

## FAMIS Routes: Scheduling and Printing Route PMs

### What you need to know:

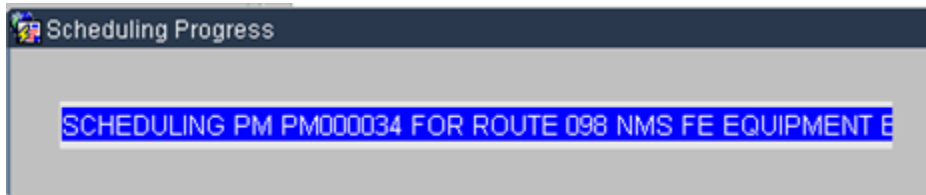
Facilities Maintenance will use this SOP to schedule and print route PMs.

*Reference:* [FAMIS: Schedule PM Work Orders](#) this link will take you directly to the detailed FAMIS operating procedure for Create (Schedule) PM Work Orders.

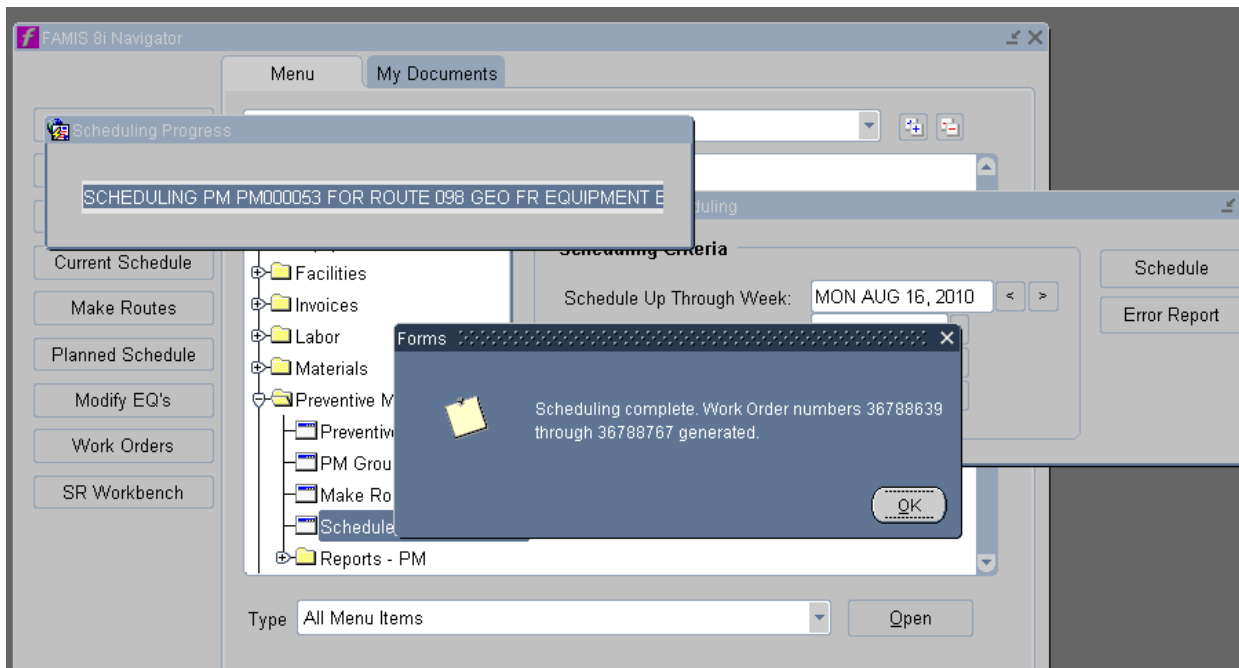
*Reference:* [Batch Printing Work Orders](#) this link will take you to the SOP for performing a batch print of all your regular work orders. Process for routes work orders is somewhat different.

### PROCEDURE

1. When the designated PM Scheduler within FAMIS schedules the PM work orders, the Route PMs will also be scheduled. They will show in the progress list as 'ROUTE - \*\*\*\*'.



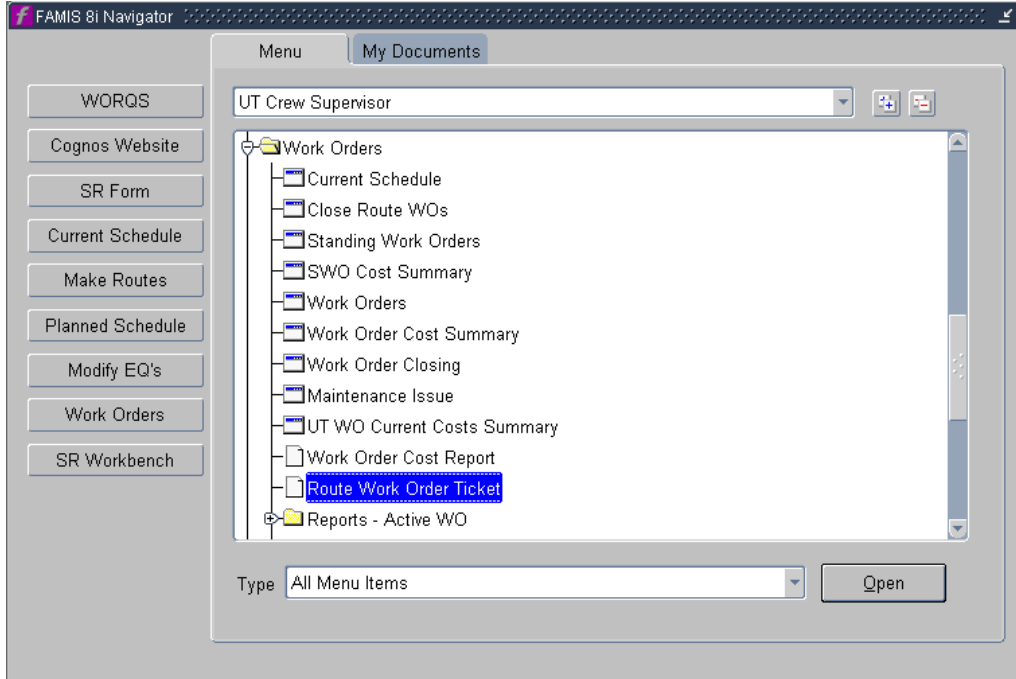
2. Notice the screenshot shows the PMs being scheduled for 098 NMS FE. These are for exhaust fans in building NMS for shop 098.



3. When complete, the PM Scheduler will write down the work order numbers.

## **FAMIS Routes: Scheduling and Printing Route PMs**

4. Printing the Route PMs
  - a. Under the UT Crew Supervisor Role, click on the Work Orders folder, then double click on the 'Route Work Order Ticket'



## FAMIS Routes: Scheduling and Printing Route PMs

Submit Query    Reset

**Report Parameters**

Destination Type    Cache

Destination Name   

Destination Format    PDF

Number of Copies    1

**Work Orders To Print**

All WOs Marked To Print    Y

WO Number    092

Only for Crew   

Only for Craft   

Only for Assigned To   

Print Secondary Labor ?    N

(N, Y)

Site   

Put in the zone shop . Then click the “Submit Query” button at the top of the screen.

Be patient. This will take a bit. Wait for it...

5. The following data entry screen will come up. Enter the Crew, then click the ‘Submit Query’ button at the top of the screen.
6. When it is finished, it will pop up a window with a .pdf. Save the .pdf in case you need it later since it will not run these same routes again. Print out the entire .pdf.

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7. Here is an example of what the route looks like when printed:

WO Number: 36788563

WORK ORDER TICKET

Description: QTRLY 000 FAN SUPPLY

Type: PREV\_MAINT      Schedule Date: 06 AUG 2010  
 Status: OPEN      Due Date: 20 AUG 2010  
 Priority: 4      Modify Date:  
 Method: IN HOUSE      Req Type: PM  
 Crew: 092      Req Number: PM000006  
 Craft: W098-02      Requestor:

Assigned To:      Telephone:  
 Est Hours: 3      Mail Code:  
 Site: UTM      Department:  
 Building: 0249      CP Number:  
 Building Descr: GARRISON HALL      Equipment: 098 GAR FS  
 Floor:      Nomenclature:  
 Room:      MFR Description:

Task List

- 1 ERECT SCAFFOLDS AS NEEDED.
- 2 NOTIFY CLIENT AND / OR SHOP ADMIN ASSISTANT THAT THE UNIT IS GOING OUT OF SERVICE.
- 3 NOTIFY FCMS GROUP, OPERATIONS, AND ZONE MAINTENANCE JUST PRIOR TO UNIT SHUT DOWN.
- 4 CHECK CONTROL SYSTEM AND EQUIPMENT FOR GOOD REPAIR AND PROPER OPERATION.
- 5 CHECK EQUIPMENT FOR EXCESSIVE VIBRATION.
- 6 CHECK EQUIPMENT FOR EVIDENCE OF EXCESSIVE HEATING AND UNUSUAL NOISES.
- 7 DRAIN MOISTURE FROM PNEUMATIC CONTROL AIR SYSTEM, ( AS APPLICABLE).
- 8 RECORD OPERATING MOTOR VOLTAGE AND LEG AMPERES.
- 9 INSTALL LOCK OUT / TAG OUT EQUIPMENT.
- 10 CHECK UNIT FOR CORROSION AND CONDITION OF PAINT INCLUDING MOTOR.
- 11 CHECK FOR LOOSE, BROKEN, DAMAGED OR MISSING HARDWARE, PANELS, SHIELDS OR GUARDS.
- 12 TIGHTEN LOOSE BOLTS, NUTS, FASTENERS AND MOTOR MOUNTING SUPPORTS.
- 13 CHECK ELECTRICAL SYSTEM (MOTOR & MOTOR STARTER) FOR LOOSE CONNECTIONS AND FRAYED WIRING.
- 14 TIGHTEN LOOSE ELECTRICAL CONNECTIONS.
- 15 CHECK BELTS FOR WEAR, TENSION, AND ALIGNMENT. ADJUST AS NECESSARY.
- 16 WITH BELTS REMOVED, CHECK FOR PLAY IN BEARINGS. SIDE TO SIDE AND UP AND DOWN.
- 17 LUBRICATE SHAFT BEARINGS AND MOTOR BEARINGS. USE LUBRICANTS SPARINGLY.
- 18 CLEAN UP ANY EXCESS OR BLOW-BY GREASE.
- 20 CHECK CONDITION OF FLEXIBLE DUCT CONNECTORS, DUCT, INSULATION, LOUVERS ETC.
- 21 TIGHTEN LOOSE GRILLS AND CLEAN OR CLEAR RESTRICTED AIR PASSAGES AND GRILLS.
- 22 REPLACE ALL SHIELDS AND GUARDS. NOTE ALL MISSING PANELS, SHIELDS AND GUARDS.
- 23 REMOVE LOCK OUT / TAG OUT EQUIPMENT; PUT UNIT BACK INTO OPERATIONAL MODE, (AS APPLICABLE).
- 24 CHECK UNIT FOR PROPER OPERATION AFTER MAINTENANCE.
- 25 RECORD OPERATING MOTOR VOLTAGE AND LEG AMPERES.
- 26 RECORD IF OVERLOAD CONDITION EXISTS FROM NAME PLATE DATA.
- 27 NOTIFY CLIENT AND / OR SHOP ADMINISTRATIVE ASSISTANT THAT THE UNIT IS OPERATIONAL, (AS APPLICABLE).
- 28 CLEAN THE AREA AND PROPERLY DISPOSE OF ALL TRASH MATERIALS.
- 29 RECORD ALL REQUIRED UNIT SPECIFICATIONS.
- 30 DESCRIBE ANY ABNORMAL UNIT OPERATING CONDITIONS.
- 31 RECORD DEFECTS OF ANY UNIT COMPONENT, PART OR ASSEMBLY REQUIRING REPAIR.
- 32 COMPLETE ALL MAINTENANCE RECORDS AND REPORTS.

Part Number	Quantity	Part Description
098-002	1	BELT B-51
098-002	1	BELT B-37
098-002	5	BELTS 5VX1000
098-002	2	BELTS B-38
098-002	2	B-80 BELTS

Parent work order number# 367882563.

Generally, this is the number the crew will need to note on their time card.

This is the name of the preventive maintenance instruction (PMI) for quarterly Fan Supply work.

Here's the PDF document that will come up. From here, just print the entire batch of Route PMs.

This Equipment Name here, is "098 GAR FS" for the supply fan route in Garrison Hall for the shop 098. All single equipment PMs will be the EQ# — routes will be this format.

If you notice the route work orders printing this information, email [worgs@austin.utexas.edu](mailto:worgs@austin.utexas.edu) and let them know, they will tell you how to fix it.

## FAMIS Routes: Scheduling and Printing Route PMs

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 WO Number: 36788599 WORK ORDER TICKET  
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Note Date	Note User	Title	(Equipment
24 JAN 2007	TANNER_WILLIAM_R	DESCRIPTION CMB-AFR-010, FAN RETURN AIR 2, 4TH FL, RM. B4-112, RA-B2, ACCESS AT CMA A6-118. [2]MOTOR BRGS 50BC03 40BC02; [3]CFM 25.200.	EQ002148
24 JAN 2007	TANNER_WILLIAM_R	DESCRIPTION CMB-AFR-011, FAN RETURN AIR 1, RM B 1-132, 1ST FL, RA-B1. [2]MTR BRG 50B003 40BC02; [3]110,800 CFM.	EQ002149
19 JUN 2007	HIGH_KRISTIN	SERVICE HISTORY PMI: 061807, 121207, 040808, 081208, 120508, 040909,080709, 121809,	EQ002149
24 JAN 2007	TANNER_WILLIAM_R	DESCRIPTION CMB-AFR-012, FAN RETURN AIR 12, MACH RM, 9TH FL, RA-B12, RM 9.100. [2]MTR BRG 50BC03 40BC03; [3]24,200 CFM.	EQ002150
13 JUN 2007	HIGH_KRISTIN	SERVICE HISTORY PMI: 061307, 121207, 040808, 081208, 120208, 040909,080409, 121009,	EQ002150
24 JAN 2007	TANNER_WILLIAM_R	DESCRIPTION CMB-AFR-013, FAN RETURN AIR 13, MACH RM, 9TH FL, RA-B13, RM 9.100. [2]BRGS 50BC03 40BC03; [3]24,200 CFM.	EQ002151
13 JUN 2007	HIGH_KRISTIN	SERVICE HISTORY PMI: 061307, 121207, 040808, 081208, 120208, 040909,080409, 121009,	EQ002151
13 JUN 2007	HIGH_KRISTIN	SERVICE HISTORY PMI: 061307, 121207, 040808, 081208, 120208, 040909,080509,081209, 121009,	EQ002152
24 JAN 2007	TANNER_WILLIAM_R	DESCRIPTION CMB-AFR-014, FAN RETURN AIR 14, MACH RM, 9TH FL, RA-B14, RM 9.100. [2]BRGS 50BC03 40BC03; [3]18,900 CFM.	EQ002152

This information is what is entered in the attachment section for each EQ# in FAMIS. This is just background, service history information. If this is too much info on the Route, go into each EQ#, into attachments and click off the button for "printing on work order."

WO Number	Equipment	Nomenclature	MFR Description	Site	Building	Floor	Room
36788607	EQ002149	FAN RETURN 011 (RAF-B1)	BUFFALO FORGE CO	UTM	0182	01	B.132

WO Number	Equipment	Nomenclature	MFR Description	Site	Building
36788612	EQ002145	FAN RETURN 007	BUFFALO FORGE CO	UTM	0182

WO Number	Equipment	Nomenclature	MFR Description	Site	Building
36788613	EQ002146	FAN RETURN 008	BUFFALO FORGE CO	UTM	0182

WO Number	Equipment	Nomenclature	MFR Description	Site	Building
36788605	EQ002147	FAN RETURN 009	BUFFALO FORGE CO	UTM	0182

WO Number	Equipment	Nomenclature	MFR Description	Site	Building	Floor	Room
36788603	EQ002142	FAN RETURN 004 (RAF-B8)	BUFFALO FORGE CO	UTM	0182	05	B5.112

WO Number	Equipment	Nomenclature	MFR Description	Site	Building	Floor	Room
36788604	EQ002143	FAN RETURN 005 (RAF-B7)	BUFFALO FORGE CO	UTM	0182	05	B5.112

WO Number	Equipment	Nomenclature	MFR Description	Site	Building	Floor	Room
36788611	EQ002144	FAN RETURN 006 (RAF-B6)	BUFFALO FORGE CO	UTM	0182	05	B5.112

Here are the child work orders, this can be from 5-120 pieces of equipment on a single route. Typically the routes are setup to take only 1½ to 2 days maximum — this makes the labor entry easy.