

A8.0d A PRIMER of the PFM SYSTEM

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This O&M Program utilizes the **PROGRAMMED FACILITY MANAGEMENT (PFM) METHOD** tm D.W. Evans

The Programmed Facility Management Method, or PFM, is a way to systematically organize and catalog every action and process for your company or municipality O&M System. PFM uses a hierarchy to assign each action or process its own individual identifying code. These codes help you keep track of each specific element. The codes give you a way to easily reference each action or process in other documents. The codes also allow you to add additional actions or processes as needed. The full hierarchy is listed below:

Hierarchy	Identifier	Description and Examples
Program Type Entity	O,E, or M Name or Initials	Operations (O), Emergency (E), or Scheduled Maintenance (M) This is your municipality's name. Example: XYZ System or XYZ
System	Name or Initials	Largest Area or Zone by which you divide your system. Example: Basin Region or BR
Facility	Alpha	Identifying name. Example: White Pine Booster Station or B1
Process	Alpha	Source, Distribution, Storage, Treatment, etc. Example: D for Distribution
Sub-Process	Alpha	If this were a treatment plant, it could be filtration, pretreatment, etc.
Procedure	Numerical	An actual, specific procedure. Example: Action 3 - Start Pump #1
Equipment/Device	Alpha	An actual piece of equipment or device. Example: Pump 3c, control panel 12, etc...
Action or Control	Numerical	A specific act requiring action by an operator. Example: MMI Action, i.e. Start (1), Stop (2), Auto (3), etc.
Indication	Alpha	Example: Red PL, Alarm, Horn, Noise, Vibration, Meter running, etc...
Event	Numerical	Equipment or Action Controls may generate this - it could be general (1), abnormal (2), emergency (3), critical (4), etc.
Response	Alpha	Human response to event. Example: Nothing (A), Log date & time (B), etc.
Effect	Numerical	Outcome of Event or Response - good (1) or bad (2), etc...

A full reference under PFM would include each of the elements listed above, as follows:

Program Type - Entity: System-Facility-Process-Subprocess-Procedure-Equipment-Action-Indication-Event-Response-Effect

Using the PFM shorthand, this would be written as: **O-XYZ: SB-B1-D-Pretreat-3-3c-1-Vib-1-B-1.**

While a comprehensive PFM hierarchy is outlined above, each type of program may use only parts of the complete hierarchy, and you may choose to only use those parts of the PFM hierarchy that are necessary for your system. Therefore a PFM action from your Operations Program might be coded as follows: **O-XYZ: B1-Pretreat-3-3c-1.**

Use the accompanying Operations, Emergency, and Maintenance sheets to identify and label your O & M processes. The User's Guide will tell you how to copy these individual sheets into separate Excel Workbooks where you can build your own comprehensive reference books.