1. **PURPOSE:**

The purpose of this document is to give Office of Physical Plant staff, a framework to understand and employ Maintenance Project and Asset Integrity Procedure.

This Procedure will ensure Major Maintenance Projects managed outside of the e-builder program adhere to a rigid structure that is designed to manage:

* Asset decommissioning
* Operational Manuals
* Drawings
* Asset information entry
1. **INSTRUCTIONS:**

**Asset Removal or Asset Temporarily Off-Line**

Project Leader / Work Order Planner’s Role

* Initiate a report to identify all assets affected by proposed project
* Identify all assets being removed
* Identify all assets being (temporarily) taken off -line for the duration of the project
* Initiate a CMMS (Maximo) Work order identifying and attaching documents of assets being affected by the project
	+ Decommission Asset List to be provided
	+ Suspend PM’s for Asset List to be provided
	+ Project Start and Project Completion Dates to be provided in the long description of the work order.
* Route Work order to PMPLAN for execution

Reliability Planner’s Role

* Review Project documentation and execute Asset status change as specified
* Should insufficient information be available, notify the Project Leader via work order communication and place WO in HOLD status, until data is provided.
* Return / Reject Work order ONLY if Project Leader is unresponsive after 30 days

Contractor or Workgroup Labor Resource Role

* Planned work order
	+ Review project scope with Project Leader / Planner and validate that all asset decommissioning has been initiated
* Emerging work order
	+ Create child work order and route to planning to ensure all asset Decommissioning and/or addition is performed

-Or-

* + Initiate a report to identify all assets affected by proposed project
	+ Identify all assets being removed
	+ Identify all assets being (temporarily) taken off -line for the duration of the project
	+ Initiate a CMMS (Maximo) Work order identifying and attaching documents of assets being affected by the project
	+ Decommission Asset List to be provided
	+ Suspend PM’s for Asset List to be provided
	+ Project Start and Project Completion Dates to be provided in the long description of the work order.
	+ Route Work order to PMPLAN for execution.

**Asset Installation and/or Returning Assets On-Line**

Project Leader / Work Order Planner Role

* Initiate a detailed listing of all NEW pieces of equipment (assets) being installed
* Initiate a CMMS (Maximo) Work order identifying and attaching documents of assets created as a result of the project
	+ Asset numbers to be requested
	+ Design Drawings to be attached
	+ Operational Manuals to be attached
	+ Project Start and Project Completion Dates to be provided
* Route Work order to PMPLAN for execution

Reliability Planner’s Role

* Review Project documentation and create Asset as required
* Initiate PM’s as needed to support the newly installed Assets
	+ Create any Item number / spare parts needed to perform the PM
* Should insufficient information be available, notify the Project Leader via work order communication and place WO in HOLD status, until data is provided.
* Reliability planner initiate work order for installing technicians or contractors to place stickers on associated equipment.
* Confirm that PM generation is in process, and any suspended PM’s are re-activated.

Contractor or Workgroup Labor Resource Role

* Validate that all assets are identified and tagged with unique asset numbers