

UAF FACILITIES SERVICES

Environmental Chamber Data Form

This form helps Facility Services (FS) provide maintenance and repair services for environmental chambers on campus.

DESCRIPTION OF CHAMBER PREVENTIVE MAINTENANCE (PM) PROGRAM – *Fixed chambers* (walk-ins) are hard-wired into the building power system and receive full maintenance from FS. *Portable chambers* are specialized commercial units that can be moved and are corded (plugged into an outlet). *Residential chambers* (available from retail sources) are also corded. Maintenance on *Portable* and *Residential* chambers is the responsibility of the owner. Portable chambers may be converted to hard-wired at owner expense.

Beginning Fall 2008, FS will pay for one annual PM visit for all corded portable chambers. Effective scheduling is only possible if the owner provides updated information to FS and complies with the requirements of the program. If FS techs can't locate the unit from the information in the database then the PM visit will be cancelled and the owner notified. The owner can request the annual PM via the FS EWORF system by providing a new data form and a Fund/Org to fund the requested PM.

INSTRUCTIONS – Fill out the form whenever conditions change and transmit to FS Dispatch via email (dispatch@fs.uaf.edu), Campus Mail (Box 7380) or fax (474-2481). Then cut out the table and place in the sleeve on the front of unit. Contact FS Dispatch to arrange inventory visit for new units and/or a sleeve.

FS INVENTORY NAME		
BLDG DDC ALARM		
BUILDING NAME / ROOM NO.		
LOCATION IN ROOM		
NAME OF PRIMARY CONTACT		
PHONE NOS. (WORK / OTHER)	(W)	(O)
SECONDARY CONTACT		
SECONDARY PHONE NOS.	(W)	(O)
TEMPERATURE SETPOINT (C)	<u>VARIABLE?</u> Y / N .	
NATURE OF CONTENTS		
SAFE TO OPEN?	Y / N	Comments:
ALARM BATTERY	INSTALLED DATE BATTERY INFO	
<input type="checkbox"/> HARDWIRED (ANY TYPE)	IF CORDED PORTABLE, DO PM? Y / N	INFO DATE
<input type="checkbox"/> CORDED PORTABLE		BY
<input type="checkbox"/> RESIDENTIAL		

FSXXX name found on green phenolic tag attached to chamber. Assigned by FS during inventory of the equipment.
Remote alarm provided or available at some locations. Enter address from label on port (call FS if address not available)
Provide direction or relationship to fixed objects for easier identification
Examples: Biological Samples, Hepatitis, Plants, Chemicals, Radioactive, etc.
Is it safe for FS staff to open chamber in response to temperature alarm? Comments?
Info by FS only. FS PM will change the alarm battery every 4 years. Owner may transfer info to new Data Form.
> What type? > If corded portable: * In Service? (Y / N) * if Yes, is PM authorized by owner? (Y / N) > Transmit any changes to FS

CUT ALONG DOTTED LINE – PLACE IN SLEEVE

To	Facilities Services Dispatch	From	
Phone No.	474-7000	Department	
Fax No.	474-2481	Phone No.	
Date		Fax No.	