MEASURING PLAN

This excel sheet can be used in order to keep track of logger related data.
It will help you with locating your loggers, flagging needed maintenance tasks and streamlining processes.
Based on how your organization works, you can add, delete or restructure the sheet as you wish. However, be aware that some of the inserted formula's can then change and there are hidden rows in the document that are used for calculations.
This plan is written to be used with individual, battery run loggers that do not send data real time. However, you are free to combine with all other data collecting devices.
This is ideally combined with a floor plan on which logger locations are indicated together. All info on a floor plan is useful; doorways, windows, sources of heat and cold, ect...
Every time a logger moves, start a new line.

This excel is based on the recommendations the book "Klimaatwerk" by Bart Ankersmit, 2009 (ISBN: 9789085550259)

IDENTIFICATION				SENSORS					LOCATION												SETTINGS						DATA		MAINTENANCE								
Using serial numbers can be useful because they never change. So you always know which data belongs to which logger. A name is automatically displayed in your logger software so choose something relevant e.g. the location: "DivOff_Plaza1".				There are more measurable possibilities here. Feel free to add if needed.				If needed, add type and accuracy to help with the data analysis.	There is no one way to describe a location. Be consistent in overlapping with your floor plan. To describe a location, try to not relate to movable objects, choose, for example, fixtures. IF you put an object inside of - behind - next to an object out of a certain interest (e.g. you want to analyse the performance of a display case by measuring the interior and exterior conditions), please clearly this in the discription field.				Try to consult with facilities in order to determine what your climate set points are (if any). These can be formulated differently then hereunder (e.g. seasonally). If you have no set points or no AC and heating, please write this down as well. This information is very useful for data analyses.						For long term measurements (>1y), try to get as much consistency as possible. Try to measure with the same interval and start measurements at the same time if possible. Realize that the shorter your interval is, the faster your memory fills up.						Type of tool for data analysis	It can be very helpful to give a link to where specific data is stored. Preferably on a server with back-up. If possible, for temporary read-outs, do not move your logger but rather take your laptop and do read-outs on location (if not possible, write it down in your logbook).	Often loggers work on lithium batteries. Make sure you use the right batteries as mentioned in the manual. Specific display settings can help to prolong you battery life.			Be conscious of the fact that when your memory is full, your logger just stops logging or overwrites your older data. Delete your older, computer registered data if needed and think about the chosen settings.			Regular calibration is need in order to keep the accuracy of loggers correct over the long term. In some cases you will need to rely on the manufacturer to do this		
	Serial number logger	Logger Name	Owner / Department	Goal measurement	T	RH	Light visible continu	...	Sensor name / type	Accuracy (+/- or %)	Room name	Location no	Location Name or description	Height	Thermostat or HVAC set points (if present)						Start date	Start hour	End date	End hour	Time registered (days)	Interval (min)	Analysis trough	Place saved	Last battery change	Battery life span (days)	Days before replacement	Last read-out (and data erased)	no. of possible logs	Days before full	Last calibration	calibration interval (days)	Days before calibration
															RH max	RH min	%RH/24 h	Tmin.	Tmax	%RH/24 h																
ex	2659	GCI-2	MCE - collections		x	x	x				Directors office, Plaza	C508-08	Under desk, next to plug	0m	60	40	±5	12	30	±5	26-Nov-16	4:00 PM	27-Mar-19	11:00 AM	851	15	3_field_act\india\Monitoring\GCI-2	3_field_act\india\Monitoring\GCI-2	26-Jun-24	730	136	26-Mar-25	84000	554	26-Jun-23	1825	865
ex	2658	GCI-1	MCE - collections		x	x	x				Directors office, Plaza	C508-08	Bookshelf left corner, behind the book	2m	60	40	±5	12	30	±5	26-Nov-17	4:00 PM	27-Mar-19	11:00 AM	486	15	TBD	TBD	26-Nov-24	730	289	28-Jan-25	84000	497	26-Nov-23	1825	1018