

<b>SUBJECT:</b> Use of Computerized Maintenance Management System	<b>Effective Date:</b> 3/10/17	<b>Policy Number:</b> FSP 2017 FS0011	
	<b>Supersedes:</b> FSP 2012 FO0001	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President for Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all Facilities & Safety (F&S) personnel who direct or perform work on new or existing university facilities, infrastructure, or assets.

**POLICY STATEMENT:**

Facilities & Safety departments will use Work Orders, through a Computerized Maintenance Management System (CMMS), the Facilities & Safety Work Management Process, and F&S Standard Operating Procedures (SOPs), for services provided and work performed on university facilities, infrastructure, or assets. Work Orders will document activity, labor, materials, and external charges.

**DEFINITIONS:**

Asset. Tangible or intangible property having value and available to meet commitments, or legacies, to include but not limited to: property, resources, software, equipment, infrastructure, and permits.

Infrastructure. Assets and services on which the operations of campus buildings and grounds depend, e.g., roadways, water supply, waste water, storm water, irrigation, power supply, and utility support.

**POLICY:**

**Work Orders**

The following require a Work Order number and attached documentation:

- Work performed on assets (either in-house or contracted)
- Minor Projects
- Major Projects
- Materials requested from Central Stores
- Materials ordered independent from Central Stores using a Requisition or Procurement Card (P-Card). The Work Order number must be referenced on the Requisition or written on the P-Card reconciliation statement.

- Work performed on infrastructure (either in-house or contracted), which includes but is not limited to: landscaping, roads, sidewalks, sanitary sewer systems, and chilled water
- Inspections performed on buildings, such as facilities condition assessments, safety or classroom inspections, Indoor Air Quality assessments, and fire extinguisher inspections
- Time-based events, such as permit or compliance activities

The following do not require a Work Order number:

- Central Stores stock purchases (from which materials will be issued to specific Work Orders in the future)
- Services (contracted or professional) that are not yet tied to a facility, infrastructure, or asset
- Travel Requisitions or travel-related P-card transactions

**Administration**


- The CMMS database will be maintained by the F&S IT unit for maintenance, backup, updates, and technical assistance.
- A CMMS user group will meet periodically to review and propose updates to the Work Management Process and associated SOPs.
- The FO Reliability and Engineering unit will provide CMMS training.

**Performance**

F&S departments will use CMMS reports as a tool to evaluate overall departmental performance.

**REFERENCES**

UCF Policy 3-106 Maintenance, Repair, and Housekeeping  
Facilities & Safety Work Management Process

Approved By:	Date Approved:
 <hr/> Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	<hr/> 3/10/17