

PM Capture Form

20130513

Asset

(Enter 6-digit asset number of associated item)

Date

PM Description

(Example: Linen Chute Door - 0604 Sterile proc. Room: Monthly)

Frequency

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

Next Due

Date

(format: m/d/y)

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)

Unique WO

Variable Schedule

Fixed Schedule

Checklist

Account

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

In minutes, time
required to complete
procedure:

Skill

(Example: Plumber)

Shop#

(Example: 620)

Assign PM 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 PM by the Task Number(s) or define the steps to be performed.)

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)