Lock Out Tag Out – Driven by Maximo

In Utilities the daunting task of performing lock out tag out on a boiler (sometimes as many as 81 points) has been streamlined and made more consistent through the functionality provided by Maximo. In Maximo, you identify each unique lock out point as its own asset (i.e. valve, disconnect, etc.) and identify the hazard that is present. Once identified, you create labels via a report in Maximo, tag each unique point and provide a consistent locking device. Safety plans are then written with the detail necessary to follow a step by step plan of what lock out points/ devices need to be addressed, what state they are to be in (i.e. closed, open, off, etc.) and whether they need to be locked or just tagged. Once this up front work is done, safety plans can be associated to applicable work orders. At this point, the safety plan and lock out points are all visible to technicians via Syclo. For the actual lock out tag out process, we print a reference sheet (called a mark-up sheet) via a report in Maximo. The mark-up sheet provides a host of information including work to be done, sign offs for who is hanging tags/ locks, etc. and what points need to be locked and/ or tagged. The tags are printed in a batch in the same order as they appear on the mark-up sheet by utilizing a report in Maximo. The time it takes to print a mark-up sheet and tags is far less than hand writing everything... and far more consistent.

Monthly Tip

Maximo provides the ability to download information from most tables into an excel spreadsheet. When looking at most tables there is a link labeled “Download” in the upper right hand corner. When you click that link it will generate a spreadsheet for all the records in the table, with the columns that are displayed in that table. For example: in Assets if you query all the assets in a particular facility you may see hundreds. When you click the “Download” link a box will appear and ask you if you want to Open, Save, or Cancel. If you choose Open you will be presented with another dialog box with a Yes/ No option. You must click Yes to open the file. The spreadsheet contains all the queried records, not just the 20 displayed on the screen. The seven columns in the spreadsheet match up with the seven columns displayed on the screen in Maximo. If you encounter problems when clicking the link there may be a problem with your pop-up blocker. This can be corrected by holding the Ctrl button while clicking the link or by submitting a trouble ticket.
Other Happenings...

Maximo Data
Did you know that Maximo data is used in places other than the FS Website? One example is roof data. Many roofs are stored in Maximo in the form of assets. Specific details about a roof (i.e. installation date and type, estimated replacement date, insulation thickness, etc.) are stored as specifications on each asset. A special view in the database has been created which allows Facilities Engineering to link to this data inside Microstation and ArcMap. Specifically, roof data is being added to existing CAD drawings of buildings. With this information added, roof data is able to be displayed in a graphical representation on campus maps. For more information about how Maximo data is being used by Facilities Engineering please contact Andrew Germain (amg96@cornell.edu).

Warehouse Update
Many changes have recently been occurring at Materials Management. While the majority of inventory will no longer exist at the warehouse as of August 1st, critical maintenance items and bulk material will still be available. In addition, a receiving/staging/storage operation will continue at the warehouse. If you have any specific questions or would like more information please contact April Denman (asd5@cornell.edu).

Noteworthy Enhancements
- Actual Finish Date is now included for each work order in the Equipment Maintenance Cost Report.
- Actual Start Date and Actual Finish Date are now searchable fields in Work Order Tracking, Advanced Search.
- A read-only list of assignments is now displayed on the Work Order tab in Work Order Tracking. Modifications to assignments still need to be performed from the Assignments tab.
- The number of records displayed has been increased on the List tab in many applications.
- Last Changed By and Last Changed Date are now available in Service Requests. The fields are displayed on the Service Request tab and are available in Advanced Search as well.
- A new query in the Service Request application is available to help you identify SR’s which are in history with open work orders against them. It is called HIST_SR_OPN_WRK.

SR Notifications
To date 93 people are signed up to receive service request related e-mail notifications. Roughly two-thirds of those signed up to receive notifications are Maximo users. We would like to remind those not currently signed up to receive service request notifications via e-mail that they may do so by clicking here. If you have any questions about how the notification system works please e-mail Michael Baker (meb84@cornell.edu).

Princeton Visit
On July 21st and 22nd Cornell will be hosting a visit from facilities professionals from Princeton University. Two separate tracks are being developed to maximize the information exchange during the visit. The first track is Operations and will involve discussions about general facilities operations, sustainability, energy reduction initiatives, card access, radio systems, etc. The second track is Maximo. During this track we plan on having in-depth discussions about how each university is currently using Maximo, thoughts on where we would like to go in the future, and how the universities might be able to collaborate to help each with the development of our Maximo implementations. All the information discussed during these meetings will be captured and made available after the meetings conclude. If there are discussion topics you think might be valuable to include please e-mail Angela Baker (amv56@cornell.edu) or Michael Baker (meb84@cornell.edu).

Article Ideas?
Do you have an idea for an article to be included in a future newsletter? Is there more information you would like to know about a specific topic? Let your unit’s representative on the CUG know about them or send them in an e-mail to amv56@cornell.edu or meb84@cornell.edu.

On the Horizon
- The ability to “duplicate” condition monitoring points in Maximo is now being tested by the Mechanical Shop. This request is being addressed by using the out-of-the-box Meter Groups application with the addition of minor custom programming changes.
Maximo Governance

This month’s Maximo Governance article focuses on the **Core User Group (CUG)**. This group meets bi-weekly and their primary responsibilities include bringing new issues forward for discussion, prioritizing Maximo/ Syclo trouble and enhancement requests, and deciding on courses of action and/ or best practices to implement in Maximo. The **CUG** is chaired by Angela Baker, from FM Shops Administration, and Michael Baker from Programming Services. The membership of the **CUG** includes representatives from each of the business units which utilize Maximo for maintenance operations. The units currently represented are: Building Care, Customer Service, EMCS, Energy & Sustainability, Engineering, Environmental Health & Safety, Finance, Facilities Management, FM Shops, Grounds, Material Management, Mechanical Shop, and Programming Services. If there is an item that you would like discussed at the **CUG** take it to the representative from your unit or e-mail Angela Baker (amv56@cornell.edu) or Michael Baker (meb84@cornell.edu). Next month we will be discussing the **Maximo Development Team** and what that group’s role is in the many Maximo projects which are both currently underway and scheduled to occur.

**Spotlight**

June 15th marked one year since corrective maintenance went live in Maximo. The rollout process occurred over a weekend and included representatives from Customer Service, the FM Shops, and Programming Services. A special thank you goes out to Joe Sever for his continued work on refining the CM process in Maximo over the past year. Thanks Joe!

Also on June 15th, the Core User Group took some time during their bi-weekly meeting to take a tour of the new CCHPP. Dean Goble led the tour and did a great job explaining how the new facility functions. He also led us into the old heating plant to show everyone exactly how things had changed since the new facility came online. Thanks Dean!

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**Maximo User Distribution (June)**

- **ACR**: 37.91%
- **CONT**: 11.37%
- **ELEC**: 6.64%
- **MECH**: 14.69%
- **MMGMT**: 5.69%
- **PIPE**: 12.32%
- **UTIL**: 7.11%
- **Other**: 4.27%