Preventive Maintenance Planning
Change - Add - Delete Equipment Process

Maintaining an accurate inventory of the assets of the University of Michigan’s is of vital importance to Plant Operations so that the equipment is maintained appropriately and maintenance histories can be tracked. In order to keep this inventory accurate, the Preventive Maintenance (PM) Planning team outlines the following processes for modifying PM activities, modifying PM frequencies, adding equipment or deleting equipment from the database of the Computerized Maintenance Management System. All of the below processes can be accomplished by filling out the Change-Add-Delete Equipment Request Form or by noting the changes, additions or deletions on an existing PM Yellow Sheet Work Order and forwarding it on to the Plant Operations Call Center (POCC). If you are working on a project or renovation that is affecting equipment and have a current work order, please also call the POCC at and ask them to phase the PM Planning Shop (M1230) into the work order in order to make them aware of possible changes, additions or deletions.

1. **You are changing, adding or deleting a PM activity or the frequency of PM for an asset.**
   - Fill out Change-Add-Delete Equipment Request Form and forward to PM Planning
   - Engineering shall determine if the modification of the PM activity or frequency is appropriate.

2. **You are adding a new asset.**
   - Replacing, installing, designing for or by discovery.
   - Refer to Parts Code List (PCL) to determine if the asset type is to receive Preventive Maintenance. (PCL to be located on PM Planning Web Page)
   - Is the equipment group located on the PCL?
     - No
     - Contact PM Planning at 55183 to determine if the equipment group should be included on PCL.
     - Yes
     - Do you have a specific equipment information form for the asset group?
       - Yes
       - Fill out specific equipment information form and forward to PM Planning (forms to be located on PM Planning Web Page)
       - No
       - Fill out Change-Add-Delete Equipment Request Form and forward to PM Planning

3. **You are deleting an existing asset.**
   - Renovation or by discovery.
   - Does the equipment have a yellow barcode Equipment ID tag?
     - No
     - Not necessary to contact PM Planning
     - Yes
     - Fill out Change-Add-Delete Equipment Request Form and forward to PM Planning
     - Ensure equipment is appropriately locked and or tagged out.
     - Engineering shall determine that equipment should no longer be in use.