



## NEW EQUIPMENT-DATA COLLECTION FORM

Date:

<b>General Info:</b>	<u>Contractor/</u> <u>Engineer Preparing:</u>	<u>Brown Project#:</u>	
<b>Location:</b>	<u>Building/Site:</u>	<u>Floor &amp; Room:</u>	
<b>Inventory:</b>	<u>In-Field Equipment</u> <u>Name/Reference:</u>	<u>Parent Equipment:</u>	
	<u>Area Served:</u>		
	<u>Keyword/Group:</u> (See ref list)	<u>Type:</u> (See ref list)	
<b>Manufacturer Info:</b>	<u>Manufacturer</u> <u>Name:</u>	<u>Model Number:</u>	
	<u>Serial Number:</u>	<u>Manufacturer Part#:</u>	
<b>Status &amp; Condition:</b>	<u>Status:</u>	<u>Condition:</u>	
<b>Field Observation Notes:</b>	<u>Field Notes:</u>		
<b>Acquisition &amp; Installation:</b>	<u>Acquisition Vendor:</u>	<u>Install Date:</u>	
	<u>Comments:</u>		
<b>Warranty:</b>	<u>Expiration Date:</u>	<u>Usage Expiration Date:</u>	
	<u>Warranty Vendor:</u>	<u>Present Replacement</u> <u>Value:</u>	
	<u>Comments:</u>		
<b>Motor Information:</b>	<u>Motor:</u> (Make/Model/Serial/ Frame/Notes)		
<b>Parts:</b> Include all applicable Sizes, Part No's, Quantities & Notes.	<u>Filters: (Size/Part#/Qty.)</u>	<u>Belts: (Part#/Qty.)</u>	
	<u>Refrigerant:</u> (Type/Charge)	<u>Grease/Lubricants:</u>	
	<u>Mech. Coupling Part#:</u>	<u>Mech. Seal Part#:</u>	
<b>Specifications:</b> 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> (Winter/Summer)	<u>Water Temp In/Out:</u> (Winter/Summer)	
	<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> (Open/Closed)	<u>MCA:</u>	
	<u>Max Fuse:</u>	<u>Poles:</u>	
	<u>Circuits:</u>	<u>Watts:</u>	
	<u>Impeller Diameter:</u>	<u>OTHER:</u>	
	<b>Equipment Removed/ Replaced</b>	<u>Manufacturer:</u>	<u>Date Removed:</u>
		<u>Model/Serial#:</u>	
<u>Name/Identification or ID Tag:</u>			

NOTES: FACILITY - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION. SPEC INFO - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  YES - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG. NO - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.							
Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
NO	No Action	FACILITY	ACCESSCTRL	ACCESS CONTROL	ACCARDR	ACCESS CONTROL, CARD READER	
NO	No Action	FACILITY	ACCESSCTRL	ACCESS CONTROL	ACOTHER	ACCESS CONTROL, OTHER DEVICES	
YES		EQUIP	AIR-COMP	AIR COMPRESSOR	AIRCNTF	AIR COMPRESSOR, CENTRIFICAL	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		EQUIP	AIR-COMP	AIR COMPRESSOR	AIRRECP	AIR COMPRESSOR, RECIPROCATING	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		EQUIP	AIR-COMP	AIR COMPRESSOR	AIRSCRW	AIR COMPRESSOR, SCREW	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		EQUIP	AIR-COMP	AIR COMPRESSOR	AIRSCRL	AIR COMPRESSOR, SCROLL	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		EQUIP	AC-UNIT	AIR CONDITIONING UNIT	AC-COND	AC, CONDENSER UNIT, AIR COOLED	REFRIGERANT/CHARGE/MOTOR
YES		EQUIP	AC-UNIT	AIR CONDITIONING UNIT	AC-EVAP	AC, EVAPORATOR UNIT	REFRIGERANT/CHARGE/MOTOR/FILTER
YES		EQUIP	AC-UNIT	AIR CONDITIONING UNIT	AC-CRAC	AIR CONDITIONER, COMPUTER ROOM	REFRIGERANT/CHARGE/MOTOR/FILTER
YES	List to be provided	EQUIP	AC-UNIT	AIR CONDITIONING UNIT	AC-RACK	AIR CONDITIONER, INROW RACK COOLING	
YES		EQUIP	AC-UNIT	AIR CONDITIONING UNIT	AC-PAKG	AIR CONDITIONER, PACKAGE SYSTEM	
NO	No Action	EQUIP	AC-UNIT	AIR CONDITIONING UNIT	AC-PORT	AIR CONDITIONER, PORTABLE	
NO	No Action	EQUIP	AC-UNIT	AIR CONDITIONING UNIT	ACWINDW	AIR CONDITIONER, WINDOW	
YES		EQUIP	AIR-DRYER	AIR DRYER	AIRDRYD	AIR DRYER, DESSICANT	AIR FILTERS
YES		EQUIP	AIR-DRYER	AIR DRYER	AIRDRYR	AIR DRYER, REFRIGERANT	AIR FILTERS/REFRIGERANT
YES		EQUIP	AHU	AIR HANDLING UNIT	AHUHVSM	AIR HANDLER, HVAC < 30K CFM	FAN COUNT/MOTOR INFO/FILTERS/AIRFLOW DP MONITORS/PITOT IF EQUIPED/COIL COUNT(HEATING/RE-HEAT/COOLING/ENERGY RECOVERY COILS OR WHEELS)/DAMPERS/CONTROL SYSTEM (SIEMENS/JCI, ARE THEY ON BAS OR MASTER BAS BACK TO FM/ ALARMED?
YES		EQUIP	AHU	AIR HANDLING UNIT	AHUHVLG	AIR HANDLER, HVAC > 30K CFM	FAN COUNT/MOTOR INFO/FILTERS/AIRFLOW DP MONITORS/PITOT IF EQUIPED/COIL COUNT(HEATING/RE-HEAT/COOLING/ENERGY RECOVERY COILS OR WHEELS)/DAMPERS/CONTROL SYSTEM (SIEMENS/JCI, ARE THEY ON BAS OR MASTER BAS BACK TO FM/ ALARMED?
YES		EQUIP	AHU	AIR HANDLING UNIT	AHUMUUA	AIR HANDLER, MAKEUP AIR UNIT	FAN COUNT/MOTOR INFO/FILTERS/AIRFLOW DP MONITORS/PITOT IF EQUIPED/COIL COUNT(HEATING/RE-HEAT/COOLING/ENERGY RECOVERY COILS OR WHEELS)/DAMPERS/CONTROL SYSTEM (SIEMENS/JCI, ARE THEY ON BAS OR MASTER BAS BACK TO FM/ ALARMED?
YES		EQUIP	AHU	AIR HANDLING UNIT	AHUPAKG	AIR HANDLER, PACKAGE UNIT	FAN COUNT/MOTOR INFO/FILTERS/AIRFLOW DP MONITORS/PITOT IF EQUIPED/COIL COUNT(HEATING/RE-HEAT/COOLING/ENERGY RECOVERY COILS OR WHEELS)/DAMPERS/CONTROL SYSTEM (SIEMENS/JCI, ARE THEY ON BAS OR MASTER BAS BACK TO FM/ ALARMED?/ HEATING, COOLING OR BOTH
NO	No Action	EQUIP	AUTOCLAVE	AUTOCLAVE	AUTCLAV	AUTOCLAVE	
YES	List to be provided	EQUIP	BCKFLWPREV	BACKFLOW PREVENTER	BKFL-DM	BACKFLOW PREVENTER, DOMESTIC	
YES		EQUIP	BCKFLWPREV	BACKFLOW PREVENTER	BKFL-EQ	BACKFLOW PREVENTER, EQUIPMENT	
YES	List to be provided	EQUIP	BCKFLWPREV	BACKFLOW PREVENTER	BKFL-FS	BACKFLOW PREVENTER, FIRE	
YES		EQUIP	BCKFLWPREV	BACKFLOW PREVENTER	BKFL-IR	BACKFLOW PREVENTER, IRRIGATION	
YES	Provide location list	FACILITY	BCKFLWPREV	BACKFLOW PREVENTER	BKFLVAC	BACKFLOW PREVENTER, VACUUM BREAKER	INCLUDE "SERVICE TO" DESCRIPTION ON LIST
YES	Provide location list	EQUIP	BATTERY	BATTERY	BATTDRY	BATTERY, DRY	INCLUDE "SERVICE TO" DESCRIPTION ON LIST (SYSTEM TYPE: EMERGENCY LIGHTING, FIRE ALARM, ETC.)
YES	List to be provided (est. 5 systems on campus)	EQUIP	BATTERY	BATTERY	BATTHVT	BATTERY, HIGH VOLTAGE	INCLUDE "SERVICE TO" DESCRIPTION ON LIST

**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
	List to be provided (est. 11 on campus, Tag inverter only)						
YES		EQUIP	BATTERY	BATTERY	BATTINV	BATTERY, INVERTER	INCLUDE "SERVICE TO" DESCRIPTION ON LIST
YES	Provide location list	EQUIP	BATTERY	BATTERY	BATTWET	BATTERY, WET	INCLUDE "SERVICE TO" DESCRIPTION ON LIST
NO	No Action	FACILITY	BLEACHER	BLEACHERS	BLECHRF	BLEACHER, FIXED	
NO	No Action	FACILITY	BLEACHER	BLEACHERS	BLECHRM	BLEACHER, MOBILE	
NO	No Action	FACILITY	BLEACHER	BLEACHERS	BLECHRP	BLEACHER, PORTABLE	
NO	No Action	FACILITY	BLINDS	BLINDS	BLNDMNL	BLINDS, MANUAL	
YES	Provide location list	FACILITY	BLINDS	BLINDS	BLNDMTR	BLINDS, MOTORIZED	
YES	HEAT PLANT only	EQUIP	BOILER	BOILER	BLR2FUL	BOILER, DUAL FUEL GAS OR OIL	CHP ONLY
YES		EQUIP	BOILER	BOILER	BLRELEC	BOILER, ELECTRIC	TYPE (HW/STEAM), SERVICE (HHW/DHW/HEATING/CLEAN STEAM) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?/ HEATING ELEMENT RATING
YES		EQUIP	BOILER	BOILER	BLRGASW	BOILER, GAS FIRED HOT WATER	SERVICE (HHW/DHW) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?
YES		EQUIP	BOILER	BOILER	BLRGASS	BOILER, GAS FIRED STEAM	SERVICE (HEATING/CLEAN STEAM) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?
NO	No Action	EQUIP	BOILER	BOILER	BLRINCN	BOILER, INCINERATER	
YES		EQUIP	BOILER	BOILER	BLROILW	BOILER, OIL HOT WATER	SERVICE (HHW/DHW) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?/ OIL FILTERS
YES		EQUIP	BOILER	BOILER	BLROILS	BOILER, OIL STEAM	SERVICE (HEATING/CLEAN STEAM) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?/ OIL FILTERS
NO	No Action	EQUIP	BOILER	BOILER	BLRPELT	BOILER, PELLET	
NO	No Action	EQUIP	BOILER	BOILER	BLRPROP	BOILER, PROPANE	
YES	Portfolio - CENTRAL HEAT PLANT only	EQUIP	BURNER	BURNER	BRNRDUL	BURNER, DUAL	
YES	Burner info to be included on boiler spec info	EQUIP	BURNER	BURNER	BRNRGAS	BURNER, GAS	
YES	Burner info to be included on boiler spec info	EQUIP	BURNER	BURNER	BRNROIL	BURNER, OIL	
YES		EQUIP	CASCADESYS	CASCADE SYSTEM	CSCDSYS	CASCADE SYSTEM	
YES		EQUIP	CHILLED BEM	CHILLED BEAM	CHLBMAC	CHILLED BEAM, ACTIVE	FILTERS
YES		EQUIP	CHILLED BEM	CHILLED BEAM	CHLBMP	CHILLED BEAM, PASSIVE	
YES		EQUIP	CHILLER	CHILLER	CHLABSB	CHILLER, ABSORPTION(MRI)	
YES		EQUIP	CHILLER	CHILLER	CHLAIRC	CHILLER, AIR COOLED	
YES		EQUIP	CHILLER	CHILLER	CHLCNTF	CHILLER, CENTRIFUGAL	
YES		EQUIP	CHILLER	CHILLER	CHLRECP	CHILLER, RECIPROCATING	
YES		EQUIP	CHILLER	CHILLER	CHLSCRW	CHILLER, SCREW	
YES		EQUIP	CHILLER	CHILLER	CHLSCL	CHILLER, SCROLL	
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILCCW	COIL COOLING, CHILLED WATER	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILCDX	COIL COOLING, DIRECT EXPANSION	NOTE COIL COUNT

**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILHEL	COIL HEATING, ELECTRIC	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILHHW	COIL HEATING, HOT WATER	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILHNG	COIL HEATING, NATURAL GAS	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILHST	COIL HEATING, STEAM	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILPHR	COIL PRE-HEAT, HEAT RECOVERY UNIT	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILPHW	COIL PRE-HEAT, HOT WATER	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILPNG	COIL PRE-HEAT, NATURAL GAS	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILPST	COIL PRE-HEAT, STEAM	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILREL	COIL RE-HEAT, ELECTRIC	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILRHW	COIL RE-HEAT, HOT WATER	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COILRST	COIL RE-HEAT, STEAM	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	COIL	COIL	COIL-DX	COIL, DIRECT EXPANSION	NOTE COIL COUNT
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLAHU	CONTROLS, AHU	
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLCHL	CONTROLS, CHILLER	
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLDDC	CONTROLS, DIRECT DIGITAL CONTROL	
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLLELC	CONTROLS, ELECTRONIC	
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLFUH	CONTROLS, FUME HOOD	
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLMEC	CONTROLS, MECHANICAL ROOMS	
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLPNU	CONTROLS, PNEUMATIC	
NO	No Action	EQUIP	CONTROLS	CONTROLS	CTRLTRM	CONTROLS, TERMINAL UNIT	
NO	No Action	FACILITY	CONTROLS	CONTROLS	CTRTHRM	CONTROLS, THERMOSTATS	
YES	List to be provided	EQUIP	CONVEYANCE	CONVEYANCE	CNVDUMW	ELEVATOR, DUMB WAITER	
YES	List to be provided Verify a barcode tag has been placed both inside the car and the machine room. Tag any missing.	EQUIP	CONVEYANCE	CONVEYANCE	CNVHYDL	ELEVATOR, HYDRAULIC	STATE ID NO.
YES	List to be provided Verify a barcode tag has been placed both inside the car and the machine room. Tag any missing.	EQUIP	CONVEYANCE	CONVEYANCE	CNVTRCN	ELEVATOR, TRACTION	STATE ID NO.

**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
	List to be provided Verify a barcode tag has been placed on control.						
YES	Tag any missing.	EQUIP	CONVEYANCE	CONVEYANCE	CNV-ADA	LIFT, ADA	STATE ID NO.
YES		EQUIP	CLG-TOWER	COOLING TOWER	CT-CLSD	COOLING TOWER, CLOSED	NO. OF CELLS/FAN/MOTOR & PUMP INFO
YES		EQUIP	CLG-TOWER	COOLING TOWER	CTDRYCL	COOLING TOWER, DRY COOLER	FAN/MOTOR & PUMP INFO/REFRIGERANT
YES		EQUIP	CLG-TOWER	COOLING TOWER	CT-OPEN	COOLING TOWER, OPEN	NO. OF CELLS/FAN/MOTOR & PUMP INFO
YES	Data to be included on parent asset spec info	EQUIP	DAMPER	DAMPER	DPRCOMB	DAMPER, COMBUSTION	
YES	Data to be included on parent asset spec info	EQUIP	DAMPER	DAMPER	DPR-EXA	DAMPER, EXHAUST AIR	NOTE COUNT ON AHU'S
YES	Data to be included on parent asset spec info	EQUIP	DAMPER	DAMPER	DPR-FBP	DAMPER, FACE AND BYPASS	
YES	Provide location list	FACILITY	DAMPER	DAMPER	DPR-FIR	DAMPER, FIRE	
YES	Data to be included on parent asset spec info	EQUIP	DAMPER	DAMPER	DPR-MXA	DAMPER, MIXED AIR	NOTE COUNT ON AHU'S
YES	Data to be included on parent asset spec info	EQUIP	DAMPER	DAMPER	DPR-ODA	DAMPER, OUTDOOR AIR	NOTE COUNT ON AHU'S
YES	Data to be included on parent asset spec info	EQUIP	DAMPER	DAMPER	DPR-RTA	DAMPER, RETURN AIR	NOTE COUNT ON AHU'S
YES	Provide location list	FACILITY	DAMPER	DAMPER	DPR-SMK	DAMPER, SMOKE	
YES	Data to be included on parent asset spec info	EQUIP	DAMPER	DAMPER	DPR-SPA	DAMPER, SUPPLY AIR	
YES	Provide location list	FACILITY	DAMPER	DAMPER	DPRVCTL	DAMPER, VENT LOUVER CONTROL	
NO	No Action	EQUIP	DEFIB	DEFIBRILLATOR	DEFIBAE	DEFIBRILLATOR, AUTOMATED EXTERNAL	
YES		EQUIP	DHUMIDIFIER	DEHUMIDIFIER	DHUMFIR	DEHUMIDIFIER	REFRIGERANT/FILTERS
YES	List to be provided Verify a barcode tag has been placed on control panel	EQUIP	DOCK-EQUIP	DOCK EQUIPMENT	DOCKLVL	DOCK, LEVELER	
YES	List to be provided Verify a barcode tag has been placed on control panel	EQUIP	DOCK-EQUIP	DOCK EQUIPMENT	DOCKLFT	DOCK, LIFT	
YES	Provide location list	FACILITY	DOOR	DOOR	DOR-ADA	DOOR, ADA OPERATOR	INCLUDE ROOM NO. OPERATOR GRANTS ENTRY TO
YES	Provide location list	FACILITY	DOOR	DOOR	DORGLAS	DOOR, ALL GLASS	
YES	Provide location list	FACILITY	DOOR	DOOR	DOREMRG	DOOR, EMERGENCY EGRESS/FIRE	
YES	Provide location list	FACILITY	DOOR	DOOR	DORFIRE	DOOR, FIRE GUARD	
YES	Provide location list	FACILITY	DOOR	DOOR	DORWODX	DOOR, NATURAL WOOD EXTERIOR	
YES	Provide location list	FACILITY	DOOR	DOOR	DORPRTI	DOOR, OPERABLE PARTITION	
YES	Provide location list	FACILITY	DOOR	DOOR	DOROHDA	DOOR, OVERHEAD-AUTOMATIC	
YES	Provide location list	FACILITY	DOOR	DOOR	DOROHDM	DOOR, OVERHEAD-MANUAL	
YES	Provide location list	FACILITY	DOOR	DOOR	DORSHTR	DOOR, WINDOW SHUTTER	
YES		EQUIP	DUST-CLCT	DUST COLLECTOR WOOD, WELDING	DUSTCLT	DUST COLLECTOR WOOD, WELDING	
NO	No Action	EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELDSCNT	ELECTRICAL SYS, DISCONNECT SWITCH	
YES		EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELDSPNL	ELECTRICAL SYS, DISTRIBUTION PANEL	

**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
YES		EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELGENDK	ELECTRICAL SYS, GENERATOR DOCK	
YES		EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELHTTRC	ELECTRICAL SYS, HEAT TRACE PANEL	TIE TO PARENT (I.E COOLING TOWER)
YES		EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELMTRCC	ELECTRICAL SYS, MOTOR CONTRL CENTER	NOTE ALL EQUIPMENT SERVICED
YES	List to be provided	EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELSECSW	ELECTRICAL SYS, SECTIONALISING SW	
NO	No Action	EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELSURGP	ELECTRICAL SYS, SURGE PROTECTOR	
	List to be provided (5KV Systems)	EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELSWGLV	ELECTRICAL SYS, SWITCH GEAR L-VOLT	
YES	List to be provided (11KV Systems)	EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELSWGMLV	ELECTRICAL SYS, SWITCH GEAR M-VOLT	
YES		EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	ELSWBRD	ELECTRICAL SYS, SWITCHBOARD	
YES	List to be provided	EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	EL-ATSW	ELECTRICAL SYS, TRANSFER SW AUTO	FILTERS (IF APPLICABLE)
YES		EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	EL-MTSW	ELECTRICAL SYS, TRANSFER SW MANUAL	
YES		EQUIP	ELEC-SYS	ELECTRICAL SYSTEM	EL-UPSU	ELECTRICAL SYS, UPS UNIT	FILTERS
YES	Provide location list	FACILITY	ELEC-CO	ELECTRICAL, CARBON MONOXIDE	ELCOSYS	ELECTRICAL CARBON MONOXIDE DETECTOR	
	Only include if not co-located with Generator	EQUIP	GENERATOR	EMERGENCY GENERATOR	GENPANL	EMERGENCY GEN, PANEL OR ANNUNCIATOR	
	List to be provided						
YES	Verify a barcode tag has been placed on control panel	EQUIP	GENERATOR	EMERGENCY GENERATOR	GENDISL	EMERGENCY GENERATOR, DIESEL	
	List to be provided						
YES	Verify a barcode tag has been placed on control panel	EQUIP	GENERATOR	EMERGENCY GENERATOR	GEN-GAS	EMERGENCY GENERATOR, GAS	
	List to be provided						
YES	Verify a barcode tag has been placed on control panel	EQUIP	GENERATOR	EMERGENCY GENERATOR	GENNGAS	EMERGENCY GENERATOR, NATURAL GAS	
NO	No Action	EQUIP	PHONE	EMERGENCY PHONE	EPACCES	EMERGENCY PHONE, ACCESS	
NO	No Action	EQUIP	PHONE	EMERGENCY PHONE	EPBLULT	EMERGENCY PHONE, BLUE LIGHT	
YES		EQUIP	EMER-WASH	EMERGENCY WASH STATION	EMRCOMB	EMERGENCY, COMBO EYEWASH,/SHOWER	
YES		EQUIP	EMER-WASH	EMERGENCY WASH STATION	EMREYEW	EMERGENCY, EYEWASH STATION	
YES		EQUIP	EMER-WASH	EMERGENCY WASH STATION	EMRSHWR	EMERGENCY, SHOWER STATION	
	Data to be included on parent asset spec info	EQUIP	ERU	ENERGY RECOVERY UNIT	ERU-A2A	ENERGY RECOVERY UNIT, AIR TO AIR	
	Data to be included on parent asset spec info	EQUIP	ERU	ENERGY RECOVERY UNIT	ERUPIPE	ENERGY RECOVERY UNIT, PIPE	NOTE COIL COUNT
YES	Data to be included on parent asset spec info	EQUIP	ERU	ENERGY RECOVERY UNIT	ERUWHEL	ENERGY RECOVERY UNIT, WHEEL	DESICCANT/ENTHALPY & COUNT
YES	List to be provided	EQUIP	ENVIROCHMB	ENVIRONMENTAL CHAMBER	ENVICMB	ENVIRONMENTAL CHAMBER	FANS/MOTORS/FILTERS
NO	No Action	FACILITY	FACILITY	FACILITY RECORD	FACILITY	FACILITY RECORD	
	Data to be included on parent asset spec info	EQUIP	FAN	FAN	FNCLTWR	FAN, COOLING TOWER	
YES		EQUIP	FAN	FAN	FNBATHR	FAN, EXHAUST, BATHROOM	
YES		EQUIP	FAN	FAN	FNEXBLT	FAN, EXHAUST, BELT	BELTS (SIZE/QT.)/MOTOR
YES		EQUIP	FAN	FAN	FNEXDIR	FAN, EXHAUST, DIRECT	MOTOR
YES		EQUIP	FAN	FAN	FNKTNEX	FAN, EXHAUST, KITCHEN	

**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
YES		EQUIP	FAN	FAN	FNFLUGS	FAN, EXHUAUST, FLUE GAS	
YES		EQUIP	FAN	FAN	FNEXWAL	FAN, EXHUAUST, THRU WALL LOUVER	
	Portfolio - CENTRAL						
YES	HEAT PLANT only	EQUIP	FAN	FAN	FNFRDFT	FAN, FORCE DRAFT	
YES	Provide location list	FACILITY	FAN	FAN	FN-CIRC	FAN, GENERAL CIRCULATION	
	Portfolio - CENTRAL						
YES	HEAT PLANT only	EQUIP	FAN	FAN	FNINDCT	FAN, INDUCTION	
YES		EQUIP	FAN	FAN	FNRTBLT	FAN, RETURN, BELT	BELTS (SIZE/QT.)/MOTOR
YES		EQUIP	FAN	FAN	FNRTDIR	FAN, RETURN, DIRECT	MOTOR
YES		EQUIP	FAN	FAN	FNSTRBC	FAN, STROBIC	BELTS (SIZE/QT.)/MOTOR/FILTERS
YES		EQUIP	FAN	FAN	FNSPBLT	FAN, SUPPLY, BELT	BELTS (SIZE/QT.)/MOTOR
YES		EQUIP	FAN	FAN	FNSPDIR	FAN, SUPPLY, DIRECT	MOTOR
YES	Provide location list	FACILITY	FILTRATION	FILTRATION	FILTAIR	FILTRATION, AIR	NOTE QUANTITY BY ROOM/FILTER SIE/TYPE (STANDARD/ROLL)
	Portfolio - CENTRAL						
YES	HEAT PLANT only	EQUIP	FILTRATION	FILTRATION	FILTFUL	FILTRATION, FUEL OIL	
YES		EQUIP	FILTRATION	FILTRATION	FILTSND	FILTRATION, SAND	
YES	Provide location list	FACILITY	FILTRATION	FILTRATION	FILTH2O	FILTRATION, WATER	IF CARTRIDGE INCLUDE TYPE
YES	List to be provided	FACILITY	FIRE ALARM	FIRE ALARM	FABATCB	FIRE ALARM, BATTERY CABINET	
YES	List to be provided	EQUIP	FIRE ALARM	FIRE ALARM	FACMDBX	FIRE ALARM, COMMAND BOX	
NO	No Action	FACILITY	FIRE ALARM	FIRE ALARM	FAFIELD	FIRE ALARM, FIELD DEVICE	
YES	List to be provided	EQUIP	FIRE ALARM	FIRE ALARM	FAMSTBX	FIRE ALARM, MASTER BOX	
NO	No Action	EQUIP	FIRE ALARM	FIRE ALARM	FAPANEL	FIRE ALARM, PANEL	
NO	No Action	EQUIP	FIRE ALARM	FIRE ALARM	FAPSPNL	FIRE ALARM, POWER SUPPLY PANEL	
YES	Provide location list	FACILITY	FIRE ALARM	FIRE ALARM	FA-PULL	FIRE ALARM, PULL STATION	APPLICABLE TO PULL STATIONS EQUIPED WITH TAMPER PROOF COVERS
YES	Provide location list	FACILITY	FIRE ALARM	FIRE ALARM	FACOMBO	FIRE ALARM, SMK/CO OR COMBO DEVICES	
YES	Provide location list	FACILITY	FIRE ALARM	FIRE ALARM	FASMOKE	FIRE ALARM, SMOKE DETECTOR	APPLICABLE ONLY TO STAND-ALONE SYSTEM (NOT TIED TO FA SYSTEM)
NO	No Action	FACILITY	FIRE ALARM	FIRE ALARM	FA-SNAC	FIRE ALARM, SUP NOTIF ALARM CIRCUIT	
NO	No Action	EQUIP	FIRE ALARM	FIRE ALARM	FATRMCB	FIRE ALARM, TERMINAL CABINET	
NO	No Action	FACILITY	FIREEXTGSR	FIRE EXTINGUISHER	FIRXTNG	FIRE EXTINGUISHER	
NO	No Action	EQUIP	FIREHYDRNT	FIRE HYDRANT PRIVATE	FIREHYD	FIRE HYDRANT, PRIVATE (BROWN)	
YES	List to be provided	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSDRYSY	FIRE SUPPRES, DRY SYSTEM	
NO	No Action	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSFDCON	FIRE SUPPRES, FIRE DEPT CONNECTIONS	
YES	List to be provided	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSNRTGS	FIRE SUPPRES, INERT GAS	
NO	No Action	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSMDRAN	FIRE SUPPRES, MAIN DRAIN	
NO	No Action	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSRISER	FIRE SUPPRES, RISER	
NO	No Action	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSSPKLR	FIRE SUPPRES, SPRINKLER	
NO	No Action	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSTMPFL	FIRE SUPPRES, TAMPER/FLOW SWITCHES	
YES	List to be provided	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSWETCM	FIRE SUPPRES, WET CHEMICAL	
NO	No Action	FACILITY	FIRESUPSYS	FIRE SUPPRESSION SYSTEM	FSZVALV	FIRE SUPPRES, ZONE VALVES	
NO	No Action	NONE	FIREESCAPE	FIREESCAPE	FIRSCAP	FIRE ESCAPE	
YES	List to be provided	EQUIP	FIREPLACE	FIREPLACE	FIRPGAS	FIREPLACE, GAS	
YES	List to be provided	EQUIP	FIREPLACE	FIREPLACE	FIRPWOD	FIREPLACE, WOOD	
YES		EQUIP	FUME-HOOD	FUME HOOD	FUMHOOD	FUME HOOD	NOTE WHICH EXHAUST IT IS TIED TO (PARENT ID)
YES		EQUIP	FURNACE	FURNACE	FURN GAS	FURNACE, GAS FORCED AIR	CONDENSATE PUMP?/FILTERS
YES		EQUIP	FURNACE	FURNACE	FURN OIL	FURNACE, OIL FORCED AIR	CONDENSATE PUMP?/FILTERS (AIR/OIL)
YES	Provide location list	FACILITY	GASSYSTEM	GAS SYSTEM, MEDICAL, LAB, ETC.	GSCDIOX	GAS SYSTEM, CARBON DIOXIDE	INCLUDE LABS SERVICED TO
YES	Provide location list	FACILITY	GASSYSTEM	GAS SYSTEM, MEDICAL, LAB, ETC.	GSCPAIR	GAS SYSTEM, COMPRESSED AIR	INCLUDE LABS SERVICED TO (TIE REC TO PUMP)

**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
YES	Provide location list	FACILITY	GASSYSTEM	GAS SYSTEM, MEDICAL, LAB, ETC.	GSNTGAS	GAS SYSTEM, NATURAL GAS	INCLUDE LABS SERVICED TO
YES	Provide location list	FACILITY	GASSYSTEM	GAS SYSTEM, MEDICAL, LAB, ETC.	GSNITRO	GAS SYSTEM, NITROGEN	INCLUDE LABS SERVICED TO
YES	Provide location list	FACILITY	GASSYSTEM	GAS SYSTEM, MEDICAL, LAB, ETC.	GSOXYGN	GAS SYSTEM, OXYGEN	INCLUDE LABS SERVICED TO
YES	Provide location list	FACILITY	GASSYSTEM	GAS SYSTEM, MEDICAL, LAB, ETC.	GSVACUM	GAS SYSTEM, VACUUM	INCLUDE LABS SERVICED TO (TIE REC TO PUMP)
	Portfolios included- BIOMED/ACD. RESEARCH/DORMS						
YES	Provide location list	FACILITY	ELEC-GFCI	GFCI RECEPTACLES	EL-GFCI	ELECTRICAL GROUND FAULT CIRCUIT INT	
	List to be provided Should already have barcode tag, verify and apply if missing.						
YES	apply if missing.	EQUIP	HEAT-EXCH	HEAT EXCHANGER	HXPLTFM	HEAT EXCHANGER, PLATE FRAME	
	List to be provided Should already have barcode tag, verify and apply if missing.						
YES	apply if missing.	EQUIP	HEAT-EXCH	HEAT EXCHANGER	HXSHLTB	HEAT EXCHANGER, SHELL TUBE	
	Portfolio - CENTRAL						
YES	HEAT PLANT only	EQUIP	HEATER	HEATER	HFULOIL	HEATER, FUEL OIL	
YES		EQUIP	HEPA-UNIT	HEPA UNIT	HEPAUNT	HEPA UNIT	FILTER
YES		EQUIP	HW-HEATER	HOT WATER HEATER	HWHELEC	HOT WATER HEATER, ELECTRIC	CAPACITY (GAL)
YES		EQUIP	HW-HEATER	HOT WATER HEATER	HWH-GAS	HOT WATER HEATER, GAS	CAPACITY (GAL)
YES		EQUIP	HW-HEATER	HOT WATER HEATER	HWH-IND	HOT WATER HEATER, INDIRECT FIRE	CAPACITY (GAL)
YES		EQUIP	HW-HEATER	HOT WATER HEATER	HWH-OIL	HOT WATER HEATER, OIL	CAPACITY (GAL), OIL FILTER
YES		EQUIP	HW-HEATER	HOT WATER HEATER	HWH-STM	HOT WATER HEATER, STEAM	CAPACITY (GAL)
YES		EQUIP	HUMIDIFIER	HUMIDIFIER	HUMSLFC	HUMIDIFIER, SELF CONTAINED	
YES		EQUIP	HUMIDIFIER	HUMIDIFIER	HUM-STM	HUMIDIFIER, STEAM	
YES		EQUIP	HUMIDIFIER	HUMIDIFIER	HUMUSON	HUMIDIFIER, ULTRA SONIC	
YES		EQUIP	HYDRATION	HYDRATION	HYDSTAN	HYDRATION STATION-FOUNTAIN	WATER FILTER (IF EQUIPED)
NO	No Action	EQUIP	ICEMAKER	ICEMAKER	ICEMAKR	ICE MAKER	
YES	List to be provided	FACILITY	LIGHTING	LIGHTING	LTGCTRL	LIGHTING, CONTROLS	
YES	Provide location list	FACILITY	LIGHTING	LIGHTING	LT-EMRG	LIGHTING, EMERGENCY	
YES		FACILITY	LIGHTING	LIGHTING	LT-EXIT	LIGHTING, EXIT LIGHT	
NO	No Action	FACILITY	LIGHTING	LIGHTING	LTXPOLE	LIGHTING, EXTERIOR POLE	
NO	No Action	FACILITY	LIGHTING	LIGHTING	LTXPLED	LIGHTING, EXTERIOR POLE LED	
NO	No Action	FACILITY	LIGHTING	LIGHTING	LTXWLPK	LIGHTING, EXTERIOR WALL PACK	
NO	No Action	FACILITY	LIGHTING	LIGHTING	LTXWLED	LIGHTING, EXTERIOR WALL PACK LED	
NO	No Action	FACILITY	LIGHTING	LIGHTING	LTINTER	LIGHTING, INTERIOR	
NO	No Action	FACILITY	LIGHTNING	LIGHTNING PROTECTION	LITNING	LIGHTNING PROTECTION	
YES	Provide location list	FACILITY	LOUVERS	LOUVERS	LUVXSCR	LOUVERS, EXTERIOR GRILL SCREENS	
NO	No Action	EQUIP	METER	METER	METAIRF	METER, AIR FLOW	
YES	List to be provided	EQUIP	METER	METER	MET-CHW	METER, CHILLED WATER	
YES	List to be provided	EQUIP	METER	METER	METCOND	METER, CONDENSATE	
YES	List to be provided	EQUIP	METER	METER	METELEC	METER, ELECTRIC	ONLY THOSE OWNED BY BROWN
YES	List to be provided	EQUIP	METER	METER	MET-GAS	METER, GAS	
YES	List to be provided	EQUIP	METER	METER	METHTHW	METER, HIGH TEMP HOT WATER	
YES	List to be provided	EQUIP	METER	METER	METSTEM	METER, STEAM	
YES	List to be provided	EQUIP	METER	METER	METWATR	METER, WATER	



**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
YES	List to be provided	EQUIP	MONITOR	MONITORING SYSTEM	MONFLOW	MONITORING SYSTEM, FLOW STATION	
YES	List to be provided	EQUIP	MONITOR	MONITORING SYSTEM	MONNGAS	MONITORING SYSTEM, NATURAL GAS	
YES	List to be provided	EQUIP	MONITOR	MONITORING SYSTEM	MONOXYG	MONITORING SYSTEM, OXYGEN	
YES	List to be provided	EQUIP	MONITOR	MONITORING SYSTEM	MONRFRG	MONITORING SYSTEM, REFRIGERATION	
YES	Data too be included on parent asset info	EQUIP	MOTOR	MOTORS	MTRACSM	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	MOTOR	MOTORS	MTRACLG	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	Data too be included on parent asset info	EQUIP	MOTOR	MOTORS	MTRDCSM	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	MOTOR	MOTORS	MTRDCLG	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	Data too be included on parent asset info	EQUIP	PH-NEUTRL	PH NEUTRALIZATION SYSTEM	PHNUCRT	PH NEUTRALIZATION CARTRIDGE	
YES	Data too be included on parent asset info	EQUIP	PH-NEUTRL	PH NEUTRALIZATION SYSTEM	PHNUTSY	PH NEUTRALIZATION SYSTEM	
YES	Data too be included on parent asset info	EQUIP	PH-NEUTRL	PH NEUTRALIZATION SYSTEM	PHNUTNK	PH NEUTRALIZATION TANK	
YES	List to be provided	EQUIP	PRSSRVESSL	PRESSURE VESSEL	PRSVESL	PRESSURE VESSEL	
YES		EQUIP	PUMP	PUMP	PUBLRFD	PUMP, BOILER FEED	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUBOSTG	PUMP, BOOSTER-GAS	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUBOSTW	PUMP, BOOSTER-WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PU-CHEM	PUMP, CHEMICAL	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUCHWTR	PUMP, CHILLED WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PU-COND	PUMP, CONDENSATE	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET/ DUPLEX SYSTEM WITH TANK?
YES		EQUIP	PUMP	PUMP	PUCDWTR	PUMP, CONDENSER WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES	Data too be included on parent asset info	EQUIP	PUMP	PUMP	PUCOOLT	PUMP, COOLING TOWER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUDHUMD	PUMP, DEHUMIDIFICATION	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUDOMST	PUMP, DOMESTIC WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUDULSV	PUMP, DUAL SERVICE	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUFDWTR	PUMP, FEEDWATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUJOCKY	PUMP, FIRE JOCKEY	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PU-FIRE	PUMP, FIRE SUPPRESSION	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUFZBLD	PUMP, FREEZE OR BLEND	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUFUTRN	PUMP, FUEL TRANSFER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUGLYCL	PUMP, GLYCOL	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PU-HWTR	PUMP, HOT WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUHYDRO	PUMP, HYDRONIC CIRCULATION	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUMUWTR	PUMP, MAKE UP WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUPHNUT	PUMP, PH NEUTRALIZATION	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET

**NOTES:**  
**FACILITY** - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION.  
**SPEC INFO** - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  
**YES** - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG.  
**NO** - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.

Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
YES		EQUIP	PUMP	PUMP	PU-POOL	PUMP, POOL WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PU-PROC	PUMP, PROCESS WATER	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUSEWER	PUMP, SEWER OR LIFT STATION	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET CONFINED SPACE (Y/N?)
YES		EQUIP	PUMP	PUMP	PU-SUMP	PUMP, SUMP	MOTOR, FLOW/GPM, MAX WATER PRES., DISCHARGE HEAD OR FEET
YES		EQUIP	PUMP	PUMP	PUVACUM	PUMP, VACUUM	MOTOR/FILTERS
YES	Few Locations	EQUIP	RAINWATER	RAINWATER RECLAMATION SYSTE	RAINWTR	RAINWATER RECLAMATION SYSTEM	
YES		EQUIP	REFRIG	REFRIGERATION	RFRGCMP	REFRIGERATION, COMPRESSOR	REFRIGERANT/CHARGE
NO	No Action, Unless function is as an Enviro. Chamber	EQUIP	REFRIG	REFRIGERATION	RFRGCOL	REFRIGERATION, WALK-IN COOLER	
NO	No Action, Unless function is as an Enviro. Chamber	EQUIP	REFRIG	REFRIGERATION	RFRGFRZ	REFRIGERATION, WALK-IN FREEZER	
NO	No Action	EQUIP	REFRIG	REFRIGERATION	RFRIGRT	REFRIGERATOR	
NO	No Action	EQUIP	REFRIG	REFRIGERATION	RFRGLAB	REFRIGERATOR, LAB	
YES		EQUIP	RODI	REVERSE OSMOSIS DISTILLED WATER	RODIWTR	REVERSE OSMOSIS DISTILLED WATER	
YES	Provide location list	FACILITY	SCREEN	SCREEN	SCRNPRJ	SCREEN, PROJECTION	
YES	Few Locations	EQUIP	SOLAR	SOLAR SYSTEM	SOLRCTL	SOLAR SYSTEM, CONTROL PANEL	
YES	Few Locations, provide count & location	FACILITY	SOLAR	SOLAR SYSTEM	SOLRPNL	SOLAR SYSTEM, SOLAR PANELS	
YES	Portfolio - CENTRAL HEAT PLANT only	EQUIP	SOOTBLOWER	SOOT BLOWER	SOTBLWR	SOOT BLOWER	
YES	List to be provided Should already have barcode tag, verify and apply if missing.	EQUIP	STEAM-GEN	STEAM GENERATOR	STEMGEN	STEAM GENERATOR	
YES		EQUIP	STEAM-TRAP	STEAM TRAP	STMTRAP	STEAM TRAP	
YES		EQUIP	STRAINERS	STRAINERS AND SEPARATORS	OIL-SEP	OIL SEPARATOR	
YES	Portfolio - CENTRAL HEAT PLANT only	EQUIP	STRAINERS	STRAINERS AND SEPARATORS	OIL-STR	OIL STRAINER	
YES		EQUIP	STRAINERS	STRAINERS AND SEPARATORS	SOLIDIN	SOLIDS INTERCEPTOR	
NO	No Action	EQUIP	TANK	TANK	TNKACID	TANK, ACID CROCK, SANITARY WASTE	
YES		EQUIP	TANK	TANK	TNKAIRS	TANK, AIR SEPARATOR	
YES	Portfolio - CENTRAL HEAT PLANT or 295	EQUIP	TANK	TANK	TNKCSCD	TANK, CASCADE	
YES	Lloyd Ave only	EQUIP	TANK	TANK	TNKMCSF	TANK, CHEMICAL SHOT FEEDER	
YES	List to be provided	EQUIP	TANK	TANK	TNK-GAS	TANK, COMPRESSED GAS	
NO	No Action	EQUIP	TANK	TANK	TNKCOND	TANK, CONDENSATE	TAG IF STAND ALONE ONLY, IF PART OF CONDENSATE PUMP SYSTEM, INCLUDE WITH PU-COND REC.
YES		EQUIP	TANK	TANK	TNKMRCR	TANK, CONDENSATE-MAIN RECEIVER	
YES		EQUIP	TANK	TANK	TNKDRAT	TANK, DEAERATOR	
NO	No Action	EQUIP	TANK	TANK	TNKXPNS	TANK, EXPANSION	
YES		EQUIP	TANK	TANK	TNKFLSH	TANK, FLASH, BLOWDOWN	
YES		EQUIP	TANK	TANK	TNKDISL	TANK, FUEL-DIESEL	CAPACITY
YES		EQUIP	TANK	TANK	TNK-OIL	TANK, FUEL-OIL	CAPACITY

NOTES: FACILITY - ONE VIRTUAL ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION. SPEC INFO - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION  YES - ASSET WILL BE ASSIGNED AN INDIVIDUAL ID & UNLESS INDICATED AS "FACILITY", A PHYSICAL ASSET TAG. NO - NOT INCLUDED ON INVENTORY, NO INDIVIDUAL ASSET ID OR TAG. SEE NOTES FOR SPECIAL INSTRUCTIONS ON SELECT ITEMS.							
Inventory Y/N	Action Notes	Record PM Use	Keyword(10)	Keyword Description(35)	Type(7)	Type Description(35)	DATA COLLECTION
YES		EQUIP	TANK	TANK	TNKGLYC	TANK, GLYCOL FEED STATION	CAPACITY/PUMP-MOTOR INFO/CONTROL INFO
YES		EQUIP	TANK	TANK	TNK-HWS	TANK, HOT WATER STORAGE	CAPACITY
YES		EQUIP	TANK	TANK	TNKHYDL	TANK, HYDRAULIC OIL	CAPACITY
YES		EQUIP	TANK	TANK	TNKWATR	TANK, WATER	CAPACITY
YES		EQUIP	TERM-UNITS	TERMINAL UNITS	TRM-CUH	TERMINAL UNITS, CABINET UNIT HEATER	FIRED/HW? /FILTER
YES	Provide location list	FACILITY	TERM-UNITS	TERMINAL UNITS	TRMCABX	TERMINAL UNITS, CAV BOX	FILTER?
YES	Provide location list	FACILITY	TERM-UNITS	TERMINAL UNITS	TRMCONV	TERMINAL UNITS, CONVECTOR	
YES	Provide location list	FACILITY	TERM-UNITS	TERMINAL UNITS	TRMDUCT	TERMINAL UNITS, DUCT HEATER	HW/ELECTRIC?
YES		EQUIP	TERM-UNITS	TERMINAL UNITS	TRMFNCL	TERMINAL UNITS, FAN COIL	FANS/MOTORS/FILTERS
YES		EQUIP	TERM-UNITS	TERMINAL UNITS	TRMFILT	TERMINAL UNITS, FAN POWERED FILTER	SPECIALTY
YES	Provide location list	FACILITY	TERM-UNITS	TERMINAL UNITS	TRMFINT	TERMINAL UNITS, FIN TUBE	
YES	Provide location list	FACILITY	TERM-UNITS	TERMINAL UNITS	TRMINDT	TERMINAL UNITS, INDUCTION	
YES	Provide location list	FACILITY	TERM-UNITS	TERMINAL UNITS	TERM-RA	TERMINAL UNITS, RADIANT HEATER	
YES		EQUIP	TERM-UNITS	TERMINAL UNITS	TERM-UH	TERMINAL UNITS, UNIT HEATER	HW OR FIRED (IF FIRED INCLUDE FUEL TYPE & BURNER INFO)
YES		EQUIP	TERM-UNITS	TERMINAL UNITS	TERM-UV	TERMINAL UNITS, UNIT VENTILATOR	
YES	Provide location list	FACILITY	TERM-UNITS	TERMINAL UNITS	TRMVABX	TERMINAL UNITS, VAV BOX	
YES		EQUIP	TERM-UNITS	TERMINAL UNITS	TRMVAFP	TERMINAL UNITS, VAV FAN POWERED	FILTER IF EQUIPPED
YES	List to be provided	EQUIP	TRANSFORMR	TRANSFORMER	XFMRDRY	TRANSFORMER, DRY	
YES	List to be provided	EQUIP	TRANSFORMR	TRANSFORMER	XFMROIL	TRANSFORMER, OIL	OIL CAPACITY
YES		EQUIP	VALVE	VALVE	VLVAIRX	VALVE, AIR, GENERAL EXHAUST VALVE	IF ON FUME HOOD, LINK TO HOOD SERVICED
YES		EQUIP	VALVE	VALVE	VLVAIRS	VALVE, AIR, GENERAL SUPPLY VALVE	
YES	Provide location list	FACILITY	VALVE	VALVE	VLVBWTR	VALVE, BACKWATER	
	Valves on main						
YES	HTHW/CHW loops	EQUIP	VALVE	VALVE	VLVCTRL	VALVE, CONTROL-DDC	INDICATE LINE TYPE (HWS/HWR/CHS/CHR)
	Valves on main						
YES	HTHW/CHW loops	EQUIP	VALVE	VALVE	VLVPNEU	VALVE, CONTROL-PNEUMATIC	INDICATE LINE TYPE (HWS/HWR/CHS/CHR)
YES		EQUIP	VALVE	VALVE	VLVDMXG	VALVE, DOMESTIC MIXING	DEFINE USE DHW/EYEWASH STATION (LINK TO EYEWASH IF APPLICABLE)
NO	No Action	FACILITY	VALVE	VALVE	VLVPSRV	VALVE, PRESSURE RELIEF	
YES		EQUIP	VALVE	VALVE	VLVTRAP	VALVE, TRAP SEAL PRIMER	
YES		EQUIP	VFD	VARIABLE FREQUENCY DRIVE	VFDRIVE	VARIABLE FREQUENCY DRIVE	TIE TO PARENT EQUIP
NO	No Action	EQUIP	WASHER	WASHER	WSHCAGE	WASHER, CAGE	
NO	No Action	EQUIP	WASHER	WASHER	WSHDISH	WASHER, DISHWASHER	
NO	No Action	EQUIP	WASHER	WASHER	WSHFLSK	WASHER, FLASK SCRUBBER	
YES		EQUIP	WATER-SAMP	WATER SAMPLE COOLER	WTRSAMP	WATER SAMPLE COOLER	
YES		EQUIP	WATER-SOFT	WATER SOFTNER	WTRSOFT	WATER SOFTNER	
YES		EQUIP	WATERHTPMP	WATER SOURCE HEAT PUMP	WTRHTPU	WATER SOURCE HEAT PUMP	FANS/MOTORS/FILTERS
YES		EQUIP	WATER-TRMT	WATER TREATMENT	WTRTRMT	WATER CHEMICAL TREATMENT STATION	CHEMICALS USED AT STATION/FILTERS/STRAINERS ETC.