

# FACILITIES ASSET DATA EXCHANGE

# FINDING THE FADE SPREADSHEET

This manual explains where the FADE spreadsheet could be located during this time of implementation. Some projects are pre-FADE and the information could be in various locations and in different formats.

The screenshot shows a complex spreadsheet interface. At the top, there is a summary table with columns for 'Equipment Name', 'Location', 'Status', and 'Notes'. Below this is a large grid of data, likely representing individual equipment items across multiple projects or buildings. The grid has many columns, some of which are highlighted in different colors (blue, green, yellow) to indicate different categories or statuses.

Project Equipment Data												
Equipment or Material	Label on Drawing	Location of Equipment or Material	Manufacturer	Model Number	Technical Data	Areas Served by A/C Equipment	Zone	Equipment Group	FAMIS Equipment Number (for removed equipment or assigned to new)	Life Cycle Data		
Air Conditioner, Split-type (Removed)	K-ACU	Breslin Building (0069) Room A14	Unknown	Unknown	Unknown	None	None Found	AC SPLIT	COOL SYS	REFRIG	SAD069000A14001	N/A
Condensing Unit (Removed)	Condensing Unit	Breslin Building (0069) Roof RF11	Unknown	Unknown	Unknown	None	None Found	COND UNIT	COOL SYS	REFRIG	none found	N/A
Air Conditioner, Split-type	ACU-A14-3	Breslin Building (0069) Rooms A14	Specified: Liebert	Specified: DME037E	Specified: R407C Refrigerant, 3 Tons, 208V, 1 Phase	Breslin Room A14	None Found	AC SPLIT	COOL SYS	REFRIG	SAD069000A14003	N/A
Condensing Unit	Condensing Unit	Breslin Building (0069) Roof RF11	Specified: Liebert	Specified: PFH037A	Specified: R407C Refrigerant, 208 V, 15.4 FLA, 3 Phase, 3 Tons,	Breslin Room: A14	None Found	COND UNIT	COOL SYS	REFRIG	EQ037006	N/A
Air Conditioner, Split-type	ACU-CB37-3	Snyder and Phillips Hall Building (0300) Room CB37	Specified: Liebert	Specified: DME037E	Specified: R407C Refrigerant, 3 Tons, 208 V, 1 Phase	Snyder and Phillips Hall Building (0300) Room CB37	None Found	AC SPLIT	COOL SYS	REFRIG	SAD030000CB37001	N/A
Condensing Unit	Condensing Unit	Snyder and Phillips Hall Building (0300) South of Room C106 On Grade Outside	Specified: Liebert	Specified: PFH037A	Specified: R407C Refrigerant, 208 V, 3 Phase, 15.4 FLA, 3 Tons, cooling	Snyder and Phillips Hall Building (0300) Room CB37	None Found	COND UNIT	COOL SYS	REFRIG	EQ037004	N/A
Air Conditioner, Split-type	ACU-18-2	College of Law Building (0083) Room 18	Specified: Liebert	Specified: MCD36A	Specified: R407C Refrigerant, 3 Tons, 208 V, 3 Phase	College of Law Building (0083) Room 18	None Found	AC SPLIT	COOL SYS	REFRIG	SAD083000018001	N/A
Condensing Unit	CU-18-2	College of Law Building (0083) West of Room EP2 On Grade Outside	Specified: Liebert	Specified: PFH037A	Specified: R407C Refrigerant, 208 V, 3 Phase, 15.4 FLA, 3 Tons,	College of Law Building (0083) Room 18	None Found	COND UNIT	COOL SYS	REFRIG	EQ037005	N/A

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 Facilities Information Services  
 1147 Chestnut Rd. Room 101  
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 East Lansing, MI 48824-1215

For Assistance contact :  
 FIS Support  
 (517) 353-3434  
 fissuesupport@ipf.msu.edu  
 fissuesupport.ipf.msu.edu

July 18, 2018

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## 1 Finding the Equipment ID information

In order to link the Equipment ID to the documents in Meridian, you will need to **locate the FADE spreadsheet** that contains the equipment ID information. There are multiple places to look and different names for the spreadsheet depending on the age of the project.

1. Unifier - Document Manager - Asset Management
2. Google Drive - Team Drives - Archived FADE
3. Meridian - Archives - Documents and General Warranties
4. Meridian - Operational Projects

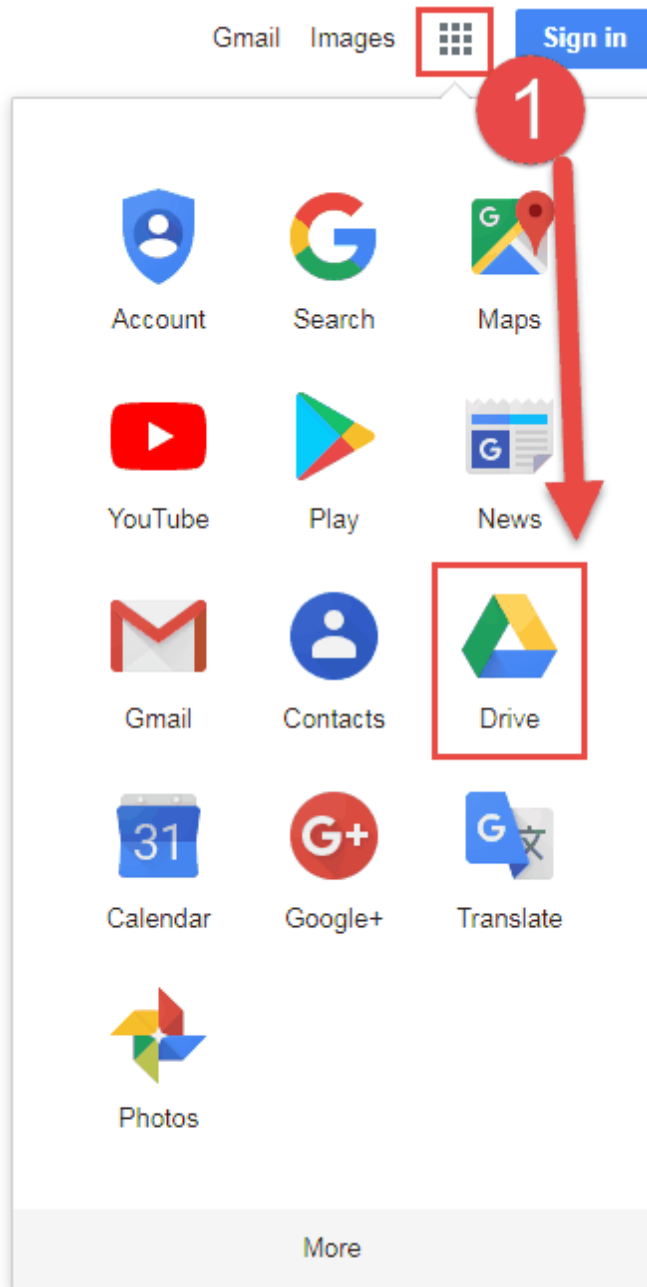
If at any time you have questions or need assistance with the FADE spreadsheet:

### **FADE information contacts:**

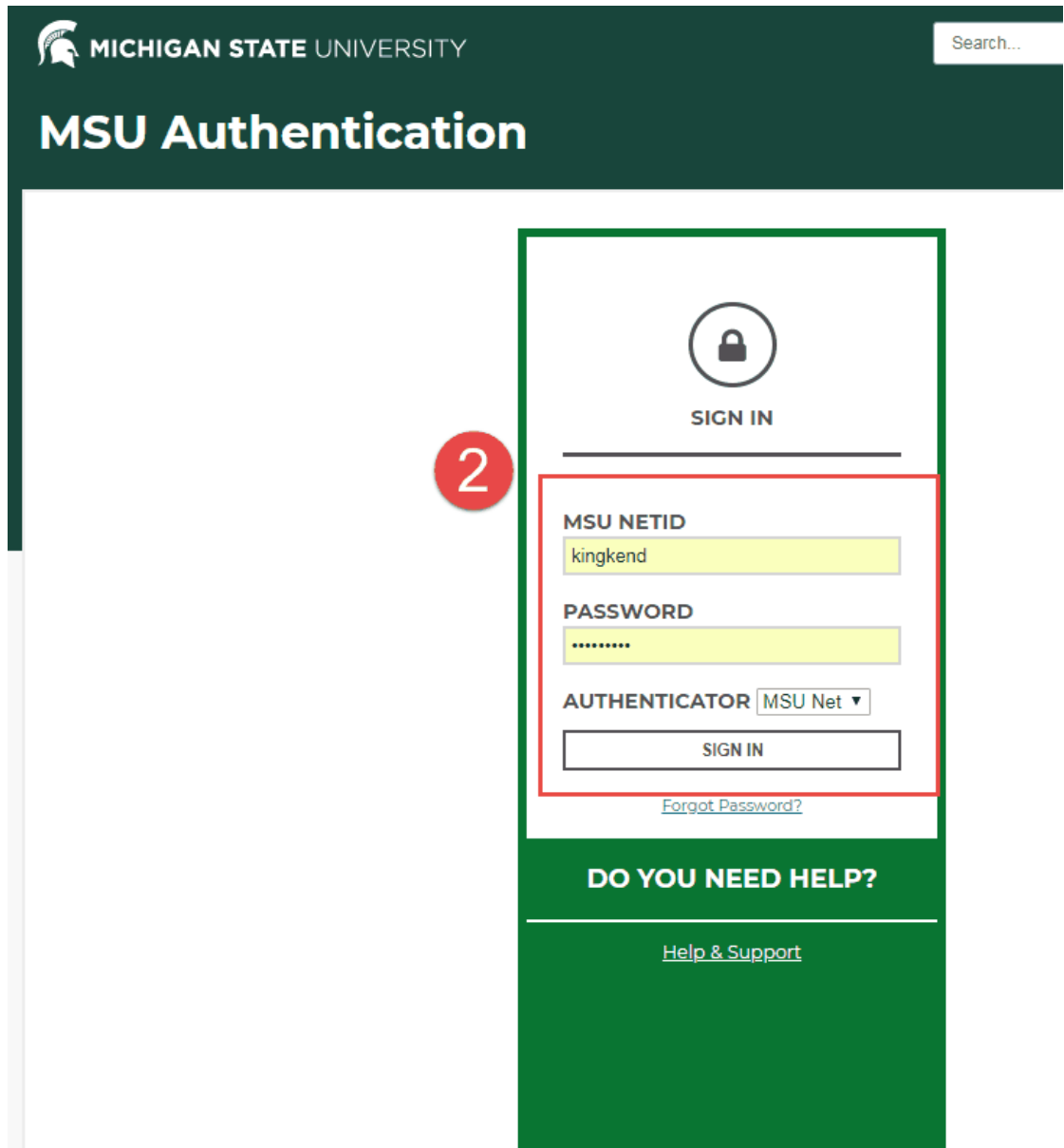
- The **Project Manager** for the project
- **Diane Schimizzi** | [dianes@msu.edu](mailto:dianes@msu.edu) | 3-4852
- PM Coordinators:
  - **Maranda Holtscaw** | [mholtscl@msu.edu](mailto:mholtscl@msu.edu) | 2-0542
  - **Chelsea Litwiller** | [litwill5@msu.edu](mailto:litwill5@msu.edu) | 4-5985
  - **Kelsey Oosterhoff** | [oosterk@msu.edu](mailto:oosterk@msu.edu) | 4-6665
- FIS Team:
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  - **Kendra Schroeder** | [kingkend@msu.edu](mailto:kingkend@msu.edu) | 2-0325
  - **Samantha Williams** | [samantha@msu.edu](mailto:samantha@msu.edu) | 4-7850
  - **Shantell Adams** | [adamss21@msu.edu](mailto:adamss21@msu.edu)

## 2 Google Docs

1. Open [google](#) and click on the google apps icon.



2. Sign into your Google Drive using your MSU Net ID.




The screenshot shows the MSU Authentication page. At the top left is the Michigan State University logo and name. At the top right is a search bar. The main heading is "MSU Authentication". Below this is a sign-in form. A red circle with the number "2" is placed to the left of the form. The form contains the following fields: "MSU NETID" with the value "kingkend", "PASSWORD" with masked characters "\*\*\*\*\*", and "AUTHENTICATOR" with a dropdown menu set to "MSU Net". Below these fields is a "SIGN IN" button. A link for "Forgot Password?" is located below the button. At the bottom of the form area, there is a section titled "DO YOU NEED HELP?" with a link for "Help & Support".

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Search...

# MSU Authentication

**2**

  
SIGN IN

---

**MSU NETID**  
kingkend

**PASSWORD**  
\*\*\*\*\*

**AUTHENTICATOR** MSU Net ▾

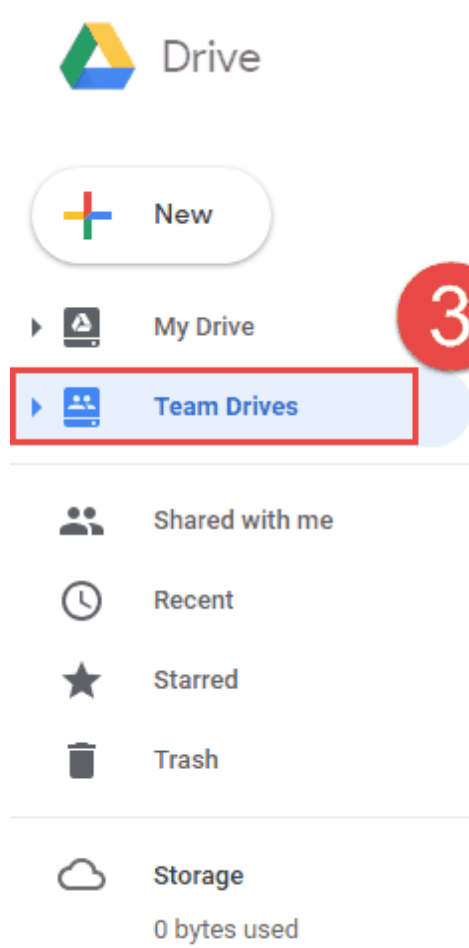
SIGN IN

[Forgot Password?](#)

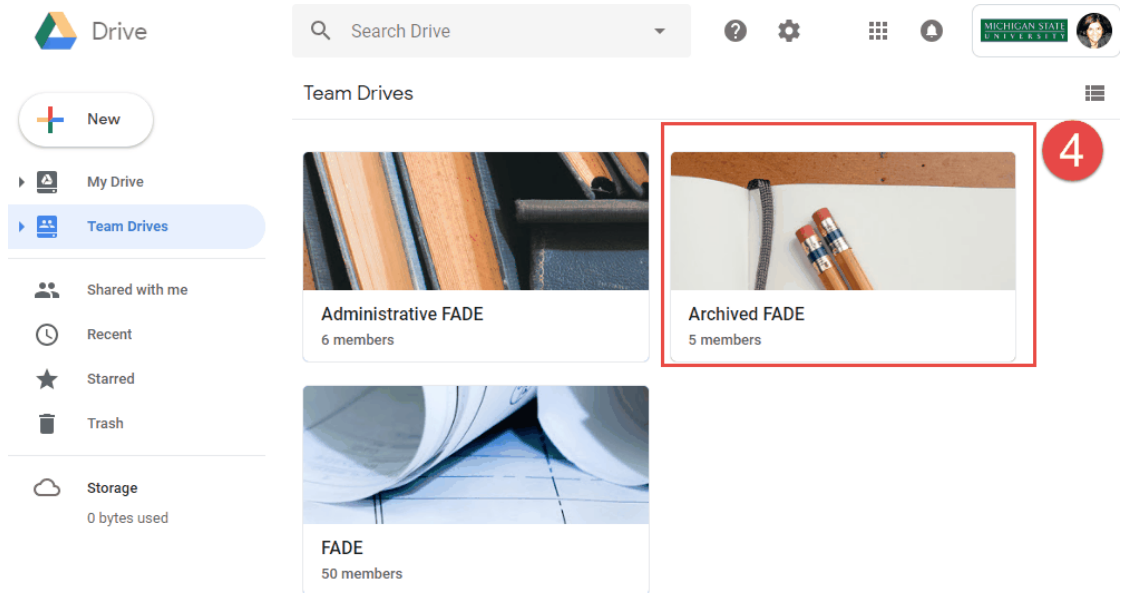
**DO YOU NEED HELP?**

[Help & Support](#)

3. From the left side menu, select Team Drives.



4. Double click on the Archived FADE folder.



5. Locate your Project spreadsheet (you can also use the Search bar to find the project).



## 2.1 No FADE spreadsheet...\_2

If this is a before using Google Docs and the spreadsheet is not there, move on to checking [Unifier](#).

## 2.2 FADE spreadsheet is there!\_2

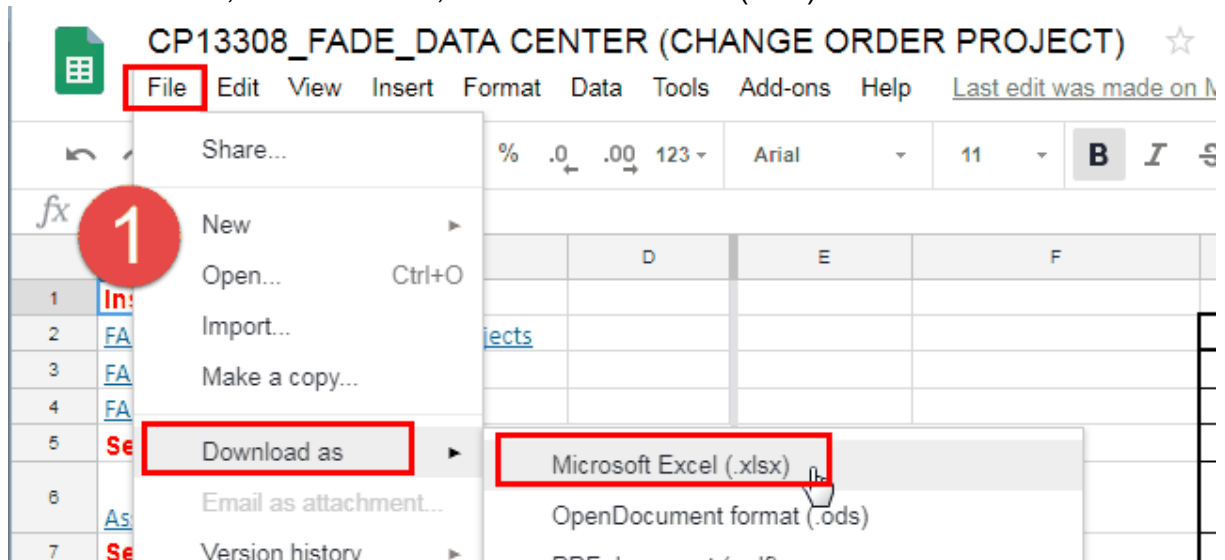
If the spreadsheet is in Google Docs, double click on to open it.

### **If FADE spreadsheet is empty or incomplete:**

- If there is a FADE spreadsheet, but it is empty or incomplete **find out why** by contacting either:
  - PM coordinators
  - Diane Schimizzi
  - the Project Manager.

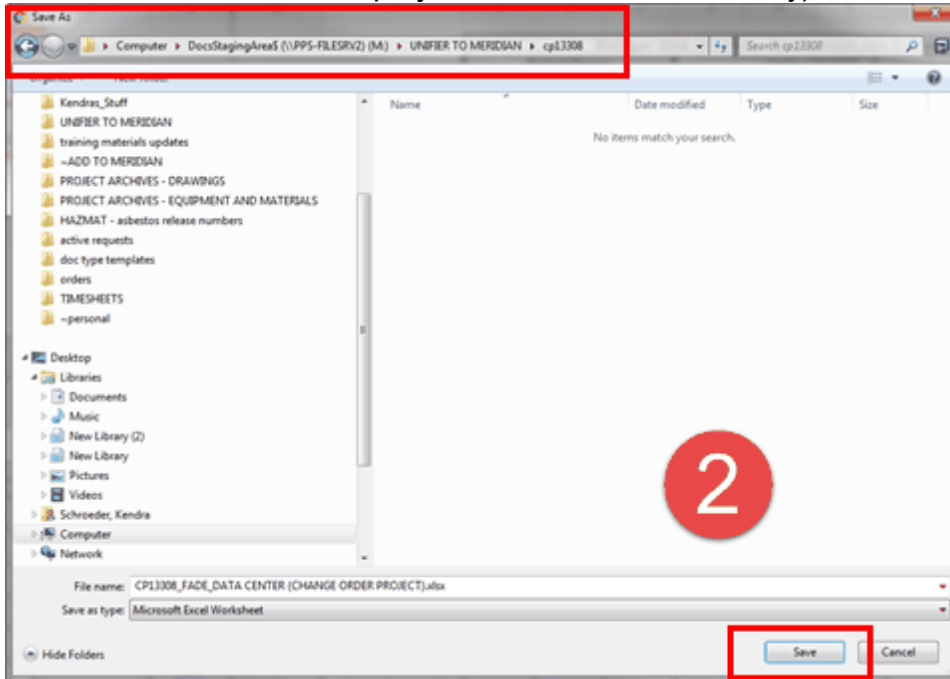
If you are going to use the spreadsheet and need to format it for your use, you will need to download it.

1. Click on 'File', 'Download as', then Microsoft Excel (.xlsx)

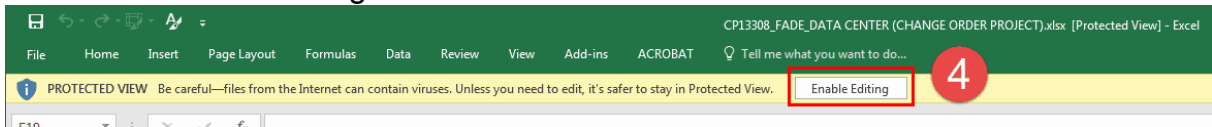




2. Select the 'Save' location for the file (Note: save it to your unifier to meridian project folder or make one for that project if there isn't one already).



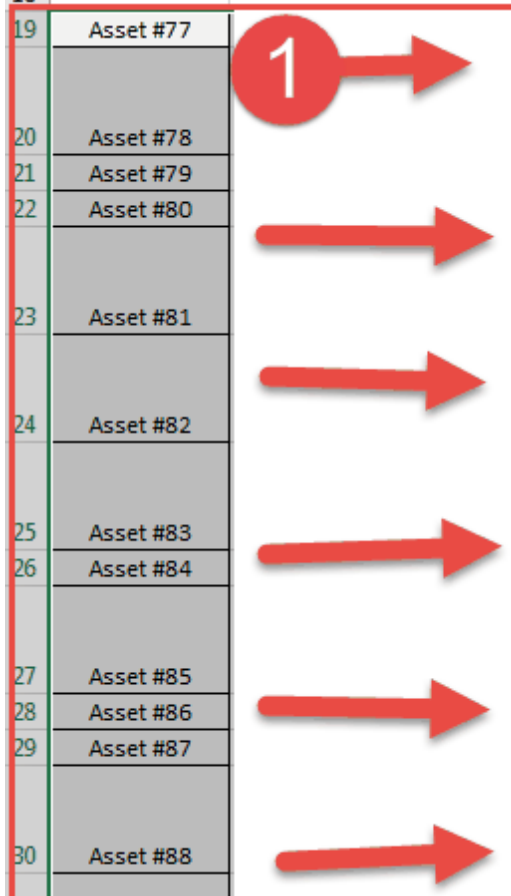
3. Open the spreadsheet  
4. Click on 'Enable Editing'.



### 2.2.1 Formatting the FADE spreadsheet for use\_2

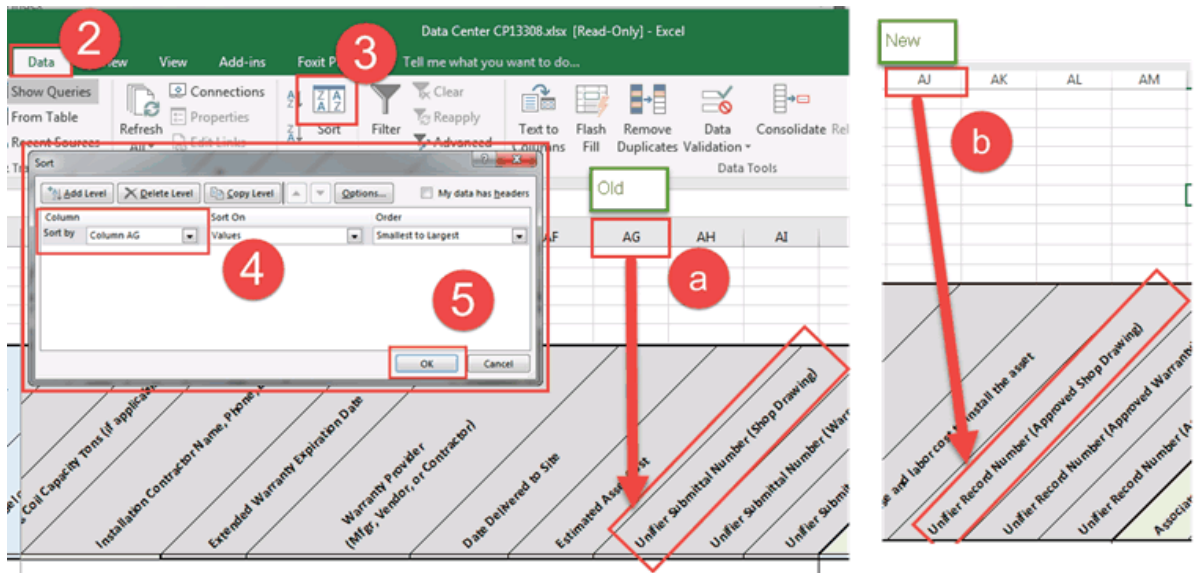
The FADE spreadsheet will need to be **sorted** in an order in which it can be used for linking the equipment IDs to the files in Meridian.

1. **Highlight ALL** the asset rows and columns – NOT THE HEADERS OR COLUMN LABELS, just where the actual asset information starts.



19	Asset #77
20	Asset #78
21	Asset #79
22	Asset #80
23	Asset #81
24	Asset #82
25	Asset #83
26	Asset #84
27	Asset #85
28	Asset #86
29	Asset #87
30	Asset #88

2. Click on the '**Data**' tab.
3. Click on the '**Sort**' button".
4. Sort by the '**Unifier...(Shop Drawing)**' column
  - a. older spreadsheets - 'Unifier **Submittal** Number (Shop Drawing)' column (Column AG)
  - b. newer spreadsheets - 'Unifier **Record** Number (Shop Drawing)' column (Column AJ)
5. Click '**OK**'.



6. **Hide** the columns in between the 'MSU FAMIS Equipment ID Number' column and 'Manufacturer' column. The hide the columns between 'Motor' and 'Unifier Submittal Number' or 'Unifier Record Number' columns.
  - a. When linking, pay attention to multiple equipment numbers assigned to the same submittal numbers. Use the excel filtering tool if need be.

L	M	N	AG	AH	AI	AJ	AK
Asset	10/10/16 - 3/31/18	\$46,000,000					
	KASDORF, J.						
MSU FAMIS Equipment ID Number	Central Control ID	Service Guide	Unifier Submittal Number (Shop Drawing)	Unifier Submittal Number (Warranty Docs)	Unifier Submittal Number (O&M Manual)	Associated Areas Served	Asset
Green - provided by Michigan State Uni			Green - provided				
EQ048756			99		289		
EQ048757			99		289		
EQ048758			99		289		

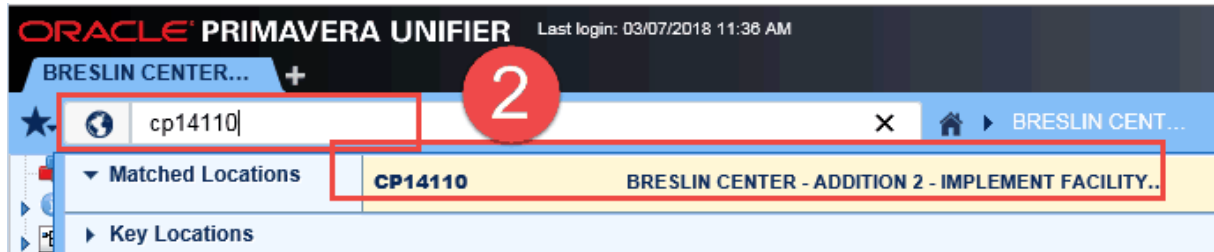
### 3 Unifier

If the FADE spreadsheet was not in Google Docs, check Unifier.

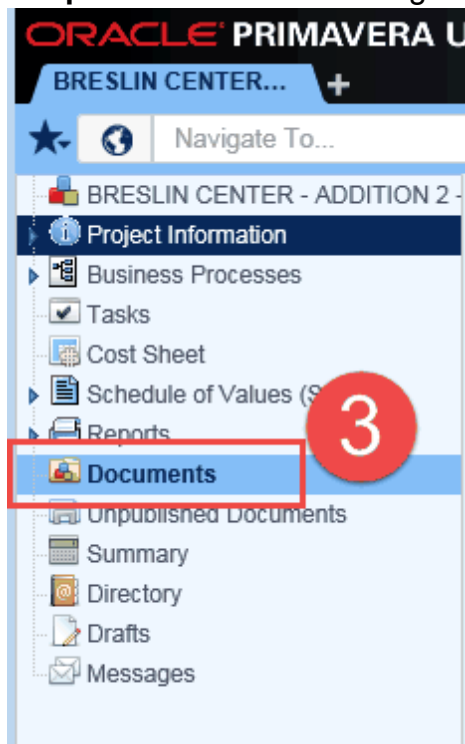
1. Open Unifier.



2. Search for the Project.



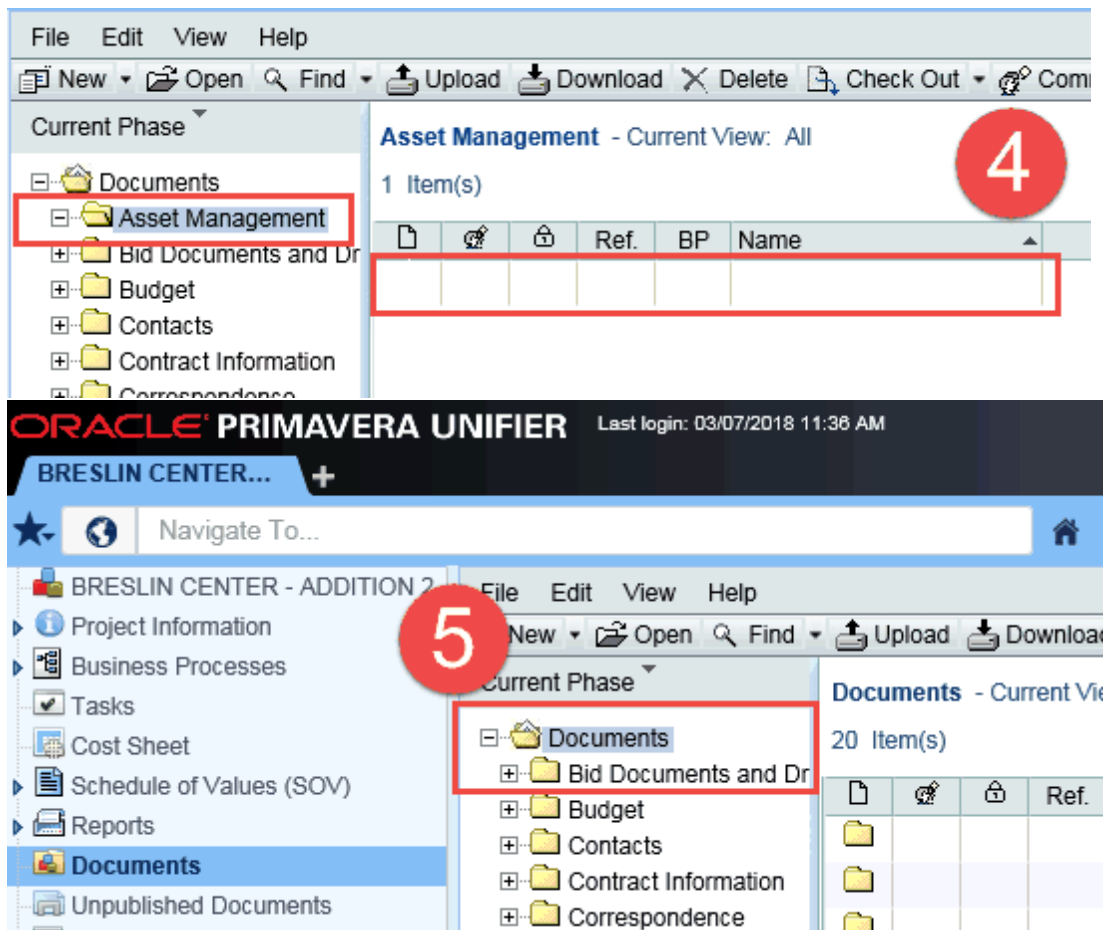
3. Open the Document Manager folder.



### 3.1 No FADE spreadsheet...

If this is a pre-FADE process project, the Asset Management folder may be:

4. Empty.
5. Missing.

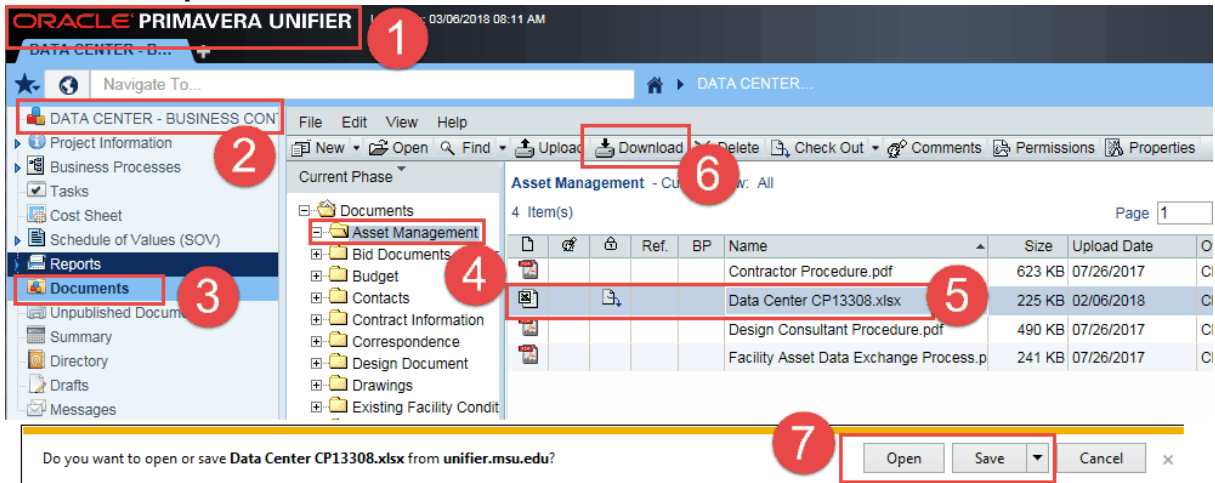


If either of these is the case, **move on** to checking [Meridian](#).

### 3.2 FADE spreadsheet is there!

If this is a FADE process project, the Asset Management folder will contain the FADE spreadsheet.

4. Open the '**Asset Management**' folder.
5. If there is a **FADE spreadsheet excel file**, select it.
6. Click '**Download**'
7. **Save or open** the file.



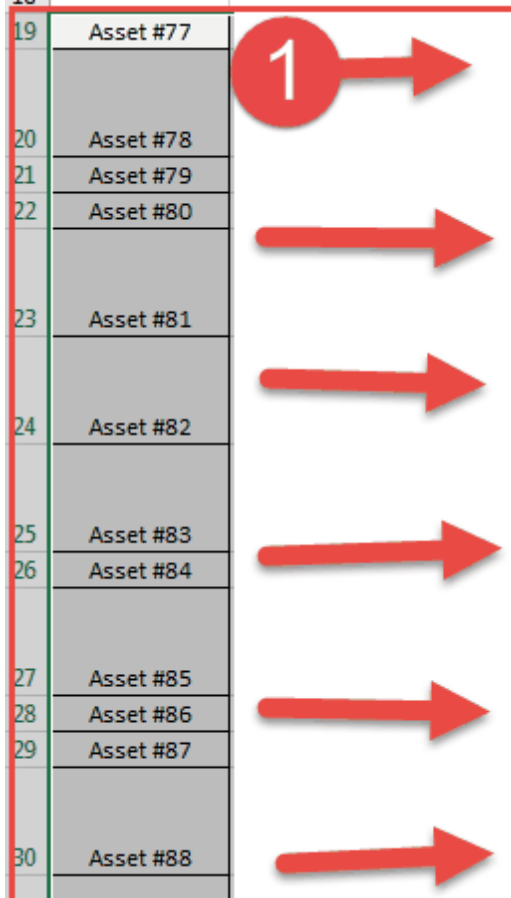
#### If FADE spreadsheet is empty or incomplete:

- If there is a FADE spreadsheet in Unifier, but it is empty or incomplete **find out why** by contacting either:
  - PM coordinators
  - Diane Schimizzi
  - the Project Manager.
- The project may have been pre-FADE process.

### 3.2.1 Formatting the FADE spreadsheet for use

The FADE spreadsheet will need to be **sorted** in an order in which it can be used for linking the equipment IDs to the files in Meridian.

1. **Highlight ALL** the asset rows and columns – NOT THE HEADERS OR COLUMN LABELS, just where the actual asset information starts.



19	Asset #77
20	Asset #78
21	Asset #79
22	Asset #80
23	Asset #81
24	Asset #82
25	Asset #83
26	Asset #84
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29	Asset #87
30	Asset #88



2. Click on the '**Data**' tab.
3. Click on the '**Sort**' button".
4. Sort by the '**Unifier...(Shop Drawing)**' column
  - a. older spreadsheets - 'Unifier **Submittal** Number (Shop Drawing)' column (Column AG)
  - b. newer spreadsheets - 'Unifier **Record** Number (Shop Drawing)' column (Column AJ)
5. Click '**OK**'.

The image shows two screenshots from Microsoft Excel. The left screenshot displays the 'Sort' dialog box with the following annotations:
 

- Red circle 2: Points to the 'Data' tab in the ribbon.
- Red circle 3: Points to the 'Sort' button in the ribbon.
- Red circle 4: Points to the 'Sort by' dropdown menu, which is set to 'Column AG'.
- Red circle 5: Points to the 'OK' button.

 The spreadsheet below the dialog box shows columns AG, AH, and AI. Column AG is labeled 'Old' in a green box. A red arrow labeled 'a' points from 'Old' to column AG. The right screenshot shows columns AJ, AK, AL, and AM. Column AJ is labeled 'New' in a green box. A red arrow labeled 'b' points from 'New' to column AJ. Both screenshots show a shaded area at the bottom with diagonal text labels for various columns, including 'Unifier Submittal Number (Shop Drawing)' and 'Unifier Record Number (Approved Shop Drawing)'.

6. **Hide** the columns in between the 'MSU FAMIS Equipment ID Number' column and 'Unifier Submittal Number' or 'Unifier Record Number' columns.
  - a. When linking, pay attention to multiple equipment numbers assigned to the same submittal numbers. Use the excel filtering tool if need be.

L	M	N	AG	AH	AI	AJ	AK
d:		10/10/16 - 3/31/18					
		\$46,000,000					
		KASDORF, J.					
MSU FAMIS Equipment ID Number	Central Control ID	Service Guide	Unifier Submittal Number (Shop Drawing)	Unifier Submittal Number (Warranty Docs)	Unifier Submittal Number (O&M Manual)	Associated Area as Served To	Asset
Green - provided by Michigan State Uni			Green - provided				
EQ048756			99		289		
EQ048757			99		289		
EQ048758			99		289		

## 4 Meridian

If the FADE spreadsheet was not in Google Docs or Unifier, check in Meridian.

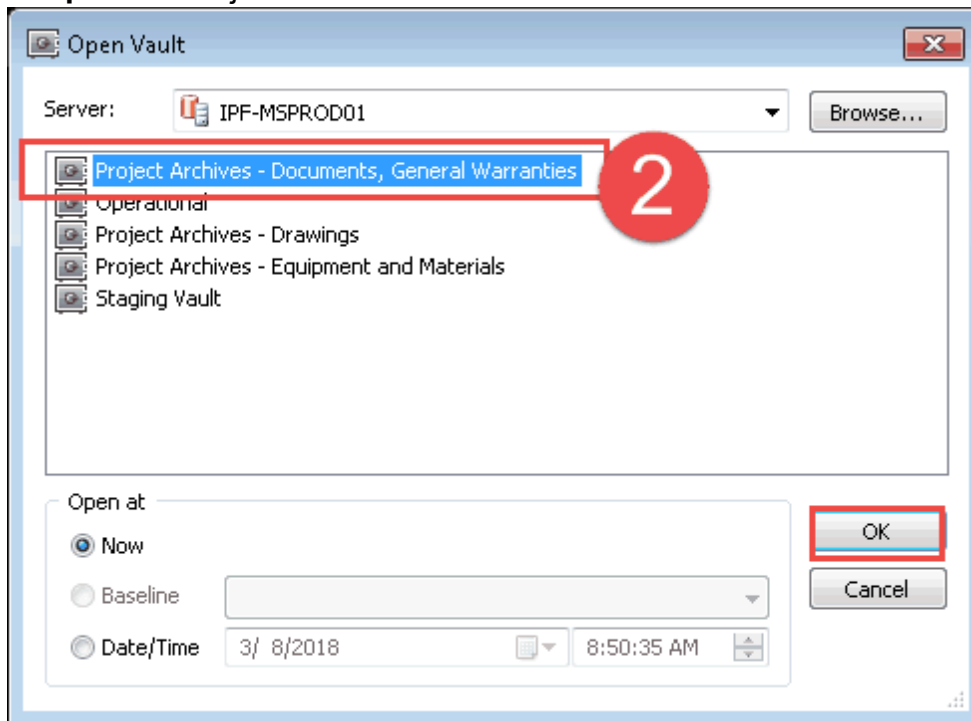
There are two places in Meridian the FADE spreadsheet might be:

- Meridian - Archives - Documents and General Warranties
- Meridian - Operational Projects - Project Equipment Data

### 1. Open Meridian



### 2. Open the Project Archives - Documents and General Warranties vault.



## 4.1 Meridian Archives

### Meridian Archives - Documents and General Warranties:

3. **Search** for the FADE spreadsheet pdf (search by doc subclass, building, project number, etc).

The screenshot shows a file explorer interface. At the top, there is a search bar containing 'All Files (Classification-Building-Project)' and a date filter set to 'Now'. A red circle with the number '3' is overlaid on the search bar. Below the search bar, a folder tree is visible under the heading 'Name'. The folder 'FACILITY ASSET DATA EXCHANGE' is expanded, showing several sub-folders. The folder 'CP13114 - BRESLIN AND VARIOUS BUILDINGS - HVAC ALTERATIONS TO TELECOM SPACES' is selected and highlighted with a red box. Inside this folder, the file 'CP13114\_DOC\_FADE\_2017-06-14.pdf' is selected and highlighted with a blue box. A red circle with the number '4' is overlaid on the file name.

4. If it is there, **open it** and use it to link the files in Meridian to the Equipment IDs.
  - o There will be a mixture of old format FADE spreadsheets and newer ones.
    - New FADE spreadsheet - remember to format for use.
    - Old FADE spreadsheets - no links to the Unifier Submittals. The files will have to be matched to the docs based on attributes from the FADE pdf.

The screenshot shows a spreadsheet titled 'Project Equipment Data'. A red circle with the number '4' is overlaid on the top right corner of the spreadsheet. The spreadsheet contains a table with columns for 'Equipment or Material', 'Location of Equipment or Material', 'Manufacturer', 'Model Number', 'Technical Data', 'Area Served by A/C Equipment', 'Status', 'Type', 'Trade Group', 'FAMS Equipment Number (for removal equipment, or assigned to O&M)', and 'File Code Data'. The table lists various HVAC equipment items, including air conditioners and condensing units, with their respective locations and specifications.

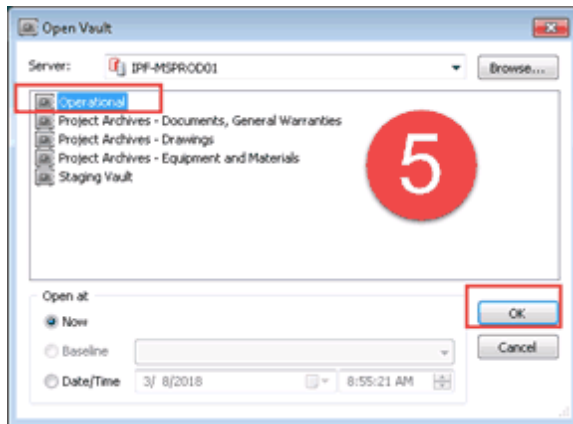
Equipment or Material	Location of Equipment or Material	Manufacturer	Model Number	Technical Data	Area Served by A/C Equipment	Status	Type	Trade Group	FAMS Equipment Number (for removal equipment, or assigned to O&M)	File Code Data	
Air Conditioner, Split-type (Removal)	Breslin Building (0069) Room A14	Unknown	Unknown	Unknown	None	None Found	AC SPLIT	COOL SYS	REFRIG	SA0069000A14001	N/A
Condensing Unit (Removal)	Breslin Building (0069) Roof RF11	Unknown	Unknown	Unknown	None	None Found	COND UNIT	COOL SYS	REFRIG	None Found	N/A
Air Conditioner, Split-type	Breslin Building (0069) Room A14	Specified: Liebert	Specified: DM033TE	Specified: R422C Refrigerant, 3 tons, 208V, 1 Phase	Breslin Room A14	None Found	AC SPLIT	COOL SYS	REFRIG	SA0069000A14009	N/A
Condensing Unit	Breslin Building (0069) Roof RF11	Specified: Liebert	Specified: PH037A	Specified: R422C Refrigerant, 208 V, 15.4 FLA, 3 Phase, 3 Tons,	Breslin Room: A14	None Found	COND UNIT	COOL SYS	REFRIG	IQ017906	N/A
Air Conditioner, Split-type	Snyder and Phillips Hall Building (0300) Room CB37	Specified: Liebert	Specified: DM033TE	Specified: R422C Refrigerant, 3 Tons, 208 V, 1 Phase	Snyder and Phillips Hall Building 0300 Room CB37	None Found	AC SPLIT	COOL SYS	REFRIG	SA0069000A14001	N/A
Condensing Unit	Snyder and Phillips Hall Building 0300 South of Room C196 On Grade Outside	Specified: Liebert	Specified: PH037A	Specified: R422C Refrigerant, 208 V, 3 Phase, 15.4 FLA, 3 Tons, Cooling	Snyder and Phillips Hall Building 0300 Room CB37	None Found	COND UNIT	COOL SYS	REFRIG	IQ017904	N/A
Air Conditioner, Split-type	College of Law Building (0083) Room 1B	Specified: Liebert	Specified: MCO36A	Specified: R422C Refrigerant, 3 Tons, 208 V, 3 Phase	College of Law Building 0083 Room 1B	None Found	AC SPLIT	COOL SYS	REFRIG	SA0063000A18001	N/A
Condensing Unit	College of Law Building (0083) West of Room EP3 On Grade Outside	Specified: Liebert	Specified: PH037A	Specified: R422C Refrigerant, 208 V, 3 Phase, 15.4 FLA, 3 Tons,	College of Law Building 0083 Room 1B	None Found	COND UNIT	COOL SYS	REFRIG	IQ017905	N/A

## 4.2 Meridian Operational

### Meridian - Operational vault - Project Documents

If the FADE spreadsheet pdf is not in Meridian Archives - Documents and General Warranties vault:

5. **Open** the Meridian - Operational vault.



6. **Search** for the FADE spreadsheet in the Project Documents. (use doc subclass, building, project number, etc.)

Planning Design and Construction		Projects-Documents and Drawings (Building, Project)		
Name	Doc Class	Doc SubClass	Doc SubClass Search	Doc SubClass I
CP14384 - COMMUNICATION ARTS - WASH 2ND FLOOR ...				
CP15011 - COMMUNICATION ARTS - TECHNOLOGY UPG...				
CP15153 - COMMUNICATION ARTS - ALTERATIONS TO ...				
CP15157 - COMMUNICATION ARTS - ALTERATIONS TO ...				
CP15196 - COMMUNICATION ARTS - ALTERATIONS TO ...				
CP15223 - COMMUNICATION ARTS - TIER ONE DATA R...				
CP15223_PCASSTATUS.DOCX	DOCUMENT	PRELIMINARY COS...	PCASSTATUS	
CP15223_DESSTATMEM.DOCX	DOCUMENT	DESIGN STATUS M...	DESSTATMEM	
CP15223_MEMO_JUSTIFICATION_MEMO_FOR_CTR...	DOCUMENT	MEMORANDUM	MEMO	
CP15223_SPEC_011000.DOC	DOCUMENT	SPECIFICATIONS	SPEC	
CP15223_FADE.xlsx	DOCUMENT	FACILITY ASSET D...	FADE	
CP15223_CAD_MECH_ARCH.zip	DRAWING	DRAWING SET	DWGSET	
CP15238 - COMMUNICATION ARTS - ALTERATIONS TO ...				
CP16050 - COMMUNICATION ARTS - TECHNOLOGY UPG...				
CP16071 - COMMUNICATION ARTS - ALTERATIONS TO R...				
CP16072 - COMMUNICATION ARTS - ALTERATIONS TO ...				

7. If the FADE spreadsheet is there, **open** it.

o Remember -

- If the file is in the operational vault, it is most likely not completed.
- There will be a mixture of old format FADE spreadsheets and newer ones.
  - New FADE spreadsheet - remember to **format** for use.
  - Old FADE spreadsheet - use attributes, there are no links to Unifier Submittals.
- If information is missing, please contact the PM coordinators or Diane Schimizzi.