AiM Implementation Planning

Implementing a new CMMS (Computerized Maintenance Management System) is an enormous undertaking. As CKIS plans this journey with an organization, we're often asked what a department should do to prepare for the implementation process. Follows is list of topics your organization and can discuss and document in preparation for this implementation.

- **Tracking & Costing Time**

  o Who in the organization is required to cost time in CMMS and who is not?

  o Are full time workers be required to account for an eight hour day?

  o When costing to job related work orders, are things like travel time, part ordering/pickup, etc. costed to the job or to non-productive time?

  o Define non-productive time as you will want to track it; e.g., supervisory, timecard review, shop cleanup, breaks, meetings, training, etc.

  o What is the policy for requesting planned leave?

- **Procurement**

  o What is department policy for part runs, and who will be authorized to leave campus?

  o What is the policy for request special order materials? Describe the approval chain.

- **Assets & Preventive Maintenance**

  o Review fixed building assets in your existing CMMS, ensure that asset records are accurate and complete. If incomplete, identify types of assets and/or buildings that need review.

  o Within FAMS (DGS Fleet Asset Management System), run a report to pull all vehicle information (including disposed vehicle history). This file will be used to import your vehicle assets into AiM.

  o The mechanic shop should identify any other small engine equipment the department wishes to track.

- **Controlled Inventory**
  Controlled inventory is defined as one or more centralized warehouse with at least one full-time storekeeper. (It is NOT stock housed in shops, closets or other uncontrolled areas on campus.)

  o Scrub inventory part lists.

- Conduct an inventory counts as needed to ensure that on-hand balances are correct.

- In addition to inventory part definition, AiM Inventory Management requires definition of vendor catalogs; the suppliers you procure inventory stock parts from and the parts you buy from them. Produce a list of vendors that supply your inventory parts, as wells the specific parts you procure from them.

- **Uncontrolled Inventory (Shop Stock)**
  These are parts stored in shops areas or other uncontrolled locations.

  - Identify your shop consumables. Shop consumables tools, safety equipment and other low cost, fast moving items used by shop workers. Bench stock is NOT costed directly to work orders; rather it is parts such as gloves, tools, batteries, WD-40, finish nails, and more. These items considered to be shop overhead expenses.

  - Identify other parts held in the shops as "Shop Stock". These are parts that should be expensed to work orders but are not held in controlled inventory. Examples would be OSB, sheet rock, conduit, filters, door closers, fixtures and other parts we typically find in the shops.

  - If your uncontrolled stock locations have old, miscellaneous items that need to be disposed or sent to surplus, this is a very good time to *clean house*.

- **Cost Recovery**

  - Clearly define baseline services for you campus. (Anything not identified as a baseline services will billable through chargebacks.)

  - Identify commonly requested billable services your organizations provides such as event support, moves, key copies, custom signage, keyboard tray installations, elective paint service, etc.