Facilities Maintenance Region/AEC Shutdown Process

1.0 AEC has need for Facilities Maintenance Support on Project

2.0 AEC Requests Plant Operations Master WO (in FMS) at start of Project

3.0 POCC Issues Master WO in FMS and attaches info in related documents

4.0 AEC Requests New phase on WO for each “task” needed at least 10 days prior to need

5.0 POCC Assigns phase to Region for each task

6.0 Region Asset Supervisor Queries for WO in their buildings

7.0 Investigation needed?

9.0 Region Scheduler adds to crafts schedule and emails Project Manager

8.0 Region Asset Supervisor changes status to READYTOSCHED and adds craft and duration in phase description

10.0 Craft perform investigation, adds notes to notes log in phase and changes status to FOLLOWUPREQ

11.0 Region Asset Supervisor reviews information and discusses with AEC and changes status to COMPLETE

12.0 AEC Project Manager Coordinates Shutdown

13.0 AEC Requests New phase on WO for shutdown needed at least 10 days prior to need

14.0 Region Asset Supervisor changes status to READYTOSCHED and adds craft and duration in phase description

15.0 Region Scheduler adds to crafts schedule and notifies Shutdown Coordinator and Project Manager

16.0 AEC Project Manager submits shutdown request form for notification

17.0 Shutdown Coordinator sends Shutdown Notification

18.0 Craft performs shutdown support, adds notes to notes log in phase and changes status to COMPLETE

End
Facilities Maintenance Region/AEC Shutdown Process

1.0 AEC Project Manager realizes need for support from Facilities Maintenance for shutdown or investigation.

2.0 AEC Project manager submits Plant Operations Work Order form to POCC requesting that a Master Work Order be set up in FMS. Prints and desired dates should be included in the request.

3.0 POCC issues a Work Order with a generic phase (shop M1210) for the project and attaches prints or other information given in the related document field.

4.0 AEC Project Manager requests (via email) a new phase be added to the Master Work Order for each “task” needed at least 10 days prior to need.

5.0 POCC assigns new phase to Region for each task (shutdown, investigation, etc.)

6.0 Asset Supervisor reviews Work Order Phase.

7.0 Asset Supervisor determines if investigation is needed.

8.0 Asset Supervisor adds craft needed and duration to phase description and sends to Scheduler.

9.0 Scheduler assigns to schedule of craft that is available at the time needed and notifies the Project Manager of schedule via email.

10.0 Craft performs the investigation, adds notes in the phase notes log and sends to Asset Supervisor for review.

11.0 Asset Supervisor reviews notes, discusses with craft if necessary, discusses investigation with AEC Project Manager, and changes status to COMPLETE.

12.0 AEC Project Manager coordinates shutdown with building occupants and Asset Supervisor.

13.0 AEC Project Manager requests a new phase on the Master Work Order for shutdown needed at least 10 days prior to need.

14.0 Asset Supervisor adds craft needed and duration to phase description and sends to Scheduler.

15.0 Scheduler adds to crafts schedule and notifies shutdown coordinator and Project Manager of schedule.

16.0 Project Manager submits shutdown request form.

17.0 Shutdown Coordinator sends shutdown notification.

18.0 Craft performs support for shutdown, adds notes to notes log in phase and changes status to COMPLETE.