

MTA Asset Management (AM) Regional Planner Checklist

LOTS: _____

This checklist includes documents that should be provided to Regional Planners, if available, as inputs to the MTA LOTS Group AM Plan. **FTA required items*

Date Completed

*General Information <i>Ref: LOTS Manual p. 2-12</i>	
<input type="checkbox"/> An Accountable Executive (AE) has been identified. Name of AE: _____	
* Asset Inventory Information <i>Ref: LOTS Manual p. 2-15</i>	
<input type="checkbox"/> All vehicle assets captured in Form 6;	
<input type="checkbox"/> All facilities assets captured in Form 6A;	
<input type="checkbox"/> All equipment assets captured in Form 6B;	
<input type="checkbox"/> No blank fields or missing information in all forms;	
<input type="checkbox"/> Third-party vehicle and facility assets captured in inventory including the following:	
<input type="checkbox"/> Leased assets;	
<input type="checkbox"/> Assets operated under contract;	
<input type="checkbox"/> Assets you have responsibility for managing (even if owned by a third-party, or only partially used for transit purposes).	
* Asset Condition Information <i>Ref: LOTS Manual p. 2-16</i>	
<input type="checkbox"/> Physical condition assessment of revenue vehicles, equipment, and facilities included in the current year's selection;	
<input type="checkbox"/> Documented assessment of the condition of each asset using the established performance measures:	
<input type="checkbox"/> Revenue vehicle age (years and mileage);	
<input type="checkbox"/> Equipment age (years and mileage for non-revenue vehicles);	
<input type="checkbox"/> Facilities Transit Economic Requirements Model (TERM) Rating. (<i>Ref: LOTS Manual p. 2-14</i>)	
Asset Manufacturer Information	
<input type="checkbox"/> Documented information from the manufacturers of assets and asset parts that can be used to diagnose and repair those assets (e.g. Original Equipment Manufacturer Manual);	
<input type="checkbox"/> Documented asset warranty information.	
Asset Maintenance Information	
<input type="checkbox"/> Checklists used during routine asset inspections and other regular maintenance activities;	
<input type="checkbox"/> Facility and Equipment Maintenance Plan (FEMP) annual review/update	
<input type="checkbox"/> Documentation of fleet analyses with plans of action for asset lifecycle activities and defects (e.g. fleet management plan);	
<input type="checkbox"/> Documents showing how maintenance activities are prioritized and the schedules for recurring activities (e.g. preventive maintenance schedules or reports);	
<input type="checkbox"/> Documentation of how unplanned maintenance needs are addressed (e.g. asset defect or trouble ticket log);	
<input type="checkbox"/> Standard procedures for maintenance and work management and other asset lifecycle activities (e.g. asset handover policies).	
Other Documentation	
<input type="checkbox"/> Documents describing how risks (particularly safety-related risks) are identified and the planned mitigation strategies or plans to manage those risks;	
<input type="checkbox"/> * Descriptions of processes and tools that support decisions related to asset lifecycle activities and other investments (e.g. capital investment); <i>Ref: LOTS Manual p. 2-18</i>	
<input type="checkbox"/> * Prioritized and ranked asset management project-based investment requests. <i>Ref: LOTS Manual p. 2-18</i>	

For additional information, contact your Regional Planner at the MTA Office of Local Transit Support (see LOTS Manual Appendix B for contact information).