



## Standard Operating Procedures

- I. Title:** Equipment Add-Update-Retire Log and Equipment Schedule
- II. Purpose:** Document equipment that is added/ deleted (demolished or abandoned)/or modified during project construction for University maintenance records. Please reference:  
[Equipment Identification Process for PMCS](#)
- III. Actions (Chronological order):**
  1. PSP must list all identified equipment on the Equipment Add/Update/Retire Log but is not required to supply the University Tag numbers. The Contractor must insert equipment tag numbers during the demolition process and complete relevant information for newly installed equipment.
  2. PSP/PM to communicate to the contractor the responsibility for log completion requirements in the Project Specifications, Division I and complete the form with equipment that the PSP is requiring demolished or modified on the construction plans in relevant sections of demolition plans or on M1-E1-P1 pages of the plans.
  3. Pre-Proposal Meeting: Communicate requirements for log completion by contractor and final submittal in electronic format per the Uniform General Condition requirements.
  4. Pre-Construction Meeting: PSP/PM must forward the partially completed log (minus equipment numbers) to Contractor in an electronic format and PSP/ PM must communicate requirements for log completion to contractor.
  5. Progress Meetings: Log reminder must be a progress meeting agenda item.



# Project Management & Construction Services

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6. Contractor must complete and submit this log to the Project Manager before requesting a Substantial Completion inspection. Forms should be submitted in an Electronic Format on CD or emailed to the Project Manager.
7. PM/PSP must review log to verify it is complete and file a copy in the project electronic file folder (K. Post Construction/Maintenance Schedules).
8. Using a transmittal form or email to [fmeu@austin.utexas.edu](mailto:fmeu@austin.utexas.edu), Log must be sent to Facilities Services office – Manager of Facilities Services, Maintenance Division.

### References :

- [Equipment Add-Update-Retire Template](#)
- [Equipment Identification Process for PMCS](#)
- [Equipment Requiring Identification Numbers](#)