

## Preventive Maintenance Approach - Tree Campus USA

As OSU builds the PM program within Landscape Services, the Urban Forester should follow this general process to setup AiM in a well-coordinated manner.

### Newly Created Assets

Depending on the method used to create an asset record, an initial review process may be required. There are two methods for creating assets in AiM:

- **Using the AiM Application**

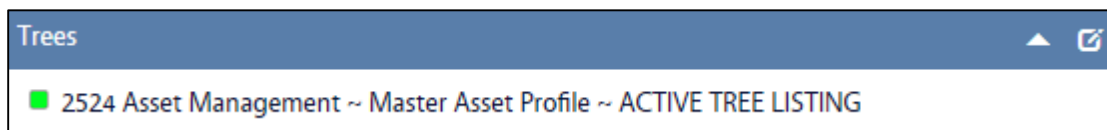
Landscape Services and certain other individuals will establish asset records directly in AiM. When they do so, they will make sure the assets are set with the status of ACTIVE. They will also add related documents, images, etc. ***The Urban Forester will then add the new assets (young trees only) into existing PM Templates (irrigation, staking, etc.).***

- **Using the New Asset Form for Data Collection in the Field**

Accessed via mobile devices,

<https://workorder.okstate.edu/NewAsset/>

Landscape workers may collect tree asset information in AiM as they perform maintenance activities using this simplified form. This will allow workers to easily record assets in AiM, but the records they create will lack detail. These assets are loaded into AiM with an initial status of **PENDING**.



Assets will appear on the **Urban Forester's** AiM WorkDesk for approval. From the Master Asset Profile, click: **Edit**, update information as needed and set the status to **ACTIVE**.

### PM Tree Program Steps

1. **Run the NEW ASSETS-READY FOR PM Report.**

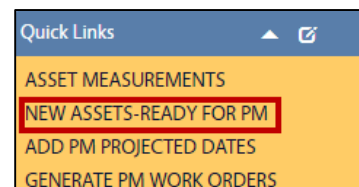
This report will show a list of assets that are ACTIVE, NOT already setup on a PM Template, where the asset record's SCHEDULED PM setting is YES.

2. Meet weekly with Crew Leads to determine the Shop person responsible for maintenance of the assets per Zone.

3. The Urban Forester will:

- a. **Review assets, ensuring that all the information is present and accurate.**

Including pictures, related documents, attributes, locations services and account setup (equipment asset only). [Training Guide: AM-04-AiM Asset Definition-Trees](#)



b. **Create or select a PM standard (or multiple PM standards) for the assets.**

[Training Guide: PM-01-Preventive Maintenance Standards](#)

c. **Create PM Template(s) as needed and associate assets.**

- When incorporating newly created assets into your PM program, run the **Tmp-By Property/Shop** report. This report shows existing assets in the PM program. Review this report with the Supervisor to ensure that the new assets you add to PM templates are consistent with similar assets already setup in that building.

[Training Guide: PM-03-Preventive Maintenance Templates-Young Trees](#)

d. **Run PM Schedule Date Generator.**

- Generate dates for the newly setup assets. Then re-run the **Tmp-By Property/Shop** report to review the full list of assets in your PM program, max projected scheduled dates, etc.

[Training Guide: PM-05-PM Schedule Date Generator - Trees](#)

e. **Other Helpful Reports**

- To view PM program details by asset group, run the **Tmp-By Asset Group/Shop** report. Useful for troubleshooting and verifying projected dates for like assets.

Property	Frequency	Asset Tag	Last Date Generation	Max Projected Date	PM Template	PM Standard	Template Description	Template Phase Description	Work Code	Status	Primary Person
ALUMNI CENTER GREENSPACE AND SIDEWALKS	WEEKLY	T1927	Jan 28, 2015, 12:00 AM	January 28, 2015	1218	LS-IRRIGATION	IRRIGATION - ZONE 1	IRR-PM	TREES	OPEN	10019939

- View the PM program for a specific asset, run the **Tmp-Detail w/Checkpoints**.

Preventive Maintenance Templates by Asset and Checkpoints				
Asset	Asset Description		Asset Group	
T1177	T1177 RED MAPLE		TREES	
Template	Shop	Phase	Last Date Generation	Frequency
1264	LMZ1	001	Mar 12, 2015, 12:00 AM	WEEKLY
PM Standard:		LS-IRRIGATION	WATERING TREES	
Checkpoint	Checkpoint Description		Estimated Labor	Measurement
IRRIGATION	WATERING TREES		0.00	N

4. **Generate PM Work Orders.**

- a. The PM Program Coordinator will generate PM work orders by Zone with the appropriate frequency (weekly, monthly, semi-annual etc.)

[Training Guide: PM-07-PM Generator-Trees](#)