

CURRENT STATE OF THE ASSETS



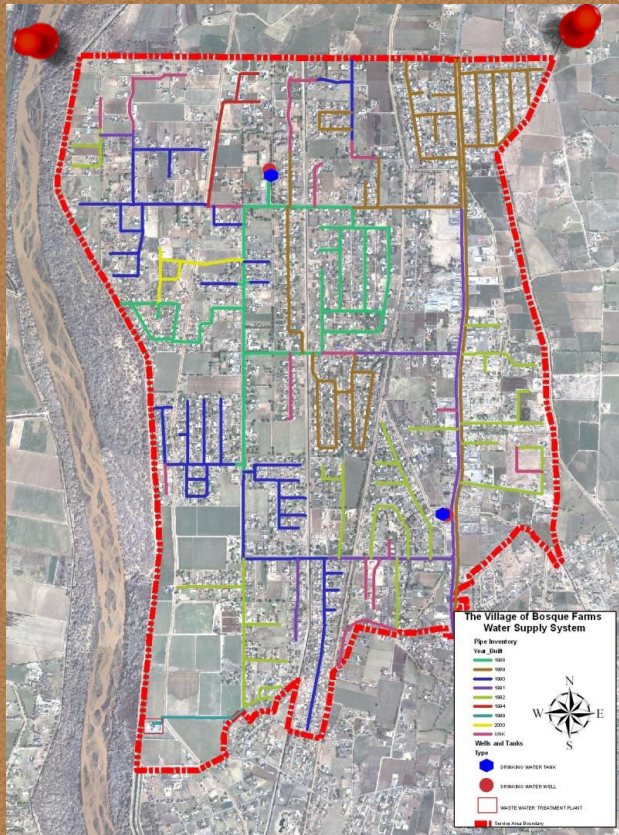
When you know better you do better

Maya Angelou



WHAT ASSETS DO YOU OWN?

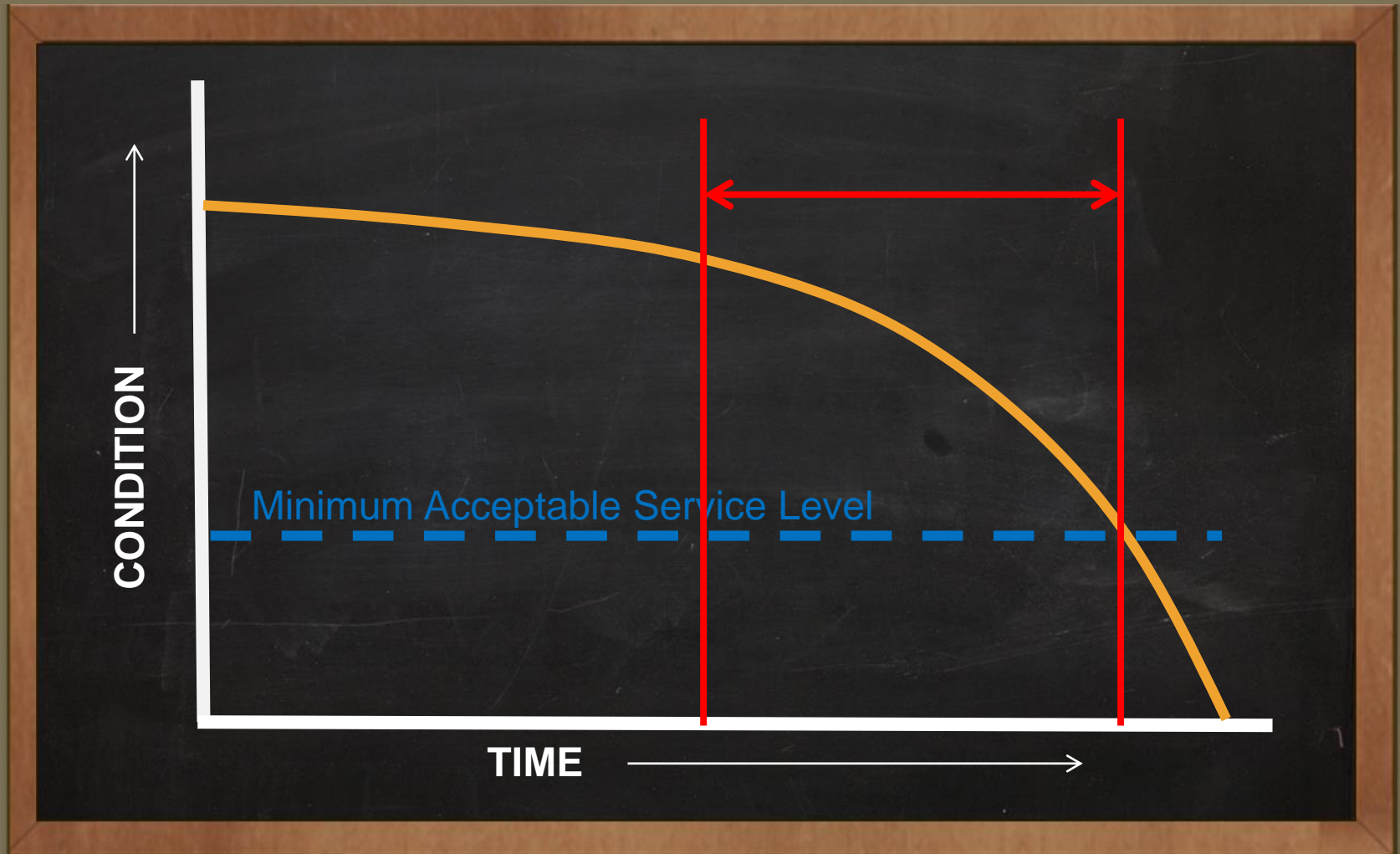
WHERE ARE YOUR ASSETS?





**WHAT
CONDITION
ARE THEY
IN?**

WHAT IS THEIR REMAINING USEFUL LIFE?



WHAT IS THEIR REPLACEMENT VALUE?





Work Order Entry - Work Order Activity Rules

Order Type: WM Maintenance Work Order

WO Type: 1 Maintenance Order

Records 1 - 10

<input type="checkbox"/>	<input checked="" type="checkbox"/>	WO Status	WO Status Description	Next Status	Allowed Status 1	Allowed Status 2	Allowed Status 3	Allowed Status 4	Allowed Status 5
<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	Maintenance Work Request	M*	MA	MR			
<input type="checkbox"/>	<input type="checkbox"/>	M*	MWO Waiting Manager Approval	MA	ME	MG	MI	MR	
<input type="checkbox"/>	<input type="checkbox"/>	MA	MWO Approved	MB	MD	ME	MI	MM	
<input type="checkbox"/>	<input type="checkbox"/>	MB	MWO Material Issued	MG	MH	MJ	MM		
<input type="checkbox"/>	<input type="checkbox"/>	MC	W/O In Planning	ME	MF	MG	MI	MJ	MM
<input type="checkbox"/>	<input type="checkbox"/>	MD	W/O Plant Shutdown	ME	MF	MG	MI	MJ	MM
<input type="checkbox"/>	<input type="checkbox"/>	ME	W/O Waiting for Parts	MF	MG	MH	MJ	MM	
<input type="checkbox"/>	<input type="checkbox"/>	MF	W/O Parts Staged and Ready	MG	MH	MJ			
<input type="checkbox"/>	<input type="checkbox"/>	MG	W/O Ready to Schedule	MH	MJ				
<input type="checkbox"/>	<input type="checkbox"/>	MH	W/O Issued & Released	MJ					

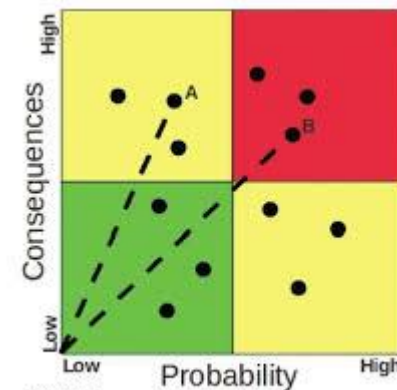


Figure 2

WHAT ASSETS DO YOU WANT TO TRACK?

GIVE ASSETS ID NUMBERS





Systems Maps

Interviews

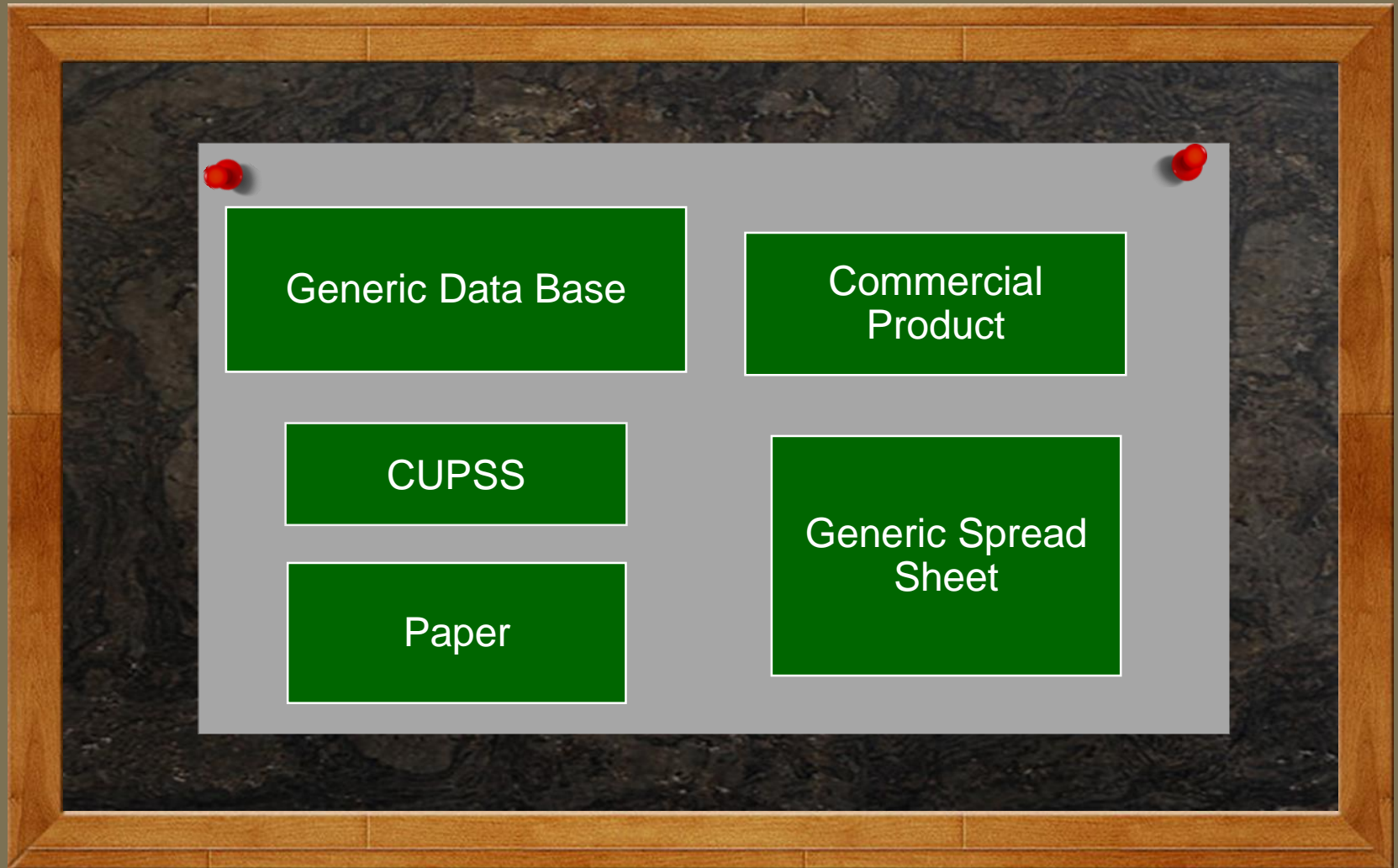
System
Records

Existing
inventories
Numbering
Systems

Photographs

**START WITH THE
DATA YOU HAVE**

LOTS OF WAYS TO STORE DATA



INVENTORY IN PAPER!



WHERE TO START YOUR INVENTORY



COLLECTING ASSET DATA



COLLECTING AND IDENTIFYING YOUR ASSETS

The screenshot shows a web-based asset management system. The word "Assets" is circled in black. The "Add Record" button is highlighted with a red pin. The "Main Data for Asset" section contains fields for Asset ID, Description, Building, Serial #, Manufacturer, Department, Asset Type, and Notes. The "Purchasing Information" section contains fields for Vendor, Acquisition Date, Rec. in Years, Account, Warranty #, Warranty Start Date, Warranty End Date, P.O. #, and Lease End Date. Three callout boxes are overlaid on the right side of the form: a purple box for "Collect Only What You Will Use", a brown box for "Keep Information Updated", and a blue box for "Think About Quality".

Assets

Asset List

Add Record

Main Data for Asset

Asset ID: [assetid]

Description: [text input]

Building: [dropdown] Room: [dropdown]

Serial #: [text input]

Manufacturer: [text input]

Department: [text input]

Asset Type: [text input]

Notes: [text input]

Purchasing Information

Vendor: [dropdown] P.O. #: [text input]

Acquisition Date: [text input]

Rec. in Years: [text input]

Account: [text input]

Warranty #: [text input]

Warranty Start Date: [text input]

Warranty End Date: [text input] Lease End Date: [text input]

Collect Only What You Will Use

Keep Information Updated

Think About Quality

QUESTIONS

