

**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)

<b>Information for items highlighted in yellow below are filled in by the Architect Engineer at 90% design only</b>	
<b>Project # &amp; Name</b>	# & name of POS Project provided by POS PM
<b>POS Equipment ID Number</b>	Items with equipment numbers on the contract drawings.
<b>Equipment Description</b>	Filled out at 90% design by POS A/E with PM oversight; <b>Sent out as part of the Bid Package.</b>
<b>Location Information</b>	
<b>Area&gt;Section&gt;Location&gt;Place</b>	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
<b>Other Location Information</b>	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

<b>Information for items highlighted in green below are filled in by the contractor, plus update of yellow items above (oversight by Construction Management).</b>	
<b>Contact Information:</b>	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.
<b>Equipment Information</b>	
<b>Model Number</b>	Alphanumeric as recognized by the equipment manufacturer
<b>Serial Number</b>	Alphanumeric as recognized by the equipment manufacturer
<b>MANUFACTURER Information</b>	
<b>Manufacturer Name</b>	Provide Manufacturer Name
<b>Vendor</b>	Provide Vendor name if known
<b>Install or Purchase Date</b>	Date DA/MO/YEAR on which equipment is purchased or installed.
<b>End of Equipment Warranty Date</b>	Date DA/MO/YEAR on which Warranty expires based on start date identified above.
<b>Extended Equipment Warranty Date (if applicable)</b>	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.
<b>Estimated Equipment Value</b>	Complete assembly/unit replacement in today's dollars.
<b>Expected Equipment Life Span (Years)</b>	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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	A	B	C	D	E	F	G	H
1	CMMS Data Form							
2					Project #:			
3	Version 2.20	5/5/2020			Project Name:			
4					Contact Information:			
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8	To be Completed by Architect Engineer at 90% Design Only							
	Port of Seattle Equipment ID/ Tag/Drawing Number (ex. HBC.AH07.AHU)	Equipment Description - Maximo Asset Description (ex. AIR HANDLING UNIT, HBC.AH07.AHU)	Area - Select from drop down list (ex. Terminal)	Section - Select from drop down list (ex. Concourse)	Location - Select from drop down list (Level)	Place - Select from drop down (Room level)	Other Location Information (ex. Gate #, Room #) - If you've selected a blank drop down put additional information here:	GIS ID
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8	To be Completed by Contractor Only								
9	Model Number	Serial Number	Manufacturer	Vendor	Install or Purchase Date	End of Equipment Warranty Date	Extended Warranty Date (If Applicable)	Estimated Equipment Value	Expected Equipment Life Span (Years)
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8	To be Completed by Maintenance Shops prior to Maximo Input																
9	Maximo Classification	PeopleSoft Asset ID #	Maximo Asset ID#	Asset Type	Work Group	GL Org	GL Fund	GL Account	GL Program	GL Subclass	Failure Class	Purchase Project # (or expense)	PM Required?	Reason if No PM is required	POS IP Address	Notes (i.e. PO Number, Point of Contact name, phone number)	Phase#
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AC Units	ACUNIT
Access Control Doors	ACD
Air Compressors	AIRCOMPR
Air Dryer	AIRDRYER
Air Handlers	AIRHANDL
Automatic Passport Control	APC
Automatic Tag Reader	ATR
Backflow Devices	BACKFLOW
Baggage Handling System	BHS
Camera	CAMERA
Carousel	CAROUSEL
Common Use Service Systems	CUSS
Common Use System Equipment	CUSE
Cross Connections	CRSSCONN
DDC Panel	DDC
Distribution System	DISTSYS
Diverter	DIVERTER
Drains	DRAIN
Drinking Fountain	DRINKFTN
Electrical Circuit Breakers	BREAKER
Electrical Meters	METER
Electrical Panels	PANEL
Electrical Transformers	TRANSFRM
Elevators	ELEV
Emergency Generator	EMERGENR
Escalators	ESCL
Facility Assets	FACILITIES
Fans	FAN
Feeders	FEEDER
Fire/Flush Hydrants	HYDRANT
Flight Information System	FIMS
Floor Count System	FCS
Foreign Object Debris	FOD
Generator	GENERATR
High Voltage Switch	HVOLTSW
IWS Manholes and Catch Basins	MNHLCBSN
Lift Stations	LIFTSTAT
Loading Bridge	LBR
Manholes	MNHOLE
Manual Doors	MANDOOR
Merge	MERGE
Motor Control Center	MCC
Motor Control Panel	MCP
Natural Gas Meter	GASMTR
Overhead Door Systems	ODS
Parking Revenue Control System	PRCS
Power Supply	PWRSUP
Power Turn	PWRTURN

Production Assets	PRODUCTION
Pumps	PUMP
Pusher	PUSHER
Queue	QUEUE
Radios	RADIO
Reverse Merge	REVERSEMERGE
Safedock	SAFEDOCK
SCALE	SCALE
Sprinkler Risers	SPRKRISR
Straight Conveyor	STRTCONV
STS Train Cars	VEH-STS
STS Wayside Equipment	WS-STS
Switch	SWITCH
Switch Gear	SWGEAR
Switchboard	SWBOARD
Terminal Box	TERMBOX
Transfer Switch	TRANSW
Uninterrupted Power Supplies	UPS
Unit Heaters	HEATER
Variable Frequency Drives	VFD
Vehicles (Buses, Cargo Vans & Passenger)	VEH
Verti-Merge	VERTIMERGE
Verti-Sort	VERTISORT
Water Boxes	WATRBOX
Water Meters	WTRMTR
Water Valves	WATRVALV

## Demo Data

[illegible]