



Standard Operating Procedure (SOP)			
Adding Equipment in TMA for New Buildings or Renovations			
SOP No.	MG-0004	Revision:	0
Department:		Date:	2-1-2009
Dept. Head Approval:	<i>John A. Boyd Jr.</i>		2-13-09
Director Approval:	<i>[Signature]</i>		2/23/09

Purpose:

The purpose of this process is to ensure that all new equipment being installed on campus has name plate data captured and entered into the TMA data base and that the equipment has been properly marked with a Facilities Management bar code tag.

Scope:

The scope of this process will include the collection of equipment data and tagging of equipment for all new buildings, renovations, and individual equipment replacement.

Responsibility

1. Project managers will be responsible to ensure that the contractor or shop provides accurate equipment list on all projects. Equipment installed by a maintenance shop will be collected by the primary shop on the project and submitted to the project manager. FM shops will only be responsible for equipment they install in this process. In this process, an operations manager that assumes responsibility for a project will be considered the project manager.
2. The project manager will submit the information to Administrative Support Services for entry into TMA and generation of the equipment tags.
3. The project manager will provide the contractor or appropriate shop with the bar code tags to mark the new equipment. The proper tagging of equipment will be considered part of the work scope of all projects.

Definitions

1. TMA – West Virginia University’s computerized maintenance management system.

Reference Procedure

1. The project manager will obtain all name plate data from the contractor or FM shop per established data collection forms.
2. The contractor will be responsible to provide all name plate data per each piece of equipment or component of equipment required on established collection forms.
3. The completed equipment list will be submitted by the project manager to Administrative Support Services for entry into TMA.
4. Administrative Support Services will generate tags for each piece of equipment and provide them to the project manager.

1. The project manager will deliver the tags to the contractor or FM shop.
2. The contractor or FM shop will properly tag equipment.
3. Contractor or FM shop installing new equipment will provide lock out tag out information on new equipment and submit this information to the project manager.
4. The project manager will submit the lock out tag out information to Administrative Support Services for entry into the TMA equipment file for each listing.
5. The project manager will notify the Preventive Maintenance shop of newly installed equipment.
6. The Preventive Maintenance shop will submit PM task schedules for new equipment to Administrative Support Services for entry into TMA.

Reference:

1. Data entry forms for all equipment types are accessible through the following link or refer to common forms on the FM intranet site.

[S:\SHARE\Physical Plant\ARCHANA\FM Intranet pages\TMA Equipment Forms](#)

2. Lock out tag out forms will be accessible through the following link or refer to common forms on the FM intranet site.

[S:\SHARE\Physical Plant\ARCHANA\FM Intranet pages\TMA Equipment Forms](#)