



PREVENTIVE MAINTENANCE

JOB PLANS: MANUALLY RETIRE JOB PLANS

Provides guidance for retiring an Active Job Plan on Facilities Connect desktop.

▼ GETTING STARTED

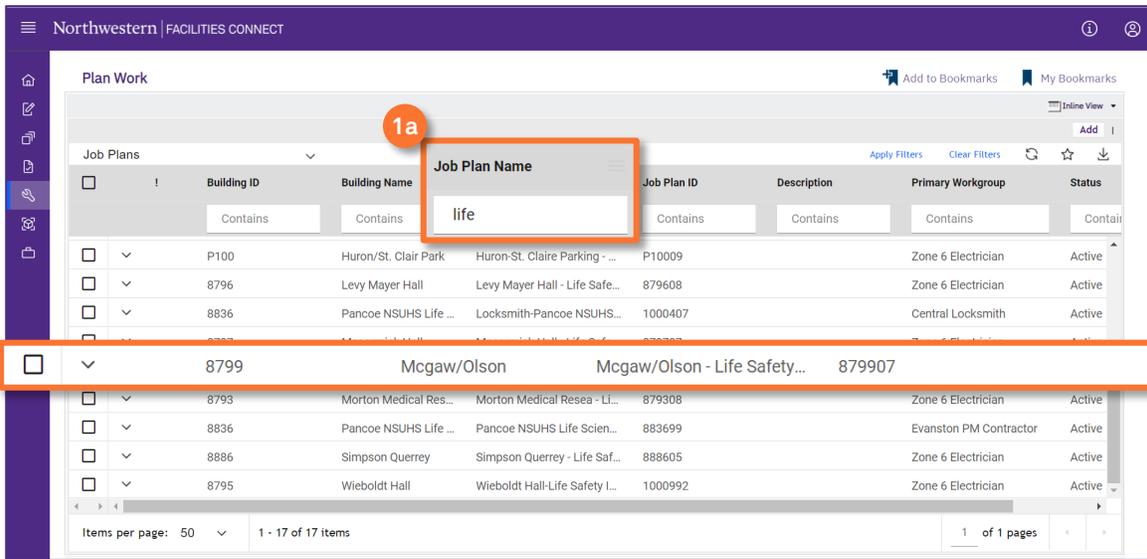
This guide begins on the Plan Work screen. For more information on navigating to the Plan Work screen, refer to the **Setting Up a New Job Plan** manual.

DIRECTIONS:

1 From the Plan Work screen, locate the **Job Plan** that you want to retire:

1a Enter **key words** into the column search boxes.

1b Click on the **Job Plan** to open it.



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

2a Click on **Revise** to edit the Job Plan.





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3 Once the Job Plan is in the Revise stage:

3a Click on the **PM Schedules** sub-tab.

3b Click on the first **PM Schedule** listed.

The screenshot shows the 'Job Plan: 1001428' interface. The 'General' tab is active, and the 'PM Schedules' sub-tab is selected. A table lists the PM Schedules with the following data:

Frequency	Name	Type	Recurrence in month(s)	Status
MONTHLY	McGaw/Olson - Life Safety Infrastructure Annual	Schedule-Based	12 months	Active

Annotations: A red box labeled '3a' highlights the 'PM Schedules' sub-tab. A red box labeled '3b' highlights the first row of the table.

4 Upon clicking, the PM Schedule window will open:

4a Click on the **More** button.

4b Click on the **Retire** option. Upon clicking, the PM Schedule window will close.

The screenshot shows the 'PM Schedule: 1001953' interface. The 'General' tab is active, and the 'More' button is highlighted. The 'Retire' option is also highlighted. The 'Name' field contains 'McGaw/Olson - Life Safety Infrastructure Annual'.

Annotations: A red box labeled '4a' highlights the 'More' button. A red box labeled '4b' highlights the 'Retire' option.

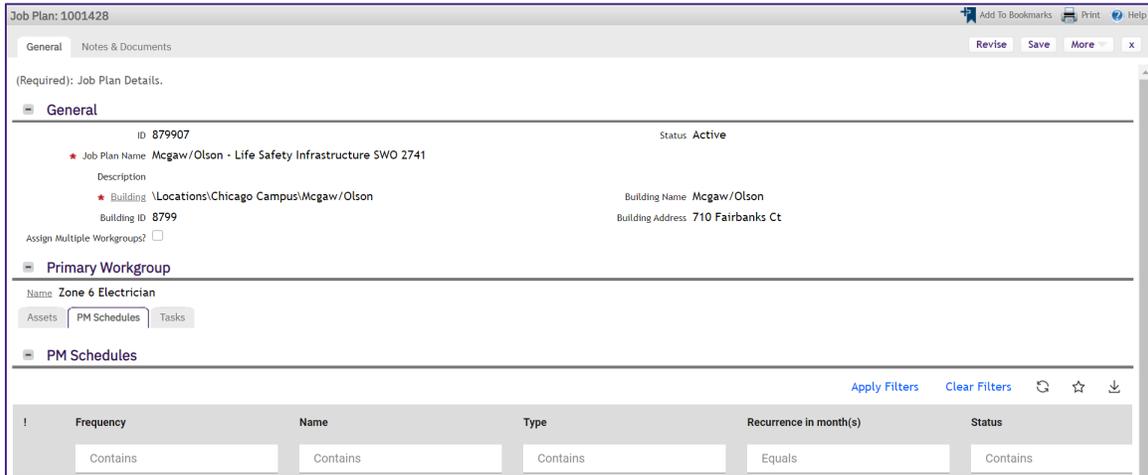


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WORK TASKS: ENTER TIME ON BEHALF OF OTHERS

DIRECTIONS:

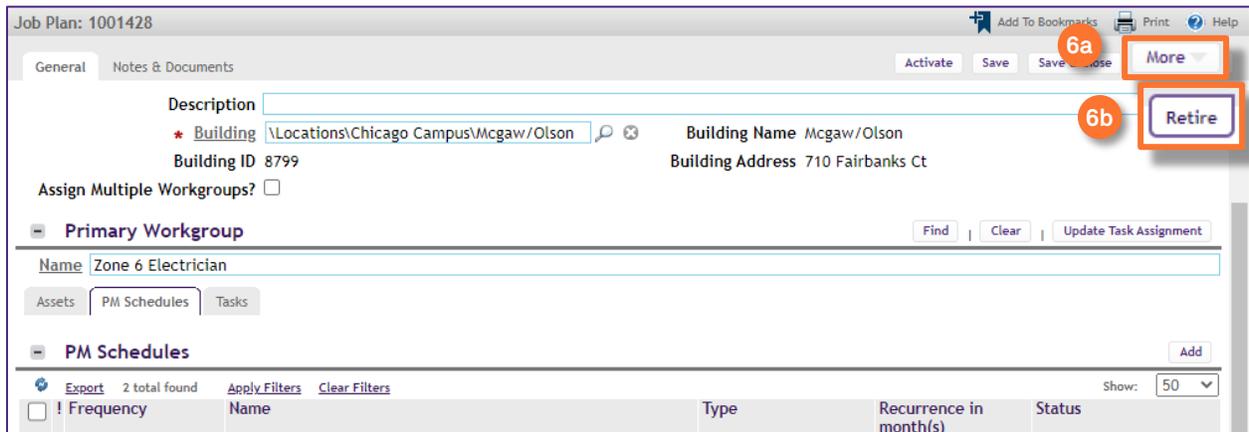
5 Repeat Step 4 until all individual PM Schedules are Retired.



Frequency	Name	Type	Recurrence in month(s)	Status
MONTHLY	Mcgaw/Olson - Life Safety Infrastruct...	Schedule-Based	12 months	Retired

6 On the Job Plan window,

- 6a** Click on the **More** button.
- 6b** Click on the **Retire** option. Upon clicking, the Job Plan window will close.





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DIRECTIONS:

7

The Job Plan will now appear with the status **Retired**.

Plan Work

Job Plans

	Building ID	Building Name	Job Plan Name	Job Plan ID	Primary Workgroup	Status
<input type="checkbox"/>	8799	Contains	Contains	Contains	Contains	Contains
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - Life Safety Infrastructure SWO 2741	879907	Zone 6 Electrician	Retired
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - Transformer Main...	879911	Zone 6 Electrician	Active
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - 4th Floor Equipme...	879914	Zone 6 Engineer	Active
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - 4th Floor Equipme...	879915	Zone 6 Engineer	Active
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - 4th Floor Equipme...	879916	Zone 6 Engineer	Active
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - 4th Floor Equipme...	879917	Zone 6 Engineer	Active
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - 4th Floor Equipme...	879918	Zone 6 Engineer	Active
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - 4th Floor Equipme...	879919	Zone 6 Engineer	Active
<input type="checkbox"/>	8799	McGaw/Olson	McGaw/Olson - AHU - INDOOR UN...	879920	Zone 6 Engineer	Active

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