

STANDARD OPERATING PROCEDURE



Palm Beach County Water Utilities Department

TO: WUD-Engineering, Contractors
FROM: Asset Management
SUBJECT: Asset Onboarding Procedure for Contractors

ISSUE	DATE	TYPE	SECTION/COMMENTS
INITIATED	12/15/2020	NEW	ORIGINAL DOCUMENT
REVISED			

ASSOCIATED DOCUMENTS:

SOP#: AM-AOB-001.1

Custom Asset Onboarding Worksheet for Treatment Plants, Capital Improvement Program
Standard Lift Station Onboarding Worksheet
Asset Onboarding Business Process Map

ASSOCIATED EQUIPMENT AND MATERIALS:

Application: Maximo

DEFINITIONS/ABBREVIATIONS:

WUD – Water Utilities Department
CIP – Capital Improvement Program
O&M – Operations and Maintenance
ENG - Engineering

PROCEDURE:

1. The assigned Project Manager (PM) shall contact the Asset Management section (wudassetmgmt@pbcwater.com) before the start of the project/kick-off meeting.

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2. The assigned planner from Asset Management will attend the kick-off meeting and coordinate with the PM for any asset data capture.
3. The PM will notify the assigned planner at the 60% Completion of the Construction Phase. Asset Management will need a 10 business day lead time to create the customized asset onboarding worksheet.
4. The assigned planner from Asset Management will submit the Asset Onboarding Worksheet to the PM and contractor.
5. Upon receipt of the completed Asset Onboarding Worksheet from the contractor or assigned PM, the assigned planner will review the information and coordinate with the contractor for any missed items.
6. At the Close-Out Phase, the contractor or PM will schedule a site walk down with the assigned planner and members of the Operations and Maintenance teams.
7. The assigned planner will validate the installed assets.
8. The assigned planner will send an email to the PM, contractor, and O&M team that all assets have been verified and captured in Maximo.