

Maintenance Work Control & Enhanced Work Planning - How To Get Things Done

Purpose

This brochure provides information to assist any employee at the INEEL to request maintenance services. It gives a list of the primary points of contact for the INEEL work control centers, a list of contacts for each facility/organization who are subject matter experts and who can provide assistance in implementing the new standardized site-wide maintenance work control system (MCP 2798). Finally, the brochure describes the Enhanced Work Planning (EWP) process which was used to develop the revised work control system.

How to Request Maintenance Services

Requesting work at the INEEL including maintenance services, correction of deficiencies, craft support, facility support, and tenant needs can be accomplished by several methods including 1) using Request for Services (RFS) on the INEEL Intranet, 2) filling out PC Forms #0433.23 and mailing to work control, or 3) by calling or stopping into the local work control center.

The electronic Request for Service (RFS) form from the Intranet, <http://mirror/work/homework.asp>, is the most efficient means to request work. When completed, it is electronically sent to the Work Control Center point of contact for processing thus eliminating mail delays.

Any employee with access to the LMITCO Internal Home Page, <http://home2/>, can link to the electronic form using the LMITCO INFO LINKS to Services/Maintenance and selecting Requests for Services. The electronic form requires the requestors "S" number, the

appropriate Work Control Center from a drop down menu, a need date for the work, a brief description of the work to be performed, and the location where the work will be performed. Additional optional information may also be provided on the form. Next, the request is sent electronically to the Work Control Center by clicking on one of the icons.

If assistance is needed in completing a Request for Services including selecting the appropriate work Control Center, contact one of the Work Control Center points of contact for assistance.

What is Enhanced Work Planning

Enhanced Work Planning (EWP) is a process that evaluates and improves the site programs by which work is identified, planned, approved, controlled, and executed. The EWP process is a cooperative LMITCO /DOE initiative to improve efficiency, safety, and environmental compliance throughout the INEEL and the DOE complex.

What are the Goals of the INEEL Site-Wide EWP Team?

The EWP project goal is to implement a standardized maintenance work control process at the INEEL with a graded approach for work management and a greater flexibility for resource use across facilities. Features of the revised system include:

1. Each work order will have a primary owner from the time the requested work is accepted through the completion and closeout of the work.

2. The rigor of job planning and oversight will be based on the risks and complexity of proposed work.
3. Proper use of the work control system will ensure that all maintenance work receives adequate reviews and oversight.
4. The revised process will use a common computerized maintenance management system to manage work orders, maintain equipment history, and provide interface with engineering activities.
5. Performance indicators will be used to monitor the effectiveness of the work control system.
6. This standardized work control process will commence April 30, 1998.

For more information please visit the EWP home page at:

<http://tis-nt.eh.doe.gov/wpphm/ewp/ewp2.htm>



**INEEL Work Control Centers
Point of Contact & Phone Number**

CFA	
Rena Jackson	526-2433
CPP Process	
Dolores Rosenkrance	526-1422
CPP Non-Process	
Donna Andrews	526-7589
IF Facilities	
Larry Scott	526-1721
IRC Process	
Jim Marinus	526-9217
Life Safety Systems	
Rhonda Price	526-9757
PBF Non-Process	
Rena Jackson	526-2433
Power Management	
Jim Chase	526-6733
RWMC	
Steve Hill	526-7371
Safeguards & Security	
Carol Elliott	526-6255
SMC	
Linda Arave	526-6323
TAN-Process	
David Harvey	526-6544
TAN-Non Process	
Rena Jackson	526-2433
TRA-Process	
John Lenartz	533-4038
TRA-Non Process	
Max Adams	533-4264
WERF/WROC/PBF Process	
Chris Schoonmaker	526-9486
WERF/WROC Non-Process	
Rena Jackson	526-2433
DOE-ID (Operations)	
Andy Jones	533-4279
DOE-ID (Oversight)	
John Martin	526-1386

INEEL Maintenance Work Control Process

Enhanced Work Planning	
Mike Duffy	526-7335
CFA	
Allen Jorgensen	526-5841
CPP	
Jim Barker	526-3432
Idaho Falls Facilities	
Steve Winn	526-1075
Life Safety Systems	
M. Sifuentes	526-2423
Power Management	
Terri Pence	526-0112
RWMC	
Lee Fife	526-4881
Safeguard & Security	
T. Havens	526-2023
SMC	
Don Land	526-6610
TAN	
Dave Harvey	526-6544
TRA	
Mike Smith	533-4202
WERF/WROC/PBF	
Chris Schoonmaker	526-9486
Environmental Affairs	
John Irving	526-8745
Engineering Interface	
Chris Bingham	526-4770
Job Requirements Checklist	
Scott Hawke	526-4622
Performance Indicators	
Robert Maughan	526-3493
Projects & Construction Asbestos	
Hal Roberts	526-5419
CMMS (Passport)	
Gary Clegg	526-0146
S&H (VPP)	
Delwin Allred	526-2639
S&H	
Kate O'Donnell	526-4745
Wireless Communications	
Steve Williams	526-2034
OCAW	
Brian Morris	526-8053

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