</u>
	<u>Model/Serial#:</u>	
	<u>Name/Identification or ID Tag:</u>	

Inventory Y/N	Action Notes	Record PM Use	Keyword Description	Type Description	DATA COLLECTION
<p>NOTES: YES - INCLUDE ON INVENTORY SHEET. NO - DO NOT INCLUDE ON INVENTORY SHEET. NO ACTION NEEDED.</p> <p>EQUIP - ONE RECORD/ID PER ASSET FACILITY - ONE RECORD/ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION. SPEC - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION</p>					
YES	INCLUDE ON PARENT ASSET SPEC INFO	SPEC	MOTORS	MOTOR, AC < 20HP	INCLUDED ON PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE:, SN#, HP:, RPM:, PH:, VOLTS:, AMPS:, PF:, DUTY CYCLE, FRAME:, ENCL:, INSUL CLASS:, NEMA RATING:, WEIGHT:
YES		EQUIP	MOTORS	MOTOR, AC > 20HP	TIE TO PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE:, SN#, HP:, RPM:, PH:, VOLTS:, AMPS:, PF:, DUTY CYCLE, FRAME:, ENCL:, INSUL CLASS:, NEMA RATING:, WEIGHT:
YES	INCLUDE ON PARENT ASSET SPEC INFO	SPEC	MOTORS	MOTOR, DC < 20HP	INCLUDED ON PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE:, SN#, HP:, RPM:, PH:, VOLTS:, AMPS:, PF:, DUTY CYCLE, FRAME:, ENCL:, INSUL CLASS:, NEMA RATING:, WEIGHT:
YES		EQUIP	MOTORS	MOTOR, DC > 20HP	TIE TO PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE:, SN#, HP:, RPM:, PH:, VOLTS:, AMPS:, PF:, DUTY CYCLE, FRAME:, ENCL:, INSUL CLASS:, NEMA RATING:, WEIGHT:
YES	INFO	SPEC	PH NEUTRALIZATION SYSTEM	PH NEUTRALIZATION CARTRIDGE	
YES	INFO	SPEC	PH NEUTRALIZATION SYSTEM	PH NEUTRALIZATION SYSTEM	
YES	INFO	SPEC	PH NEUTRALIZATION SYSTEM	PH NEUTRALIZATION TANK	
YES		EQUIP	PRESSURE VESSEL	PRESSURE VESSEL	
YES		EQUIP	PUMP	PUMP, BOILER FEED	MOTOR
YES		EQUIP	PUMP	PUMP, BOOSTER-GAS	MOTOR
YES		EQUIP	PUMP	PUMP, BOOSTER-WATER	MOTOR
YES		EQUIP	PUMP	PUMP, CHEMICAL	MOTOR
YES		EQUIP	PUMP	PUMP, CHILLED WATER	MOTOR
YES		EQUIP	PUMP	PUMP, CONDENSATE	MOTOR/ DUPLEX SYSTEM WITH TANK?
YES		EQUIP	PUMP	PUMP, CONDENSER WATER	MOTOR
YES	INFO	SPEC	PUMP	PUMP, COOLING TOWER	MOTOR
YES		EQUIP	PUMP	PUMP, DEHUMIDIFICATION	MOTOR
YES		EQUIP	PUMP	PUMP, DOMESTIC WATER	MOTOR
YES		EQUIP	PUMP	PUMP, DUAL SERVICE	MOTOR
YES		EQUIP	PUMP	PUMP, FEEDWATER	MOTOR
YES		EQUIP	PUMP	PUMP, FIRE JOCKEY	MOTOR
YES		EQUIP	PUMP	PUMP, FIRE SUPPRESSION	MOTOR
YES		EQUIP	PUMP	PUMP, FREEZE OR BLEND	MOTOR
YES		EQUIP	PUMP	PUMP, FUEL TRANSFER	MOTOR
YES		EQUIP	PUMP	PUMP, GLYCOL	MOTOR
YES		EQUIP	PUMP	PUMP, HOT WATER	MOTOR
YES		EQUIP	PUMP	PUMP, HYDRONIC CIRCULATION	MOTOR
YES		EQUIP	PUMP	PUMP, MAKE UP WATER	MOTOR
YES		EQUIP	PUMP	PUMP, PH NEUTRALIZATION	MOTOR
YES		EQUIP	PUMP	PUMP, POOL WATER	MOTOR
YES		EQUIP	PUMP	PUMP, PROCESS WATER	MOTOR
YES		EQUIP	PUMP	PUMP, SEWER OR LIFT STATION	MOTOR/ CONFINED SPACE (Y/N?)

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YES		EQUIP	PUMP	PUMP, SUMP	MOTOR/ CONFINED SPACE (Y/N?)
YES		EQUIP	PUMP	PUMP, VACUUM	MOTOR/FILTERS
YES		EQUIP	RAINWATER RECLAMATION SYSTEM	RAINWATER RECLAMATION SYSTEM	
YES		EQUIP	REFRIGERATION	REFRIGERATION, COMPRESSOR	REFRIGERANT/CHARGE
YES		EQUIP	REFRIGERATION	REFRIGERATION, WALK-IN COOLER	
YES		EQUIP	REFRIGERATION	REFRIGERATION, WALK-IN FREEZER	
NO	NO ACTION	EQUIP	REFRIGERATION	REFRIGERATOR	
NO	NO ACTION	EQUIP	REFRIGERATION	REFRIGERATOR, LAB	
YES		EQUIP	REVERSE OSMOSIS DISTILLED WATER	REVERSE OSMOSIS DISTILLED WATER	
YES	PROVIDE LOCATION LIST	FACILITY	SCREEN	SCREEN, PROJECTION	MOTORIZED?/ ROOM LOCATIONS
YES		EQUIP	SOLAR SYSTEM	SOLAR SYSTEM, CONTROL PANEL	
YES		FACILITY	SOLAR SYSTEM	SOLAR SYSTEM, SOLAR PANELS	PROVIDE PANEL/CELL COUNT & LOCATION
YES		EQUIP	SOOT BLOWER	SOOT BLOWER	
YES		EQUIP	STEAM GENERATOR	STEAM GENERATOR	
YES	PROVIDE LOCATION LIST	FACILITY	STEAM TRAP	STEAM TRAP	
YES		EQUIP	STRAINERS AND SEPARATORS	OIL SEPARATOR	
YES		EQUIP	STRAINERS AND SEPARATORS	OIL STRAINER	
YES		EQUIP	STRAINERS AND SEPARATORS	SOLIDS INTERCEPTOR	
NO	NO ACTION	EQUIP	TANK	TANK, ACID CROCK, SANITARY WASTE	
YES		EQUIP	TANK	TANK, AIR SEPARATOR	
YES		EQUIP	TANK	TANK, CASCADE	
YES		EQUIP	TANK	TANK, CHEMICAL SHOT FEEDER	
NO	NO ACTION	EQUIP	TANK	TANK, COMPRESSED GAS	
YES		EQUIP	TANK	TANK, CONDENSATE	PUMP REC.
YES		EQUIP	TANK	TANK, CONDENSATE-MAIN RECEIVER	
YES		EQUIP	TANK	TANK, DEAERATOR	
NO	NO ACTION	EQUIP	TANK	TANK, EXPANSION	
YES		EQUIP	TANK	TANK, FLASH, BLOWDOWN	
YES		EQUIP	TANK	TANK, FUEL-DIESEL	CAPACITY
YES		EQUIP	TANK	TANK, FUEL-OIL	CAPACITY
YES		EQUIP	TANK	TANK, GLYCOL FEED STATION	CAPACITY/PUMP-MOTOR INFO/CONTROL INFO
YES		EQUIP	TANK	TANK, HOT WATER STORAGE	CAPACITY
YES		EQUIP	TANK	TANK, HYDRAULIC OIL	CAPACITY
YES		EQUIP	TANK	TANK, WATER	CAPACITY
YES		EQUIP	TERMINAL UNITS	TERMINAL UNITS, CABINET UNIT HEATER	FIRED/HW? /FILTER
YES	PROVIDE LOCATION LIST	FACILITY	TERMINAL UNITS	TERMINAL UNITS, CAV BOX	FILTER?
YES	PROVIDE LOCATION LIST	FACILITY	TERMINAL UNITS	TERMINAL UNITS, CONVECTOR	
YES	PROVIDE LOCATION LIST	FACILITY	TERMINAL UNITS	TERMINAL UNITS, DUCT HEATER	HW/ELECTRIC?
YES		EQUIP	TERMINAL UNITS	TERMINAL UNITS, FAN COIL	FANS/MOTORS/FILTERS
YES	PROVIDE LOCATION LIST	FACILITY	TERMINAL UNITS	TERMINAL UNITS, FIN TUBE	
YES	PROVIDE LOCATION LIST	FACILITY	TERMINAL UNITS	TERMINAL UNITS, INDUCTION	

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YES	PROVIDE LOCATION LIST	FACILITY	TERMINAL UNITS	TERMINAL UNITS, RADIANT HEATER	
YES		EQUIP	TERMINAL UNITS	TERMINAL UNITS, UNIT HEATER	HW OR FIRED (IF FIRED INCLUDE FUEL TYPE & BURNER INFO)
YES		EQUIP	TERMINAL UNITS	TERMINAL UNITS, UNIT VENTILATOR	FILTERS/MOTOR
YES	PROVIDE LOCATION LIST	FACILITY	TERMINAL UNITS	TERMINAL UNITS, VAV BOX	
YES		EQUIP	TERMINAL UNITS	TERMINAL UNITS, VAV FAN POWERED	FILTER IF EQUIPPED
YES		EQUIP	TRANSFORMER	TRANSFORMER, DRY	
YES		EQUIP	TRANSFORMER	TRANSFORMER, OIL	OIL CAPACITY
YES		EQUIP	VALVE	VALVE, AIR, GENERAL EXHAUST VALVE	IF ON FUME HOOD, LINK TO HOOD SERVICED
YES		EQUIP	VALVE	VALVE, AIR, GENERAL SUPPLY VALVE	
YES	PROVIDE LOCATION LIST	FACILITY	VALVE	VALVE, BACKWATER	
YES	ISOLATION ONLY	EQUIP	VALVE	VALVE, CONTROL-DDC	INDICATE LINE TYPE (HWS/HWR/CHS/CHR)
YES	ISOLATION ONLY	EQUIP	VALVE	VALVE, CONTROL-PNEUMATIC	INDICATE LINE TYPE (HWS/HWR/CHS/CHR)
YES		EQUIP	VALVE	VALVE, DOMESTIC MIXING	DEFINE USE DHW/EYEWASH STATION (LINK TO EYEWASH IF APPLICABLE)
NO	NO ACTION	FACILITY	VALVE	VALVE, PRESSURE RELIEF	
YES		EQUIP	VALVE	VALVE, TRAP SEAL PRIMER	
YES		EQUIP	VARIABLE FREQUENCY DRIVE	VARIABLE FREQUENCY DRIVE	NOTE EQUIPMENT TIED TO (I.E. RF-1, EF-1, AHU1, ETC.)
NO	NO ACTION	EQUIP	WASHER	WASHER, CAGE	
NO	NO ACTION	EQUIP	WASHER	WASHER, DISHWASHER	
NO	NO ACTION	EQUIP	WASHER	WASHER, FLASK SCRUBBER	
YES		EQUIP	WATER SAMPLE COOLER	WATER SAMPLE COOLER	
YES		EQUIP	WATER SOFTNER	WATER SOFTNER	
YES		EQUIP	WATER SOURCE HEAT PUMP	WATER SOURCE HEAT PUMP	FANS/MOTORS/FILTERS
YES		EQUIP	WATER TREATMENT	WATER CHEMICAL TREATMENT STATION	PUMPS/CHEMICALS USED AT STATION/FILTERS/STRAINERS ETC.