

# Master Equipment List (MEL) Update Notification

Installation / Removal Date: \_\_\_\_\_

New Equipment:

Project / Work Order #: \_\_\_\_\_

Removed Equipment:

Select type(s) of equipment installed/removed below. If equipment installed/removed is not listed below, completion of this form is not required.

**ELECTRICAL EQUIPMENT**

- Automatic Transfer Switch
- Busway
- Circuit Breaker
- Disconnect Switch
- Electric Motor
- Fire Alarm Panel (DGP)
- Generator
- Inverter
- Motor Control Center
- Panelboard
- Starter
- Switchgear
- Transformer
- UPS
- Variable Frequency Drive (VFD)

**MECHANICAL EQUIPMENT**

- Air Conditioning Unit
- Air Dryer
- Air Handler
- Air Washer
- Alarm Check Valve Assembly
- Backflow Preventer
- Boiler
- Chemical Feed
- Chiller
- Compressor
- Condensate Tank
- Condenser
- Converter
- Cooling Tower
- Cranes & Hoists
- Cryogenic Tank
- Domestic Water Heater
- Evaporative Cooler
- Evaporator

- Fan
- Fan Coil
- FID Cabinet
- Filter Bank
- Furnace - Gas
- Heat Exchanger
- Hydrant - Fire
- Instrumentation
- Pump
- Pump - Sump
- Pump - Vacuum
- Steam Pit
- Steam Trap
- Tank
- Unit Heater
- Valve
- Valve - Control
- Valve - Division
- Valve - Relief

**STRUCTURAL EQUIPMENT**

- Door - Fire
- Door - Rolling Steel
- Door - Sectional Steel
- Door - Vertical Lift
- Elevator
- Manhole
- Roof

Requested By: \_\_\_\_\_  
 (Please Print: First Name, Middle Initial, Last Name)

Org. No.: \_\_\_\_\_

Phone #: \_\_\_\_\_

**LOCATION DETAILS**

Area: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

Quadrant: \_\_\_\_\_

**Complete Known Data Below**

**EQUIPMENT DATA**

Maximo #: \_\_\_\_\_

Yellow Tag #: \_\_\_\_\_

Equipment Type: \_\_\_\_\_

Equipment Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Vendor: \_\_\_\_\_

Catalog #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Model #: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Manufacturers Date: \_\_\_\_\_

Return form to Customer Operations Support, [Maintenance Planning](#)