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## Equipment EQ ID SOP

### Purpose:

To facilitate the efficient and timely transfer of equipment information to all FOM to have equipment and PM instructions in FAMIS by substantial completion (SC) and be prepared for building occupancy. This allows FOM to provide comprehensive maintenance services to the new project or building.

### Process:

The process of completing the FAMIS phased spreadsheets is described and introduced in the following formats. See Appendix A Process Flow Chart.

#### 1. Completion of initial Add-Delete Template by contractor. See Appendix B.

- Project PSP/CM/Contractor completes highlighted portion of spreadsheet using FOM equipment list provided. See equipment list in file, "EQ ID List."
- Project PSP/CM/Contractor returns the template to FOM *60 days after notice to proceed*. (Send completed template to email: [fmeu@austin.utexas.edu](mailto:fmeu@austin.utexas.edu))

#### 2. FOM Processes the Template.

- FOM will upload the information into the UT Database. This will result in equipment identification numbers (EQ ID#'s) assigned to each piece of equipment listed on the spreadsheet.
- FOM returns processed spreadsheet back to the contractor *within 180 days of receipt*.

#### 3. Completion of final Add-Delete Template by contractor. See Appendix C.

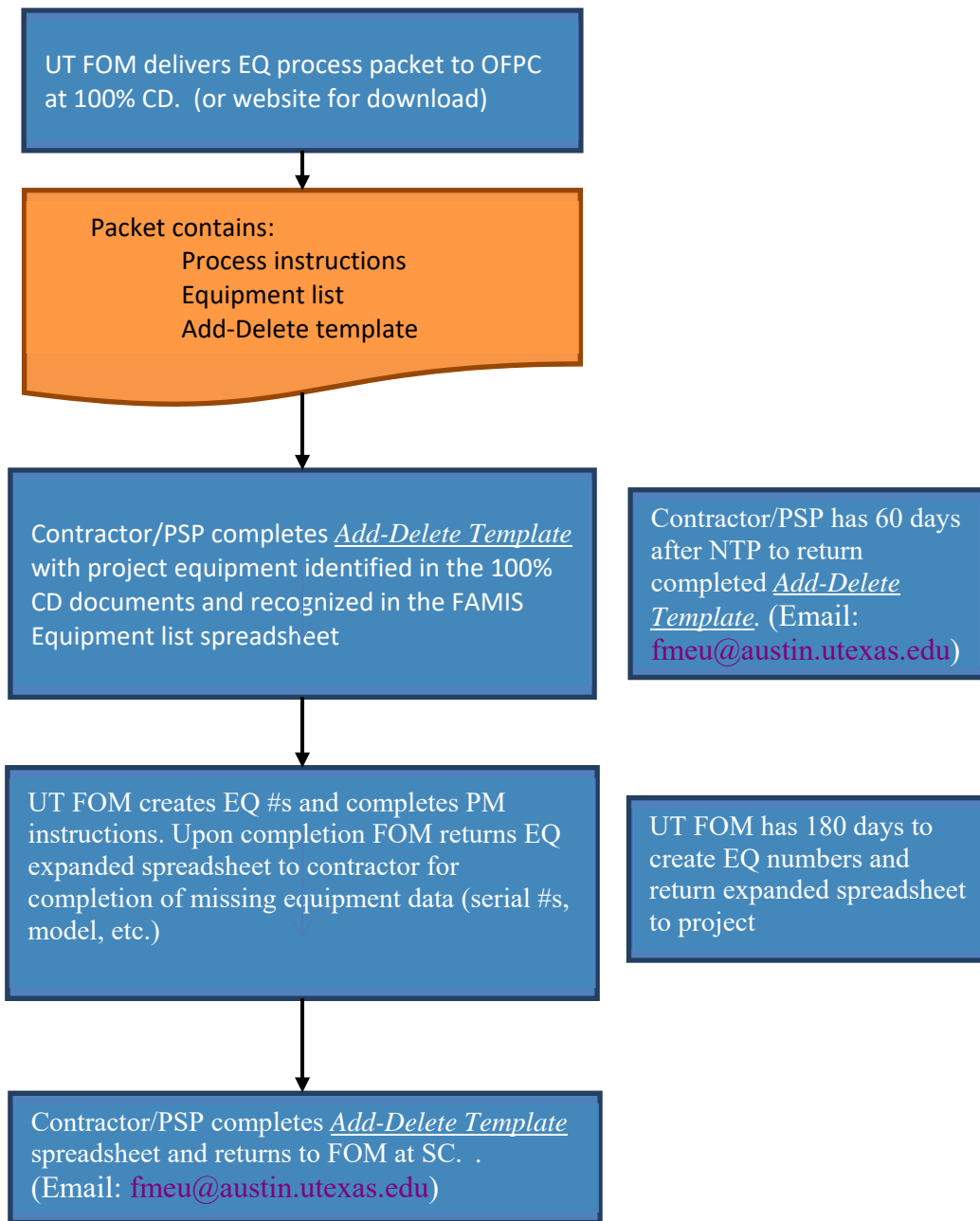
- Contractor/PSP receives spreadsheet with EQ IDs.
- Fills out remaining fields on spreadsheet.
- If equipment is added to the project that was not on the initial template then contractor will add info at bottom of the spreadsheet filling ALL information BELOW the purple row.
- If equipment is deleted from the list, then it will be included on a second tab on the spreadsheet, "List of EQ's to Delete."
- Completed template is returned to FOM *at substantial completion*. (Send completed template to email: [fmeu@austin.utexas.edu](mailto:fmeu@austin.utexas.edu))

#### 4. Final completion by FOM

- FOM tech receives final template.
- Uploads completed information into database based on the equipment identification number (EQ ID#'s).
- Tech creates (if required) added EQ ID#s and upload is completed.
- Tech deletes any EQ ID's not needed.

#### 5. After substantial completion (SC), if any equipment is added then the same process applies after completion.

## Appendix A: Process Flow Chart



## Appendix B: Example of Add-Delete Template

Nomenclature (mark tag number)	Building	Floor	Room	Mark tag number	Equip Group	Full Description, unlimited text
FAN SUPPLY AHU-3B	EERC	001	3.102	AHU-3B	HVAC, PLUMBING, ELECTRICAL , other	FAN SUPPLY 003 AHU-3B, SERVES COMMON SPACES IN BUILDING AND ROOM 3.110 AND COORIDOR, 3.100

- Brown columns are required.
- Use ALL CAPITAL LETTERS.

### Field Definitions

**Nomenclature:** Short description of the equipment; include mark tag number if available.

**Building:** building name

**Floor:** floor assigned to the drawings: 1<sup>st</sup> floor = 1; 2<sup>nd</sup> floor = 2, basement = BSMT,

**Room:** ass assigned to drawings.

**Mark Tag Number:** this the reference tag, mark tag, etc. used in the drawings are reference throughout the project and drawings.

**Equip Group:** just basic system levels such as exterior, interior, plumbing, HVAC, electrical, etc.

**Full Description, unlimited text:** include as much info as possible of the equipment, what is serves and detail location.

**Note:** Organize the components by assembly. Fans, coils, filters for each AHU should be together.



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Building	Building name
Floor	Modify if needed, floor assigned to the drawings: 1st floor = 1; 2nd floor = 2, basement = BSMT
Room	As assigned in drawings
Keyword	Use the Equipment ID List
Mark Tag Number	This the reference tag, mark tag, etc. used in the drawings are reference throughout the project and drawings.
Equip Group	Basic system levels such as: exterior, interior, plumbing, HVAC, electrical, etc.
Date Acquired	Substantial Completion date
Full Description, unlimited text	While this was initially populated in 1st pass, if the information has changed, then further describe or correct. Include as much info as possible of the equipment, what it serves and detail location.
Warranty	Filename of a PDF (electronic copy). List multiple files if necessary for any warranty information.
Submittal	Filename of a PDF (electronic copy). List multiple files if necessary.
O&M	Filename of a PDF (electronic copy). List multiple files if necessary.

**Note:** Organize the components by assembly. Fans, coils, filters for each AHU should be together.

### Document Control

Filename	Title	Revision Date	Document Owner	Summary of Changes	Status
Equipment EQ ID SOP Process_03-09-2015.docx	Equipment EQ ID SOP (OFPC focused)	3/17/2015	FOM Engineering, Tech, Support	Original Release	Archived
Equipment EQ ID SOP_03-09-2015.doc		03/09/2015	FOM Engineering, Tech, Support	Modified for simplicity and for OFPC and PMCS	Archived
Equipment EQ ID SOP (OFPC) Process_2017-0828.docx	Equipment EQ ID SOP	08/28/2017	FOM Engineering, Tech, Support	Added email address, <a href="mailto:FMEU@austin.utexas.edu">FMEU@austin.utexas.edu</a>	Released