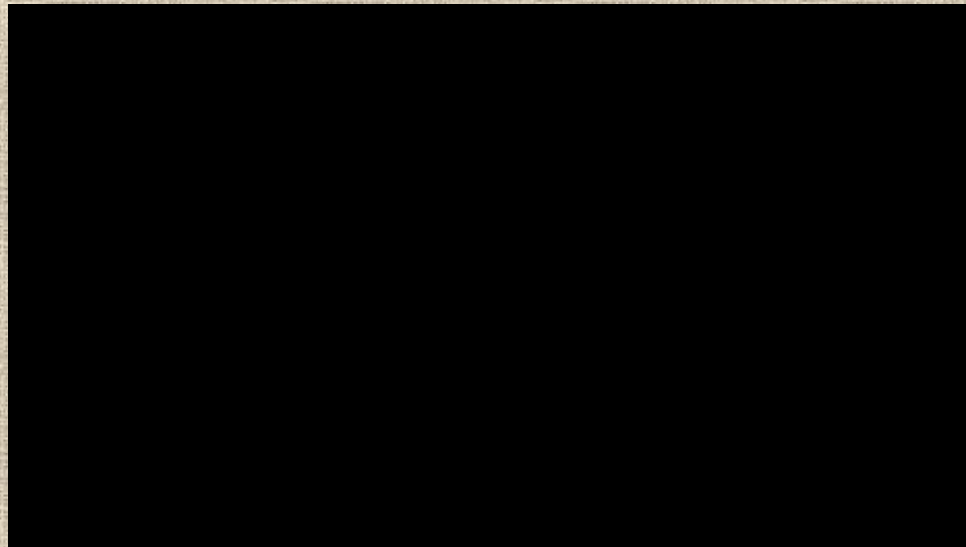




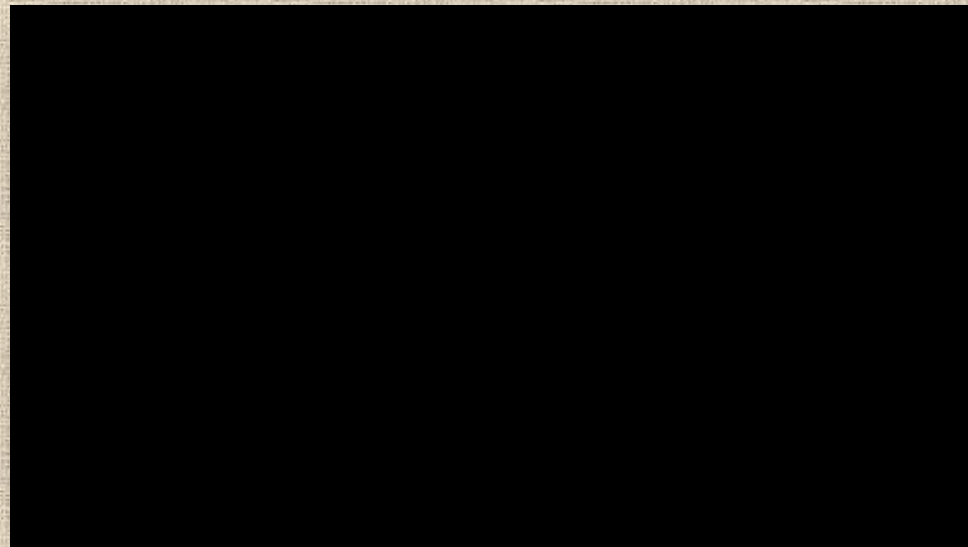
WHAT'S HAPPENING OUT THERE?



What is the status of the vast array of equipment and structures at your marina? What is its future?



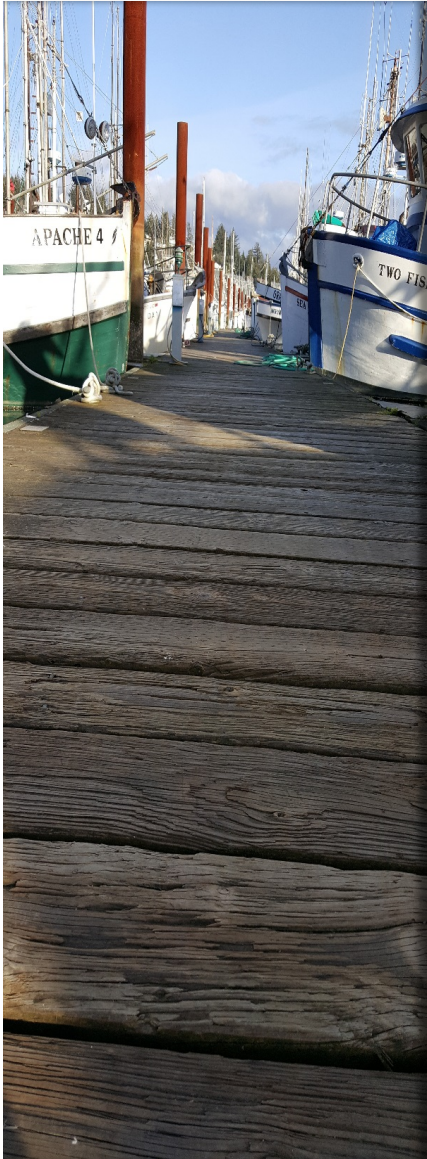
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When it comes to maintenance, many Ports, Harbors and Marinas' seem to be behind the curve. Whether it is due to a lack of funding, disengaged stakeholders or inherited short comings, many of our facilities are in a constant state of disrepair. We often find ourselves jumping from one fire to the next without being able to get ahead of what's going on with our facilities.



An important thing to remember at the end of the day is that we are facility managers, maintaining our infrastructure for the benefit of our moorage clients. Our marinas are individually unique. There are many elements that go into keeping a port or harbor afloat, but the docks and supporting facilities are what bring in the paying clients, and thus should be treated as an integral part of the business.

HOW DO WE GET AHEAD OF THE GAME?

How do we stay in front of the issues that confront every facility manager?

The answer lies in:

- Preventative Maintenance (PM service as us techs will call it)
- Creating checklists and tracking maintenance issues
- Using a method to get a handle on the state of our facilities
- Create opportunities to plan for the future
- Avoid the escalating costs of emergency repairs
- Turning the tide on “Crisis” management





FIRST THINGS FIRST

- Assess your status
- List all the items in your inventory of equipment
- List all the pieces of your infrastructure
- However you do it, however detailed you'd like to get; The main idea is to gather the pieces of our little empire and assess their ability to do what it is they should be able to do
- Are the docks floating, or are they sinking and unstable?
- Is the crane in good working order or has it become unsafe to use?
- If we are not looking for these things, if we do not keep a record for reference and communication between departments, the state of affairs in the little worlds we govern can be very difficult to understand. Where do you stand in terms of functionality and sustainability?

DOCK MAINTENANCE CHECKLIST

--CLEANLINESS--

CHECK ALL DOCKS	A	B	C	D	E	S
Hoses coiled, hose stands ok	✓					✓
Power cords / Trip hazards	✓	✓				
Lock-up all Power Boxes	✓			✓		
Remove debris from docks/fingers	✓					
Piles need scraping?	✓				✓	
Pressure washing needed?	✗					
Check vessel lines and tarps	✓					✓

Notes:

--MAINTENANCE--

CHECK ALL DOCKS	A	B	C	D	E	S
Fix broken/loose planks		✓				✗
Signage/Post #s in place		✓				
Grease ramps rollers	✗				✓	
Freeboard/Structure repairs		✓				
Stabilize Finger Floats		✓				
Fire/Life Ring boxes	✓				✓	
Wi-fi/Electrical issues	✗					

Notes:

WHAT DO YOU USE AT YOUR FACILITY TO TRACK MAINTENANCE ISSUES?

Do you use checklists?

Do you have your maintenance team fill out paper work?

Do you have a maintenance team?

Do you keep records of repairs and do you ever reference them?

How many of you have a PM schedule for your critical infrastructure?

How many of you are thinking to yourselves, "How does this apply to me?"



THE ANSWER TO THAT QUERY IS — ACCOUNTABILITY

Tracking maintenance issues and creating records not only will help you keep your facility in top order, it :

- Creates a paper trail that others can follow
- Is a way to reference the maintenance needs of each facility
- Renders the ability to track trends by recording the daily, weekly, and monthly work orders
- Provides a blueprint for the operations at your specific facility(s)
- Forecasts the challenges that you and your team will face year in and year out
- Enables you to know what tasks need action, what will be coming up soon, and what areas to focus on when it comes to upgrades

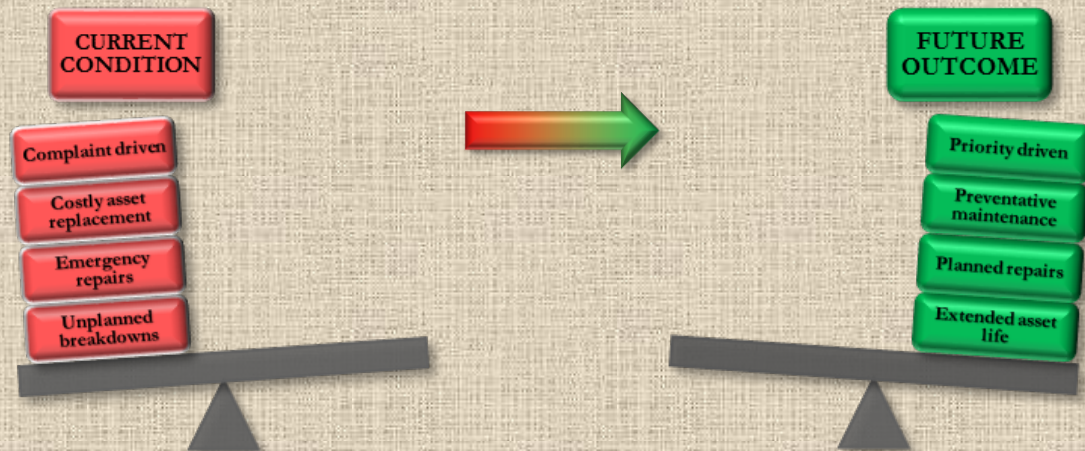
A photograph showing a white metal maintenance platform or walkway extending over a body of water. The platform has a metal grate floor and a white railing. A black cable is visible running along the side of the platform. In the background, a concrete bridge structure is visible.

OTHER BENEFITS OF TRACKING YOUR REPAIRS AND MAINTENANCE

- Helps you budget appropriate resources and plan needed repairs or replacements in the future
- Helps keep new equipment working longer and helps assess when equipment will reach the end of its useful life
- Keeps your facilities in top working condition and identifies safety issues before they become a concern or a lawsuit
- Creates documentation that will benefit your facility for years to come. information can be easily passed along to the team and leaves a legacy that can be maintained by future management personnel
- Helps you stay ahead of the game , reduces crisis management, builds team pride and employee morale

IT'S SIMPLE.....RIGHT?

It's amazing how a simple facility inspection, carried out regularly, can keep your facility running smoothly. PM inspections help you avoid the high cost of emergency repairs when a critical piece of infrastructure fails at the worst possible time.



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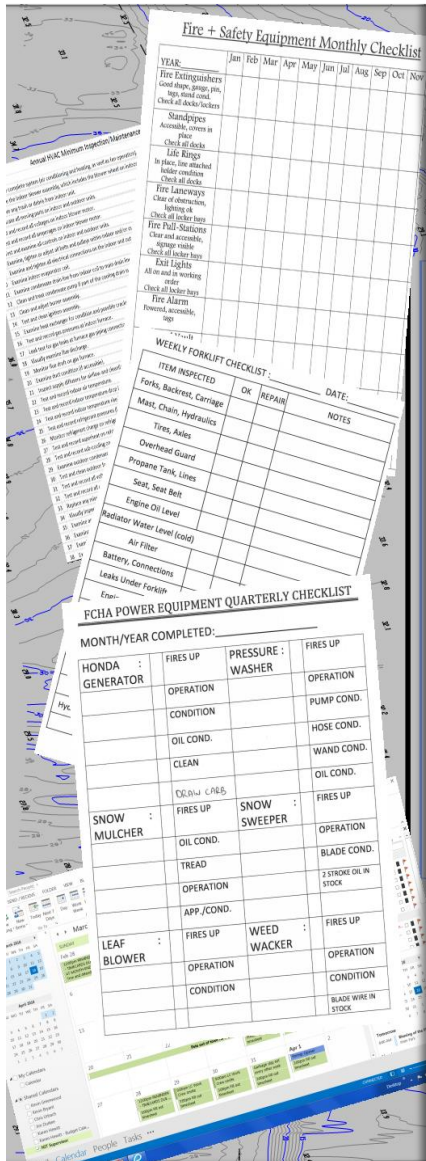


TOOLS TO HELP

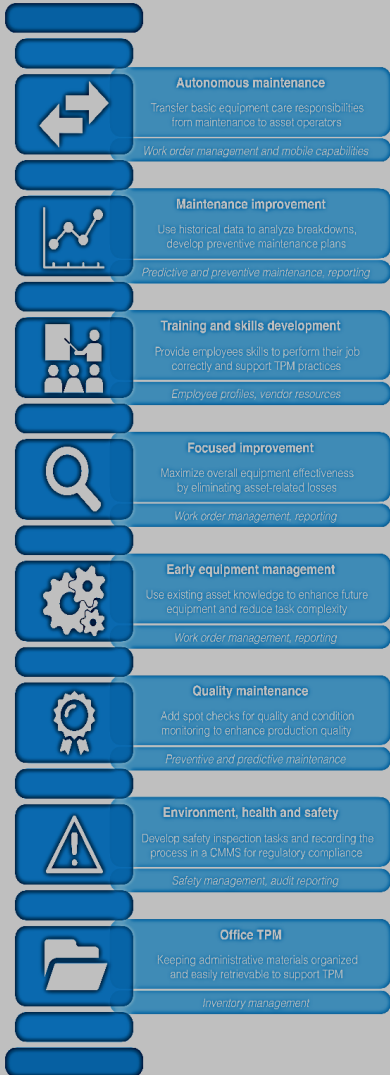
Like a carpenter that must sharpen his saw, maintenance staff must also sharpen their tools. When was the last time you gave your system a thorough evaluation?

Consider reviewing the tried and true:

- Asset and equipment lists
- Site specific procedure manuals
- Paper check lists
- Computer spreadsheets
- MS Outlook – Calendar, tasks, journal, notes
- Others?.....



The 8 Pillars of Total Productive Maintenance



CMMS (SAY WHAT?)

If you don't know that CMMS stands for "Computerized Maintenance Management Software," it's a safe bet you're using paper workflows or a spreadsheet system. That in itself is a reason to upgrade. Even if you already have a centralized system in place, you should regularly assess its health and performance, just as you would with your facilities.

Aleks Peterson, HippoCMMS

CMMS IMPLEMENTATION

1

THE INFORMAL KICKOFF

At this meeting you should ascertain roles and appoint a key point of contact; usually the main project lead. It can be confusing when there are too many contacts involved so make sure your supplier builds a relationship with one or a small handful of individuals in the process.

2

GETTING UP TO DATE

A good supplier will always sit down with the client and spend time discovering the individual requirements through process mapping documents. Every client is different, so make sure the process mapping document is tailored to your requirements.

4

FINE TUNING

Once the data is in, your supplier can then start to finely tune and configure the system to suit your needs. Make sure this is done during the project to your satisfaction.

SO THE IMPORTANT POINT
TO REMEMBER?

COMMUNICATION IS KEY!

CMMS (SAY WHAT?)



Computerized maintenance management systems (CMMS) have been used by organizations since the early 70's. Initially they were used by manufacturers to monitor equipment, labor, and inventory ensuring that production was optimized and equipment downtime reduced. Since their introduction, we have seen more industries adopt maintenance management software. Software has become more user-friendly, versatile and scalable over the last few decades, making them applicable to hospitals, colleges, office buildings, retailers, religious institutions and more. Still many maintenance and facility managers have strong reservations about implementing a CMMS at their company due to negative impressions they hold.

Daniel Golub, GM HippoCMMS

CMMS – LIVE FROM WINNIPEG, MANITOBA

Submit Work Order

Work Order Requests
(0)

Equipment To Be
Received (0)

Work Order Search

Enterprise Admin

Global Settings

Facilities

Manage Maps

Users

Companies

Contacts

Documents

Work Order Templates

Categories And Types

Extract

Reports

Support and Feedback

Find Work Order By ID



Hippo Live Support



DANIEL GOLUB
General Manager

