### Information to Manage When Managing Equipment Supplier Contracts in a US Apartment Building

Managing contracts with equipment suppliers is a crucial part of maintaining and upgrading the quality of life in an apartment building. Effective management of these contracts ensures that equipment always operates well, safely, and meets the needs of residents.

Here is the detailed information to manage:

#### Contract Information

* **Equipment type:** Elevators, heating/cooling systems, fire protection systems, security systems, kitchen equipment...
* **Supplier:** Company name, contact person, contact information.
* **Contract number:** Unique number to identify each contract.
* **Start and end date:** Effective period of the contract.
* **Cost:** Purchase, installation, maintenance, repair costs.
* **Payment terms:** Payment method, payment deadline.
* **Warranty:** Warranty period, warranty conditions.
* **Special terms:** Special terms and conditions of the contract (e.g., preventive maintenance schedule, failure reporting procedures).

#### Equipment Information

* **Technical specifications:** Detailed technical specifications of the equipment.
* **Installation date:** Date the equipment was installed.
* **Maintenance history:** Maintenance, repair, and replacement of parts.
* **Equipment condition:** Operating condition of the equipment (good, damaged, needs repair).

#### Supplier Information

* **Supplier evaluation:** Evaluation of service quality, response time, price.
* **Work history:** History of cooperation with the supplier.