

TMT-3: Equipment Data Searching

FACILITIES INFORMATION RESOURCES

Two-Minute-Tutorials Series

Prerequisite Training: TMT-1: Drawing Searching 101

1. Find the project that installed the equipment, the equipment tag, and the design info.

Ways to find your project:

- a. Building Addition Cheat Sheet.
- b. OMA Fan Maps, for larger fans/AHUs (Building / “Drawings-Current” folder)
- c. Drawing Index – browse for projects in your area.
(Don’t forget the Infrastructure Index, and Active Projects folder.)

2. Using the project info and equipment tag, find data in one or more of several places:

- a. Project Submittals
 - i. O&Ms (scanned or on O&M shelves)
 - ii. Test & Balance Reports (TABs) (scanned or off-site*)
 - iii. Construction review submittals (scanned or off-site*)
- b. Mechanical Inspection Reports (scanned)
- c. RCx Reports (digital only)
- d. Project Manual (scanned or on stick shelves)
(sometimes has exact equipment to be installed)

*off-site document requests are made through Beth, and take 1-3 days.

TIPS

- Work completed in the past few years could be “stuck” in J drive “02_Active_Projects” because we didn’t get record documents.
- Sometimes building equipment is installed with utility distribution projects – check the “Infrastructure Index” (column C can limit by building, but this field is NOT fully populated – also search by building name and previous names – see #1 above for previous names):

J:\04_Infrastructure_On-Campus\Infrastructure.xlsx