



NEW EQUIPMENT-DATA COLLECTION FORM

Date:

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



NOTES:		YES - INCLUDE ON INVENTORY SHEET. NO - DO NOT INCLUDE ON INVENTORY SHEET. NO ACTION NEEDED.		
NOTES:		EQUIP - ONE RECORD/ID PER ASSET FACILITY - ONE RECORD/ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION. SPEC - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION		
Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
NO	NO ACTION	ACCESS CONTROL	ACCESS CONTROL, CARD READER	
NO	NO ACTION	ACCESS CONTROL	ACCESS CONTROL, OTHER DEVICES	
YES		AIR COMPRESSOR	AIR COMPRESSOR, CENTRIFICAL	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		AIR COMPRESSOR	AIR COMPRESSOR, RECIPROCATING	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		AIR COMPRESSOR	AIR COMPRESSOR, SCREW	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		AIR COMPRESSOR	AIR COMPRESSOR, SCROLL	DUPLEX TYPE (Y/N?), ALARMED (Y/N?), BELTS/OIL & AIR FILTERS, LUBRICANT OR OIL TYPE, INCLUDE ALL LINE FILTERS
YES		AIR CONDITIONING UNIT	AC, CONDENSER UNIT, AIR COOLED	REFRIGERANT/CHARGE/MOTOR
YES		AIR CONDITIONING UNIT	AC, EVAPORATOR UNIT	REFRIGERANT/CHARGE/MOTOR/FILTER
YES		AIR CONDITIONING UNIT	AIR CONDITIONER, COMPUTER ROOM	REFRIGERANT/CHARGE/MOTOR/FILTER
YES		AIR CONDITIONING UNIT	AIR CONDITIONER, INROW RACK COOLING	FILTERS
YES		AIR CONDITIONING UNIT	AIR CONDITIONER, PACKAGE SYSTEM	FILTERS/CONDENSATE BUCKET OR SECONDARY PUMP SYSTEM
NO	NO ACTION	AIR CONDITIONING UNIT	AIR CONDITIONER, PORTABLE	
NO	NO ACTION	AIR CONDITIONING UNIT	AIR CONDITIONER, WINDOW	
YES		AIR DRYER	AIR DRYER, DESSICANT	AIR FILTERS
YES		AIR DRYER	AIR DRYER, REFRIGERANT	AIR FILTERS/REFRIGERANT
YES		AIR HANDLING UNIT	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		AIR HANDLING UNIT	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		AIR HANDLING UNIT	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?



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NOTES:		EQUIP - ONE RECORD/ID PER ASSET FACILITY - ONE RECORD/ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION. SPEC - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION		
Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES		AIR HANDLING UNIT	AIR HANDLER, PACKAGE/ROOFTOP 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
YES		AIR HANDLING UNIT	AIR HANDLER, RECIRCULATING	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	APPLIANCES	APPLIANCES	
NO	NO ACTION	AUTOCLAVE	AUTOCLAVE	
YES		BACKFLOW PREVENTER	BACKFLOW PREVENTER, DOMESTIC	
YES		BACKFLOW PREVENTER	BACKFLOW PREVENTER, EQUIPMENT	
YES		BACKFLOW PREVENTER	BACKFLOW PREVENTER, FIRE	
YES		BACKFLOW PREVENTER	BACKFLOW PREVENTER, IRRIGATION	
YES	PROVIDE LOCATION LIST	BACKFLOW PREVENTER	BACKFLOW PREVENTER, VACUUM BREAKE	INCLUDE "SERVICE TO" DESCRIPTION ON LIST
YES	PROVIDE LOCATION LIST	BATTERY	BATTERY, DRY	INCLUDE "SERVICE TO" DESCRIPTION ON LIST (SYSTEM TYPE: EMERGENCY LIGHTING, FIRE ALARM, ETC.)
YES		BATTERY	BATTERY, HIGH VOLTAGE	INCLUDE "SERVICE TO" DESCRIPTION ON LIST
YES		BATTERY	BATTERY, INVERTER	INCLUDE "SERVICE TO" DESCRIPTION ON LIST (SYSTEM TYPE: EMERGENCY LIGHTING, FIRE ALARM, ETC.)
YES	PROVIDE LOCATION LIST	BATTERY	BATTERY, WET	INCLUDE "SERVICE TO" DESCRIPTION ON LIST
NO	NO ACTION	BLEACHERS	BLEACHER, FIXED	
NO	NO ACTION	BLEACHERS	BLEACHER, MOBILE	
NO	NO ACTION	BLEACHERS	BLEACHER, PORTABLE	
NO	NO ACTION	BLINDS	BLINDS, MANUAL	
YES	PROVIDE LOCATION LIST	BLINDS	BLINDS, MOTORIZED	
YES		BOILER	BOILER, DUAL FUEL GAS OR OIL	
YES		BOILER	BOILER, ELECTRIC	TYPE (HW/STEAM), SERIVCE (HHW/DHW/HEATING/CLEAN STEAM) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?/ HEATING ELEMENT RATING



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Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES		BOILER	BOILER, GAS FIRED HOT WATER	SERVCE (HHW/DHW) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?
YES		BOILER	BOILER, GAS FIRED STEAM	SERVCE (HEATING/CLEAN STEAM) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?
NO	NO ACTION	BOILER	BOILER, INCINERATER	
YES		BOILER	BOILER, OIL HOT WATER	SERVCE (HHW/DHW) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?/ OIL FILTERS
YES		BOILER	BOILER, OIL STEAM	SERVCE (HEATING/CLEAN STEAM) BURNER INFO/CONDENSATE NEUTRALIZATION (EQUIPED Y/N? AND TYPE (CARTRIDGE/BOX). AUTO-WATER CUTOFF?/ OIL FILTERS
NO	NO ACTION	BOILER	BOILER, PELLET	
NO	NO ACTION	BOILER	BOILER, PROPANE	
YES	BURNER INFO TO BE INCLUDED WITH BOILER SPEC INFO	BURNER	BURNER, DUAL	
YES	BURNER INFO TO BE INCLUDED WITH BOILER SPEC INFO	BURNER	BURNER, GAS	
YES	BURNER INFO TO BE INCLUDED WITH BOILER SPEC INFO	BURNER	BURNER, OIL	
YES		CASCADE SYSTEM	CASCADE SYSTEM	
YES		CHILLED BEAM	CHILLED BEAM, ACTIVE	FILTERS
YES		CHILLED BEAM	CHILLED BEAM, PASSIVE	
YES		CHILLER	CHILLER, ABSORBTION(MRI)	
YES		CHILLER	CHILLER, AIR COOLED	
YES		CHILLER	CHILLER, CENTRIFUGAL	
YES		CHILLER	CHILLER, RECIPROCATING	
YES		CHILLER	CHILLER, SCREW	
YES		CHILLER	CHILLER, SCROLL	
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL COOLING, CHILLED WATER	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL COOLING, DIRECT EXPANSION	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL HEATING, ELECTRIC	NOTE COIL COUNT

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YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL HEATING, HOT WATER	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL HEATING, NATURAL GAS	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL HEATING, STEAM	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL PRE-HEAT, HEAT RECOVERY UNIT	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL PRE-HEAT, HOT WATER	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL PRE-HEAT, NATURAL GAS	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL PRE-HEAT, STEAM	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL RE-HEAT, ELECTRIC	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL RE-HEAT, HOT WATER	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL RE-HEAT, STEAM	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	COIL	COIL, DIRECT EXPANSION	NOTE COIL COUNT
NO	NO ACTION	CONTROLS	CONTROLS, AHU	
NO	NO ACTION	CONTROLS	CONTROLS, CHILLER	
NO	NO ACTION	CONTROLS	CONTROLS, DIRECT DIGITAL CONTROL	
NO	NO ACTION	CONTROLS	CONTROLS, ELECTRONIC	
NO	NO ACTION	CONTROLS	CONTROLS, FUME HOOD	
NO	NO ACTION	CONTROLS	CONTROLS, MECHANICAL ROOMS	
NO	NO ACTION	CONTROLS	CONTROLS, PNEUMATIC	
NO	NO ACTION	CONTROLS	CONTROLS, TERMINAL UNIT	
NO	NO ACTION	CONTROLS	CONTROLS, THERMOSTATS	
YES		CONVEYANCE	ELEVATOR, DUMB WAITER	
YES		CONVEYANCE	ELEVATOR, HYDRAULIC	STATE ID NO.
YES		CONVEYANCE	ELEVATOR, TRACTION	STATE ID NO.
YES		CONVEYANCE	LIFT, ADA	STATE ID NO.
YES		COOLING TOWER	COOLING TOWER, CLOSED	NO. OF CELLS/FAN/MOTOR & PUMP INFO
YES		COOLING TOWER	COOLING TOWER, DRY COOLER	FAN/MOTOR & PUMP INFO/REFRIGERANT
YES		COOLING TOWER	COOLING TOWER, OPEN	NO. OF CELLS/FAN/MOTOR & PUMP INFO
YES	INCLUDE ON PARENT ASSET SPEC INFO	DAMPER	DAMPER, COMBUSTION	



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Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES	INCLUDE ON PARENT ASSET SPEC INFO	DAMPER	DAMPER, EXHAUST AIR	NOTE COUNT ON AHU'S
YES	INCLUDE ON PARENT ASSET SPEC INFO	DAMPER	DAMPER, FACE AND BYPASS	
YES	PROVIDE LOCATION LIST	DAMPER	DAMPER, FIRE	
YES	INCLUDE ON PARENT ASSET SPEC INFO	DAMPER	DAMPER, MIXED AIR	NOTE COUNT ON AHU'S
YES	INCLUDE ON PARENT ASSET SPEC INFO	DAMPER	DAMPER, OUTDOOR AIR	NOTE COUNT ON AHU'S
YES	INCLUDE ON PARENT ASSET SPEC INFO	DAMPER	DAMPER, RETURN AIR	NOTE COUNT ON AHU'S
YES	PROVIDE LOCATION LIST	DAMPER	DAMPER, SMOKE	
YES	INCLUDE ON PARENT ASSET SPEC INFO	DAMPER	DAMPER, SUPPLY AIR	
YES	PROVIDE LOCATION LIST	DAMPER	DAMPER, VENT LOUVER CONTROL	
NO	NO ACTION	DEFIBRILLATOR	DEFIBRILLATOR, AUTOMATED EXTERNAL	
YES		DEHUMIDIFIER	DEHUMIDIFIER	REFRIGERANT/FILTERS
YES		DOCK EQUIPMENT	DOCK, LEVELER	
YES		DOCK EQUIPMENT	DOCK, LIFT	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, ADA OPERATOR	INCLUDE ROOM NO. OPERATOR GRANTS ENTRY TO
YES	PROVIDE LOCATION LIST	DOOR	DOOR, ALL GLASS	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, EMERGENCY EGRESS/FIRE	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, FIRE GUARD	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, NATURAL WOOD EXTERIOR	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, OPERABLE PARTITION	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, OVERHEAD-AUTOMATIC	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, OVERHEAD-MANUAL	
YES	PROVIDE LOCATION LIST	DOOR	DOOR, WINDOW SHUTTER	
YES		DUST COLLECTOR WOOD, WELDING	DUST COLLECTOR WOOD, WELDING	
NO	NO ACTION	ELECTRICAL SYSTEM	ELECTRICAL SYS, DISCONNECT SWITCH	
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, DISTRIBUTION PANEL	
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, GENERATOR DOCK	

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YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, HEAT TRACE PANEL	TIE TO PARENT (I.E COOLING TOWER)
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, MOTOR CONTRL CENTER	NOTE ALL EQUIPMENT SERVICED
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, SECTIONALISING SW	
NO	NO ACTION	ELECTRICAL SYSTEM	ELECTRICAL SYS, SURGE PROTECTOR	
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, SWITCH GEAR L-VOLT	
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, SWITCH GEAR M-VOLT	
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, SWITCHBOARD	
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, TRANSFER SW AUTO	FILTERS (IF APPLICABLE)
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, TRANSFER SW MANUAL	
YES		ELECTRICAL SYSTEM	ELECTRICAL SYS, UPS UNIT	FILTERS
YES	PROVIDE LOCATION LIST	ELECTRICAL, CARBON MONOXIDE SYSTEM	ELECTRICAL CARBON MONOXIDE DETECTOR	
YES		EMERGENCY GENERATOR	EMERGENCY GEN, PANEL OR ANNUNCIATOR	
YES		EMERGENCY GENERATOR	EMERGENCY GENERATOR, DIESEL	
YES		EMERGENCY GENERATOR	EMERGENCY GENERATOR, GAS	
YES		EMERGENCY GENERATOR	EMERGENCY GENERATOR, NATURAL GAS	
NO	NO ACTION	EMERGENCY PHONE	EMERGENCY PHONE, ACCESS	
NO	NO ACTION	EMERGENCY PHONE	EMERGENCY PHONE, BLUE LIGHT	
YES		EMERGENCY WASH STATION	EMERGENCY, COMBO EYEWASH,/SHOWER	
YES		EMERGENCY WASH STATION	EMERGENCY, EYEWASH STATION	
YES		EMERGENCY WASH STATION	EMERGENCY, SHOWER STATION	
YES	INCLUDE ON PARENT ASSET SPEC INFO	ENERGY RECOVERY UNIT	ENERGY RECOVERY UNIT, AIR TO AIR	
YES	INCLUDE ON PARENT ASSET SPEC INFO	ENERGY RECOVERY UNIT	ENERGY RECOVERY UNIT, PIPE	NOTE COIL COUNT
YES	INCLUDE ON PARENT ASSET SPEC INFO	ENERGY RECOVERY UNIT	ENERGY RECOVERY UNIT, WHEEL	DESICCANT/ENTHALPY & COUNT
YES		ENVIRONMENTAL CHAMBER	ENVIRONMENTAL CHAMBER	FANS/MOTORS/FILTERS
NO	INCLUDE ON PARENT ASSET SPEC INFO	FAN	FAN, COOLING TOWER	
YES		FAN	FAN, EXHAUST, BATHROOM	
YES		FAN	FAN, EXHAUST, BELT	BELTS (SIZE/QT.)/MOTOR
YES		FAN	FAN, EXHAUST, DIRECT	MOTOR
YES		FAN	FAN, EXHAUST, KITCHEN	
YES		FAN	FAN, EXHUAST, FLUE GAS	MOTOR
YES		FAN	FAN, EXHUAST, THRU WALL LOUVER	MOTOR
YES		FAN	FAN, FORCE DRAFT	MOTOR



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YES	PROVIDE LOCATION LIST	FAN	FAN, GENERAL CIRCULATION	
YES		FAN	FAN, INDUCTION	MOTOR
YES		FAN	FAN, RETURN, BELT	BELTS (SIZE/QT.)/MOTOR
YES		FAN	FAN, RETURN, DIRECT	MOTOR
YES		FAN	FAN, STROBIC	BELTS (SIZE/QT.)/MOTOR/FILTERS
YES		FAN	FAN, SUPPLY, BELT	BELTS (SIZE/QT.)/MOTOR
YES		FAN	FAN, SUPPLY, DIRECT	MOTOR
YES	PROVIDE LOCATION LIST	FILTRATION	FILTRATION, AIR	NOTE QUANTITY BY ROOM/FILTER SIE/TYPE (STANDARD/ROLL)
YES		FILTRATION	FILTRATION, FUEL OIL	
YES		FILTRATION	FILTRATION, SAND	MOTOR
YES	PROVIDE LOCATION LIST	FILTRATION	FILTRATION, WATER	IF CARTRIDGE INCLUDE TYPE/COUNT
YES		FIRE ALARM	FIRE ALARM, BATTERY CABINET	
YES		FIRE ALARM	FIRE ALARM, COMMAND BOX	
NO	NO ACTION	FIRE ALARM	FIRE ALARM, FIELD DEVICE	
YES		FIRE ALARM	FIRE ALARM, MASTER BOX	
NO	NO ACTION	FIRE ALARM	FIRE ALARM, PANEL	
NO	NO ACTION	FIRE ALARM	FIRE ALARM, POWER SUPPLY PANEL	
YES	PROVIDE LOCATION LIST	FIRE ALARM	FIRE ALARM, PULL STATION	APPLICABLE TO PULL STATIONS EQUIPED WITH TAMPER PROOF COVERS. PROVIDE BATTERY TYPE
YES	PROVIDE LOCATION LIST	FIRE ALARM	FIRE ALARM, SMK/CO OR COMBO DEVICES	
YES	PROVIDE LOCATION LIST	FIRE ALARM	FIRE ALARM, SMOKE DETECTOR	APPLICABLE ONLY TO STAND-ALONE SYSTEM (NOT TIED TO FA SYSTEM)
NO	NO ACTION	FIRE ALARM	FIRE ALARM, SMOKE EVACUATION SYSTEM	
NO	NO ACTION	FIRE ALARM	FIRE ALARM, SUP NOTIF ALARM CIRCUIT	
NO	NO ACTION	FIRE ALARM	FIRE ALARM, TERMINAL CABINET	
NO	NO ACTION	FIRE EXTINGUISHER	FIRE EXTINGUISHER	
NO	NO ACTION	FIRE HYDRANT PRIVATE	FIRE HYDRANT, PRIVATE (BROWN)	
YES	PROVIDE LOCATION LIST	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, DRY SYSTEM	
NO	NO ACTION	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, FIRE DEPT CONNECTIONS	
YES	PROVIDE LOCATION LIST	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, INERT GAS	
NO	NO ACTION	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, MAIN DRAIN	
NO	NO ACTION	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, RISER	

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NO	NO ACTION	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, SPRINKLER	
NO	NO ACTION	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, TAMPER/FLOW SWITCHES	
NO	NO ACTION	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, VALVE-PRESSURE RELIEF	
NO	NO ACTION	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, VALVE-ZONE	
YES	PROVIDE LOCATION LIST	FIRE SUPPRESSION SYSTEM	FIRE SUPPRES, WET CHEMICAL	
NO	NO ACTION	FIREESCAPE	FIRE ESCAPE	
YES		FIREPLACE	FIREPLACE, GAS	
YES		FIREPLACE	FIREPLACE, WOOD	
NO	NO ACTION	FOUNTAIN	FOUNTAIN	
YES		FUME HOOD	FUME HOOD	NOTE WHICH EXHAUST IT IS TIED TO
YES		FURNACE	FURNACE, ELECTRIC FORCED AIR	CONDENSATE PUMP?/FILTERS
YES		FURNACE	FURNACE, GAS FORCED AIR	CONDENSATE PUMP?/FILTERS
YES		FURNACE	FURNACE, OIL FORCED AIR	CONDENSATE PUMP?/FILTERS (AIR/OIL)
YES	PROVIDE LOCATION LIST	GAS SYSTEM, MEDICAL, LAB, ETC.	GAS SYSTEM, CARBON DIOXIDE	INCLUDE LABS SERVICED TO
YES	PROVIDE LOCATION LIST	GAS SYSTEM, MEDICAL, LAB, ETC.	GAS SYSTEM, COMPRESSED AIR	INCLUDE LABS SERVICED TO (TIE REC TO PUMP)
YES	PROVIDE LOCATION LIST	GAS SYSTEM, MEDICAL, LAB, ETC.	GAS SYSTEM, NATURAL GAS	INCLUDE LABS SERVICED TO
YES	PROVIDE LOCATION LIST	GAS SYSTEM, MEDICAL, LAB, ETC.	GAS SYSTEM, NITROGEN	INCLUDE LABS SERVICED TO
YES	PROVIDE LOCATION LIST	GAS SYSTEM, MEDICAL, LAB, ETC.	GAS SYSTEM, OXYGEN	INCLUDE LABS SERVICED TO
YES	PROVIDE LOCATION LIST	GAS SYSTEM, MEDICAL, LAB, ETC.	GAS SYSTEM, VACUUM	INCLUDE LABS SERVICED TO (TIE REC TO PUMP)
YES	PROVIDE LOCATION LIST	GFCI RECEPTACLES	ELECTRICAL GROUND FAULT CIRCUIT INT	
YES		HEAT EXCHANGER	HEAT EXCHANGER, PLATE FRAME	
YES		HEAT EXCHANGER	HEAT EXCHANGER, SHELL TUBE	
YES		HEATER	HEATER, FUEL OIL	
YES		HEPA UNIT	HEPA UNIT	FILTER
YES		HOT WATER HEATER	HOT WATER HEATER, ELECTRIC	CAPACITY (GAL)
YES		HOT WATER HEATER	HOT WATER HEATER, GAS	CAPACITY (GAL)
YES		HOT WATER HEATER	HOT WATER HEATER, INDIRECT FIRE	CAPACITY (GAL)
YES		HOT WATER HEATER	HOT WATER HEATER, OIL	CAPACITY (GAL), OIL FILTER
YES		HOT WATER HEATER	HOT WATER HEATER, STEAM	CAPACITY (GAL)
YES		HUMIDIFIER	HUMIDIFIER, SELF CONTAINED	
YES		HUMIDIFIER	HUMIDIFIER, STEAM	



NOTES:		YES - INCLUDE ON INVENTORY SHEET. NO - DO NOT INCLUDE ON INVENTORY SHEET. NO ACTION NEEDED.		
NOTES:		EQUIP - ONE RECORD/ID PER ASSET FACILITY - ONE RECORD/ID FOR ALL LIKE ITEMS AT FACILITY. PROVIDE LIST BY TYPE/LOCATION. SPEC - ASSET INFORMATION IS TO BE INCLUDED UNDER PARENT ASSET INFORMATION		
Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES		HUMIDIFIER	HUMIDIFIER, ULTRA SONIC	
YES		HYDRATION	HYDRATION STATION-FOUNTAIN	WATER FILTER (IF EQUIPED)
NO	NO ACTION	ICEMAKER	ICE MAKER	
YES		LAB SERVICE EQUIPMENT	LAB WTR TREATMENT AND DISTRIBUTION	
YES		LAB SERVICE EQUIPMENT	REVERSE OSMOSIS/ELECTRODEIONIZATION	
YES		LIGHTING	LIGHTING, CONTROLS	
YES	PROVIDE LOCATION LIST	LIGHTING	LIGHTING, EMERGENCY	
YES	PROVIDE LOCATION LIST	LIGHTING	LIGHTING, EXIT LIGHT	
NO	NO ACTION	LIGHTING	LIGHTING, EXTERIOR POLE	
NO	NO ACTION	LIGHTING	LIGHTING, EXTERIOR POLE LED	
NO	NO ACTION	LIGHTING	LIGHTING, EXTERIOR WALL PACK	
NO	NO ACTION	LIGHTING	LIGHTING, EXTERIOR WALL PACK LED	
NO	NO ACTION	LIGHTING	LIGHTING, INTERIOR	
NO	NO ACTION	LIGHTNING PROTECTION	LIGHTNING PROTECTION	
NO	NO ACTION	METER	METER, AIR FLOW	
YES		METER	METER, CHILLED WATER	
YES		METER	METER, CONDENSATE	
YES		METER	METER, ELECTRIC	ONLY THOSE OWNED BY BROWN
YES		METER	METER, GAS	
YES		METER	METER, HIGH TEMP HOT WATER	
YES		METER	METER, STEAM	
YES		METER	METER, WATER	
YES		MONITORING SYSTEM	MONITORING SYSTEM, CARBON DIOXIDE	
YES		MONITORING SYSTEM	MONITORING SYSTEM, FLOW STATION	
YES		MONITORING SYSTEM	MONITORING SYSTEM, FUEL	
YES		MONITORING SYSTEM	MONITORING SYSTEM, HAZARDOUS GASES	
YES		MONITORING SYSTEM	MONITORING SYSTEM, NATURAL GAS	
YES		MONITORING SYSTEM	MONITORING SYSTEM, OXYGEN	
YES		MONITORING SYSTEM	MONITORING SYSTEM, PARTICULATES	
YES		MONITORING SYSTEM	MONITORING SYSTEM, REFRIGERATION	
NO		MONUMENTS AND STATUES	MONUMENTS AND STATUES	

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Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES	INCLUDE ON PARENT ASSET SPEC INFO	MOTORS	MOTOR, AC < 20HP	INCLUDED ON PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE;, SN#, HP;, RPM;, PH;, VOLTS;, AMPS;, PF;, DUTY CYCLE, FRAME;, ENCL;, INSUL CLASS;, NEMA RATING;, WEIGHT;
YES		MOTORS	MOTOR, AC > 20HP	TIE TO PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE;, SN#, HP;, RPM;, PH;, VOLTS;, AMPS;, PF;, DUTY CYCLE, FRAME;, ENCL;, INSUL CLASS;, NEMA RATING;, WEIGHT;
YES	INCLUDE ON PARENT ASSET SPEC INFO	MOTORS	MOTOR, DC < 20HP	INCLUDED ON PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE;, SN#, HP;, RPM;, PH;, VOLTS;, AMPS;, PF;, DUTY CYCLE, FRAME;, ENCL;, INSUL CLASS;, NEMA RATING;, WEIGHT;
YES		MOTORS	MOTOR, DC > 20HP	TIE TO PARENT REC. FORMAT AS FOLLOWS: MOTOR: MAKE, MODEL#/CAT#/SPEC# or TYPE;, SN#, HP;, RPM;, PH;, VOLTS;, AMPS;, PF;, DUTY CYCLE, FRAME;, ENCL;, INSUL CLASS;, NEMA RATING;, WEIGHT;
YES	INCLUDE ON PARENT ASSET SPEC INFO	PH NEUTRALIZATION SYSTEM	PH NEUTRALIZATION CARTRIDGE	
YES	INCLUDE ON PARENT ASSET SPEC INFO	PH NEUTRALIZATION SYSTEM	PH NEUTRALIZATION SYSTEM	
YES	INCLUDE ON PARENT ASSET SPEC INFO	PH NEUTRALIZATION SYSTEM	PH NEUTRALIZATION TANK	
YES		POOL SYSTEMS AND EQUIPMENT	POOL SYSTEMS AND EQUIPMENT	
YES		PRESSURE VESSEL	PRESSURE VESSEL	
YES		PUMP	PUMP, BOILER FEED/HW CIRC	MOTOR
YES		PUMP	PUMP, BOOSTER-GAS	MOTOR
YES		PUMP	PUMP, BOOSTER-WATER	MOTOR
YES		PUMP	PUMP, CHEMICAL	MOTOR
YES		PUMP	PUMP, CHILLED WATER	MOTOR
YES		PUMP	PUMP, CONDENSATE	MOTOR/ DUPLEX SYSTEM WITH TANK?
YES		PUMP	PUMP, CONDENSER WATER	MOTOR
YES	INCLUDE ON PARENT ASSET SPEC INFO	PUMP	PUMP, COOLING TOWER	MOTOR
YES		PUMP	PUMP, DEHUMIDIFICATION	MOTOR
YES		PUMP	PUMP, DOMESTIC WATER	MOTOR
YES		PUMP	PUMP, DUAL SERVICE	MOTOR
YES		PUMP	PUMP, FEEDWATER	MOTOR

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Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES		PUMP	PUMP, FIRE JOCKEY	MOTOR
YES		PUMP	PUMP, FIRE SUPPRESSION	MOTOR
YES		PUMP	PUMP, FREEZE OR BLEND	MOTOR
YES		PUMP	PUMP, FUEL TRANSFER	MOTOR
YES		PUMP	PUMP, GLYCOL	MOTOR
YES		PUMP	PUMP, HOT WATER	MOTOR
YES		PUMP	PUMP, HYDRONIC CIRCULATION	MOTOR
YES		PUMP	PUMP, IRRIGATION	MOTOR
YES		PUMP	PUMP, MAKE UP WATER	MOTOR
YES		PUMP	PUMP, PH NEUTRALIZATION	MOTOR
YES		PUMP	PUMP, POOL WATER	MOTOR
YES		PUMP	PUMP, PROCESS WATER	MOTOR
YES		PUMP	PUMP, SEWER OR LIFT STATION	MOTOR/ CONFINED SPACE (Y/N?)
YES		PUMP	PUMP, SUMP	MOTOR/ CONFINED SPACE (Y/N?)
YES		PUMP	PUMP, VACUUM	MOTOR/FILTERS
YES		RAINWATER RECLAMATION SYSTEM	RAINWATER RECLAMATION SYSTEM	
YES		REFRIGERATION	REFRIGERATION, COMPRESSOR	REFRIGERANT/CHARGE
YES		REFRIGERATION	REFRIGERATION, WALK-IN COOLER	
YES		REFRIGERATION	REFRIGERATION, WALK-IN FREEZER	
NO	NO ACTION	REFRIGERATION	REFRIGERATOR	
NO	NO ACTION	REFRIGERATION	REFRIGERATOR, LAB	
YES	PROVIDE LOCATION LIST	REGISTERS, VENTS AND LOUVERS	LOUVERS, EXTERIOR GRILL SCREENS	
YES	PROVIDE LOCATION LIST	REGISTERS, VENTS, GRILLES, LOUVERS	REGISTERS, VENTS, GRILLES, LOUVERS	
YES	PROVIDE LOCATION LIST	SCREEN	SCREEN, PROJECTION	MOTORIZED?/ ROOM LOCATIONS
YES	PROVIDE LOCATION LIST	SECURITY SYSTEMS	SECURITY ALARM	
YES	PROVIDE LOCATION LIST	SECURITY SYSTEMS	SECURITY GRILLES	
YES		SOLAR SYSTEM	SOLAR SYSTEM, CONTROL PANEL	
YES		SOLAR SYSTEM	SOLAR SYSTEM, SOLAR PANELS	PROVIDE PANEL/CELL COUNT & LOCATION
YES		SOOT BLOWER	SOOT BLOWER	
YES		STEAM GENERATOR	STEAM GENERATOR	
YES	PROVIDE LOCATION LIST	STEAM TRAP	STEAM TRAP	
YES		STRAINERS AND SEPARATORS	OIL SEPARATOR	



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Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES		STRAINERS AND SEPARATORS	OIL STRAINER	
YES		STRAINERS AND SEPARATORS	SIDE-STREAM STRAINER	
YES		STRAINERS AND SEPARATORS	SOLIDS INTERCEPTOR	
NO	NO ACTION	TANK	TANK, ACID CROCK, SANITARY WASTE	
YES		TANK	TANK, AIR SEPARATOR	
YES		TANK	TANK, BUFFER	
YES		TANK	TANK, CASCADE	
YES		TANK	TANK, CHEMICAL SHOT FEEDER	
NO	NO ACTION	TANK	TANK, COMPRESSED GAS	
YES		TANK	TANK, CONDENSATE	TAG IF STAND ALONE ONLY, IF PART OF CONDENSATE PUMP SYSTEM, INCLUDE WITH CONDENSATE PUMP REC.
YES		TANK	TANK, CONDENSATE-MAIN RECEIVER	
YES		TANK	TANK, DEAERATOR	
NO	NO ACTION	TANK	TANK, EXPANSION	
YES		TANK	TANK, FEED WATER	
YES		TANK	TANK, FLASH, BLOWDOWN	
YES		TANK	TANK, FUEL-DIESEL	CAPACITY
YES		TANK	TANK, FUEL-OIL	CAPACITY
YES		TANK	TANK, GLYCOL FEED STATION	CAPACITY/PUMP-MOTOR INFO/CONTROL INFO
YES		TANK	TANK, HOT WATER STORAGE	CAPACITY
YES		TANK	TANK, HYDRAULIC OIL	CAPACITY
YES		TANK	TANK, WATER	CAPACITY
YES		TERMINAL UNITS	TERMINAL UNITS, CABINET UNIT HEATER	FIRED/HW? /FILTER
YES	PROVIDE LOCATION LIST	TERMINAL UNITS	TERMINAL UNITS, CAV BOX	FILTER?
YES	PROVIDE LOCATION LIST	TERMINAL UNITS	TERMINAL UNITS, CONVECTOR	
YES	PROVIDE LOCATION LIST	TERMINAL UNITS	TERMINAL UNITS, DUCT HEATER	HW/ELECTRIC?
YES		TERMINAL UNITS	TERMINAL UNITS, FAN COIL	FANS/MOTORS/FILTERS
YES	PROVIDE LOCATION LIST	TERMINAL UNITS	TERMINAL UNITS, FIN TUBE	
YES	PROVIDE LOCATION LIST	TERMINAL UNITS	TERMINAL UNITS, INDUCTION	
YES	PROVIDE LOCATION LIST	TERMINAL UNITS	TERMINAL UNITS, RADIANT HEATER	
YES		TERMINAL UNITS	TERMINAL UNITS, UNIT HEATER	HW OR FIRED (IF FIRED INCLUDE FUEL TYPE & BURNER INFO)
YES		TERMINAL UNITS	TERMINAL UNITS, UNIT VENTILATOR	FILTERS/MOTOR



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Inventory Y/N	Action Notes	Keyword Description(35)	Type Description(35)	DATA COLLECTION
YES	PROVIDE LOCATION LIST	TERMINAL UNITS	TERMINAL UNITS, VAV BOX	
YES		TERMINAL UNITS	TERMINAL UNITS, VAV FAN POWERED	FILTER IF EQUIPPED
YES		TRANSFORMER	TRANSFORMER, DRY	
YES		TRANSFORMER	TRANSFORMER, OIL	OIL CAPACITY
YES		VALVE	VALVE, AIR, GENERAL EXHAUST VALVE	IF ON FUME HOOD, LINK TO HOOD SERVICED
YES		VALVE	VALVE, AIR, GENERAL SUPPLY VALVE	
YES	PROVIDE LOCATION LIST	VALVE	VALVE, BACKWATER	
YES	MAIN HTHW/CHW LOOP ISOLATION ONLY	VALVE	VALVE, CONTROL-DDC	INDICATE LINE TYPE (HWS/HWR/CHS/CHR)
YES	MAIN HTHW/CHW LOOP ISOLATION ONLY	VALVE	VALVE, CONTROL-PNEUMATIC	INDICATE LINE TYPE (HWS/HWR/CHS/CHR)
YES		VALVE	VALVE, DOMESTIC MIXING	DEFINE USE DHW/EYEWASH STATION (LINK TO EYEWASH IF APPLICABLE)
NO	NO ACTION	VALVE	VALVE, PRESSURE RELIEF	
YES		VALVE	VALVE, TRAP SEAL PRIMER	
YES		VARIABLE FREQUENCY DRIVE	VARIABLE FREQUENCY DRIVE	NOTE EQUIPMENT TIED TO (I.E. RF-1, EF-1, AHU1, ETC.)
NO	NO ACTION	WASHER	WASHER, CAGE	
NO	NO ACTION	WASHER	WASHER, DISHWASHER	
NO	NO ACTION	WASHER	WASHER, FLASK SCRUBBER	
YES		WATER SAMPLE COOLER	WATER SAMPLE COOLER	
YES		WATER SOFTNER	WATER SOFTNER	
YES		WATER SOURCE HEAT PUMP	WATER SOURCE HEAT PUMP	FANS/MOTORS/FILTERS
YES		WATER TREATMENT	WATER CHEMICAL TREATMENT STATION	PUMPS/CHEMICALS USED AT STATION/FILTERS/STRAINERS ETC.