

# PREVENTIVE MAINTENANCE PROCEDURES

## For the Facilities Portfolio

- Routine, Preventive, Predictive, and Compliance Procedures
- Optimized for Technical Accuracy and Scalability
- Ready for Deployment in CMMS

### INCLUDES:

- Wrench Time Planning Estimates
- Trade Recommendations
- Special Tools and Consumables Requirements
- Commentary on Strategic Asset Management Program and Deployment Strategy



SECOND EDITION

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# PREVENTIVE MAINTENANCE PROCEDURES

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FOR THE FACILITIES PORTFOLIO

*SECOND EDITION*

*BUILDING MAINTENANCE OPTIMIZATION CONSULTANTS<sup>®</sup>, INC.*

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# Preventive Maintenance Procedures for the Facilities Portfolio.

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## Preface

Facilities management organizations typically understand the importance of preventive maintenance (PM); defined in this reference as scheduled proactive maintenance which incorporates routine, preventive, predictive, and compliance maintenance. They may be committed to it and actively engaging in it, in the process of developing a suitable program, operating in a reactive maintenance mode and can't spare the resources to get started on PM, and all points in between even by shop. In all cases, the definition of the procedures represents a significant investment of time and financial resources. At best it is a drag in progress and at worst, interminable.

The PM procedures in this reference have been developed to balance technical accuracy and scalability. They are designed to incorporate the latest best practices, support training, and encourage good workmanship. PM procedures available on the open market are either subjective and unscalable providing little value to technical staff or overly generic providing little value to work control staff beyond taking up space on a work order.

This reference has a return on investment for all facilities management organizations that is easily attainable. Just by using one percent of the procedure sets contained in this reference, organizations will have the cost of this reference returned to them in the form of reduced engineering research, compilation, deliberation, editing, and quality assurance time.

- For facilities management organizations with a thorough PM program in place, this reference will support continuous improvement efforts. It provides valuable perspective which can be used to make improvements, identify gaps, and fill gaps.
- Organizations with a PM program in development will save countless hours preparing for and engaging in committee meetings by using this reference as a starting point.
- For organizations operating in a reactive maintenance mode, this reference can be the catalyst needed to get on track. Take a small step by defining a high priority set of assets, assigning procedures from this reference, scheduling the work, and committing to gradually expanding the program.
- For organizations that outsource maintenance whether fully or partially, this reference can be used to validate existing service contracts. The procedures in this reference can be included as a part of the statement of work in more comprehensive applications. They can also be a part of the work order submitted to your contractors.

General benefits of PM programs include the reduction in maintenance costs, increased asset reliability and uptime, optimal energy consumption, the extension of asset useful life, efficient work management planning and scheduling, and satisfaction of regulatory requirements. These benefits ultimately result in a higher level of customer satisfaction. The PM procedures in this reference have been field-vetted and are actively deployed in institutional environments including central utility plants. They are applicable to any entity that owns and maintains facilities whether a single building or a multi-million gross square foot portfolio.

## Disclaimer

The information presented in this reference is intended to support efficient and effective work management processes. Some of the information may require adjustment or modification upon practical application for specific assets. The reader is encouraged to read the information presented in chapter 1 to be in the best position possible to use this information effectively. The author makes no warranty and assumes no liability for the accuracy or completeness of the information presented. This reference has not been submitted for recognition or approval by any authority having jurisdiction (AHJ) as an engineering standard. No AHJ has endorsed this edition of this reference.

## About BMOC®

Building Maintenance Optimization Consultants® (BMOC®) is a provider of comprehensive asset management services including inventorying of assets, data collection, data validation, maintenance programming, maintenance scheduling, staff estimating, computerized maintenance management (CMMS) software optimization, and facilities management organizational consulting services. These services are applicable to existing building portfolios, new

construction projects, and renovation projects. These services are provided by BMOC<sup>®</sup> in its Facilities Operations Readiness Support (FORS<sup>®</sup>) suite.

BMOC<sup>®</sup> strives to provide the highest quality of high value services and products possible. This reference will continuously be improved to better suit the market in the context of increased automation and emerging best practices. Please contact BMOC<sup>®</sup>, using the information listed in this section, if a change or improvement is recommended to the content in this reference. Your feedback will improve future editions of our products.

BMOC<sup>®</sup> can provide support as this PM program is integrated into the CMMS, or alternative work management system, and deployed for usage in your facilities portfolio. This support can include the services listed in this section of the book summarized as follows:

- Field asset inventory, label application, data collection, and data validation
- Training on asset inventory and data collection
- Remote data analysis and development
- Unique PM procedure development
- Local code-based PM procedure development
- PM procedure set selection and asset association
- CMMS data loading
- Deploying an asset management program without a formal CMMS
- Resource needs estimation (budget and staff)
- Strategic PM programming
- Staff and asset-optimized PM work order scheduling
- PM quality assurance programming
- Support for deployment in accredited environments such as hospitals

If BMOC<sup>®</sup> can support you in your facilities management optimization mission, then please contact us:

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