

ASSET TAG PLACEMENT GUIDE

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General Guideline

Tags should be placed in areas out of sight from the general public but accessible to Facilities/Operations.

- Assets in public spaces - tags to be placed away from front of asset and avoid eye level areas.
 - Place the tags on the side of assets (or at the bottom for ceiling mounted assets), if space is limited on the side, place the tag at the bottom/top area of the asset (whichever is not at direct line of sight)
- Asset in employee-only spaces (e.g., mechanical rooms or above ceiling)
 - Tags should not cover any labels or stickers on the asset
 - Tags should not be covered by insulation or surrounding equipment
 - Provide clearance and ease of access for scanning the barcode/QR code
 - Tag should be placed in areas Facilities/Operations can scan the barcode/QR code safely while the asset is in use/operation.
- Tags should NOT be placed on signage/ labels.

Guidelines for Specific Assets

Doors

- FOD maintained buildings - tags shall be placed on hinge side of the door frame, about five to six feet above the finish floor. Blank margins around the tags can be trimmed off to fit the tags within the door frame if necessary.
- Wexner Medical Center maintained buildings - tags shall be placed on the hinge (jamb side)
 - For three-hinged doors, place tags on the middle hinge.
 - For four -hinged doors, place tags on the second hinge from the top.

Exit signs

- Wexner Medical Center maintained buildings - tags shall be placed on the base that is attached to the ceiling. Tags shall be facing down towards the floor, allowing OSU Facilities to scan the barcode while standing on the ground.

- If no base is present, place tags on the bottom side (preferred) or the back side of the exit signs.

Fire extinguisher cabinets

- FOD maintained buildings - tags shall be placed on the inside of the cabinet, at the side wall opposite the door hinge.

Fire extinguisher (Wall Mounted)

- FOD maintained buildings - tags shall be placed on the wall, to the side or above the extinguisher/extinguisher hook

Electrical panels

- FOD & Wexner Medical Center maintained buildings - tags shall be placed inside of the panel door. Tags should not cover any other stickers/labels.

Emergency Eye Wash / Emergency Shower

- FOD maintained buildings - tags shall be placed on metal hang tags and hung on the fixture. OSU will be able to provide metal hang tags.
- Wexner Medical Center maintained buildings – tags shall be placed on the shower or the eye wash fixture itself.

Battery Powered Lights

- Wexner Medical Center maintained buildings - only one tag needs to be placed on the ceiling grid next to the fixture closest to the door for the same kind of light in the entire room.

Equipment with Extreme Temperatures (Hot or Cold)

- FOD & Wexner Medical Center maintained buildings - tags shall be placed on the insulation by the upstream side of the device. OSU will be able to provide metal hang tags by request if placing the tags on the insulation is not viable

Outdoor Assets

- FOD & Wexner Medical Center maintained buildings - tags shall be placed inside of the access door/panel if the tag can be accessed safely while the equipment operates, otherwise placing tags on the exterior of the asset is acceptable.
 - Outdoor assets need to be tagged when the temperature is above 60F to ensure adhesion

Outdoor Assets (Buried)

- FOD & Wexner Medical Center maintained buildings - Asset IDs shall be to be assigned by OSU, but tags do not need to be placed.
- Wexner Medical Center maintained buildings - Asset IDs for outdoor buried assets shall have the "VF1A" prefix instead of the typical "F1A" prefix. Tags do not need to be placed.