

Purpose:	Verify correct information on a SR so the zone can efficiently prioritize the work	
When:	Reviewing a SR in Maximo for repairs as a result of an inspection from any compliance regulatory agency or Authority Having Jurisdiction or outside vendor performing inspections on anything related to compliance	
Who:	Zone Facility Manager	
Resources to Complete Tasks		
A computer	A Maximo account, with Zone Management Access	
1. While following SOP Z1, verify the following information is provided on the SR:	<p>a. Summary field naming convention:</p> <ul style="list-style-type: none"> • “OFPC - request info” <i>(if the request is from the Office of Fire Protection Control)</i> <i>Example: “OFPC - back fire door not closing and latching”</i> <li style="text-align: center;"><i>OR</i> • “T&I – request info” <i>(if the request is from the Testing & Inspection group)</i> <p>b. Long Description:</p> <ul style="list-style-type: none"> • Additional information, if necessary <p>c. Classification: Repair, Maintenance, Service</p> <p>d. Service: REGCOMP</p> <p>e. Priority: 40</p> <p>f. Target Finish Date: 30 days from reported date</p>	<p style="color: red;">Priority & Target Finish Date will automatically populate when the Service of “REGCOMP” is selected.</p>
2. Important: As of January 12, 2015, local governments can fine up to \$1,000 per day for not complying with an order to remedy violations within 30 days.		
The Result Will Be:		
The zone will verify that appropriate information is entered on a Maximo service request received for repairs needed as a result of a compliance related inspection.		