

Item #: 10A
Date: 5/4/23

Preventative Maintenance Plan

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Pat Patterson, Director, Facility Maintenance

Port of Tacoma Commission Meeting

May 4, 2023



Commission requested a briefing and recommended course of action on the current Port of Tacoma Preventative Maintenance Plan for its assets.

The Port of Tacoma's Preventative Maintenance Program for building assets supports implementation of the following 2021–2026 Strategic Plan goals:

EV-2

Invest in assets that support living-wage job creation throughout Pierce County

OS-1

Provide continued solid Port financial success and fiduciary performance.

OS-2

Protect the public's investment by maintaining existing assets and positioning them for future growth.

Briefing Agenda

- Background on PM Program
- PM Facilities Program Scope: NWSA & POT
- Recommended Way Ahead
- Next Steps

- The Port's Equipment and Facilities Maintenance Departments maintain 3,322 assets performing 2,064 preventative maintenance (PM) actions at different intervals.
- Facilities maintains 1,868 assets with 1,184 PMs and Equipment maintains 1,454 assets with 880 PMs.
- This includes twenty port-owned buildings that are currently leased.
- The following slides show completed PMs for 2022. Note that total PM numbers will vary due to assets being added and removed in 2023.

Preventative Maintenance Plan – Background



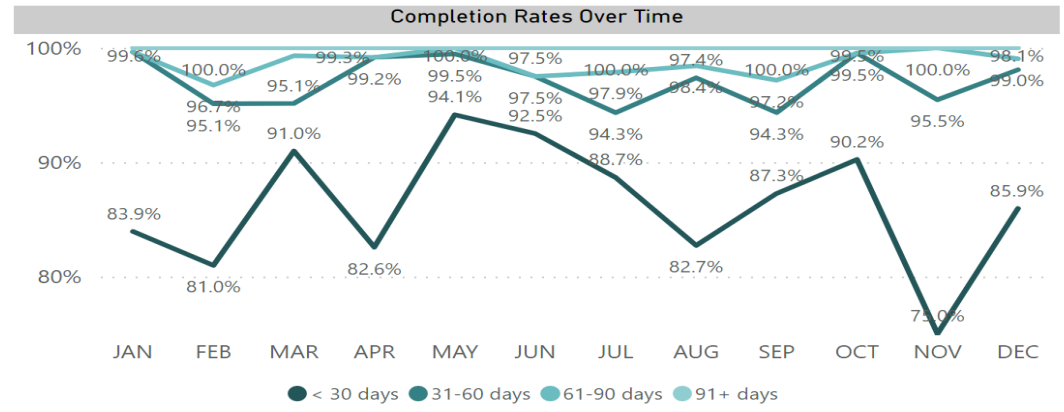
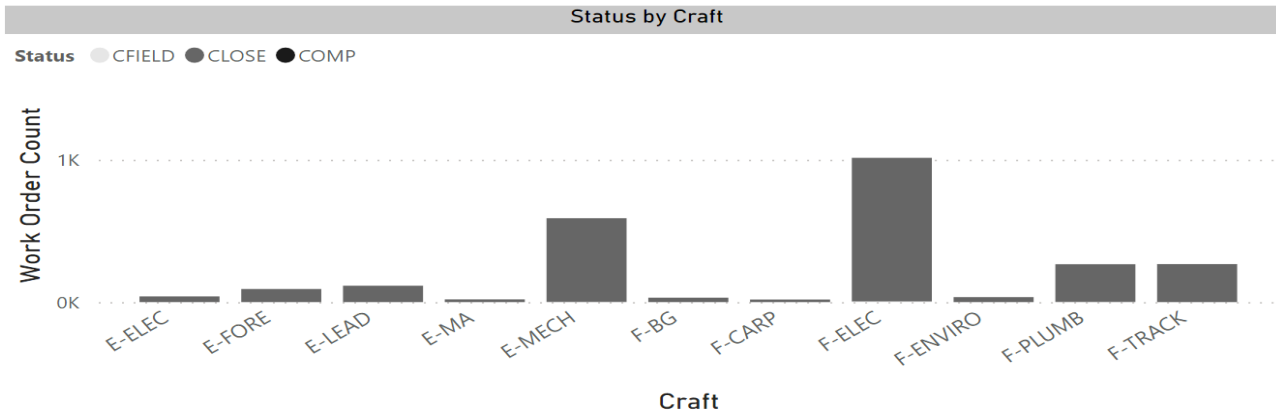
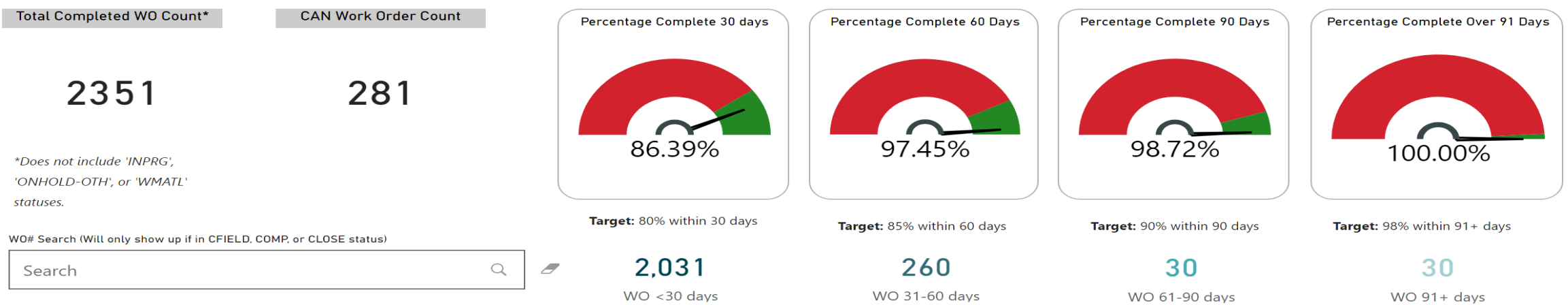
2022 PMs completed by both Equipment and Facilities Departments.



PI - Work Order Completion Rate

Work Order Type | 30 Day | 60 Day | 91 + Days

AssetNum: All | Craft: All | POT | NWSA: All | RespDept: All | WorkType: PM | 1/1/2022 | 12/31/2022



Preventative Maintenance Plan – Background



2022 PMs completed by Equipment Maintenance Department.



PI - Work Order Completion Rate

Work Order Type | 30 Day | 60 Day | 91 + Days

AssetNum: All | Craft: All | POT | NWSA: All | RespDept: EQ | WorkType: PM
 1/1/2022 | 12/31/2022

Total Completed WO Count*

778

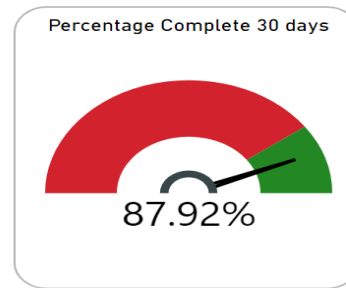
*Does not include 'INPRG', 'ONHOLD-OTH', or 'WMATL' statuses.

CAN Work Order Count

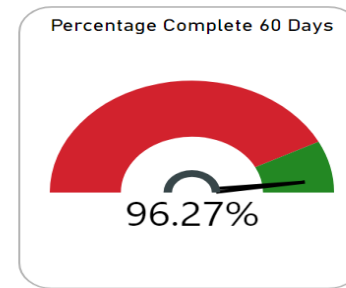
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WO# Search (Will only show up if in CFIELD, COMP, or CLOSE status)

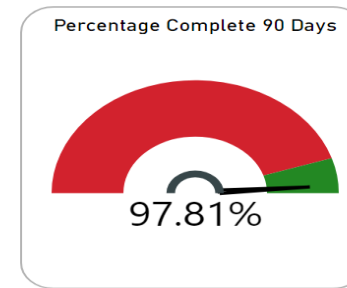
Search



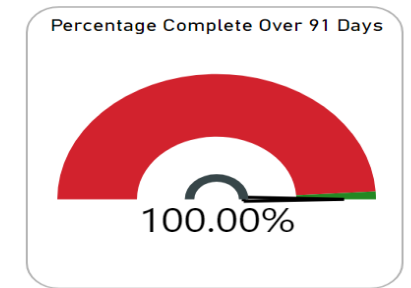
Target: 80% within 30 days



Target: 85% within 60 days



Target: 90% within 90 days



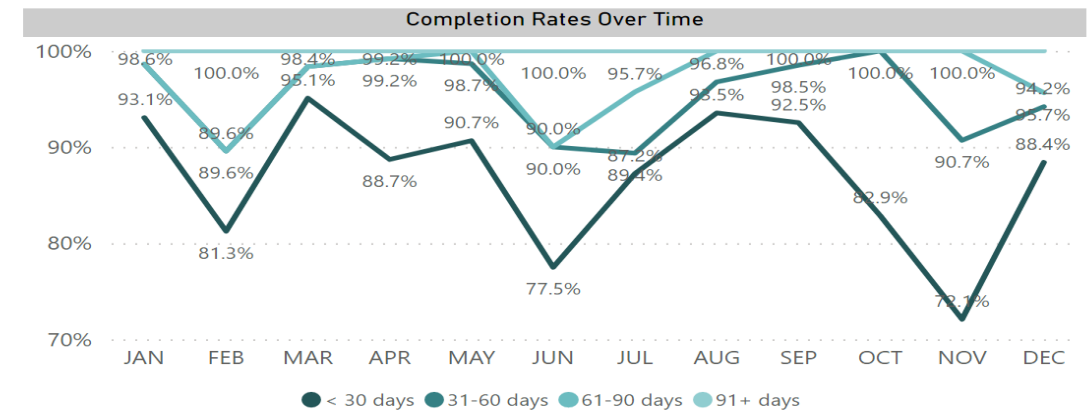
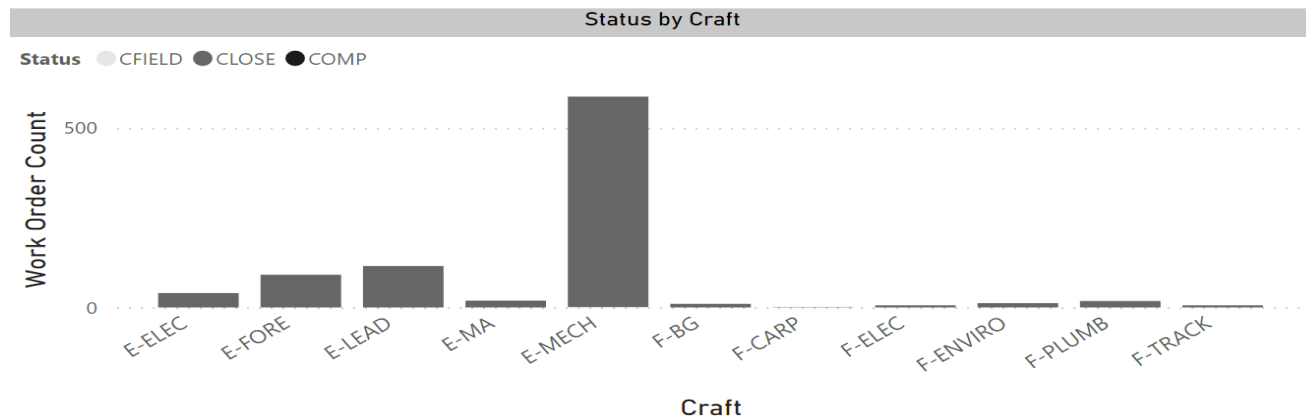
Target: 98% within 91+ days

684
WO <30 days

65
WO 31-60 days

12
WO 61-90 days

17
WO 91+ days



Preventative Maintenance Plan – Background



2022 PMs completed by Equipment Maintenance Department.



PI - Work Order Completion Rate

AssetNum: All | Craft: All | POT | NWSA: All | RespDept: FAC | WorkType: PM | 1/1/2022 - 12/31/2022

Work Order Type | 30 Day | 60 Day | 91 + Days

Total Completed WO Count*

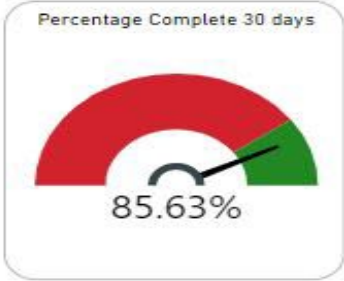
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*Does not include 'INPRG', 'ONHOLD-OTH', or 'WMATL' statuses.

CAN Work Order Count

256

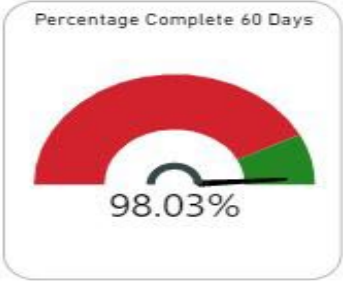
WO# Search (Will only show up if in CFIELD, COMP, or CLOSE status)



Target: 80% within 30 days

1,347

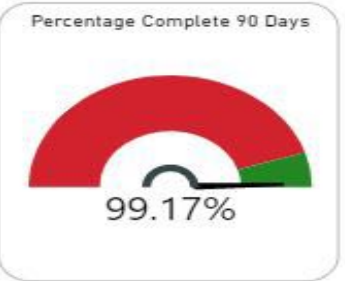
WO <30 days



Target: 85% within 60 days

195

WO 31-60 days



Target: 90% within 90 days

18

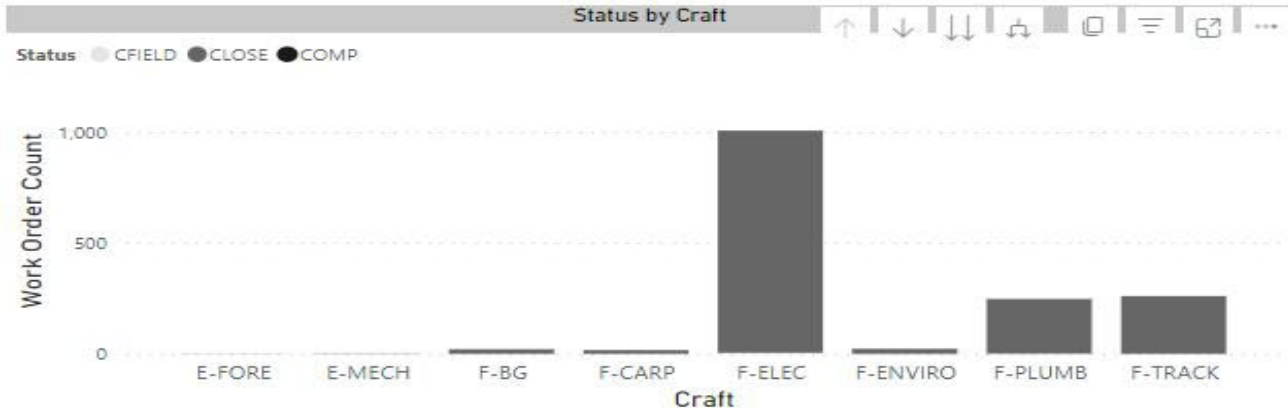
WO 61-90 days



Target: 98% within 91+ days

13

WO 91+ days



- NWSA conducts annual inspections on all buildings with Port maintenance staff and prepares a report that is shared with its tenant using the Maintenance matrix.
- Items within each building are identified and ranked as "Good," "Fair" and "Poor."
- Items identified as "Poor" have an expectation to either be repaired or a repair plan submitted within 30 days that will be verified completed by Port maintenance and NWSA management.

- The lack of a formal annual inspection program has created extensive repairs that could have been caught early and addressed as minor at that time – saving both costs and time to repair.
- An annual inspection program, collaboratively managed by Real Estate and Facilities Maintenance staff, will identify capital needs that can be identified and budgeted for to help preserve the assets.
- An annual inspection coupled with a consistent presence throughout the year by Port staff may identify damage cause by tenants that would need to addressed at a timely manner and hold them accountable for the damage.

Recommended Way Ahead

- Adopt similar program in place for NWSA building assets
- Update Port of Tacoma tenant matrix to include annual inspection columns
- Update Maximo and other PM systems to track and monitor progress
- Annual performance reporting

Next Steps

- Real Estate and Facilities Maintenance teams to update building inspection matrix to include annual inspections
- Focus will be on highest priority buildings in most need of inspection / maintenance
- Review staffing levels to ensure implementation success
- Communication to tenants our intent to conduct annual inspections
- Update 2023 & 2024 budget for projected spend

Questions & Discussion



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