

Mechanical-Electrical- Plumbing

(MEP)

Inventory Services

Whitepaper

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1. Purpose

The purpose of this document is to demonstrate the importance of mechanical, electrical, plumbing (MEP) inventories. This information will assist organizations determine if its current method of tracking and maintaining the building mechanical equipment is satisfactory, or if it is necessary to have a professional inventory completed. This document also outlines the Asset Services MEP inventory solution.

This document will assist your organization with the following information:

- Definition of MEP inventories.
- Leading questions pertaining to current inventory practices.
- The importance of having a professional MEP inventory completed.
- The implications of not performing regular inventories.
- An overview of Asset Services' MEP inventory processes.

2. The Importance and Definition of an MEP Inventory

Organizations have a significant investment in the building mechanical equipment used to operate their facilities. At the end of the day, it is the responsibility of the property/facility management professional to ensure that the MEP equipment is accounted for and properly maintained.

Preventive maintenance programs are at the core of any efficient and well run facility. It is no secret that the ability to manage maintenance on a schedule rather than on a reactive or corrective basis will save the organization both time and money, as well as increase the lifespan of its assets.

Through the use of equipment historical data and conducting equipment inventories, facilities professionals can analyze the techniques that are used for the equipment maintenance management, as well as improve the efficiency and compliance while decreasing expenses. However, the ability to create such analysis requires conducting a complete inventory of the equipment in the facility.

But the truth is, many organizations have inadequate, and in many cases ineffective preventive maintenance programs for building mechanical equipment. And often times, the shortcomings start with the equipment data that is loaded into the preventive maintenance system.

If your organization has a preventive maintenance system in place, how confident are you that it is populated with accurate, up-to-date equipment information?

In order to retain the significant investment that your organization has made, it is essential to ensure that all building mechanical equipment is maintained.

An MEP inventory typically includes the following asset classes:

- HVAC/MECH
- Life Safety
- Electrical Equipment
- Plumbing
- Personal Protective Equipment

3. Leading Questions

Answering the following questions will help you identify where your organization's current MEP inventory processes can be improved by utilizing the services of a professional inventory company. Answer these questions, and take a self-evaluation to review your organization's current inventory methods.

Questions

- Does your organization currently perform MEP inventories?
 - If your organization does not currently perform building mechanical/MEP inventories, what data is/was used to populate your preventive maintenance system?
- If your organization performs MEP inventories, who is responsible for performing the inventory?
 - Are facility maintenance professionals responsible for performing MEP inventories?
 - If you are using facilities professionals, what is the true cost of having them perform the inventory functions? There is a tangible loss of professional salaries to perform an inventory, but an intangible loss can also be seen as well. Is the inventory occurring in between routine maintenance and repair?
 - How timely is the inventory being complete? We find that when facilities professionals are tasked with performing the inventory in between their normal, day-to-day responsibilities the inventory process takes much longer.
 - How certain are you that all of the appropriate information is being recorded? We find that facilities managers usually develop their own names, or nicknames for the equipment. This information is usually lost in translation and not passed along if a transition occurs.
- If you have a preventive maintenance system in place, how confident are you that it is populated with accurate, up-to-date information?
 - If the PM system is not populated with accurate data, how useful is the system?

4. The Importance of a Professional Inventory

Organizations make a significant investment in the building mechanical, electrical and plumbing equipment used to run and operate the facility. And at the end of the day, it is the responsibility of the property management professional to ensure that the equipment is accounted for and properly maintained. The following are justifications as to why facilities should perform MEP equipment inventories:

- **Financial Investment** – The overall financial investment that the organization has in the equipment itself. An accurate inventory identifies equipment and all pertinent information necessary to ensure proper maintenance and upkeep. Maintaining the equipment increases the performance and life expectancy of the assets and therefore eliminating premature replacement of the equipment.
- **Preventive Maintenance System**—Preventive maintenance systems are designed to track equipment and ensure that equipment is properly maintained. Organizations invest a significant amount of time and money into a preventive maintenance system. However, the quality of the data uploaded into the system directly impacts the usefulness and effectiveness of the PM system. If inaccurate or incomplete data is input into the system, inaccurate data will be output and the organization will not receive the return on its investment.

- **Locate Missing Equipment** – A mechanical, electrical, plumbing (MEP) inventory helps organizations account for and locate all building mechanical equipment. Furthermore, the inventory will confirm that all appropriate equipment is listed in the preventive maintenance system, ensuring that the equipment receives all necessary maintenance.
- **Maintenance & Repair** – A preventive maintenance system with inaccurate data can cause a range of inefficiencies, including:
 - Over or under scheduling of maintenance.
 - Failing to strategically schedule preventive maintenance based on factors such as location of the equipment, or the skillset of the technicians on duty.
 - Spending additional time looking for equipment that the organization no longer owns or has in its possession.
 - Misclassified equipment and antiquated information slow down the process to keep equipment in working order.

All of these shortcomings can be avoided by ensuring that the preventive maintenance system is populated with accurate and up-to-date equipment information.

- **Repair Equipment** – With an up-to-date preventive maintenance system, equipment receives routine, scheduled maintenance. This process helps reduce equipment downtime by reducing the number of major repairs needed – routine repairs circumvent large, unplanned, costly repairs.

5. More than Just Maintenance Benefits

Organizations large and small need to perform building mechanical equipment inventories on a periodic basis. Accurate equipment inventories not only are essential for populating preventive maintenance systems, but MEP inventories can also provide additional benefits, including:

- **Audits & Inspections** – If the Occupational Safety and Health Administration (OSHA) or any other regulatory organization visits your facility, ensure that you are prepared to provide the necessary information – make sure you don't hand OSHA an outdated list of equipment.

If there is a piece of equipment on your list that does not have any maintenance records for the last 18-24 months, OSHA will start to question why maintenance has not been performed. However, it is quite possible that the facility no longer owns that particular piece of equipment. Once an inventory is performed, you could quickly realize that the facility no longer owns that piece of equipment and eliminate any unnecessary headaches.

- **Adequate Insurance** – An organization is responsible for insuring the equipment that it has in its possession. An accurate equipment inventory ensures that the organization is only paying insurance premiums on the equipment that it currently owns, and also ensures that the organization is adequately insured.
- **Disaster Preparedness** – If your facility is impacted by a fire, flood, or other natural disaster, having an accurate equipment inventory will expedite the recovery process and ensure that the facility is able to account for all of its missing assets.

6. The Inventory Process

Asset Services works with each client to develop a project scope that meets the organization's needs, and works to accomplish the project goals. Once the scope of the project is determined, Asset Services will create an inventory database and conduct the physical field inventory based on the project requirements.

The following is an overview of the inventory process used by Asset Services for a typical building mechanical/MEP inventory:

Equipment Tagging

Asset Services will apply a property tag to each item inventoried and capture all descriptive data pertaining to each asset.

Standard data collected for each item includes:

- Asset Number
- Asset Description
- Facility/Location
- Department
- Room (if applicable)
- Manufacturer
- Model or Product Number
- Serial Number
- Equipment Characteristics
 - Chain or Belt Driven
 - Gas or Electric
 - Pneumatic or Hydraulic



Deliverables

Upon completion of the project, the client is provided with the following:

- Inventory data in electronic spreadsheet format that can be easily uploaded into your current asset management system and/or preventive maintenance system.
- Printed inventory report of assets by location.
- Electronic copy of inventory report.

7. Contact Asset Services

Please feel free to contact Asset Services with any questions pertaining to our asset and equipment management solutions, or if you would like an estimate for completing a building mechanical equipment inventory for your organization.

For additional information, please visit our website www.AssetServices.com.

Contact us:

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