

# ATTENTION

## THIS FREEZER IS MONITORED BY THE SIEMENS BUILDING AUTOMATION SYSTEM

To ensure accurate routing of alarm conditions related to the freezers connected to the SIEMENS Building Automation System, any changes to contact information for responsible parties need to be relayed to CPFM Work Control at [workcontrolcenter@uoregon.edu](mailto:workcontrolcenter@uoregon.edu)

Failure to provide accurate and up to date contact information of responsible parties for freezers connected to the Building Automation System could result in an alarm condition going unnoticed.

For the purposes of updating the information of responsible parties, please provide the following information to CPFM Work Control

- 1) Freezer Number (located in the upper right corner of the freezer)
- 2) Responsible person(s) name and Duck ID
- 3) Responsible person's preferred email address (this is where they will receive the remote alarm notification)
- 4) Responsible person's cell phone number and cellular carrier (secondary notification method)  
Note: depending on cellular carrier, text messages may not be sent in a timely manner. Email is the most reliable method of notification.
- 5) The order of escalation for the group of responsible persons.
- 6) The billing index for the appropriate lab(s)