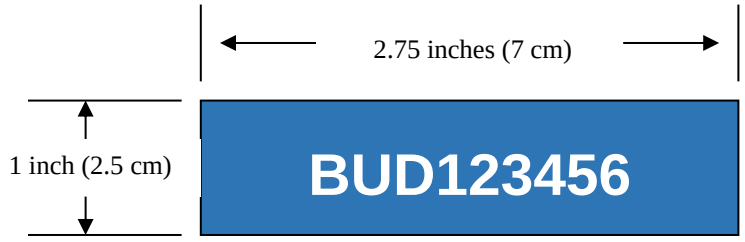
Example Inventory Tag

INVENTORY TAG FOR EQUIPMENT
LOCATED IN DECA FACILITIES.

DIMENSIONS ARE APPROXIMATE.



TAG SHALL HAVE A BLUE
BACKGROUND AND WHITE
LETTERS AND NUMBERS

Items to be maintained and repaired shall be identified with pre-numbered vinyl/PVC foil laser printable Avery Zweckform L7912-10 or equivalent.

Self-adhesive water resistant or waterproof, oil resistant and shall not fade or wash off and as needed laminated or UV resistant tags with a blue background and white lettering.

Tag shall consist of the 3 letter short code as shown in Appendix 1 identifying the facility followed by 6 numbers

The text and letters must be at least 50 percent of the overall size of the label unless a barcode or QR code is included in which case the must not be smaller the 30 percent of the overall size of the label. The addition of a barcode or QR code for ease of identification and verification is allowed.

The tag shall not contain contractor names, logos or contact information.

These will be permanently affixed to the items where they can be seen without moving the equipment and whenever possible this shall be placed next to the DeCA barcode label and the data plate. Inventory tags shall not be affixed to the exterior of refrigeration cases or other items in the sales areas, these shall be affixed inside the case next to the data plate or on the side so they are not visible to the customer.

The current vinyl inventory tags shall not be replaced unless they are unreadable or missing at the start of performance under the contract