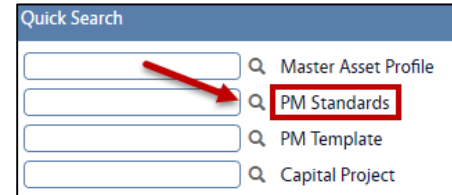


PM Specialist: Preventive Maintenance Standards

A PM Standard is used to define a series of checkpoints or maintenance steps required to perform preventive maintenance procedures. PM activities vary based on an asset; and can be designed by Facilities Management Services Shop Leads, or selected from the AiM RS Means Electronic Book.

1. From WorkDesk under Quick Search, select **PM Standards**



– TIP – The RS Means Book has been automatically loaded into AiM, it contains estimated labor hours, checkpoints and pre-defined service schedules. When creating a new PM Standard you have three options:

- Use a standard from the RS Means Cost Book “as is”.
- Customize a standard from the RS Means Cost Book
- Define a new standard from scratch.

Use the RS Means Cost Book “As-Is”

1. In the **PM Standards** screen, click: **Search**. In the Description field enter specific text to search the cost book. For example, if searching for emergency generators, enter the word “GENERATOR.” *Note: Search is case sensitive, please try all capital letters if there are no matching results.*

Use "Operator" drop-downs to assist in search.

Search Cost Book

Action	PM Standards #	Frequency	Description
Export	D50952101950M	MONTHLY	Emergency diesel or gas generator, up to 15 KVA
View	D50952102950A	ANNUAL	Emergency diesel or gas generator, over 15 KVA
	D50952102950M	MONTHLY	Emergency diesel or gas generator, over 15 KVA
	D50952103950A	ANNUAL	Emergency diesel generator, turbine

Copy / Write Down

2. Review available standards. **Copy or write down the PM Standard you want to use.**
3. Later when you're defining the PM Template ([PM_2_Template.pdf](#)), enter the standard on the template phase.

Customize the RS Means Cost Book

1. In the **PM Standards** screen, click **Search**. In the Description field, enter specific text to search the cost book. For example, if searching for emergency generators, enter the word "GENERATOR."
2. Select a **standard**. Click **Edit**. Change the Reference to "OSU"

If customized, change Reference

STANDARD_PADMIN About Help Logout

Save Cancel

View: D50952101950A Last Edited by On

Active: Yes

Reference: OSU

Frequency: ANNUAL 1X PER YEAR

Auto-calculates via Checkpoints

Labor Hours: 1.48

Labor	\$23.13
Material	\$4.14
Equipment	\$0.00
Contract	
Total	\$27.27

Manually calculate Labor cost, include markup

Modify, Delete or Add Checkpoints

Checkpoint	Description	Estimated Labor Hours	Measurement	Active
<input type="checkbox"/> 001	Check with the operating or area personnel for any obvious deficiencies.	0.04	No	Yes
<input type="checkbox"/> 002	Check engine oil level; add as required.	0.01	No	Yes

3. Add, remove and modify checkpoints as needed (*refer to #3 below for instructions on setting up checkpoint measurements*).
4. **Remember to always include labor estimates.** When completed, double check accuracy of the estimate amounts for the standard and update as needed. **NOTE: Manually calculate Labor cost, including mark-up and enter into Labor field.** For the above example, labor cost = \$15.63 x 1.48 hours

Define a new PM Standard from Scratch

1. Click: **NEW**

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Save Cancel

View: AIR COMP1 Last Edited by

Active: Yes

Reference:

Frequency: ANNUAL 1X PER YEAR

Labor Hours: 2.49

Labor	\$28.63
Material	\$7.01
Equipment	\$0.00
Contract	
Total	\$35.64

Remove Add

Checkpoint	Description	Estimated Labor Hours	Measurement	Active
<input type="checkbox"/> 001	Check with operating or area personnel for any obvious deficiencies.	0.04	No	Yes
<input type="checkbox"/> 002	Perform control system check.	0.32	No	Yes

2. Enter data into the following fields:
 - a. **PM Standards**
 - Enter a PM Standard number (*i.e. AIRCOMP 1*)
 - b. **Description**
 - Example: **Part name - Frequency**
 - c. **Reference** (*end-user information*)
 - **OSU** – *To reference PM Standards created by Shop Leads*
 - d. **Frequency**
 - Example: Annual, Semi-annual, Quarterly etc.

The screenshot shows the 'Checkpoints' application window. At the top, there are buttons for 'Done', 'Add', and 'Cancel'. The main area is divided into sections. On the left, there's a 'View' section with 'Extra Description'. The central part shows a form for a checkpoint with ID '001'. The form includes a text area for 'Check with operating or area personnel for any obvious deficiencies.' Below this, there are fields for 'Sequence' (10), 'Required' (No), 'Field Type' (String), and 'Field Length' (60). On the right, there are fields for 'Estimated Labor Hours' (0.04), 'Measurement' (No), and 'Active' (Yes). Red boxes highlight the 'Required' field, the 'Field Type' and 'Field Length' fields, and the 'Estimated Labor Hours', 'Measurement', and 'Active' fields.

The Check Point Line Item detail of the screen is used to associate all the specific tasks or maintenance steps to the PM standard.

3. To add checkpoints, Click: **Add**
 - a. **Checkpoint** Consecutive numbering (001, 002, 003, etc.)
 - b. **Description** Add each item from maintenance checklist
 - c. **Estimated Labor Hours** Enter units of time to complete checkpoint
4. To require a reading or entry on the checkpoint, complete the following:
 - a. **Measurement** Yes (*If yes, Tech is able to add remarks, appears in extra description*)
 - b. **Active** Yes
 - c. **Sequence** Increase by 10's (*10,20,30, etc. – order of appearance*)
 - d. **Required:** Yes (*This forces the Tech to enter a measurement or note before the Work Order status can be set to Work Complete.*)
 - e. **Field Type** Choose from - String (*alpha numeric*) / Date / Number
 - f. **Field Length** 3 (*if only initials required*) or maximum 60 characters
 - g. **Decimal Precision** Leave blank
5. Click: **Add** and **Repeat Steps "a.– g."** for all maintenance checkpoints.
6. Click: **DONE**
7. **Estimates** - Manually enter the following:
 - a. Labor rates **Manually calculate Labor cost, including mark-up per Labor Hours**
 - b. Material costs
 - c. Equipment cost
 - d. Contract
8. Click: **SAVE**. After saving, total labor estimates will automatically calculate.

