

**Instructions for
CMMS DATA FORM**

The completed form is to be submitted to POS in electronic format and will only be acceptable as an Excel (.xls) file type

The Port of Seattle uses a Computerized Maintenance Management System (CMMS) called MAXIMO to schedule periodic maintenance. The completed Data Form for CMMS input will aid in providing accurate data on a piece of equipment or system to ensure timely commencement of periodic maintenance. Items to include:

- Items with equipment numbers on the contract drawings
- Items with extended warranties
- Equipment critical to operation of the airport
- Equipment that needs periodic maintenance or inspections (O&M manual)
- Equipment funded with grant funds (specify grant)

Information for items highlighted in yellow below are filled in by the Architect Engineer at 90% design only	
Project # & Name	# & name of POS Project provided by POS PM
POS Equipment ID Number	Items with equipment numbers on the contract drawings.
Equipment Description	Filled out at 90% design by POS A/E with PM oversight; Sent out as part of the Bid Package.
Location Information	
Area>Section>Location>Place	Choose from drop down menu options; if the menus do not drop down as it gets more specific, enter any remaining information you have into the Other Location Information Field
Other Location Information	If the location does not apply to the available options or the drop down menus do not continue, enter the rest of the information in this field

Information for items highlighted in green below are filled in by the contractor, plus update of yellow items above (oversight by Construction Management).	
Contact Information:	Name, telephone number, and e-mail address of the person in the General Contractor's office with whom POS Maintenance can discuss information submitted on the form.
Equipment Information	
Model Number	Alphanumeric as recognized by the equipment manufacturer
Serial Number	Alphanumeric as recognized by the equipment manufacturer
MANUFACTURER Information	
Manufacturer Name	Provide Manufacturer Name
Vendor	Provide Vendor name if known
Install or Purchase Date	Date DA/MO/YEAR on which equipment is purchased or installed.
End of Equipment Warranty Date	Date DA/MO/YEAR on which Warranty expires based on start date identified above.
Extended Equipment Warranty Date (if applicable)	Date DA/MO/YEAR on which <i>Extended</i> Warranty expires based on start date identified above (if applicable) - add who the extended warranty is from in the notes section.
Estimated Equipment Value	Complete assembly/unit replacement in today's dollars.
Expected Equipment Life Span (Years)	Estimated # of years before the piece of equipment will need to be replaced if maintained properly.

Any extra notes can be put in the notes column at the end of the form.

Demo Data (use this tab to identify assets that are being removed)

For a blank electronic copy, or if you have any questions filling out this form, please contact one of the following people:

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