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.

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.

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, Log must be sent to Facilities Services office – Manager of Facilities Services, Maintenance Division.

- References:
  - Equipment Add-Update-Retire Template
  - Equipment Add-Update-Retire Log Examples

**Equipment Add-Delete-Modification Log Examples**

The following are examples of University installed equipment that requires reporting when new equipment is added; equipment is abandoned or deleted; or, when modifications to the existing equipment is made. The purpose for reporting this equipment is to assure our routine maintenance records are properly maintained. If your project is installing equipment and you are unsure if it requires inclusion in the log, please contact Facilities Services Division.

**General Categories:**
All permanent equipment with filters
Mechanical Equipment
Domestic Plumbing equipment
Equipment that heats or cools rooms and buildings

**Specific Categories:**
Pumps
Fans
Hot Water Heaters
Air Handling Equipment
Hot Water Generators
Eyewash and Safety Showers
Water Filters
Chill water and Steam or Hot Water supplied Air Handlers
Window and Package units and Split Refrigerant Systems
Exhaust Fans
Stand Alone Clean Room Chillers and Circulating Pumps
Suspended Heaters, water heaters and hot water generators
Automatic Doors (ADA and other)
Automatic Door Openers
Cranes and Hoists
Backflow Devices
Grease traps or other pretreatment devices
Fume hoods must be included on the Equipment Add-Delete-Modification log. Please note the following categories for your log:

- VENT HOOD (Vent Hood)
- FUMEHD DBC (Ducted Bio Cabinet)
- FUMEHD CHH (Chemical Fume Hood)
- FUMEHD RAH (Radioactive Hood)
- FUMEHD PEH (Perchloric Hood)