

Changing Master Maintenance Tasks

To change the master maintenance task begin by opening the “Maintenance Task” list found under Data in the Menu Bar (not the Data button on the ToolBar.)

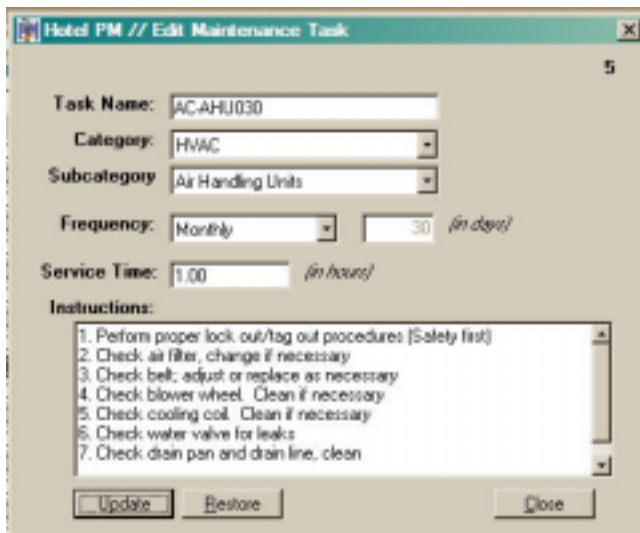


Then identify and select the task to be changed in the Task list.



Task Name	Category	Subcategory	Frequency	Est'd Time
AC-ACC030	HVAC	Air Cooled Condenser	Monthly	0.5
AC-ACC035	HVAC	Air Cooled Condenser	Quarterly	0.5
AC-ACC305	HVAC	Air Cooled Condenser	Annual	0.5
AC-AHU030	HVAC	Air Handling Units	Monthly	0.5
AC-AHU030	HVAC	Air Handling Units	Quarterly	0.5
AC-AHU035	HVAC	Air Handling Units	Annual	1
AC-CHEM305	HVAC	Chemical	Annual	0.1
AC-CHILL305	HVAC	Chiller	Annual	0.1
AC-CTWR305	HVAC	Cooling Towers	Annual	0.1
AC-DEH030	HVAC	Defundries	Monthly	1
AC-DEH030	HVAC	Defundries	Quarterly	0.5
AC-EH030	HVAC	Electric Heat	Monthly	0.75
AC-GFURN030	HVAC	Gas Fired Hot Air Furnace	Monthly	0.5
AC-HPA030	HVAC	Heat Pump Air Cooled	Monthly	0.5
AC-HPA030	HVAC	Heat Pump Air Cooled	Quarterly	0.75
AC-HPW030	HVAC	Heat Pump Water Cooled	Monthly	0.5
AC-HPW030	HVAC	Heat Pump Water Cooled	Quarterly	0.75
AC-RX030	HVAC	Heat Exchangers	Annual	0.75

Click the “Edit” button at the bottom of the list to open the selected Task.



Hotel PM // Edit Maintenance Task

Task Name: AC-AHU030

Category: HVAC

Subcategory: Air Handling Units

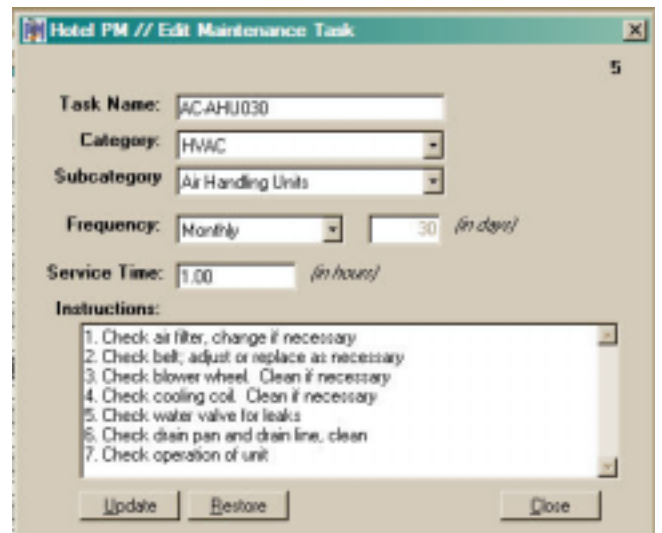
Frequency: Monthly 30 (in days)

Service Time: 1.00 (in hours)

Instructions:

1. Perform proper lock out/tag out procedures (Safety first)
2. Check air filter, change if necessary
3. Check belt; adjust or replace as necessary
4. Check blower wheel. Clean if necessary
5. Check cooling coil. Clean if necessary
6. Check water valve for leaks
7. Check drain pan and drain line, clean

Buttons: Update, Restore, Close



Hotel PM // Edit Maintenance Task

Task Name: AC-AHU030

Category: HVAC

Subcategory: Air Handling Units

Frequency: Monthly 30 (in days)

Service Time: 1.00 (in hours)

Instructions:

1. Check air filter, change if necessary
2. Check belt; adjust or replace as necessary
3. Check blower wheel. Clean if necessary
4. Check cooling coil. Clean if necessary
5. Check water valve for leaks
6. Check drain pan and drain line, clean
7. Check operation of unit

Buttons: Update, Restore, Close

Make the desired changes to the Instructions, and then click the “Update” button. This will return you to the Maintenance Task list. Change other tasks as needed.

Once you have made the necessary changes to the Task list open the Equipment list. Then one at a time select each piece of equipment effected by the changes you just completed in the Maintenance Task list.

Equip Category	Equip Number	Description	Location	Service
Fans	FAN8	Guest Room Exhaust	PENT HOUSE ROOF	1-3 SERI
Fans	FAN9	31- Exhaust Fans		
HVAC	HWAC1	75 In room Units		
HVAC	HWAC10	AHU	HALLWAY	NEII
HVAC	HWAC11	AHU	HALLWAY	NEI
HVAC	HWAC12	AHU	LOUNGE CEILING	RESTAU
HVAC	HWAC13	AHU	EXECUTIVE OFFICE	EXDUTA
HVAC	HWAC14	10 Ton HVAC		
HVAC	HWAC15	Air Handler - over CT Board Room		
HVAC	HWAC16	AHU Chilled Water	CEILING BEHIND FRONT	LOBBY
HVAC	HWAC17	150 - In room Units		
HVAC	HWAC18	Air Handlers - Lobby level HRD		
HVAC	HWAC19	125 In room Units		
HVAC	HWAC2	AHU	HALLWAY	NEIII
HVAC	HWAC20	AHU	HOUSEKEEPING	HOUSEK
HVAC	HWAC3	AHU	PRE-FUNCTION CEILING	PRE-FUC
HVAC	HWAC4	Ground level		
HVAC	HWAC5	AUH	HALLWAY BEHIND FRONT	HALLWA
HVAC	HWAC6	AHU	HALLWAY	NEIII
HVAC	HWAC7	AHU	LOUNGE CEILING	LOUNGE

Click the “Edit” button to open the individual Equipment window. Then click on the “Standard Services” tab in the Equipment window.

Hotel PM // Edit Equipment

Hotel:

Category: Subcategory:

ID Number:

Location:

Service Area:

Semi-Annual Service
 Annual Service
 Other Service

Standard Service
 Monthly Service
 Quarterly Service

Manufacturer
 Instructions
 Components

Description:

Manufacturer:

Model:

Serial Number:

Date Installed: Warranty Date:

Electric Panel: Breaker#:

Other:

Hotel PM // Edit Equipment

Hotel:

Category: Subcategory:

ID Number:

Location:

Service Area:

Semi-Annual Service
 Annual Service
 Other Service

Standard Service
 Monthly Service
 Quarterly Service

Manufacturer
 Instructions
 Components

Service Req'd: Custom Standard Tasks Best Service Last Service

Monthly

Quarterly

Semi-Annual

Annual

Other

On the “Standard Service” tab click on the drop-down list for the standard maintenance task that you updated. Click on the Task name, it should be the only one in the list, to select it. Now click the “Update” button at the bottom of the Equipment window.

Repeat this process for each piece of equipment that uses the changed maintenance tasks.