1.0 PURPOSE:

The purpose of this procedure is to define locations and the process for prioritizing locations.

2.0 SCOPE/DEFINITIONS:

This procedure applies to the departments involved in identifying corrective maintenance, preventative maintenance, predictive maintenance and service work, and all departments performing said work.

2.1 GEOGRAPHIC LOCATION is a physical location within a building.

2.2 SYSTEM LOCATION identifies a specific process or network that connects assets and/or geographic locations. An example of a System Location is the campus steam system, which is connected to multiple assets consuming steam and which also exists in many Geographic Locations.

3.0 RESPONSIBILITIES:

3.1 The Facilities Asset Management Program Manager is responsible for ensuring geographic locations are properly brought into Maximo from the FIS.

3.2 Planners are responsible for assigning priorities to locations, and for maintaining system locations.

3.3. OPP personnel (technicians, planners, etc) who originate work orders are responsible to identify the geographic location (at the lowest level in the hierarchy applicable) at which work is required.

3.4 The Work Reception Center Supervisor is responsible for ensuring work order requests initiated by non-OPP personnel identify the specific geographic location (at the lowest level in the hierarchy applicable) at which work is required.

4.0 INSTRUCTIONS:

* 1. The hierarchy of Geographic locations is as follows:
		1. Site (highest)
		2. Maintenance Area
		3. Building
		4. Floor
		5. Room (lowest)
	2. Priorities are assigned according to the following uses:
		1. Priority 1 (most critical) – locations that have a life safety, or regulatory compliance function
		2. Priority 2 – locations that directly serve Teaching, Research or Student-Centered functions
		3. Priority 3 – locations that serve public functions
		4. Priority 4 – locations that serve administrative functions
		5. Priority 5 (least critical) – all other locations
	3. Priorities are assigned at the lowest level in the location hierarchy. Locations above the lowest level in the hierarchy are assigned the highest priority of all locations on the next hierarchy level below.

5.0 ATTACHMENTS -- none

Revision History:

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| Revision | Date | Description |
| 1.0 | 8/14/17 | Initial Publication |
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