

**Los Angeles Unified School District**



**Assets and Work Management System (AWMS)**

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**Work Order Working Group  
Sequential Planning Quick Reference Guide**

**DRAFT**

# THE WORK ORDER

**AWMS PATH/LOCATION**  
START CENTER  
WORK ORDER TRACKING  
WORK ORDERS

<input type="text"/>	Enter information in these fields	
<input type="text"/>	These fields auto-populate	
<input type="text"/>	Optional	

Status Changes are reflected in this field.

Brief Job Description

If a number appears in this field, you are in a Child WO. Use the arrow icon to travel to the Parent WO. Choose 'Move To: from the dropdown menu.

Planned Jobs are always Priority 1

Save the record

Use these arrows to move to previous and next Work Order when working from a queried list of Work Orders.

Check with Administrator for number to enter in this field that will place the job on the Planning List.

Click on this icon to change the WO Status.

Click on the field button and choose 'Open Drilldown' to select the Location of Work at the lowest possible level.

Section Code of Office/Department responsible for performing the work.

Click here to create a new Work Order

Run the Work Order Details Report.

Requestor & Title can be used to search for Work Orders requested by this entity.

Click here to enter Scope of Work

The IFS/BTS Clerk will enter the Special Job Number.

This field defaults to 'N'. Placing a Y in this field will remove the Work Order from Work Order Tracking and place it in the Projects module.

Click on the field button to select the type of work. Describes category of work to be performed.

Work Orders related to an Agency (e.g. OEHS corrective WO) will populate this field, as well as the related fields, Agency ID and Agency Date.

Use the field button for selection.

The Funding Line or GL Account will appear here after it is entered on the Work Order Details tab. It can also be entered directly in this field without dashes. Dashes will appear after the record is Saved.

Clerical will remove this checkmark when the job is Funded. This enables the Task Status and Date to be changed independent of the WO Status/Date.

Enter the Job Plan (template of tasks created in the Plans module) number here to import a Job Plan into a Work Order.

If the Work Order was generated as a PM (Preventative Maintenance) WO, the PM number will appear here.

It is important to enter Target Dates here as they auto-populate the Target Date fields in the Tasks.

Description of Lead Craft. Use the field button to choose correct naming convention.

Enter the Job Schedule Date obtained from the Weekly Book Meeting here.

Actual dates are entered when Labor Charges are applied to the Job. In addition, Status changes of Funded or greater auto-populate this field with the current date.

These fields auto-populate from the Routing Code.

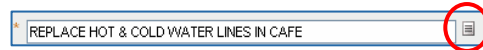
After selecting the Category Code, the system filters the selection of Routing Codes to show only those appropriate for the Category you have chosen. For Planned Jobs, the first two letters indicate the responsible section, the second two = Craft, and the last two = Planned Job. This is a commonly used field for queries of Area Planned Jobs.

The screenshot shows the 'Work Order Tracking' application interface. At the top, there's a navigation bar with 'Site: LAUSD', 'Start Center', 'Go To', 'Sign Out', and 'Help'. Below this is a 'Current Query' dropdown and a 'Select Action' dropdown. The main area is divided into several tabs: 'Work Order', 'Plans', 'W/O Details', 'Assignments', 'Actuals', 'Safety Plan', 'Failure Reporting', 'Attached Documents', and 'Primavera'. The 'Work Order' tab is active, displaying a form for a work order with ID 443800. The form includes fields for 'Location' (4726), 'Equipment', 'Section' (1419), 'School Name' (KESTER ES), 'Requestor' (H. HILTY), 'Req. Title' (AFSD), 'Is Task?' (checkbox), 'Is Project?' (checkbox), 'Agency', 'GT Account', 'Parent WO', 'Job No.', 'WO Priority' (1), 'IFS Proj ID', 'Activity Set', 'Work Type' (CM), 'Org Code' (4726), 'Tracking Code' (IOT), 'School Phone' (818-787-6751), 'Catereria Phone' (818-786-2284), 'Responsible Area' (AREA-2), 'Complex Name' (VAN NUYS), 'Board Mem Dist' (3), 'Reported Date' (3/21/05 11:24 AM), 'Status' (WAPPR), 'Status Date' (3/21/05 11:24 AM), 'Respond By' (6/19/05 12:24 PM), 'Agency ID', 'Agency Date', 'In Workflow?' (checkbox), 'Equipment Up?' (checkbox), 'Warranty' (checkbox), 'Charge To Store?' (checkbox), 'Change Status on Child WO's?' (checkbox), and 'Is Trouble Call? (Y/N)' (N). Below the main form are sections for 'Job Details' (Job Plan, Safety Plan, PM, Service Contract, Failure Class, Problem Code), 'Scheduling Information' (Start, Finish, Target, Scheduled, Actual), 'Problem' (Failure Class, Problem Code), 'Follow-up Work' (Originating WO, Has Follow-up Work?), and 'Responsibility' (Category Code: PLUMBING, Routing Code: PN-GA-PL, Supervisor: 647415, Labor Group: N-GA, Craft: GA). A legend at the bottom right indicates that fields with a solid border are for manual entry, dashed borders are for auto-population, and dotted borders are optional.

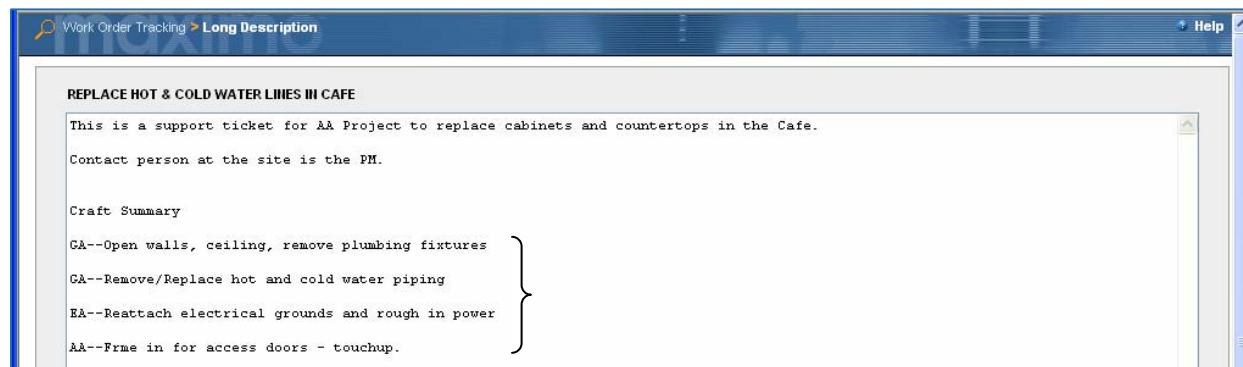
## THE SCOPE OF WORK

AWMS PATH/LOCATION  
START CENTER  
WORK ORDER TRACKING  
WORK ORDERS

Click on the field button at the end of the Job description in the



Work Order to open a blank page. This is where the Scope of Work will be typed.



A Craft Summary is optional. The List of Tasks in the Plans tab act as a Craft Summary.

# THE JOB PLAN

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S**

Work Order: 443800 REPLACE HOT & COLD WATER LINES IN CAFE  
 Status: WINSP Parent WO: [ ]  
 Planning Priority: 1,000 Job Number: AN000001

There are currently no child Work Orders

Tasks for Work Order 443800

Sequence	Mat Cat	Craft	Task ID	Description	Duration	Status
10			10	GA-Open walls, ceilings, remove plumbing fixtures.	40:00	WINSP
20			20	GA-Remove/Replace hot & cold water piping.	438:00	WINSP
30			30	EA-Rough in power to electric water heater.	24:00	WINSP
40			40	EA-reattach electrical grounds to new water pipes.	16:00	WINSP
50			50	AA-Frame in for access doors.	56:00	WINSP
60			60	BA-Patch walls and ceiling	80:00	WINSP
70			70	ZA-Patch ceramic tile	64:00	WINSP
80			80	CA-Touch up paint.	32:00	WINSP

The Task ID is auto-generated by the system in increments of ten. This enables the Planner to return at a later date and insert additional tasks between the ones planned.

A Task is any amount of work that can be performed by a single Craft/Contractor without leaving the job due to dependence on another Craft/Contractor.

Status of the Tasks shall be changed individually as work is performed by the Lead or Sub Labor Group.

Enter the Task ID and the corresponding Task Duration will auto-populate the Estimated Labor Hours field.

**L  
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B  
O  
R**

Task ID	Craft Code	Labor Cat	Name	Quantity	Hours	Rate	Line Cost
10	GA	LR	Plumber	1	40:00	58.26	2,330.40
20	GA	LR	Plumber	1	438:00	58.26	25,517.88
30	EA	LR	Electrician	1	24:00	59.86	1,436.64
40	EA	LR	Electrician	1	16:00	59.86	957.76
50	AA	LR	Carpenter	1	56:00	51.06	2,859.36
60	BA	LR	Plaster & Cement Finisher	1	80:00	55.61	4,448.80

Enter the Task ID for each estimate and the estimated Materials will be separated by Craft on Reports.

**M  
A  
T  
E  
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I  
A  
L**

Task ID	Mat Cat	Craft	Item	Description	Quantity	Unit Cost	Line Cost	Storeroom	Direct Issue
10	MA	GA		Plastic Bags	1.00	421.25	421.25		✓
10	MI	GA		Planned Mileage	625.00	0.33	206.25		✓
10	MA	GA		Copper Pipe, Fittings, Valves	1.00	11,935.37	11,935.37		✓
40	MA	AA		Plastic Bags and Duct Tape	1.00	140.42	140.42		✓
60	MA	BA		2x4df, Drywall, Tape, and Mud	1.00	702.08	702.08		✓

AWMS PATH/LOCATION  
 START CENTER  
 WORK ORDER TRACKING  
 WORK ORDERS  
 PLANS TAB - TASKS

## TASKS

Click on this twisty to open and close the Details section.

The Task ID is auto-generated by AWMS in increments of ten. This allows the Craft to return and insert Tasks at a later time, if necessary. The Task ID can be changed as needed.

This is the Task Summary Bar. The Details below roll up to this general summary.

Estimate the hourly duration of this Task here.

Click on this icon to change the Status of this Task.

Click on this icon to Delete this line entry. Save the record.

Tasks for Work Order 44380

Filter

Displaying 1 - 1 of 1

Sequence	Mat. Cat.	Task ID	Description	Duration	Status
10		GA-Remove pipes in cafe		2:00	WVAPPR

**Task Information**

Task ID: \* 10 \* GA-Remove pipes in cafe Sequence: Duration: \* 40

**Measurement Information**

Observation: Measurement Point: Measurement Date:

**Work Reference Information**

Schedule Start: Schedule Finish: Target Start: 6/1/05 12:00 AM Target Finish: 9/1/05 12:00 AM Actual Start: Actual Finish: Remaining Duration: Reference WO: \* 1554116 Status: \* WVAPPR

Local: 4726 KESTER ES, 5353 KESTER AVE IN NJYS

Equipment:

New Row Delete

Type in the two-letter Craft Code, dash, and a brief Task Description.

Enter the Actual Start and Finish Dates when Labor charges begin and end.

Enter the Schedule Start Date when it is obtained in the weekly Book Meeting.

Enter the Target Start and Finish Dates for each Task.

Use this Reference WO number to run reports on Labor and Material Charges for this Task. Use the arrow icon to travel to the Reference Work Order. Choose 'Move To: from the dropdown menu.

# LABOR ESTIMATE

**AWMS PATH/LOCATION**  
 START CENTER  
 WORK ORDER TRACKING  
 WORK ORDERS  
 PLANS TAB – CRAFT LABOR

Highlighted fields indicate the fields to enter data in.

Use the twisty to open and close the Line Detail Section.

This Labor Entry corresponds with Task 10. Using the Task ID automatically populates the Hours field.

Summary Line or Bar with corresponding Task ID

The Section Code auto-populates from the Section Code on the Work Order. If the Labor is for an off-site location (e.g. Central Shops – 1393) enter the appropriate Section Code here. For Design jobs enter FSCO.

The screenshot shows a software interface for labor estimation. At the top, there's a 'Plan for Work Order' section with a 'Filter' button and a 'Craft Labor' button. Below this is a table with columns: Task ID, Craft Code, Labor Cat, Name, Quantity, Hours, Rate, and Line Cost. The table contains several rows, with the first row (Task ID 10) highlighted. Below the table is a 'Line Detail Section' for Task ID 10, showing fields for Craft Code (GR), Name (Senior Plumber), Section (1419), Quantity, Hours (24:00), Labor Cat (LR), Burdened Rate (61.18), Burdened Line Cost (1,468.32), Reg FB (1.458), OT FB (1.145), and Prod Rate (37.10). At the bottom of the detail section are buttons for 'New Row', 'Done', and 'Delete'. A green box highlights the 'New Row' button.

Line Detail Section rolls up to Summary Bar

<input type="checkbox"/>	LO	Planned Overtime Labor
<input type="checkbox"/>	LR	Regular Planned Labor

Click on the New Row button to create a new Line Entry.

# MATERIAL ESTIMATE

**AWMS PATH/LOCATION**  
 START CENTER  
 WORK ORDER TRACKING  
 WORK ORDERS  
 PLANS TAB – MATERIALS SERVICE

Planned Contract, Mileage, and Other are Unburdened.

<input type="checkbox"/> CO	Planned Contract
<input type="checkbox"/> IM	Imprest / Petty Cash
<input type="checkbox"/> MA	Planned Materials
<input type="checkbox"/> MI	Planned Mileage
<input type="checkbox"/> OT	Other

Use the twisty to open and close the Line Detail Section.

Summary Line or Bar with corresponding Task ID

Plan for Work Order 443800 and its 1

Craft/Labor Materials/Service Tools

Filter

Displaying 1 - 1 of 1

Task ID	Mat Cat	Craft	Item	Description	Quantity	Unit Cost	Line Cost	Direct Issue
10	OT	GA		GA-TOTAL OF CONSTR.	1.00	47,543.93	47,543.93	

Task ID: 10

Item: GA-TOTAL OF CONSTR.

Section: 1419

Quantity: 1.00

Avg Cost: 47,543.93

Order Unit:

Burden Unit Cost: 47,543.93

Ind Rate: 1.177

Burden Line Cost: 47,543.93

Mat Cat: OT

Craft: GA

Direct Issue?

Vendor: JRILEY

Vendor WO#:

Required Date: 6/1/05 12:00

Requested By: JRILEY

STK Cat:

PR:

PR Line:

New Row Done Delete

Highlighted fields indicate the fields to enter data in.

Line Detail Section rolls up to Summary Bar

Use the Storeroom and Direct Issue fields to order Materials directly from Stores. See the Desktop Requisition Instructions for further details.

# FUNDING

**AWMS PATH/LOCATION**  
START CENTER  
WORK ORDER TRACKING  
WORK ORDER DETAILS TAB

The identifying number corresponding to the Fund Type. For example, if the Fund Type is BB Bond, the Fund Ref: would be the BB-Bond Number.

Indicate whether the job costs are Direct or Indirect. Indirect charges are costs such as Supervision.

<input type="checkbox"/> DR	Direct
<input type="checkbox"/> IN	Indirect

The reason the job was initiated.

<input type="checkbox"/> AG	Act of God
<input type="checkbox"/> DET	Deterioration
<input type="checkbox"/> F	Fire
<input type="checkbox"/> HS	Health and Sanitation
<input type="checkbox"/> INS	Inspection
<input type="checkbox"/> OTM	Other than Maintenance
<input type="checkbox"/> PM	Preventive Maintenance
<input type="checkbox"/> SFY	Safety
<input type="checkbox"/> VAN	Vandalism

The type of fund the job will be charged to.

<input type="checkbox"/> A&I	ALTERATIONS AND IMPROVEMENTS
<input type="checkbox"/> ADULT-ED	ADULT EDUCATION
<input type="checkbox"/> BB-BOND	BB-BOND
<input type="checkbox"/> DEFMAINT	DEFERRED MAINTENANCE
<input type="checkbox"/> FEMA	FEMA
<input type="checkbox"/> FOODSERV	FOOD SERVICES
<input type="checkbox"/> MAINTENANCE	MAINTENANCE
<input type="checkbox"/> MEASURE-K	MEASURE-K BOND
<input type="checkbox"/> MEASURE-R	MEASURE-R BOND
<input type="checkbox"/> MEASURE-Y	MEASURE-Y BOND
<input type="checkbox"/> SPECIAL-ED	SPECIAL EDUCATION

Most jobs are Routine (RT), but occasionally there is a need for Emergency Funding.

<input type="checkbox"/> EF	Emergency Funding
<input type="checkbox"/> EM	Emergency Maintenance
<input type="checkbox"/> RT	Routine Maintenance

The category or type of work. This is a partial list of 40 selections.

<input type="checkbox"/> AB	A&I of Buildings
<input type="checkbox"/> AL	A&I of Leased Buildings
<input type="checkbox"/> AS	A&I of Sites
<input type="checkbox"/> BC	A&I of Bungalow Moves
<input type="checkbox"/> BL	Books & Media
<input type="checkbox"/> BM	Bungalow Moves
<input type="checkbox"/> CA	A&I of Building Contract Admin
<input type="checkbox"/> CM	Construction Management
<input type="checkbox"/> CP	Non-Capital Misc Project Suprt
<input type="checkbox"/> DC	A&I Planning & Design
<input type="checkbox"/> DE	Planning/Design
<input type="checkbox"/> DM	Demolition of Building

Some jobs are paid from District funds and some are paid from outside District funds.

<input type="checkbox"/> E	External
<input type="checkbox"/> I	Internal
<input type="checkbox"/> N	Not Billable

IFS Project No. consists of 8 characters. The first 5 characters are the total project budget, the last 3 characters are the sub-project budget (Planning, Inspection, etc.).

The choices are Yes or No. Is the Seller eligible for Indirect Charges such as supervision?

Is this an Adult School?

The choices are Yes or No. Is the job eligible for non-productive charges (Vacation, Illness, Jury Duty, etc.)?

Four-number code (Seller) used in budget and accounting systems to identify which account will be expended. See the Buyer-Seller Crosswalk in the GJ-1 for more details.

Enter the Seller Line in a string without dashes. AWMS will insert the dashes after the record is saved. Refer to Page 41-42 of Instructions for more details.

Enter the Description that will appear on Reports in this field.

Enter the Buyer Line on a separate line from the Seller Line, in a string without dashes. AWMS will insert the dashes after the record is saved. Refer to Page 42 of the Instructions for more details.

The choices are Yes or No. Is the job eligible for Fringe Benefits (Dental, Health Ins., etc.).

Enter the Buyer Percentage(s) here. If there is more than one Percentage, create a New Row for a separate line entry. This may occur when the job is being funded from different sources, each paying a percentage.