WorkDesk Overview: Preventive Maintenance Specialist

Standardized AiM home pages called "WorkDesks" have been created for AiM users. Not all WorkDesks are universal, but this document identifies the basic setup for a Preventive Maintenance Specialist.

Training Guide: PM-08-Preventive Maintenance Program Approach
CHANNELS

1. Quick Search  
   Links to commonly used screens
2. Meters with no ECAP code
3. Vehicles needing accounts added
4. PM Work Order Dashboard  
   Shows current PM work order activity
5. Ready to Label  
   Shows newly created asset records pending labels. Once labeled, you will add the asset to the PM program
6. Capital Projects  
   Shows capital projects in CLOSEOUT status

QUICK LINKS

1. Asset Measurements  
   Checkpoint measurements and notes per Asset.
2. New Assets – Ready for PM  
   Report of assets that need to be added to the PM program.
3. Add PM Projected Dates  
   Training Guide: PM-04-PM Schedule Date Generator
4. Generate PM Work Orders  
   Training Guide: PM-06-PM Generator
5. Training Documents  
   Link to step-by-step procedures
6. Interactive Map  
   Interactive Campus map
7. OK Corral  
   Login page to OK Corral (Accounting/Procurement Services)

MY REPORTS

1. Facilities Building List  
   List of buildings by Zone
2. Tmp-By Asset Group/Shop  
   Useful for troubleshooting and verifying projected dates for like assets.
3. Tmp-By Property/Shop  
   This report shows existing assets in the PM program. Review the report with each Supervisor to ensure that the new assets you add to PM templates are consistent with similar assets already setup in that building.
4. Tmp-Detail w/Checkpoints  
   View the PM program for a specific asset’s checkpoints.