**Purpose**

Installed equipment sheets will make sure that you need collect only the minimum set of information about each product.

**How to use?**

In the COBie Tool Kit you will pick each Installed Equipment Work Book and select all components that belong to that category. When you export a Work Book components you picked will be exported with the current data about each component.

**Can I add additional components?**

Your Work Book comes pre-populated with the current information, but projects change. You can add additional components at the bottom of the Work Book.

**Which Work Book to Use?**

|  |  |  |
| --- | --- | --- |
| Order of Use | File Name | Usage |
| 1 | Specific Products | To capture properties for that specific type of product |
| 2 | Electrical | Properties for all other electrical system equipment |
| 3 | Plumbing | Properties for all other plumbing equipment |
| 4 | General | Any other products or equipment |

**Why are the sheets color coded?**

|  |  |
| --- | --- |
| Color | Meaning |
| Yellow | The first sheet. This is where you add the needed information |
| Black | Reference sheets. You should not change any information in these sheets. |

**Why are the columns color coded?**

|  |  |
| --- | --- |
| Color | Meaning |
| Gray | If present, a list of equipment/products in your COBie file |
| Gold | If present, provides pick lists to required information in reference sheets |
| Yellow | Required information that must be completed for this WorkBook |
| White | Optional information that may be completed if relevant for this WorkBook |

**Can I modify these Work Books?**

You may not change the names or order of any sheet or column in any of these templates. To do so will mean that the information captured will not be understood by the software that merges these worksheets back together. You may, however, need to add data on the backup sheets in case the templates do not have the complete set of data -- to do this the unprotect code is “cobie”.