



Work Instruction

Viewing Preventative Maintenance Work Schedules

At any time, Users can view all schedules for an Asset including past and current year's programs. The work schedules for Preventative Maintenance work and Property Services, as identified in the Technical Data Sheets (TDS), shows a break-up of each program by service discipline.

To **view** a **Schedule of Work**, complete the following steps:

1. Select the Asset from the Asset List pane.
2. Select the Schedule tab from the Works Tabs pane.
3. Expand the Schedule list by clicking on the (+) to expand the selection.
4. Expand the required Schedule Type by clicking on the (+) to expand the selection. (**Note:** each recorded schedule will be displayed.)

Note: Schedules are displayed by Specification Id and Description.

The screenshot displays the FAMIS uatagency software interface. At the top, there are navigation menus (File, Search, Reports, Help) and a header area with fields for Asset (TAFE.00853), REGENCY CAMPUS, Address (DAYS ROAD REGENCY PARK), Agency, Region (03), Client Region, and Zone (M - METROPOLITAN ZONE). The main interface is divided into two panes. The left pane, titled 'Closed Assets', lists various campus locations, with 'REGENCY CAMPUS' selected at the bottom. The right pane, titled 'Schedules', shows a list of schedule types: CLEANING, GROUNDS MAINTENANCE, HYGIENE, and PREVENTATIVE MAINTENANCE. The 'PREVENTATIVE MAINTENANCE' category is expanded, showing a list of specific schedule entries with their Specification Ids and descriptions, such as '1033-PR-2013 [PREVENTATIVE MAINTENANCE 2013-2014]' and '2038-PR-2005 [PREVENTATIVE MAINTENANCE 2005-2005]'. The 'Schedules' tab is active in the top navigation bar.



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To view Schedule Details, complete the following steps:

1. Click on a Specification Identification in the display window. (**Note:** The Schedule content details will be displayed in the lower display pane.)
2. Click on the Schedule (+) to display the associated work disciplines. (**Note:** Click the (-) to close/hide the selection).
3. Alternatively, users can double-click the Specification Id to select and display the associated work disciplines.

The screenshot displays a software interface with a top navigation bar containing tabs: Welcome, Budget, Schedules, Work Request, Agreement, Job Tracking, Approvals, Job History, Job Billing, Invoicing, and Asset List. The main area shows a tree view of Schedules. Under 'PREVENTATIVE MAINTENANCE', the item '1033-PR-2013 [PREVENTATIVE MAINTENANCE 2013-2014]' is expanded, and the 'FIRE' sub-item is highlighted with a red circle. Below this, a details pane is shown with the following information:

Specification	1033-PR-2013	PREVENTATIVE MAINTENANCE 2013-2014	
Job Type	PR	PREVENTATIVE MAINTENANCE	Local Id
Customer	TAF5086	Agency Ref	4991YG823
Start Date	01/07/2013	End Date	30/06/2014
Creation		Agreement	
Date	25/06/2013 7:39:00 PM	Dispute	
User Id	EVENTS.PROCESS_BLD	Estimated Cost	\$484,860.00
	IHMSGGA01	Actual Cost	\$417,193.89
		Region	03

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4. Click on a Discipline Name in the display window. (**Note:** the Discipline program details will be displayed in the lower display pane).
5. Click on the Discipline (+) to display the discipline items. (**Note:** click the (-) to close/hide the selection).
6. Alternatively, users can double-click the Discipline Name to select and display the associated discipline items.

The screenshot shows a software interface with a top navigation bar containing tabs: Welcome, Budget, Schedules, Work Request, Agreement, Job Tracking, Approvals, Job History, Job Billing, Invoicing, and Asset List. The 'Schedules' tab is active. Below the navigation bar is a tree view of categories: Schedules, CLEANING, GROUNDS MAINTENANCE, HYGIENE, PREVENTATIVE MAINTENANCE, and 1033-PR-2013 [PREVENTATIVE MAINTENANCE 2013-2014]. Under the last category, 'MECHANICAL' is selected and circled in red. Below this is a list of mechanical items. In the lower pane, there are two tabs: 'Services' (circled in red) and 'Jobs'. The 'Services' tab is active and displays a table with the following data:

Description	Tech Sheet	Responsibility	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Visual Inspection	ME00	MA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA	AAAA
Air Compressor - Generic Type	ME01	MA	B	B	D	B	B	B	B	B	C	B	B	B
Refrigerated Air Drier	ME02	MA	B	B	D	B	B	B	B	B	C	B	B	B
Evaporative Cooler	ME03	MA			D			C			C			B
Air Conditioner - Window \ Wall Type	ME04	MA			D						C			
Air Conditioner - Split Type	ME05	MA				D						C		
Air Conditioner - Ducted Packaged Reverse Cycle	ME06	MA			D			C			C			C
Chiller - Air Cooled	ME09	MA			C			D			C			C
Chiller - Centrifugal - Water Cooled	ME10	MA	B	B	D	B	B	C	B	B	C	B	B	C
Chiller - Screw - water cooled	ME10A	MA	B	B	D	B	B	C	B	B	C	B	B	C
Chiller - Reciprocating - Water Cooled	ME11	MA	B	B	D	B	B	C	B	B	C	B	B	C

The available tabs in the lower display pane are dependent on the User access permissions and will be different for certain Users.

- Agency User access will display the Services and Jobs tabs.
- DPTI Contract Managers and Facilities Managers access will display other Facilities Management related tabs.