

 <b>Fermilab</b>	<b>FACILITIES ENGINEERING SERVICES SECTION STANDARD POLICY AND PROCEDURES</b>	FESS PROCEDURE 5106.00
		EFFECTIVE DATE: 5/2011 REVISION DATE: 3/2013

## TITLE: **End of Life Assessment for Facility Equipment, Systems and/or Infrastructure**

### 1. **PURPOSE:**

- To identify equipment that is beyond the useful service life and no longer provides design capacity or is no longer reliable or is no longer maintainable.
- To notify owners concerning their end of life equipment, systems and/or infrastructure.
- To satisfy deferred maintenance identification and reporting requirements.

### 2. **SCOPE:**

This procedure applies to Fermilab's FESS employees.

### 3. **DEFINITIONS:**

**EOL**      **End Of Life:** Equipment that can no longer be maintained within the design capacity or in a reliable state by normal means and methods. Equipment may soon be in or is in a failed state. Equipment in this state should be slated or replaced, rebuilt or retired and it is the responsibility of the owner/landlord. Equipment and infrastructure may be deemed to be end of life because it is irreparable, unmaintainable, requires extraordinary means and or methods and or cost; is unreliable, unsafe or outside the design capacity and or operational parameters.

### 4. **PROCEDURES:**

A. Identify end of life equipment by all means available including:

- Assessment from maintenance and repair personnel.
- Assessment from Facility Management, Maintenance Supervisors, Planners, Engineers and other department personnel.
- Customer / owners / landlords.

Note:

- ✓ Failing or failed equipment that represents a potential safety risk shall be removed from service and notification is made to the landlord representative.
- ✓ If run-to-failure is elected, the owner assumes responsibility for the impact on their operations.

B. Perform assessment of equipment or system and document findings and observations on the Equipment End of Life Assessment Report.

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C. Discuss with the owner’s representative the report and anticipated ramifications of the equipment or system EOL condition.

D. The Department Head shall provide a periodic report to each Section, Division or Center that has equipment identified in the report. The report distribution shall also include each management level within FESS up to and including the Section Head.

**4. Roles and Responsibilities**

**FESS Operations:** For those involved in the operation, maintenance and repair and contractors under their supervision, are charged with reporting suspected end of life equipment to their supervisor or to the maintenance planning supervisor. The person encountering the equipment condition, normally the person conducting preventive or corrective maintenance, may initiate the process by notifying his or her immediate supervisor to review the equipment condition. If the supervisor verifies end of life, then the condition is given a formal review for final assessment before notification to the owner. The supervisor initiates an end of life (EOL) assessment by completing the EOL Assessment Report. Using this report, a final, independent review is conducted.

The Operations Maintenance Manager then directs the Assessment Team Coordinator to assemble and schedule an assessment of the identified location(s). When the verification step has been completed a letter is generated to the requestor/customer that an EOL equipment or system has been identified.

**Maintenance Planning Group Supervisor:** The maintenance planning group provides the coordination, tracking and reporting for this process. Equipment shall be identified in our computerized maintenance management system as having reached end of life and that the customer has been notified. Normal preventive and corrective maintenance will continue to the extent that equipment or system condition permits.

**Equipment and Systems Owners:** Landlords are responsible for modifications, rebuilding, extraordinary maintenance and repair and replacement of equipment in their facility. If assistance is needed from FESS-Engineering, an engineering request should be submitted to FESS Engineering. If run-to-failure is elected, the owner assumes responsibility for the impact on their operations.

**Assessment Team Coordinator – HVAC / Electrical / Mechanical Shops:** (Maintenance Superintendent)

- Convene an assessment team as needed.
- Initiates pending EOL equipment status with maintenance planning group supervisor.
- Initiates EOL equipment status if assessment validates EOL status, with maintenance planning group supervisor.

**FESS-Senior Safety Officer (SSO):**

- Notifies customer of findings (or in his absence the Facility Management Manager or designee) in the event equipment is determined to be in unsafe condition.



**FESS-Ops Facility Management Manager:**

- Provides oversight to the EOL Process for Facility Management asset equipment.
- Notifies customer of assessments resulting in EOL status.

**FESS-Ops Utilities and Engineering Manager:**

- Provides oversight to the EOL process for Fire Protection, High Voltage Systems and DDC.
- Notifies customer of assessments resulting in EOL status for Engineering Department assets.

**FESS-Ops Department Head:**

- Issues periodic report to landlord heads.

**FESS-Ops Supervisors:**

- Verifies EOL at initial finding stage.
- Initiates EOL Assessment Report.

**6. Attachments:**

Attachment A: [Building Manager Notification Template](#).

Attachment B: [Equipment End of Life \(EOL\) Assessment Report Template](#).

Revision Review

Version Number	Date	Author	Change Summary
0	May/2011	B. Shull	Original
0	March/2013	B. Shull	Issues periodic report vs. annual report