SFU Identification and Labeling Standard

08/10/2018

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SFU Identification and Labeling Standard

SFU IDENTIFICATION STANDARD

SFU uses a 7 or 8 character alpha-numeric serial number for equipment identification. Except Fire Dampers, HVAC VAV Boxes, Fan Coil Units, Variable Speed Drives

The first set of two or three characters designates the building or area code (see list on pages 3 to 5).

The 2nd set of two characters designates the equipment/data type code (see list on pages 15 to 16).

The 3rd set of three characters is the unit number for that individual piece of equipment.

Format: **xxx-yy-zzz**

xxx = building/area code

yy = equipment code

zzz = unit number.

Example: **41-01-002**

41 = South Sciences Building
01 = Fans
002 = unit number 002 (Note: for Electrical panels, the first digit number is the floor identification number, for mechanical equipment, there is no floor identification number)

Fire dampers identification Sample: Building code-FD-Floor number–Unit number
VAV Boxes identification Sample: Building code-92-Floor number-unit number
The unit number may exceed two digits.

BUILDING/AREA CODES (Check with SFU Records for the latest Information)

Area code	Building Name (Building Code)
01	Campus (Site Services)
02	Academic Quadrangle (AQ)
03	Convocation Mall (CML)
04	W.A.C. Bennett Library (LIB)
05	Spare (~~Shrum Science Complex~~)
06	Lesie & Gordon Diamond Family Aud (DFA)
07	Lorne Davies Complex (LDC)
08	East Concourse Cafeteria(ECC)
09	Robert C. Brown Hall (RCB)
10	Spare
11	Strand Hall (SH)
12	Strand Hall Annex (SHA)
13	Facilities Services (FM)
14	Fuel Oil Storage (OS)
15	Transportation Centre (TC)
16	Spare
17	Blusson Hall (BLU)
18	Visitor's Parkade West Mall (VP)
19	Service Station (GAS)
20	Water Tower (WT)
21	Water Tower Building (WTB)
22	Saywell Hall (SWH)
23	Greenhouses (GH)
24	Bee Research Building (BEE)
25	High Voltage Sub Station 69kV (HVS)
26	Schrum Science Building B (SCB)
27	Schrum Science Building C (SCC)
28	Schrum Science Building K (SCK)
29	Schrum Science Building P (SCP)
30	Transit Loop Building (TLB)
31	Pump House (FPS)
32	Maggie Benston Centre (MBC)
33	Childcare Centre (CCC)
34	Animal Care Facility (ACF)
35	Alcan Aquatic Research Centre (AAB)
36	Education Building (EDB)
37	Diamond Alumni Centre (DAC)
38	Applied Science Building (ASB)
39	Halpern Centre (HC)
40	West Mall Centre (WMC)

41 South Sciences Building (SSB)
42 Spare (~~Shrum Classroom Building~~)
43 East Theatre Annex (ETA)
44 East Academic Annex (EAA)
45 Science Research Annex (SRA)
46 Technology & Science Complex 1 (TASC1)
47 Technology & Science Complex 2 (TASC2)
48 Technology & Science Complex 3 (TASC3)
49 Archeology Trailer (T3)
50 Harbour Centre (HRBC)
51 Kelowna Trailers
52 Segal Grad School of bus (SGB)
53 611 Alexander (ALX)
54 Morris J. Wosk Centre for Dialogue (CFD)
55 Spare
56 Goldcorp Centre for Arts (GCA)
57 Charels Chang Innovation Centre
58 Spare
59 Spare
60 Surrey Sire Services (SUR)
61 Surrey Building (SRYC)
62 Spare
63 Surrey Centre Libray (SRYL)
64 Surrey City Parkway (SRYQ)
65 Surrey Whalley Ring Road (SRYR)
66 Spare
67 Spare
68 Spare
69 Spare
70 Spare
71 South East Classroom Block (SECB)
72 Winter Operations Building (WOB)
73 Emergency Supplies Trailer (EST)
74 Beedie Field Concession (BFC)
75 Spare
76 Biomass Facility (CHP)
77 Observatory Building(OBS)
78 LDC Stadium (LDC)
79 Spare
80 Spare
81 Cowichan Townhouse (COW)
82 Chilcotin Townhouse (CHI)
83 Kelowna Townhouse (KEL)
84 Kimberley Townhouse (KIM)
85 Kitimat Townhouse (KIT)
86 Penticton Townhouse (PEN)
87 Qualicum Townhouse (QUA)
88 Quensel Townhouse (QUE)
89 Squamish Townhouse (SQU)
90 President's Residence (PR)
91 Madge Hogarth House (MHH)

92 Shell House (SHR)
93 Louis Riel House (LRH)
94 McTaggart-Cowan Hall (MCH)
95 Hamilton Hall (HAM)
96 Residence Dining Hall (Residence Bldg A) (DH)
97 Shadbolt House (Residence Bldg B) (SBH)
98 Barbara Rea House (Residence Bldg C) (BRH)
99 Pauline Jewett House (Residence Bldg. D) (PJH)
100 Student Union Building (SUB)
181 Residence Phase 1 Building 1 (RES)
182 Residence Phase 1 Building 2 (RES)
200 Discovery Park (DIS)
201 Discovery 2 (DIS2)
202 Discovery 1 (DIS1)
301 Kamloops Trailers (T10)
400 Univercity (UCTY)
401 Cornerstone Building (CSTN)
604 Surrey Plaza (SP)
605 Sustainable Energy and Environment Engineering Program(SE3P)
607 Image Tech Lab- Surrey Memorial Hospital (IMA)

Equipment Type List

Type/Subtype

15 kV Junction Boxes

2 Way - 15kV JB
4 Way - 15kV JB
6 Way - 15kV JB

15 kV Power Cable

AC

Air Conditioning Unit
Air Curtain
Air Handling Unit
Chiller
Cold Table
Compressor - Condenser Unit
Cooling Tower
Dehumidifier
Display Cooler
Evaporative Air Cooler
Fan Coil Unit
Fluid Cooler
Heat Pump
Heat recovery coil
Heat recovery wheel
Humidifier
Ice Maker
Other AC
Package Unit
Reach-in Cooler
Roof Top Unit
Walk-in Cold Room
Walk-in cooler

Air Dryer

Air Dryer

Air Filter

Backflow Preventer

AG
Backflow Preventer Parts
DCDA
DCVA
PVB
RPBA
RPDA

Boiler

Domestic Hot Water Boiler
Heating Boiler
High Pressure Boiler

Circuit Breaker

12 kV - CB
480 V - CB
69 kV - CB
Circuit Breaker Panel
Distribution Panel

Compressor

DDC

Door

Automatic Door

Elevator

D/W Elevator
Hy/Frt Elevator
Hy/Pas Elevator
Other Elevator
Tr/Frt Elevator
Tr/Pas Elevator

Emergency & Exit Lights

Exit Sign
Relay Control
Remote Light (double)
Remote Light (single)
Unit Equipment for Emergency System
Unit Equipment w/ Light (double)
Unit Equipment w/ Light (single)

Emergency Generator

Fixed Emergency Generator
Mobile Emergency Generator

Emergency Power Equipment

Fan

Ceiling Fan
Cooling tower fan
Exhaust Fan
Fume Exhaust Fan
Pressurization Fan
Return Fan
Supply Fan
Transfer Fan

Fire Alarm System

Fire Alarm and Detection

Fire Extinguisher

2.5 FOAM
ABC-10
ABC-10-C
ABC-10-CO2
ABC-18
ABC-2.5
ABC-20
ABC-5
ABC-9.5
ANSUL K-GUARD
BC-10

BC10-CO2
BC-2.5
BC-5
BC-6
BC-CO2-10
C02-5
CO2-10
CO2-15
CO2-20
CO2-50
CO2-75
FM200
H1301
K-6L
KIDDE
LXD-30
RANGE GUARD

Fire Hose Cabinets

100' 1 1/2"
100' 2 1/2"
100' 2 1/2" / 1 1/2"
100' 2 1/2" / 75' 2 1/2"
100' 2 1/2"/ 75' 1 1/2"
100' 2 1/2"/ 100' 1 1/2"
75' 1 1/2"
75' 2 1/2"
75' 2 1/2" / 1 1/2"

Firestop System

Fire Damper
Smoke Damper
Fire/Smoke Combination Damper

Fixed Extinguishing Syst.

Agent Storage Container
Carbon Dioxide Gas
Commercial Cooking Operations
Fire Detection, Alarm & Supr. Syst.
Novec

Fume hood
Biohazards Fume Hood
Chemical Storage Cabinet
Fume Canopy

Furnace
Hot water coil
Roof Top Unit

Hand & Hair Dryer

Harnesses
Fall protection harnesses

Heat Exchanger
Frame/Plate Design
Shell and Tube Design

Heater
Convective Heater
Electric Unit Heater
Force Flow Heater
Gas Unit Heater
Heat tracing
Hot water coil
Radiative Heater
Reheat Coil
Sil Flow Heater
Sump Heater
Unit Heater
Unit Ventilators

Hydrants & Standpipes
Compression
Slide Gate

Life Line Anchors
Tie Back and Life Line Anchors

Lifting Devices
Aerial Lift
Crane
Dock Leveler
Hoist
Lift

Meters
Electric
Gas
Water

Miscellaneous
Miscellaneous Other
UV light
Winch

Monitoring Devices
CO2 Sensor
Gas Sensors
Level Alarm

Motor Control Centre

Phone
Code Blue, Emergency Telephone-APC

Plumbing Fixtures
Drench Hose
Eye Wash
Eye Wash /Emergency Shower
Eye Wash/Emerg. Shower/Drench Hose
Filter (Sand/Activated Carbon)
Pure Water System
Water Filter
Water Fountain

Pressure Vessel

Air Dryer
Air Receiver
Air Separator
Autoclave
Boiler
Chiller Condenser
Chiller Evaporator
Chiller Oil Separator
Chiller Unit
Compressed Air Tank
Domestic Hot Water Tank
Expansion Tank
Fire Suppression Tank
Heat Exchanger
Refrigeration
Sterilizer
Unfired Pressure Vessel

Pump

Cooling Pump
Distilled Water Pump
Fire Protection Pump
Fountain Pump
Fuel Pump
Heating DHW Pump
Heating Pump
High Pressure Pump
Hot Water Supply
Other Pumps
Sanitary/Storm Pump
Transfer Pump

Sprinkler System

Dry Pipe
Pre-Action
Wet Pipe

Switch

12 kV - Switch
300KVA
400KVA
480 V - Switch
69 kV - Switch

Tank

Chemical dosing
Domestic Hot Water
Fuel Tank
Hot Water Tank
Retention Tank
Sea Water Tank
Septic Tank
Storage Tank
Swirl Tank

Transformer

Unit Substation

Variable Speed Drives

VSD

Valve

Building Isolation Valve
Gas Valve
Pressure Regulator Valve
Pressure Release Valve
Seismic Gas Valve
Water Valve

VAV

Exhaust VAV
Supply VAV
VAV type a

Waste Handling

Cardboard Bailer
Compactor
Front Dump
Roll-off
Vertipak

SFU Identification and Labeling Standard

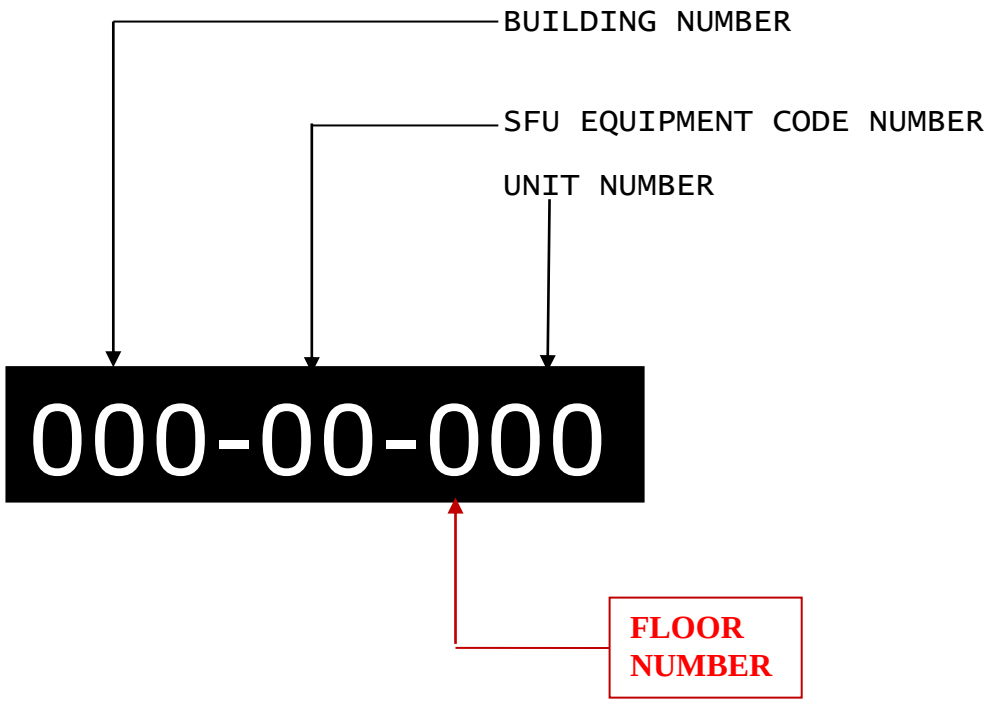
EQUIPMENT CODES

01 FANS
02 PUMPS
03 COMPRESSORS
04 FURNACES
05 DOMESTIC HOTWATER TANKS/EXPANSION TANKS
06 BOILERS
07 FILTERS AND AIR WASHERS
08 AIR CONDITIONING/REFRIGERATION EQUIPMENT/AIR HANDLING UNIT/ROOF TOP UNIT/HEAT PUMP UNIT/AIR DRYER/FAN COIL UNIT
09 ELECTRICAL MANHOLES & PULL BOXES
10 EMERGENCY GENERATORS
11 FORCED FLOW AND UNIT HEATERS
12 ELEVATORS & ASSOCIATED TOOLS AND CABINETS
13 TRANSFORMERS
14 15KV UNIT SUBSTATIONS & ASSOCIATED TOOLS AND CABINETS
15 15KV JUNCTION BOXES
16 MOTOR CONTROL CENTRES
17 120/208 VOLT CIRCUIT BREAKER PANELS
18 277/480 or 600/347 VOLT CIRCUIT BREAKER PANELS
19 SHIELDED DATA LINE JUNCTION BOXES
20 CODED RELAYS AND 2801'S
21 RELAY PANELS
22 CLOCKS
23 MONITORING DEVICES AND GAUGES
24 METERING DEVICES
25 LIGHTS EMERGENCY BATTERY POWERED (SELF CONTAINED)
26 FIRE EQUIPMENT MISC.
27 EMERGENCY POWER EQUIPMENT MISC.
28 BATTERIES
29 THERMOSTATS & MISC. CONTROLS
30 PLUMBING AND FIXTURES
31 PIPING
32 VALVES
33 ENERGY MANAGEMENT INTERFACE PANELS
34 LOW VOLTAGE CONTROL CABLES
35 LOW VOLTAGE JUNCTION BOXES
36 SHIELDED DATA LINE CABLES
37 120/208 VOLT DISTRIBUTION PANELS
38 277/480 or 600/347 VOLT DISTRIBUTION PANELS
39 120/208 VOLT POWER CONDITIONERS & U.P.S.'S
40 277/480 VOLT POWER CONDITIONERS & U.P.S.'S
41 120/208 VOLT EMERGENCY CIRCUIT BREAKER PANELS
42 277/480 or 600/348 VOLT EMERGENCY CIRCUIT BREAKER PANELS
43 LIGHTS PARKING LOT
44 LIGHTS INCANDESCENT

45 LIGHTS FLUORESCENT
46 LIGHTS OTHER DISCHARGE TYPES
47 LIGHTS EXIT
48 LIGHTS EMERGENCY ALL EXCEPT (BATTERY PACK UNITS)
49 LIGHTS INFRARED
50 MISCELLANEOUS
51 HAND AND HAIR DRIERS
52 TIME DEVICES
53 SWITCHES
54 FUSES
55 CIRCUIT BREAKERS
56 CAPACITORS
57 GROUND FAULT INTERRUPTERS
58 RECEPTACLES
59 APPLIANCES
60 KITCHEN EQUIPMENT
61 INFORMATION CABLES
62 COMMUNICATION CABLES
63 FIBRE OPTIC CABLES
64 15KV CABLES
65 HEATERS
66 MOTORS
67 METERS
68 ROOM SMOKE ALARMS
69 FIRE ALARM CPU'S
70 FIRE ALARM DGP'S
71 FIRE ALARM HEAT DETECTORS
72 FIRE ALARM SMOKE DETECTORS
73 FIRE ALARM PULL STATIONS
74 FIRE ALARM BELLS/STROBES
75 DELTA 1 K JUNCTION BOXES
76 DELTA 1 K SHIELDED CABLE
77 15K CONTROL CABLES
78 120/208 VOLT EMERGENCY DISTRIBUTION PANELS
79 277/480 or 600/347 VOLT EMERGENCY DISTRIBUTION PANELS
80 DEPARTMENTAL EQUIPMENT (VEHICLES)
81 LOW VOLTAGE BUS DUCTS
88 ENERGY MANAGEMENT PANELS
89 EMERGENCY MOTOR CONTROL CENTRES
90 BLDG. STRUCTURE & TECHNOLOGY
91 DDC (Direct Digital Control)
92 VAV (Variable Air Volume)
93 DOORS
94 LIFE LINE ANCHORS
95 TANKS
96 LIFTING DEVICES

SFU IDENTIFICATION NUMBER DESCRIPTION FOR ELECTRICAL EQUIPMENT

The electrical equipment identification number is used by the electrical department follows the standard format used by Facilities Management (described on page 2). The instructions and examples are the followings:



NOTE: **The floor number has been given the floor level number based on as-built architect drawing floor naming, eg. 6000 level floor should be 6. This system of using floor numbers makes panel location easier. Since we are using a single character to indicate the floor level we must use the hexadecimal numbering system for floors above the 9000 level floor.**

Level	Floor Number
1000	1
2000	2
3000	3
4000	4
5000	5
6000	6
7000	7
8000	8
9000	9

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

Level	Electrical Equipment floor number (HEXADECIMAL)
10000	A
11000	B
12000	C
13000	D
14000	E
15000	F

eg. A01 would be on the 10000 level unit number 1.The floor number should follow the Archibus drawing floor naming.

Facilities Management Identification Number			
		02-17-341	
Code Segment		Data	Meaning
1	building/area code	02	Academic Quadrangle
2	equipment code	17	120/208V Circuit Breaker Panel
3	**Floor number/unit number**	**341**	**The first digit is always the floor number.341 means the 3000 level floor, Panel 41.Each floor panel number should start with 1 under one equipment code Example: 02-17-401, means AQ building, 120/208V circuit Breaker Panel, fourth floor, the first unit.**

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

When the job is complete please provide a cross-index list of SFU numbers and as-built drawing tag. Examples are below:

SFU ID		As-built drawing tag for electrical panels
02-17-339	=	**S**
02-17-340	=	**T**
02-17-341	=	**Z**
02-17-342	=	**B**
02-17-401	=	**JJ1A**
02-17-402	=	**JJ1 B**

SAMPLE LABELS FOR SFU EQUIPMENT

The examples show the labels that SFU will be using in the current or future renovation or new buildings. These are standards of uniform size and location for SFU staff to duplicate with SFU in-house label maker.

The type of label will be found in the specifications. SFU however would like the label size and location to be uniform. SFU uses software "Label View 10 pro" to make labels.

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU TRANSFORMER IDENTIFICATION LABELS

SFU equipment number:
Building code-equipment code-Floor number/unit number

Floor number

Unit number

Transformer drawing tag
Font: Arial 16

Capacity description.
Font: Arial 16

Electric supply from panel drawing tag (SFU ID), if there is a SFU ID number,
Font: Arial 16

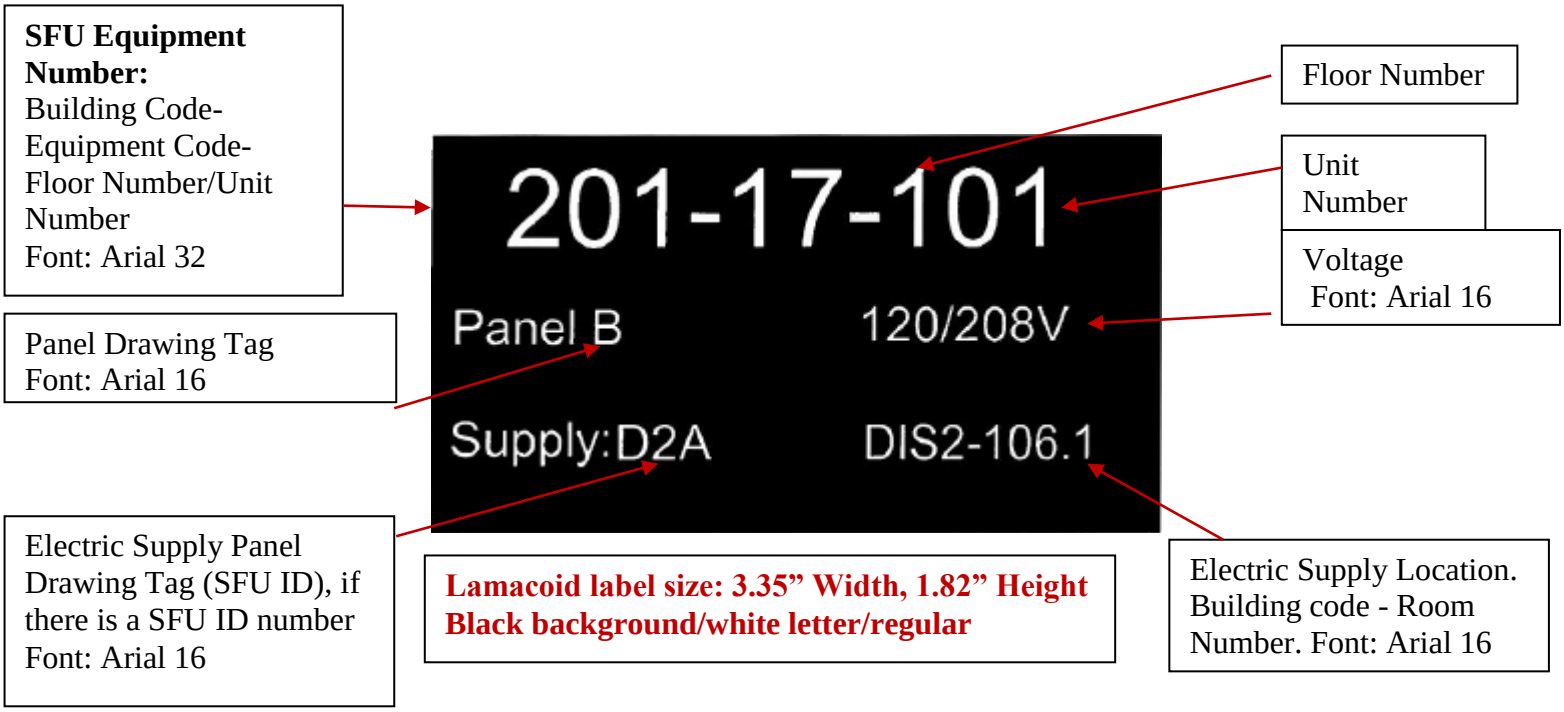
Electric Feeds to panel drawing tag (SFU ID), if there is a SFU ID number.
Font: Arial 16

Electric Feeds/Supply location.
Building code - room number.
Font: Arial 16

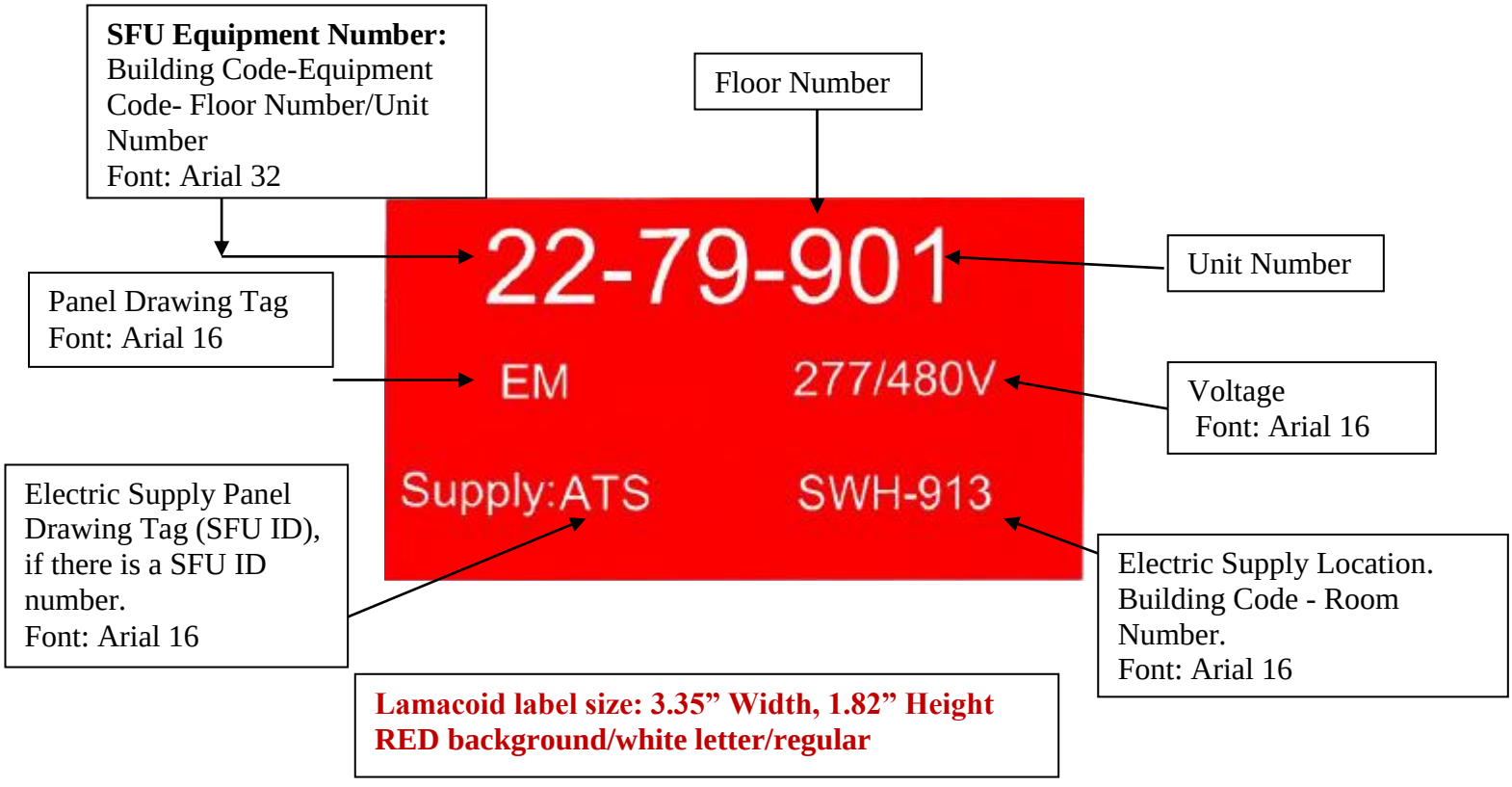
Lamacoid label size: 4” Width, 2” Height
Black background/white letter/regular

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU BREAKER/DISTRIBUTION PANEL IDENTIFICATION LABELS

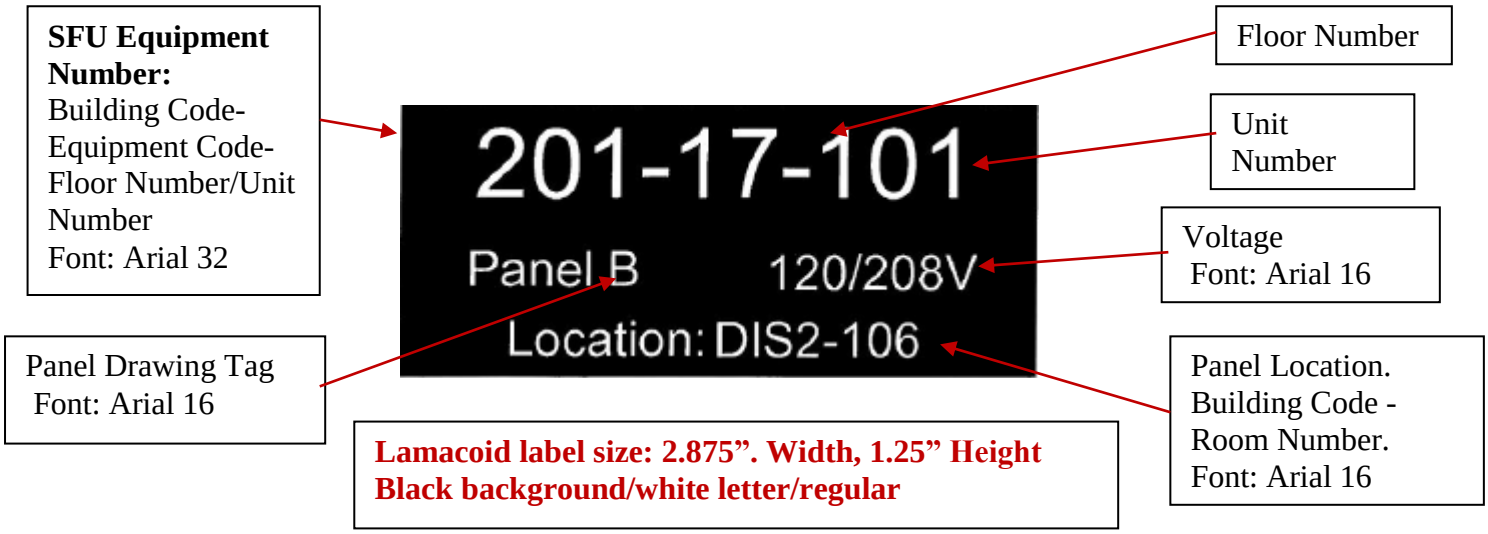


SAMPLE OF SFU EMERGENCY DISTRIBUTION PANEL IDENTIFICATION LABELS



SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU BREAKER LABEL BESIDE BREAKER ON DISTRIBUTION PANEL IDENTIFICATION LABELS



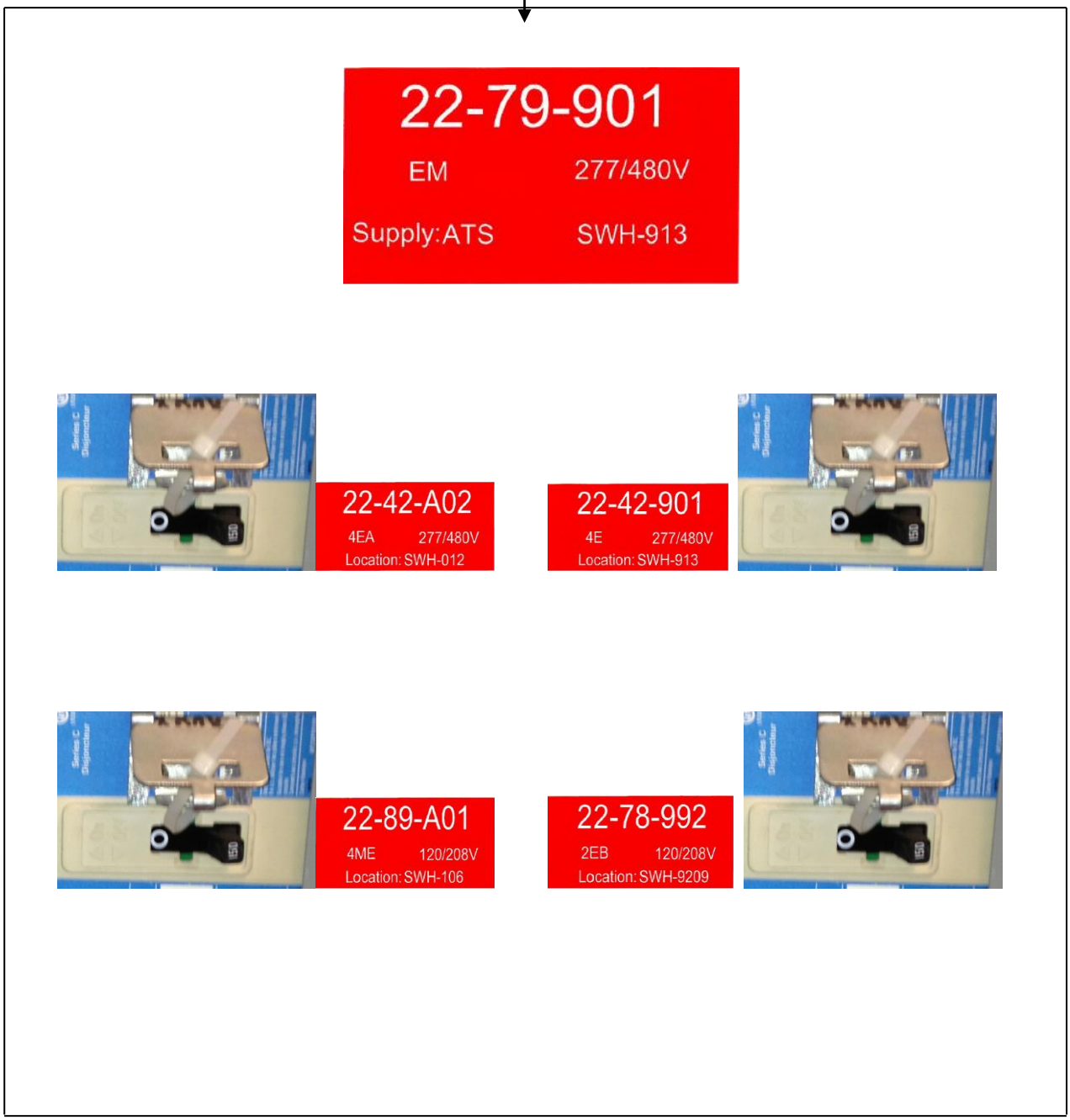
SAMPLE OF SFU BREAKER LABEL ON EMERGENCY DISTRIBUTION PANEL IDENTIFICATION LABELS

Lamacoid label size: 2.875". Width, 1.25" Height
RED background/white letter/regular

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

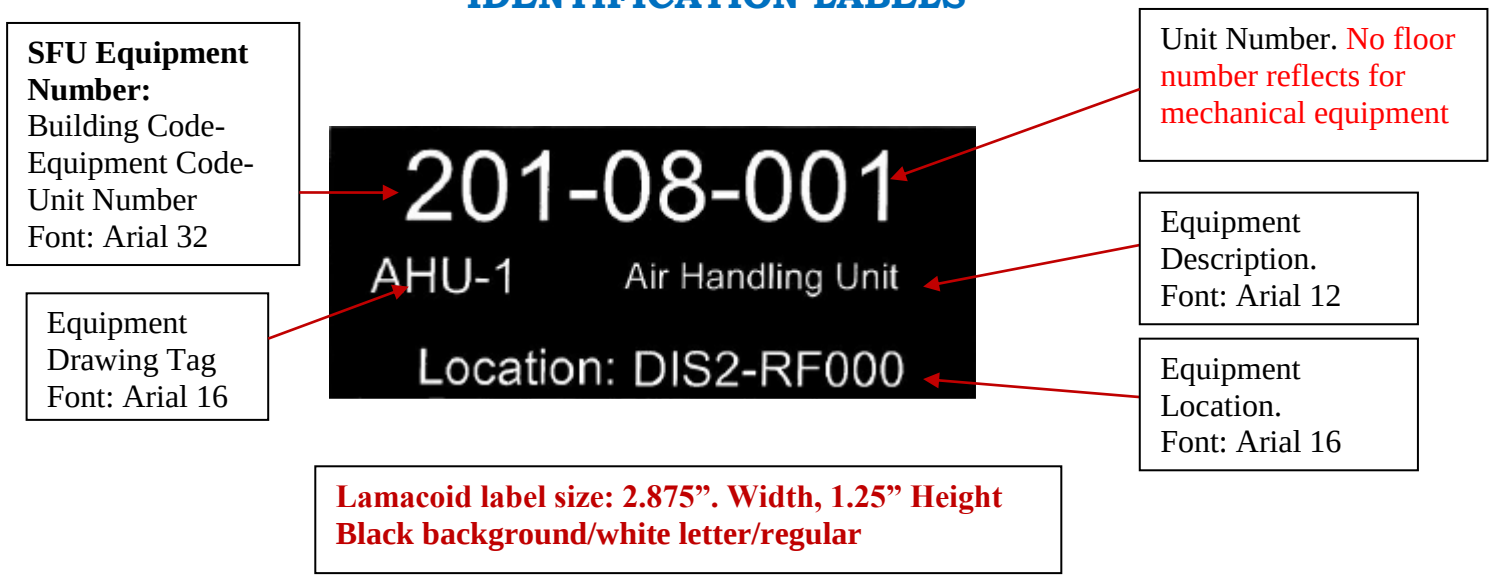
SAMPLE: Emergency Distribution Panel EM

Label shall be put on the top Centre of the Panel

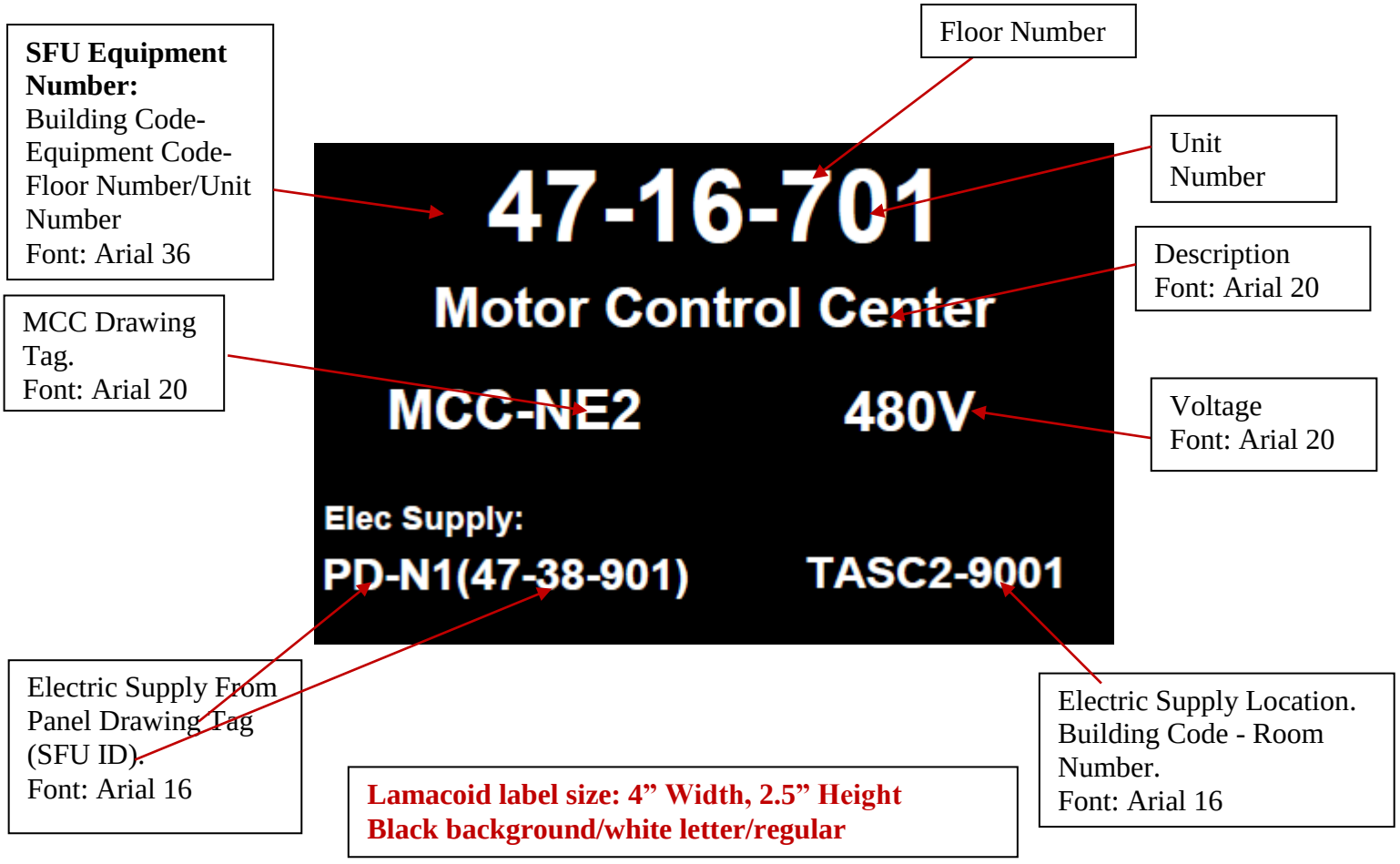


SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU MOTOR STARTER LABEL ON MCC PANEL IDENTIFICATION LABELS

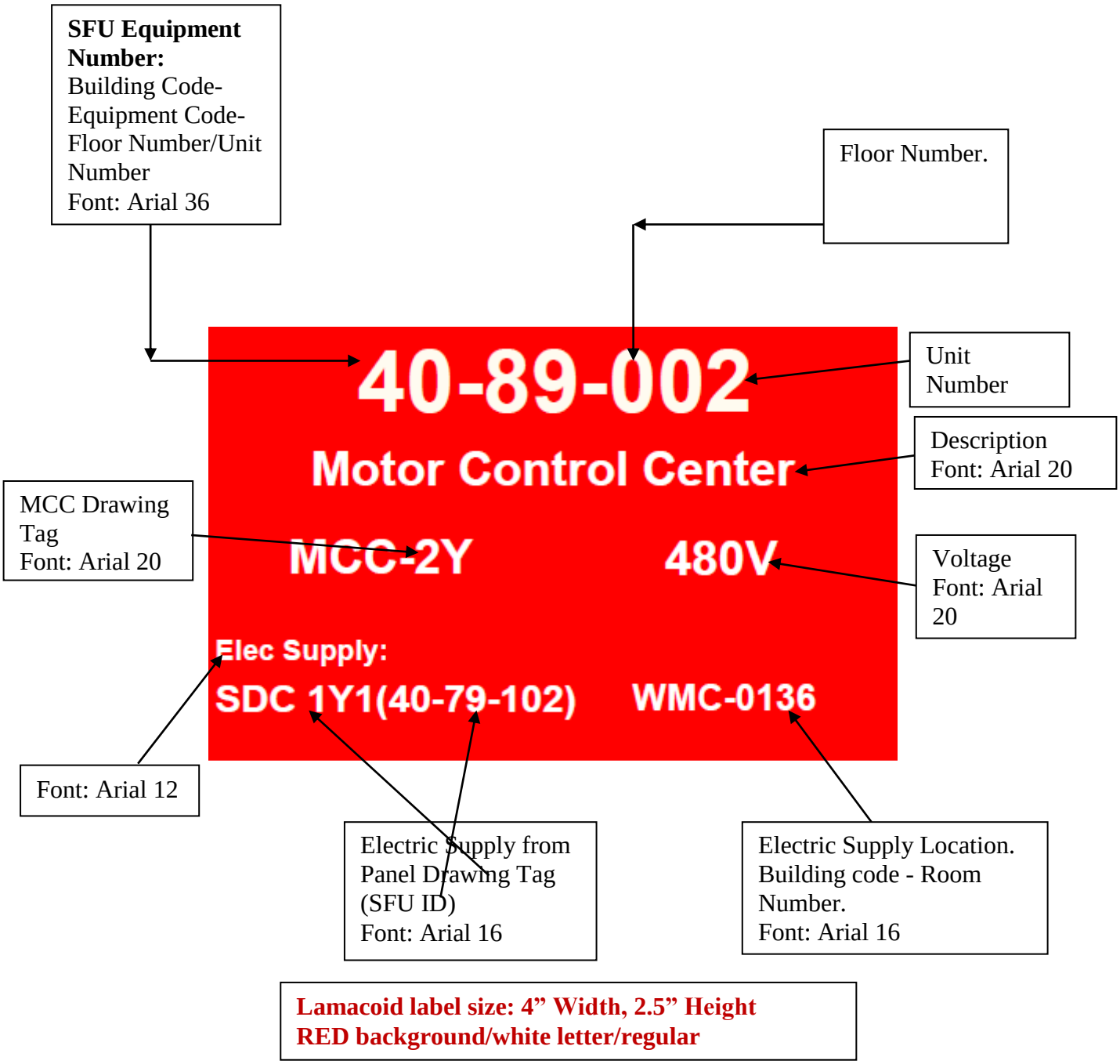


SAMPLE OF SFU MOTOR CONTROL CENTRE LABEL IDENTIFICATION LABELS



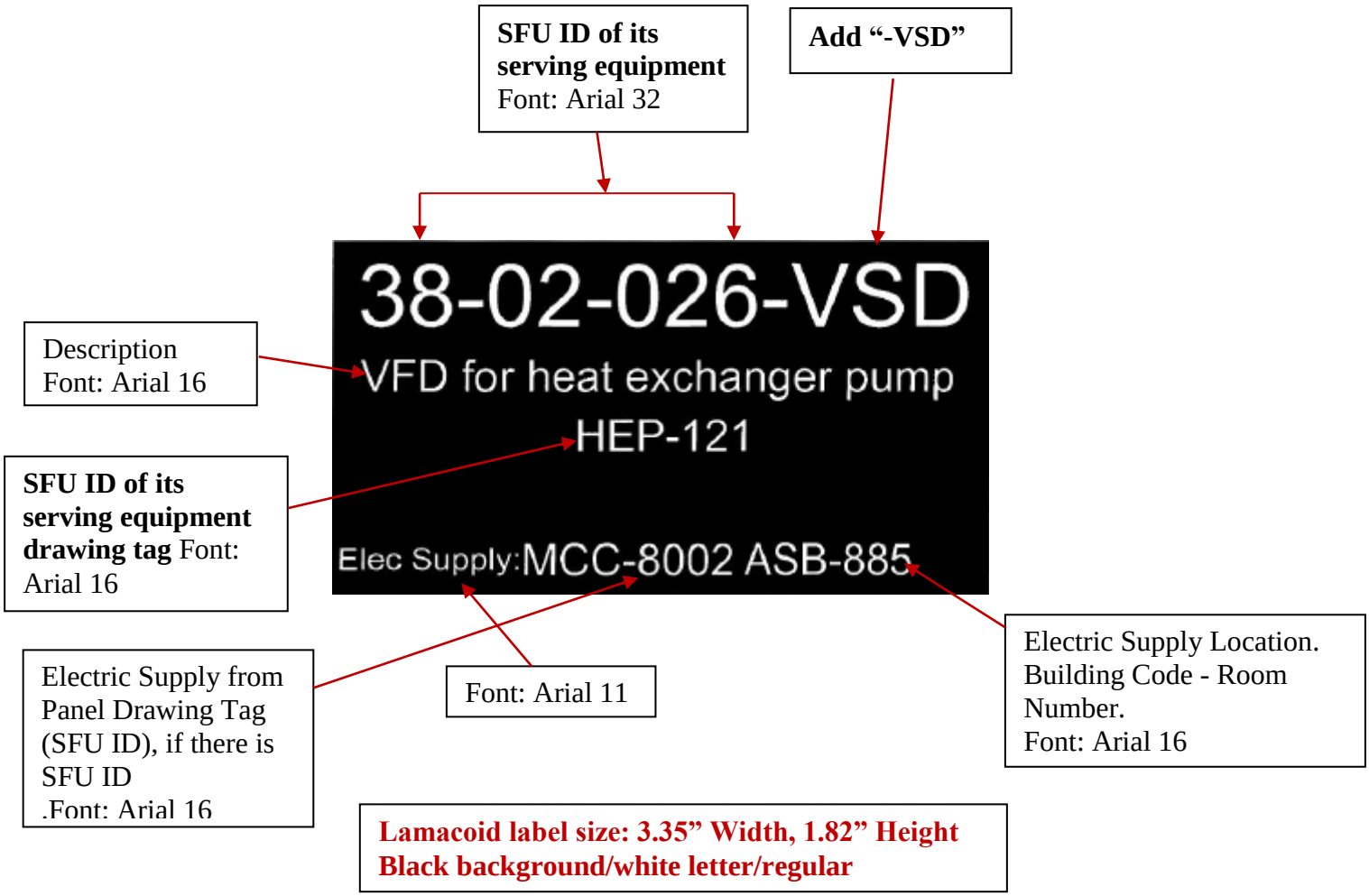
SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU EMERGENCY MOTOR CONTROL CENTRE IDENTIFICATION LABELS

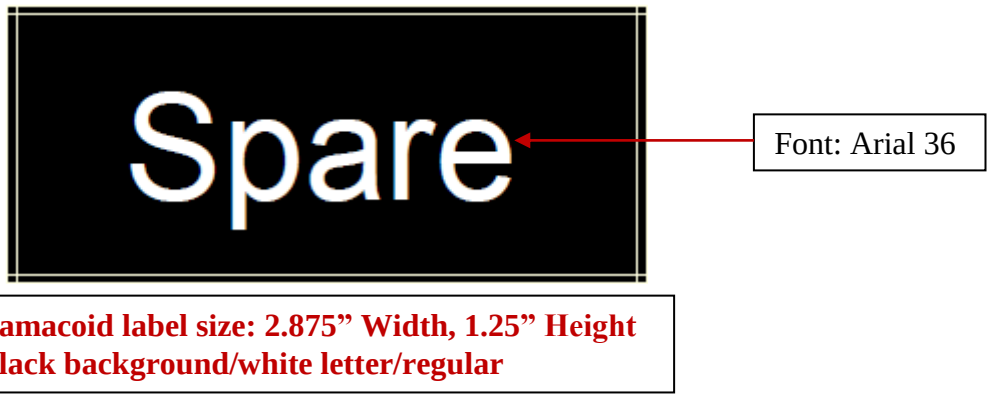


SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU VARIABLE SPEED DRIVES LABEL IDENTIFICATION LABELS

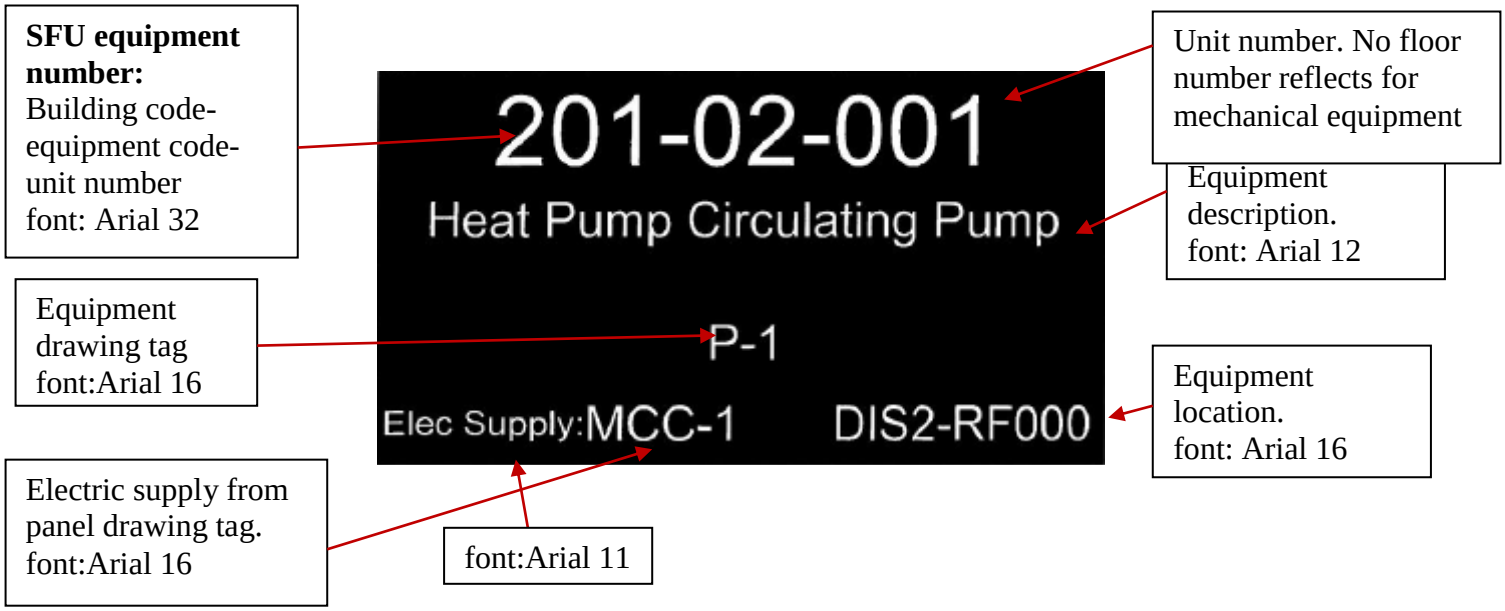


SAMPLE OF SFU SPARE BUCKETS ON MCC CENTRE IDENTIFICATION LABELS



SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU GENERAL MECHANICAL EQUIPMENT IDENTIFICATION LABELS

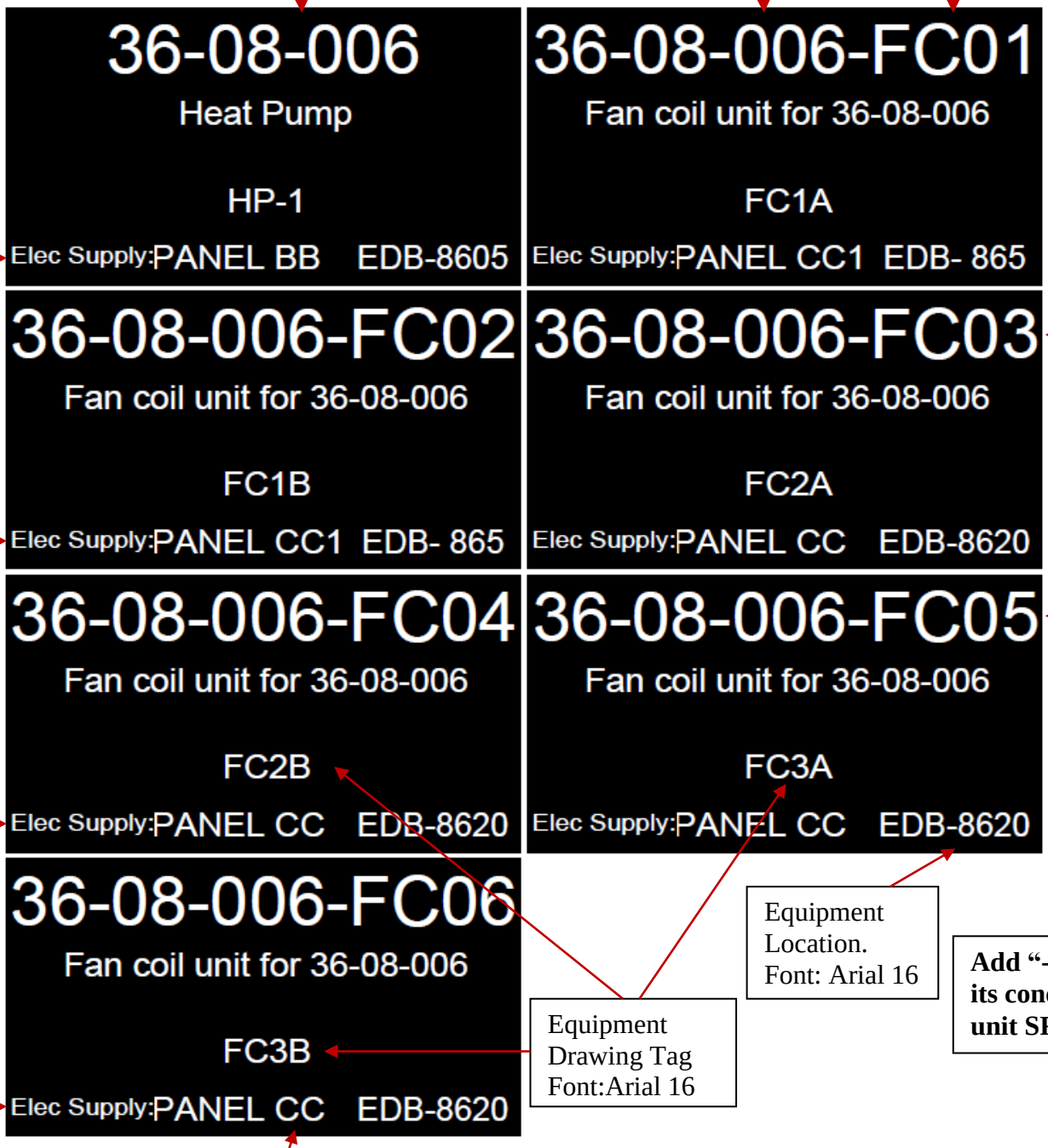


Lamacoid label size: 3.35" Width, 1.82" Height
Black background/white letter/regular

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU FAN COIL UNIT FOR CONDENSING UNIT SPLIT SYSTEM IDENTIFICATION LABELS

SFU Equipment Number:
Building Code-Equipment Code-Unit Number. Font: Arial 32



Equipment Location. Font: Arial 16

Add "-FC" to its condensing unit SFU ID

Equipment Drawing Tag Font:Arial 16

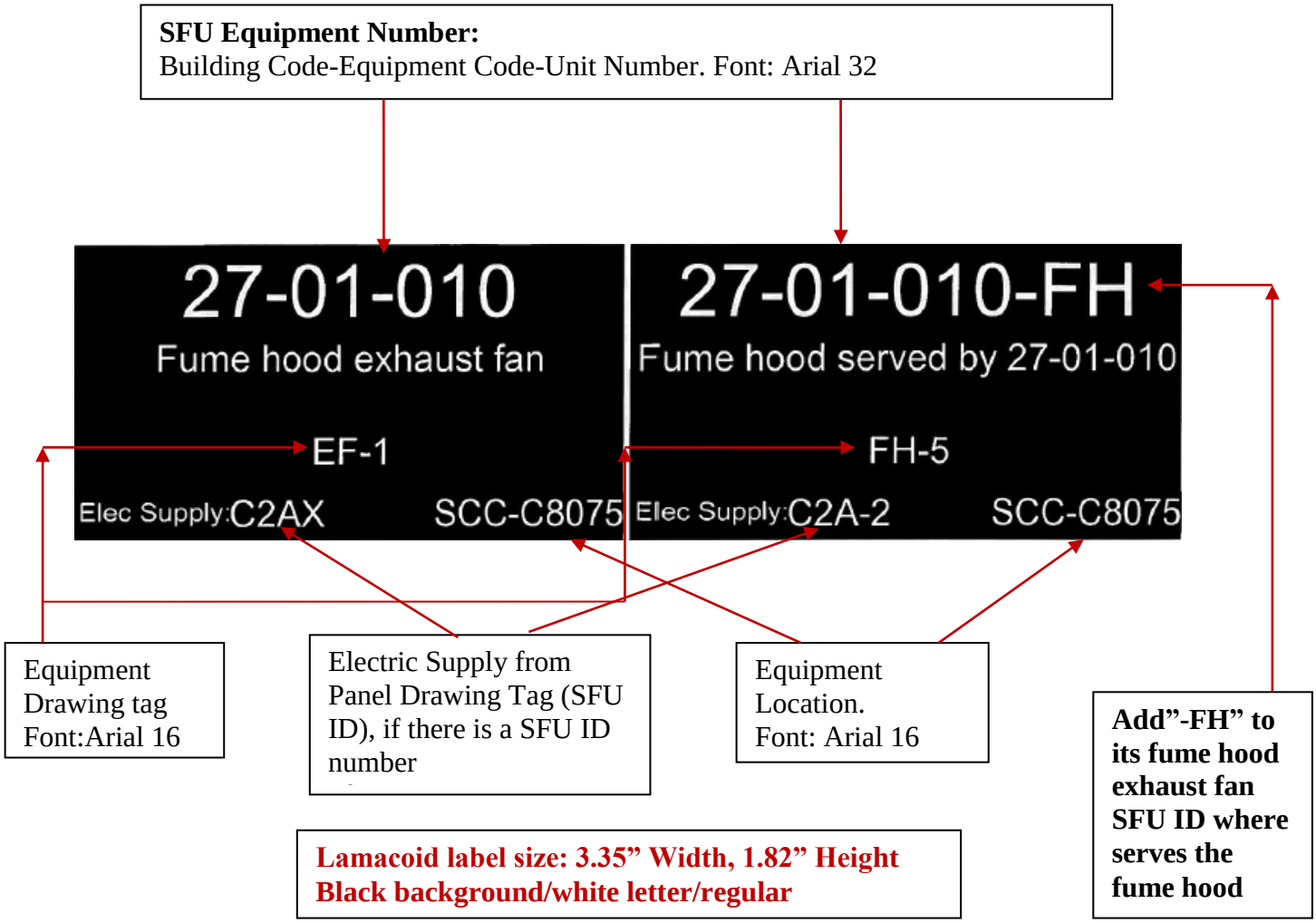
Font: Arial

Electric Supply from Panel Drawing Tag (SFU ID), if there is a SFU ID number

Lamacoid label size: 3.35" Width, 1.82" Height
Black background/white letter/regular

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU FUME HOODS/FUME HOODS EXHAUST FAN IDENTIFICATION LABELS



SAMPLE OF VSD CONTROL WARNING LABEL ON MCC /DISCONNECT SWITCHES

Lamacoid label size: 4.5" Width, 2.5" Height
Red background/white letter/regular, for small
MCC alternate size of label should be 3.35"x1.82"

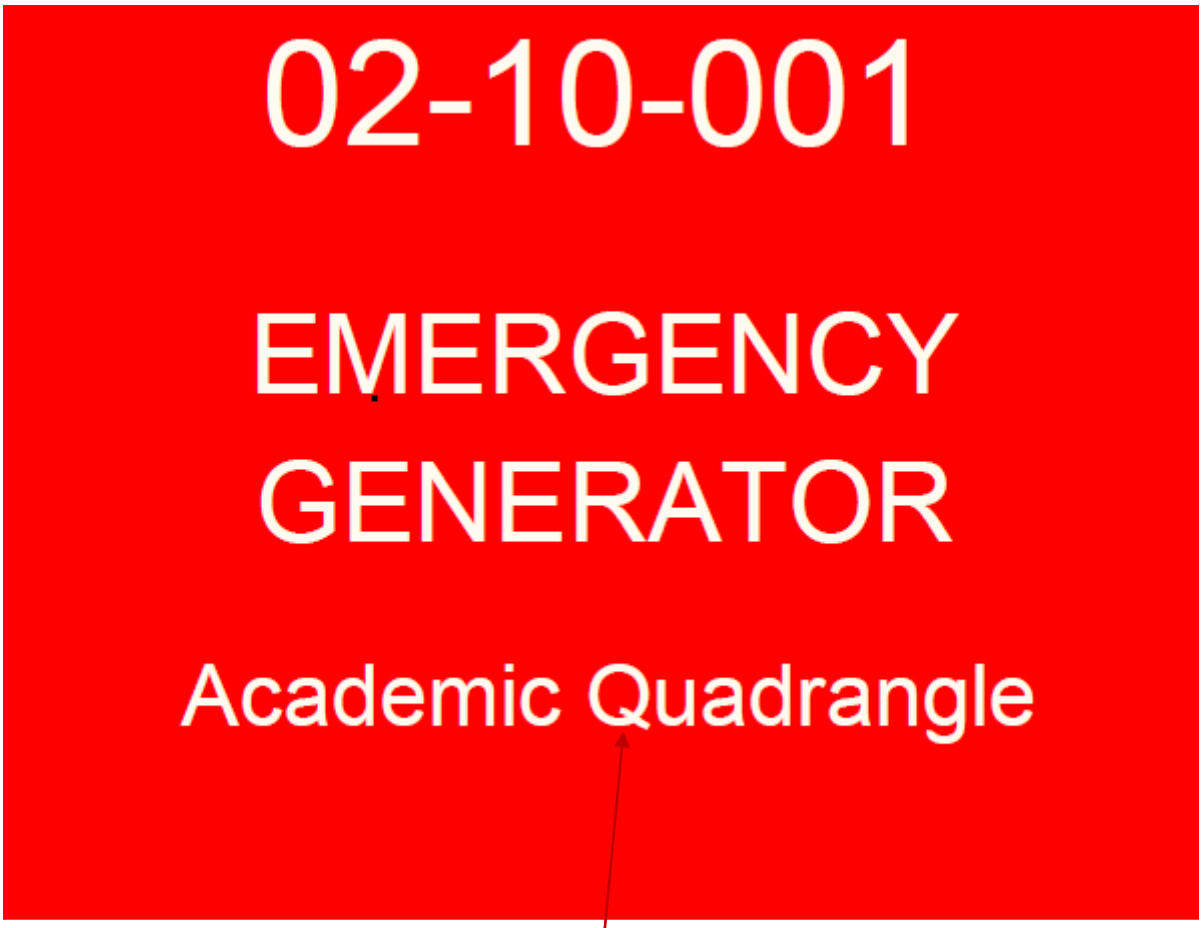
SAMPLE OF FIRE ALARM WARING LABEL ON MCC

Lamacoid label size: 2.875" Width, 1" Height
Red background/white letter/regular

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF EMERGENCY GENERATOR LABEL

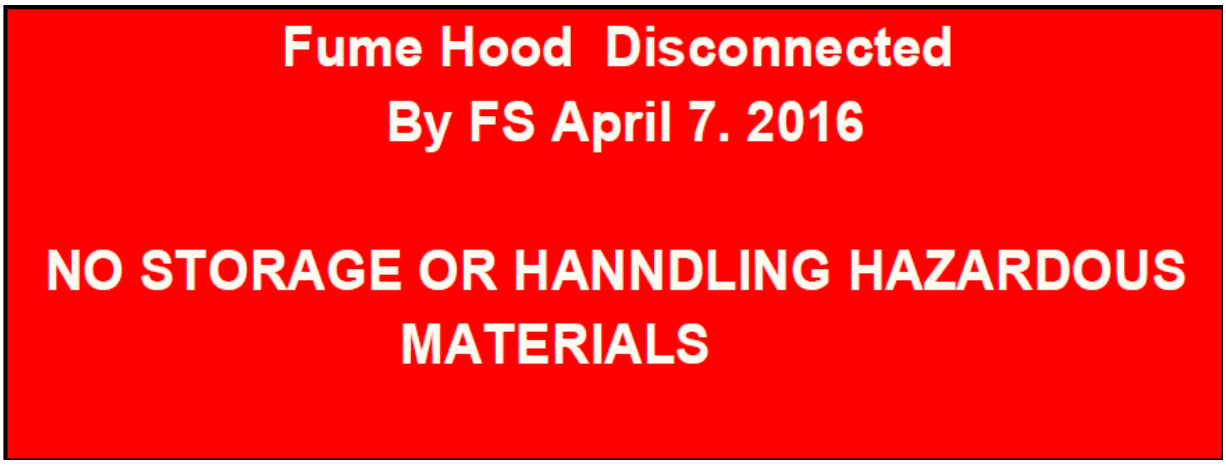
SFU Equipment Number:
Building Code-Equipment Code-Unit Number. Font: Arial 32



Building Name of Generator is serving

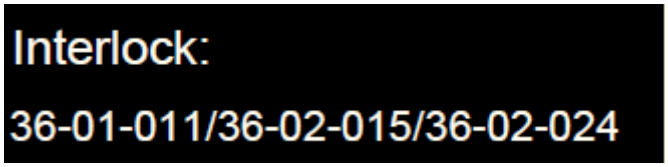
Lamacoid label size: 5.5" Width, 4.25" Height
Red background/white letter/regular

SAMPLE OF DISCONNECT FUMEHOOD WARNING LABEL



Lamacoid label size: 8” Width, 3” Height
Red background/white letter/regular

ELECTRICAL INTERLOCK LABEL ON MCC



Lamacoid label size: 3.0” Width, 0.75” Height
Black background/white letter/regular

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF 24/7 CRITICAL EQUIPMENT NOTICE LABEL

5”X3”

SAMPLE OF MECHANICAL EQUIPMENT WITH EMERGENCY POWER SUPPLY

SFU Equipment Number:
Building Code-Equipment Code-Unit Number. Font: Arial 32

Equipment Location. Font: Arial 16

Emergency Power Supply MCC or Panel (SFU ID), if there is a SFU ID number

Lamacoid label size: 3.35” Width, 1.82” Height
RED background/white letter/regular

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SFU Mechanical Equipment Data Form Fields Descriptions

Equipment #	Follow SFU Equipment Identification Standard when numbering equipment.
Description	While naming a piece of equipment write first the equipment type, second the subtype, and then other relevant identification information (separated by commas). For example: “Pump, Heating, Inline centrifugal, P-3”. For equipment not listed on the Equipment Type/Subtype list use the “Miscellaneous” category. Name the equipment accordingly. Do not name equipment “miscellaneous”
Equipment Type	Refer to Equipment Type/Subtype list.
Equipment Subtype	Refer to Equipment Type/Subtype list.
Manufacturer	Manufacturer or Make of the equipment. For example: “Armstrong” or “American Standard”
Model	Equipment manufacturer’s equipment model number
Serial No.	Equipment manufacturer’s equipment serial number.
Location	Building code + room number. For Example: ASB-884. “Mechanical Room 3” is not acceptable. All areas on a building are numbered. FM buildings key plans indicated the room number for all areas. If a number is not available use “Sub location” to describe the location of the room/equipment.
Sub location	Give additional information about the location of the equipment. For example “M. R. 6 east side ceiling”
Area Served	Area that the equipment is serving. For example a fume exhaust fan can serve “ASB-8823”; a supply fan can serve “west wing of ASB building”; a pump can serve “heating loop”
Alternate Tag	Design or Engineering number or government ID number. For Example: “EF-3” or “AHU-1”
Parent Tag	If the piece of equipment is a sub component of a larger system the parent tag is the larger system equipment number. For example: if supply fan with number “3801053” is a subcomponent of AHU 1 with number “380853” then the parent of “3801053” if “3808053”.
Vendor	The supplier company that have contractual obligations with SFU.
Contract No.	The purchase order number or the general contract number that included the piece of equipment.
Purchased Date	Purchased date or contract substantial completion date.

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

Warranty Expires	The date the warranty offered by the supplier/manufacture expires.
Life Expectancy	Equipment design life in years
Last Certified	If equipment requires regulatory agency certification for operation write down the date the certification was obtained.
Certificate Expires	The regulatory agency certificate expiry date.
Capacity / Flow	For fans: air flow volume in CFM or m3/min; for pumps: l/min or GPM; etc.
Head / Fan RPM	For pumps: head in m or ft; for fans Revolutions Per Minute.
Motor Hp/kW	HP or Kw
Motor Voltage / Phase	115/208/230/460V – 3 phase / single, etc.
Motor Amps Rating	Rating from nameplate
Motor Frame	For example: 48, 56C, Open, Close contraction
Motor RPM	Rated motor RPM
Driver Sheave	For example: 2P5V44 O.D. 4.40”
Driven Sheave	For example: 2Q5V80 O.D. 8.00”
Belt Qty / Size	For example: 2/A36
Prefliter Qty	For example: 6
Prefilter Size & Type	For example: 20X20X2 Pleated
Afterfilter Qty.	For example: 6
Afterfilter Size & Type	For example: 20X20X16 Pocket/Bag
Lubricant (Y/N) Type	For example: Yes, oil
Refrigerant / Lbs & Oz	For example: R22, 12 Oz
Cooling Surface	Sqft or m2
Cooling Medium	For example chill water
BTU Hour	

SAMPLE SFU INDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

BTUs	

Input MBH	For boilers
Operating Pressure	For boilers
Heating Surface	For heaters
Heating Medium	For example: gas or hot water
Gas flow rate	
Gas Pressure	KPa or PSI
Additional Info	Write here additional information required to specify capacity or equipment type.
Elect. Supply SFU #	SFU panel or MCC number that supplies power to the equipment. For example :”38-16-803”
Panel or MCC #	Design or engineering number of the panel or MCC. For example: “MCC-8002” or panel “1B”
Supply Location	Building code + room number of electrical or equipment room where the panel or MCC is located. For example: “ASB-884”
PM Requirements	Do not write anything here. For use of SFU Facilities Management department.

SFU Mechnical Equipment Data Form

8/10/2018 13:19

Equipment #:	0201001	Description:	Supply Fan AHU-1 (Fire Alarmed) Interlock to 02-01-007
Equipment Type:	Fan	Location:	AQ-3006
Equipment Subtype:	Supply Fan	Sublocation:	MECH. RM. #2
Manufacturer:	Zero Vendor	Area Served:	supply air to theater,Corridor&L2
Model:	54 AF	Alternate Tag:	02-AHU-1-SF
Serial No.	5010-1	Parent Tag:	0216301

Vendor.		Purchased Date:	
Contract No..		Warranty Expires:	
Last Certified.		Certificate Expires:	
Life Expectancy.			

Capacity / Flow:	22747CFM	Refrigerant:	
Head / Fan RPM:		Motor HP / KW:	30
Voltage / Phase:	460 3	Amps Rating:	15.6/15.7/15.6
Frame:	286T	RPM:	1770
Driver Sheave:	3C60SF X 1 7/8	Driven Sheave:	24.0-3C X 2 7/16
Belt Qty / Size:	3 C173	Bearing Size:	77610/77508
Prefilter Qty:	18	Prefilter Size / Type.	
After Filter Qty:		After Filersize / Type:	
Lubricant(Y/N) Type:	Grease	BTU Hour:	
Cooling Surface:		BTUs:	
Cooling medium		Input MBH:	
Operating Pressure:		Heating Surface:	BAG
Heating medium:		Gas Flow Rate:	
System:		Gas Pressure:	
Additional Info:			

Equipment Power Supply Information:

Elec Supply SFU #:	02-16-301	**Supply Location:**	AQ-3011
Drawing Panel or MCC #:	MCC-2		

PM Requirements(FM use only)

	Mechanic	AC Mechanic	Electric	Labour	
Task Code:					
Priority,Freq:					
Next Date:					

Department:		Account #:	
Equipment Condition:		Comments:	