

## Johnson County Facilities Management Equipment Data Collection Form

**Building:** \_\_\_\_\_

**Collected by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Equipment Standard Information:**

Equipment Standard: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 \_\_\_\_\_  
**Equipment Category:** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_  
**Model Number:** \_\_\_\_\_  
**Amperage** \_\_\_\_\_  
**Voltage** \_\_\_\_\_  
**Phase** \_\_\_\_\_  
**BTU** \_\_\_\_\_ (Circle one) (other)  
**Size/Capacity** Gal / GPM / RPM / Lb / Watts / BRK \_\_\_\_\_  
**Power** \_\_\_\_\_ HP

**Equipment Specific Information:**

**Serial Number:** \_\_\_\_\_  
**Floor:** \_\_\_\_\_  
**Location / Area served:** \_\_\_\_\_  
 \_\_\_\_\_  
**Use:** \_\_\_\_\_  
 \_\_\_\_\_  
**Subcomponent of :** \_\_\_\_\_  
**Operating Limits:**  
     **Alarm High:** \_\_\_\_\_  
     **Alarm Low:** \_\_\_\_\_  
     **Control High:** \_\_\_\_\_  
     **Control Low:** \_\_\_\_\_  
**Operating System:** \_\_\_\_\_  
**# Normal Op. Hrs/Day:** \_\_\_\_\_  
**Avg. Metered Use/Day:** \_\_\_\_\_  
**Meter Units:** \_\_\_\_\_  
**Last Meter Reading:** \_\_\_\_\_  
**Date of last Meter reading:** \_\_\_\_\_  
**Number of PM Schedules:** \_\_\_\_\_  
**Service Contract?** YES / NO  
**Vendor:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Equipment Name:** \_\_\_\_\_  
**Purchase Date:** \_\_\_\_\_  
**Installation date:** \_\_\_\_\_  
**Date of Manufacture:** \_\_\_\_\_  
**Condition:** New / Good / Fair / Poor  
**Criticality** (L) 0 1 2 3 4 5 (H)  
**Status:** In Service / Out of Serv.  
 In Repair / In Storage  
 Salvaged / Sold

Graphics/Manuals available	
<i>Assembly</i>	YES / NO
<i>Lubrication Point</i>	YES / NO
<i>Spec Sheet</i>	YES / NO
<i>Wiring Diagram</i>	YES / NO
Maint. Manual Storage Location:	

**Additional Information:**

<b>CFM: Required/Final</b> _____ / _____	<b>GPM:</b> _____
<b>Fan RPM:</b> _____	<b>TDH:</b> _____
<b>Total Static Pressure:</b> _____	<b>DISCHARGE:</b> _____
<b>Discharge Pressure:</b> _____	<b>SUCTION:</b> _____
<b>Rotation:</b> _____ CW CCW	<b>IMPELLER:</b> _____
<b>Pulley Size:</b> _____	<b>SHUTOFF HEAD:</b> _____
<b>Sheave Size:</b> _____	<b>SUCT/DISCH:</b> _____
<b>Damper:</b> Gravity / Back Draft / None	<b>Inlet Opening</b> _____
<b>Motor Frame:</b> _____	<b>Cooling CFM</b> _____
<b>Louver Size</b> _____	<b>Heating CFM</b> _____
<b>Belts</b> _____	<b>Damper Actuator</b> _____
<b>Bulb Type</b> _____	<b>Hot Water Valve</b> _____
<b>Bulb Quantity</b> _____	<b>Actuator Type</b> _____
<b>Ballast</b> _____	<b>Electric Reheat Coil</b> _____