



STATE OF NEW MEXICO, PUBLIC SCHOOL FACILITIES AUTHORITY EQUIPMENT DATA COLLECTION EXCEL FORMAT FOR NEW BUILDINGS

1. **Item Number** – Enter a unique item number such as: AC-SCHS-001 i.e. (AC) Air Conditioner at (SCHS) Santa Clara High School - Unit # 001
2. **Tag Number** – Enter any existing tag numbers found on equipment
3. **Description** – Enter the technical description of the unit: i.e. Air Conditioner.
4. **Model Number** – Enter the model number on the unit or supplied by the manufacture.
5. **Serial Number** – Enter the serial number on the unit or supplied by the manufacture.
6. **Notes** – Enter any notes that will be informative to the district.
7. **Date Placed in Service** – Enter date that equipment start-up was completed.
8. **Warranty Exp Date** – Enter date that warranty expires.
9. **Supplier Name** – Enter name of supplier: i.e. Southwest Trane
10. **Manufacturer Name** – Enter the name of the unit manufacturer: i.e. Trane
11. **PM Classification Description** – Enter the PM classification: i.e. HVAC
12. **PM Type Description** – Enter the PM type: i.e. Cooling Generating Systems
13. **Life Expectancy** – Enter unit life expectancy in years: i.e. 15 Years
14. **Date Purchased** – Enter date purchased by owner
15. **Original Cost** – Enter original cost of unit.
16. **Replacement Cost** – Enter replacement cost at end of life cycle
17. **Life Cycle Replacement Year** – Enter year that unit should be replaced.
18. **Area Number** – District specific, i.e. Room 102.
19. **Area Description** – Enter area where the unit is located, I.e. Roof, Mechanical Room.
20. **Location** – Enter the name of the school site: i.e. Santa Clara High School
21. **Building Description** – Enter building description: i.e. Gym, Cafeteria