

## APPENDIX I - EQUIPMENT DATA COLLECTION

**DIRECTIONS AND INFORMATION FOR CONTRACTORS ENGAGED IN ALL FACILITIES MANAGEMENT PROJECTS**

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**Information Numbers**

**Zone Equipment Liaisons:**

- Zone 1: John Haw -----(612) 624-7293
- Zone 2: Sharon Ruhland -----(612) 624-8226
- Zone 3: Chantelle Swanson -----(612) 624-8642
- Zone 4: Tim Norton -----(612) 625-7810
- Zone 5: Kevin Taylor -----(612) 626-7551
- Zone 6: Charlie Erickson -----(612) 626-7773

**Central Planning:**

- Brian Rogge – Business Support Supervisor -----(612) 624-9375
- Ann Reed – Central Planner -----(612) 626-1089
- Marilyn Otubushin – Central Planner----- (612) 626-1089
- Rick Friebe – Business Support Specialist -----(612) 626-1089

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## INFORMATION ABOUT THE DATA COLLECTION PROCESS

The Equipment Data Collection Process is for gathering information newly installed equipment for the University of Minnesota Facilities Management Department's maintenance database (COMPASS). This information is used to develop preventive maintenance programs, budgets, and to monitor lifecycle costs.

Steps to achieve a successful collection of equipment data:

1. The project manager should set up a meeting with the contractor to review the data collection process. The [equipment liaison](#) from the zone (listed below) should be part of this meeting. If desired, a representative from [Central Planning](#) can attend to answer any questions about the process. Generally, it is better to have this meeting at the front end of the project. This allows the contractor time to gather the information. Much of the data needed is nameplate data that is often easier to obtain prior to the equipment being installed.
2. At this kick off meeting, the University will provide two reports that are used to identify the major systems or equipment within a building and the number of each type of equipment. These initial reports are:
  - [Base Systems List](#) – Used to identify the specific systems in a building.
  - [Base Equipment List](#) – Used to identify specific equipment types in a building.
3. Once the base reports are completed, the next step is to begin preparing the [Equipment Data Forms](#) for each piece of equipment to be entered into COMPASS. The University will also provide electronic access to the [Equipment Data Forms](#) or the actual forms.
4. The [Equipment Data Form](#) has two parts. The first page is basic data about the equipment. The second page is the [nameplate or specification data](#) from the equipment. The contractor should fill in as much of this data as available.
5. The University understands that a majority of the data collection occurs on site and that the forms will be filled out by hand. It is the contractor's responsibility to ensure the information on the forms is accurate and legible and that at a minimum the [mandatory information](#) is provided. *It is not necessary or expected for the contractor to enter the information onto the form electronically.*
6. When applicable, the contractor shall remove COMPASS equipment tags and return to the owner's representative or [equipment liaison](#) for all renovation and demolition projects.
7. The A/E shall use the [Equipment Naming Standards](#) listed in this appendix for all equipment on projects.
8. The A/E shall review [equipment numbering](#) with owner's representative and zone personnel.

9. The A/E shall request from owner's representative or [equipment liaison](#) a report of current equipment numbers. New equipment numbers shall start sequentially from existing numbers.
  
10. The University uses a standard equipment hierarchy for grouping equipment functionally.

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**INSTRUCTIONS FOR EQUIPMENT DATA FORM – PAGE 1**

The number for each item refers to the line numbers on the sample [Equipment Data Form](#) on the next page.

1-6 – These will be filled in by the University [equipment liaison](#).

7 – **Equipment Number** – This is the number listed on the build drawing.

7 – **Date** – The date the form is being filled out.

8 – **Mfr. No.** – The name of the manufacturer.

9 – **Mfr. Part No.** – The part number used for this equipment by the manufacturer (if applicable).

10 – **Model No.** The manufacturer’s model number. This number should be the complete number from the nameplate. Often this number includes additional information about the equipment configuration.

10 – **Serial No.** – The serial number listed on the equipment nameplate.

11-12 – **Location** – Information about the location of the equipment. Mandatory.

13-15 – **Equipment Description** – Information about the type of equipment and what it serves.

16-17 – **Acquisition Information** – When the equipment was purchased, the cost and the vendor or distributor.

18-19 – **Warranty Information** – Information about the warranty expiration date, the vendor to contact (if different from 15). Also, if the warranty expires based on usage, note this information as well. This information is used to plan equipment inspections prior to the warranty expiration.

20 – **Name & Phone** – Name of person who filled out the form and how the University can contact them if there are any questions (for example: The company general number or a cell phone number). This information is in case of questions about information submitted on the data forms.

**INSTRUCTIONS FOR EQUIPMENT DATA FORM – TECHNICAL DATA PAGES**

1. Enter the data for each technical specification listed for the type of equipment being documented. Be as specific as possible. **Include units of measure where applicable.**

For example, for “Refrigerant weight”, an entry of “5” is insufficient. Correct entries would be “5 pounds”, “5 lbs.”, “5 ounces” or “5 oz”.

2. Some technical specifications may not apply to all equipment models. In that case “N/A” is an appropriate answer.

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**EQUIPMENT LIAISON FOR EACH ZONE**

Zone 1:	John Haw	(612) 624-7293
Zone 2:	Sharon Ruhland	(612) 624-8226
Zone 3:	Chantelle Swanson	(612) 624-8642
Zone 4:	Tim Norton	(612) 625-7810
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Central Planning:	Brian Rogge – Business Support Supervisor	(612) 624-9375
	Ann Reed – Central Planner	(612) 626-1089
	Marilyn Otubushin – Central Planner	(612) 626-1089
	Rick Friebe – Business Support Specialist	(612) 626-1089

**SAMPLE EQUIPMENT DATA FORM**

**EQUIPMENT DATA FORM FOR COND UNIT – Page 1**

1 *This section University of Minnesota use only.*

2 **SR # (required):** \_\_\_\_\_

3 **Billing Number:** \_\_\_\_\_

4 **Equipment Number:** \_\_\_\_\_

5 **Parent:** \_\_\_\_\_

6 **PO Number:** \_\_\_\_\_ **Project #:** \_\_\_\_\_

7 Equipment Number \_\_\_\_\_ Date: \_\_\_\_\_

8 Manufacturer: Mfr No. \_\_\_\_\_ (name of manufacturer)

9 Mfr Part No. \_\_\_\_\_

10 Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_

11 Location: Site \_\_\_\_\_ Building \_\_\_\_\_

12 Floor \_\_\_\_\_ Room \_\_\_\_\_

13 Equipment Description / Serves: \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 Acquisition Information: Date Acquired \_\_\_\_\_ Cost \_\_\_\_\_

17 Vendor \_\_\_\_\_

18 Warranty Information: Expiration Date \_\_\_\_\_ Vendor \_\_\_\_\_

19 Usage Expiration (Ex. Hours) \_\_\_\_\_

20 Name \_\_\_\_\_ Phone \_\_\_\_\_

**SAMPLE SPECIFICATION DATA**

<b>Line</b>	<b>SPEC TYPE</b>	<b>DATA (This field limited to 35 characters)</b>
1	ADDITIONAL UNIT DATA	
2	UNIT TYPE	
3	UNIT EVAP LOCATION	
4	UNIT REFRIGERANT TYPE	
5	UNIT REFRIG WEIGHT	
6	UNIT MINIMUM CIRCUIT	
7	UNIT MAXIMUM FUSE	
8	COMPRESSOR DATA	
9	COMPRESSOR MFG	
10	COMPRESSOR MODEL NO	
11	COMPRESSOR SERIAL NO	
12	COMPRESSOR VOLTS	
13	COMPRESSOR PHASE	
14	COMPRESSOR AMPS	
15	CONDNSR FAN DATA	
16	CONDNSR NO FANS (PER CIR)	
17	CONDNSR FAN MFG	
18	CONDNSR FAN MODEL NO	
19	CONDNSR FAN SERIAL NO	
20	CONDNSR FAN DIRECT/BELT	
21	CONDNSR FAN -IF BELT:SIZE	
22	CONDNSR FAN HP	
23	CONDNSR FAN FRAME	
24	CONDNSR FAN RPM	
25	CONDNSR FAN VOLTS	

Line	SPEC TYPE	DATA (This field limited to 35 characters)
26	CONDNSR FAN PHASE	
27	CONDNSR FAN AMPS	
28	EVAPORATOR FAN DATA	
29	EVAP FAN MOTOR DATA	
30	EVAP FAN DRIVE MTR MFG	
31	EVAP FAN DIRECT/BELT	
32	EVAP FAN - IF BELT: SIZE	
33	EVAP FAN HP	
34	EVAP FAN FRAME	
35	EVAP FAN RPM	
36	EVAP FAN VOLTS	
37	EVAP FAN PHASE	
39	EVAP FAN AMPS	



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**LIST OF EQUIPMENT DATA FORMS**


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The table below lists all of the equipment types currently documented by the University. The first item in the list links to a file that contains all of the Equipment Data Forms. The keyword is simply an abbreviation for the equipment used in the University CMMS system.

Definitions for equipment listed below can be found here:

[www.facm.umn.edu/famis/equipment\\_def.htm](http://www.facm.umn.edu/famis/equipment_def.htm)

(Clicking on the item will open a link to the Equipment Data Form that can be printed for use.)

<b>Equipment Description</b> (Follow link to data form)	<b>Keyword</b> (Follow link to data form)	<b>Mandatory Specification Data</b> (Follow link to specification tables)
<a href="#">ALL EQUIPMENT DATA FORMS</a>	<a href="#">All Forms</a>	
<a href="#">ABSORPTION WATER CHILLER</a>	<a href="#">CHIL ABSOR</a>	<a href="#">Spec Data</a>
<a href="#">AIR CIRCUIT BREAKER.</a>	<a href="#">AIRCIRBRKR</a>	
<a href="#">AIR COMPRESSOR</a>	<a href="#">COMP AIR</a>	<a href="#">Spec Data</a>
<a href="#">AIR COMPRESSOR (DRY)-USED W/ FIRE SYSTEM</a>	<a href="#">COMP SUPP</a>	<a href="#">Spec Data</a>
<a href="#">AUTOCLAVE (LABORATORY)</a>	<a href="#">AUTOCLAVE</a>	
<a href="#">BARREL COMPACTOR</a>	<a href="#">COMPACTOR</a>	
<a href="#">BLOW DOWN METERS</a>	<a href="#">METER BLWD</a>	<a href="#">Spec Data</a>
<a href="#">BOOSTER FANS</a>	<a href="#">FAN BOOSTR</a>	<a href="#">Spec Data</a>
<a href="#">BOOSTER PUMP</a>	<a href="#">PUMP BOOST</a>	<a href="#">Spec Data</a>
<a href="#">BOOTHS (FOR PARKING)</a>	<a href="#">BOOTHS</a>	
<a href="#">BYPASS VALVES</a>	<a href="#">VALVE BYPS</a>	
<a href="#">CAPACITOR BANK.</a>	<a href="#">CAP BANK</a>	
<a href="#">CARD READER</a>	<a href="#">CARD READR</a>	
<a href="#">CENTRIFUGAL WATER CHILLER</a>	<a href="#">CHIL CENT</a>	<a href="#">Spec Data</a>
<a href="#">CHILLED WATER METER</a>	<a href="#">METER CHW</a>	<a href="#">Spec Data</a>
<a href="#">CHILLED WATER PUMP</a>	<a href="#">PUMP CHWTR</a>	<a href="#">Spec Data</a>
<a href="#">CIRCULATING PUMP</a>	<a href="#">PUMP CIRC</a>	<a href="#">Spec Data</a>
<a href="#">CO2 DETECTOR FOR INDOOR AIR QUALITY</a>	<a href="#">DETECT CO2</a>	

<b>Equipment Description</b> (Follow link to data form)	<b>Keyword</b> (Follow link to data form)	<b>Mandatory Specification Data</b> (Follow link to specification tables)
<a href="#">CO2 FIRE SUPPRESSION SYSTEM</a>	<a href="#">SUPP CO2</a>	
<a href="#">COMPACTOR</a>	<a href="#">COMPACTOR</a>	
<a href="#">CONDENSATE METER</a>	<a href="#">METER CND</a>	<a href="#">Spec Data</a>
<a href="#">CONDENSATE PUMP AND SYSTEM</a>	<a href="#">PUMP CONDS</a>	<a href="#">Spec Data</a>
<a href="#">CONDENSER (AIR COOLED)</a>	<a href="#">CONDENSER</a>	<a href="#">Spec Data</a>
<a href="#">CONDENSER WATER PUMP</a>	<a href="#">PUMP CONDW</a>	<a href="#">Spec Data</a>
<a href="#">CONDENSING UNIT (AIR AND/OR WATER)</a>	<a href="#">COND UNIT</a>	<a href="#">Spec Data</a>
<a href="#">CONTROL AIR COMPRESSOR</a>	<a href="#">COMP CNTRL</a>	<a href="#">Spec Data</a>
<a href="#">CONTROLS</a>	<a href="#">CONTROLS</a>	
<a href="#">COOLING TOWER (DRY COOLER)</a>	<a href="#">CTWR DRYCL</a>	<a href="#">Spec Data</a>
<a href="#">DEHUMIDIFIER</a>	<a href="#">DEHUMIDIFY</a>	<a href="#">Spec Data</a>
<a href="#">DELTA 2000 SYSTEMS</a>	<a href="#">DELTA 2000</a>	
<a href="#">DELUGE FIRE SUPPRESSION SYSTEM</a>	<a href="#">SUPP DELUG</a>	
<a href="#">DIRECT DIGITAL CONTROL</a>	<a href="#">DDC</a>	
<a href="#">DRINK FOUNTAIN (REFR INDVL WTRCLR)</a>	<a href="#">DRNK FOUNT</a>	
<a href="#">DRINK FOUNTAIN PART OF SYS NON-REFR</a>	<a href="#">DRNK SYS</a>	
<a href="#">DRY CHEMICAL FIRE SUPPRESSION SYS</a>	<a href="#">SUPP CHEM</a>	
<a href="#">DRY FIRE SUPPRESSION SYSTEM</a>	<a href="#">SUPP DRY</a>	
<a href="#">DRYERS (CLOTH, GLASS, ETC.)</a>	<a href="#">DRYER</a>	
<a href="#">DUMBWAITER</a>	<a href="#">ELEV DWTR</a>	<a href="#">Spec Data</a>
<a href="#">ELECTRIC METER</a>	<a href="#">METER ELEC</a>	<a href="#">Spec Data</a>
<a href="#">EMERGENCY AND EXIT LIGHTING</a>	<a href="#">LIGHT EMG</a>	
<a href="#">ENVIRONMENTAL ROOM (PROCESS COOLING)</a>	<a href="#">PC ENVIRM</a>	<a href="#">Spec Data</a>
<a href="#">ESCALATORS</a>	<a href="#">ESCALATOR</a>	
<a href="#">EXHAUST FAN</a>	<a href="#">FAN EXH</a>	<a href="#">Spec Data</a>
<a href="#">EXPANSION JOINT.</a>	<a href="#">EXP JOINT</a>	<a href="#">Spec Data</a>

<b>Equipment Description</b> (Follow link to data form)	<b>Keyword</b> (Follow link to data form)	<b>Mandatory Specification Data</b> (Follow link to specification tables)
<a href="#">EYE WASHES AND EMERGENCY SHOWERS</a>	<a href="#">EYWSH/SHWR</a>	<a href="#">Spec Data</a>
<a href="#">FAN COIL UNIT</a>	<a href="#">FAN COIL</a>	<a href="#">Spec Data</a>
<a href="#">FIRE ALARM</a>	<a href="#">ALARM FIRE</a>	<a href="#">Spec Data</a>
<a href="#">FIRE ALARM MULTI-PLEXER</a>	<a href="#">FAMUX</a>	
<a href="#">FIRE EXTINGUISHER</a>	<a href="#">FIRE EXTNG</a>	
<a href="#">FIRE HYDRANT</a>	<a href="#">FIRE HYDRT</a>	<a href="#">Spec Data</a>
FIRE HYDRANT VALVES	VALVE HYDR	
<a href="#">FIRE PUMP</a>	<a href="#">PUMP FIRE</a>	<a href="#">Spec Data</a>
<a href="#">FREIGHT ELEVATORS</a>	<a href="#">ELEV FRGT</a>	<a href="#">Spec Data</a>
<a href="#">FULL SIGN</a>	<a href="#">SIGN FULL</a>	
<a href="#">FUME EXHAUST FAN</a>	<a href="#">FAN FUME</a>	<a href="#">Spec Data</a>
<a href="#">FUME HOOD, LABORATORY</a>	<a href="#">FUMEHOOD</a>	<a href="#">Spec Data</a>
<a href="#">FURNACE (DUCT HEATER &amp; FORCED AIR)</a>	<a href="#">FURNACE</a>	<a href="#">Spec Data</a>
<a href="#">GARAGE DOORS</a>	<a href="#">DOOR GAR</a>	
<a href="#">GAS DETECTION (ALARM)</a>	<a href="#">ALARM GAS</a>	<a href="#">Spec Data</a>
<a href="#">GAS FIRED HVAC PACKAGE UNIT</a>	<a href="#">GAS PACK</a>	
<a href="#">GATE ARM</a>	<a href="#">GATE ARM</a>	
<a href="#">GENERATOR ASSEMBLY, MOTOR GENERATOR &amp; ELECTRICAL GENERATOR</a>	<a href="#">GENERATOR</a>	<a href="#">Spec Data</a>
<a href="#">GROWTH CHAMBER (PROCESS COOLING)</a>	<a href="#">PC GROWTH</a>	<a href="#">Spec Data</a>
<a href="#">HALON FIRE SUPPRESSION SYSTEM</a>	<a href="#">SUPP HALON</a>	
<a href="#">HANDICAP ELEVATOR</a>	<a href="#">ELEV HANDI</a>	<a href="#">Spec Data</a>
<a href="#">HEAT RECOVERY PUMP</a>	<a href="#">PUMP HTREC</a>	<a href="#">Spec Data</a>
<a href="#">HEAT RECOVERY SYSTEM</a>	<a href="#">HEAT RECOV</a>	<a href="#">Spec Data</a>
<a href="#">HEATING COOLING SYSTEM</a>	<a href="#">HTCL SYS</a>	
<a href="#">HOT WATER BOILER</a>	<a href="#">BOILER HW</a>	<a href="#">Spec Data</a>
<a href="#">ICE MACHINES</a>	<a href="#">ICE MACH</a>	<a href="#">Spec Data</a>

<b>Equipment Description</b> (Follow link to data form)	<b>Keyword</b> (Follow link to data form)	<b>Mandatory Specification Data</b> (Follow link to specification tables)
<a href="#">INCUBATOR (PROCESS COOLING)</a>	<a href="#">PC INCUBTR</a>	Spec Data
<a href="#">INTRUSION ALARM, LIQUID ALARMS, ETC</a>	<a href="#">ALARM OTHR</a>	
<a href="#">LABORATORY AIR COMPRESSOR</a>	<a href="#">COMP LAB</a>	<a href="#">Spec Data</a>
<a href="#">LABORATORY VACUUM PUMP</a>	<a href="#">PUMP LVAC</a>	<a href="#">Spec Data</a>
LINE VALVES	VALVE LINE	
<a href="#">MAG READER</a>	<a href="#">MAG READR</a>	
<a href="#">MAIN SECONDARY DISCONNECT</a>	<a href="#">MAINSECDIS</a>	<a href="#">Spec Data</a>
<a href="#">MAKE-UP METER</a>	<a href="#">METER MKUP</a>	<a href="#">Spec Data</a>
<a href="#">MANHOLE</a>	<a href="#">MANHOLE</a>	<a href="#">Spec Data</a>
<a href="#">MOTOR CONTROL CENTER</a>	<a href="#">MCC</a>	<a href="#">Spec Data</a>
<a href="#">OTHER ELEVATORS</a>	<a href="#">ELEV OTHER</a>	<a href="#">Spec Data</a>
<a href="#">OTHER EQUIPMENT (SYSTEM EQUIPMENT)</a>	<a href="#">OTHEREQUIP</a>	
<a href="#">OTHER PUMPS</a>	<a href="#">PUMP OTHER</a>	<a href="#">Spec Data</a>
<a href="#">PACKAGE AIR CONDITIONER</a>	<a href="#">AC PACKAGE</a>	<a href="#">Spec Data</a>
<a href="#">PACKAGE COOLING TOWER &amp; FIELD-ERECT TOWER</a>	<a href="#">CTWRS</a>	<a href="#">Spec Data</a>
<a href="#">PARKING METER</a>	<a href="#">METER PARK</a>	<a href="#">Spec Data</a>
<a href="#">PARKING SURFACES (FOR PARKING)</a>	<a href="#">SURFACE P</a>	
<a href="#">PASSENGER ELEVATORS</a>	<a href="#">ELEV PASS</a>	<a href="#">Spec Data</a>
<a href="#">PASSENGER/FREIGHT ELEVATORS</a>	<a href="#">ELEV PASFT</a>	<a href="#">Spec Data</a>
<a href="#">PNEUMATIC AIR CONTROL SYSTEMS</a>	<a href="#">PACS</a>	
<a href="#">PREHEAT PUMPS</a>	<a href="#">PUMP PHEAT</a>	<a href="#">Spec Data</a>
<a href="#">PRESSURE REDUCING VALVE</a>	<a href="#">PRVS</a>	<a href="#">Spec Data</a>
<a href="#">PRV STATION</a>	<a href="#">PRV STATN</a>	<a href="#">Spec Data</a>
<a href="#">RADIATION AND RADIATION/REHEAT SYSTEM</a>	<a href="#">RADRH SYS</a>	<a href="#">Spec Data</a>
<a href="#">RADIATION AND REHEAT PUMPS</a>	<a href="#">PUMP RADRH</a>	<a href="#">Spec Data</a>
<a href="#">REACH-IN FREEZER (PROCESS COOLING)</a>	<a href="#">PC FREZRRI</a>	<a href="#">Spec Data</a>

<b>Equipment Description</b> (Follow link to data form)	<b>Keyword</b> (Follow link to data form)	<b>Mandatory Specification Data</b> (Follow link to specification tables)
<a href="#">REACH-IN REFRIG/FREEZER (COOLING)</a>	<a href="#">PC REFRFZR</a>	<a href="#">Spec Data</a>
<a href="#">REACH-IN REFRIGERATOR (COOLING)</a>	<a href="#">PC REFRGRI</a>	<a href="#">Spec Data</a>
<a href="#">REACTOR (CURRENT)</a>	<a href="#">REACTOR</a>	
<a href="#">RECIPROCATING WATER CHILLER</a>	<a href="#">CHIL RECIP</a>	<a href="#">Spec Data</a>
<a href="#">REFRIGERATION COMPRESSOR</a>	<a href="#">COMP REFRG</a>	<a href="#">Spec Data</a>
<a href="#">RELIEF VALVE</a>	<a href="#">VALVE RELF</a>	<a href="#">Spec Data</a>
<a href="#">RETURN REGISTER</a>	<a href="#">FAN RETURN</a>	<a href="#">Spec Data</a>
<a href="#">REVENUE COMPUTER</a>	<a href="#">REV COMPTR</a>	<a href="#">Spec Data</a>
<a href="#">ROTARY SCREW CHILLER</a>	<a href="#">CHIL ROTAR</a>	<a href="#">Spec Data</a>
<a href="#">RPZ</a>	<a href="#">RPZS</a>	
<a href="#">RPZ VACUUM BREAKER</a>	<a href="#">RPZ VBRKR</a>	
<a href="#">SANITRY SEWERS</a>	<a href="#">SEWER SANI</a>	
<a href="#">SEWAGE PUMP</a>	<a href="#">PUMP SEWGE</a>	<a href="#">Spec Data</a>
<a href="#">SHUT OFF VALVE</a>	<a href="#">VALVE SOFF</a>	<a href="#">Spec Data</a>
<a href="#">SNOW MELT SYSTEM</a>	<a href="#">SNWMLT SYS</a>	<a href="#">Spec Data</a>
<a href="#">SPLIT AIR CONDITIONER</a>	<a href="#">AC SPLIT</a>	<a href="#">Spec Data</a>
<a href="#">STEAM BOILER</a>	<a href="#">BOILER STM</a>	<a href="#">Spec Data</a>
<a href="#">STEAM METER</a>	<a href="#">METER STM</a>	<a href="#">Spec Data</a>
<a href="#">STEAM TRAP</a>	<a href="#">TRAP STM</a>	
<a href="#">STORM SEWERS</a>	<a href="#">SEWER STRM</a>	
<a href="#">STREET AND SECURITY LIGHTS</a>	<a href="#">ST&amp;SEC LIT</a>	
<a href="#">SUMP PUMP</a>	<a href="#">PUMP SUMP</a>	<a href="#">Spec Data</a>
<a href="#">SUPPLY AIR REGISTER</a>	<a href="#">FAN SUPPLY</a>	<a href="#">Spec Data</a>
<a href="#">SWIMMING POOLS</a>	<a href="#">POOL EQUIP</a>	
<a href="#">SWITCH GEAR</a>	<a href="#">SWITCHGEAR</a>	
<a href="#">SWITCH STATION</a>	<a href="#">SWITCH STN</a>	

<b>Equipment Description</b> (Follow link to data form)	<b>Keyword</b> (Follow link to data form)	<b>Mandatory Specification Data</b> (Follow link to specification tables)
<a href="#">TICKET DISPENSER</a>	<a href="#">TICKET DIS</a>	
<a href="#">TIMER</a>	<a href="#">TIMER</a>	
<a href="#">TRAFFIC SIGNS &amp; LIGHTS</a>	<a href="#">SIGN TRAF</a>	
<a href="#">TRANSFER PUMP</a>	<a href="#">PUMP TRANS</a>	<a href="#">Spec Data</a>
<a href="#">TRANSFORMER</a>	<a href="#">TRANSFORMR</a>	<a href="#">Spec Data</a>
<a href="#">TUNNEL</a>	<a href="#">TUNNEL</a>	
<a href="#">UNIT HEATER</a>	<a href="#">UNIT HEATR</a>	<a href="#">Spec Data</a>
<a href="#">UPS, UNINTERRUPTIBLE POWER SYSTEM</a>	<a href="#">UPS SYSTEM</a>	<a href="#">Spec Data</a>
<a href="#">VACUUM CLEANING SYS (CNTRL&amp;SAWDUST)</a>	<a href="#">VAC CLEANR</a>	
<a href="#">VACUUM PUMP (NON-LAB) SYSTEMS</a>	<a href="#">PUMP VAC</a>	<a href="#">Spec Data</a>
<a href="#">VARIABLE AIR VOLUME BOX</a>	<a href="#">VAV BOX</a>	
<a href="#">VAULT</a>	<a href="#">VAULT</a>	
<a href="#">VEHICLE DETECTOR</a>	<a href="#">VEHICLE DT</a>	
<a href="#">WALK-IN FREEZER (PROCESS COOLING)</a>	<a href="#">PC FREZRWI</a>	<a href="#">Spec Data</a>
<a href="#">WALK-IN REFRIGERATOR (COOLING)</a>	<a href="#">PC REFRGWI</a>	<a href="#">Spec Data</a>
<a href="#">WASHER (CAGE, CLOTH, DISH...)</a>	<a href="#">WASHER</a>	<a href="#">Spec Data</a>
<a href="#">WATER HEATER (BOILERS)</a>	<a href="#">WTR HTRBLR</a>	<a href="#">Spec Data</a>
<a href="#">WATER HEATER (BUILDING)</a>	<a href="#">WTR HEATER</a>	<a href="#">Spec Data</a>
<a href="#">WATER HEATER (CONVERTERS &amp; BOOSTER)</a>	<a href="#">WTR HTRCVT</a>	<a href="#">Spec Data</a>
<a href="#">WATER PUR-DEIONIZER WATER PIPING</a>	<a href="#">WP DEIONZR</a>	<a href="#">Spec Data</a>
<a href="#">WATER PUR-DISTILLED WATER PIPING</a>	<a href="#">WP DISTILL</a>	<a href="#">Spec Data</a>
<a href="#">WATER PUR-REVERSE OSMOSIS PIPING</a>	<a href="#">WP REVOSMS</a>	<a href="#">Spec Data</a>
<a href="#">WATER PUR-WATER SOFTENER</a>	<a href="#">WP WTRSOFT</a>	<a href="#">Spec Data</a>
<a href="#">WELL PUMP</a>	<a href="#">PUMP WELL</a>	<a href="#">Spec Data</a>
<a href="#">WET FIRE SUPPRESSION SYSTEM</a>	<a href="#">SUPP WET</a>	
<a href="#">WET/DRY FIRE SUPPRESSION SYSTEM</a>	<a href="#">SUPP WTDRY</a>	

<b>Equipment Description</b> (Follow link to data form)	<b>Keyword</b> (Follow link to data form)	<b>Mandatory Specification Data</b> (Follow link to specification tables)
<a href="#">WINDOW AIR CONDITIONER</a>	<a href="#">AC WINDOW</a>	<a href="#">Spec Data</a>
<a href="#">WINDOWS</a>	<a href="#">WINDOWS</a>	

For equipment not listed above use the Miscellaneous Equipment Data Form. If you have any questions regarding the use of these forms, please contact the [Equipment Liaison](#) in the zone you are working in.

**LIST OF REQUIRED DATA**

The following tables list the equipment types and the data that is required for each of them. Data sheets that are missing required information will not be accepted and will be returned.

Some data is more important than others. Data that must be provided, such as refrigerant type and weight for chillers and for motors, the horsepower rating and frame size. A complete list of the mandatory fields is listed later in this Appendix. This list does not represent the minimum requirements for data collection but fields for which data is required. The contractor is expected to make good faith effort to provide as much equipment information as possible. Equipment Data Forms that do not contain required technical specification data will not be accepted.

Exceptions to this include:

- Times when there is no technical data listed for the equipment, for example when the nameplate is missing (write “MISSING”).
- The mandatory data is not applicable to that equipment type (write “N/A”).
- If gathering data requires significant disassembly of the equipment (write “INACCESSIBLE”).

In each case, the reason for the missing data should be noted on the data form.

## Mandatory Information and Specifications

<a href="#">Page 1 Data</a>
Manufacturer's name
Model number
Serial number
Building number
Floor number
Room number
Description of equipment/type
What equipment serves
Warranty expiration date
Warranty vendor
Warranty expiration (Example: hours, days, years, etc.)

<b>AC Package</b>	<a href="#">Package Air Conditioner</a>
<a href="#">Page 1 Data</a>	
Refrigerant type	
Refrigerant weight	
Condenser fan direct / belt	
If belt, size	
Evaporator fan direct / belt	
If belt, size	

<b>AC Split</b>	<a href="#">Split Air Conditioner</a>
<a href="#">Page 1 Data</a>	
Refrigerant type	
Refrigerant weight	
Condenser fan direct / belt	
If belt, size	
Evaporator fan direct / belt	
If belt, size	

<b>AC Window</b>	<a href="#">Window Air Conditioner</a>
<a href="#">Page 1 Data</a>	
Refrigerant type	

<b>Alarm Fire</b>	<a href="#">Fire Alarm</a>
<a href="#">Page 1 Data</a>	
Control panel location	
Annunciator location	
Door holders, Yes / No	



Mandatory Information and Specifications (Cont.)

<b>Alarm Gas</b>	<a href="#">Gas Detection (Alarm)</a>
<a href="#">Page 1 Data</a>	
Alarm levels / PPM	

<b>Alarm Othr</b>	<a href="#">Intrusion Alarms, Liquid Alarms, etc.</a>
<a href="#">Page 1 Data</a>	
None	

<b>Autoclave</b>	<a href="#">Autoclave</a>
<a href="#">Page 1 Data</a>	
None	

<b>Boiler HW</b>	<a href="#">Hot Water Boiler</a>
<a href="#">Page 1 Data</a>	
BTU rating	
Burner manufacturer	
Burner model number	
Burner serial number	
Burner fuel	
Flame safety controller manufacturer	
Flame safety controller model number	
Flame safety controller serial number	

<b>Boiler Stm</b>	<a href="#">Steam Generator</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit style number	
Unit shell pressure	
Unit tube pressure	
Unit working pressure	
Unit year manufactured	

Mandatory Information and Specifications (Cont.)

Chil Absor	<a href="#">Absorption Chiller</a>
<a href="#">Page 1 Data</a>	
Unit size	
Refrigeration pump manufacturer	
Refrigeration pump model number	
Refrigeration pump serial number	
Refrigeration pump HP	
Refrigeration pump frame	
Concentrator pump manufacturer	
Concentrator pump model number	
Concentrator pump serial number	
Concentrator pump HP	
Concentrator pump frame	
Absorption pump manufacturer	
Absorption pump model number	
Absorption pump serial number	
Absorption pump HP	
Absorption pump frame	
Purge pump manufacturer	
Purge pump model number	
Purge pump serial number	
Purge pump HP	
Purge pump frame	

Mandatory Information and Specifications (Cont.)

Chil Cent	<a href="#">Centrifugal Chiller</a>
<a href="#">Page 1 Data</a>	
Unit size	
Refrigerant type	
Refrigerant weight	
Compressor model number	
Compressor serial number	
Compressor style	
Compressor speed code	
Compressor volts	
Oil pump manufacturer	
Oil pump model number	
Oil pump serial number	
Oil pump style number	
Oil pump HP	
Oil pump RPM	
Oil pump volts	
Oil tank heater manufacturer	
Oil tank heater style number	
Oil tank heater oil filter	
Oil tank heater watts	
Oil tank heater volts	
Purge pump manufacturer	
Purge pump model number	
Purge pump serial number	
Purge pump HP	
Purge pump frame	
Purge pump RPM	
Purge pump volts	
Condensing unit manufacturer	
Condensing unit model number	
Condensing unit serial number	
Condensing unit refrigerant type	
Condensing unit refrigerant weight	
Condensing unit volts	

**Mandatory Information and Specifications (Cont.)**

<b>Chil Recip</b>	<a href="#">Reciprocating Chiller</a>
<a href="#">Page 1 Data</a>	
Unit size	
Refrigerant type	
Refrigerant weight	
Compressor manufacturer	
Compressor model number	
Compressor serial number	
Compressor HP	
Compressor frame	
Compressor RPM	
Compressor volts	
Condenser manufacturer	
Condenser model number	
Condenser serial number	
Condenser direct or belt	
If belt, size	
Condenser HP	
Condenser frame	
Condenser RPM	
Condenser volts	

<b>Chil Rotar</b>	<a href="#">Rotary Screw Chiller</a>
<a href="#">Page 1 Data</a>	
Unit size	
Refrigerant type	
Refrigerant weight	
Compressor manufacturer	
Compressor model number	
Compressor serial number	
Compressor HP	
Compressor volts	
Condenser manufacturer	
Condenser model number	
Condenser serial number	
Condenser direct or belt	
If belt, size	
Condenser HP	
Condenser frame	
Condenser RPM	
Condenser volts	

**Mandatory Information and Specifications (Cont.)**

<b>Comp Air</b>	<a href="#">Air Compressor</a>
<a href="#">Page 1 Data</a>	
Unit size	
Direct / belt	
If belt, size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	
Air dryer manufacturer	
Air dryer model number	

<b>Comp Cntrl</b>	<a href="#">Control Air Compressor</a>
<a href="#">Page 1 Data</a>	
Unit size	
Direct / belt	
If belt, size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	
Air dryer manufacturer	
Air dryer model number	

**Mandatory Information and Specifications (Cont.)**

<b>Comp Lab</b>	<a href="#">Laboratory Air Compressor</a>
<a href="#">Page 1 Data</a>	
Unit size	
Direct / belt	
If belt, size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	
Air dryer manufacturer	
Air dryer model number	

<b>Comp Refrg</b>	<a href="#">Refrigeration Compressor</a>
<a href="#">Page 1 Data</a>	
Unit size	
Refrigerant type	
Refrigerant weight	
Direct / belt	
If belt, size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	

Mandatory Information and Specifications (Cont.)

<b>Comp Supp</b>	<a href="#">Air Compressor (Dry)-Used with Fire Suppression</a>
<a href="#">Page 1 Data</a>	
Unit size	
Direct / belt	
If belt, size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	
Air dryer manufacturer	
Air dryer model number	

<b>Compactor</b>	<a href="#">Compactor</a>
<a href="#">Page 1 Data</a>	
None	

<b>Cond Unit</b>	<a href="#">Condensing Unit (Air and/or Water)</a>
<a href="#">Page 1 Data</a>	
Unit refrigerant type	
Unit refrigerant weight	

<b>Condenser</b>	<a href="#">Condenser (Air Cooled)</a>
<a href="#">Page 1 Data</a>	
Fan motor manufacturer	
Fan motor model number	
Fan motor serial number	
Fan motor HP	
Fan motor frame	
Fan motor RPM	
Fan motor volts	
Fan motor lube	

**Mandatory Information and Specifications (Cont.)**

<b>Ctwr Drycl</b>	<a href="#"><u>Cooling Tower (Dry Cooler)</u></a>
<a href="#"><u>Page 1 Data</u></a>	
Unit size	
Gearbox / belt	
If belt, size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	
Spray pump manufacturer	
Spray pump model number	
Spray pump serial number	
Pump motor HP	
Pump motor frame	
Pump motor RPM	
Pump motor volts	



**Mandatory Information and Specifications (Cont.)**

<b>Ctwrs</b>	<a href="#">Packaged Cooling and Field-Erect Towers</a>
<a href="#">Page 1 Data</a>	
Number of fans	
Fan motor manufacturer	
Fan motor model number	
Fan motor serial number	
Fan motor HP	
Fan motor frame	
Fan motor RPM	
Fan motor volts	
Fan motor lube	
Pump location (room)	
Pump manufacturer	
Pump model number	
Pump serial number	
Pump motor manufacturer	
Pump motor model number	
Pump motor serial number	
Pump motor HP	
Pump motor frame	
Pump motor RPM	
Pump motor volts	

<b>Dehumidify</b>	<a href="#">Dehumidifier</a>
<a href="#">Page 1 Data</a>	
Unit direct / belt	
If belt, size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	

**Mandatory Information and Specifications (Cont.)**

<b>Elev Dwtr</b>	<a href="#">Dumbwaiter</a>
<a href="#">Page 1 Data</a>	
Machine room number	
Controller	
Relay type / microprocessor	
Unit HP	
Unit volts	
Unit phase	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	

**Mandatory Information and Specifications (Cont.)**

<b>Elev Frgt</b>	<a href="#">Freight Elevator</a>
<a href="#">Page 1 Data</a>	
Building name	
Machine room number	
Controller	
Relay type / microprocessor	
Unit HP	
Unit volts	
Unit phase	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
M/G set	
M/G manufacturer	
M/G model number	
M/G serial number	
M/G HP	
M/G volts	
Motor lube	
Hydraulic pump manufacturer	
Hydraulic pump model number	
Hydraulic pump serial number	
Hydraulic control valve data	
Control valve manufacturer	
Control valve model number	
Control valve serial number	

Mandatory Information and Specifications (Cont.)

<b>Elev Handi</b>	<a href="#">Accessibility Elevator</a>
<a href="#">Page 1 Data</a>	
Building name	
Machine room number	
Controller	
Relay type / microprocessor	
Unit HP	
Unit volts	
Unit phase	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
M/G set	
M/G manufacturer	
M/G model number	
M/G serial number	
M/G HP	
M/G volts	
Motor lube	
Hydraulic pump manufacturer	
Hydraulic pump model number	
Hydraulic pump serial number	
Hydraulic control valve data	
Control valve manufacturer	
Control valve model number	
Control valve serial number	

Mandatory Information and Specifications (Cont.)

**Mandatory Information and Specifications (Cont.)**

Elev Other	<a href="#">Other Elevator</a>
<a href="#">Page 1 Data</a>	
Building name	
Machine room number	
Controller	
Relay type / microprocessor	
Unit HP	
Unit volts	
Unit phase	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
M/G set	
M/G manufacturer	
M/G model number	
M/G serial number	
M/G HP	
M/G volts	
Motor lube	
Hydraulic pump manufacturer	
Hydraulic pump model number	
Hydraulic pump serial number	
Hydraulic control valve data	
Control valve manufacturer	
Control valve model number	
Control valve serial number	

**Mandatory Information and Specifications (Cont.)**

<b>Elev Pasft</b>	<a href="#"><u>Passenger/Freight Elevators</u></a>
<a href="#"><u>Page 1 Data</u></a>	
Building name	
Machine room number	
Controller	
Relay type / microprocessor	
Unit HP	
Unit volts	
Unit phase	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
M/G set	
M/G manufacturer	
M/G model number	
M/G serial number	
M/G HP	
M/G volts	
Motor lube	
Hydraulic pump manufacturer	
Hydraulic pump model number	
Hydraulic pump serial number	
Hydraulic control valve data	
Control valve manufacturer	
Control valve model number	
Control valve serial number	

**Mandatory Information and Specifications (Cont.)**

<b>Elev Pass</b>	<a href="#">Passenger Elevator</a>
<a href="#">Page 1 Data</a>	
Building name	
Machine room number	
Controller	
Relay type / microprocessor	
Unit HP	
Unit volts	
Unit phase	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
M/G set	
M/G manufacturer	
M/G model number	
M/G serial number	
M/G HP	
M/G volts	
Motor lube	
Hydraulic pump manufacturer	
Hydraulic pump model number	
Hydraulic pump serial number	
Hydraulic control valve data	
Control valve manufacturer	
Control valve model number	
Control valve serial number	

<b>Escalator</b>	<a href="#">Escalator</a>
<a href="#">Page 1 Data</a>	
None	

<b>Expansion Joint</b>	<a href="#">Expansion Joint</a>
<a href="#">Page 1 Data</a>	
Unit pipe size	
Unit pressure rating	
Unit travel	

Mandatory Information and Specifications (Cont.)

<b>Eywsh / Shwr</b>	<a href="#">Eye Washes and Emergency Showers</a>
<a href="#">Page 1 Data</a>	
Unit type (Example: Eyewash, safety shower or combination)	

<b>Famux</b>	<a href="#">Fire Alarm Multiplexer</a>
<a href="#">Page 1 Data</a>	
None	

<b>Fan Boostr</b>	<a href="#">Booster Fan</a>
<a href="#">Page 1 Data</a>	
Unit lube	
Unit direct / belt	
If belt, size	
Unit filter number and size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	

<b>Fan Coil</b>	<a href="#">Fan Coil Unit</a>
<a href="#">Page 1 Data</a>	
Unit direct / belt	
If belt, size	
Unit filter number and size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	



**Mandatory Information and Specifications (Cont.)**

<b>Fan Exh</b>	<a href="#">Exhaust Fan</a>
<a href="#">Page 1 Data</a>	
Unit lube	
Unit direct / belt	
If belt, size	
Unit Filter number and size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	

<b>Fan Fume</b>	<a href="#">Fume Exhaust Fan</a>
<a href="#">Page 1 Data</a>	
Unit size	
Unit lube	
Unit direct / belt	
If belt, size	
Unit filter number and size	
Fan motor manufacturer	
Fan motor model number	
Fan motor serial number	
Fan motor HP	
Fan motor frame	
Fan motor RPM	
Fan motor volts	

<b>Fan Return</b>	<a href="#">Return Fan</a>
<a href="#">Page 1 Data</a>	
Unit lube	
Unit direct / belt	
Unit belt size	
Unit Filter number and size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	

**Mandatory Information and Specifications (Cont.)**

<b>Fan Supply</b>	<a href="#">Supply Fan</a>
<a href="#">Page 1 Data</a>	
Unit Lube	
Unit Direct / Belt	
Unit Belt Size	
Unit Filter No. and Size	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	

<b>Fire Hydrt</b>	<a href="#">Fire Hydrant</a>
<a href="#">Page 1 Data</a>	
Unit type	

<b>Fumehood</b>	<a href="#">Laboratory Fumehood</a>
<a href="#">Page 1 Data</a>	
Hazards	

<b>Furnace</b>	<a href="#">Furnace (Duct Heater &amp; Forced Air)</a>
<a href="#">Page 1 Data</a>	
Unit BTU Rating	
Unit fuel type	
Unit direct / belt	
If belt, size	
Unit filter number and size	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	

<b>Gas Pack</b>	<a href="#">Gas Fired HVAC Package Unit</a>
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**Mandatory Information and Specifications (Cont.)**

<a href="#">Page 1 Data</a>	
None	

<b>Generator</b>	<a href="#">Generator Assembly, Motor Generator &amp; Elect Generator</a>
<a href="#">Page 1 Data</a>	
Unit full load amps	
Unit KW continuous	
Unit KVA continuous	
Engine oil filter	
Engine HP rating	
Engine fuel type	
Engine fuel filter	

<b>Ice Machine</b>	<a href="#">Ice Machines</a>
<a href="#">Page 1 Data</a>	
Refrigerant type	
Refrigerant weight	
Compressor manufacturer	
Compressor model number	
Compressor voltage	

<b>Main Secondary Disconnect</b>	<a href="#">Main Secondary Disconnect</a>
<a href="#">Page 1 Data</a>	
Main Switchboard Name	
Main CSM for Disconnect	
Main Disconnect ID	
Main Breaker or Fused Switch	

<b>Manhole</b>	<a href="#">Man Hole</a>
<a href="#">Page 1 Data</a>	
Manhole number	
Manhole size / type	

<b>MCC</b>	<a href="#">Motor Control Center</a>
<a href="#">Page 1 Data</a>	
Unit volts	

Mandatory Information and Specifications (Cont.)

<b>Meter Blwd</b>	<a href="#">Blow-Down Meter</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit size	
Unit multiplier	
Unit counter	

<b>Meter Chw</b>	<a href="#">Chilled Water Meter</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit size	
Unit multiplier	
Unit counter	

<b>Meter Cnd</b>	<a href="#">Condensate Meter</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit size	
Unit multiplier	
Unit counter	
Unit number of digits to left of decimal	

<b>Meter Elec</b>	<a href="#">Electric Meter</a>
<a href="#">Page 1 Data</a>	
Meter type / form / Class	
Meter volt / wire	
Meter circuit phase	
Meter breaker / fuse and size	
Meter number of digits to left of decimal	

<b>Meter Mkup</b>	<a href="#">Make-up Meter</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit size	
Unit multiplier	
Unit counter	

Mandatory Information and Specifications (Cont.)

<b>Meter Park</b>	<a href="#">Parking Meter</a>
<a href="#">Page 1 Data</a>	
Meter time limit	
Meter rate	
Meter type	

<b>Meter Stm</b>	<a href="#">Steam Meter</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit size	
Unit multiplier	
Unit counter	
K factor	
Press PSIG	
Peak flo	
Meter max	
Unit number of digits to left of decimal	

<b>PC Envirm</b>	<a href="#">Environmental Room (Process Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit style	

<b>PC Frezrri</b>	<a href="#">Reach-in Freezer (Process Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit style	
Refrigerant type	
Refrigerant weight	

<b>PC Frezrwi</b>	<a href="#">Walk-in Freezer (Process Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit style	

**Mandatory Information and Specifications (Cont.)**

<b>PC Growth</b>	<a href="#">Growth Chamber (Process Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit size	

<b>PC Incubtr</b>	<a href="#">Incubator (Process Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit style	
Condensing unit location and equipment number	
Condensing unit BSAC monitored	
Condensing unit local alarm	
Condensing unit microprocessor	
Condensing unit controller	
Condensing unit fixed temperature	
Condensing unit humidity	
Condensing unit	

<b>PC Refrfzr</b>	<a href="#">Reach-in Refrigerator/Freezer (Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit style	
Refrigerant type	
Refrigerant weight	

<b>PC Refrgri</b>	<a href="#">Reach-In Refrigerator Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit Type	
Unit Style	
Refrigerant Type	
Refrigerant Weight	

Mandatory Information and Specifications (Cont.)

<b>PC Refrgwi</b>	<a href="#">Walk-In Refrigerator (Cooling)</a>
<a href="#">Page 1 Data</a>	
Unit Type	
Unit Style	

<b>PRV Station</b>	<a href="#">PRV Station</a>
<a href="#">Page 1 Data</a>	
Unit inlet PSI	
Unit outlet PSI	
Unit trip valve	
Relief valve manufacturer	
Relief valve model number	
Relief valve setting	
Relief valve inlet size	
Relief valve outlet size	

<b>PRVS</b>	<a href="#">Pressure Reducing Valve</a>
<a href="#">Page 1 Data</a>	
Unit type	
Unit size	

<b>Pump Boost</b>	<a href="#">Booster Pump</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

**Mandatory Information and Specifications (Cont.)**

<b>Pump Chwtr</b>	<a href="#">Chilled Water Pump</a>
<a href="#">Page 1 Data</a>	
Unit size	
Unit GPM	
Unit HD Ft	
Unit lube	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor frame	
Motor RPM	
Motor volts	
Motor lube	

<b>Pump Circ</b>	<a href="#">Circulating Pump</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	



**Mandatory Information and Specifications (Cont.)**

<b>Pump Conds</b>	<a href="#"><u>Condensate Pump and System</u></a>
<a href="#"><u>Page 1 Data</u></a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

<b>Pump Condw</b>	<a href="#"><u>Condenser Water Pump</u></a>
<a href="#"><u>Page 1 Data</u></a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

Mandatory Information and Specifications (Cont.)

<b>Pump Fire</b>	<a href="#">Fire Pump</a>
<a href="#">Page 1 Data</a>	
Unit GPM / Hd	
Unit GPM / PSI	
Unit Impeller Diameter	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor lube	
Pump Manufacturer	
Pump Model Number	

<b>Pump Htrec</b>	<a href="#">Heat Recovery Pump</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

**Mandatory Information and Specifications (Cont.)**

<b>Pump Lvac</b>	<a href="#">Laboratory Vacuum Pump</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

<b>Pump Other</b>	<a href="#">Other Pump</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

**Mandatory Information and Specifications (Cont.)**

<b>Pump Pheat</b>	<a href="#">Preheat Pumps</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

<b>Pump Radrh</b>	<a href="#">Radiation and Reheat Pumps</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

**Mandatory Information and Specifications (Cont.)**

<b>Pump Sewge</b>	<a href="#">Sewage Pump</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

<b>Pump Sump</b>	<a href="#">Sump Pump</a>
<a href="#">Page 1 Data</a>	
Unit Size	
Unit GPM	
Unit Hd Ft	
Unit Lube	
Motor Manufacturer	
Motor Model Number	
Motor Serial Number	
Motor HP	
Motor Frame	
Motor RPM	
Motor Volts	
Motor Lube	
Pump Manufacturer	
Pump Model Number	

Mandatory Information and Specifications (Cont.)

<b>Pump Trans</b>	<a href="#"><u>Transfer Pump</u></a>
<a href="#"><u>Page 1 Data</u></a>	
Unit size	
Unit GPM	
Unit Hd Ft	
Unit RPM	
Motor manufacturer	
Motor HP	
Motor frame	
Motor volts	
Motor drive end bearing	
Motor opp end bearing	
Motor lube	
Chemical pump: Yes or No	
Chemical pump manufacturer	
Chemical pump model number	
Chemical company	
Chemical ID number 1	
Chemical ID number 2	

<b>Pump Vac</b>	<a href="#"><u>Vacuum Pump (Non-Lab) System</u></a>
<a href="#"><u>Page 1 Data</u></a>	
Unit size	
Unit GPM	
Unit HD Ft	
Unit RPM	
Motor manufacturer	
Motor HP	
Motor frame	
Motor volts	
Motor drive end bearing	
Motor opp end bearing	
Motor lube	
Chemical pump: Yes or No	
Chemical company	
Chemical ID number 1	
Chemical ID number 2	

## Mandatory Information and Specifications (Cont.)

<b>Pump Well</b>	<a href="#">Well Pump</a>
<a href="#">Page 1 Data</a>	
Unit size	
Unit GPM	
Unit HD Ft	
Unit RPM	
Motor manufacturer	
Motor HP	
Motor frame	
Motor volts	
Motor drive end bearing	
Motor opp end bearing	
Motor lube	
Chemical pump: Yes or No	
Chemical company	
Chemical ID number 1	
Chemical ID number 2	

<b>Radrh Sys</b>	<a href="#">Radiation &amp; Radiation/Reheat System</a>
<a href="#">Page 1 Data</a>	
Pump manufacturer	
Pump model number	
Pump serial number	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	
Motor volts	

<b>Revenue Computer</b>	<a href="#">Revenue Computer</a>
<a href="#">Page 1 Data</a>	
Keyboard/display terminal	
Auto ticket reading (Y / N)	
Ticket / receipt printer	
Patron fee display	
Electronic cash drawer	
Constant voltage (Y / N)	

<b>RPZ Vbrkr</b>	<a href="#">Vacuum breaker RPZ</a>
<a href="#">Page 1 Data</a>	
None	

Mandatory Information and Specifications (Cont.)

<b>RPZS</b>	<a href="#">RPZ</a>
<a href="#">Page 1 Data</a>	
None	

<b>Snwmlt Sys</b>	<a href="#">Snow Melt System</a>
<a href="#">Page 1 Data</a>	
Unit shell PSI / temp	
Unit tube PSI / temp	
Pump manufacturer	
Pump model number	
Pump serial number	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	

<b>Supp Chem</b>	<a href="#">Dry Chemical Fire Suppression System</a>
<a href="#">Page 1 Data</a>	
None	

<b>Supp CO2</b>	<a href="#">CO2 Fire Suppression System</a>
<a href="#">Page 1 Data</a>	
None	

<b>Supp Delug</b>	<a href="#">Deluge Fire Suppression System</a>
<a href="#">Page 1 Data</a>	
None	

<b>Supp Dry</b>	<a href="#">Dry Fire Suppression System</a>
<a href="#">Page 1 Data</a>	
None	

<b>Supp Halon</b>	<a href="#">Halon Fire Suppression System</a>
<a href="#">Page 1 Data</a>	
None	



Mandatory Information and Specifications (Cont.)

<b>SuppWet</b>	<a href="#">Wet Fire Suppression System</a>
<a href="#">Page 1 Data</a>	
None	

<b>Supp Wtdry</b>	<a href="#">Wet/Dry Fire Suppression System</a>
<a href="#">Page 1 Data</a>	
None	

<b>Switchgear</b>	<a href="#">Switch Gear</a>
<a href="#">Page 1 Data</a>	
None	

<b>Transformr</b>	<a href="#">Transformer</a>
<a href="#">Page 1 Data</a>	
Unit KVA/Phase	
Primary Voltage	
Secondary Voltage	
Unit Coolant Type	

<b>Unit Heatr</b>	<a href="#">Unit Heater</a>
<a href="#">Page 1 Data</a>	
Unit direct or belt	
If belt, size	
Filter number and size	
Fan motor HP	
Fan motor frame	
Fan motor RPM	
Fan motor volts	

<b>UPS System</b>	<a href="#">UPS System</a>
<a href="#">Page 1 Data</a>	
Battery Type	

<b>Valve Relf</b>	<a href="#">Relief Valve</a>
<a href="#">Page 1 Data</a>	
Unit setting / PSI	
Inlet size	
Outlet size	
Unit Lbs / Hr	

## Mandatory Information and Specifications (Cont.)

<b>Valve Soff</b>	<a href="#">Shut Off Valve</a>
<a href="#">Page 1 Data</a>	
Unit size	
Unit type	
Unit PSI	

<b>Washer</b>	<a href="#">Washer (Cage, Cloth, Dish...)</a>
<a href="#">Page 1 Data</a>	
Unit type	
Pump manufacturer	
Pump model number	
Pump serial number	

<b>WP Deionizer</b>	<a href="#">Water Purification – Deionizer Water Piping</a>
<a href="#">Page 1 Data</a>	
Unit capacity	
Operation pressure	
Steam pressure	
Filter number and size	

<b>WP Distill</b>	<a href="#">Water Purification – Distilled Water Piping</a>
<a href="#">Page 1 Data</a>	
Unit capacity	
Operation pressure	
Steam pressure	
Filter number and size	

<b>WP Revosms</b>	<a href="#">Water Purification - Reverse Osmosis Piping</a>
<a href="#">Page 1 Data</a>	
Unit capacity	
Operation pressure	
Steam pressure	
Filter number and size	

**Mandatory Information and Specifications (Cont.)**

<b>WP Wtrsoft</b>	<a href="#">Domestic Water Softener</a>
<a href="#">Page 1 Data</a>	
Unit capacity	
Operation pressure	
Steam pressure	
Filter number and size	

<b>Wtr Heater</b>	<a href="#">Water Heater (Building)</a>
<a href="#">Page 1 Data</a>	
Unit capacity	
Unit elec/gas	
Pump model number	
Pump serial number	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	

<b>Wtr Htrblr</b>	<a href="#">Water Heater (Boilers)</a>
<a href="#">Page 1 Data</a>	
Unit shell PSI / temp	
Unit tube PSI / temp	
Pump manufacturer	
Pump model number	
Pump serial number	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	

<b>Wtr Htrcvt</b>	<a href="#">Water Heater (Converter &amp; Booster)</a>
<a href="#">Page 1 Data</a>	
Unit shell PSI / temp	
Unit tube PSI / temp	
Pump manufacturer	
Pump model number	
Pump serial number	
Motor manufacturer	
Motor model number	
Motor serial number	
Motor HP	

**Mandatory Information and Specifications (Cont.)**

**Equipment / Record Naming Standards for the Zones**

The following are the standards for naming / numbering equipment.

1. Equipment should be numbered starting in the lowest room number on the lowest level.
2. If there is equipment that is interlocked all effort should be made to give those pieces of equipment the same number. (See examples listed below).
3. An equipment number is comprised of the building number, a dash, the equipment identifier, and the equipment sequence.

<b>EXAMPLES OF TYPICAL EQUIPMENT NUMBERING</b>			
<b>Building Number</b>	<b>Equipment Identifier</b>	<b>Equipment Sequence</b>	<b>Complete Equipment Number</b>
011	CHIL (chiller)	01	011-CHIL01
035	CTWR (cooling tower)	02	035-CTWR02
111	EXH (exhaust fan)	35	111-EXH035
438	BOILR (boiler)	04	438-BOILR04
122	HOOD (fume hood)	052	122-HOOD052
<b>EXAMPLES OF INTERLOCKED EQUIPMENT NUMBERING</b>			
<b>Building Number</b>	<b>Equipment Identifier</b>	<b>Equipment Sequence</b>	<b>Complete Equipment Number</b>
074	SUP (supply fan)	011	074-SUP011
074	RET (return fan)	011	074-RET011
165	ALRM (fire alarm)	00	165-ALRM00
165	SUPP(suppression system)	00	165-SUPP00

<b>EXAMPLES OF TYPICAL EQUIPMENT NUMBERING</b>			
<b>Building Number</b>	<b>Equipment Identifier</b>	<b>Equipment Sequence</b>	<b>Complete Equipment Number</b>
165	PUMP (jockey pump)	00	165-PUMP00
201	CDUT (condensing unit)	09	201-CDUT09
201	COMP (compressor)	09	201-COMP09
<b>EXAMPLES OF EXCEPTIONS</b>			
<b>Building Number</b>	<b>Equipment Identifier</b>	<b>Equipment Sequence</b>	<b>Complete Equipment Number</b>
<b>*** PRV STATION AND VALVE EQUIPMENT NUMBERING ***</b>			
156	PRV (PRV station)	001	156-PRV001
156	PRV + STATION # (PRV valve)	01	156-PRV001-01
156	PRV + STATION # (PRV valve)	02	156-PRV001-02

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> note: xxx = bldg number	Notes
<b>HVAC - COOLING SYSTEMS</b> (EQUIP GROUP: HVAC SYS & EQUIP TYPE: COOL SYS)			
Chillers (See notes)	CHIL ABSOR CHIL CENT CHIL RECIP CHIL SCREW	xxx-CHIL## <i>(122-CHIL01)</i>	This standard is not applicable for Chillers serving drinking fountain systems. Please see Drinking Water Systems (listed under Plumbing (Water) Systems) and Drinking Fountain Chillers (listed below) for more information.
Drinking Fountain Chillers	CHIL RECIP	xxx-WCLR## <i>(122-WCLR01)</i>	This standard is for Chillers associated with Drinking Fountain Systems. See Plumbing (Water) Systems for information on the individual refrigerated drinking fountains.
Cooling Towers	CTWRS CTWR DRYCL	xxx-CTWR## <i>(122-CTWR01)</i>	
Air Conditioning Systems (Split)	AC SPLIT	xxx-PKSY## <i>(122-PKSY01)</i>	Special effort is made to give all parts of a split system the same number as the split system (example: 122-PKSY01 & 122-CDUT01, etc.).
Condensing Units	COND UNIT	xxx-CDUT## <i>(122-CDUT01)</i>	Special effort is made to give a condensing unit and a compressor that are part of a system the same number.

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Refrigeration Compressors	COMP REFRG	xxx-COMP## <i>(122-COMP01)</i>	See Controls & Instrumentation for air compressors (non- laboratory related). See Client Systems for air compressors related to laboratory use.
Refrigeration for Process Cooling (Split)	PC FREZRRI PC REFRGRI PC REFRFZR PC GROWTH PC FREZWI PC REFGWI PC ENVIRM PC INCUBTR	xxx-RFPC## <i>(122-RFPC01)</i>	Includes: Cold Rooms, Environmental Rooms, etc. See Package & Terminal Systems for Refrigeration and Process Cooling related to packaged systems.
Cooling System Primary Pumps	PUMP OTHER	xxx- OPCOOLPUMP <i>(122- OPCOOLPUMP)</i>	
Other Cooling System Equipment	OTHEREQUI P	xxx-OCOOLSYS <i>(122-OCOOLSYS)</i>	Examples: Evaporating coolers.
<b>HVAC - HEATING SYSTEMS</b> (EQUIP GROUP: HVAC SYS & EQUIP TYPE: HEAT SYS)			



NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> note: xxx = bldg number	Notes
Boilers	BOILER HW BOILER STM	xxx-BOILR# <i>(122-BOILR1)</i>	
Radiation Systems	RADRH SYS PUMP RADRH	xxx-RADSY# <i>(122-RADSY1)</i>	
Reheat Systems	RADRH SYS PUMP RADRH	xxx-RHTSY# <i>(122-RHTSY1)</i>	
Radiation & Reheat Systems	RADRH SYS PUMP RADRH	xxx-RRSY# <i>(122-RRSY1)</i>	
Heating System Primary Pumps	PUMP OTHER	xxx- OPHEATPUMP <i>(122- OPHEATPUMP)</i>	
Other Heating System Equipment	OTHER EQUIP	xxx-OHEATSYS <i>(122-OHEATSYS)</i>	Example: Auxiliary Equipment, Pipes and Fittings.
<b>HVAC - DISTRIBUTION SYSTEMS (INCLUDES VENTILATION)</b> (EQUIP GROUP: HVAC SYS & EQUIP TYPE: DISTRIBUTE)			

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
PRV Stations	PRV STATN	xxx-PRV### <i>(122-PRV001)</i>	
PRV Valves	PRVS	xxx-PRV###-## <i>(122-PRV001-01)</i>	The three numbers before the dash is equal to the station number the valves are associated with. The last two numbers (after the dash) is the number for the valve.
Heat Recovery Systems	HEAT RECOV	xxx-HTRC## <i>(122-HTRC01)</i>	
Heat Recovery Pump	PUMP HTREC	xxx-PHTR## <i>(122-PHTR01)</i>	
Heating / Cooling Systems	HTCL SYS	xxx-HCSYS# <i>(122-HCSYS1)</i>	
Heating System Secondary Pumps	PUMP OTHER	xxx-OSDISTPUMP <i>(122-OSDISTPUMP)</i>	
Other Liquid Distribution Equipment	OTHER EQUIP	xxx-ODISTLIQ <i>(122-ODISTLIQ)</i>	

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Exhaust Fans	FAN EXH	xxx-EXH### <i>(122-EXH001)</i>	
Fume Exhaust Fans	FAN FUME	xxx-FUM### <i>(122-FUM001)</i>	
Fumehoods	FUMEHOOD	xxx-HOOD### <i>(122-HOOD001)</i>	
Return Fans	FAN RETURN	xxx-RET### <i>(122-RET001)</i>	Whenever there is a return fan that is interlocked (or used) with a supply fan, the return fan is given the same number as the supply fan. <i>Note: the supply fans are always given numbers first because they are usually more supply fans than return fans.</i> (Example: A supply fan has already been given a number of 122-SUP014. The interlocking return fan will have a number of 122-RET014).
Supply Fans	FAN SUPPLY	xxx-SUP### <i>(122-SUP001)</i>	See note listed under Return Fans.
Booster Fans	FAN BOOSTR	xxx-SUP### <i>(122-SUP002)</i>	Booster fans should be named with supply fan naming standards and a keyword of Booster Fans
Fan Coils	FAN COIL	xxx-FNCL### <i>(122-FNCL001)</i>	

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Preheat Pumps	PUMP PREHT	xxx-PPRHT# <i>(122-PPRHT1)</i>	
VAV Boxes	VAV BOX	xxx-VAVBOX <i>(122-VAVBOX)</i>	
Other Vent Distribution Equipment	OTHER EQUIP	xxx-ODISTVENT <i>(122-ODISTVENT)</i>	Example: Filters, Duct Work, Duct Heaters, Induction Units and Grilles.
HVAC - PACKAGE & TERMINAL SYSTEMS (EQUIP GROUP: HVAC & EQUIP TYPE: PACKAGE SYS)			
Air Conditioning Systems (Package)	AC PACKAGE	xxx-PKSY## <i>(122-PKSY01)</i>	
Window Air Conditioners	AC WINDOW	xxx-WNAC### <i>(122-WNAC001)</i>	

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Refrigeration for Process Cooling (Package)	PC FREZRRI PC REFRGRI PC REFRFZR PC GROWTH PC FREZWI PC REFGWI PC ENVIRM PC INCUBTR	xxx-RFPC## <i>(122-RFPC01)</i>	Includes: Reach-in freezers, reach-in refrigerators, etc. See Package & Terminal Systems for Refrigeration and Process Cooling related to packaged systems.
Snow Melt Systems	SNWMLT SYS	xxx-SNMLT# <i>(122-SNMLT1)</i>	
Furnaces	FURNACE	xxx-FURN## <i>(122-FURN01)</i>	
Unit Heaters	UNTI HEATR	xxx-UNHT### <i>(122-UNHT001)</i>	
Other Package & Terminal Equipment	OTHER EQUIP	xxx-OPACKSYS <i>(122-OPACKSYS)</i>	Example: Electric and baseboard units, ventilators and radiant heaters, reverse cycle, water and air cooled, terminal heat pumps, self-contained floor, ceiling and roof top AC and heat pumps.
<b>HVAC - CONTROLS &amp; INSTRUMENTATION SYSTEMS</b> (EQUIP GROUP: HVAC & EQUIP TYPE: CNTRL&INST)			

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Control Air Compressors	COMP CNTRL	xxx-CTAIR# <i>(122-CTAIR1)</i>	This is only for control air compressors.
Building Air Compressors	COMP CNTRL	xxx-BDAIR# <i>(122-BDAIR1)</i>	This excludes control air compressors and laboratory related air compressors.
Direct Digital Controls (DDC)	DDC	xxx-DDC### <i>(122-DDC001)</i>	
Pneumatic Air Control Systems	PACS	xxx-PACS## <i>(122-PACS01)</i>	
Other Controls & Instrumentation Equipment	OTHER EQUIP	xxx-OCONTROLS <i>(122-OCONTROLS)</i>	Example: Controls associated with heating, cooling and air, exhaust ventilation systems, terminal devices, energy monitoring and control, building automation.
ELECTRICAL - SERVICE & DISTRIBUTION SYSTEMS (EQUIP GROUP: ELEC SYS & EQUIP TYPE: ELEC SERV)			
Motor Control Center (MCC)	MCC	xxx-MCC### <i>(122-MCC001)</i>	
Other Electrical Service & Distribution Equipment	OTHER EQUIP	xxx-OELECSEVE <i>(122-OELECSEVE)</i>	Example: Primary and secondary transformers, main switchboard, interior distribution panels, branch circuit panels, enclosed cd, conduit and wiring to circuit panels.

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
<b>ELECTRICAL - LIGHTING &amp; BRANCH WIRING SYSTEMS</b> (EQUIP GROUP: ELEC SYS & EQUIP TYPE: LIGHT&WIRE)			
Ballast	BALLAST	xxx-BALLAST <i>(122-BALLAST)</i>	
Other Lighting & Branch Wiring Equipment	OTHER EQUIP	xxx-OLITE&WIRE <i>(122-OLITE&amp;WIRE)</i>	Example: Branch wiring for light fixtures, light fixtures, branch wiring for devices and equipment connections.
<b>ELECTRICAL - COMMUNICATION &amp; SECURITY SYSTEMS</b> (EQUIP GROUP: ELEC SYS & EQUIP TYPE: COMM& SEC)			
Fire Alarms	ALARM FIRE	xxx-ALRM## <i>(122-ALRM00)</i>	The main fire alarm for the building should be given a number of 00 (example: 122-ALRM00). Any other fire alarms should be number in the same way as other equipment, starting from 01 (example: 122-ALRM01). Suppression systems associated with fire alarms should have the same number (example: 122-ALRM01 & 122-SUPP01).
Gas, Intrusion, & Other Safety Alarms	ALARM GAS ALARM OTHR	xxx-ALARM# <i>(122-ALARM1)</i>	This includes gas alarms, intrusion alarms, and other safety alarms.

<b>NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY</b>			
<b>Equipment Category</b>	<b>Equipment Keyword(s)</b>	<b>Naming Standard</b> <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	<b>Notes</b>
Other Communication & Security Equipment	OTHER EQUIP	xxx- OCOMM&SEC <i>(122- OCOMM&amp;SEC)</i>	Example: Hospital systems, telephone, LANS, public address and music systems, TV, security systems.
<b>ELECTRICAL - SPECIAL ELECTRICAL SYSTEMS</b> (EQUIP GROUP: ELEC SYS & EQUIP TYPE: S ELEC SYS)			
ELIT	LIGHT EMG	xxx-ELIT <i>(122-ELIT)</i>	
Generators	GENERATOR	xxx-GEN### <i>(122-GEN001)</i>	
UPS Systems	UPS SYSTEM	xxx-UPS### <i>(122-UPS001)</i>	
Other Special Electrical Equipment	OTHER EQUIP	xxx-OSELECSYS <i>(122-OSELECSYS)</i>	Example: Power factor correction, lightening and grounding protection systems, raceways.
<b>FIRE PROTECTION - SPRINKLER SYSTEMS</b> (EQUIP GROUP: FIRE SYS & EQUIP TYPE: SPRINKLSYS)			



NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> note: xxx = bldg number	Notes
Suppression Systems	SUPP DELUG SUPP DRY SUPP WET SUPP WTDRY	xxx-SUPP## <i>(122-SUPP00)</i>	The main Suppression system for the building should be given a number of 00 (example: 122-SUPP00). Any other suppression systems should be numbered in the same way as other equipment, starting from 01 (example: 122-SUPP01). Suppression systems associated with fire alarms should have the same number (example: 122-ALRM01 & 122-SUPP01).
Compressors Related to Suppression Systems	COMP SUPP	xxx-BDAIR# <i>(122-BDAIR1)</i>	
Other Fire Protection Sprinkler Equipment	OTHER EQUIP	xxx-OSPRINKSYS <i>(122-OSPRINKSYS)</i>	Example: Sprinkler heads and release devices, water supply.
<b>FIRE PROTECTION - STAND PIPE &amp; HOSE SYSTEMS</b> (EQUIP GROUP: FIRE SYS & EQUIP TYPE: STAND PIPE)			

<b>NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY</b>			
<b>Equipment Category</b>	<b>Equipment Keyword(s)</b>	<b>Naming Standard (EXAMPLE) note: xxx = bldg number</b>	<b>Notes</b>
Fire Pumps	PUMP FIRE	xxx-PUMP## (122-PUMP00)	The main fire pump for the building should be given a number of 00 (example: 122-PUMP00). Any other fire pump should be number in the same way as other equipment, starting from 01 (example: 122-PUMP01). Fire pumps associated with a suppression system should have the same number (example: 122-PUMP01 & 122-SUPP01).
Other Stand Pipe & Hose Equipment	OTHER EQUIP	xxx-OSTANDPIPE (122-OSTANDPIPE)	Example: Equipment, piping valves, and fittings.
<b>FIRE PROTECTION - SPECIALTY SYSTEMS</b> (EQUIP GROUP: FIRE SYS & EQUIP TYPE: FIRE SPEC)			
Fire Extinguishers	FIRE EXTING	xxx-EXTING (122-EXTING)	
Other Fire Protection Equipment	OTHER EQUIP	xxx-OFIRESPEC (122-OFIRESPEC)	Example: Cabinets.
<b>FIRE PROTECTION - SPECIAL FIRE SYSTEMS</b> (EQUIP GROUP: FIRE SYS & EQUIP TYPE: S FIRE SYS)			
Halon Systems	SUPP HALON	xxx-SUPP## (122-SUPP01)	

<b>NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY</b>			
<b>Equipment Category</b>	<b>Equipment Keyword(s)</b>	<b>Naming Standard (EXAMPLE) note: xxx = bldg number</b>	<b>Notes</b>
CO2 Systems	SUPP CO2	xxx-SUPP## (122-SUPP01)	
Chemical Systems	SUPP CHEM	xxx-SUPP## (122-SUPP01)	
Other Special Fire Equipment	OTHER EQUIP	xxx-OSFIRESYS (122-OSFIRESYS)	Example: Foam generating equipment.
<b>PLUMBING - FIXTURE SYSTEMS</b> (EQUIP GROUP: PLUMBING & EQUIP TYPE: PLUMB FIX)			
Drinking Fountains (see note)	DRNK FOUNT DRNK SYS	xxx-DNKFNT### (122-DNKFNT001)	This includes individual refrigerated drinking fountains. See Drinking Fountain Chillers (listed under HVAC - Cooling Generation Systems) for drinking water systems associated with a chiller(s).
Sinks	SINK	xxx-SINKS (122-SINKS)	
Toilets	TOILET	xxx-TOILETS (122-TOILETS)	
Other Plumbing Fixture Equipment	OTHER EQUIP	xxx-OPLUMBFIX (122-OPLUMBFIX)	Example: Water closets, urinals, lavatories, showers, bathtubs, bidets.
<b>PLUMBING - DOMESTIC WATER DISTRIBUTION SYSTEMS</b> (EQUIP GROUP: PLUMBING & EQUIP TYPE: DOM WATER)			

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Drinking Water Systems	CHIL RECIP	xxx-WCLR## <i>(122-WCLR01)</i>	
Water Heaters	WTR HEATER WTR HTRBLR WTR HTRCVT	xxx-WHTR## <i>(122-WHTR01)</i>	
Other Domestic Water Distribution Equipment	OTHER EQUIP	xxx- ODOMWATER <i>(122- ODOMWATER)</i>	Example: Pipes and fittings, valves, hydrants, hose bibs.
PLUMBING - SANITARY WASTE SYSTEMS (EQUIP GROUP: PLUMBING & EQUIP TYPE: SANI WASTE)			
Sewage Pumps	PUMP SEWGE	xxx-PSEJT# <i>(122-PSEJT1)</i>	
Sump Pumps	PUMP SUMP PUMP WELL	xxx-PSUMP# <i>(122-PSUMP1)</i>	
Other Sanitary Waste Equipment	OTHER EQUIP	xxx- OSANIWASTE <i>(122- OSANIWASTE)</i>	Example: Water pipes and fittings, drains, vent pipe and fittings.

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard ( <i>EXAMPLE</i> ) <small>note: xxx = bldg number</small>	Notes
<b>PLUMBING - RAIN WATER DRAINAGE SYSTEMS</b> (EQUIP GROUP: PLUMBING & EQUIP TYPE: RAIN DRAIN)			
Other Rain Water Drainage Equipment	OTHER EQUIP	xxx-ORAINDRAIN (122-ORAINDRAIN)	Example: Roof drains, pipes and fittings.
<b>PLUMBING - SPECIAL PLUMBING SYSTEMS</b> (EQUIP GROUP: PLUMBING & EQUIP TYPE: S PLUMBING)			
Eyewashes and Showers	EYWSH/SH WR	xxx-EYSH### (122-EYSH001)	
RPZs	RPZ VBRKR RPZ-9D RPZS	xxx-RPZ### (122-RPZ001)	
Pools	POOL EQUIP	xxx-POOL## (122-POOL01)	
Deionizers	WP DEIONZR	xxx-DI#### (122-DI0001)	
Water Distillation Systems	WP DISTLL	xxx-STILL# (122-STILL1)	
Reverse Osmosis	WP REVOSMS	xxx-RO#### (122-RO0001)	

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Water Softeners	WP WTRSOFT	xxx-SOFT## <i>(122-SOFT01)</i>	
Irrigation Systems	IRRIGATIO N	xxx-IRIG## <i>(122-IRIG01)</i>	
Other Special Plumbing Equipment	OTHER EQUIP	xxx- OSPLUMBING <i>(122- OSPLUMBING)</i>	Example: Special piping systems, gas distribution, acid waste systems, interceptors, fountains.
GENERAL BUILDING - INTERIOR SYSTEMS (EQUIP GROUP: GEN BLDG & EQUIP TYPE: INTERIOR)			
Doors	DOORS	xxx-IDOORS <i>(122-IDOORS)</i>	
Stairs	STAIRS	xxx-ISTAIRS <i>(122-ISTAIRS)</i>	
Wall Finishes	WALL FINSH	xxx-IWALLFNISH <i>(122- IWALLFNISH)</i>	
Windows	WINDOWS	xxx-IWINDOWS <i>(122-IWINDOWS)</i>	
Other Interior Equipment	OTHER EQUIP	xxx-OINTERIOR <i>(122-OINTERIOR)</i>	

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> note: xxx = bldg number	Notes
<b>GENERAL BUILDING - EXTERIOR SYSTEMS</b> (EQUIP GROUP: GEN BLDG & EQUIP TYPE: EXTERIOR)			
Doors	DOORS	xxx-EDOORS <i>(122-EDOORS)</i>	
Stairs	STAIRS	xxx-ESTAIRS <i>(122-ESTAIRS)</i>	
Wall Finishes	WALL FINSH	xxx-EWALLFNISH <i>(122-EWALLFNISH)</i>	
Windows	WINDOWS	xxx-EWINDOWS <i>(122-EWINDOWS)</i>	
Other Exterior Equipment	OTHER EQUIP	xxx-OEXTERIOR <i>(122-OEXTERIOR)</i>	
<b>GENERAL BUILDING - ROOF SYSTEMS</b> (EQUIP GROUP: GEN BLDG & EQUIP TYPE: ROOF)			
Roofs	ROOF	xxx-OROOFS <i>(122-OROOFS)</i>	
<b>SPECIALTY - CLIENT SYSTEMS</b> (EQUIP GROUP: SPECIALSYS & EQUIP TYPE: CLIENT SYS)			

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Laboratory Air Compressors	COMP LAB	xxx-LABS## <i>(122-LABS01)</i>	
Autoclaves	AUTOCLAV E	xxx-ACLV## <i>(122-ACLV01)</i>	
Dryers	DRYER	xxx-DRYR## <i>(122-DRYR01)</i>	
Compactors	COMPACTO R	xxx-CPACK# <i>(122-CPACK1)</i>	
Ice Machines	ICE MACH	xxx-ICE### <i>(122-ICE01)</i>	
Vacuum Cleaners Systems	VAC CLEANR	xxx-VACUM# <i>(122-VACUM1)</i>	This includes central vacuum systems, sawdust vacuum systems, etc.
Laboratory Vacuum Pumps	PUMP LVAC	xxx-LABS## <i>(122-LABS02)</i>	
Non-Laboratory Vacuum Pumps	PUMP VAC	xxx-PVAC## <i>(122-PVAC01)</i>	
Washers	WASHER	xxx-WASH## <i>(122-WASH01)</i>	



<b>NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY</b>			
<b>Equipment Category</b>	<b>Equipment Keyword(s)</b>	<b>Naming Standard</b> <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	<b>Notes</b>
Other Client Equipment	OTHER EQUIP	xxx-OCLIENTSYS <i>(122-OCLIENTSYS)</i>	Example: Medical equipment.
<b>PUMPS NOT PREVIOUSLY LISTED</b>			
Booster Pumps	PUMP BOOST	xxx-PBOST# <i>(122-PBOST1)</i>	
Chilled Water Pumps	PUMP CHWTR	xxx-PCHW## <i>(122-PCHW01)</i>	
Circulating Pumps	PUMP CIRC	xxx-PCIRC# <i>(122-PCIRC1)</i>	
Condensate System Pumps	PUMP CONDS	xxx-PCNSY# <i>(122-PCNSY1)</i>	
Condenser Water Pumps	PUMP CONDW	xxx-PCND## <i>(122-PCND01)</i>	
Transfer Pumps	PUMP TRANS	xxx-PTRAN# <i>(122-PTRAN1)</i>	
<b>CONVEYANCE - ELEVATOR SYSTEMS</b> (EQUIP GROUP: CONVEYSYS & EQUIP TYPE: ELEVATOR)			

NAMING CONVENTIONS FOR EACH EQUIPMENT CATEGORY			
Equipment Category	Equipment Keyword(s)	Naming Standard <i>(EXAMPLE)</i> <small>note: xxx = bldg number</small>	Notes
Traction Elevators	ELEV FRGT ELEV HANDI ELEV PASS ELEV PASSFT	xxx-T##### <i>(122-T14600)</i>	For correct number sequence (#####) please call Patty Erickson from the University of Minnesota's Elevator Shop at (612) 625-2506.
Hydraulic Elevators	ELEV FRGT ELEV HANDI ELEV PASS ELEV PASSFT	xxx-H##### <i>(122-H09000)</i>	For correct number sequence (#####) please call Patty Erickson from the University of Minnesota's Elevator Shop at (612) 625-2506.
Handicap Lift	ELEV HANDI	xxx-HL#### <i>(122-HL0500)</i>	For correct number sequence (####) please call Patty Erickson from the University of Minnesota's Elevator Shop at (612) 625-2506.
Stage Lift	ELEV FRGT ELEV HANDI ELEV PASS ELEV PASSFT	xxx-S##### <i>(122-S00400)</i>	For correct number sequence (#####) please call Patty Erickson from the University of Minnesota's Elevator Shop at (612) 625-2506.
Other Elevator Equipment	OTHER EQUIP	xxx-OELEVATOR <i>(122-OELEVATOR)</i>	

<b>CONVEYANCE - ESCALATOR &amp; WALKWAY SYSTEMS</b> (EQUIP GROUP: CONVEYSYS & EQUIP TYPE: ESCALATOR)			
Escalators	ELEV ESCAL	xxx-ES#### (122-ES1500)	For correct number sequence (####) please call Patty Erickson from the University of Minnesota's Elevator Shop at (612) 625-2506.
Other Escalator & Walkway Equipment	OTHER EQUIP	xxx- OESCALATOR (122- OESCALATOR)	Example: Moving walkways, balustrades.
<b>CONVEYANCE - MATERIAL HANDLING SYSTEMS</b> (EQUIP GROUP: CONVEYSYS & EQUIP TYPE: MATERHDSYS)			
Dumbwaiter	ELEV DWTR	xxx-D##### (122-D01400)	For correct number sequence (#####) please call Patty Erickson from the University of Minnesota's Elevator Shop at (612) 625-2506.
Other Material Handling Equipment	OTHER EQUIP	xxx- OMATHDSYS (122- OMATHDSYS)	Example: Cranes and hoists, conveyors, pneumatic tube systems, linen trash and mail chutes, turntables.
<p><b>Note regarding number for conveyance systems:</b>                      Side by side (duplex, triplex, etc.) elevators are numbered in sequence, from right to left, when facing the elevators from the hall. Multiple, but separate, elevators in the same building have no particular number order, usually this is up to the discretion of the building or project manager.</p>			

\* Note: previously some numbers between floors were skipped in order to allow for the addition of equipment in the future.

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