U621 PM OVERVIEW

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INTRODUCTION

Equipment is defined as:

- Any interior or exterior building component
- A physical piece of mechanical or electrical equipment
- A major building system
- Fire and life safety equipment

Equipment that is inventoried is given a unique equipment number, tagged and entered into COMPASS.

Equipment or building components that are not inventoried will fall under generic equipment numbers; e.g. 142-DOORS, 142-BALLAST, 142-WINDOWS.

Refer to the FM Equipment Structure document located at http://www.facm.umn.edu/employees/forms/equipment-data/index.htm, which describes the equipment hierarchy used at FM. From this page, click on the “Equipment Structure (PDF)” link.
INTRODUCTION

Fire and life safety (FLS) equipment is defined as:

- Elevators and conveyance systems
- Intrusion alarms, combustible and non-combustible gas alarms, fire alarms
- Fire suppression systems and related components
- Fire extinguishers
- Emergency lighting
- Eyewashes and safety showers
- Generators
- Reduced Pressure Zones (RPZ)
- Uninterrupted Power Supplies (UPS)
- Fumehood fans and fumehoods
- Boilers

PMs scheduled to fire and life safety equipment must be completed by the due date. Each District is monitored monthly for compliance.
INTRODUCTION

Preventive Maintenance is....

- Any action taken to prolong the life of equipment and prevent premature failures.
- Inspection, lubrication, adjustment, cleaning, testing, and replacing consumable parts such as filters and belts on equipment on regularly scheduled intervals.
INTRODUCTION

In Compass, PM files are divided into two categories:

Program PM’s
- An FM standardized procedure with prescribed tasks, frequencies, estimated hours, and crew information.
- Typically assigned to all relevant equipment, campus-wide.
- Fully funded by FM.
- Includes all FLS equipment.

Planned PM’s
- At the discretion of the district or customer; work may be above and beyond the Program PM.
- May be assigned to unique, non-standard equipment.
- May be funded by FM or by customer (“departmentally funded”).
In order for any work to be assigned to a piece of equipment, a work order (WO) must be created in Compass.

In Compass, there are several “Types” of WO’s, including:

- **Repair**
- **Corrective**
- **Service**
- **Preventive**
- **Custodial**
- **Admin**

This training section is a brief overview of our preventive maintenance program.
**Maintenance Program PM WO’s have Req Numbers ending in “-###” like FIRE-001, COOL-133, AIR-034, ACSY-037, SAFE-195**
Planned PM work orders have a standard format (see Quick Reference Training Aids), but naming has been inconsistent, historically.

Existing Req Numbers may include a prefix of the equipment, the work being done, or the zone or building number, followed by a few identifying numbers (e.g. SHLL07401, OSAN142-1, 174OSCS-01.)
PM ROUTE WORK ORDERS

PM Route Work Orders are...

- Planned or programmed PM work orders with a different format than regular PM work orders.

- Created when similar tasks are performed on similar equipment (e.g. fan inspections, WNAC shutdown)

- Issued with a parent work order number which appears in the Daily Schedule crew backlog and is used for scheduling purposes and ordering of supplies (filters, lubricants, etc.) normally used in the performance of the PM.

- Issued with child work order numbers for each piece of equipment being maintained. The child work order numbers do not appear in the Daily Schedule crew backlog, but appear in the Current Schedule workbench.
The parent route work orders are identified by a Route ID number in the Equipment field; e.g. 142EXHAST, 142RADRH-01, 142FUMEXH-02.

Individual child work orders are listed in the body of the parent route work order with each piece of equipment listed.
IDENTIFYING PM WORK ORDERS IN THE BACKLOG

1. Daily Scheduling
2. Work Order
3. Schedule
4. Type All Menu Items
5. PM WORK ORDERS BY DUE DATE (INCLUDING ROUTE WORK ORDERS)
1. Access the *Daily Schedule* form from the Navigator screen.
2. Click the Backlog tab.
3. Choose the PM WORK ORDERS BY DUE DATE (INCLUDING ROUTE WORK ORDERS) view.
4. The *Req Number* field identifies what type of PM the work order is.
   - Programmed PMs are identified as: HEAT-XXX, COOL-XXX, VENT-XXX, ACSY-XXX, AIR-XXX, FIRE-XXX.
   - Planned PMs are identified as: There is an inconsistent naming format for the planned PMs, however, they will usually have an equipment prefix, zone number followed by a dash and two or three numbers; e.g. WATRZN3-1, OINTZ3-01. Identify new standard.
5. If the PM is for an individual piece of equipment, an equipment number appears in the *Equipment* field; e.g. 074-DI0001, 074-OGENBLDG. If the PM is a route parent work order, the route number will appear in the *Equipment* field; e.g. Z3PUMP074-02, 074SUPPLY-3.