City of Rochester

Department of Environmental Services
City Hall Room 300B, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

one city ROCHESTER

Paul Holahan
Commissioner

NUMBER 8.1

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: **Predictive Maintenance Program**

APPROVED:

M. Quattrone

Michael Quattrone, Fleet Manager

PURPOSE: Document Predictive Maintenance Program

PROCEDURE: All technicians have PM Task Improvement Forms (copy attached) available so that when they see a persistent problem or failure they can suggest a solution by completing the PM Task Improvement Form. The PM Task Improvement Form then goes to an Assistant Service Manager, the Service Manager, the Fleet Manager or the suggestion box. Upon receipt of a PM Task Improvement Form the Service Manager follows a step-by-step process check list to document assessment of the PM Task Improvement suggestion. Following analysis and evaluation, the Predictive Maintenance Task List maybe modified so that operators will not have to bring a vehicle in more frequently than the scheduled predictive maintenance. PM Task Improvement Form were made available September 23, 2010, following technician training on their use.

Changes to the Predictive Maintenance Task Lists are also made based on observations by the Assistant Service Managers, the Service Manager, and the Fleet Manager.

PREPARED BY: Scott Corser, Service Manager

DATE: December 16, 2010

Predictive Maintenance Check List

1   Obtain PM task Improvement form / or Predictive maintenance suggestion

                                                         _____

2   Investigate the issue and document with pictures when applicable

    _____

3   Set up a predictive maintenance plan (PM task list, addition PM, etc.)

    _____

4   Display information on the shop announcement board

    _____

5   Scan all pictures and supporting documents in G drive

    _____

6   Submitting employee should be nominated for "employee of the month"

    _____

7   Develop report(s) to monitor progress in savings, efficiency, uptime, Etc…

    _____

8   set reports to auto run and drop in applicable folder in "G" drive

    _____

PM TASK IMPROVEMENT FORM

Shop _____Fleet # _____Date _____

Name (optional) _____

Type of Equipment _____

The objective of this form is to identify common failures and come up with predictive maintenance solutions that can be added to the PM task lists.

Complaint _____

Cause _____

Predictive Solution _____
_____
_____
_____
_____

PM TASK IMPROVEMENT FORM

Shop _____Fleet # _____Date _____

Name (optional) _____

Type of Equipment _____

The objective of this form is to identify common failures and come up with predictive maintenance solutions that can be added to the PM task lists.

Complaint _____

Cause _____

Predictive Solution _____
_____
_____
_____
_____