‘D’-Equipment PM request workflow from the User/Owner

User installs new equipment that needs PM

User submits request in iSD

Request text should include "PM request for departmental equipment"

User enters as much info as possible:
- Location
- Frequency
- Equipment number
- Details

PM shop completes an estimate for the necessary preventive work at the recommended frequency

WOC sends ‘D’ equipment PM template to UBR (or responsible party)

WOC creates the work order for TMA administrator

WOC creates the estimate referral based on the PM shops’ estimate, & sends to the customer

User/Owner approves or declines

User takes responsibility for maintenance and repair of equipment

TMA Administrator completes admin. Work order and closes it (internal)

TMA administrator sets up the PM work order:
- Location
- Frequency
- Equipment number
- Other details

Abbreviation Key:
- iSD = iServiceDesk - work order request system
- WOC = Work Order Center
- PM = Preventive Maintenance

Notifies and submits PM to the shop, which will automatically generate at the specified interval