

# HIPPO fm

MAINTAIN YOUR HEAD ABOVE WATER



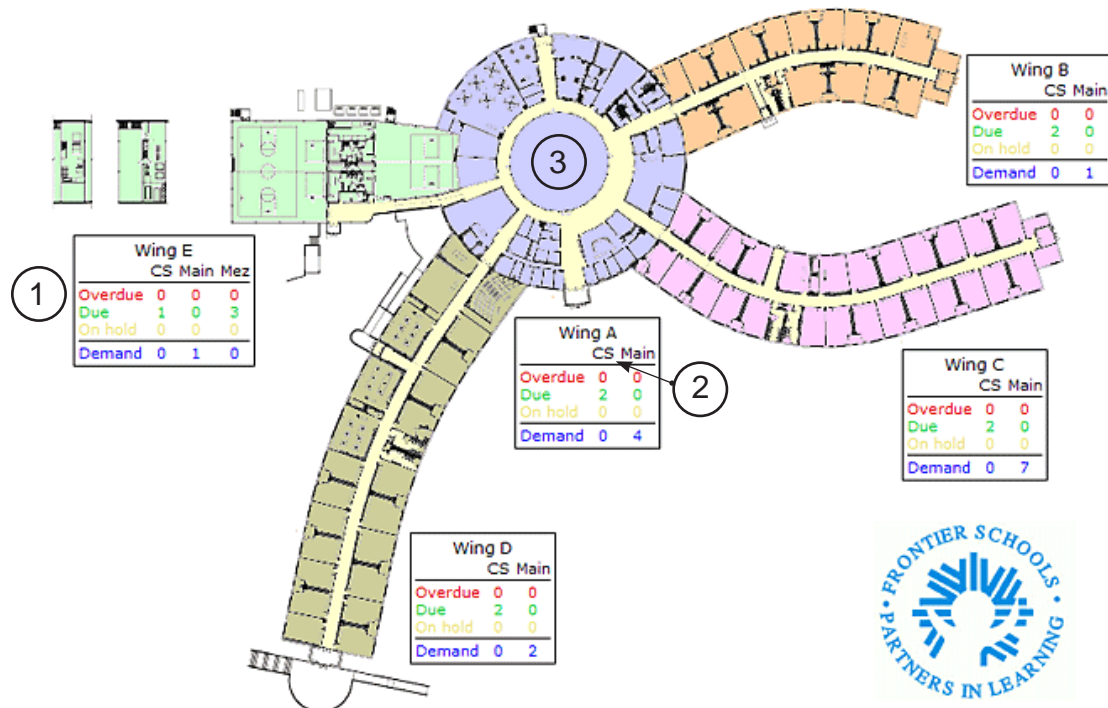


## HippoFM Facility Management

The design of HippoFM has grown out of the recognition that most CMMS solutions are complex data-driven products that require significant installation commitments and dedicated staff to maintain them. Hippo's intention is to provide a solution that does not require product installation; HippoFM is a web-based solution which is extremely intuitive and allows the maintenance department to spend their time in the field and not in front of a computer.

Hippo's solution to planned maintenance is extremely flexible, very easy to use and a very powerful tool that allows maintenance managers and building owners to effectively plan and track maintenance activities in their facilities.





## GRAPHIC INTERFACE

The main screen, where all information can be accessed, begins with the floor plan of the facility. From this login screen, the user immediately can see at a glance all the planned activities and the status of each facility in each wing of the school.

- ① The boxes below each wing report up-to-date information about work orders that are current, overdue and special requests beyond regularly scheduled PM tasks.
- ② The user can navigate further for more detail about each work order by mousing over either the crawlspace (cs) or main category in the box to advance to the next level of detail about the current work.
- ③ The user can also mouse over each section of floor plan to highlight each wing to advance to a larger view with more detail about all work required within the wing.



https://demo.hippotech.ca - Hippo - Section Plan - Microsoft Internet Explorer

Wing A CrawlSpace Main Level

Work Order List

Over Due		
Hide	Work Order	Due Date
<input type="checkbox"/>	Regular Servicing and Cleaning of CU # 05	Apr 25, 2005
Current		
No Items Found		
On Hold		
No Items Found		
Demand		
Hide	Work Order	Due Date
<input type="checkbox"/>	Chair Rail	NA
<input type="checkbox"/>	Railing in A-Wing	NA
<input type="checkbox"/>	Heat	NA
<input type="checkbox"/>	Heat	NA
<input type="checkbox"/>	Heat	NA
<input type="checkbox"/>	Rail	NA
<input type="checkbox"/>	Heat in Dental Clinic	NA
<input type="checkbox"/>	TV move	NA
<input type="checkbox"/>	Air conditioner - Server Room	NA
<input type="checkbox"/>	Bulletin Board	NA
<input type="checkbox"/>	Heat	NA

Ready. Internet

## MORE INFORMATION FROM A CLICK OF THE MOUSE

By clicking on a section of the floor plan, Hippo brings up a more detailed floor plan of the facility with each work activity shown.

The symbols clearly define what type of activity is required.

A green dot represents a scheduled work order that has recently become due.

A red dot represents a work order that is currently more than 2 weeks overdue.

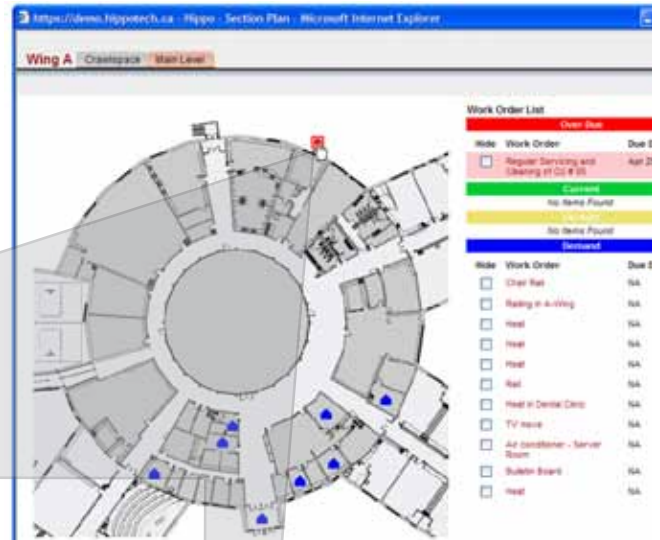
A yellow dot represents a work order that has manually been put on hold.

A blue house represents either a work order that either has been requested by another person (such as a teacher) or a work order created through cursory inspections not normally scheduled.

# THE WORK ORDER

By clicking on any dot, the associated work order is brought up from the database. Each work order clearly defines the work due with a description, a task list summarizing the required tasks, a comments' field to record journal information relevant to the equipment, and a status section allowing the user to put a work order on hold if parts are required or to contact outside contractor as needed.

All information is accessed by navigating through the floor plans and clicking on the work order symbols. Once the work order has been completed and closed off the work order is recorded in the history of PM work database and the dot on the floor plan disappears.



PM Work Order		# 182
<b>Name</b>	Regular Servicing and Cleaning of CU # 05	
<b>Status</b>	OVERDUE	
<b>Created Date</b>	April 11, 2005	
<b>Due Date</b>	April 25, 2005	
<b>Start Date</b>	Not Started	
<b>Equipment</b>	CU # 05 Condensing Unit	
		
<b>Work Description</b>		
PLEASE REMEMBER TO ALWAYS FOLLOW YOUR LOCK-OUT PROCEDURE AND TAKE ANY SAFETY PRECAUTIONS THAT MAY BE REQUIRED OR NECESSARY.		
SERVICE AND CLEAN FAN MOTOR AND BLADES		
Visually inspect for any damage or irregularities Ensure that there is no debris that may hinder the proper blade rotation Ensure that the motor and fan blades rotate freely Check motor and fan blades for any excessive vibration		
SERVICE CONDENSER COIL		
Remove surface loaded fibers by vacuuming or brushing with a soft brush (Coil surface can be easily damaged, so care must be taken not to bend finned edges) After coils have been cleaned of dirt and fibers, clean with a water rinse It is very important that the water rinse is made with very low velocity water stream (Wear proper eye protection during water rinsing)		
Ensure work area is cleaned up Re-start unit to ensure proper operation		
REPORT OR REPAIR ANY DEFICIENCIES OR DAMAGE YOU MAY HAVE ENCOUNTERED DURING THE SERVICE WORK		
<b>Tasks to be Completed</b>		
<input type="checkbox"/> Visually Inspected	<input type="checkbox"/> Re-start Unit	
<input type="checkbox"/> Cleaned Up Work Area	<input type="checkbox"/> Reported Any Damage or Deficiencies	
<input type="checkbox"/> Serviced Coil	<input type="checkbox"/> Inspected Fan Motor and Blades	
<b>Comments</b>		
-- click here to enter comment --		
<b>Work Order Status</b>		
<input type="radio"/> Work order is in progress.		
<input type="radio"/> Work order is on hold		
<input type="radio"/> Work order has been completed		


Save And Exit Print



https://demo.hippotech.ca - Hippo - Work Order #182 - Microsoft Internet Explorer

### PM Work Order # 182

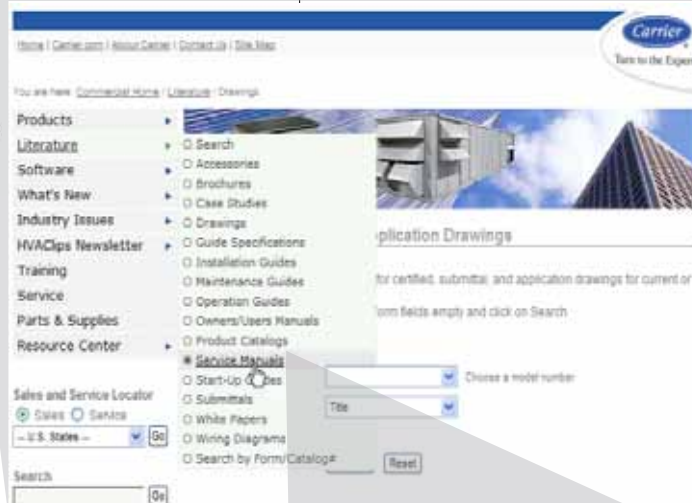
Name Regular Servicing and Cleaning of CU # 05  
 Status **OVERDUE**  
 Created Date April 11, 2005  
 Due Date April 25, 2005  
 Start Date Not Started  
 Equipment CU # 05 Condensing Unit



Carrier manual for air-cooled condensing units 38AKSO28-044 38AH024-034 50/60 Hz Maintenance Manual  
 Carrier manual for air-cooled condensing units 38AKSO13-024 50-60 Hz Web Site  
 Carrier manual fro air-cooled condensing units 38AH044-134 50/60 Hz

Visually inspect for any damage or irregularities  
 Ensure that there is no debris that may hinder the proper blade rotation  
 Ensure that the motor and fan blades rotate freely  
 Check motor and fan blades for any excessive vibration

...IT PROCEDURE AND TAKE ANY SAFETY PRECAUTIONS THAT



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Search

Application Drawings  
 for certified, submittal and application drawings for current or  
 form fields empty and click on Search

Choose a model number  
 Title

Reset

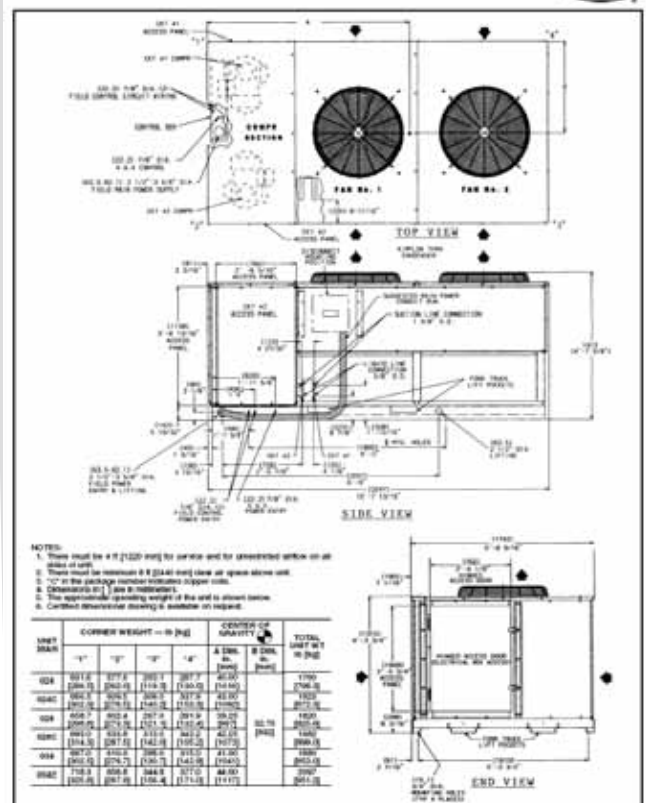
## NEVER HAVE TO SEARCH FOR INFORMATION AGAIN

Once set up, the software will become your one-stop-shop for product information.

Hippo continues to grow the industry's largest consolidated product library right at your fingertips. You can browse 1000's of free PM Templates relevant to your pieces of equipment and import them directly into your account. Order parts online and troubleshoot problem equipment.

Product libraries often include calibration requirements to help you maintain your equipment as it was intended to run.

### Dimensions — 38AH024-034



Carrier

TOP VIEW

SIDE VIEW

END VIEW

NOTES:  
 1. These units are 4 ft (1220 mm) for vertical and for horizontal service on all sizes shown.  
 2. There must be minimum 6 ft (1840 mm) clear air space above unit.  
 3. "C" on the package indicates condenser copper coils.  
 4. Dimensions are 1/8 inch (3 mm) in tolerances.  
 5. The approximate operating weight of the unit is shown below.  
 6. Certified dimensional drawing is available on request.

UNIT MODEL	CORNER WEIGHT — lb (kg)				CORNER OR GRAVITY (lb (kg))		TOTAL UNIT WT (lb (kg))
	1"	2"	3"	4"	4 Corners	2 Corners	
38A	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AC	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AD	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AE	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AF	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AG	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AH	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AI	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AJ	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AK	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AL	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AM	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AN	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AO	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AP	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AQ	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AR	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AS	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AT	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AU	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AV	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AW	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AX	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AY	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)
38AZ	301.8	327.8	353.7	381.7	1412.0	706.0	2118.0 (964.0)

https://demo.hippotech.ca - Hippo - Create Work Orde...

\* required fields

Work Order Name \*  
Stained Ceiling Tile Above Desk

Type \*  
Room

Description \*  
Please check the stained ceiling tile above my desk. There appears to be a leak in the roof above the ceiling tile.

Section  
Wing C (Main Level)

Rooms \*  
C001  
C002  
C003  
C004  
C010  
C011  
C020  
C021

Save And Close Save

Done

https://demo.hippotech.ca - Hippo - Section Plan - Microsoft Internet Explorer

Wing C Crawspace Main Level

Work requested room C020.

Regular Servicing and Cleaning of CU # 07 Apr 25, 2005

Current  
No Items Found

On Hold  
No Items Found

Demand

Hide	Work Order	Due Date
<input type="checkbox"/>	Heater	NA
<input type="checkbox"/>	Light Cover	NA
<input type="checkbox"/>	Pull Chain for Blind	NA
<input type="checkbox"/>	door knob	NA
<input type="checkbox"/>	Stained Ceiling Tile Above Desk	NA

javascript:displayWorkOrderPopup(187, 730, 700);

From: Hippo Notification System [automailer@hippotech.ca]  
 To: bob@hippotech.ca  
 Cc:  
 Subject: Work Order #187 has been submitted.

**Work Order Name:** Stained Ceiling Tile Above Desk  
**Work Order Location(s):** C020  
**Work Order Status:** Open

**Work Order Description:**  
 Please check the stained ceiling tile above my desk. There appears to be a leak in the roof above the ceiling tile.

You will be notified when the work order has been closed.

\*\*\* Thank you for using Hippo Online Facility Maintenance Management System \*\*\*

## Requesting Work is Easy

All users of a facility have the ability to log onto a dedicated work request screen to create "demand work orders." This eliminates the need to always try to hunt down the maintenance manager to request work.

Once work has been requested, a notification is automatically sent back to the requestor notifying them that the work request has been successfully submitted. The maintenance manager has the ability to accept or reject work depending on the request. All demand work orders show up with a different symbol, such as a blue house, from scheduled planned-maintenance.

**My Reports**

Report Name  
  ▶ bob  
  ▶ overdue work

**Email Schedule**

**Create New Report**

Work Order Type: -- All --  
 Work Order Category: -- All --

Building: -- All --  
 Section: -- All --  
 Level: -- All --  
 Work Order Status: -- All --

(use CTRL + click to select multiple items)

https://demo.hippotech.ca - Hippo - Report: Current Work Orders Report - Microsoft Internet Ex...

Hippo Maintenance Manager Demo Apr 27, 2005 9:55 AM (GMT-06:00)

**Current Work Orders Report**

[Click Here To Show Report Criteria](#)

\* click Work Order name to view work order details

Work Order	Status	Category	Type	Due Date	Start Date
Regular Servicing of AHU # 01 and # 08	Overdue	PM	Equipment	Dec 27, 2004	
Regular Servicing of AHU # 02, AHU # 07 and AHU # 09	Overdue	PM	Equipment	Dec 27, 2004	
Regular Inspection of GMP	Overdue	PM	Equipment	Jan 28, 2005	
Regular Inspection of Sump Pumps # 43 - # 46 and # 65 - # 66	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Sump Pumps # 47 - # 48 and # 67 - # 68	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Sump Pumps # 51 - # 54 and # 69 - # 70	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Sump Pumps # 55 - # 52	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Sump Pumps # 63 - # 64	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Circulating Pumps # 07 - # 16, # 29 and # 30	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Circulating Pumps # 31 - # 32	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Circulating Pumps # 01 - # 02 and # 23 - # 24	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Circulating Pump # 35 - # 36	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Circulating Pumps # 03 - # 06 and # 40	Overdue	PM	Equipment	Jan 31, 2005	
Regular Inspection of Circulating Pumps # 37 - # 38	Overdue	PM	Equipment	Jan 31, 2005	
Regular Servicing of AHU # 05	Overdue	PM	Equipment	Mar 27, 2005	
Regular Servicing of AHU # 04 and # 06	Overdue	PM	Equipment	Mar 27, 2005	
Regular Servicing and Cleaning of EF # 05	Overdue	PM	Equipment	Mar 27, 2005	
Regular Servicing and Cleaning of EF # 01	Overdue	PM	Equipment	Mar 27, 2005	
Regular Servicing and Cleaning of EF # 02 and EF # 07	Overdue	PM	Equipment	Mar 27, 2005	

**Maintenance History Report**

[Click Here To Show Report Criteria](#)

\* click Work Order name to view work order details

Work Order	Space/Equipment	Parts Used (Qty)	Due Date	Start Date	Closed Date	Closed By
Regular Servicing of AHU # 05	AHU # 05 Air Handler Unit		Sep 27, 2004	Oct 17, 2004	Oct 17, 2004	Edgar Throop
Regular Servicing of AHU # 05	AHU # 05 Air Handler Unit	Filter 305 x 610 x 51 (8)	Dec 27, 2004	Jan 12, 2005	Jan 12, 2005	Edgar Throop

## Hippo's reporting allows you to stay on top of work

The reporting tools in Hippo allow you to sort all work orders. Filters can be applied to isolate all work required in a wing specifically, or all work orders closed by an individual. All upcoming work and due work can be reported based on work order status. All history of maintenance on a building or a specific piece of equipment is kept in the database for future reporting.

Reports can be saved so that a standard report is easily created when ever you need it. In fact, the saved report can be set up to be automatically emailed to you on a regular interval (monthly, weekly etc.) so that you don't have to log on to Hippo every time the report is required.

https://demo.hippotech.ca - Hippo - Edit Sched...

\* required fields

Time Of Day  
 6:00 AM

Not Scheduled  
 Daily  
 Every Mon-Fri  
 Weekly

Occurs every  week(s) on:  
 Mon  Tues  Wed  Thur  Fri  Sat  Sun

Monthly  
 Occurs on the  day of the month  
 Occurs on the   of the month

Select months:  
 Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

Check All

Email Recipients  
 Separate multiple email addresses with semi-colon ';'

To:  \*  
 Cc:   
 Bcc:

**"All you have to do is log in to HippoFM**  
- it tells you what needs to be done and how  
to do it. And, you don't need to be a rocket  
scientist to figure it out."

-- Edgar Throop, Maintenance supervisor  
Frontier School Division

HippoFM is a web-based software specializing  
in facilities maintenance that makes life  
easier in managing multiple properties and  
avoiding costly breakdowns and repairs.  
HippoFM uses architectural drawings of new  
or existing facilities and presents your data in  
a graphically-based manner (on your floor  
plans) rather than a spreadsheet format.

HippoFM is an intuitive web-based software  
providing a powerful demand and preventative  
maintenance work order management  
tool, comprehensive reporting system, and  
integrated Hippo Resource Library to ensure a  
timely and effective strategy that will increase  
the life cycle of your facility.

HippoFM was built from the ground up with  
guidance from our end users. HippoFM  
continuously grows with our clients' changing  
requirements and environment. Our core  
product offering and simply the most robust  
CMMS in today's market - bar none. Facilities  
Management is not just for the directors  
anymore - CMMS has to be both fast, powerful  
and accessed over the web to all departments  
such as data clerks, housekeeping, janitorial,  
facility maintenance, teachers, division  
headquarters and external contractors.

Depending on the amount of locations in  
your portfolio, you can be using HippoFM for  
as little as \$15/month for unlimited access to  
all of the following modules: Facilities & fleet  
management, water & waste treatment plant  
module, tenant & property management,  
handheld and portable device use, infection  
control and prevention module, warehousing  
and inventory module, capital planning and  
project management.

# Helping Improve Preventive Practise Outcomes



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