Equipment Room Survey - Mechanical & Electrical

Date: _____

Project: _____

Project #: _____

Building: _____

Floor: _____

Location: _____

Inspected By: _____

Contact: _____

Insert Picture

Equipment

Y	N	NA		Y	N	NA	
☐	☐	☐	Are there equipment shop drawing submittals on file and/or in the room?	☐	☐	☐	Does equipment contains guards for moving parts (I.e., belt guard, flex connector guard, etc.)?
☐	☐	☐	Are the equipment O&M manuals on file and/or in the room?	☐	☐	☐	Is the equipment accessible for servicing and maintenance?
☐	☐	☐	Are there record drawings on file and/or in the room?	☐	☐	☐	Are the equipment components assessable for removal (I.e., coils, shafts, etc.)?
☐	☐	☐	Are there work orders to confirm equipment is regularly maintained according to CMMS?	☐	☐	☐	Are panel doors able to swing open with 36 inch clearance out front of panel?
☐	☐	☐	Is equipment free of water leaks?	☐	☐	☐	Should you go to individual equipment assessment sheets for additional survey observation?
☐	☐	☐	Is equipment free of air leaks?	☐	☐	☐	Are the record drawings on CAD and on a building management computer?
☐	☐	☐	Is the equipment free of vibration?	☐	☐	☐	Are associated building automation system controls on a central BAS computer?
☐	☐	☐	Are mechanical system flow diagrams posted?	☐	☐	☐	Are systems integrated with BAS computer's energy management system?
☐	☐	☐	Are electrical one-line diagrams posted?	☐	☐	☐	
☐	☐	☐	Are there seismic supports, hangers, etc?	☐	☐	☐	
☐	☐	☐	Are associated pipe/duct distribution hangers adequately protected from personal injury?	☐	☐	☐	
☐	☐	☐	Are there flow meters within room?	☐	☐	☐	
☐	☐	☐		☐	☐	☐	
☐	☐	☐		☐	☐	☐	
☐	☐	☐		☐	☐	☐	
☐	☐	☐		☐	☐	☐	

Labeling

Y	N	NA		Y	N	NA	
☐	☐	☐	Is pipe distribution identified and with direction of flow arrow?	☐	☐	☐	Are electrical panels, motor started, and pertinent field equipment panels and junction boxes labels?
☐	☐	☐	Is duct distribution identified and with direction of flow arrow?	☐	☐	☐	Are the access doors labeled (I.e., fire damper, smoke damper, etc.)?
☐	☐	☐	Is electrical distribution identified?	☐	☐	☐	
☐	☐	☐	Is equipment labeled and bar coded?	☐	☐	☐	
☐	☐	☐	Are panels labeled and bar coded?	☐	☐	☐	
☐	☐	☐	Are valves labeled and bar coded?	☐	☐	☐	
☐	☐	☐	Is there a valve chart?	☐	☐	☐	

Fire Protection

Y	N	NA		Y	N	NA	
☐	☐	☐	Are there smoke detectors in the room?	☐	☐	☐	Are there fire stopping at wall, ceiling, & floor penetrations?
☐	☐	☐	Are there heat detectors in room?	☐	☐	☐	Are there fire rated doors?
☐	☐	☐	Is there emergency lighting?	☐	☐	☐	Are the walls fire resistant/rated?
☐	☐	☐	Are there exit signs?	☐	☐	☐	Are there fire dampers are wall, ceiling, and/or floor penetrations?
☐	☐	☐	Are there pull stations within the room?	☐	☐	☐	Is there a water alarm for wet floor?
☐	☐	☐	Are there sprinklers?	☐	☐	☐	Are pipe, conduit, and ducts fire stopped where necessary?
☐	☐	☐	Are there fire extinguishers?	☐	☐	☐	

Notes

1. Refer to individual equipment inspection/assessment sheets for more equipment-specific survey