

## Building Asset Review

As OSU builds the PM program, Zone workers will be collecting asset information in the field. These assets are loaded into AiM with an initial status of **PENDING**.

Action	Asset #	Description	Asset Type	Asset Group	Status	Region	Facility	Property	Location
<a href="#">Export</a>	<a href="#">13455</a>	SN: F503A516000 SERETEAN CENTER (002)	SERIALIZED	METER	PENDING	OSU-STILLWATER	CENTRAL CAMPUS	0002	
<a href="#">View</a>	<a href="#">13466</a>	SN: SKTD200806016 ALUMNI CENTER (005)	SERIALIZED	METER	PENDING	OSU-STILLWATER	ALUMNI ASSOC	0005	
<a href="#">Z2 LABELED PENDING ACTIVATION</a>	<a href="#">13485</a>	SN: LW-1403A224-01 PAUL MILLER JOURNALISM	SERIALIZED	METER	PENDING	OSU-STILLWATER	CENTRAL CAMPUS	0012	
<a href="#">Z2 NEW ASSETS PENDING LABELS</a>	<a href="#">13489</a>	SN: 900860 THATCHER (013)	SERIALIZED	METER	PENDING	OSU-STILLWATER	CENTRAL CAMPUS	0013	

Next, labels will be printed and must be physically placed on each asset. At that time, a Technician/Supervisor must update the asset status in AiM (*not iDesk*). Click: **Edit**. Change status to **LABELED**.

The screenshot shows the 'Master Asset Profile' edit form for asset 18900. The 'Status' dropdown menu is open, and 'LABELED' is selected. A red arrow points to the 'LABELED' option. Other fields include Region (OSU-STILLWATER), Facility (CENTRAL CAMPUS), Property (0002), Location (000A), and Asset Group (HIGH WATER ALARM).

From the **Aim WorkDesk**, the Manager/Supervisor will have two links located in the **New Building Assets** channel.

**New Building Assets**

- 972 Asset Management ~ Master Asset Profile ~ Z2 NEW ASSETS PENDING LABELS
- 562 Asset Management ~ Master Asset Profile ~ Z2 LABELED PENDING ACTIVATION

1. **New Assets Pending Labels** link, is simply there for manager to review and understand what is happening in the field. **NO action** associated with this link, the icon remains green.
2. **Labeled Pending Activation** is “actionable”. Turns yellow when one more records are present.
  - a. Zone managers will review labeled asset records in AiM, to ensure that the asset information is accurate. Click: **Edit** to make changes and/or set the status to **ACTIVE**.

By setting the status to **ACTIVE**, this indicates Manager/Supervisor approval and the asset record has been reviewed for accuracy. ACTIVE records will queue up to the PM Specialist, who will then request a meeting with the Supervisor to add the new assets into the AiM Preventive Maintenance Program.