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**

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**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.

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”

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**
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.

![](image)

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.