1.0 PURPOSE:

The purpose of this procedure is to define the process for identifying, prioritizing, planning and scheduling preventive maintenance work.

2.0 SCOPE/DEFINITIONS:

This procedure applies to the departments involved in identifying equipment requiring preventive maintenance and departments performing preventive maintenance.

* 1. PREVENTATIVE MAINTENANCE consists of Proactive work to maintain an asset or location in performance of its design intent. Preventive Maintenance shall be identified by Maintenance Work Order, and planned and scheduled for accomplishment on a priority basis. It is categorized as work type PM in Maximo.

3.0 RESPONSIBILITIES:

* 1. The Maintenance Manager is responsible for the preventive maintenance program and for ensuring resources are allocated by priority and is co-responsible with the Maintenance Engineer to ensure PM optimization.
  2. Maintenance Supervisors are responsible for responding to work priorities, as defined in this procedure, meeting schedule, and providing feedback to improve job plans, and ensuring productivity and efficiency.
  3. The Manager of Planning and Scheduling is responsible for planning and scheduling work based on priority.

3.4 The Maintenance Engineer is responsible for:

3.4.1 Evaluating the effectiveness of the maintenance programs and intervals.

3.4.2 Working with the Maintenance Manager for developing new maintenance programs.

3.4.3 Identifying maintenance requirements for new assets

3.4.4 Co-responsible with Manager Maintenance Programs to ensure PM optimization.

4.0 INSTRUCTIONS:

* 1. All Preventive Maintenance work shall be planned and scheduled.
  2. All Preventive Maintenance work shall be processed in a manner including the following steps:

1. The Maintenance Engineer defines the required maintenance work for a new asset.
2. The Maintenance Planner develops work plans for Preventive Maintenance work, and assigns Urgency to the job plan, and sets the frequency of the work. The Maintenance Planner or Supervisor must be prepared to discuss the urgency and Job Plan of each new Preventive Maintenance WO by priority during the Weekly Maintenance Scheduling Meeting. Refer to these Guidelines for Scheduling.
3. The Maintenance Supervisors and Planner plan and schedule work based on priority and as agreed during the Weekly Maintenance Scheduling Meeting.
4. Maintenance Supervisors shall complete Preventive Maintenance Work orders when work is complete, and shall initiate follow up work orders to correct deficiencies identified during preventive maintenance work. Where follow-up work priorities are not automatically generated by identification of the failure, the supervisor shall assign urgency to the follow-up work order.

5.0 ATTACHMENTS

5.1 Maintenance Work Urgency System

5.2 Maintenance Work Priority System

Revision History:

|  |  |  |
| --- | --- | --- |
| Revision | Date | Description |
| 1.0 | 8/13/17 | Initial Publication |
|  |  |  |
|  |  |  |
|  |  |  |

**Maintenance Work Urgency System Attachment 5.1**

Preventive work conditions are assigned an urgency letter that is used in determining how maintenance resources are allocated to conduct the work.

**URGENCY A**

Urgency A is the highest priority work and indicates immediate negative consequences will occur if the work is not completed by the scheduled date. Conditions for Urgency A represent an immediate safety threat to people, the environment or assets/locations:

SAFETY – Failure to complete the work will result in a condition that can cause personal bodily harm resulting in a lost time accident, causes serious injury, or loss of life, or results in violation of the safety manual rules, OSHA rules, or may result in personnel working in an unsafe manner.

ENVIRONMENTAL – Failure to complete the work will result in an environmental incident that causes the University to violate environmental laws, rules or regulations, or results in damage to the environment or a fine.

LOCATION/ASSET – Failure to complete the work will result in immediate malfunction, failure or imminent failure that will result in serious damage to a location/asset.

# **URGENCY B**

Urgency B work indicates potential negative consequences if not completed with 10% of the required frequency of the scheduled date. The conditions for Urgency B work are as follows:

SAFETY - No immediate threat to safety.

ENVIRONMENTAL – No immediate threat to safety.

LOCATION – No immediate threat to safety.

OPERATION – Failure to complete the work will result in an equipment malfunction or failure that immediately affects the ability of the University to operate, or significantly affects efficiency and effectiveness.

## URGENCY C

Urgency C work includes possible negative consequences if rescheduled to the next scheduled date. The conditions for Urgency C work include:

SAFETY – Failure to perform the work does not result in an immediate threat to safety, but could become a threat to safety if left uncompleted.

ENVIRONMENTAL – Failure to perform the work does not result in an immediate threat to the environment, but could become a threat to if left unaddressed.

LOCATION/ASSET – Failure to perform the work does not result in an immediate threat to the location/asset, but could become a threat to if left unaddressed.

## URGENCY D

Urgency D work includes work that can be rescheduled to the next scheduled date without negative consequences. The conditions for Urgency D work include:

SAFETY – Failure to perform the work does not result in a potential threat to safety.

ENVIRONMENTAL – Failure to perform the work does not result in a potential threat to the environment.

LOCATION/ASSET – Failure to perform the work does not result in a potential threat to the location/asset.

## URGENCY E

Urgency E work includes all work that cannot be categorized into one above, and can be rescheduled multiple cycles without risk or negative consequences.

**Maintenance Work Priority System Attachment 5.2**

Maintenance work is assigned a priority based on the urgency of the work (see Attachment 5.1) and the criticality of the location (see section 2.2) or asset (see section 2.3). This priority is used in determining how maintenance resources are allocated to correct the problem and/or condition.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Urgency (Effect on Mission)** | **Location/Asset Criticality** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **A** | **A1** | **A2** | **A3** | **A4** | **A5** |
| **B** | **B1** | **B2** | **B3** | **B4** | **B5** |
| **C** | **C1** | **C2** | **C3** | **C4** | **C5** |
| **D** | **D1** | **D2** | **D3** | **D4** | **D5** |
| **E** | **E1** | **E2** | **E3** | **E4** | **E5** |

|  |  |
| --- | --- |
| **Priority System** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |