IPP Maximo Standard Reporting
Endowed Zone
FY 2016 – Q3
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SECTION 1

Comprehensive Zone Reporting (All Maintenance Zones)

The graphs represent work that is flowed through the Maximo system and managed within Facilities Management and IPP Projects Administration. Unit and Geneva work is excluded. Maximo Service Requests (SRs) are requests for work or service, and have one or more Work Orders (WOs) related to them. WOs include labor assignments, labor hours, and charges. Standalone WOs (without a SR) are used for Preventive Maintenance (PM) or continuous work.

Unresolved Service Requests
This graph displays the number of unresolved Service Requests by Maintenance Zone and FM Operations, grouped by the number of days unresolved. “Unresolved” includes SRs in the status of Queued, Pending, and In Progress. Each of the three Maintenance Zone graphs includes work managed by the FM Zone(s) and FM Operations. The FM Operations graph includes work managed only by FM Operations within each Maintenance Zone. The unresolved SRs are categorized as being open for 0-30 days, 31-60 days, 61-90 days, or over 90 days from the SR Reported Date (SR created date).

Unresolved Service Requests per Million Square Feet
This graph shows the average number of unresolved SRs (in statuses of Queued, Pending and In Progress) per million square feet, by Maintenance Zone.

Unresolved Service Requests per Facility
This graph shows the average number of unresolved SRs (in statuses of Queued, Pending and In Progress) per facility, by Maintenance Zone.

Work by Work Group on Unresolved Service Requests Open > 90 days
These pie charts display the breakdown of work by Work Group associated to all of the unresolved SRs open greater than 90 days in chart CZR-1, by Maintenance Zone and FM Operations. The three Maintenance Zone charts categorize the work into WOs belonging to the various Work Groups. The FM Operations chart is categorized by the percent of work managed by FM Operations within each Maintenance Zone.

Service Requests Created by Maintenance Zone and Priority
This graph displays the percentage of the SRs created by Priority Levels compared year to year, by Maintenance Zone.

Work Orders Created vs. Completed
This displays the number of WOs created vs. completed by Maintenance Zone, per month, FYTD 2015 vs. FYTD 2016. It includes WOs related to SRs as well as PM WOs and standalone WOs not related to SRs.

Maximo Mission Statement
Provide a tool for facilities service providers to manage (receive, organize, prioritize, schedule, perform) compliance, maintenance, or project work. Collect information to support these work management activities and related activities (billing, reporting, warehousing), and communicate this information to stakeholders to aid in decision making.
Unresolved Service Requests
Managed by the FM Zones and Operations

As of March 31, 2016
Takeaways: This shows the increase in SRs of the SCL Maintenance Zone for intercession and opening. Outside of these spikes, the needs of the zones are fairly close.
Unresolved Service Requests per Facility
Maintenance Zone Comparison

Takeaways: The number of facilities in the Contract College Zone are more than double compared to the number of facilities in the Endowed and SCL Zones, which explains the lower number of unresolved SRs per facility in the CC Zone. Other than the spikes for intercession and opening in the SCL Zone, the Endowed Zone has a greater number of unresolved SRs overall (which compares to report CZR-1).
Work by Work Group on Unresolved Service Requests Open > 90 days by Maintenance Zone and FM Operations

- Contract College Maintenance Zone
  - Work Orders belonging to the corresponding FM Zone Work Group: 62%
  - Work Orders belonging to Asbestos, Contracts, Facilities Management Administration, or Shops Administration: 16%
  - Work Orders belonging to Care of Buildings: 4%
  - Work Orders belonging to FM Operations: 3%
  - Work Orders belonging to other Work Groups outside of the corresponding FM Zone (another FM Zone or IPP Projects): 3%
  - Work Orders belonging to any Work Group under a Service Request that is classified as a Project: 1%
  - Work Orders that do not belong to any Work Group: 1%

- Endowed Maintenance Zone
  - Work Orders belonging to the corresponding FM Zone Work Group: 43%
  - Work Orders belonging to Asbestos, Contracts, Facilities Management Administration, or Shops Administration: 33%
  - Work Orders belonging to Care of Buildings: 8%
  - Work Orders belonging to FM Operations: 4%
  - Work Orders belonging to other Work Groups outside of the corresponding FM Zone (another FM Zone or IPP Projects): 10%
  - Work Orders belonging to any Work Group under a Service Request that is classified as a Project: 2%
  - Work Orders that do not belong to any Work Group: 1%

- SCL Maintenance Zone
  - Work Orders belonging to the corresponding FM Zone Work Group: 55%
  - Work Orders belonging to Asbestos, Contracts, Facilities Management Administration, or Shops Administration: 20%
  - Work Orders belonging to Care of Buildings: 4%
  - Work Orders belonging to FM Operations: 4%
  - Work Orders belonging to other Work Groups outside of the corresponding FM Zone (another FM Zone or IPP Projects): 10%
  - Work Orders belonging to any Work Group under a Service Request that is classified as a Project: 6%
  - Work Orders that do not belong to any Work Group: 1%

- FM Operations work by Maintenance Zone
  - Work Orders belonging to the corresponding FM Zone Work Group: 58%
  - Work Orders belonging to Asbestos, Contracts, Facilities Management Administration, or Shops Administration: 19%
  - Work Orders belonging to Care of Buildings: 23%

As of March 31, 2016

See key below
**Priority Levels:**

- **30 Routine**: Make all efforts to schedule within five (5) days; begin work by date
- **40 Timely**: Response within one (1) business day; scheduled within five (5) business days; completed within schedule
- **45 Urgent**: Make all efforts to mitigate problem today; overtime is authorized
- **50 Emergency**: Imminent threat to people, property, institution; immediate response

*Priority 45 began January 2015*

As of March 31, 2016
Work Orders Created vs. Completed*
Maintenance Zone Comparison
FYTD15 / FYTD16

<table>
<thead>
<tr>
<th>Maintenance Zone</th>
<th>Created FYTD15</th>
<th>Completed FYTD15</th>
<th>Created FYTD16</th>
<th>Completed FYTD16</th>
</tr>
</thead>
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<td>Contract College</td>
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<td>20139</td>
<td>24442</td>
<td>19328</td>
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<tr>
<td>Endowed Maintenance</td>
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<td>19267</td>
<td>19234</td>
<td>19284</td>
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<td>SCL Maintenance Zone</td>
<td>21843</td>
<td>21821</td>
<td>18577</td>
<td>17972</td>
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</table>

*Includes Work Orders related to Service Requests as well as Preventive Maintenance (PM) Work Orders.

As of March 31, 2016
SECTION 2
Service Request Reporting - Endowed Zone

The graphs represent work that is flowed through the Maximo system and managed within Facilities Management and IPP Projects Administration. Unit and Geneva work is excluded. Maximo Service Requests (SRs) are requests for work or service, and have one or more Work Orders (WOs) related to them. WOs include labor assignments, labor hours, and charges. Standalone WOs (without a SR) are used for Preventive Maintenance (PM) or continuous work.

Unresolved Service Requests
The graph displays a count of all unresolved SRs (in statuses of Queued, Pending, and In Progress) by the org/unit within the Maintenance Zone. It also shows the total unresolved SRs for the Maintenance Zone by SR Owner Group. ENSR-1a and ENSR-1b show a breakdown of unresolved SRs within each org/unit, by SR Owner Group.

Average Days: Phases of Service Requests
These graphs show the average number of days it takes for a SR in each phase (status change) from New to Resolved, by priority, shown monthly. The phases are: Unit Approval, Zone Acknowledgement, Assignment, and Completion.

Service Request Completion Phase Distribution
This graph displays the distribution of the number of days that it took for SRs (that resolved the last month of the previous quarter) to go from "In Progress" to "Resolved" status (Completion phase). This data makes up the "Completion" phase for the last month of the quarter on Graph "ENSR-2, Average Days: Phases of Service Requests".

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Endowed Maintenance Zone
Percent of Unresolved Service Requests within the Org/Unit
By SR Owner Group

As of March 31, 2016
Endowed Maintenance Zone
Percent of Unresolved Service Requests within the Org/Unit
By SR Owner Group

As of March 31, 2016
Endowed Maintenance Zone Average Days: Phases of Service Requests - Priority 30

Completion - SR status changes from in progress to resolved
Assignment - SR status changes from pending to in progress
Zone Acknowledgement - SR status changes from queued to pending
Unit Approval - SR status changes from new to queued
Endowed Maintenance Zone Average Days: Phases of Service Requests - Priority 40

Completion - SR status changes from in progress to resolved
Assignment - SR status changes from pending to in progress
Zone Acknowledgement - SR status changes from queued to pending
Unit Approval - SR status changes from new to queued

Month/Year SRs were Resolved

<table>
<thead>
<tr>
<th>Month</th>
<th>Avg Days</th>
<th>Completion</th>
<th>Assignment</th>
<th>Zone Acknowledgement</th>
<th>Unit Approval</th>
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<tbody>
<tr>
<td>July 2015</td>
<td></td>
<td>33</td>
<td>9</td>
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<td>January 2016</td>
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<td>February 2016</td>
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<tr>
<td>March 2016</td>
<td></td>
<td>37</td>
<td>6</td>
<td></td>
<td></td>
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</table>

Avg Days:
- 0
- 10
- 20
- 30
- 40
- 50
- 60
Endowed Maintenance Zone Average Days: Phases of Service Requests - Priority 45

Completion - SR status changes from in progress to resolved
Assignment - SR status changes from pending to in progress
Zone Acknowledgement - SR status changes from queued to pending
Unit Approval - SR status changes from new to queued

Month/Year SRs were Resolved

July 2015: 21
August 2015: 27
September 2015: 23
October 2015: 40
November 2015: 27
December 2015: 28
January 2016: 47
February 2016: 48
March 2016: 107

Avg Days:
- Completion
- Assignment
- Zone Acknowledgement
- Unit Approval
Endowed Maintenance Zone Average Days: Phases of Service Requests - Priority 50

- Completion - SR status changes from in progress to resolved
- Assignment - SR status changes from pending to in progress
- Zone Acknowledgement - SR status changes from queued to pending
- Unit Approval - SR status changes from new to queued

Month/Year SRs were Resolved:
- July 2015: Avg Days 32
- August 2015: Avg Days 30
- September 2015: Avg Days 25
- October 2015: Avg Days 32
- November 2015: Avg Days 26
- December 2015: Avg Days 3
- January 2016: Avg Days 22
- February 2016: Avg Days 26
- March 2016: Avg Days 29
- April 2016: Avg Days 45
Completion Phase: SR status changes from In Progress to Resolved.
SECTION 3
Work Order Reporting - Endowed Zone

The graphs represent work that is flowed through the Maximo system and managed within Facilities Management and IPP Projects Administration, with skilled trade labor only. Unit and Geneva work is excluded. Maximo Service Requests (SRs) are requests for work or service, and have one or more Work Orders (WOs) related to them. WOs include labor assignments, labor hours, and charges. Standalone WOs (without a SR) are used for Preventive Maintenance (PM) or continuous work.

**Work Order Count with Average Days to Completion**
This graph displays the count of all WOs created, FYTD 2015 and FYTD 2016, categorized by Corrective Maintenance (CM), Preventive Maintenance (PM), and Project Work (PW). It also displays the average number of days for WOs to complete in each category.

**Count of Work Orders Created by Type**
This bar graph is the count of all WOs created by type (CM, PM, and PW) by month, for each fiscal year.

**Work Order % Hours by Craft, Work Order % Count by Craft**
The first two pie graphs are the percent of labor hours by Craft within the Maintenance Zone, for each fiscal year. The second two pie graphs show the percent of the total WO count by Craft within the Maintenance Zone, for each fiscal year.

**Corrective vs. Preventive Maintenance Labor Hours**
This display the total CM labor hours compared to the total PM labor hours, by month, for each fiscal year.

**Skilled Trade Hours, Zone Maintenance vs. Other GL Accounts**
This bar graph displays the total labor hours by type (CM, PM, and PW), by month, for the current fiscal year, against the Zone Maintenance GL Account vs. other GL Accounts.

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Endowed Maintenance Zone
Work Order Count with
Average Days to Completion
FYTD15/FYTD16

<table>
<thead>
<tr>
<th></th>
<th>FYTD15</th>
<th>FYTD16</th>
<th>FYTD15</th>
<th>FYTD16</th>
<th>FYTD15</th>
<th>FYTD16</th>
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</thead>
<tbody>
<tr>
<td>Corrective</td>
<td></td>
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<tr>
<td>Maintenance</td>
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</tbody>
</table>

As of March 31, 2016
### Endowed Maintenance Zone

**Work Orders Created by Type**

**FYTD15/FYTD16**

<table>
<thead>
<tr>
<th>Month</th>
<th>FYTD15 July</th>
<th>FYTD15 August</th>
<th>FYTD15 September</th>
<th>FYTD15 October</th>
<th>FYTD15 November</th>
<th>FYTD15 December</th>
<th>FYTD15 January</th>
<th>FYTD15 February</th>
<th>FYTD15 March</th>
<th>FYTD16 July</th>
<th>FYTD16 August</th>
<th>FYTD16 September</th>
<th>FYTD16 October</th>
<th>FYTD16 November</th>
<th>FYTD16 December</th>
<th>FYTD16 January</th>
<th>FYTD16 February</th>
<th>FYTD16 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Maintenance</td>
<td>215</td>
<td>1619</td>
<td>135</td>
<td>1210</td>
<td>113</td>
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</tbody>
</table>

As of March 31, 2016
Endowed Maintenance Zone
Corrective vs. Preventive Maintenance Labor Hours
FYTD15/FYTD16

As of March 31, 2016
Endowed Maintenance Zone
Skilled Trade Hours
Zone Maintenance vs. Other GL Accounts
FYTD16

As of March 31, 2016

ENWO-5