SFU Identification and Labeling Standard

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SFU Identification and Labeling 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)
## SFU Identification and Labeling Standard

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

<table>
<thead>
<tr>
<th>Area code</th>
<th>Building Name (Building Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Campus (Site Services)</td>
</tr>
<tr>
<td>02</td>
<td>Academic Quadrangle (AQ)</td>
</tr>
<tr>
<td>03</td>
<td>Convocation Mall (CML)</td>
</tr>
<tr>
<td>04</td>
<td>W.A.C. Bennett Library (LIB)</td>
</tr>
<tr>
<td>05</td>
<td>Spare (Shrum Science Complex)</td>
</tr>
<tr>
<td>06</td>
<td>Lesie &amp; Gordon Diamond Family Aud (DFA)</td>
</tr>
<tr>
<td>07</td>
<td>Lorne Davies Complex (LDC)</td>
</tr>
<tr>
<td>08</td>
<td>East Concourse Cafeteria (ECC)</td>
</tr>
<tr>
<td>09</td>
<td>Robert C. Brown Hall (RCB)</td>
</tr>
<tr>
<td>10</td>
<td>Spare</td>
</tr>
<tr>
<td>11</td>
<td>Strand Hall (SH)</td>
</tr>
<tr>
<td>12</td>
<td>Strand Hall Annex (SHA)</td>
</tr>
<tr>
<td>13</td>
<td>Facilities Services (FM)</td>
</tr>
<tr>
<td>14</td>
<td>Fuel Oil Storage (OS)</td>
</tr>
<tr>
<td>15</td>
<td>Transportation Centre (TC)</td>
</tr>
<tr>
<td>16</td>
<td>Spare</td>
</tr>
<tr>
<td>17</td>
<td>Blusson Hall (BLU)</td>
</tr>
<tr>
<td>18</td>
<td>Visitor’s Parkade West Mall (VP)</td>
</tr>
<tr>
<td>19</td>
<td>Service Station (GAS)</td>
</tr>
<tr>
<td>20</td>
<td>Water Tower (WT)</td>
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<td>Water Tower Building (WTB)</td>
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<tr>
<td>22</td>
<td>Saywell Hall (SWH)</td>
</tr>
<tr>
<td>23</td>
<td>Greenhouses (GH)</td>
</tr>
<tr>
<td>24</td>
<td>Bee Research Building (BEE)</td>
</tr>
<tr>
<td>25</td>
<td>High Voltage Sub Station 69kV (HVS)</td>
</tr>
<tr>
<td>26</td>
<td>Shrum Science Building B (SCB)</td>
</tr>
<tr>
<td>27</td>
<td>Shrum Science Building C (SCC)</td>
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<tr>
<td>28</td>
<td>Shrum Science Building K (SCK)</td>
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<td>29</td>
<td>Shrum Science Building P (SCP)</td>
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<td>30</td>
<td>Transit Loop Building (TLB)</td>
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<td>31</td>
<td>Pump House (FPS)</td>
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<td>Maggie Benston Centre (MBC)</td>
</tr>
<tr>
<td>33</td>
<td>Childcare Centre (CCC)</td>
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<td>34</td>
<td>Animal Care Facility (ACF)</td>
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<td>35</td>
<td>Alcan Aquatic Research Centre (AAB)</td>
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<td>36</td>
<td>Education Building (EDB)</td>
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<tr>
<td>37</td>
<td>Diamond Alumni Centre (DAC)</td>
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<tr>
<td>38</td>
<td>Applied Science Building (ASB)</td>
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<td>39</td>
<td>Halpern Centre (HAL)</td>
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<td>40</td>
<td>West Mall Centre (WMC)</td>
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<tr>
<td></td>
<td>Building Name</td>
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<tr>
<td>---</td>
<td>----------------------------------</td>
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<tr>
<td>41</td>
<td>South Sciences Building (SSB)</td>
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<tr>
<td>42</td>
<td>Spare (Shrum Classroom Building)</td>
</tr>
<tr>
<td>43</td>
<td>East Theatre Annex (ETA)</td>
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<td>44</td>
<td>East Academic Annex (EAA)</td>
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<td>Science Research Annex (SRA)</td>
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<tr>
<td>46</td>
<td>Technology &amp; Science Complex 1 (TASC1)</td>
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<tr>
<td>47</td>
<td>Technology &amp; Science Complex 2 (TASC2)</td>
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<tr>
<td>48</td>
<td>Technology &amp; Science Complex 3 (TASC3)</td>
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<td>49</td>
<td>Biology Trailer (T3)</td>
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<td>Harbour Centre (HCC)</td>
</tr>
<tr>
<td>51</td>
<td>Kelowna Trailers</td>
</tr>
<tr>
<td>52</td>
<td>Segal Grad School of bus (SEGAL)</td>
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<tr>
<td>53</td>
<td>611 Alexander (ALX)</td>
</tr>
<tr>
<td>54</td>
<td>Morris J. Wosk Centre for Dialogue (CFD)</td>
</tr>
<tr>
<td>55</td>
<td>Spare</td>
</tr>
<tr>
<td>56</td>
<td>Goldcorp Centre for Arts (GCA)</td>
</tr>
<tr>
<td>57</td>
<td>Charles Chang Innovation Centre</td>
</tr>
<tr>
<td>58</td>
<td>Spare</td>
</tr>
<tr>
<td>59</td>
<td>Spare</td>
</tr>
<tr>
<td>60</td>
<td>Surrey Sire Services (SUR)</td>
</tr>
<tr>
<td>61</td>
<td>Surrey Building (SRYC)</td>
</tr>
<tr>
<td>62</td>
<td>Spare</td>
</tr>
<tr>
<td>63</td>
<td>Surrey Centre Library (SRYL)</td>
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<tr>
<td>64</td>
<td>Surrey City Parkway (SRYQ)</td>
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<tr>
<td>65</td>
<td>Surrey Whalley Ring Road (SRYR)</td>
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<tr>
<td>66</td>
<td>Spare</td>
</tr>
<tr>
<td>67</td>
<td>Spare</td>
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</tr>
<tr>
<td>69</td>
<td>Spare</td>
</tr>
<tr>
<td>70</td>
<td>Spare</td>
</tr>
<tr>
<td>71</td>
<td>South East Classroom Block (SECB)</td>
</tr>
<tr>
<td>72</td>
<td>Winter Operations Building (WOB)</td>
</tr>
<tr>
<td>73</td>
<td>Emergency Supplies Trailer (EST)</td>
</tr>
<tr>
<td>74</td>
<td>Beedie Field Concession (BFC)</td>
</tr>
<tr>
<td>75</td>
<td>Spare</td>
</tr>
<tr>
<td>76</td>
<td>Burnaby Mountain District Energy Utility (BMDEU)</td>
</tr>
<tr>
<td>77</td>
<td>Trottier Observatory (TO)</td>
</tr>
<tr>
<td>78</td>
<td>LDC Stadium (LDC)</td>
</tr>
<tr>
<td>79</td>
<td>Spare</td>
</tr>
<tr>
<td>80</td>
<td>Spare</td>
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<tr>
<td>81</td>
<td>Cowichan Townhouse (COW)</td>
</tr>
<tr>
<td>82</td>
<td>Chilcotin Townhouse (CHI)</td>
</tr>
<tr>
<td>83</td>
<td>Kelowna Townhouse (KEL)</td>
</tr>
<tr>
<td>84</td>
<td>Kimberley Townhouse (KIM)</td>
</tr>
<tr>
<td>85</td>
<td>Kitimat Townhouse (KIT)</td>
</tr>
<tr>
<td>86</td>
<td>Penticton Townhouse (PEN)</td>
</tr>
<tr>
<td>87</td>
<td>Qualicum Townhouse (QUA)</td>
</tr>
<tr>
<td>88</td>
<td>Quensel Townhouse (QUE)</td>
</tr>
<tr>
<td>89</td>
<td>Squamish Townhouse (SQU)</td>
</tr>
<tr>
<td>90</td>
<td>President's Residence (PR)</td>
</tr>
<tr>
<td>91</td>
<td>Madge Hogarth House (MHH)</td>
</tr>
</tbody>
</table>
SFU Identification and Labeling Standard

92 Shell House Residence (SHR)
93 Louis Riel House (LRH) (Demolished)
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 (RES1)
182 Residence Phase 1 Building 2 (RES2)
200 Discovery Park (DIS)
201 Discovery 2 (Formerly MTF) (DIS2)
202 Discovery 1 (Formerly Xantrex) (DIS1)
301 Kamloops Trailers (T10)
400 UniverCity (UCTY)
401 Cornerstone Building (CSTN)
402 Naheeno (NAH)
412 Town and Gown Square (TGS)
604 Surrey Plaza (SRYP)
605 Sustainable Energy and Engineering Building (SRYE)
607 Image Tech Lab–Surrey Memorial Hospital (IMA)
PF001 Play Fields (PLAYFLD)
PF002 Playing Field #2 (PF2)
PF004 Playing Field #4 (PF4)
PF005 Terry Fox Field (PF5)
PF006 Beedie Softball Field (PF6)
PL001 A Parking Lot (PLA)
PL002 B Parking Lot (PLB)
PL003 C Parking Lot (PLC)
PL004 Parking Lot D (PLD)
PL005 E Parking Lot (PLE)
PL006 F Parking Lot (PLF)
PL007 G Parking Lot (PLG)
PL008 P3 Parking Lot (Discovery) (PLP3)
PL009 Parking Lot 1 (PL1)
PL010 Convocation Mall Parkade (PLCM)
PL011 Lorne Davies Complex Parkade (PLLDC)
PL012 Visitor North Parking Lot (PLVN)
PL013 Daycare Parking Lot (PLCCC)
PL015 Residence Townhouses Parking Lot (PLTH)
PL016 Residence Parking Lots (PLR)
PL017 Discovery Parking Lot (PLDIS)
## 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**
SFU Identification and Labeling Standard

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
Basement Traction/Freight
Basement Traction/Passenger
Cantilever Hydraulic/Type B Lift
D/W Elevator
Direct Acting Hydraulic/Freight
Direct Acting Hydraulic/Passenger
Direct Acting Hydraulic/Service
Hy/Frt Elevator
Hy/Pas Elevator
Machine Room-less Traction/Passenger
Other Elevator
SFU Identification and Labeling Standard

Overhead Traction/Passenger
Stair Lift/Passenger
Tr/Frt Elevator
Tr/Pas Elevator
Traction/Dumbwaiter
Twin Post Hydraulic/Passenger
Vertical Lift

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

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"
**SFU Identification and Labeling Standard**

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

**Heater**
Convective Heater
Electric Unit Heater
Force Flow Heater
Gas Unit Heater
Heat tracing
Hot water coil
Radiative Heater
Reheat Coil
SFU Identification and Labeling Standard

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
Freeze stats
Gas Sensors
Level Alarm

Motor Control Centre

Phone
Code Blue, Emergency Telephone-APC
SFU Identification and Labeling Standard

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
SFU Identification and Labeling Standard

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
SFU Identification and Labeling Standard

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
SFU Identification and Labeling Standard

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
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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Floor Number</th>
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<tbody>
<tr>
<td>1000</td>
<td>1</td>
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<tr>
<td>2000</td>
<td>2</td>
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<tr>
<td>3000</td>
<td>3</td>
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<td>4000</td>
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<td>8</td>
</tr>
<tr>
<td>9000</td>
<td>9</td>
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</tbody>
</table>
eg. A01 would be on the 10000 level unit number 1. The floor number should follow the Archibus drawing floor naming.

<table>
<thead>
<tr>
<th>Level</th>
<th>Electrical Equipment floor number (HEXADECIMAL)</th>
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<tr>
<td>10000</td>
<td>A</td>
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<tr>
<td>11000</td>
<td>B</td>
</tr>
<tr>
<td>12000</td>
<td>C</td>
</tr>
<tr>
<td>13000</td>
<td>D</td>
</tr>
<tr>
<td>14000</td>
<td>E</td>
</tr>
<tr>
<td>15000</td>
<td>F</td>
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</table>

Facilities Management Identification Number

<table>
<thead>
<tr>
<th>Code Segment</th>
<th>Data</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>building/area code</td>
<td>02</td>
</tr>
<tr>
<td>2</td>
<td>equipment code</td>
<td>17</td>
</tr>
<tr>
<td>3</td>
<td>Floor number/unit number</td>
<td>341</td>
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</tbody>
</table>
When the job is complete please provide a cross-index list of SFU numbers and as-built drawing tag. Examples are below:

<table>
<thead>
<tr>
<th>SFU ID</th>
<th>As-built drawing tag for electrical panels</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-17-339</td>
<td>S</td>
</tr>
<tr>
<td>02-17-340</td>
<td>T</td>
</tr>
<tr>
<td>02-17-341</td>
<td>Z</td>
</tr>
<tr>
<td>02-17-342</td>
<td>B</td>
</tr>
<tr>
<td>02-17-401</td>
<td>JJ1A</td>
</tr>
<tr>
<td>02-17-402</td>
<td>JJ1 B</td>
</tr>
</tbody>
</table>
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.

All equipment on campus has a unique asset number. Contact your SFU project manager to obtain new asset number. This asset number should be included on as-built documentation
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU TRANSFORMER
IDENTIFICATION LABELS

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

Transformer drawing tag
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

**201-13-101**

T1  150KVA, 600-120/208V
Supply: MDP  DIS2-106.1
Feeds: D2B  DIS2-106.1

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 IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU BREAKER/DISTRIBUTION PANEL IDENTIFICATION LABELS

**SFU Equipment Number:**
Building Number-
Equipment Code-
Floor Number/Unit Number
Font: Arial 32

Panel Drawing Tag
Font: Arial 16

**Electric Supply Panel Drawing Tag (SFU ID), if there is**
Font: Arial 16

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

---

**SAMPLE OF SFU EMERGENCY DISTRIBUTION PANEL IDENTIFICATION LABELS**

**SFU Equipment Number:**
Building Number-
Equipment Code- Floor Number/Unit Number
Font: Arial 32

Panel Drawing Tag
Font: Arial 16

**Electric Supply Panel Drawing Tag (SFU ID), if there is**
Font: Arial 16

Lamacoid label size: 3.35” Width, 1.82” Height
RED background/white letter/regular
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

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

SFU Equipment Number:
Building Number-
Equipment Code-
Floor Number/Unit Number
Font: Arial 32

Panel Drawing Tag
Font: Arial 16

Floor Number
Unit Number
Voltage
Font: Arial 16

Lamacoid label size: 2.875”. Width, 1.25” Height
Black background/white letter/regular

SAMPLE OF SFU BREAKER LABEL ON EMERGENCY DISTRIBUTION PANEL IDENTIFICATION LABELS

22-42-A02
4EA 277/480V
Location: SWH-012

22-89-A01
4ME 120/208V
Location: SWH-106

22-42-901
4E 277/480V
Location: SWH-913

22-78-992
2EB 120/208V
Location: SWH-9209

Lamacoid label size: 2.875”. Width, 1.25” Height
RED background/white letter/regular
SAMPLE: Emergency Distribution Panel EM

Label shall be put on the top Centre of the Panel

22-79-901
EM 277/480V
Supply: ATS SWH-913

22-42-A02
4EA 277/480V
Location: SWH-912

22-42-901
4E 277/480V
Location: SWH-913

22-89-A01
4ME 120/208V
Location: SWH-106

22-78-992
2EB 120/208V
Location: SWH-909
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU MOTOR STARTER LABEL ON MCC PANEL
IDENTIFICATION LABELS

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

Lamacoid label size: 2.875”. Width, 1.25” Height
Black background/white letter/regular

Equipment Drawing Tag
Font: Arial 16

Unit Number. No floor number reflects for mechanical equipment

Equipment Description with serving area
Font: Arial 12

Equipment Location.
Font: Arial 16

SAMPLE OF SFU MOTOR CONTROL CENTRE LABEL
IDENTIFICATION LABELS

SFU Equipment Number:
Building Number-
Equipment Code-
Floor Number/Unit Number
Font: Arial 36

MCC Drawing Tag.
Font: Arial 20

Lamacoid label size: 4” Width, 2.5” Height
Black background/white letter/regular

Floor Number

Unit Number

Description
Font: Arial 20

Voltage
Font: Arial 20

Electrical Supply Location.
Building Code - Room Number.
Font: Arial 16

Electrical Supply
From Panel Drawing Tag (SFU-ID).
Font: Arial 16

Electric Supply:
PD-N1(47-38-901)       TASC2-9001

MCC-NE2       480V

Motor Control Center
SAMPLE OF SFU EMERGENCY MOTOR CONTROL CENTRE IDENTIFICATION LABELS

SFU Equipment Number: Building Number-Equipment Code-Floor Number/Unit Number Font: Arial 36

Floor Number.

Unit Number

Description Font: Arial 20

Voltage Font: Arial 20

40-89-002
Motor Control Center

MCC-2Y 480V

Elec Supply:
SDC 1Y1(40-79-102) WMC-0136

Lamacoid label size: 4” Width, 2.5” Height RED background/white letter/regular

Electrical Supply from Panel Drawing Tag (SFU ID) Font: Arial 16

Electrical Supply Location. Building code - Room Number. Font: Arial 16
SAMPLE OF SFU VARIABLE SPEED DRIVES LABEL IDENTIFICATION LABELS

SFU ID of VSD serving equipment
Font: Arial 32

Add “-VSD”

100-01-028-VSD
Variable Speed Drive

VSD-AHU1-RF2

Elec Supply: 1M4(100-18-101), CC1 1,3,5

SUB-1110

Descriptive information
Font: Arial 16

VSD- serving equipment drawing tag Font: Arial 16

Electrical Supply from MCC or Panel Drawing Tag (SFU ID) and circuit breaker # if there is .Font: Arial 16

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

Electrical Supply Location.
Building Code - Room Number.
Font: Arial 16

SAMPLE OF SFU SPARE BUCKETS ON MCC CENTRE IDENTIFICATION LABELS

Spare

Font: Arial 36

Lamacoid label size: 2.875” Width, 1.25” Height
Black background/white letter/regular

IDENTIFYING MECHANICAL AND ELECTRICAL EQUIPMENT_update_20190911.doc
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU GENERAL MECHANICAL EQUIPMENT
IDENTIFICATION LABELS

SFU equipment number:
Building Number-
equipment code-
unit number
Font: Arial 32

Equipment drawing tag
Font: Arial 16

Electrical Supply from MCC or Panel
Drawing Tag (SFU ID) and circuit
breaker # if there is.
Font: Arial 16

Unit number. No floor
number reflects for mechanical equipment

Equipment description.
Font: Arial 12

Electrical Supply Location.
Building Code-
Room Number.
Font: Arial 16

Lamacoid label size: 3.35” Width, 1.82” Height
Black background/white letter/regular
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

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

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

Add “-FC” to its condensing unit SFU ID

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

Font: Arial

Electric Supply from MCC or Panel Drawing Tag (SFU ID) and circuit breaker # if there is. Font: Arial 16

Equipment Drawing Tag Font: Arial 16

Electrical Supply Location. Building Code - Room Number. Font: Arial 16

36-08-006
Heat Pump
HP-1
Elec Supply: PANEL BB EDB-8605

36-08-006-FC01
Fan coil unit for 36-08-006
FC1A
Elec Supply: PANEL CC1 EDB-865

36-08-006-FC02
Fan coil unit for 36-08-006
FC1B
Elec Supply: PANEL CC1 EDB-865

36-08-006-FC03
Fan coil unit for 36-08-006
FC2A
Elec Supply: PANEL CC EDB-8620

36-08-006-FC04
Fan coil unit for 36-08-006
FC2B
Elec Supply: PANEL CC EDB-8620

36-08-006-FC05
Fan coil unit for 36-08-006
FC3A
Elec Supply: PANEL CC EDB-8620

36-08-006-FC06
Fan coil unit for 36-08-006
FC3B
Elec Supply: PANEL CC EDB-8620
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

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

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

27-01-010
Fume hood exhaust fan
EF-1
Elec Supply: C2A-X
SCC-C8075

27-01-010-FH
Fume hood served by 27-01-010
FH-5
Elec Supply: C2A-2
SCC-C8075

Equipment Drawing tag
Font: Arial 16

Electrical Supply from Panel Drawing Tag (SFU ID), if there is a SFU ID number and Circuit breaker # if there is

Power supply location
Font: Arial 16

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

Add”-FH” to its fume hood exhaust fan SFU ID where serves the fume hood
SAMPLE OF VSD CONTROL WARNING LABEL ON MCC / DISCONNECT SWITCHES

MOTOR CONTROLLED BY VSD
SHUT DOWN AT VSD FIRST

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

Fire Alarm

Lamacoid label size: 2.875” Width, 1” Height
Red background/white letter/regular
SAMPLE OF EMERGENCY GENERATOR LABEL

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

02-10-001

EMERGENCY GENERATOR

Academic Quadrangle

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

Building Name of Generator is serving
SAMPLE OF DISCONNECT FUMEHOOD WARNING LABEL

Fume Hood Disconnected
By FS April 7. 2016

NO STORAGE OR HANDLING HAZARDOUS MATERIALS

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

ELECTRICAL INTERLOCK LABEL ON MCC

Interlock:
36-01-011/36-02-015/36-02-024

Lamacoid label size: 3.0” Width, 0.75” Height
Black background/white letter/regular
SAMPLE OF 24/7 CRITICAL EQUIPMENT NOTICE LABEL

24/7 CRITICAL EQUIPMENT
DO NOT TURN OFF WITHOUT PRIOR AUTHORIZATION

5"X3"

SAMPLE OF MECHANICAL EQUIPMENT WITH EMERGENCY POWER SUPPLY

<table>
<thead>
<tr>
<th>SFU Equipment Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Number-Equipment Code-Unit Number. Font: Arial 32</td>
</tr>
</tbody>
</table>

| 97-02-007 |
| Pump, Heating, In-Line Centrifugal |
| P-B-7 |

Emergency Power Supply from MCC or Panel drawing tag (SFU ID), if there is and Circuit breaker # if there is

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

Electrical Supply Location. Building Code - Room Number. Font: Arial 16
SAMPLE OF FIRE DAMPER TAG

26-FD-08-002

SD
F/S

Building Number  Floor  Unit Number

SAMPLE OF SMOKE DAMPER TAG

SAMPLE OF FIRE/SMOKE DAMPER TAG

SAMPLE OF FIRE EXTINGUISHER TAG

*46FX702*
Fire Extinguisher

Building Number  Floor  Unit Number
SFU Mechanical Equipment Data
Form
Fields Descriptions

<table>
<thead>
<tr>
<th>Equipment #</th>
<th>Follow SFU Equipment Identification Standard when numbering equipment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>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”</td>
</tr>
<tr>
<td>Equipment Type</td>
<td>Refer to Equipment Type/Subtype list.</td>
</tr>
<tr>
<td>Equipment Subtype</td>
<td>Refer to Equipment Type/Subtype list.</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Manufacturer or Make of the equipment. For example: “Armstrong” or “American Standard”</td>
</tr>
<tr>
<td>Model</td>
<td>Equipment manufacturer’s equipment model number</td>
</tr>
<tr>
<td>Serial No.</td>
<td>Equipment manufacturer’s equipment serial number.</td>
</tr>
<tr>
<td>Location</td>
<td>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.</td>
</tr>
<tr>
<td>Sub location</td>
<td>Give additional information about the location of the equipment. For example “M. R. 6 east side ceiling”</td>
</tr>
<tr>
<td>Area Served</td>
<td>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”</td>
</tr>
<tr>
<td>Alternate Tag</td>
<td>Design or Engineering number or government ID number. For Example: “EF-3” or “AHU-1”</td>
</tr>
<tr>
<td>Parent Tag</td>
<td>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”.</td>
</tr>
<tr>
<td>Vendor</td>
<td>The supplier company that have contractual obligations with SFU.</td>
</tr>
<tr>
<td>Contract No.</td>
<td>The purchase order number or the general contract number that included the piece of equipment.</td>
</tr>
<tr>
<td>Purchased Date</td>
<td>Purchased date or contract substantial completion date.</td>
</tr>
<tr>
<td>Warranty Expires</td>
<td>The date the warranty offered by the supplier/manufacture expires.</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Life Expectancy</td>
<td>Equipment design life in years.</td>
</tr>
<tr>
<td>Last Certified</td>
<td>If equipment requires regulatory agency certification for operation write down the date the certification was obtained.</td>
</tr>
<tr>
<td>Certificate Expires</td>
<td>The regulatory agency certificate expiry date.</td>
</tr>
<tr>
<td>Capacity / Flow</td>
<td>For fans: air flow volume in CFM or m3/min; for pumps: l/min or GPM; etc.</td>
</tr>
<tr>
<td>Head / Fan RPM</td>
<td>For pumps: head in m or ft; for fans Revolutions Per Minute.</td>
</tr>
<tr>
<td>Motor Hp/kW</td>
<td>HP or Kw</td>
</tr>
<tr>
<td>Motor Voltage / Phase</td>
<td>115/208/230/460V – 3 phase / single, etc.</td>
</tr>
<tr>
<td>Motor Amps Rating</td>
<td>Rating from nameplate</td>
</tr>
<tr>
<td>Motor Frame</td>
<td>For example: 48, 56C, Open, Close contraction</td>
</tr>
<tr>
<td>Motor RPM</td>
<td>Rated motor RPM</td>
</tr>
<tr>
<td>Driver Sheave</td>
<td>For example: 2P5V44 O.D. 4.40”</td>
</tr>
<tr>
<td>Driven Sheave</td>
<td>For example: 2Q5V80 O.D. 8.00”</td>
</tr>
<tr>
<td>Belt Qty / Size</td>
<td>For example: 2/A36</td>
</tr>
<tr>
<td>Prefilter Qty</td>
<td>For example: 6</td>
</tr>
<tr>
<td>Prefilter Size &amp; Type</td>
<td>For example: 20X20X2 Pleated</td>
</tr>
<tr>
<td>Afterfilter Qty</td>
<td>For example: 6</td>
</tr>
<tr>
<td>Afterfilter Size &amp; Type</td>
<td>For example: 20X20X16 Pocket/Bag</td>
</tr>
<tr>
<td>Lubricant (Y/N) Type</td>
<td>For example: Yes, oil</td>
</tr>
<tr>
<td>Refrigerant / Lbs &amp; Oz</td>
<td>For example: R22, 12 Oz</td>
</tr>
<tr>
<td>Cooling Surface</td>
<td>Sqft or m2</td>
</tr>
<tr>
<td>Cooling Medium</td>
<td>For example chill water</td>
</tr>
<tr>
<td>BTU Hour</td>
<td></td>
</tr>
<tr>
<td>BTUs</td>
<td></td>
</tr>
<tr>
<td><strong>Input MBH</strong></td>
<td>For boilers</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Operating Pressure</strong></td>
<td>For boilers</td>
</tr>
<tr>
<td><strong>Heating Surface</strong></td>
<td>For heaters</td>
</tr>
<tr>
<td><strong>Heating Medium</strong></td>
<td>For example: gas or hot water</td>
</tr>
<tr>
<td><strong>Gas flow rate</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Gas Pressure</strong></td>
<td>KPa or PSI</td>
</tr>
<tr>
<td><strong>Additional Info</strong></td>
<td>Write here additional information required to specify capacity or equipment type.</td>
</tr>
<tr>
<td><strong>Elect. Supply SFU #</strong></td>
<td>SFU panel or MCC number that supplies power to the equipment. For example: ”38-16-803”</td>
</tr>
<tr>
<td><strong>Panel or MCC #</strong></td>
<td>Design or engineering number of the panel or MCC. For example: “MCC-8002” or panel “1B”</td>
</tr>
<tr>
<td><strong>Supply Location</strong></td>
<td>Building code + room number of electrical or equipment room where the panel or MCC is located. For example: “ASB-884”</td>
</tr>
<tr>
<td><strong>PM Requirements</strong></td>
<td>Do not write anything here. For use of SFU Facilities Management department.</td>
</tr>
</tbody>
</table>
### SFU Mechanical Equipment Data Form

<table>
<thead>
<tr>
<th>Equipment #</th>
<th>0201001</th>
<th>Description: Supply Fan AHU-1 (Fire Alarmed) Interlock to 02-01-007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Type</td>
<td>Fan</td>
<td>Location: AQ-3008</td>
</tr>
<tr>
<td>Equipment Subtype</td>
<td>Supply Fan</td>
<td>Sublocation: MECH. RM. #2</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Zero Vendor</td>
<td>Area Served: supply air to theater, corridor &amp; L2</td>
</tr>
<tr>
<td>Model</td>
<td>54 AF</td>
<td>Alternate Tag: 02-AHU-1-SF</td>
</tr>
<tr>
<td>Serial No</td>
<td>5010-1</td>
<td>Parent Tag: 0216301</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor</th>
<th></th>
<th>Purchased Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract No</td>
<td></td>
<td>Warranty Expires:</td>
</tr>
<tr>
<td>Last Certified</td>
<td></td>
<td>Certificate Expires:</td>
</tr>
<tr>
<td>Life Expectancy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity / Flow</th>
<th>2274 CFM</th>
<th>Refrigerant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head / Fan RPM</td>
<td></td>
<td>Motor HP / kW:</td>
</tr>
<tr>
<td>Voltage / Phase</td>
<td>460 / 3</td>
<td>Amps Rating:</td>
</tr>
<tr>
<td>Frame</td>
<td>280T</td>
<td>RPM:</td>
</tr>
<tr>
<td>Driver Sheave</td>
<td>5C85SF X 1 7/8</td>
<td>Driven Sheave:</td>
</tr>
<tr>
<td>Belt Qty / Size</td>
<td>5 C 173</td>
<td>Bearing Size:</td>
</tr>
<tr>
<td>Prefilter Qty</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>After Filter Qty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lubricant (Y/N) Type</td>
<td>Grease</td>
<td></td>
</tr>
<tr>
<td>Cooling Surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooling medium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating medium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Info:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Equipment Power Supply Information:

<table>
<thead>
<tr>
<th>Elec Supply SFU #</th>
<th>02-16-301</th>
<th>Supply Location: AQ-3011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing Panel or MCC #</td>
<td>MCC-2</td>
<td></td>
</tr>
</tbody>
</table>

#### PM Requirements (FM use only)

<table>
<thead>
<tr>
<th>Task Code</th>
<th>Mechanic</th>
<th>AC Mechanic</th>
<th>Electric</th>
<th>Labour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th></th>
<th>Account #</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Condition</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## SFU Electrical Equipment Data Form

<table>
<thead>
<tr>
<th>Equipment #</th>
<th>Description</th>
<th>Location</th>
<th>Sublocation</th>
<th>Alternate Tag</th>
<th>Parent Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>20117105</td>
<td>PANEL BOARD</td>
<td>DIS2-106</td>
<td>Electrical closet 106</td>
<td>201-PB-P</td>
<td>20137101</td>
</tr>
</tbody>
</table>

### Vendor Information

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Last Certified</th>
<th>Life Expectancy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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### Capacity

<table>
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<tr>
<th>VA/Watts</th>
<th>Voltage / Phase</th>
<th>Sec Voltage</th>
<th>Amp Rating</th>
<th>No of Circuits</th>
<th>Class</th>
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### Additional Info:

- 

## Equipment Power Supply Information:

<table>
<thead>
<tr>
<th>Elec Supply SFU #</th>
<th>Supply Location</th>
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<tbody>
<tr>
<td>201-37-101</td>
<td>DIS2-105.1</td>
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<table>
<thead>
<tr>
<th>Drawing Panel or MCC #</th>
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<tr>
<td>PANEL D2A</td>
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## PM Requirements (FM use only)

<table>
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<tr>
<th>Task Code</th>
<th>Mechanic</th>
<th>AC Mechanic</th>
<th>Electric</th>
<th>Labour</th>
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<table>
<thead>
<tr>
<th>Priority, Freq</th>
<th>Next Date</th>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Account #</th>
<th>Comments</th>
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<th>Equipment Condition</th>
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