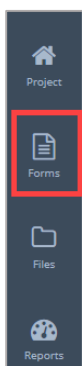


Equipment List

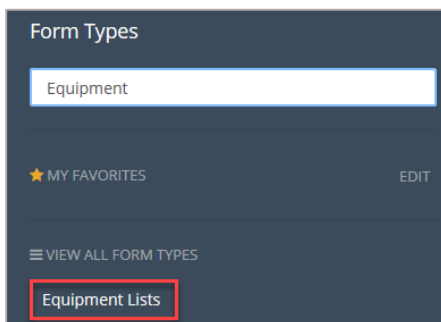
This form tracks all equipment installed as part of the construction contract. This form is typically filled out by the vendor. Vendor should enter all pertinent information for each piece of equipment. This list becomes part of the closeout documents at the end of the project and is disseminated to all applicable divisions in DGS as part of the building record.

Creating the Equipment List

1. Within the project, click the **Forms** icon on the left navigation pane.




2. In the search area of the **Form Types** start to enter Equipment and select **Equipment Lists**.



3. In the Equipment List register view, click the **New** Button to create a record.



4. Enter the title of the Equipment List in the **Subject** field.

 DETAILS

Subject * Required

5. Click inside the **Date** field and select the date.

Date

<



February 2020

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
01	02	03	04	05	06	07

6. To add equipment details, click the **Create New** button.

Equipment Details

 **Create New** 

Equipment Tag	Equipment Type	Equipment Description	Manufacturer	Model #	Serial #	Electrical Input - Phase	Electrical Input - Voltage	Electrical Input - Amperage	Electrical Output - Phase	Electrical Output - Voltage	Electrical Output - Amperage	Capacity	Capacity UOM	Fuel Tank Capacity (Gal)	Floor	Room #/Location	Area(s) Served	In-service Date
<div><</div> <div></div> <div>></div>																		

- a. Enter **Equipment Tag**.

Equipment Tag

- b. Select the **Equipment Type** from the dropdown list.

Equipment Type

- c. Enter **Equipment Description**.

Equipment Description

Type the Equipment Description

- d. Enter the **Manufacturer**.

Manufacturer

Type the Manufacturer

- e. Enter **Model #**.

Model #

Type the Model #

- f. Enter **Serial #**.

Serial #

Type the Serial #

- g. Click inside the **Electrical Input – Phase** field and select from the list.

Electrical Input - Phase

- h. Click inside the **Electrical Input – Voltage** field and select from the list.

Electrical Input - Voltage

- i. Enter **Electrical Input – Amperage**.

Electrical Input - Amperage

Type the Electrical Input - Amperage

- j. Click inside the **Electrical Output – Phase** field and select from the list.

Electrical Output - Phase

- k. Click in **Electrical Output – Voltage** field and select from the list.

Electrical Output - Voltage

- l. Enter the **Electrical Output – Amperage**.

Electrical Output - Amperage

Type the Electrical Output - Amperage

- m. Enter the **Capacity**.

Capacity

Type the Capacity

- n. Enter **Capacity UOM** field and select from the list.

Capacity UOM

- o. Select the **Fuel Type** from the dropdown list.

Fuel Type

- p. Enter **Fuel Tank Capacity (Gal)**.

Fuel Tank Capacity (Gal)

Type the Fuel Tank Capacity (Gal)


- q. Enter the **Floor(s)**.

Floor

- r. Enter **Room #/Location**.

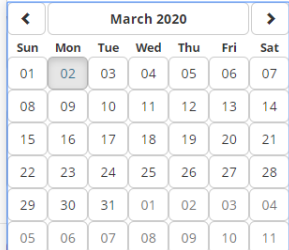
Room #/Location

- s. Enter the **Area(s) Served**.

Area(s) Served


- t. Click the **In-service Date**. Use the calendar to select a date.

In-service Date

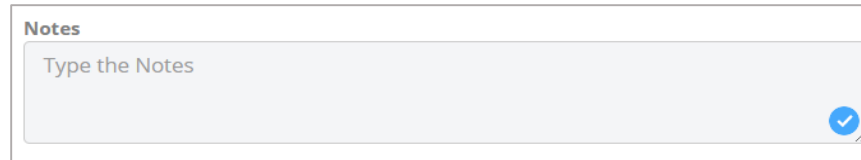


March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

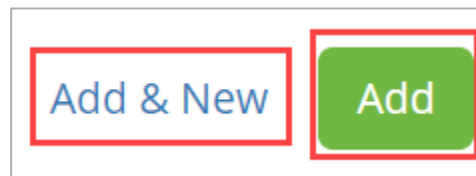
- u. Enter the **Warranty Period**.

Warranty Period

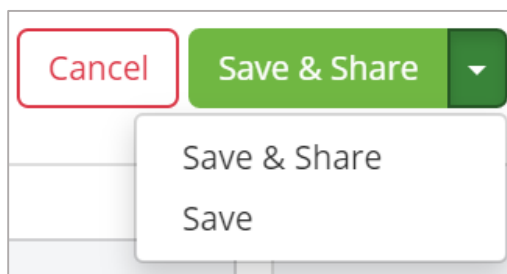
- v. Enter **Notes**. Provide any additional information about the current equipment.

A rectangular box with a light gray background. At the top left, the word "Notes" is written in a small, dark font. Below it is a larger text input area with the placeholder text "Type the Notes" in a light gray font. In the bottom right corner of the box, there is a small blue circular icon containing a white checkmark.

- w. Click the **Add & New** button to add another equipment item or click the **Add** button to add the record and return to the Detail page.

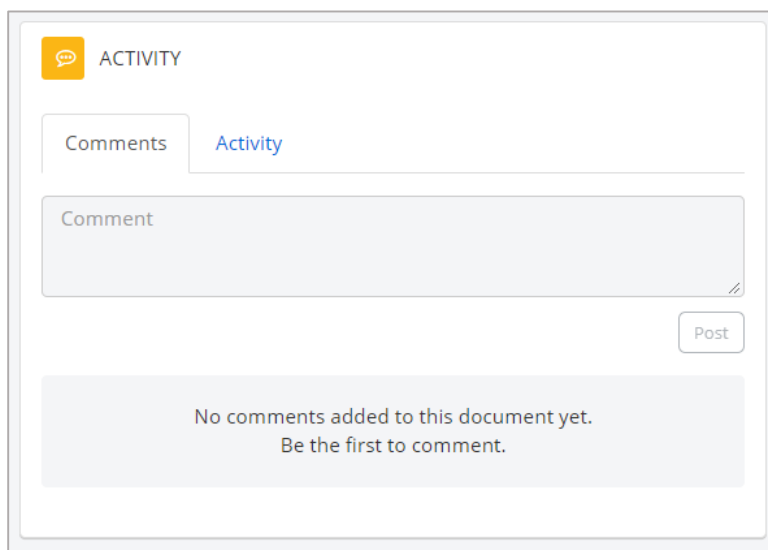


7. Once the Equipment List is complete, click the **Save and Share** button and select either **Save** to save the document as a draft or **Save & Share** to save the document with the applicable groups.



Adding Comments

1. At any time, a project team member can enter a question or share information in the **Comments** section of ProjectTeam.

A screenshot of a web interface for adding comments. At the top left is an orange speech bubble icon followed by the word "ACTIVITY" in blue. Below this are two tabs: "Comments" and "Activity", with "Activity" being the active tab. Under the "Activity" tab is a large text input field with the placeholder text "Comment". To the right of the input field is a "Post" button. Below the input field is a light gray box containing the text "No comments added to this document yet. Be the first to comment."

Editing the Equipment List

1. Open the Equipment List register and click the **title of the Equipment List** record you wish to edit.

Equipment Lists shared with me

New Print ...

<input type="checkbox"/>	Subject ▾	Created On ▾	Shared
<input type="checkbox"/>	My Equipment used on the project 01/28/2020	1/10/20 12:39 PM	1 <input type="button" value="Edit"/>

2. Click the **Edit** button located in the right corner of the Details section.

DETAILS

Date
1/28/20

Subject
My Equipment used on the project 01/28/2020

Equipment Details

Equipment Tag	Equipment Type	Equipment Description	Manufacturer	Model #	Serial #	Electrical Input - Phase
123456	Communication	Audio Communication Equipment	My Manufacturer	AS12358DL	REL456258	1

3. Once the edits are complete, click the **Save and Share** button and click the **Save** button.

▾

Save & Share

Save