

SUBJECT: Use of Computerized Maintenance Management System	Effective Date: 3/10/17	Policy Number: FSP 2017 FS0011	
	Supersedes: FSP 2012 FO0001	Page 1	Of 2
	Responsible Authority: 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