Instructions For Maintenance Contract Inventory Completion

SHORT CODE	INVENTORY NUMBER	ITEM CODE	OBJECT CLASS CODE	EQUIPMENT TYPE	MANUFACTURER NAME	MODEL #	SERIAL #	YEAR PURCHASED	DECA BARCODE	SUBLOCATION (Physical)	PM INTERVAL	CALENDAR WEEK(S) PM PERFORMED	(blank)	# of items	type of F-gas	kg of F-gas
CHI	000317	AB	2516	Alarm System, Intrusic	Not Found	Not Found	Not Found	2009	Not Found	Whole Store	4	6, 19, 32, 48				
CHI	000325	AB	2516	Alarm System, Intrusic	Honeywell	Galaxy 3-4C CO48	Not Found	2009	Not Found	Whole Store	4	6, 19, 32, 48				
CHI	000606	AG	2516	Personnel Safety Alarr	Kloepper	10/81	NOT FOUND	UNKNOWN	DEC135956	FREEZER WAREH	2	2, 28				
CHI	000300	BA	2516	Ceilings	Various	Ceilings	Not Found	Various	Not Found	Sales Area	0	0				
CHI	000501	BB	2516	Eyewash Station	Not Found	Eyewash Station	Not Found	Not Found	Not Found	Deli/Bakery	1	2				
	548	BB	2516	Eyewash Station		Eyewash Station	Not Found	2009	Not Found	Forklift	1	2				
	549	BB	2516	Eyewash Station		Eyewash Station	Not Found	2013	Not		1	2				
	550	BB	2516	Eyewash Station		Eyewash Station	Not Found	2013	Not		1	2				
	301	BC	2516	Flooring		Flooring	Not Found	Various	Not	e	0	0				
CHI	000302	BD	2516	Gates and Fences	Various	Gates & Fences	Not Found	Various	Not Found	Outside	0	0				
		BE	2516	Gutters and	Various	Gutters &	Not Found	Various	Not Found	Roof	2	2, 28				
		BF	2516	Plumbing and		g & Fixtures	Not Found	Various	Not Fo		0	0				
		BG	2516	Roofing			Not Found	Various	Not Fo		4	2, 15, 28, 44				
CHI	000321	BH	2521	Warehouse Shelv (price per section			1329586 &13331	2009	Not Found	Warehouse	1	6		xxx		

Text
3 digits

Number
6 digits

Text
2 digits

Number
4 digits

Text
Matches Item Code
List

Text

Text
Exactly as on
Data Plate

Text
Exactly as on
Data Plate

Date
YYYY format

Text
Exactly as on
Label

Text

Text
1 digit

Number
each 2 digits.
By multiple
separate with a
comma

(Blank)

Number
If necessary

F+number/letters
If necessary

number
If necessary

Detailed Instructions for Completing Consolidated Maintenance Contract Inventory, pt 1

COLUMN	INSTRUCTIONS	FORMAT & LENGTH
Short Code	When printed on label, no space or dash shall be placed between this and the following 6 digit Inventory Number	Text, 3 letters, Uppercase
Inventory Number	When printed on label, no space or dash shall be placed between this and the preceding 3 letter Short Code	Number, 6 digits
Item Code	See details at right	Text, 2 letters, Uppercase
Object Class Code	See details at right	Number, 4 digits
Equipment Type	Use description from Item Code list. Normally this is Attachment #2	Text, length as needed
Manufacturer Name	Enter exactly as on data plate to include spaces, slashes and similar	Text, length as needed
Model Number	Enter exactly as on data plate to include spaces, slashes and similar	Text, length as needed
Serial Number	Enter exactly as on data plate to include spaces, slashes and similar	Text, length as needed
Year Purchased	See details at right	Date, 4 digits, YYYY

Detailed Instructions for Completing Consolidated Maintenance Contract Inventory, pt 2

COLUMN	INSTRUCTIONS	FORMAT & LENGTH
DeCA Barcode	Purple & white or White tag with barcode on it. For ease of entry recommend use of a handheld scanner	Text, 2 letters & 7 digits
Sub Location (Physical)	Enter the actual location at the facility. For installed refrigerated units enter the case Position number or CAN bus address. Mobile items will need to be updated at regular intervals	Text, length as needed
PM Interval	See details at right	Text, 1 number,
Calendar Weeks PM Scheduled	When multiple are needed based on PM Interval then enter with a comma between each	Number, 2 digit
Blank	Enter no data in this column	blank
# of items	If there is more than one item covered by this inventory number (like ladders, fire extinguishers, exit lights..) then enter the number of items [otherwise leave blank]	Number, 1 or 2 digits
Type of F-gas	If the item contains a refrigerant (F-gas) then enter the F-gas number (for example R4449A or R744) [otherwise leave blank]	F plus digits (letter)
Kg of F-gas	If the item contains a refrigerant then enter the amount, in Kg, of refrigerant the item contains [otherwise leave blank]	Number

Detailed Instructions for Completing Consolidated Maintenance Contract Inventory

SPECIFIC INSTRUCTIONS
Do not use the words Unknown or Missing; instead use **Not Found** when the data element could not be found and **Unreadable** if present but unable to correctly read
Blanks in the first nine columns are not permitted, for facility Item Codes enter the date of construction for the building
Under Equipment Type, use the exact description provided
A Ventilation System is defined as those which have ductwork and controls (temperature, time, etc).
An Exhaust Fan is any fan installed with NO ductwork, regardless of size
For items you are unsure of ask the Field Engineer prior to entering data
DeCA barcode required for all accountable items, generally equipment only. Exception is the Display, Bakery Dry
Sub-location is the actual location in the facility. MHE should be assigned to Warehouse, Displays to Sales Area. When possible add the Position Number or CAN address for refrigeration for ease of locating. In General logical descriptions to functional area. Examples: Technical Room, Deli, Bakery, Attic, Outer Receiving Area and similar. Use room number if available. In Germersheim and KCS include the Building number and or Warehouse letter.
If the item is no longer at the store, the text shall be changed to red. The COR will remove the item after review
If there is a new item or an update to existing information, the text shall be green. The COR will review and add to SOMS
The COR will provide the inventory number for new items.