
R5 Level 1 Asset Inventory Tool V2 Instructions

What is the Level 1 Asset/PM Audit Tool?

- Developed in R5 to help assess/analyze accuracy and completeness of Equipment Inventories (EIs) and PM Plans/Schedules in NCMMS.
- Building specific desk audit of contract required asset information within NCMMS.
- Queries building level reports generated from NCMMS and looks for missing data and other discrepancies and calculates a score.
- Identifies potential omissions of equipment types/categories.
- Provides a building level summary highlighting opportunities for improvement as well as recommended corrective actions.
- Includes raw data for reference and more in depth analysis.

- Snapshot of asset/PM information entered into NCMMS at time of audit.
- Specific reports generated in NCMMS and imported to the tool.
- Automatically identifies and counts discrepancies, such as omissions, duplications, or conflicting data using a series of formulas and calculations.
- Calculates separate scores for the asset inventory and for the PM Plan/Schedule.
- The Asset List score is an average of the minimally required fields and asset type review scores and rounded to the nearest whole number. For the purposes of this audit, each minimally required data point is weighted the same.
- The PM Schedule/Plan score is a sum of four values that reflects whether an Asset needs a PM or not, and if it is being generated and completed.

What is the tool looking for?

- Is a PM currently being generated and completed for assets?
- Further refine Asset lists and PM plans/schedules
- Continue to add missing information
- Does an Asset need a PM?
- No PM = Run to Fail
- Is there a current PM Or Route?

Why are we doing this?

- Poor track record when it comes to maintaining EIs and PM Schedules.
- Increased Central Office focus & future metrics plan.
- Compliance with GSA policy.
- Strategic 5 Year Plan initiative.
- Provide a tool for the field to use for tracking building level contractor performance and compliance. Contract Section C.10 - Contractor should review/update inventory in NCMMS at least annually.
- Provide a means for Regional and SCOD level monitoring/tracking improvement.

When are audits performed in R5?

- Performs audits semi-annually (October & April)
- Recommend that an audit be generated by the field offices:
 - At the start of a new contract (to get a baseline)
 - Contract anniversaries (measure progress)
 - End of the contract period (capture progress over performance period)

[AUDIT TOOL TEMPLATE](#)

Asset/PM Audit Tool V2 - Instructions tab

<p>R5 Level 1 Asset Inventory & PM Audits - Background</p>	<p>Audit Summary Tab</p>	<p>Self Audit Instructions</p>																																								
<p>Background - In order to ensure compliance with existing asset inventory data management service contract, soon to be released GSA policy requirements, the R5 NCMMS Support Team has developed an R5 Asset Inventory Audit Program. This program assists property management field offices, contracting officers, etc. by providing a standardized process, for evaluating the accuracy and completeness of asset inventories as well as manage and track progress and improvement made over time (performance periods).</p> <p>A Level 1 Asset Inventory & PM Audit is a building specific desk audit of contract required asset & preventive maintenance information within NCMMS. The audit evaluates the accuracy and completeness of asset records in the system and highlights basic data discrepancies, such as omissions, and or duplications.</p> <p>Audit Scope - Level 1 Audits are limited in nature and consist of an evaluation of the data in NCMMS at the time of the audit. The Audits are conducted by downloading a specific report from NCMMS and copy and pasting the data onto this tool. This tool performs a series of queries and calculations and then provides a summary within the Audit Summary Tab. Level 1 Audits do not have an on-site visual verification or validation component.</p> <p>Applicability - All GSA owned buildings with maintainable and repairable assets are subject to audit.</p> <p>Frequency - Level 1 audits are recommended at the start of each new contract in order to establish a baseline to measure contractor progress at key milestone dates, such as contract anniversary, and contract close outs.</p> <p>Record Keeping/Documentation - It is recommended that a copy of the baseline Asset Inventory Report and baseline Level 1 Audit be accepted by the contractor (signed and dated) and filed in the COR file for the record. It is also recommended that a copy be shared with the Contracting Officer.</p>	<table border="1"> <thead> <tr> <th>Audit Data Fields</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Asset Total</td> <td>Count of all asset records.</td> </tr> <tr> <td>Unique Asset Types</td> <td>Count of unique asset types included in building inventory.</td> </tr> <tr> <td>Latest Update</td> <td>Date any asset record was modified as of the date of the report.</td> </tr> <tr> <td>Assets in "Operating" Status</td> <td>Count of asset records in Operating status.</td> </tr> <tr> <td>Assets in "Out of Service" Status</td> <td>Count of asset records in Out of Service (OOS) status.</td> </tr> <tr> <td>Assets in "Missing" Status</td> <td>Count of asset records in Missing status.</td> </tr> <tr> <td>Others</td> <td>Count of asset records in all other statuses combined.</td> </tr> <tr> <td>% Not in Operating Status</td> <td>Percentage of asset records in NCMMS not in Operating status.</td> </tr> <tr> <td>Quantity Field = Zero</td> <td>Count of asset records with a quantity of zero. 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Contact your NCMMS Point of Contact for assistance...</p> <p>A link to instructions for downloading required report can be found below.</p> <p style="text-align: center;">Link</p> <p style="text-align: center;">Asset List Score</p> <p>The Asset List score is an average of the minimally required fields and asset type review scores and rounded to the nearest whole number. Fractions more than .5 are rounded up; fractions less than .5 are rounded down. For the purposes of this audit, each minimally required data point is weighted the same.</p> <p style="text-align: center;">PM Schedule/Plan Score</p> <p>The PM Schedule/Plan score is a sum of four values that represent a count of Operating Assets either linked to a Route, set as Run to Fail, or linked to at least one Active PM Record with a current Estimated Next Due Date, or Extended Date relative to audit date. Fractions more than .5 are rounded up; fractions less than .5 are rounded down. For the purposes of this audit, each minimally required data point is weighted the same.</p> <p style="text-align: center;">Asset Type Review Tab</p> <p>The Asset Type Review compares the asset inventory against an established listing of asset types typically found in GSA properties. This review is intended to highlight omissions of entire asset types or categories. The asset type review score (C24) is the percentage of asset types listed out of the ~40 asset types identified as typically found in GSA Properties.</p> <p>Field Offices may review and update column C in the Asset Type Review tab to indicate whether any of the 40 asset types do not apply for a given building. Removing asset types that don't apply improves Asset Score.</p>
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Asset/PM Audit Tool V2 - Route Table

Route table is pulled from NCMMS; Data is used in PM report tab. Tab is for information purposes only. You will need to run a routes report in the Asset application in NCMMS.

A	B	C	D
Assetnum	Route	SADDRESS	Table Date:
100001	IL0240ZZ- PM ROUTE- MOTORS	IL0240ZZ	
100003	IL0240ZZ- PM ROUTE- PUMPS	IL0240ZZ	
100004	IL0240ZZ- PM ROUTE- PUMPS	IL0240ZZ	
100005	IL0240ZZ- PM ROUTE- MOTORS	IL0240ZZ	
100009	IL0240ZZ- PM ROUTE- PUMPS	IL0240ZZ	
100016	IL-ESL- F-23	IL0301ES	
100021	IL-ESL- P-4	IL0301ES	
100026	IL-ESL- P-4	IL0301ES	
100028	IL-ESL - A-7	IL0301ES	
100031	IL-ESL- P-4	IL0301ES	
100033	IL-ESL - A-7	IL0301ES	
100037	IL-ESL - A-7	IL0301ES	
100042	IL-ESL - A-7	IL0301ES	
100056	IL0302ZZ V-9	IL0302ZZ	
100060	IL0302ZZ E-27	IL0302ZZ	
100061	IL0302ZZ V-9	IL0302ZZ	
100065	IL0302ZZ V-9	IL0302ZZ	
100066	IL0302ZZ E-27	IL0302ZZ	
100070	IL0302ZZ E-27	IL0302ZZ	
100071	IL0302ZZ V-9	IL0302ZZ	
100072	IL0302ZZ- PM ROUTE- REMOTE AIR INTAKE DAMPERS	IL0302ZZ	
100075	IL0302ZZ E-27	IL0302ZZ	
100076	IL0302ZZ V-9	IL0302ZZ	
100077	IL0302ZZ- PM ROUTE- REMOTE AIR INTAKE DAMPERS	IL0302ZZ	
100079	IL0302ZZ T-1	IL0302ZZ	
100080	IL0302ZZ E-27	IL0302ZZ	
100082	IL0302ZZ- PM ROUTE- REMOTE AIR INTAKE DAMPERS	IL0302ZZ	
100083	IL0302ZZ E-27	IL0302ZZ	
100084	IL0302ZZ T-1	IL0302ZZ	
100085	IL0302ZZ E-27	IL0302ZZ	
100087	IL0302ZZ- PM ROUTE- REMOTE AIR INTAKE DAMPERS	IL0302ZZ	
100088	IL0302ZZ E-27	IL0302ZZ	
100089	IL0302ZZ T-1	IL0302ZZ	
100091	IL0302ZZ E-27	IL0302ZZ	
100092	IL0302ZZ- PM ROUTE- REMOTE AIR INTAKE DAMPERS	IL0302ZZ	
100093	IL0302ZZ W-2	IL0302ZZ	
100094	IL0302ZZ E-27	IL0302ZZ	
100096	IL0302ZZ E-27	IL0302ZZ	
100097	IL0302ZZ- PM ROUTE- REMOTE AIR INTAKE DAMPERS	IL0302ZZ	
100098	IL0302ZZ W-2	IL0302ZZ	

Navigation: + [Menu] Instructions [Dropdown] Route Table [Dropdown] Audit Summary [Dropdown] Asset Type Review [Dropdown] Asset Report [Dropdown] PM Report [Dropdown]

Asset/PM Audit Tool V2 - Audit Summary

Asset List Score				PM Plan/Schedule Score			
58%				35%			
Basic Asset Inventory Info				Operating Assets w/ Active & Current PMs, Routes, or Run to Fail			
Audit Date	10/24/19	Total PM/Asset Record Lines	2955	Count	Score	Corrective Action	
Unique Asset Lines	2,574	Operating Assets Linked to Active PMs w/ Current Next Due Dates	860	34.28%			
Unique Asset Types	109	Operating Assets Identified as Run to Fail	0	0.00%			
Latest Update	10/18/2019	Operating Assets Linked to Routes	20	0.80%			
Auditor Name: Dan Snavelly		Operating Assets Linked to Routes and with Active PMs	-1	-0.04%	a.		
		Operating Assets Not Linked to Active and Current PM, Route or RTF	1,630	64.97%	b. c.		
Assets by Status				PM Corrective Action			
Assets in "Operating" Status	2,509	a. Review stand alone PM records and Routes and verify if both are needed.					
Assets in Non Operating Status	65	b. Link Assets to Active PM records, add to a Route, or identify as Run to Fail.					
Excluded Assets	0	c. Ensure PM Record has a current Estimated Next Due Date or Extended Date.					
Minimally Required Fields	Count	Score	Corrective Action				
Quantity Field = Zero	16	99%	a.				
Manufacturer Field Blank	1,374	45%	b. f.				
Model No. Field Blank	2,014	20%	c. f.				
Serial No. Field Blank	2,412	4%	d. f.				
Serial No. Not Unique	29	99%	e.				
Required Asset Types Listed	31	82%	g.				
Asset Corrective Action							
a. Update asset records within NCMMS to reflect accurate Quantities.							
b. Select Manufacturer from directory in NCMMS, if not listed, submit request to add manufacturer.							
c. Enter Model number within NCMMS.							
d. Enter Serial number within NCMMS.							
e. Ensure asset serial numbers are unique for similarly typed assets.							
f. Enter either "No Data Plate", "Not Accessible", "Not Legible" as appropriate.							
g. Review Asset Type Review Tab, update Column C to No if an asset does not apply to building.							
Add	1000	more rows at bottom.					
+ ☰ Instructions ▾ Route Table ▾ Audit Summary ▾ Asset Type Review ▾ Asset Report ▾ PM Report ▾							

Asset/PM Audit Tool V2 - Asset Score

Asset List Score			
<h1>58%</h1>			
Basic Asset Inventory Info			
Audit Date	10/24/19		
Unique Asset Lines	2,574		
Unique Asset Types	109		
Latest Update	10/18/2019		
Auditor Name: Dan Snavelly			
Assets by Status			
Assets in "Operating" Status	2,509		
Assets in Non Operating Status	65		
Excluded Assets	0		
Minimally Required Fields			
	Count	Score	Corrective Action
Quantity Field = Zero	16	99%	a.
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Serial No. Field Blank	2,412	4%	d. f.
Serial No. Not Unique	29	99%	e.
Required Asset Types Listed	31	82%	g.
Asset Corrective Action			
a. Update asset records within NCMMMS to reflect accurate Quantities.			
b. Select Manufacturer from directory in NCMMMS, if not listed, submit request to add manufacturer.			
c. Enter Model number within NCMMMS.			
d. Enter Serial number within NCMMMS.			
e. Ensure asset serial numbers are unique for similarly typed assets.			
f. Enter either "No Data Plate", "Not Accessible", "Not Legible" as appropriate.			
g. Review Asset Type Review Tab, update Column C to No if an asset does not apply to building.			

Basic asset list audit information.

Asset - Each individual asset score represents the number of assets in correct condition over the total number of assets in "Operating" status.

List - The required asset types listed is compared against asset types identified as "Typically found in GSA buildings" in the Asset Type Review Tab.

Asset status break down. A high percentage of assets in statuses other than "Operating" require attention.

Specific corrective action recommendations are provided to help locations improve their score.

Asset/PM Audit Tool V2 - PM Score

Focuses on Operating Assets having a current PM/Route or set as Run to Fail (not requiring a PM).

PM Plan/Schedule Score

35%

The PM Plan/Schedule score is the sum of equally weighted scores - "Operating Assets Linked to Active PMs w/ Current Next Due Dates", "Operating Assets Identified as Run to Fail", "Operating Assets Linked to Routes", "Operating Assets Linked to Routes and with Active PMs". These combinations are indicative of a well set up PM plan/schedule that is up to date (ie PM's are being generated/closed out as necessary).

Operating Assets linked to Routes and with Active PM's are scored unfavorably, and need attention.

Only use Route or PM, not both. PM's/Routes will sit idle in the system.

Specific corrective action recommendations are provided to help locations improve their score.

Operating Assets w/ Active & Current PMs, Routes, or Run to Fail	Count	Score	Corrective Action
Total PM/Asset Record Lines	2955	-	
Operating Assets Linked to Active PMs w/ Current Next Due Dates	860	34.28%	
Operating Assets Identified as Run to Fail	0	0.00%	
Operating Assets Linked to Routes	20	0.80%	
Operating Assets Linked to Routes and with Active PMs	-1	-0.04%	a.
Operating Assets Not Linked to Active and Current PM, Route or RTF	1,630	64.97%	b.c.

PM Corrective Action

- Review stand alone PM records and Routes and verify if both are needed.
- Link Assets to Active PM records, add to a Route, or identify as Run to Fail.
- Ensure PM Record has a current Estimated Next Due Date or Extended Date.

High percentage of Operating Assets Not Linked to Active and Current PM, Route or RTF requires attention.

Every asset should have a PM/Route or be marked Run To Fail. (does it need preventive maintenance or not...?)

Asset/PM Audit Tool V2 - Asset Type Review

	A	B	C	D	E	F
1	Value	Description	Typically Found in GSA Properties	Asset Types Included in Inventory	Uniques Assets Listed	Required Asset Types Not Listed
2	ABL	Air Blower	▼			0
3	ACC	Condenser, Air-Cooled	▼			0
4	ACR-01	Computer Room Air-Conditioning Unit, Package: or Special Systems	▼			0
5	ACR-02	Heat Pumps, Water Cooled (WSHP)	▼			0
6	ACR-03	Air Conditioning Unit or Heat Pump Split System,	▼			0
7	ACR-04	Air Conditioning Unit, Ceiling/Wall/Window Mounted	▼			0
8	ACR-05	Air-Cooled Condenser	▼			0
9	ACR-06	Evaporative Condenser	▼			0
10	ACT	Air Curtain	▼			0
11	ACU	Air Conditioner Package	▼	ACU	ACU	0
12	ACW	Air Conditioner, Window	▼			0
13	ADP	Audio System	▼			0
14	ADR	Air Dryer	▼	ADR	ADR	0
15	AER	Aerator	▼			0
16	AGS-01	Tanks, Air, Refrigerant, LP Gas	▼			0
17	AHU	AHU				
18	AHU-01	Air Handling Unit, 3 ton thru 24 ton	Yes ▼	AHU-01	AHU-01	0
19	AHU-02	Air Handling Unit, 25 ton thru 50 ton				
20	AHU-03	Air Handling Unit, over 50 ton				
21	AHU-04	Air Handling Unit, Computer Room				
22	AHU-05	Packaged Air Handler, Predictive Maintenance				
23	AHU-06	Air Washer or Wet Coil System	▼			0
24	AHU-07	Application	▼			0
25	AHU-08	AHU UV Treatment System	▼			0
26	AIR-01	Air Dryer, Refrigerated or Regenerative Desiccant Type	▼			0
27	AIR-02	Air Compressor	▼			0
28	AIR-03	Glycol Dry Cooler, Special Purpose	▼			0
29	AIR-04	After-Cooler/Separator	▼			0
30	ALM	Fire Detection and Alarm System			ALM	
31	ALM-01	Alarm Check Valves and Accessories				
32	ALM-02	Fire Supervisory Signals - Testing				
33	ALM-03	Automatic Fire Detection Smoke Detectors				
34	ALM-04	Automatic Fire Detection Waterflow Alarms				
35	ALM-05	Automatic Fire Detection, Heat Detectors				
36	ALM-06	Smoke Control Systems -Operational Testin				

The Asset Type Review assesses the overall completeness of a given list by comparing the unique asset types listed against a list of assets identified as “Typically Found in GSA Properties.”

This Level 1 Audit identifies ~40 asset types as “Typically Found in GSA Properties”. The intent is for persons more familiar with each location to review and update this information to create a more accurate and customized listing.

Asset Report Tab

Asset Number	Asset Description	Equipment ID	Quantity	Asset Tag	Asset Type	Manufacturer	Model	Serial #	Asset Year	Manufacture Year	Installation Date	Warranty Expiration Date	Expected Life	ESPC?	Service Center	Service Address	Status	Last Changed Date	Changed By	Run To Fail?	Duplicate Serial #	Count of "N/A" or "No Data Plate", "Hot Legible"
1177193	R CONDITIONER PACKAGE 131MC-ACU-1177193		1	PVM-AC-15-ICE1	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:53:2UCHARDBMOREHEAD	N	0	0
1177250	R CONDITIONER PACKAGE 131MC-ACU-1177250		1	PVM-AC-15352	ACU	LIBERT									N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2 DONNABROOK	N	0	0
1177254	R CONDITIONER PACKAGE 131MC-ACU-1177254		1	PVM-AC-1-1	ACU										N MI SC McNameara FO	M0131MC	OPERATING	3/1/16	7:01:0 FRANCISCOTOKRES	N	0	0
1177255	R CONDITIONER PACKAGE 131MC-ACU-1177255		1	PVM-AC-1-FBIAC-1-2	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177256	R CONDITIONER PACKAGE 131MC-ACU-1177256		1	PVM-AC-15-ICE1	ACU										N MI SC McNameara FO	M0131MC	OPERATING	3/3/16	11:25: FRANCISCOTOKRES	N	0	0
1177257	R CONDITIONER PACKAGE 131MC-ACU-1177257		1	PVM-AC-15-ICE2	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177258	R CONDITIONER PACKAGE 131MC-ACU-1177258		1	PVM-AC-15-ICE3	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177259	R CONDITIONER PACKAGE 131MC-ACU-1177259		1	PVM-AC-15-ICE4	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177260	R CONDITIONER PACKAGE 131MC-ACU-1177260		1	PVM-AC-17-HUD-1	ACU	LIBERT									N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2 DONNABROOK	N	0	0
1177261	R CONDITIONER PACKAGE 131MC-ACU-1177261		1	PVM-AC-17-HUD-2	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177262	R CONDITIONER PACKAGE 131MC-ACU-1177262		1	PVM-AC-18-ICE-5	ACU	LIBERT									N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2 DONNABROOK	N	0	0
1177263	R CONDITIONER PACKAGE 131MC-ACU-1177263		1	PVM-AC-19-1	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177264	R CONDITIONER PACKAGE 131MC-ACU-1177264		1	PVM-AC-19-2	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177265	R CONDITIONER PACKAGE 131MC-ACU-1177265		1	PVM-AC-19-3	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177266	R CONDITIONER PACKAGE 131MC-ACU-1177266		1	PVM-AC-20-1	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177267	R CONDITIONER PACKAGE 131MC-ACU-1177267		1	PVM-AC-20-10	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177268	R CONDITIONER PACKAGE 131MC-ACU-1177268		1	PVM-AC-20-11	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177269	R CONDITIONER PACKAGE 131MC-ACU-1177269		1	PVM-AC-20-12	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177270	R CONDITIONER PACKAGE 131MC-ACU-1177270		1	PVM-AC-20-2	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177271	R CONDITIONER PACKAGE 131MC-ACU-1177271		1	PVM-AC-20-3	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177272	R CONDITIONER PACKAGE 131MC-ACU-1177272		1	PVM-AC-20-4	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177273	R CONDITIONER PACKAGE 131MC-ACU-1177273		1	PVM-AC-20-5	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177274	R CONDITIONER PACKAGE 131MC-ACU-1177274		1	PVM-AC-20-6	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177275	R CONDITIONER PACKAGE 131MC-ACU-1177275		1	PVM-AC-20-7	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177276	R CONDITIONER PACKAGE 131MC-ACU-1177276		1	PVM-AC-20-8	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177277	R CONDITIONER PACKAGE 131MC-ACU-1177277		1	PVM-AC-20-9	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177278	R CONDITIONER PACKAGE 131MC-ACU-1177278		1	PVM-AC-21-1	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177279	R CONDITIONER PACKAGE 131MC-ACU-1177279		1	PVM-AC-21-2	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177280	R CONDITIONER PACKAGE 131MC-ACU-1177280		1	PVM-AC-22-1	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177281	R CONDITIONER PACKAGE 131MC-ACU-1177281		1	PVM-AC-22-2	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0
1177282	R CONDITIONER PACKAGE 131MC-ACU-1177282		1	PVM-AC-22-3	ACU										N MI SC McNameara FO	M0131MC	OPERATING	12/31/15	3:54:2UCHARDBMOREHEAD	N	0	0

Level 1 Asset Report generated from NCMMS

PM Report Tab

Equipment ID	Asset Tag	Asset Type	Service Center	Service Address	Job Plan	PM	Changed By	Changed Date	PM Description	Extended Date	Last Completion Date	Estimated Next Date	Asset Status	PM Status	Run To Fail	Route Name	Operating Assets Linked to Routes	Operating Assets Linked to Active PMs	Operating Assets Marked Run to Fail	Assets w Routes and Active PMs	Assets with Active PM and RTF	Assets with Routes and RTF
101131MC-ACU-1177193	PVM-AC-15-ICE1	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-04-01V-2012	1372293	RICHARDBMOREHEAD	3/2/16	2:40:09 PM			1/20/2016	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177193	PVM-AC-15-ICE1	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372294	RICHARDBMOREHEAD	3/2/16	2:40:09 PM			1/20/2016	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177250	PVM-AC-USBSS2	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-04-01V-2012	1372237	RICHARDBMOREHEAD	3/2/16	2:40:12 PM			1/20/2016	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177250	PVM-AC-USBSS2	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372238	RICHARDBMOREHEAD	3/2/16	2:40:12 PM			1/20/2016	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177254	PVM-AC-1-1	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372409	KELLYKONTOUR	3/29/19	3:40:27 PM		3/6/19	3/25/19	3/6/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177254	PVM-AC-1-1	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372410	RICHARDBMOREHEAD	3/2/16	2:40:12 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177255	PVM-AC-1-FBIAC-1-2	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372291	KELLYKONTOUR	3/12/19	10:47:14 AM	Air Conditioner Package - 1st. Fl. S.W. Server Room	3/6/19	3/12/19	3/6/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177255	PVM-AC-1-FBIAC-1-2	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372292	RICHARDBMOREHEAD	3/2/16	2:40:12 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177256	PVM-AC-15-ICE1	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372319	KELLYKONTOUR	3/26/19	3:16:40 PM		3/6/19	3/26/19	3/6/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177256	PVM-AC-15-ICE1	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372320	RICHARDBMOREHEAD	3/2/16	2:40:12 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177257	PVM-AC-15-ICE2	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372407	KELLYKONTOUR	3/26/19	3:10:57 PM		3/6/19	3/25/19	3/6/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177257	PVM-AC-15-ICE2	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372408	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177258	PVM-AC-15-ICE3	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372291	KELLYKONTOUR	3/26/19	3:15:42 PM		3/6/19	3/25/19	3/6/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177258	PVM-AC-15-ICE3	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372292	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177259	PVM-AC-15-ICE4	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372245	KELLYKONTOUR	6/4/19	12:26:28 PM	Air Conditioner Package - PVM-AC-15-ICE4	5/3/19	5/31/19	5/3/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177259	PVM-AC-15-ICE4	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372246	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177260	PVM-AC-17-HUD-1	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372345	KELLYKONTOUR	5/30/19	2:31:41 PM	Air Conditioner Package - PVM-AC-17-HUD-1	5/3/19	5/30/19	5/3/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177260	PVM-AC-17-HUD-1	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372346	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177261	PVM-AC-17-HUD-2	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372443	JOHNPHOMAS	6/5/19	10:49:13 AM	Air Conditioner Package - PVM-AC-17-HUD-2	5/3/19	5/30/19	5/3/20	OPERATING	INACTIVE	N	0	0	0	0	0	0
101131MC-ACU-1177261	PVM-AC-17-HUD-2	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372444	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177262	PVM-AC-18-ICE-5	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372215	KELLYKONTOUR	5/30/19	2:34:45 PM	Air Conditioner Package - PVM-AC-18-ICE-5	5/3/19	5/30/19	5/3/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177262	PVM-AC-18-ICE-5	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372216	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177263	PVM-AC-19-1	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372273	KELLYKONTOUR	5/21/19	10:13:10 AM	Air Conditioner Package - PVM-AC-19-1	5/3/19	5/16/19	5/3/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177263	PVM-AC-19-1	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372274	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177264	PVM-AC-19-2	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372447	KELLYKONTOUR	5/29/19	2:30:38 PM	Air Conditioner Package - PVM-AC-19-2	5/3/19	5/16/19	5/3/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177264	PVM-AC-19-2	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372448	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177265	PVM-AC-19-3	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372341	KELLYKONTOUR	7/1/19	9:10:18 AM	Conditioner Package(FLOOR 19 COMPUTER TRAINING ROOM)	6/4/19	6/28/19	6/4/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177265	PVM-AC-19-3	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372342	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177266	PVM-AC-20-1	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372383	KELLYKONTOUR	7/2/19	12:09:22 PM	Conditioner Package(FLOOR 20 COMMUNICATION CLOSET)	6/4/19	6/28/19	6/4/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177266	PVM-AC-20-1	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372384	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177267	PVM-AC-20-10	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372255	KELLYKONTOUR	7/1/19	12:01:59 PM	Itoner Package(FLOOR 20 CRIMINAL TECHNICALROOM)	6/4/19	7/1/19	6/4/20	OPERATING	ACTIVE	N	0	1	0	0	0	0
101131MC-ACU-1177267	PVM-AC-20-10	ACU	MI SC McTamara FO	M01131MC	HVAC-AHU-01-02M-2012	1372256	RICHARDBMOREHEAD	3/2/16	2:40:13 PM			3/5/16	OPERATING	INACTIVE	N		0	0	0	0	0	0
101131MC-ACU-1177268	PVM-AC-20-11	ACU	MI SC McTamara FO	M01131MC	HVAC-CLR-01-01V-2012	1372379	KELLYKONTOUR	7/1/19	12:01:59 PM	Air Conditioner Package(FLOOR 20 CRIMINAL TECHNICALROOM)	6/4/19	6/28/19	6/4/20	OPERATING	ACTIVE	N	0	1	0	0	0	0

Level 1 PM Report generated from NCMMS

How to Complete an Asset/PM Audit

AUDIT TOOL TEMPLATE

- 1) Log in to NCMMS
- 2) Click on the Reports icon
- 3) Click Assets

Welcome, DanielLSnavely

Regional CMMS Specialist | COR - Contracting Officer Representative | Everyplace | National Change Control Board

Find Navigation Item

Go To Applications

My Recent Applications

Administration

Analytics

Assets

Building Information Model...

Change (HSE)

Contracts

Financial

IT Infrastructure

Inventory

Operations (HSE)

Planning

Planning and Scheduling

Preventive Maintenance

Purchasing

Quick Insert

Favorite Applications

People

View Service Requests

Assets

Job Plans

Labor

Locations

Preventive Maintenance

Report Viewer

Service Requests

Service Address

Work Requests

Work Order Tracking

R5 Reports

R5 Asset Inventory Report V2.

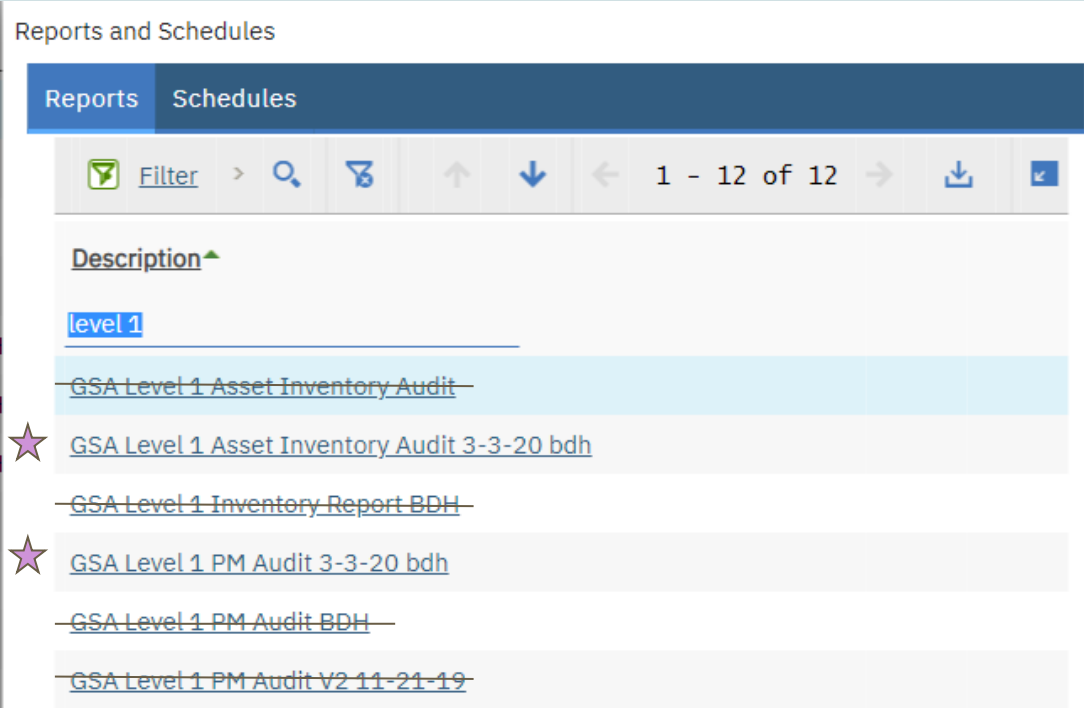
Bulletin Board Filter > 🔍 🗑️

📘 To filter for specific records, specify data in the filter fields and then press the Enter key.

Subject	Message	Post Date	Expiration Date
> R10: How To: Find PM Work Orders Op...	If you have PM work orders open more tha...	4/20/20 11:30 AM	5/21/20 2:45 AM
> R10: Consider entering a Descriptio...	*R10 Users* Consider entering a Descri...	4/20/20 11:18 AM	5/20/20 11:18 AM
> R10: Please read before canceling w...	*R10 Users* Please do not *Cancel...	4/20/20 3:00 AM	5/20/20 3:00 AM
> NCMMS OUTAGE	The NCMMS willbe *OFFLINE* from *Saturda...	4/29/20 5:30 AM	5/3/20 1:15 AM
> GSALink Upgrade Information	/GSALink was upgraded to version 2.9 thi...	4/27/20 9:50 AM	5/2/20 12:45 AM
> User Training - May 7	The next user training is on *Thursday*...	4/23/20 4:00 PM	5/7/20 1:30 PM
> New Public Query Available	A new public query is available in the W...	4/16/20 1:00 PM	5/2/20 12:45 AM
> Roundtable Session - April 30	Do you have questions about an NCMMS iss...	4/16/20 12:52 PM	5/14/20 12:30 PM
> Roundtable and User Training Videos...	If you missed a Roundtable session or a ...	2/20/20 12:00 PM	1/1/21 12:45 AM

4) Within the Reports and Schedules Window use the Description filter to search for Level 1 Audit Reports.

5) Click on the GSA Level 1 Asset Inventory Audit 3-3-20 bdh



Reports and Schedules

Reports Schedules

Filter > 🔍 🔄 ⬆️ ⬇️ ⬅️ 1 - 12 of 12 ➡️ 📄 🗑️

Description ▲

level 1


GSA Level 1 Asset Inventory Audit		
★ <u>GSA Level 1 Asset Inventory Audit 3-3-20 bdh</u>		
GSA Level 1 Inventory Report BDH		
★ <u>GSA Level 1 PM Audit 3-3-20 bdh</u>		
GSA Level 1 PM Audit BDH		
GSA Level 1 PM Audit V2 11-21-19		

An orange arrow points to the entry "GSA Level 1 Asset Inventory Audit 3-3-20 bdh" which is marked with a purple star.

6) Enter building number in the Service Address field.

7) Click Submit.


Request Page

Parameters 


Service Center:


Service Address:


Status:

Schedule 

Immediate



At this Time 

Recurring 

Email 

8) A BIRT Report Viewer should open in a separate tab. Ensure pop up blocker settings do not block this action.

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GSA Level 1 Asset Inventory Audit 3-3-20 bdh

Asset	Description	Equipment ID	Quantity	Asset Tag	Type	Manufacturer	Modelno	Serial #	Asset Year	Gsammanufactureyear	Installation Date	Warranty Expiration Date	Expected Life	Gscapitalized	Service Center	Service Address	Status	Changed Date	Changed By	Gsarcruntfootall
1485405	Baby Changing Station	OH0208CL-EQP-01-1485405	2.00		EQP-01	KOALA BEAKKARE, BRADLEY	N/A, 4300							N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 3:32:08 PM	JOSEPHLANDERSON	Y
1548308	WALK IN COOLER	OH0208CL-RFG-01-1548308	1.00		RFG-01						6/23/16			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	3/16/20 12:37:21 PM	JOSEPHLANDERSON	N
1548309	WALK IN FREEZER	OH0208CL-RFG-01-1548309	1.00		RFG-01						6/23/16			N	5165 - OH SC Columbus FO	OH0208CL	TRANSFER PENDING	12/18/19 12:49:25 PM	HARRYSHARP	N
1548314	EXTERIOR LIGHTING, OUTSIDE FLOURSCENT, MERCURY VAPOR, HIGH PRESSURE SODIUM, OR METAL HALIDE	OH0208CL-LGE-1548314	27.00		LGE						6/16/16			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 11:13:40 AM	JOSEPHLANDERSON	Y
1548316	ICE MACHINE	OH0208CL-ICE-1548316	0.00		ICE						6/23/16			N	5165 - OH SC Columbus FO	OH0208CL	TRANSFER PENDING	12/18/19 12:52:49 PM	HARRYSHARP	N
1548318	Genie Lift	OH0208CL-LFT-01-1548318	0.00		LFT-01						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	12/5/19 12:46:14 PM	JOSEPHLANDERSON	N
1548320	GATES Qty 7	OH0208CL-FNG-1548320	7.00		FNG						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:22:19 AM	JOSEPHLANDERSON	N
1548324	Water Filter	OH0208CL-DWS-05-1548324	2.00		DWS-05						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:25:41 AM	JOSEPHLANDERSON	N
1548326	Chemical Feeder	OH0208CL-WTM-03-1548326	0.00		WTM-03						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:30:44 AM	JOSEPHLANDERSON	N
1548332	Automatic Fire Detection Smoke Detector	OH0208CL-ALM-03-1548332	0.00		ALM-03						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:45:19 AM	JOSEPHLANDERSON	N
1548340	VALVES - VLV	OH0208CL-VLV-1548340	670.00	1-670	VLV						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 12:00:07 PM	JOSEPHLANDERSON	Y
155986	AIR COOLED CONDENSER	OH0208CL-ACC-001	1.00	ACC-1	ACC	BRYANT	652AJX018000AAA	419406360						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
155995	AIR COOLED CONDENSER	OH0208CL-ACC-003	1.00	ACC	ACC	BRYANT	5900K024-T	149209703						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
155999	AIR COOLED CONDENSER	OH0208CL-ACC-004	1.00	ACC	ACC	BRYANT	TT090A400FA	641240HAD						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
156000	AIR COOLED CONDENSER (ELEV)	OH0208CL-ACC-AHU-CU2	1.00	AHU-CU2	ACC	TRANE	TT090A400DA	RA4152E0AH						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
156001	AIR CONDITIONER UNIT - 1.5 TON	OH0208CL-ACU-009	1.00		ACU	LIEBERT								N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:43 PM	DONNAABROCK	N
156002	AIR HANDLER - 8,000 CFM	OH0208CL-AHU-01-AH-3	1.00	AHU-Dept Office	AHU-01	CARRIER	10RR024510	P695872						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	1/6/20 10:23:00 AM	HARRYSHARP	N
156004	AIR COOLED CONDENSER	OH0208CL-ACC-005	1.00	ACC	ACC		2A1ABR00J	20112X67736						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:51 AM	MXINTADM	N
156005	AIR COOLED CONDENSER	OH0208CL-ACC-1B5-RF	1.00	ACC	ACC									N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:51 AM	MXINTADM	N
156006	COMFORT COOLING- 2 TON	OH0208CL-ACU-2	1.00	ACU-2	ACU		FB4ANFO24000CAA	3394A01286						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:51 AM	MXINTADM	N
156007	Fire Alarm System, Fire Alarm Devices, Fire Notification Appliances, Fire Alarm Remote Controllers	OH0208CL-ALM-07-017	1.00		ALM-07	SEIMENS	MXL MKB-5	315-048727						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/18/19 6:44:07 PM	DONNAABROCK	N
156009	AIR COOLED CONDENSER	OH0208CL-ACC-008	1.00	ACC	ACC	LIEBERT	MMD36E-A4EDU	2236EAHEDU						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:43 PM	DONNAABROCK	N
156010	AIR COOLED CONDENSER FOR THE 1ST FLOOR	OH0208CL-ACC-TMONN	1.00	TMONN	ACC		95201-32COND	319181212						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N

9) Click on the Export icon.

Reporting

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GSA®

GSA Level 1 Asset Inventory Audit 3-3-20 bdh

Asset	Description	Equipment ID	Gsaquantity	Asset Tag	Type	Manufacturer	Gsamodelno
1485405	Baby Changing Station	OH0208CL-EQP-01-1485405	2.00		EQP-01	KOALA BEARKARE, BRADLEY	N/A, 4300
1548308	WALK IN COOLER	OH0208CL-RFG-01-1548308	1.00		RFG-01		
1548309	WALK IN FREEZER	OH0208CL-RFG-01-1548309	1.00		RFG-01		
1548314	EXTERIOR, LIGHTING, OUTSIDE FLOURSCENT, MERCURY VAPOR, HIGH PRESSURE SODIUM, OR METAL HALIDE	OH0208CL-LGE-1548314	27.00		LGE		
1548316	ICE MACHINE	OH0208CL-ICE-1548316	0.00		ICE		
1548318	Genie Lift	OH0208CL-LFT-	0.00		LFT-01		

10) Use the Export Format drop down menu to select XLS Microsoft Spreadsheet then click OK.

6/23/16

Export Report

Export Format: XLS Microsoft Spreadsheet ▼

Pages

All pages Current page Pages:

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

Fit To

Auto Actual size Fit to whole page

OK Cancel

11) Open the Excel file.

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GSA NATIONALCMMS

GSA Level 1 Asset Inventory Audit 3-3-20 bdh

Asset	Description	Equipment ID	Qsquantity	Asset Tag	Type	Manufacturer	Gsamodelno	Serial #	Asset Year	Gsamannufactureyear	Installation Date	Warranty Expiration Date	Expected Life	Gscapitalized	Service Center	Service Address	Status	Changed Date	Changed By	Gsarcruntfootail
148405	Baby Changing Station	OH0208CL-EQP-01-148405	2.00		EQP-01	KOALA BEARKARE, BRADLEY	N/A, 4300							N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 3:32:08 PM	JOSEPHLANDERSON	Y
1548308	WALK IN COOLER	OH0208CL-RFG-01-1548308	1.00		RFG-01						6/23/16			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	3/16/20 12:27:21 PM	JOSEPHLANDERSON	N
1548309	WALK IN FREEZER	OH0208CL-RFG-01-1548309	1.00		RFG-01						6/23/16			N	5165 - OH SC Columbus FO	OH0208CL	TRANSFER PENDING	12/18/19 12:49:25 PM	HARRYRSHARP	N
1548314	EXTERIOR LIGHTING, OUTSIDE FLOURSCENT, MERCURY VAPOR, HIGH PRESSURE SODIUM, OR METAL HALIDE	OH0208CL-LGE-1548314	27.00		LGE						6/16/16			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 11:33:40 AM	JOSEPHLANDERSON	Y
1548316	ICE MACHINE	OH0208CL-ICE-1548316	0.00		ICE						6/23/16			N	5165 - OH SC Columbus FO	OH0208CL	TRANSFER PENDING	12/18/19 12:52:49 PM	HARRYRSHARP	N
1548318	Genie Lift	OH0208CL-LFT-01-1548318	0.00		LFT-01						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	12/5/19 12:46:14 PM	JOSEPHLANDERSON	N
1548320	GATES Qty 7	OH0208CL-FNG-1548320	7.00		FNG						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:22:19 AM	JOSEPHLANDERSON	N
1548324	Water Filter	OH0208CL-DWS-05-1548324	2.00		DWS-05						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:25:41 AM	JOSEPHLANDERSON	N
1548326	Chemical Feeder	OH0208CL-WTM-03-1548326	0.00		WTM-03						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:30:44 AM	JOSEPHLANDERSON	N
1548332	Automatic Fire Detection Smoke Detector	OH0208CL-ALM-03-1548332	0.00		ALM-03						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	6/23/17 9:45:19 AM	JOSEPHLANDERSON	N
1548340	VALVES - VLV	OH0208CL-VLV-1548340	670.00	1-670	VLV						6/23/17			N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 12:00:07 PM	JOSEPHLANDERSON	Y
155986	AIR COOLED CONDENSER	OH0208CL-ACC-001	1.00	ACC-1	ACC	BRYANT	652AIX018000AAA	4194E06360						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
155993	AIR COOLED CONDENSER	OH0208CL-ACC-003	1.00	ACC	ACC	BRYANT	5900K024-T	1492E09703						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
155999	AIR COOLED CONDENSER	OH0208CL-ACC-004	1.00	ACC	ACC	BRYANT	TT090A400FA	641240HAD						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
156000	AIR COOLED CONDENSER (ELEV)	OH0208CL-ACC-AHU-CU2	1.00	AHU-CU2	ACC	TRANE	TT090A400DA	RA4152E0AH						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
156001	AIR CONDITIONER UNIT - 1.5 TON	OH0208CL-ACU-009	1.00	ACU	ACU	LIEBERT								N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:43 PM	DONNAABROCK	N
156002	AIR HANDLER - 8,000 CFM	OH0208CL-AHU-01-AH-3	1.00	AHU-Post Office	AHU-01	CARRIER	10R0242510	P695872						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	11/6/20 10:23:00 AM	HARRYRSHARP	N
156004	AIR COOLED CONDENSER	OH0208CL-ACC-005	1.00	ACC	ACC		2A1ABR003	20112X67736						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:51 AM	MXINTADM	N
156005	AIR COOLED CONDENSER	OH0208CL-ACC-IRS-RF	1.00	ACC	ACC									N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:51 AM	MXINTADM	N
156006	COOLING - 2 TON	OH0208CL-ACU-2	1.00	ACU-2	ACU		FB4ANFO24000ACAA	3394A01286						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:51 AM	MXINTADM	N
156007	Fire Alarm Systems, Fire Alarm Devices, Fire Notification Appliances, Fire Alarm Remote Controllers	OH0208CL-ALM-07-017	1.00		ALM-07	SEIMENS	MXL MKB-5	315-048727						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/18/19 6:44:07 PM	DONNAABROCK	N
156009	AIR COOLED CONDENSER	OH0208CL-ACC-008	1.00	ACC	ACC	LIEBERT	MMD36E-A4EDU	2236EAHEDU						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:43 PM	DONNAABROCK	N
156010	AIR COOLED CONDENSER FOR IRS 1ST FLOOR	OH0208CL-ACC-TMNN	1.00	TMNN	ACC		95201-22COND	319181212						N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
156012	FIRE ALARM SYSTEM RECORDER	OH0208CL-ALM-018	1.00		ALM									N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
156013	AIR COOLED CONDENSER	OH0208CL-ACC-009	1.00	ACC	ACC									N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:50 AM	MXINTADM	N
156014	SPEAKERS &	OH0208CL-ALM-034	21.00	1-21	ALM									N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 12:34:07 PM	JOSEPHLANDERSON	Y
156017	FIRE ALARM	OH0208CL-ALM-011	1.00		ALM									N	5165 - OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 12:21:19 PM	JOSEPHLANDERSON	Y

ASSET_BRIANDHOB...xls

Show all

12) Highlight the first row of data, and use Shift+Control+Down Arrow Hot Keys to highlight all rows.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1																						
2	GSA Level 1 Asset Inventory Audit 3-3-20 bdh																					
3																						
4	Asset	Description	Equipment ID	Quantity	Asset Tag	Type	Manufacturer	Gsamodelno	Serial #	Asset Year	Gsamamfa sturegear	Installation Date	Warrant Expiration Date	Expected Life	Gsamcapitali zed	Service Center	Service Address					
5	1455405	Baby Changing Station	OH0208CL-EQP-01-1455405	2.00		EQP-01	KOALA BEARKARE, BRADLEY	N/A, 4300														
6	1548308	WALK IN COOLER	OH0208CL-RFG-01-1548308	1.00		RFG-01						6/23/06										
7	1548309	WALK IN FREEZER	OH0208CL-RFG-01-1548309	1.00		RFG-01						6/23/06										
8	1548324	EXTERIOR LIGHTING, OUTSIDE	OH0208CL-LGE-1548324	27.00		LGE						6/16/06										
9	1548326	FLUORESCENT MERCURY ICE MACHINE	OH0208CL-ICE-1548326	0.00		ICE						6/23/06										
10	1548328	Genie Lift	OH0208CL-LFT-01-1548328	0.00		LFT-01						6/23/07										
11	1548320	GATES Qty 7	OH0208CL-FNG-1548320	7.00		FNG						6/23/07										
12	1548324	Water Filter	OH0208CL-DVS-05-1548324	2.00		DVS-05						6/23/07										
13	1548328	Chemical Feeder	OH0208CL-VTM-03-1548328	0.00		VTM-03						6/23/07										
14	1548332	Automatic Fire Detection Smoke Detector	OH0208CL-ALM-03-1548332	0.00		ALM-03						6/23/07										
15	1548340	VALVES - VLV	OH0208CL-VLV-1548340	670.00	1470	VLV						6/23/07										
16	155986	AIR COOLED CONDENSER	OH0208CL-ACC-001	1.00	ACC-1	ACC	BRYANT	652A-0018000AAAA	4194E06360													
17	155995	AIR COOLED CONDENSER	OH0208CL-ACC-003	1.00		ACC	BRYANT	5900K024-T	1432E09703													
18	155999	AIR COOLED CONDENSER	OH0208CL-ACC-004	1.00		ACC	BRYANT	TT090A400FA	641240HAD													
19	156000	AIR COOLED CONDENSER	OH0208CL-ACC-AHU-CU2	1.00	AHU-CU2	ACC	TRANE	TT090A400DA	RA1152E0AH													
20	156001	AIR CONDITIONER UNIT - 15 TON	OH0208CL-ACU-009	1.00		ACU	LIEBERT															
21	156002	AIR HANDLER - 8,000 CFM	OH0208CL-AHU-01-AH-3	1.00	AHU-Post Office	AHU-01	CARRIER	10FR024500	61565672													
22	156004	AIR COOLED CONDENSER	OH0208CL-ACC-005	1.00		ACC		2A1ABR00J	20102167736													
23	156005	AIR COOLED CONDENSER	OH0208CL-ACC-IRS-PF	1.00		ACC																
24	156006	COMFORT COOLING - 2 TON	OH0208CL-ACU-2	1.00		ACU		FB4ANF024000ACAA	3394AD286													
25	156007	Fire Alarm Systems,Fire Alarm Device,Fire Notification	OH0208CL-ALM-07-017	1.00		ALM-07	SEIMENS	M/L MKB-5	315-049727													
26	156009	AIR COOLED CONDENSER	OH0208CL-ACC-008	1.00		ACC	LIEBERT	MMD36E-A4EDU	2236EAHEDU													
27	156010	AIR COOLED CONDENSER	OH0208CL-ACC-TMONVN	1.00	TMONVN	ACC		95201-22CCND	31818212													
28	156012	FIRE ALARM SYSTEM peripherals	OH0208CL-ALM-018	1.00		ALM																
29	156013	AIR COOLED CONDENSER	OH0208CL-ACC-009	1.00		ACC																
30	156014	SPEAKERS & STROBES	OH0208CL-ALM-034	21.00	1-21	ALM																
31	156017	FIRE ALARM SYSTEM EVENT peripherals	OH0208CL-ALM-019	1.00		ALM																
32	156018	FIRE PHONES	OH0208CL-ALM-035	1.00	4-Jan	ALM																
33	156020	AIR DRYER	OH0208CL-ADR-001	1.00		ADR	DAYTON	32531A	038A-9009-687N													
34	156021	AIR CONDITIONER UNIT - 15 TON	OH0208CL-ACU-003	1.00		ACU	LIEBERT															
35	156022	FIRE ALARM POWER DISCRETER	OH0208CL-ALM-028	1.00	16	ALM																
36	156024	AIR COOLED CONDENSER	OH0208CL-ACC-012	1.00		ACC																
37	156025	FIRE ALARM SYSTEM AIR HANDLER - 7.5 TON	OH0208CL-AHU-01-001	1.00		AHU-01	TRANE	TV090A300EL	6374KPYBD													
38	156026	AIR CONDITIONER UNIT - 5 TON	OH0208CL-ACU-004	1.00		ACU	LIEBERT	MMD36E-A4EDU														
39	156027	FIRE PHONES	OH0208CL-ALM-023	1.00	5-Jan	ALM																
40	156029	AIR COOLED CONDENSER	OH0208CL-ACC-AHU-CU1	1.00	AHU-CU1	ACC	TRANE	TT090A400FA	641420HAD													
41	156030	AIR HANDLER - 5 TON	OH0208CL-AHU-01-002	1.00		AHU-01	TRANE	TV090A300EL	6374KPYBD													
42	156031	AIR CONDITIONER UNIT - 2 TON	OH0208CL-ACU-005	1.00		ACU	BRYANT															
43	156033	FIRE PHONES	OH0208CL-ALM-038	1.00	Jan-48	ALM																
44	156034	FIRE PHONES	OH0208CL-ALM-044	1.00	4-Jan	ALM																



14) Select cell AB2 and AC2 and drag to the bottom of the list. (If Columns AB and AC do not automatically populate)

G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Asset Type	Manufacturer	Model	Serial #	Asset Year	Manufacture Year	Installation Date	Warranty Expiration Date	Expected Life	ESPC?	Service Center	Service Address	Status	Last Changed Date	Changed By	Run To Fail?	Duplicate Serial #	Count of "Not Accessible" or "No Data Plate", "Not Legible"					
J-CU2	ACC	BRYANT	TT090A400FA	641240HAD						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	1	0					
	ACC	TRANE	TT090A400DA	RA4152EGAH						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	1	0					
	ACU	LIEBERT								N OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:4	DONNAABROCK	N	0	0					
Office	AHU-01	CARRIER	10RR024510	P695872						N OH SC Columbus FO	OH0208CL	OPERATING	1/6/20 10:22:1	HARRVRSHARP	N	1	0					
	ACC		2AJABR001	20112X67736						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	1	0					
	ACC									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
ICU-2	ACU		FB4ANFO2400GACAA	3394A01286						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	1	0					
	ALM-07	SEIMENS	MXL MKB-5	315-048727						N OH SC Columbus FO	OH0208CL	OPERATING	10/18/19 6:44:0	DONNAABROCK	N	1	0					
	ACC	LIEBERT	MMD36E-A4EDU	2236EAHEDU						N OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:4	DONNAABROCK	N	2	0					
MONN	ACC		95201-22COND	319181212						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	1	0					
	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
	ACC									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
1-21	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 12:34:1	JOSEPHLANDERSON	V	0	0					
	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	8/21/19 12:21:1	JOSEPHLANDERSON	V	0	0					
4-Jan	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
	ADR	DAYTON	32531A	0318A-9009-687N						N OH SC Columbus FO	OH0208CL	TRANSFER PENDING	12/31/19 2:36:2	HARRVRSHARP	N	1	0					
	ACU	LIEBERT								N OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:4	DONNAABROCK	N	0	0					
16	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
	ACC									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
	AHU-01	TRANE	TW609A300EL	6374KFYBD						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	2	0					
	ACU	LIEBERT	MMD36E-A4EDU							N OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:4	DONNAABROCK	N	0	0					
5-Jan	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
J-CU1	ACC	TRANE	TT090A400FA	641420HAD						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	1	0					
	AHU-01	TRANE	TW609A300EL	6374KFYBD						N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	2	0					
	ACU	BRYANT								N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
an-48	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
4-Jan	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
AH-1	AHU-02	A.O. SMITH	8-39352800-01							N OH SC Columbus FO	OH0208CL	TRANSFER PENDING	1/6/20 11:00:1	HARRVRSHARP	N	1	0					
	ACU	LIEBERT								N OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:4	DONNAABROCK	N	0	0					
	ACU	LIEBERT	MMD36E-A4EDU	2236EAHEDU						N OH SC Columbus FO	OH0208CL	OPERATING	7/10/18 4:07:4	DONNAABROCK	N	0	0					
5-ton	AHU-01	BRYANT	FB4ANFO2400GACAA	3394A01524						N OH SC Columbus FO	OH0208CL	OPERATING	1/6/20 10:22:1	HARRVRSHARP	N	1	0					
6-Jan	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
AH-2	AHU-02	A.O. SMITH	830350800-01							N OH SC Columbus FO	OH0208CL	TRANSFER PENDING	1/6/20 10:50:1	HARRVRSHARP	N	1	0					
4-Jan	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					
5-Jan	ALM									N OH SC Columbus FO	OH0208CL	OPERATING	10/21/17 7:33:5	MXINTADM	N	0	0					



15) Select the row directly below the last record and use Control+Shift+Down Arrow to highlight all rows.

16) Right click; Select Delete Rows "## - ##".

The screenshot shows a Microsoft Excel spreadsheet titled "1 Asset Inventory & PM Plan Audit Tool V2". The spreadsheet contains a table with columns for Equipment ID, Quantity, Asset Tag, Asset Type, Manufacturer, Model, Serial #, Asset Year, Manufacture Year, Installation Date, Warranty Expiration Date, Expected Life, ESPC?, Service Center, Service Address, and Status. The rows are numbered 1129 to 1140. A context menu is open on the right side of the spreadsheet, listing various actions such as "Delete rows 1129 - 1179", "Clear rows 1129 - 1179", "Hide rows 1129 - 1179", "Resize rows 1129 - 1179", "Group rows 1129 - 1179", "Ungroup rows 1129 - 1179", "Convert to links", "Unlink", "Open links", "Get link to this range", "Define named range", "Protect range", "Conditional formatting", and "Data validation". The "Delete rows 1129 - 1179" option is highlighted.

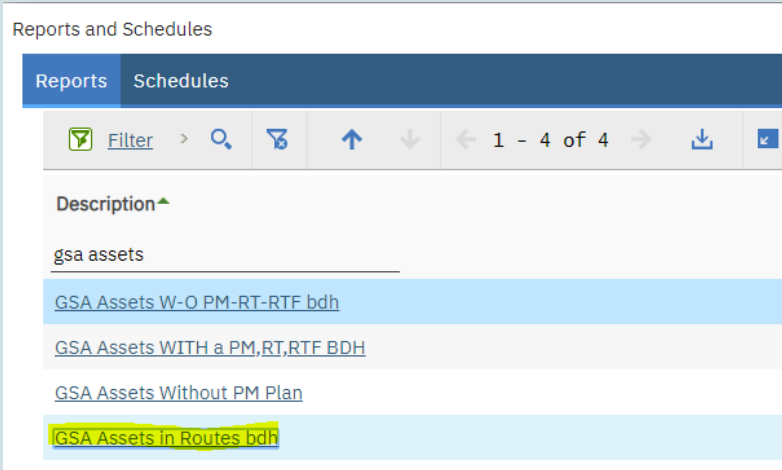
	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	Equipment ID	Quantity	Asset Tag	Asset Type	Manufacturer	Model	Serial #	Asset Year	Manufacture Year	Installation Date	Warranty Expiration Date	Expected Life	ESPC?	Service Center	Service Address	Status				
1129	OH0208CL-FSD-806	1		806	FSD													N OH SC Columbus FO	OH0208CL	OPERA
1130	OH0208CL-FSD-807	1		807	FSD													N OH SC Columbus FO	OH0208CL	OPERA
1131	OH0208CL-LGI-035	8		1-8	LGI													N OH SC Columbus FO	OH0208CL	OPERA
1132	OH0208CL-LGI-043	1		GC	LGI													N OH SC Columbus FO	OH0208CL	OPERA
1133	OH0208CL-PMP-CP-1	1		CP-1	PMP	BELL & GOSSETT	2.5X9	CT6390-01-F40										N OH SC Columbus FO	OH0208CL	OPERA
1134	OH0208CL-PMP-HW-001	1		HW-1	PMP-HW	ARMSTRONG	4X4X11.5	151605										N OH SC Columbus FO	OH0208CL	OPERA
1135	OH0208CL-PMP-HW-002	1		HW-2	PMP-HW	ARMSTRONG	4X4X11.5	151604										N OH SC Columbus FO	OH0208CL	OPERA
1136	OH0208CL-RFS-001	2			RFS													N OH SC Columbus FO	OH0208CL	OPERA
1137	OH0208CL-LGI-126	1			LGI													N OH SC Columbus FO	OH0208CL	OPERA
1138	OH0208CL-RFS-1-5	5		5-Jan	RFS													N OH SC Columbus FO	OH0208CL	OPERA
1139	OH0208CL-MCC-CHLR-1	1		CHLR-1	MCC	GENERAL ELECTRIC	385X4711M01											N OH SC Columbus FO	OH0208CL	OPERA
1140	OH0208CL-MCC-CHLR-2	1		CHLR-2	MCC	GENERAL ELECTRIC												N OH SC Columbus FO	OH0208CL	OPERA

19) This copies the required formula for those columns.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE						
Asset Number	Asset Description	Equipment ID	Asset Tag	Asset Type	Service Center	Service Address	Job Plan	PM	Changed By	Changed Date	PM Description	Extended Date	Last Completion Date	Estimated Next Due Date	Asset Status	PM Status	Run To Fail	Route Name	Operating Assets Linked to Routes	Operating Assets Linked to Active PMs	Operating Assets Manned Run To Fail	Assets w/ Routes and Active PMs	Assets with Active PM and RTF	Assets with Routes and RTF												
15775	VALVE, MANUAL DRAIN	OH208CL-VLV-087	087 S	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10521	DOWNBARROCK	8/5/18	6:48:30 PM	PM OH208CL-VLV-087, VALVE, MANUAL DRAIN		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15776	VALVE, MANUAL MAIN VENTS	OH208CL-VLV-078	078 S	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10524	DOWNBARROCK	8/5/18	6:48:30 PM	PM OH208CL-VLV-078, VALVE, MANUAL MAIN VENTS		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15769	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A24	898A24	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10525	DOWNBARROCK	8/5/18	6:48:40 PM	PM 8A24, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15777	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898S1P	898S1P	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10526	DOWNBARROCK	8/5/18	6:48:40 PM	PM 81S1P, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15780	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A14	898A14	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10527	DOWNBARROCK	8/5/18	6:48:40 PM	PM 8A14, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15774	VALVE, MANUAL BRANCH VENT	OH208CL-VLV-087S	087 S	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10528	DOWNBARROCK	8/5/18	6:48:40 PM	PM OH208CL-VLV-087S, VALVE, MANUAL BRANCH VENT		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15774	VALVE, MANUAL VAV BOX #820	OH208CL-VLV-079	079 S80	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10529	DOWNBARROCK	8/5/18	6:48:40 PM	PM OH208CL-VLV-079, VALVE, MANUAL VAV BOX #820		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15762	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898S2G	898S2G	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10530	DOWNBARROCK	8/5/18	6:48:40 PM	PM 82G, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15768	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B2	898B2	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10531	DOWNBARROCK	8/5/18	6:48:41 PM	PM 8B2, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15768	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B18	898B18	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10532	DOWNBARROCK	8/5/18	6:48:41 PM	PM 8B18, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15743	VALVE, MANUAL VAV BOX #840	OH208CL-VLV-088	088 S88	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10533	DOWNBARROCK	8/5/18	6:48:41 PM	PM OH208CL-VLV-088, VALVE, MANUAL VAV BOX #840		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15743	VALVE, MANUAL BRANCH VALVES	OH208CL-VLV-080	080 S80	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10534	DOWNBARROCK	8/5/18	6:48:41 PM	PM OH208CL-VLV-080, VALVE, MANUAL BRANCH VALVES		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15752	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A2C	898A2C	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10535	DOWNBARROCK	8/5/18	6:48:41 PM	PM 8A2C, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15747	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898S2H	898S2H	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10536	DOWNBARROCK	8/5/18	6:48:42 PM	PM 82H, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15763	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A3C	898A3C	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10537	DOWNBARROCK	8/5/18	6:48:42 PM	PM 83C, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15744	VALVE, MANUAL VAV BOX #930	OH208CL-VLV-089	089 S89	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10538	DOWNBARROCK	8/5/18	6:48:42 PM	PM OH208CL-VLV-089, VALVE, MANUAL VAV BOX #930		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15770	VALVE, MANUAL MAIN DRAINS	OH208CL-VLV-081	081 S81	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10539	DOWNBARROCK	8/5/18	6:48:42 PM	PM OH208CL-VLV-081, VALVE, MANUAL MAIN DRAINS		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15767	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A2D	898A2D	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10540	DOWNBARROCK	8/5/18	6:48:42 PM	PM 82D, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15766	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A2E	898A2E	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10541	DOWNBARROCK	8/5/18	6:48:42 PM	PM 82E, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15765	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A16	898A16	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10542	DOWNBARROCK	8/5/18	6:48:42 PM	PM 8A16, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15772	VALVE, MANUAL VAV BOX #814	OH208CL-VLV-090	090 S81	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10543	DOWNBARROCK	8/5/18	6:48:43 PM	PM OH208CL-VLV-090, VALVE, MANUAL VAV BOX #814		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15775	VALVE, MANUAL BRANCH VALVES	OH208CL-VLV-092	092 S88	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10544	DOWNBARROCK	8/5/18	6:48:44 PM	PM OH208CL-VLV-092, VALVE, MANUAL BRANCH VALVES		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15768	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B2H	898B2H	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10545	DOWNBARROCK	8/5/18	6:48:44 PM	PM 8B2H, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15768	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B2L	898B2L	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10546	DOWNBARROCK	8/5/18	6:48:44 PM	PM 8B2L, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15762	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B1P	898B1P	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10547	DOWNBARROCK	8/5/18	6:48:44 PM	PM 81P, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15764	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B14	898B14	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10548	DOWNBARROCK	8/5/18	6:48:45 PM	PM 814, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15763	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898A2C	898A2C	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10549	DOWNBARROCK	8/5/18	6:48:45 PM	PM 8A2C, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15762	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B2J	898B2J	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10550	DOWNBARROCK	8/5/18	6:48:45 PM	PM 82J, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15762	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B3G	898B3G	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10551	DOWNBARROCK	8/5/18	6:48:45 PM	PM 83G, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15767	MANUAL PRESSURE BALANCE VALVE	OH208CL-VLV-048	048 S67	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10552	DOWNBARROCK	8/5/18	6:48:45 PM	PM VLV-048, VALVE, MANUAL PRESSURE BALANCE VALVE		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15768	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B1P	898B1P	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10553	DOWNBARROCK	8/5/18	6:48:45 PM	PM 81P, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15743	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B4D	898B4D	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10554	DOWNBARROCK	8/5/18	6:48:45 PM	PM 84D, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15767	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B2J	898B2J	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10555	DOWNBARROCK	8/5/18	6:48:45 PM	PM 82J, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15743	VALVE, MANUAL MAIN DRAINS	OH208CL-VLV-093	093 S86	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10613	DOWNBARROCK	8/5/18	6:47:02 PM	PM OH208CL-VLV-093, VALVE, MANUAL MAIN DRAINS		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15770	VALVE, MANUAL VAV BOX #848	OH208CL-VLV-047	047 S86	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10557	DOWNBARROCK	8/5/18	6:48:45 PM	PM OH208CL-VLV-047, VALVE, MANUAL VAV BOX #848		8/5/18	DECOMMISSIONED	INACTIVE	N																			
15762	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B4E	898B4E	VALV	OH SC Columbia Rd	OH208CL	HM-CFV-01-019-2012	10558	DOWNBARROCK	8/5/18	6:48:47 PM	PM 84E, AUTOMATIC KEXING BOX, PNEUMATIC, ELECTRIC		8/5/18	OPERATING	INACTIVE	N																			
15767	TAMPER, WEST SYSTEM RH 17	OH208CL-VLV-12	12	VALV	OH SC Columbia Rd	OH208CL	PLMB-VLV-G2-019-2012	10559	DOWNBARROCK	8/5/18	6:48:47 PM	PM OH208CL-VLV-12, TAMPER, WEST SYSTEM RH 17		8/5/18	OPERATING	INACTIVE	N																			
15763	KING BOX, PNEUMATIC, ELECTRIC	OH208CL-VAV-898B																																		

20) In the Reports application, go to 'Assets', then select 'Assets'.

21) Run the "GSA Assets in Routes bdh" report. You can run a report for a Specific Building or the entire Region.



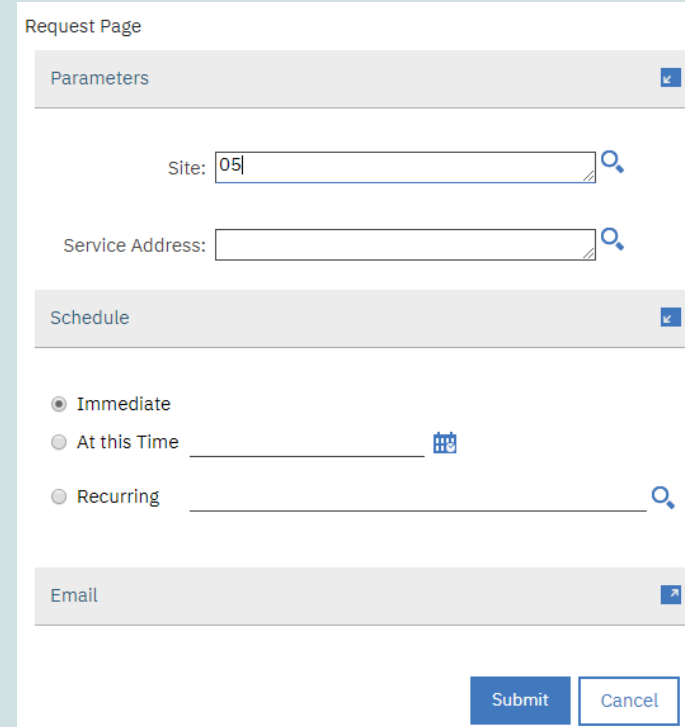
Reports and Schedules

Reports Schedules

Filter > 1 - 4 of 4

Description

- gsa assets
- GSA Assets W-O PM-RT-RTF bdh
- GSA Assets WITH a PM,RT,RTF BDH
- GSA Assets Without PM Plan
- GSA Assets in Routes bdh**



Request Page

Parameters

Site: 05

Service Address:

Schedule

Immediate

At this Time

Recurring

Email

Submit Cancel

Time-saving tip: Run report for entire region and paste into a master copy of the audit tool if you plan to run audits for multiple buildings.

22) Click on the Export icon.

23) Select XLS Microsoft Spreadsheet, then click OK

The screenshot displays the Reporting application interface. At the top, the title bar reads "Reporting" and the IBM logo is visible on the right. Below the title bar, a navigation bar shows "Page 1 of 762" and several navigation icons. The main content area features the GSA logo on the left and the NATIONALCMMS logo on the right. The central part of the screen contains a table with columns for "Asset", "Route", and "Building". The "Asset" column lists various equipment items, including "DOCK OVERHEAD DOORS (EXTERIOR)" and "PM 10TH FLOOR VAV'S". The "Route" column lists "IL00322Z-FAN-EXHAUST FANS" and "PM 10TH FLOOR VAV'S". The "Building" column lists "IL00322Z".

An "Export Report" dialog box is open in the foreground. It has a title bar with a close button. The "Export Format" is set to "XLS Microsoft Spreadsheet". Under the "Pages" section, the "All pages" radio button is selected, and the "Pages" field is empty. Below this, a note says "(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)". Under the "Fit To" section, the "Auto" radio button is selected. At the bottom right of the dialog are "OK" and "Cancel" buttons.


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24) Open the Excel file.


Reporting IBM.

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Asset

Route



Building

1699184	DOCK OVERHEAD DOORS (EXTERIOR)	IL00322Z
1699185	DOCK OVERHEAD DOORS (EXTERIOR)	IL00322Z
1699186	DOCK OVERHEAD DOORS (EXTERIOR)	IL00322Z
1699187	DOCK OVERHEAD DOORS (EXTERIOR)	IL00322Z
16365	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16370	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16370	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16235	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16230	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16233	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16235	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16238	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16238	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16243	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16244	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16248	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16249	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16253	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16254	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16255	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16258	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16259	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16263	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16268	IL00322Z-FAN-EXHAUST FANS	IL00322Z
16273	IL00322Z-FAN-EXHAUST FANS	IL00322Z
1700601	PM 10TH FLOOR VAV'S	IL00322Z
1700602	PM 10TH FLOOR VAV'S	IL00322Z
1700603	PM 10TH FLOOR VAV'S	IL00322Z
1700604	PM 10TH FLOOR VAV'S	IL00322Z
1700605	PM 10TH FLOOR VAV'S	IL00322Z
1700606	PM 10TH FLOOR VAV'S	IL00322Z
1700607	PM 10TH FLOOR VAV'S	IL00322Z
1700608	PM 10TH FLOOR VAV'S	IL00322Z
1700609	PM 10TH FLOOR VAV'S	IL00322Z
1700610	PM 10TH FLOOR VAV'S	IL00322Z
1700611	PM 10TH FLOOR VAV'S	IL00322Z
1636766	PM FPB'S 1ST FLOOR	IL00322Z
1636767	PM FPB'S 1ST FLOOR	IL00322Z
1636768	PM FPB'S 1ST FLOOR	IL00322Z
1636769	PM FPB'S 1ST FLOOR	IL00322Z

5/1/20 11:51 AM

ASSET_BRIANDHOB...xls

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Show all X

25) Copy and paste Route table into cell A2.

26) Ensure that it is pasted as Plain Text format.

	A	B	C	D
1	Assetnum	Route	ADDRESS	Table Date:
2	1563476	1A & 11 KITCHEN HOODS	MI0502BC	
3	1563501	1A & 11 KITCHEN HOODS	MI0502BC	
4	2030940	1A & 11 KITCHEN HOODS	MI0539BC	
5	1631110	1ST FLOOR VFDS	IL0054ZZ	
6	1636715	1ST FLOOR VFDS	IL0054ZZ	
7	1636717	1ST FLOOR VFDS	IL0054ZZ	
8	96800	2ND FLOOR VFDS	IL0054ZZ	
9	96805	2ND FLOOR VFDS	IL0054ZZ	
10	96810	2ND FLOOR VFDS	IL0054ZZ	
11	96814	2ND FLOOR VFDS	IL0054ZZ	
12	1636719	2ND FLOOR VFDS	IL0054ZZ	
13	1636721	2ND FLOOR VFDS	IL0054ZZ	
14	1636723	2ND FLOOR VFDS	IL0054ZZ	
15	1636725	2ND FLOOR VFDS	IL0054ZZ	
16	2356989	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
17	2357167	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
18	2357168	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
19	2357169	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
20	2357174	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
21	2357175	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
22	2357176	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
23	2357177	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
24	2357178	3 YEAR IFS/SWITCHBOARD PM	MI0029ZZ	
25	47826	500W QUARTZ, 100W & 175W HALIDE	MN0076ZZ	
26	47830	500W QUARTZ, 100W & 175W HALIDE	MN0076ZZ	
27	47835	500W QUARTZ, 100W & 175W HALIDE	MN0076ZZ	
28	96443	536 AIR COMPRESSORS (BASEMENT)	IL0054ZZ	
29	1636727	536 AIR COMPRESSORS (BASEMENT)	IL0054ZZ	
30	96431	536 COOLING TOWER MAINTENANCE	IL0054ZZ	
31	96435	536 COOLING TOWER MAINTENANCE	IL0054ZZ	
32	96467	536 COOLING TOWER MAINTENANCE	IL0054ZZ	
33	96472	536 COOLING TOWER MAINTENANCE	IL0054ZZ	

The screenshot shows the Microsoft Excel interface for the file 'R5 building - R5 Level 1 Asset Inventory & PM Plan Audit Tool V2 4/29/2020'. The 'Format' menu is open, and the 'Number' option is selected, which has opened a sub-menu. In this sub-menu, the 'Plain text' option is checked, indicating that the data from the table on the left is being pasted as plain text. Other options in the 'Number' sub-menu include Automatic, Number (1,000.12), Percent (10.12%), Scientific (1.01E+03), Accounting (\$ (1,000.12)), Financial ((1,000.12)), Currency (\$1,000.12), Currency (rounded) (\$1,000), Date (9/26/2008), Time (3:59:00 PM), Date time (9/26/2008 15:59:00), and Duration (24:01:00). The background shows a grid of data with columns A, B, C, and D, and rows 2 through 33, matching the table in the previous block.

27) Enter the audit date in cell B5 within the Audit Summary Tab.

28) Type name in Auditor Name field.

R5 building - R5 Level 1 Asset Inventory & PM Plan Audit Tool V2 4/29/2020

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% \$ % .0 .00 123 Arial 10 B I U A

	A	B	C	D	E	F	G	H	I	J	K
1	Asset List Score					PM Plan/Schedule Score					
2	52%					96%					
3											
4	Basic Asset Inventory Info										
5	Audit Date	4/29/20									
6	Unique Asset Lines	1,127									
7	Unique Asset Types	88									
8	Latest Update	3/24/2020									
9	Auditor Name: Dan Snavely										
10											
11	Assets by Status										
12	Assets in "Operating" Status	1,101									
13	Assets in Non Operating Status	26									
14	Excluded Assets	0									
15											
16	Minimally Required Fields	Count	Score	Corrective Action							
17	Quantity Field = Zero	17	98%	a.							
18	Manufacturer Field Blank	926	16%	b. f.							
19	Model No. Field Blank	984	11%	c. f.							
20	Serial No. Field Blank	1,014	8%	d. f.							
21	Serial No. Not Unique	8	99%	e.							
22	Required Asset Types Listed	33	83%	g.							
27											
28	Asset Corrective Action										
29	a. Update asset records within NCMMS to reflect accurate Quantities.										
30	b. Select Manufacturer from directory in NCMMS, if not listed, submit request to add manufacturer.										
31	c. Enter Model number within NCMMS.										
32	d. Enter Serial number within NCMMS.										
33	e. Ensure asset serial numbers are unique for similarly typed assets.										
34	f. Enter either "No Data Plate", "Not Accessible", "Not Legible" as appropriate.										
35	g. Review Asset Type Review Tab, update Column C to No if an asset does not apply to building.										

Operating Assets w/ Active & Current PMs, Routes, or Run to Fail	Count	Score	Corrective Action
Total PM/Asset Record Lines	4354	-	
Operating Assets Linked to Active PMs w/ Current Next Due Dates	65	5.90%	
Operating Assets Identified as Run to Fail	47	4.27%	
Operating Assets Linked to Routes	944	85.74%	
Operating Assets Linked to Routes and with Active PMs	-4	-0.36%	a.
Operating Assets Not Linked to Active and Current PM, Route or RTF	49	4.45%	b. c.

PM Corrective Action

a. Review stand alone PM records and Routes and verify if both are needed.
 b. Link Assets to Active PM records, add to a Route, or identify as Run to Fail.
 c. Ensure PM Record has a current Estimated Next Due Date or Extended Date.