SECTION AE – 005005 EQUIPMENT DATA COLLECTION & EQUIPMENT TAGGING

PART 1: GENERAL

1.1.   Any deviation from the following instructions must be approved by WVU Facilities Management Personnel.

1.2.   The purpose of this standard is to ensure that all new equipment being installed on campus has name plate data captured and that the equipment has been properly marked with a Facilities Management bar code tag. Equipment data will be entered into Facilities Management Maintenance system for tracking and routine maintenance purposes.

1.3.   The proper tagging of equipment is considered part of the work scope of all projects.

1.4.   All room numbers must be assigned by WVU Planning department prior to collecting equipment data on any forms.

1.5.   The PM shall arrange a training session for the contractor with Document Control prior to equipment installation. The Contractor shall participate in an informational training session with WVU Document Control to ensure equipment data collection forms are completed correctly.

1.6.   Responsibility
         A. The following people are responsible for this standard:
             1. Project Managers
             2. Architect/Engineers (A/E)
             3. General Contractor
             4. Document Control
             5. Preventative Maintenance (PM) Coordinator
             6. Shop Supervisors

PART 2: PRODUCTS

2.1. Equipment Data Collection Forms

PART 3: EXECUTION

3.1. The Equipment Data Forms are provided through the web but it is the contractors' responsibility to obtain the most up-to-date copies from WVU Project Manager.

3.2. Data Collection Forms shall be filled out for all equipment installed in the building. If a form is not available for a specific piece of equipment, Document Control shall be notified to create a new form.

3.3. The forms must be completed before the equipment is installed.

3.4. The contractor shall submit the form(s) the day after the equipment is installed to expedite the tag production process.

3.5. The project manager will obtain all completed Equipment Data forms from the contractor and submits them to WVU PM Coordinator.

3.6. The PM Coordinator will review the forms and determine the completion of the forms. If all forms are satisfactory, the PM Coordinator will send the forms to Document Control for entry into TMA.

3.7. Document Control will generate tags for each piece of equipment and provide them to the project manager after the TMA entry.

3.8. The project manager will deliver the tags to the contractor and the contractor must properly tag equipment.

Note: Data entry forms for all equipment types are accessible through the following:
        A. Division 0 Section 005005a - Equipment Data Collection Forms
        B. http://goo.gl/2AeaV

END OF SECTION 005005