

PE Capture Form

20130513

Date

PE Description

(Example: Outside Building Inspection)

Frequency Type

(Enter Weekly, Monthly, Quarterly, Semi-Annually, Annually, or Triennially as applicable)

Category

(Enter Building Maintenance Program, Department Support, Infection Control, Infection Control - Joint Commission, Life Safety, Life Safety - Joint Commission, Life Support, Life Support - Joint Commission, Operational Support, or Operational Support - Joint Commission)

Account

(Example: HST75482470 - normally same as to be entered on Timesheet)

Skill

(Example: Plumber)

Shop#

(Example: 620)

Assign PE to Resource

(Example: Teasley)

Parts for Service

(Examples: Oil: 30WT ND (5 qts.), Belts: AX64 (Qty. 2), Air Filter: 20x20x1 (Qty. 7), Kit: Quincy 2341-5)

Instructions
Identify tasks to be performed for the PE by the Task Number(s) or define the steps to be performed.

Next Due Date

(format: m/d/y)

In minutes, time required to complete procedure:

Unique WO

Fixed Schedule

Variable Schedule

Checklist

Supervisor's or AD's Signature

(Do not send without your Supervisor's or AD's signature indicating they have reviewed the submitted request else they will be returned)