

## Environmental Equipment Emergency Notification Card

Device Owner\*: \_\_\_\_\_

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

*\* This should be a Principal Investigator, Program/Center Director, Division Chief, Department Chair or Administrator*

Einstein Inventory Barcode #: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Departmental Office Phone #: \_\_\_\_\_

Department Administrator: \_\_\_\_\_ Administrator Email: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Equipment Type: \_\_\_\_\_

Set Temperature Range: \_\_\_\_\_ **IMPORTANT – The alarm range on the freezer must be set by the user on the freezer.**

### Contacts for this device (MUST LIST AT LEAST 2 CONTACTS WHO WILL BE RESPONSIVE):

<u>Name:</u>	<u>Work Phone:</u>	<u>Cell/Home Phone:</u>	<u>Email:</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

### IMPORTANT NOTES:

- 1) Please post one (1) copy of this form on the equipment.
- 2) Send a copy of this form to Engineering by emailing it to [freezers@einstein.yu.edu](mailto:freezers@einstein.yu.edu). This will ensure the central file is updated with current contact information.
- 3) Do not move, remove or add equipment without notifying Engineering at extension 3000.
- 4) If the equipment is out of service, contact Engineering at extension 3000 so the device can be temporarily removed from the alarm system. This will decrease false alarm reports received by the department. When your device is back in service, call extension 3000 to restore the alarm monitoring.
- 5) The Engineering department does not repair freezers. This is only a monitoring system. All freezers are expected to have a service agreement for maintenance and repairs. Contact Procurement if you need the name of a vendor to repair your device.