

Equipment Identification Process for PMCS

1. Purpose:

The Equipment Identification (EQ ID) Process provides a comprehensive maintenance service to our campus and is critical to our organization’s purpose of maintaining our facilities. As buildings and projects are completed, it is important that FOM knows the information listed below so that we can provide timely service to the building occupants.

- Equipment being installed with critical equipment information, **Including Warranty information.**
- Location of equipment
- Manufacturer’s information and manuals

The documents below describe the process for PMCS, and their delegates to provide FOM information about equipment installed, modified or removed during projects. This information includes description, specifications, manufacturer, and location of each piece of equipment. From this information, UT Facilities Services will create and affix an asset label (i.e. [EQ Tag](#)) to the equipment for tracking and identification (See [Appendix A](#)). At substantial completion, our goal is to begin regular preventive maintenance and support to the project or building’s purpose through regular service to the equipment.

2. Process:

2.1 Download the files at Facilities Operations & Maintenance Website at Warranty & Commissioning, then scroll to Warranty and Commissioning at <http://www.utexas.edu/facilities/divisions/maintenance/engineering-technical-support.php>

2.2 Complete the Add-Edit-Delete Template as per instructions below.

Begin all entries on row 12.

The template contains a set of sample entries above row 11; these are examples only. An example of the spreadsheet is in [Appendix B](#).

2.3 File must be returned to the FOM organization by substantial completion. Spreadsheet can be downloaded at link above. Return spreadsheet to email: fmeu@austin.utexas.edu.

2.4 Specify of the status of the equipment. Place an **X** in the appropriate column of the spreadsheet, see appendix B for an example.

Column		
<u>D</u>	<u>Delete</u>	Equipment is removed from service or disconnected/abandoned in place. Provide as much info on the retirement to describe the condition. <ul style="list-style-type: none"> - If removed, provide a simple statement. - If disconnected/abandoned in place, provide as much detail as possible so the technicians know the extent of condition.
<u>C</u>	<u>Edit</u>	Relocate and/or modified equipment must be noted. Often the equipment is relocated or modified. It is important to capture these changes so that maintenance staff can locate and properly service the equipment.

<u>B</u>	<u>Add</u>	New piece of equipment. <i>All columns are required</i> information, except serial number and mark tag number.
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2.5 Field Definitions: The following describes the fields in the spreadsheet.

E	EQ Number:	- New: Leave blank. FAMIS assigns an EQ number for new equipment - Edit or Delete: Use the EQ Tag number from tag. (See Figure 1)
F	Nomenclature	- New: This is a very short description of the equipment; include mark tag number if available from drawing. - Edit or Delete: Use the nomenclature/name off the EQ Tag. (See Figure 1)
H	Manufacturer	- Manufacturer’s name
I	Mfr. Part Number	- Manufacturer’s part number for re-ordering purposes
J	Model	- Model name or number used at time of purchase.
K	Serial Number	- When required for manufacturer’s warranty
L	Site	- UTM – Main Campus, PRC – Pickle Research
M	Building	- Building name, use either the 3-letter abbreviation or the 4-digit number.
N	Floor	- Floor number where equipment is located
O	Room	- As assigned in drawings or where the equipment is located
T	Date Acquired (substantial completion date)	- Date the equipment was installed, commissioned or substantial completion date. Provides an ongoing reference for aging of equipment, length of warranty, etc.
Y	Warranty Expiration Date	- When does the warranty expire.
AC	Warranty comments	- Who to speak with, phone numbers, etc. about warranty issues.
AD	Full Description, unlimited text	- Include as much info as possible of the equipment, what the equipment serves and detailed location.

Appendix A – EQ Equipment Label



Figure 1: EQ Tag

Appendix B - Example of Add-Edit-Delete Template

- if “DELETE,” then the GRAY fields are not required.

B	C	D	E	F	H	I	J	K	L	M	N	O
Add	Edit	Delete	EQ Number	Nomenclature (mark tag number)	Manufacturer	Mfr. Part No.	Model	Serial No.	Site	Building	Floor	Room
		x	EQ888888	FAN SUPPLY AHU-3B	Not required field if retired.				UTM	EERC	001	1.125
	x		EQ999999	FUMEHD ETC-07-001CLEAN RM					UTM	ETC	07	7.180B
x			Leave blank ASSIGNED BY FAMIS ON NEW EQUIPMENT	AHU ASSEMBLY AHU-3BA	TRANE	AHU-123456	BR-549	987654321	UTM	EERC	03	3.102
These are examples only. Start entering at line												

P	T	Y	AC	AD
System/ Component	Date Acquired (substantial completion date)	Warranty Expiration Date	Warranty Comments	Full Description, unlimited text
<i>Not required field if retired.</i>		<i>Not required field if retired.</i>		
				<i>MOVED FROM RM 8.132 TO RM 7.180B. CONNECTED TO EXHAUST FAN 03/04.</i>
<i>AHU</i>	<i>02252016</i>	<i>11192008</i>	<i>duration of the warranty, contact information</i>	<i>FAN SUPPLY 003 AHU-3B, SERVES COMMON SPACES IN BUILDING AND ROOM 3.110 AND COORIDOR, 3.100</i>
12.				

Document Control

Filename	Title	Revision Date	Document Owner	Summary of Changes	Status
EQ ID Process_PMCS_4-6-2015.docx	Equipment EQ ID SOP (PMCS focused)	4/6/2015	FOM Engineering, Tech, Support	Original Release	Retired
EQ ID Process_PMCS_2-25-2016.docx	Equipment EQ ID SOP (PMCS focused)	2/25/2016	FOM Engineering, Tech, Support	Added info at 2.2 about starting data input at line 12 of the Excel spreadsheet	Retired
EQ ID Process_PMCS_11-28-2016.docx		11/28/2016		Deleted lines in sections 2.4 and 2.5 to match the spreadsheet	Archived
EQ ID Process_PMCS_2017-0828.docx	Equipment EQ ID SOP (PMCS focused)	2017/08/28	FOM Engineering, Tech, Support	Added the email: Return spreadsheet to email: fmeu@austin.utexas.edu .	Released