

## PREVENTIVE MAINTENANCE JOB PLANS: AD HOC WORK TASKS

Provides guidance for adding ad hoc work tasks to an Active Job Plan on Facilities Connect desktop.

### DIRECTIONS:

From the Plan Work screen, locate the Job Plan that you want to edit:



Enter key words into the column search boxes.

Click on the Job Plan to open it.

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Upon clicking, the Job Plan will open in a new window:

Click on Revise to edit the Job Plan.

Job Plan: 1001428	👖 Add To Bookmarks 🔒 Print 🕐 Help
Save Save & Close More X General Notes & Documents	serve serves serves
(Required): Job Plan Details.	
	Chables cables
\$W0 2741	<ul> <li>Job Plan Name //rcgav/Olson - Life Safety Infrastructure Description</li> </ul>
Building Name_Mcgaw/Olson	
Building Address (710) Fairbanks Ct	Building ID 8799
	Assign Multiple Workgroups?

#### OPERATIONS & MAINTENANCE

## PREVENTIVE MAINTENANCE JOB PLANS: AD HOC WORK TASKS

#### DIRECTIONS:

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Once the Job Plan is in the Revise stage:

## Click on the PM Schedules sub-tab.

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### On the PM Schedule tab:

Click on the Add button.







OPERATIONS & MAINTENANCE

### DIRECTIONS:

Upon clicking, PM Event window will open:

Enter the Start Date by using the calendar button.

Click on the Ad hoc radio button.





OPERATIONS & MAINTENANCE

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#### DIRECTIONS:

8

If you need to add multiple Ad Hoc Work Tasks:

Utilize the Also Schedule On section to add multiple dates on which the same Ad Hoc Work Task will occur.



