

Los Angeles Unified School District

Maximo 7.6 / Asset

Drinking Water Quality Tracking Guide

How to create new drinking water basin and outlet records in Maximo



DEFINITION

The **Drinking Water Quality Tracking Guide** provides step-by-step instructions on how to create new Drinking Water Basin and Outlet records in Maximo.

PREREQUISITE

- Barcode basin and outlets
- Complete the Drinking Water Fixture Survey Form

1. CREATE BASIN (DRINKING FOUNTAIN/SINK/BOTTLE FILLER) PARENT ASSET RECORD

LOGIN

The requestor performs this function.

To login to Maximo 7.6, please go to <https://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.

The login screen for LAUSD Maximo 7.6. It features the Tivoli software logo and the IBM logo at the top. The main heading is "LAUSD Maximo 7.6". Below this is the LAUSD logo. To the right of the logo are two input fields: "User Name:" with the text "mark.merrick" and "Password:" with a masked password "*****". A "Sign In" button is located below the password field.

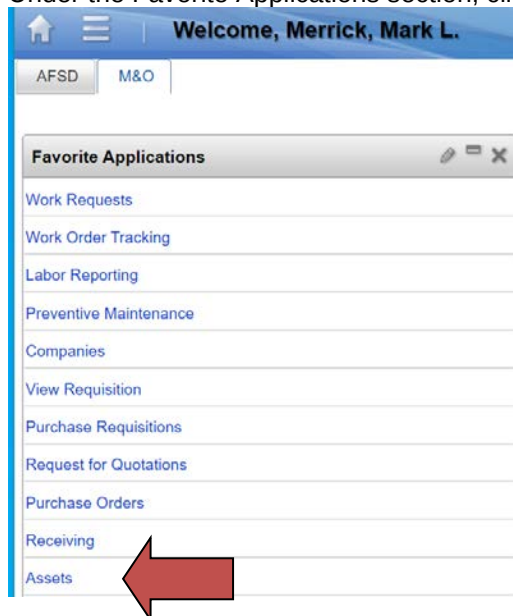
START CENTER

When you first login, you will be taken to the Maximo Start Center.

The Maximo Start Center dashboard. At the top, it says "Welcome, Merrick, Mark L." and has navigation links for "Bulletins: (0)", "Reports", "Profile", "Sign Out", "Help", and "LAUSD Guides". Below this is a "Favorite Applications" sidebar with links: "Work Requests", "Work Order Tracking", "Labor Reporting", "Preventive Maintenance", "Composites", "View Requisition", and "Purchase Requisitions". The main area is titled "Bulletin Board" and contains a table with columns: "Subject", "Message", "Post Date", "Expiration Date", and "Viewed". The table is empty, and a message at the bottom states "There are currently no bulletin board messages to view."

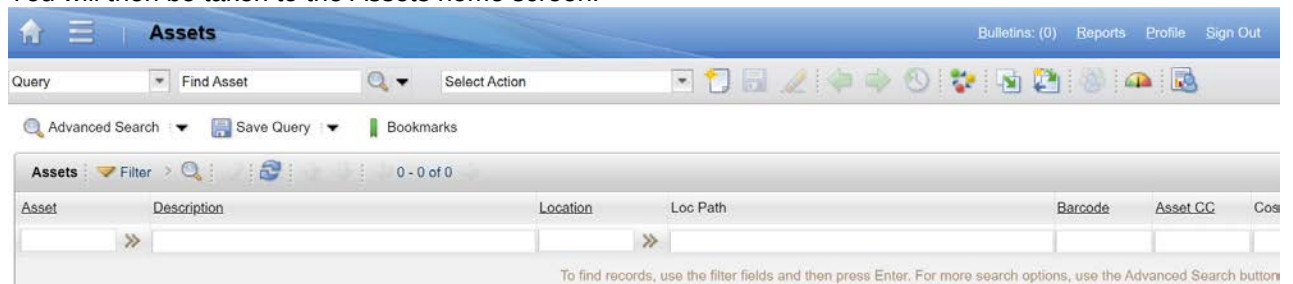


Under the Favorite Applications section, click on the **Assets** application.



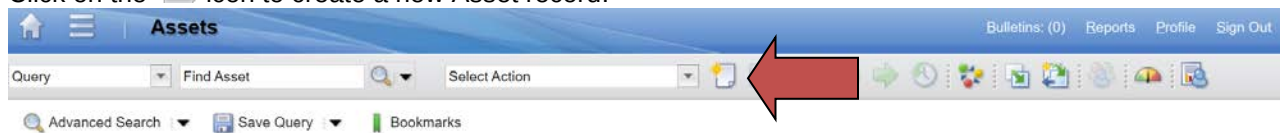
ASSETS HOME

You will then be taken to the Assets home screen.



NEW ASSET RECORD

Click on the  icon to create a new Asset record.





A new **Asset** number will auto generate. **Override** the auto-generated Asset number with the Basin **Barcode #** found on the Drinking Water Fixture Survey form.

In the **Description** field, use the following naming convention:

- 1st Segment: Basin Description (e.g. “DRINKING FOUNTAIN, ”, “SINK,” , “POT FILLER, ”, “HAND SPRAYER, ”, “BOTTLE FILLER, ”, “COFFEE MAKER, ” or “ICE MACHINE, ”)
- 2nd Segment: Number of outlets (e.g. “1 OUTLET ” or “2 OUTLET ”)
- 3rd Segment: Chiller Unit (e.g. “W/ CHILLER”) – **If applicable**
- 4th Segment: Interior or Exterior (e.g. “(INT.) – “ or “(EXT.) – “
- 5th Segment: Location on Site (e.g. MAIN BLDG – 1ST FLR NORTH HALLWAY)

Full description examples:

- DRINKING FOUNTAIN, 1 OUTLET W/ CHILLER (INT.) – MAIN BLDG, 1ST FLR NORTH HALLWAY
- SINK, 1 OUTLET (INT.) – SCIENCE BLDG, INSIDE RM 106
- ICE MACHINE, 1 OUTLET (INT.) – CAFÉ KITCHEN
- DRINKING FOUNTAIN, 3 OUTLET (EXT.) – QUAD AREA, NW CORNER

Using the Drinking Fountain Survey form as a reference, fill in the following fields:

Asset's CC

Enter the school's cost center or click on the **magnifying glass**  icon next to the **Asset's CC** field and search for the cost center by Org Code or Description.



Location

The Site Level location will default. Please click on the  icon and click on Open Drilldown. A drilldown list of locations will appear. Click the “+” next to the building, then floor where the Fountain/Sink/Bottle Filler etc. is located. Click on the blue box next to the appropriate room location. (The location of a drinking water asset may also be outside adjacent/attached to the building or in a “zone”.)

Drilldown

 Select  to show children. Select  to hide children. Select  to return

Locations Assets

Location: S-13686 WOODLAKE EL

Asset in Location:

System: PRIMARY

Show All Systems Show Path to Top View Work Details

 B-24511:A-1021
 B-24512:A-1023
 B-24513:A-1024
 F-35411:FLOOR 1
 R-57149:CLASSROOM

Manufacturer Enter the name of the Manufacturer.

Failure Class Enter or select from value list, **PLUMBING FIXTURES** as the Failure Class

Plot Plan Point# Enter the **Plot Plan Assigned Drinking Water Fixture #**.

Sample Fountain/Sink/Bottle Filler Parent Asset record

Assets Bulletin: (0) Reports Profile Sign Out Help LAUSD Guides IBM

Query Find Asset Select Action

List View Asset Spare Parts Safety Meters Specifications Relationships Work Service Address Map

Asset: 3603980 DRINKING FOUNTAIN, 2 OUTLET W/ CHILLER (INT.) - M Template: Asset Up? Returned To Vendor? Status: NOT READY Type: Barcode: 3603980 Moved?

Details

Asset's CC: 0001787701 WOODLAKE EL CHARTER Calendar: Shift: Maintain Hierarchy? M&O Area: AREA-N1

Location: R-57149 CLASSROOM Priority: Asset Tag: Orig Eq #/Plot Plan Point#: 19

Location Path: CLASSROOM : FLOOR 1 : A-1024 : WOODLAKE EL : Serial #: Bin: Usage:

Parent: Vendor: Manufacturer: HAWS Failure Class: PLUMBING FIXTURES

Click on the floppy disk  icon to save the record.

2. ADD SPECIFICATION TEMPLATE

On the Fountain/Sink/ Bottle Filler/Ice Machine/Coffee Maker asset record, click on the **Specifications** tab.



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Assets

Query Find Asset Select Action

List View Asset Spare Parts Safety Meters Specifications Relationships Work Service Address Map

* Asset: 3603980 DRINKING FOUNTAIN, 2 OUTLET W/ CHILLER (INT.) - MAI Site: LAUSD

Classification: >> Class Description:

Specifications Filter 0 - 0 of 0

Attribute	Description	Data Type	Alphanumeric Value
There are no rows to display.			

Click on the >> icon from the **Classifications** field and select **Classify**.

Assets

Query Find Asset Select Action

List View Asset Spare Parts Safety Meters Specifications Relationships Work Service Address Map

* Asset: 3603980 DRINKING FOUNTAIN, 2 OUTLET W/ CHILLER (INT.) - MAI Site: LAUSD

Classification: >> Class Description:

Specifications Filter 0 - 0 of 0

Attribute	Description	Data Type	Alphanumeric Value
There are no rows to display.			

Classify
Clear Classification
Go To Classifications

The **Classify** window will appear. Scroll down to the **PLMGFIXT:Plumbing Fixtures** value and click on the + symbol. Click on the ■ icon for **DRNKGFTN: Drinking Fountain**.

Classify

- LIFT:Lift
- MOTOR:Motor
- PLMGFIXT:Plumbing Fixtures
 - DRNKGFTN:Drinking Fountain
- PRECOOLR:Pre-cooler
- PUMP:Pump
- PWRSRC:Power Source
- ROLUPDR:Roll Up Door
- ROLUPGTE:Roll Up Gate
- ROOF:ROOF
- ROOM:ROOMS
- SITE:SITE
- SITE1:Site 1

Cancel



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The **Classification and Specifications** will be brought back to the Asset record

Assets Bulletins: (0)

Query Find Asset Select Action

List View Asset Spare Parts Safety Meters **Specifications** Relationships Work Service Address Map

Asset: 3603980 DRINKING FOUNTAIN, 2 OUTLET W/ CHILLER (INT.) - MAI Site: LAUSD

Classification: PLMGFIXT \ DRNGGFTN Class Description: Drinking Fountain

Specifications Filter 1 - 7 of 7

Attribute	Description	Data Type	Alphanumeric Value	Numeric Value
BASIN	Basin Type	ALN		
PIPETYPE	Feed Pipe Type	ALN		
BUBBLERS	Quantity of Outlets	NUMERIC		
INTEXT	Interior/Exterior	ALN		
ADACOMP	ADA Compliant	ALN		
FILTER	Water Filter Type	ALN		
PUBLICAREA	Public Area (Hallway/Outdoors)	ALN		

Using the Drinking Water Fixture Survey form as a reference, fill in the following fields:

- BASIN** Click on the magnifying  icon under the Alphanumeric Value field to view and select from the value list.
- PIPETYPE** Click on the magnifying  icon under the Alphanumeric Value field to view and select from the value list.
- BUBBLERS** Type in the number of Outlets (e.g. 1, 2, 3) under the Numeric Value field.
- INTEXT** Click on the magnifying  icon under the Alphanumeric Value field to view and select from the value list.
- SURVEYNO** Type in the Plot Plan Assigned Drinking Water Fixture # under the Numeric Value field.
- ADACOMP** If known, click on the magnifying  icon under the Alphanumeric Value field to view and select from the value list.
- FILTER** If known, click on the magnifying  icon under the Alphanumeric Value field to view and select the filter capacity/type from the value list. ***This field is intended only for tracking filters that are rated for reducing lead.***
- PUBLICAREA** Click on the magnifying  icon under the Alphanumeric Value field to view and select from the value list. Choose Yes if the fixture is outdoors or in an interior hallway that is normally open to staff and students during school hours.



Sample Specifications Tab

Attribute	Description	Data Type	Alphanumeric Value	Numeric Value	Unit of Measure
BASIN	Basin Type	ALN	FOUNTAIN		
PIPETYPE	Feed Pipe Type	ALN	GALVIRON		
BUBBLERS	Quantity of Outlets	NUMERIC			EA
INTEXT	Interior/Exterior	ALN	Interior		
ADACOMP	ADA Compliant	ALN	N		
FILTER	Water Filter Type	ALN	6000		GAL
PUBLICAREA	Public Area (Hallway/Outdoors)	ALN	N		

Click on the floppy disk  icon to save the record.

3. CREATE OUTLET ASSET RECORD(S) - SKIP this step for “STAND ALONE” OR “IN-WALL” BOTTLE FILLING STATIONS, ICE MACHINES and COFFEE MAKERS

Click on the  icon to create a new Asset record.

A new **Asset** number will auto generate. Override the auto-generated Asset number with the Outlet **Barcode #** found on the Drinking Water Fixture Survey form.

Asset: 3603981
Status: NOT READY
Barcode: 3603981



In the **Description** field, use the following naming convention:

- 1st Segment: Bubbler Number (e.g. “OUTLET #1,” or “OUTLET #2,” etc...) – **Note: In this segment, the term “Outlet” is used regardless of outlet type.**
- 2nd Segment:
 - Enter the type of outlet (e.g. “BUBBLER”, “GLASS FILLER”, “BOTTLE-FILLER”, “FAUCET”, “HAND SPRAYER”)
- 3rd Segment:
 - If outlet is a Bubbler, enter a comma and space followed by the Bubbler Position as it relates to other BUBBLERS only (e.g. “ , LEFT” or “ , LEFT-CENTER” or “ , CENTER” or “ , RIGHT-CENTER” or “ , RIGHT”)

Note: Anytime “Non-Bubbler” outlets are present, they are always listed from left to right, after the last bubbler on the basin.

Full description examples:

- OUTLET #1, BUBBLER, CENTER
- OUTLET #2, GLASS FILLER

The screenshot shows the Maximo Assets form. The Description field contains the text "OUTLET #1, BUBBLER, CENTER". A red arrow points to this field. Other fields visible include Asset (135125), Status (OPERATING), Asset Template, Type, Asset Up? (checked), and Barcode (135125).

Fill in the following fields:

Parent Enter the parent (Basin) asset number. After you enter the parent asset number, the Asset's CC and Location will auto-populate with the parent location information.

Manufacturer Enter the name of the Manufacturer.

Failure Class Enter or select from value list, **PLUMBING FIXTURES** as the Failure Class

Plot Plan Point# Enter the **Parent Plot Plan Assigned Drinking Water Fixture #**.

Sample Outlet Asset record

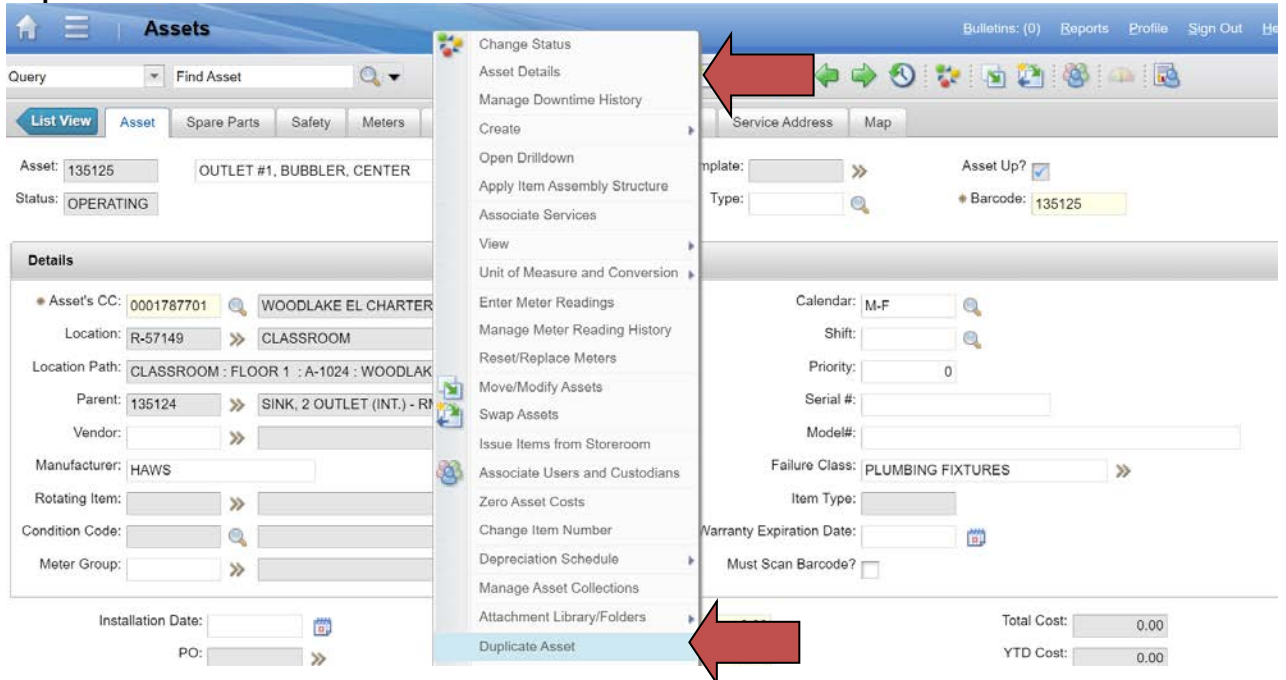
The screenshot shows the Maximo Assets form with the Details section expanded. Red arrows point to several fields: Description (OUTLET #1, BUBBLER, CENTER), Asset Template, Barcode (135125), Asset's CC (0001787701), Location (WOODLAKE EL CHARTER), Parent (135124), Manufacturer (HAWS), Failure Class (PLUMBING FIXTURES), and Plot Plan Point# (19). Other fields visible include Location Path, Vendor, Rotating Item, Condition Code, Meter Group, Calendar, Shift, Priority, Serial #, Model#, Item Type, Warranty Expiration Date, Must Scan Barcode?, Maintain Hierarchy?, M&O Area, Asset Tag, Bin, Usage, Tool Rate, Permit#, and FCA Global ID.



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Click on the floppy disk  icon to save the record.

If you have additional outlet records to create, click on the **Select Action** dropdown and select **Duplicate Asset**.



The screenshot displays the Maximo 7.6 Assets page. The top navigation bar includes links for Home, Assets, Spare Parts, Safety, and Meters. The main content area shows details for Asset 135125, which is an OUTLET #1, BUBBLER, CENTER. The 'Details' section includes fields for Asset's CC (0001787701), Location (R-57149 CLASSROOM), Location Path (CLASSROOM : FLOOR 1 : A-1024 : WOODLAK), Parent (135124 SINK, 2 OUTLET (INT.) - R), Vendor, Manufacturer (HAWS), Rotating Item, Condition Code, and Meter Group. The 'Select Action' dropdown menu is open, showing various options such as Change Status, Asset Details, Manage Downtime History, Create, Open Drilldown, Apply Item Assembly Structure, Associate Services, View, Unit of Measure and Conversion, Enter Meter Readings, Manage Meter Reading History, Reset/Replace Meters, Move/Modify Assets, Swap Assets, Issue Items from Storeroom, Associate Users and Custodians, Zero Asset Costs, Change Item Number, Depreciation Schedule, Manage Asset Collections, Attachment Library/Folders, and Duplicate Asset. A red arrow points to the 'Duplicate Asset' option. Another red arrow points to the 'Service Address' field. The bottom right corner shows the Total Cost and YTD Cost, both at 0.00.



A new asset record will generate. **Override** the auto-generated Asset number with the next Outlet **Barcode #** found on the Drinking Water Fixture Survey form. Change the **bubbler description** and re-enter the **Parent asset number** and **save**.

The screenshot shows the 'Assets' form in Maximo. The 'Details' tab is active. The 'Asset' field contains '242515' and the 'Barcode' field contains '242515'. The 'Parent' field contains '135124'. The 'Asset Template' is 'OUTLET #2: GOOSENECK'. The 'Status' is 'OPERATING'. The 'Details' section shows 'Asset's CC: 0001787701', 'Location: R-57149', 'Location Path: CLASSROOM : FLOOR 1 : A-1024 : WOODLAKE EL', 'Parent: 135124', 'Vendor: (INT.) - RM 20', 'Manufacturer: OTHER', 'Rotating Item: (blank)', 'Condition Code: (blank)', 'Meter Group: (blank)', 'Calendar: M-F', 'Shift: (blank)', 'Priority: 0', 'Serial #: (blank)', 'Model: (blank)', 'Failure Class: PLUMBING FIXTURES', 'Item Type: (blank)', 'Warranty Expiration Date: (blank)', 'Must Scan Barcode? (unchecked)', 'Maintain Hierarchy? (unchecked)', 'M&O Area: AREA-N1', 'Asset Tag: (blank)', 'Orig Eq #/Plot Plan Point#: 19', 'Bin: (blank)', 'Usage: (blank)', 'Tool Rate: (blank)', 'Permit: (blank)', 'FCA Global ID: (blank)'.

4. STATUS CHANGE

Go to the Parent Asset record. Click on the change status  icon. A Change Status window will appear. Select **Active** from the **New Status** drop down and check the checkbox for **Roll New Status to All Child Assets.** Click OK when done.

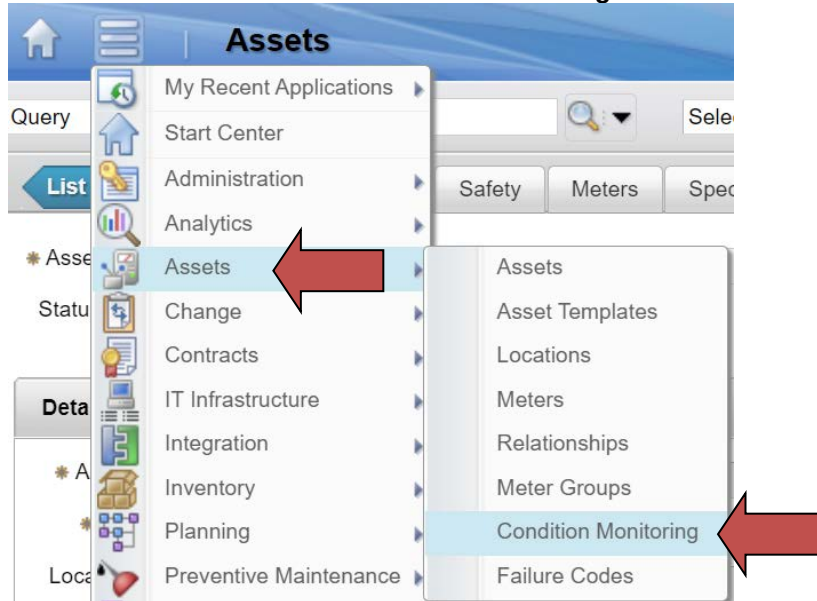
The screenshot shows the 'Assets' form with the 'Change Status' window open. The 'Change Status' window has a title bar 'Change Status' and a description 'Change the status of the asset to indicate its current state, for example, not ready, operating, or decommissioned.' The 'Asset' field contains '135124' and the 'Status' field contains 'OPERATING'. The 'New Status' dropdown is set to 'Active'. The 'Memo' field contains 'Drop-down image'. The 'Roll New Status to All Child Assets?' checkbox is checked. The 'Remove Asset Reference from Active Routes' checkbox is unchecked. The 'Remove Asset Reference from Active Safety Plans' checkbox is unchecked. The 'Change the Status of All Associated PMs to Inactive?' checkbox is unchecked. The 'Background Process' section has a checkbox 'Change asset status in background?' which is unchecked. The 'Notification E-mail for Asset Change Status' field contains 'mark.merrick@lausd.net'. The 'OK' button is at the bottom right.



5. CREATE MEASUREMENT POINT(S)

You need to create a measurement point for every outlet (beginning with bubblers from left to right and followed by any non-bubbler outlets from left to right) that is attached to the Fountain/Sink/Bottle Filler.

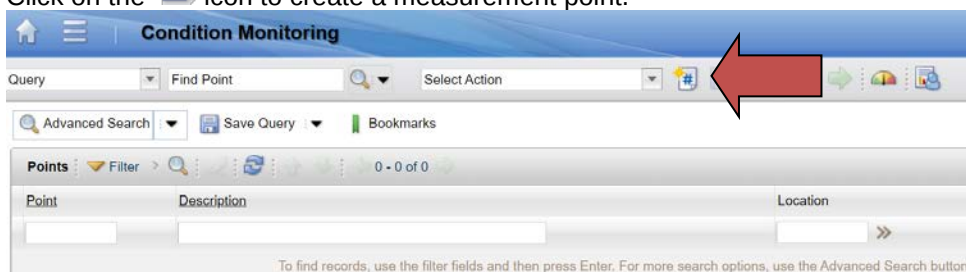
Click on **Menu → Assets → Condition Monitoring**



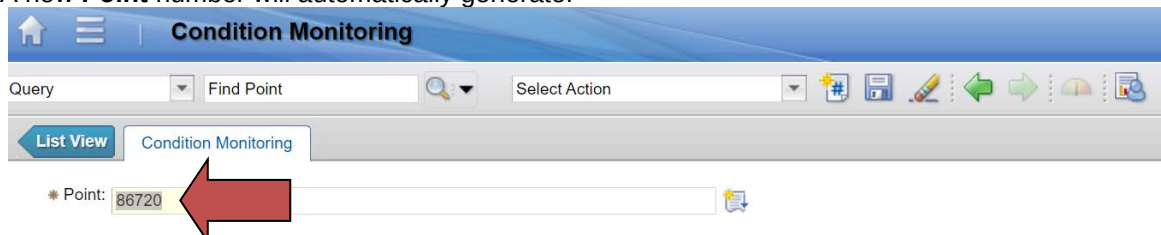
CONDITION MONITORING HOME

You will be taken to the Condition Monitoring home screen.

Click on the  icon to create a measurement point.



A new **Point** number will automatically generate.





In the **Description** field, use the following naming convention:

- 1st Segment: Outlet Number (e.g. “OUTLET1”, “OUTLET2”, “OUTLET3” etc...).
IMPORTANT! *There is no space between the word OUTLET and the outlet number.*
- 2nd Segment:
 - Enter the type of outlet:
 - “BUB, ” for Bubbler (use a comma and a space after “BUB”)
 - “GF-” for Glass Filler
 - “PF-” for Pot Filler
 - “FCT-” for Faucet
 - “HS-” for Hand Sprayer
 - “BF-” for Bottle Filler
 - “CM-” for Coffee Maker
 - “IM-” for Ice Machine
- 3rd Segment: ONLY include if the outlet is type “BUB, ” (Bubbler):
 - Enter the Bubbler Position:
 - “L-” for Left
 - “LC-” for Left Center
 - “C-” for Center
 - “RC-” for Right Center
 - “R-” for Right
- 4th Segment: Location on Site (e.g. MAIN BLDG – 1ST FLR NORTH HALLWAY)

Full description examples:

- OUTLET1, BUB, L-MAIN BLDG – 1ST FLR NORTH HALLWAY
- OUTLET2, GF-NW CORNER OF PLAYGROUND
- OUTLET1, IM-CAF. BLDG TEACHER’S LOUNGE

Enter the **Parent** (Basin) **Asset** number of the Basin in the Asset field.

Condition Monitoring

Query Find Point Select Action

List View Condition Monitoring

* Point: 86720 OUTLET1, BUB, L-MAIN BLDG - 1st FLR NORTH HALLWAY

Location: >> >>

Asset: 3603980 DRINKING FOUNTAIN, 2 OUTLET W/ CHILLER (INT.) - MAI

Enter **Meter** value, click on the >> icon of the **Meter** field and click on **Select Value**.

* Meter: >> >>

Select Value

Go To Meters

The **Select Value** window will appear. Select the meter that corresponds with the Outlet number. For example, if this measurement point is for the 1st Outlet, select **BUBBLER1-PB**; if it is the second, select **BUBBLER2-PB**, etc...



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Select Value

Filter 1 - 20 of 20 Download

Meter	Description	Meter Type
BUBBLER1-PB	BUBBLER1-PB	GAUGE
BUBBLER2-PB	BUBBLER2-PB	GAUGE
BUBBLER3-PB	BUBBLER3-PB	GAUGE

The **Meter** value will be returned to the record.

Condition Monitoring

Query Find Point Select Action

List View Condition Monitoring

Point: 86720 OUTLET1, BUB, L-MAIN BLDG - 1st FLR NORTH HALLWAY

Location: >>

Asset: 3603980 DRINKING FOUNTAIN, 2 OUTLET W/ CHILLER (INT.) - MAI

Meter: BUBBLER1-PI BUBBLER1-PB

UPPER/LOWER LIMITS

Enter the following:

- Upper Warning Limit: **14.990**
- Upper Action Limit: **15.000**
- Upper Limit Job Plan: **18061**
- Upper Limit Priority: **4**
- Lower Warning Limit: **0.001**
- Lower Action Limit: **0.000**
- Lower Limit Job Plan: **18060**
- Lower Limit Priority: **3**

Sample Measurement Point

Condition Monitoring

Query Find Point Select Action

List View Condition Monitoring

Point: 86720 OUTLET1, BUB, L-MAIN BLDG - 1st FLR NORTH HALLWAY

Location: >>

Asset: 3603980 DRINKING FOUNTAIN, 2 OUTLET W/ CHILLER (INT.) - MAI

Meter: BUBBLER1-PI BUBBLER1-PB

Attachments

Site: LAUSD

Meter Type: GAUGE

Unit of Measure: ppg

Active/Sample? ☒

Upper Limits

Lower Limits

Note: You cannot re-assign a measurement point to a different asset after saving the record. Check to make sure you have assigned the point to the correct asset before saving.

Click on the floppy disk  icon to save the record.

Repeat steps if you have additional measurement point records to create.



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Should you have any questions on this guide, please contact Elmer Cortez (elmer.cortez@lausd.net / 213-241-1515), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127 or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).