SFU Identification and Labeling Standard

July 5, 2019

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Electrical Identification Standard

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Sample Identification Labels

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<td>Circuit breaker/Distribution</td>
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<td>25</td>
</tr>
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<td>Motor Control Centre</td>
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<td>29</td>
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<td>Unit split system</td>
<td>29</td>
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<td>30</td>
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<td>31</td>
</tr>
<tr>
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<td>32</td>
</tr>
<tr>
<td>Disconnect Fume hood Warning</td>
<td>33</td>
</tr>
<tr>
<td>Electrical Motor Starter Interlock Label on MCC</td>
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</tr>
<tr>
<td>24/7 Critical equipment notice</td>
<td>34</td>
</tr>
<tr>
<td>Mechanical equipment with emergency power supply label</td>
<td>34</td>
</tr>
</tbody>
</table>
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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.
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**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>Leslie &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 (FS)</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>
</tr>
<tr>
<td>21</td>
<td>Water Tower Building (WTB)</td>
</tr>
<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>Schrum Science Building B (SCB)</td>
</tr>
<tr>
<td>27</td>
<td>Schrum Science Building C (SCC)</td>
</tr>
<tr>
<td>28</td>
<td>Schrum Science Building K (SCK)</td>
</tr>
<tr>
<td>29</td>
<td>Schrum Science Building P (SCP)</td>
</tr>
<tr>
<td>30</td>
<td>Transit Loop Building (TLB)</td>
</tr>
<tr>
<td>31</td>
<td>Pump House (FPS)</td>
</tr>
<tr>
<td>32</td>
<td>Maggie Benston Centre (MBC)</td>
</tr>
<tr>
<td>33</td>
<td>Childcare Centre (CCC)</td>
</tr>
<tr>
<td>34</td>
<td>Animal Care Facility (ACF)</td>
</tr>
<tr>
<td>35</td>
<td>Alcan Aquatic Research Centre (AAB)</td>
</tr>
<tr>
<td>36</td>
<td>Education Building (EDB)</td>
</tr>
<tr>
<td>37</td>
<td>Diamond Alumni Centre (DAC)</td>
</tr>
<tr>
<td>38</td>
<td>Applied Science Building (ASB)</td>
</tr>
<tr>
<td>39</td>
<td>Halpern Centre (HC)</td>
</tr>
<tr>
<td>40</td>
<td>West Mall Centre (WMC)</td>
</tr>
</tbody>
</table>
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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)
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92  Shell House (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 (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)
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Equipment Type List

<table>
<thead>
<tr>
<th>Type/Subtype</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 kV Junction Boxes</td>
</tr>
<tr>
<td>2 Way - 15kV JB</td>
</tr>
<tr>
<td>4 Way - 15kV JB</td>
</tr>
<tr>
<td>6 Way - 15kV JB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15 kV Power Cable</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
</tr>
<tr>
<td>Air Conditioning Unit</td>
</tr>
<tr>
<td>Air Curtain</td>
</tr>
<tr>
<td>Air Handling Unit</td>
</tr>
<tr>
<td>Chiller</td>
</tr>
<tr>
<td>Cold Table</td>
</tr>
<tr>
<td>Compressor - Condenser Unit</td>
</tr>
<tr>
<td>Cooling Tower</td>
</tr>
<tr>
<td>Dehumidifier</td>
</tr>
<tr>
<td>Display Cooler</td>
</tr>
<tr>
<td>Evaporative Air Cooler</td>
</tr>
<tr>
<td>Fan Coil Unit</td>
</tr>
<tr>
<td>Fluid Cooler</td>
</tr>
<tr>
<td>Heat Pump</td>
</tr>
<tr>
<td>Heat recovery coil</td>
</tr>
<tr>
<td>Heat recovery wheel</td>
</tr>
<tr>
<td>Humidifier</td>
</tr>
<tr>
<td>Ice Maker</td>
</tr>
<tr>
<td>Other AC</td>
</tr>
<tr>
<td>Package Unit</td>
</tr>
<tr>
<td>Reach-in Cooler</td>
</tr>
<tr>
<td>Roof Top Unit</td>
</tr>
<tr>
<td>Walk-in Cold Room</td>
</tr>
<tr>
<td>Walk-in cooler</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Air Dryer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Dryer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Air Filter</th>
</tr>
</thead>
</table>
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**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
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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"
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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
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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
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**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
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**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
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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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Floor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>1</td>
</tr>
<tr>
<td>2000</td>
<td>2</td>
</tr>
<tr>
<td>3000</td>
<td>3</td>
</tr>
<tr>
<td>4000</td>
<td>4</td>
</tr>
<tr>
<td>5000</td>
<td>5</td>
</tr>
<tr>
<td>6000</td>
<td>6</td>
</tr>
<tr>
<td>7000</td>
<td>7</td>
</tr>
<tr>
<td>8000</td>
<td>8</td>
</tr>
<tr>
<td>9000</td>
<td>9</td>
</tr>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>A</td>
</tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code Segment</th>
<th>Data</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02</td>
<td>building/area code: Academic Quadrangle</td>
</tr>
<tr>
<td>2</td>
<td>17</td>
<td>equipment code: 120/208V Circuit Breaker Panel</td>
</tr>
<tr>
<td>3</td>
<td>341</td>
<td>Floor number/unit number: 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.</td>
</tr>
</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.
SFU equipment number: Building code-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

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

Floor number
Unit number
Capacity description. Font: Arial 16
Electric Feeds/Supply location. Building code - room number. Font: Arial 16

SAMPLE OF SFU TRANSFORMER IDENTIFICATION LABELS

201-13-101

T1 150KVA, 600-120/208V
Supply: MDP DIS2-106.1
Feeds: D2B DIS2-106.1
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU BREAKER/DISTRIBUTION PANEL IDENTIFICATION LABELS

SFU Equipment Number:
Building Code-
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 a SFU ID number
Font: Arial 16

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

Panel B
Supply: D2A
120/208V
DIS2-106.1

Floor Number
Unit Number
Voltage
Font: Arial 16

SAMPLE OF SFU EMERGENCY DISTRIBUTION PANEL IDENTIFICATION LABELS

SFU Equipment Number:
Building Code-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 a SFU ID number.
Font: Arial 16

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

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

Floor Number
Unit Number
Voltage
Font: Arial 16

Electric Supply Location.
Building Code - Room Number.
Font: Arial 16
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

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

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

Floor Number

Unit Number

Voltage
Font: Arial 16

Panel Location.
Building Code -
Room Number.
Font: Arial 16

Panel Drawing Tag
Font: Arial 16

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

201-17-101
Panel B
Location: DIS2-106

SAMPLE OF SFU BREAKER LABEL ON EMERGENCY
DISTRIBUTION PANEL IDENTIFICATION LABELS

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

Floor Number

Unit Number

Voltage
Font: Arial 16

Panel Location.
Building Code -
Room Number.
Font: Arial 16

Panel Drawing Tag
Font: Arial 16

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

22-42-A02
4EA
Location: SWH-012

277/480V

22-89-A01
4ME
Location: SWH-106

120/208V

22-42-901
4E
Location: SWH-913

277/480V

22-78-992
2EB
Location: SWH-9209

120/208V

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-012

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-9299
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

SAMPLE OF SFU MOTOR STARTER LABEL ON MCC PANEL
IDENTIFICATION LABELS

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

Equipment Drawing Tag
Font: Arial 16

Unit Number. No floor number reflects for mechanical equipment

Equipment Description.
Font: Arial 12

Equipment Location.
Font: Arial 16

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

SAMPLE OF SFU MOTOR CONTROL CENTRE LABEL
IDENTIFICATION LABELS

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

MCC Drawing Tag.
Font: Arial 20

MCC-NE2
Motor Control Center
480V

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

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

Floor Number

Unit Number

Description
Font: Arial 20

Voltage
Font: Arial 20

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

Lamacoid label size: 4” Width, 2.5” Height
Black background/white letter/regular
SAMPLE OF SFU EMERGENCY MOTOR CONTROL CENTRE IDENTIFICATION LABELS

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

MCC Drawing Tag
Font: Arial 20

Motor Control Center
MCC-2Y 480V

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

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

Electric Supply Location.
Building code - Room Number.
Font: Arial 16

Lamacoid label size: 4” Width, 2.5” Height
RED background/white letter/regular
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU VARIABLE SPEED DRIVES LABEL IDENTIFICATION LABELS

SFU ID of its serving equipment
Font: Arial 32

Add “-VSD”

Description
Font: Arial 16

38-02-026-VSD
VFD for heat exchanger pump
HEP-121

Elec Supply: MCC-8002 ASB-885

SFU ID of its serving equipment drawing tag
Font: Arial 16

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

Font: Arial 11

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

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

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
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION FOR SFU EQUIPMENT

SAMPLE OF SFU GENERAL MECHANICAL EQUIPMENT IDENTIFICATION LABELS

SFU equipment number:
Building code-
equipment code-
unit number
font: Arial 32

Equipment drawing tag
font: Arial 16

Electric supply from
panel drawing tag.
font: Arial 16

Unit number. No floor
number reflects for
mechanical equipment

Equipment
description.
font: Arial 12

Equipment
location.
font: Arial 16

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

201-02-001
Heat Pump Circulating Pump
P-1
Elec Supply: MCC-1 DIS2-RF000
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 Code-Equipment Code-Unit Number. Font: Arial 32

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

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

27-01-010
Fume hood exhaust fan

EF-1
Elec Supply:C2AX
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

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

Equipment 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
SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
FOR SFU EQUIPMENT

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

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

47-02-007
Pump,Circulating,Secondary heating loop
P-8
Elec Supply: MCC-NE2 TASC2-794C.1

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

Equipment Location. Font: Arial 16

Lamacoid label size: 3.35” Width, 1.82” Height RED background/white letter/regular
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>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Warranty Expires</td>
<td>The date the warranty offered by the supplier/manufacturer expires.</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</td>
</tr>
<tr>
<td></td>
<td>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&quot;</td>
</tr>
<tr>
<td>Driven Sheave</td>
<td>For example: 2Q5V80 O.D. 8.00&quot;</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>
</tbody>
</table>
## SAMPLE SFU IDENTIFICATION NUMBERING DESCRIPTION
### FOR SFU EQUIPMENT

<table>
<thead>
<tr>
<th>BTUs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Input MBH</td>
<td>For boilers</td>
</tr>
<tr>
<td>Operating Pressure</td>
<td>For boilers</td>
</tr>
<tr>
<td>Heating Surface</td>
<td>For heaters</td>
</tr>
<tr>
<td>Heating Medium</td>
<td>For example: gas or hot water</td>
</tr>
<tr>
<td>Gas flow rate</td>
<td></td>
</tr>
<tr>
<td>Gas Pressure</td>
<td>KPa or PSI</td>
</tr>
<tr>
<td>Additional Info</td>
<td>Write here additional information required to specify capacity or equipment type.</td>
</tr>
<tr>
<td>Elect. Supply SFU #</td>
<td>SFU panel or MCC number that supplies power to the equipment. For example: &quot;38-16-803&quot;</td>
</tr>
<tr>
<td>Panel or MCC #</td>
<td>Design or engineering number of the panel or MCC. For example: &quot;MCC-8002&quot; or panel “1B”</td>
</tr>
<tr>
<td>Supply Location</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>PM Requirements</td>
<td>Do not write anything here. For use of SFU Facilities Management department.</td>
</tr>
</tbody>
</table>
### SFU Mechanical Equipment Data Form

**Equipment #:** 0201001  
**Description:** Supply Fan AHU-1 (Fire Alarmed) interlock to 02-01-007  
**Location:** AQ-3008  
**Sublocation:** MECH. RM. #2  
**Area Served:** Supply air to theatre, Corridor & L2  
**Alternate Tag:** 02-AHU-1-SF  
**Parent Tag:** 0218301

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contract No.:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Certified:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Life Expectancy:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Capacity / Flow:</strong></td>
<td>22747CFM</td>
</tr>
<tr>
<td><strong>Head / Fan RPM:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Voltage / Phase:</strong></td>
<td>400 3</td>
</tr>
<tr>
<td><strong>Frame:</strong></td>
<td>28E7</td>
</tr>
<tr>
<td><strong>Driver Sheave:</strong></td>
<td>3C605F X 1 7/8</td>
</tr>
<tr>
<td><strong>Belt Qty / Size:</strong></td>
<td>3 C173</td>
</tr>
<tr>
<td><strong>Prefilter Qty:</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>After Filter Qty:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lubricant(Y/N) Type:</strong></td>
<td>Grease</td>
</tr>
<tr>
<td><strong>Cooling Surface:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cooling medium:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Pressure:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Heating medium:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>System:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Info:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Power Supply Information:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Elec Supply SFU #:</strong></td>
<td>02-16-301</td>
</tr>
<tr>
<td><strong>Drawing Panel or MCC #:</strong></td>
<td>MCC-2</td>
</tr>
<tr>
<td><strong>Supply Location:</strong></td>
<td>AQ-3011</td>
</tr>
</tbody>
</table>

### PM Requirements (FM use only)

<table>
<thead>
<tr>
<th>Field</th>
<th>Mechanic</th>
<th>AC Mechanic</th>
<th>Electric</th>
<th>Labour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority/Freq.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account #</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
**SFU Electrical Equipment Data Form**

<table>
<thead>
<tr>
<th>Equipment #</th>
<th>20117105</th>
<th>Description</th>
<th>PANEL BOARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Type</td>
<td>Circuit Breaker</td>
<td>Location</td>
<td>DIS2-106</td>
</tr>
<tr>
<td>Equipment Subtype</td>
<td>Circuit Breaker Panel</td>
<td>Sublocation</td>
<td>Electrical closet 106</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Cutler Hammer</td>
<td>Area Served</td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
<td>Alternate Tag</td>
<td>201-PB-P</td>
</tr>
<tr>
<td>Serial No</td>
<td></td>
<td>Parent Tag</td>
<td>20137101</td>
</tr>
<tr>
<td>Vendor</td>
<td></td>
<td>Purchased Date</td>
<td></td>
</tr>
<tr>
<td>Contract No</td>
<td></td>
<td>Warranty Expires</td>
<td></td>
</tr>
<tr>
<td>Last Certified</td>
<td></td>
<td>Certificate Expires</td>
<td></td>
</tr>
<tr>
<td>Life Expectancy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capacity</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VAPOWER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voltage / Phase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sec Voltage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amp Rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No of Circuits</td>
<td></td>
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**Equipment Power Supply Information:**

- **Elec Supply SFU #:** 201-37-101
- **Supply Location:** DIS2-106.1
  - **Drawing Panel or MCC #:** PANEL D2A

**PM Requirements (FM use only)**

- **Mechanic**
- **AC Mechanic**
- **Electric**
- **Labour**

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