Job Guide #1
Managing Assets: Building Equipment
MANAGING ASSETS: BUILDING EQUIPMENT

DOCUMENT SUMMARY
This job guide provides step-by-step instruction for accessing, viewing, and managing building equipment assets in Facilities Connect.

The purpose of this document is to serve as guided reference and/or new hire training on building equipment asset functionality.

VERSION INFORMATION (THIS DOCUMENT)

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Action</th>
<th>Owner</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>4/24/2019</td>
<td>Created</td>
<td>NU Facilities</td>
</tr>
</tbody>
</table>

Notes: This is the original version of the document; content within represents delivered system functionality at Building Equipment Assets go-live (2/5/2019), and has been verified as up-to-date of this document's release (4/24/19)

REVISION HISTORY

<table>
<thead>
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This document has been structured by the key topic(s) and process(es) involved in the management of building equipment assets. Please view the table below to locate a specific topic or process contained within the document.

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To begin, access the Facilities Connect Home Screen.

In order to review, modify, and create Building Equipment Assets and Specifications as outlined in this job guide, the user must:

a) Possess the Asset Manager role and responsibilities.
### UNDERSTANDING SPECIFICATIONS AND ASSETS

#### IMPORTANT

- Before proceeding to the processes outlined within this document, it is important to understand the distinction between a Building Equipment Asset and Specification.
- In Facilities Connect, Assets and Specifications enjoy a complementary relationship, and possess an equal footing in terms of importance for their completion, accuracy, and thoroughness of respective records.
- The graphic on the right side of this page highlights the key differences between Assets and Specifications, and how the association of a Specification to an individual Asset completes the Asset record. See Process 2.3 – Create a New Asset (p.33) to view the steps involved with the association of a Specification with an Asset record.

#### PROCESS

**What information does it contain?**
- Manufacturer and Model Details
- Specification and Service Class Information
- Unit dimensions, capacities, and energy consumption / efficiency details
- Associated Safety Plans
- Cost information
- List of Associated Parts
- Recommended Maintenance Details

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**SPECIFICATION**

**What is it?**
- A detailed description of asset information, but not the actual asset record
- Used to define and organize important common elements between assets of the same type adding simplicity and consistency to asset management
- Is applied to a single (or multiple) asset record(s) in Facilities Connect

**ASSET**

**What is it?**
- An individual owned or leased item (e.g. equipment, technology, vehicles, tools, etc.) on campus
- Can also be associated with an organization, location, and/or person
- Includes an associated specification

**What information does it contain?**
- Serial number, NU Asset Tag Barcode, and Campus Location Information
- Unit Condition and In/Out of Service Dates
- Associated Specification
- Preventive Maintenance Schedule
- Operating Schedule
- Operational History / Move, Downtime Information
- Item Cost Information
- Parts List
1) To begin working with Assets, click on the Portfolio tab at the top of the Facilities Connect Home Screen.

<<Upon clicking, the Portfolio screen will open in the main window>>
On the Portfolio screen, you will use both the Specifications and Assets menus for managing assets. Both menus are located on the right side of the screen.

When working with Building Equipment, asset and specification information is accessible via the Building Equipment option, located on each menu.

2) To begin, access Building Equipment Specifications, click on the option labeled Building Equipment, located within the Specifications menu.

<<Upon clicking, the Building Equipment Specification screen will open in the main window>>
Upon arriving on the Building Equipment Specification screen, you will notice the following indicators of your location in Facilities Connect (as shown on the right):

- Navigation Path
  Home > Portfolio > Building Equipment

- Related Report Selection
  Building Equipment Specification

The presence of these two (2) indicators confirm that you are on the correct screen for working with Building Equipment Specifications.
On the Building Equipment Specification screen, you are able to locate and access an existing building equipment specification, or create a new building equipment specification in Facilities Connect.

**Note:** On this tab, always be aware of the number of items present within each section (shown on the Information Bar).

As a default, Facilities Connect will display the first ten (10) items in each section. This can be adjusted by changing the number of visible records via the Show dropdown on the right side of each section.
Process 1.1
Locate an Existing Specification

Following Step #2, on the Building Equipment Specification screen:

3) Use available Sort / Filter functionality to locate a desired specification
   - To Sort, click on any column header (e.g., Name, Spec ID, Spec Class, Brand, etc.) to toggle an ascending / descending sort order for the contents of the column.
   - To Filter, type your desired criteria (e.g. “heat pump”) into one (or multiple) white filter box(es) beneath the column header row. Once all the criteria has been added, press the Enter key to filter results below.
**Process 1.1**

**Locate an Existing Specification**

4) Once you have located the desired specification, click on the **Name** (i.e. Heat Pump in this example) to open the specification record.

<<Upon clicking, the Building Equipment Specification record will open in a new window>>
**Process 1.1 Locate an Existing Specification**

The Building Equipment Specification record, for Heat Pump in this example, is now open and accessible for review and/or editing.

End of Process

Next Process > 1.2 Review an Existing Specification
Process 1.2
Review an Existing Specification

Once you have accessed a Building Equipment Specification record, you can now navigate within the record to view and/or modify information. Navigation is driven by the tab menu located at the top of the screen. 

Tip: Upon opening a record, Facilities Connect will display the General tab (as shown on the right).

By clicking on the individual tabs, you are able to access a variety of information regarding the selected specification (see next page).

Note: Specification records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.
### Process 1.2

**Review an Existing Specification**

The active tab will be highlighted (in white), indicating its contents are currently displayed. The available tabs and their contents include:

- **General** contains specification name, type, class, service class, manufacturer, environmental details, and item cost information
- **Details** contains units of measurement, dimensions, unit ratings (e.g., capacity, voltage, amps, etc.), and underlying asset parts list
- **Products is not used by NU Facilities**
- **Inventory** provides inventory information on parts associated with the underlying asset
- **Maintenance** provides information on underlying asset life expectancy, readings, warranties, and safety plans
- **Self Service** contains available free form text fields to add / store additional descriptive and features information on the underlying asset
- **Notifications is not used by NU Facilities**
- **Notes & Documents** is a repository to add comments and attachments (e.g., photos, manuals, supporting documents, etc.)
Process 1.2

Review an Existing Specification

To modify a Building Equipment Specification record, perform the following steps:

5) Begin by clicking the **Revise** button to prepare the specification record for editing.

<<Upon clicking, the Building Equipment Specification record will become editable, and new action buttons will appear at the upper right of the form>>
**Process 1.2**

**Review an Existing Specification**

Next, identify the field(s) across the various tabs to be modified.

For this example, we will update the Manufacturer Details section with a Brand and Model Name.

6) To locate the desired Brand, click the Magnifying Glass icon (immediately to the right of the field)

7) Upon clicking, a listing of available brands will appear immediately below. Locate the desired Brand, and click to select.
Process 1.2
Review an Existing Specification

Next, add a Model Name.

8) Type the **Model Name** into the field.

9) As you complete modifications to a Building Equipment Specification record, it’s good practice to save your work by clicking on the **Save** button.

10) Once all modifications have been recorded, click the **Activate** button to save and exit.

End of Process

Next Process > 1.3 Create a New Specification
## PROCESS

Process 1.3

Create a New Specification

Following Step #2, on the Building Equipment Specification screen:

11) Click the Add button to open a new Building Equipment Specification record form

<<Upon clicking, a blank Building Equipment Specification record will open in a new window>>

### INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
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<th>Spec Class</th>
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<tr>
<td>Access Hatch</td>
<td>BES-000001</td>
<td>EXTERIOR VERTICAL ENCLOSURES</td>
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<tr>
<td>Air Compressor</td>
<td>BES-000002</td>
<td>HEATING, VENTILATION, AND AIR CONDITIONING (HAVC)</td>
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<tr>
<td>Air Conditioning Unit</td>
<td>BES-000003</td>
<td>HEATING, VENTILATION, AND AIR CONDITIONING (HAVC)</td>
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<td>Air Curtain Fan</td>
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<td>BES-000011</td>
<td>EXTERIOR VERTICAL ENCLOSURES</td>
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<td>Automatic Transfer Switch</td>
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<tr>
<td>Backflow Preventer</td>
<td>BES-000013</td>
<td>FLAMMABLE</td>
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<td>Battery Charger</td>
<td>BES-000014</td>
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<td>Bottle Filling Station</td>
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<td>Brain Shred Valve</td>
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<td>Breaker</td>
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<td>Breaker Panel</td>
<td>BES-000025</td>
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</table>
Process 1.3
Create a New Specification

Beginning on the General tab, there are three (3) required fields which must be updated in order to save the new specification record. These fields are Name, Specification (Spec) Class, and Service Class.

12) First, add a name for the new specification by typing directly into the Name field.
13) Next, update the Specification (Spec) Class; click on the Magnifying Glass (immediately to the right of the field) and select the appropriate Spec Class.
14) Then, update the Service Class; click on the Magnifying Glass (immediately to the right of the field) and select the appropriate Service Class.

Note: Specification records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.
Process 1.3
Create a New Specification

Once each of the three (3) required fields have been updated:

15) Create a draft of your new Building Equipment Specification; click on the Create Draft button (upper right of the form)

<<Upon clicking, the Building Equipment Specification record is saved, and new action buttons will appear at the upper right of the form>>
Process 1.3 Create a New Specification

The new Building Equipment Specification has now been saved in Facilities Connect. You may continue to navigate and update this specification using the record tabs located at the top of the screen.

16) As you complete modifications to a Building Equipment Specification record, it's good practice to save your work by clicking on the Save button.

17) Once all modifications have been recorded, click the Activate button to save and exit.

Note: Specification records contain a large number of data fields, several of which may not be used by NU Facilities. In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.

End of Process

Next Process > 2.1 Locate an Existing Asset
When working with Building Equipment, asset and specification information is accessible via the Building Equipment option, located on each menu.

18) To access assets, click on Building Equipment under the Assets menu. <<Upon clicking, the Building Equipment Asset screen will open in the main window>>
On the Building Equipment Asset screen, you are able to locate and access an existing building equipment asset, or create a new building equipment asset in Facilities Connect.

**Note:** On this tab, always be aware of the number of items present within each section (shown on the Information Bar).

As a default, Facilities Connect will display the first ten (10) items in each section. This can be adjusted by changing the number of visible records via the Show dropdown on the right side of each section.
INFORMATION

Process 2.1

Locate an Existing Asset

Following Step #18, on the Building Equipment Asset screen:

19) Use available Sort / Filter functionality to locate a desired asset.

- To Sort, click on any column header (e.g., Asset Name, Asset ID, Specification Name, Location, etc.) to toggle an ascending / descending sort order for the contents of the column.

- To Filter, type your desired criteria into one (or multiple) white filter box(es) beneath the column header row. Once all the criteria has been added, press the Enter key to filter results below.
Process 2.1 Locate an Existing Asset

20) Once you have located the desired asset, click on the Name (i.e. Electric Water Heater) to open the asset record. 

<<Upon clicking, the Building Equipment Asset record will open in a new window>>
Process 2.1 Locate an Existing Asset

The Building Equipment Asset record, for Electric Water Heater in this example, is now open and accessible for review and/or editing.

End of Process

Next Process > 2.2 Review an Existing Asset
Process 2.2
Review an Existing Asset

Once you have accessed an asset record (i.e. following step #18), you can navigate within the Building Equipment Asset record to view and/or modify asset information. Navigation is driven by the tab menu located at the top of the screen.

Tip: Upon opening a record, Facilities Connect will display the General tab (as shown on the right).

By clicking on the individual tabs, you are able to access a variety of information regarding the selected asset (see next page).

Note: Asset records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.
Process 2.2
Review an Existing Asset

The active tab will be highlighted (in white), indicating its contents are currently displayed.

The available tabs and their contents include:

- **General** contains asset name, ID, serial number, location, associated specification, and asset status information
- **Contacts** contains the names and contact information for individuals associated with selected the asset
- **Details** contains information such as asset units of measurement, dimensions, and ratings (e.g. capacity, voltage, amps, etc.)
- **Graphics** contains the floor plan and graphical reporting tools for the location of the asset on campus
- **Contracts** is not used by NU Facilities
- **Assessment** provides asset service date, life expectancy, and condition index information
- **Environmental** provides detailed environmental and energy rating information
- **Operating Schedule** is not used by NU Facilities
- **Maintenance** provides asset PM schedules, warranties, readings, and safety plans
- **History** contains asset transaction, move, downtime, and MTBF logs
- **Notifications** is not used by NU Facilities
Process 2.2
Review an Existing Asset

The available tabs and their contents include (continued):

- Notes & Documents is a repository to add comments and attachments (e.g., photos, manuals, supporting documents, etc.)
- Calendar is not used by NU Facilities
Process 2.2
Review an Existing Asset

To modify a Building Equipment Asset record, perform the following steps:

21) Begin by clicking the Revise button to prepare the asset record for editing.

<Upon clicking, the Building Equipment Asset record will become editable, and new action buttons will appear at the upper right of the form>
Process 2.2
Review an Existing Asset

Next, identify the field(s) to be modified across the various tabs of the asset record.

As an example, we will change the asset’s location on campus by updating the Primary Location field.

22) Locate the Primary Location field; click the Magnifying Glass icon to search and select a new desired location

<<Upon clicking, a new search window will open>>

23) In the search window, enter search criteria in the available Search Fields to filter the list of locations. Once entered, press the Enter key to filter the list.

Search Tips:
1. When entering criteria, “less is more” Facilities Connect can search partial names (e.g., “Tech” for Technological Institute)
2. Pay attention to field information / formats  
   Acknowledge naming, spelling, and presence of leading zeroes in each column (e.g., for Floor, “03” is used instead of “3”)
3. Some fields contain multiple pieces of info  
   The Name field contains Wing and Room # and ID contains Building #, Wing, and Room#; (e.g., searching “A” in the Name field will return all A Wing rooms)
Process 2.2
Review an Existing Asset

24) Once you have located the desired location, click on the corresponding radio button, and then click **OK** to select

<<Upon clicking, the search window will close and the Primary Location field will display the new location>>

25) As you complete modifications to a Building Equipment Asset record, it's good practice to save your work by clicking on the **Save** button.

26) Once all modifications have been recorded, click the **Activate** button to save and exit.

End of Process

Next Process > 2.3 Create a New Asset
Process 2.3
Create a New Asset

Following Step #18, on the Building Equipment Asset screen:

27) Click the Add button to open a new Building Equipment Asset record form

<<Upon clicking, a blank Building Equipment Asset record will open in a new window>>
Process 2.3
Create a New Asset

Beginning on the General tab, there are three (3) required fields which must be updated in order to save the new asset record. These fields are Name, Bar Code Entry, and Specification Name.

28) First, add a name for the new asset; type the name directly into the Name field.

29) Next, add the new asset’s bar code number in the Bar Code Entry field; locate and type the number from the bar-coded asset tag in this field (e.g. 56185)

30) Next, associate a specification with the new asset in the Specification Name field; click on the Magnifying Glass (immediately to the right of the field) and select the appropriate Specification.

Note: Asset records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.
Process 2.3
Create a New Asset

As you update each of the three (3) required fields, you will notice the following fields will auto-populate with additional information:
- ID
- Description
- Spec ID

Once each of the three (3) required fields have been updated:

31) Create a draft of your new Building Equipment Asset; click on the Create Draft button (upper right of the form)

Upon clicking, the Building Equipment Asset record is saved, and new action buttons will appear at the upper right of the form.

Note: The fields in the orange boxes will be auto-populated following entries to the three (3) required fields (purple boxes); these fields (orange) should not be manually entered or modified.
Process 2.3
Create a New Asset

The new Building Equipment Asset has now been saved in Facilities Connect.

You may continue to navigate and update this asset using the record tabs located at the top of the screen.

32) As you complete modifications to the asset record, it’s good practice to save your work by clicking on the Save button.

33) Once all modifications have been recorded, click the Activate button to save and exit.

Note: Asset records contain a large number of data fields, several of which may not be used by NU Facilities.

In the event of any questions or clarifications regarding usage of data fields, please consult the appropriate NU Facilities – Operations leader.

End of Process