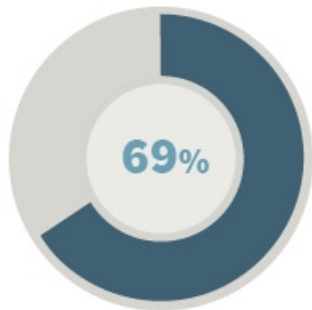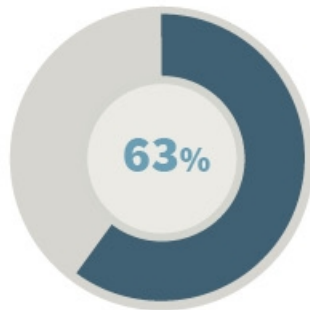MAINTENANCE MANAGEMENT

MAINTENANCE ESSENTIALS PRO

What Are Your Top Challenges?
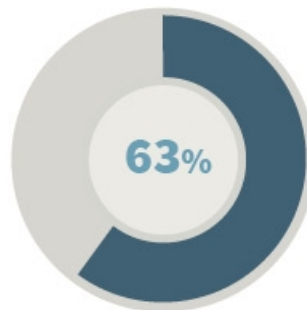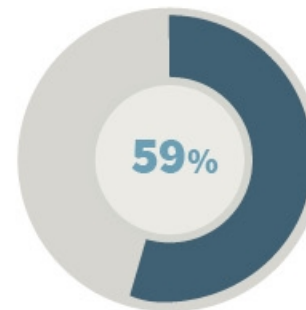
WHAT ARE YOUR TOP EDUCATIONAL CHALLENGES?

69% — INABILITY TO TRACK DATA AND REPORT CONSISTENTLY
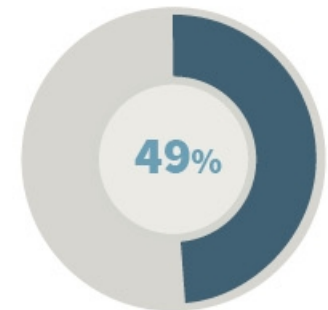
63% — NO PREVENTIVE MAINTENANCE PROGRAM IN PLACE

63% — NON-VISIBILITY OF MAINTENANCE NEEDS

59% — NO CENTRALIZED PROCESS FOR STREAMLINING WORK

49% — SLOWED CUSTOMER SERVICE RESPONSIVENESS

SCHOOLDUDE

You're Not Alone

SCHOOLDUDE IS THE #1 CLOUD SOFTWARE
DESIGNED SPECIFICALLY FOR EDUCATION

5,800

SERVING
PUBLIC K-12 SCHOOL DISTRICTS

**750**

SERVING
COLLEGES & UNIVERSITIES

500

SERVING
INDEPENDENT & PRIVATE SCHOOLS

SCHOOLDUDE

Common Challenges Among Small Schools

▶ Lack of communication between the maintenance team and with faculty

▶ Difficulty prioritizing work with limited staff, resources and budget

▶ Inability to track the status of multiple work orders

▶ Lack of reporting capabilities

▶ No time for preventive maintenance

SchoolDude Nation

Legend:
- K-12
- Higher Education

SCHOOLDUDE
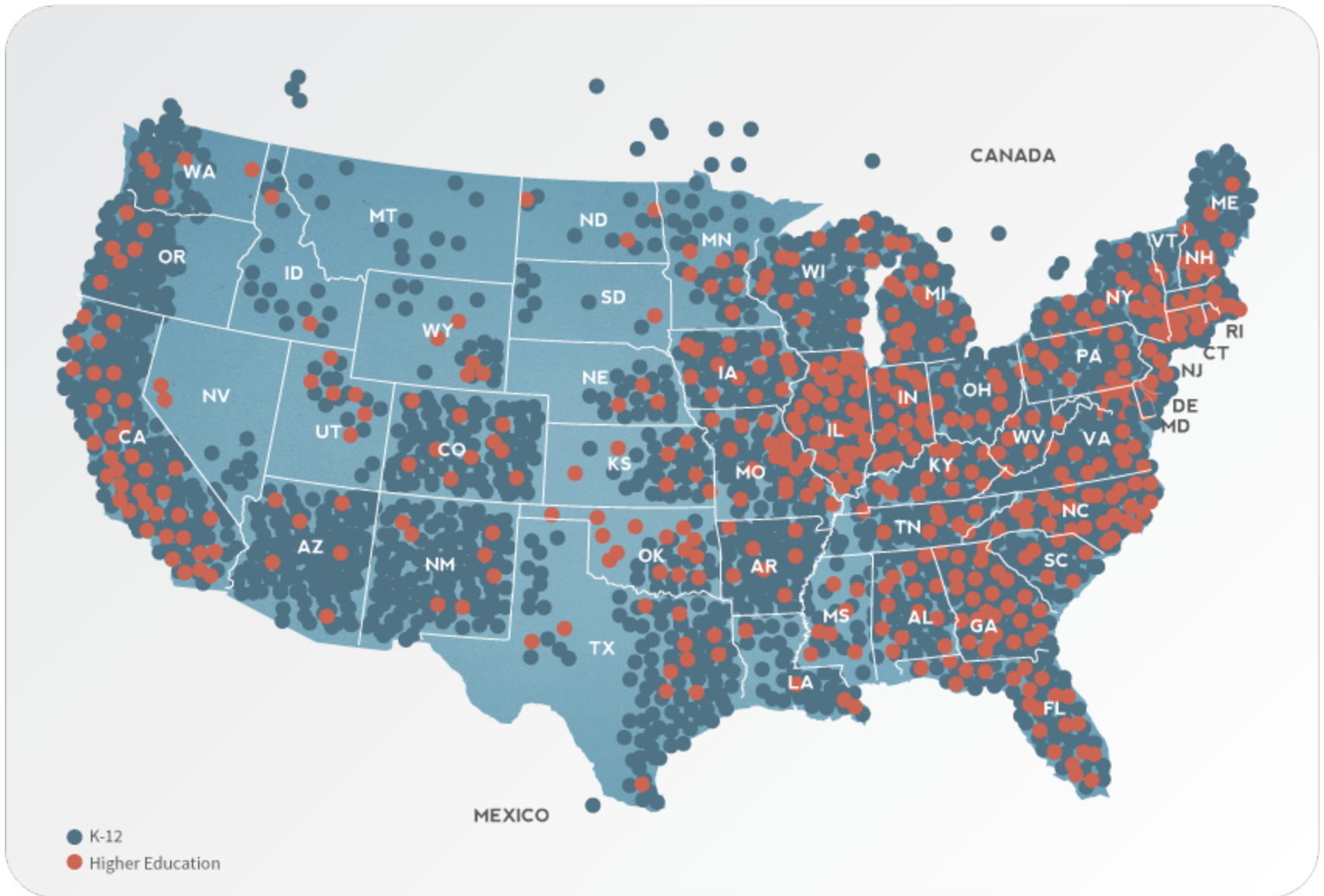
You're Not Too Small

- 2100 Clients with less than 5000 Students
  - 200 Clients with 0-500 Students
  - 1100 Clients with 500-2500 Students

SCHOOLDUDE
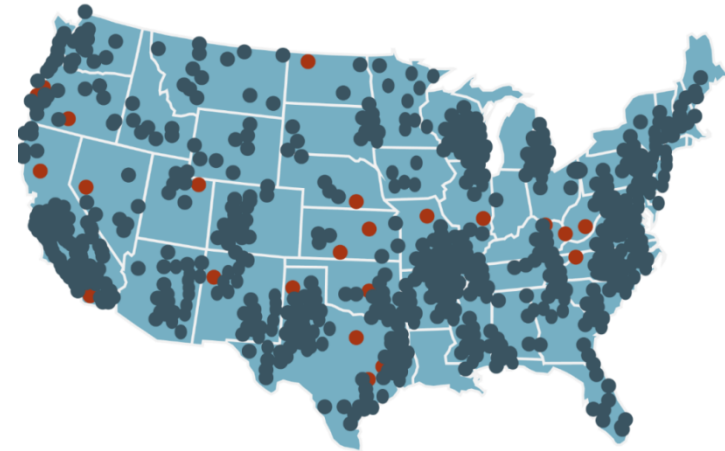
MAINTENANCE MANAGEMENT	ENERGY MANAGEMENT	FACILITY USAGE	TECHNOLOGY MANAGEMENT	SAFETY MANAGEMENT
MAINTENANCE ESSENTIALS PRO ™ MSB Facility Work Management Preventive Maintenance Schedules	**UTILITY ESSENTIALS** ™ Utility Usage/Cost Analysis Conservation Programs	**EVENT ESSENTIALS PRO** ™ MSB Event Schedules Management Public Organization Calendar	**IT DIRECT** ™ MSB Technology Work Management	**CRISIS MANAGER** ™ Mobile Safety Platform
INVENTORY DIRECT ™ MSB Supply Management		**FS AUTOMATION** ™ BAS/BMS Scheduling Integration	**ITAM DIRECT** ™ Technology Asset Management	
CAPITALFORECAST DIRECT ™ Future Facility Needs		**TRIP DIRECT** ™ MSB Athletic/Field/Staff Trips		
CRITICAL ALARM AUTOMATION ™ BAS/BMS Work Integration		MSB **MYSCHOOLBUILDING** Central Portal for Requests		

SCHOOLDUDE UNIVERSITY ™
Annual Users Conference

MYSCHOOLDUDE DATA & KPI DASHBOARD ™
Benchmarks to Measure Success

SCHOOLDUDE COMMUNITY ™
Connect with 1-million Peers - Free

SCHOOLDUDE

Best Practices Community

▶ **Top Peer Network:** Gain knowledge, insight, and context from peers – and understand how the best performing institutions are improving their operations – all from the comfort of your computer.

▶ **The Dude Nation:** You are not alone. Many of your peers share the same challenges and Campus Champions are blazing the path to success – the keys to success lie in the members of Dude Nation.

SCHOOLDUDE
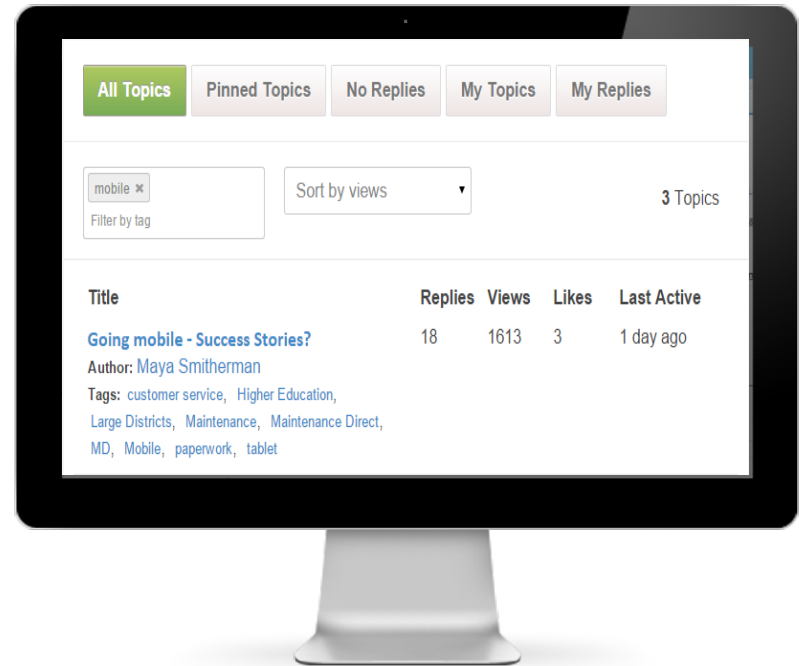
Leveraging Dude Data to Serve You

- Simplify executive presentations
- Benchmark Progress
- Prove Impact
- Trends help track progress
- Comparative data breeds competition
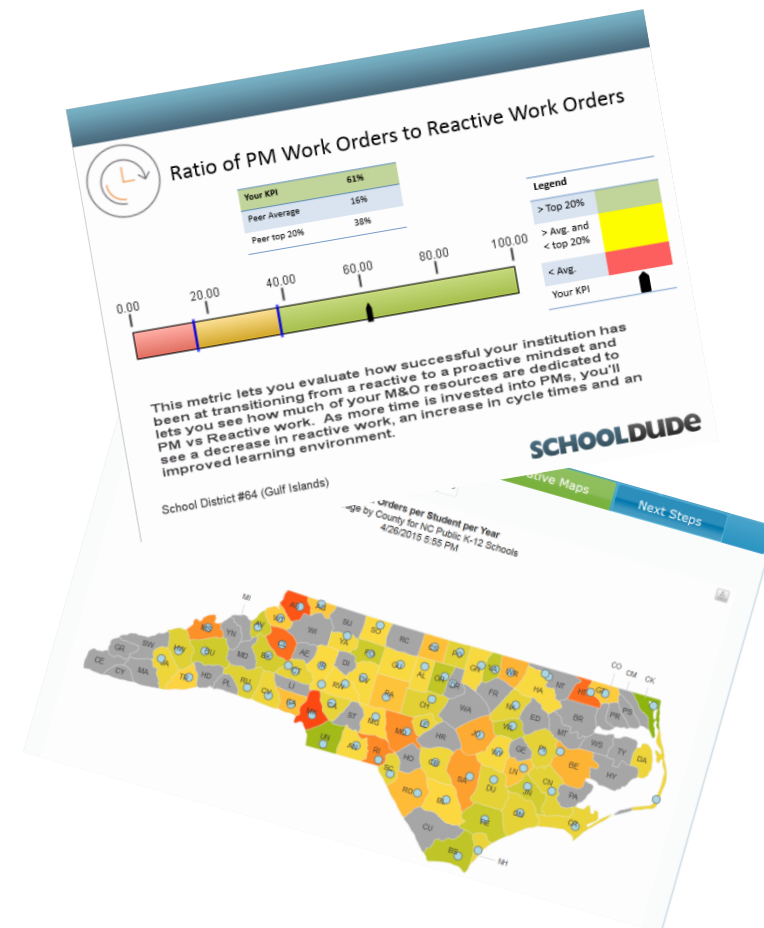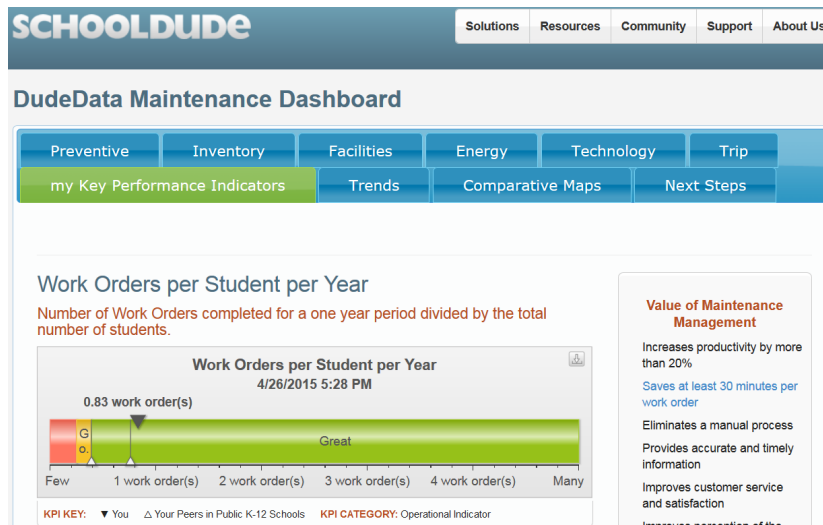
What's Included?

- Unlimited Legendary Support
- Unlimited users at no extra charge
- Toll-Free 800 number for Support!
  - *Talk to a **LIVE** person when you call!*
- Online chat with technicians!
- E-Mail!
  - *support@schooldude.com*
- Live, online training to get you started!
  - *get started in just a few hours*
- 1st term access to

MySchoolDude.
Best Practice Resources

SCHOOLDUDE

What's included

Corrective Maintenance
- Get more done by automating work orders in real time and increasing your team's productivity by more than 20%

Mobile Applications
- Access your data from anywhere to reduce windshield time and increase productivity

Executive Facilities Reports and Presentations
- Easy button for executive-level Power Point presentations customized with your data

Facilities Trend & Comparative Data
- Track three years of historical data and compare against regional institutions.

Facilities Resources & Templates
- The power of the SchoolDude Community at your fingertips with a personalized tile view and access to the resource library

Preventative Maintenance
- Reduce emergency work orders by 60% by scheduling recurring maintenance tasks

Facilities Best Practices Coaching
- We're here to help you reach your goals with coaching from our industry experts

Facilities Key Performance Indicators
- Benchmark your success against the world's largest educational maintenance database

Best Practices Community
- Access to your peers nationwide to help, be helped, and network

Innovations & Enhancements
- Stay on the cutting edge of SchoolDude's expanding and improving technology

SCHOOLDUDE

SchoolDude Implementation Timeline

Step	Time	Tasks
One	30 Minutes	Kick of call to discuss goals and timeline of implementation.
Two	1 – 1.5 hour	Meet with your Client Advisor to go over the Solution and how set up can be done. They will set specific goals for data input with you and give all resources needed.
Three	2 weeks – 6 Months	Depending on the time you have to dedicate to the setup will determine your implementation time. We are here for you ever step of the way to answer questions and advise as you move forward. We recommend appointing a champion within your organization to undertake the implementation from
Total	**1 Month – 6 Months**	**You and your staff are trained and the data input is complete. Ready to start using on a daily basis.**

Best Practices and Coaching

▶ **Account Management:** Your Account Manager – an education operations expert and leader in cloud technology – is your Success "Sherpa". We offer consultative guidance on how you are performing and how you can continue to improve.

▶ **Success Reviews:** Uncover opportunities to make positive financial impact in operations and maximize your operations management platform.

Your Success Team

SchoolDude University

- Specialized sessions for K12 & independent schools, colleges & universities

- Unlimited training with the client services team

- Exclusive networking events and opportunities

SchoolDude University – East

When: March 15-18, 2015

Where: Myrtle Beach, South Carolina
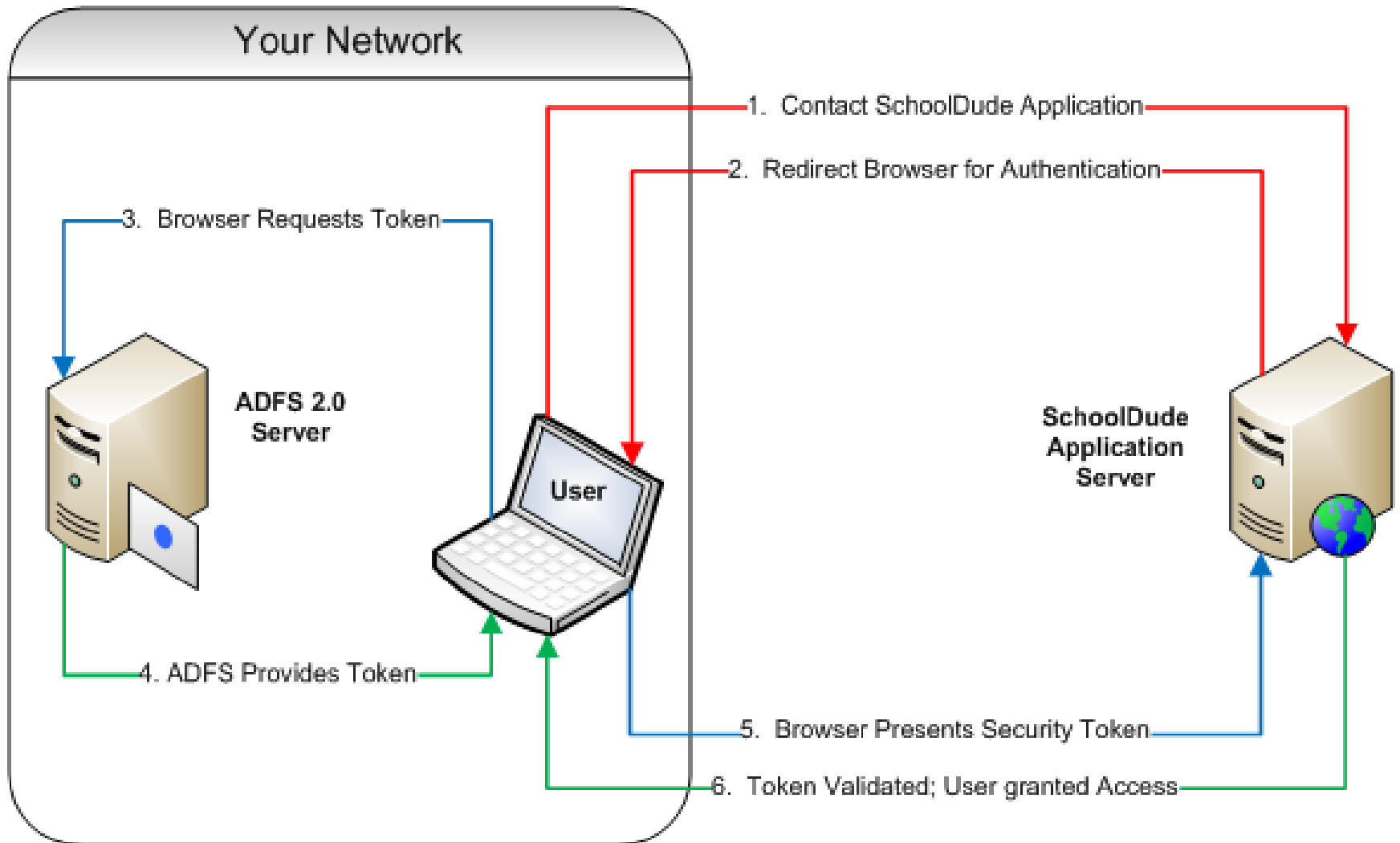
Location: Kingston Plantation

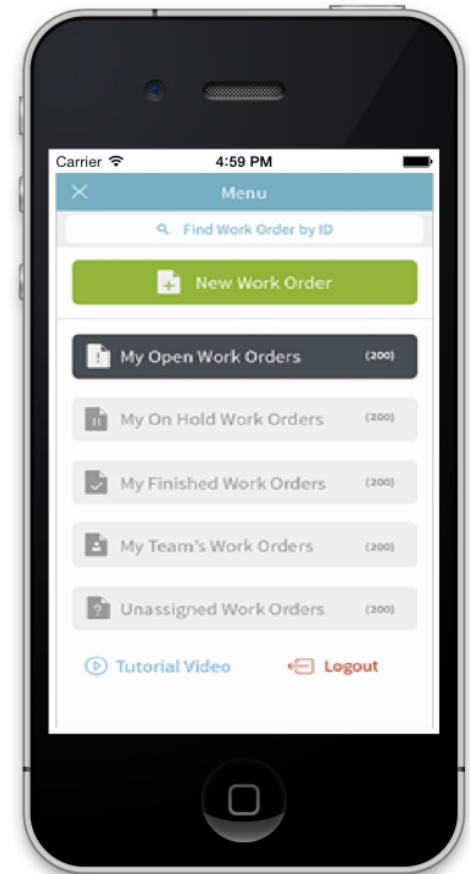**SchoolDude University - West**
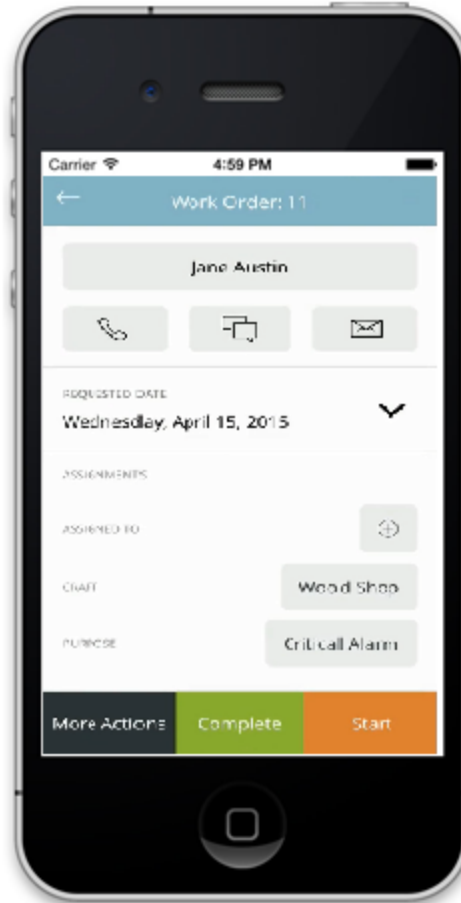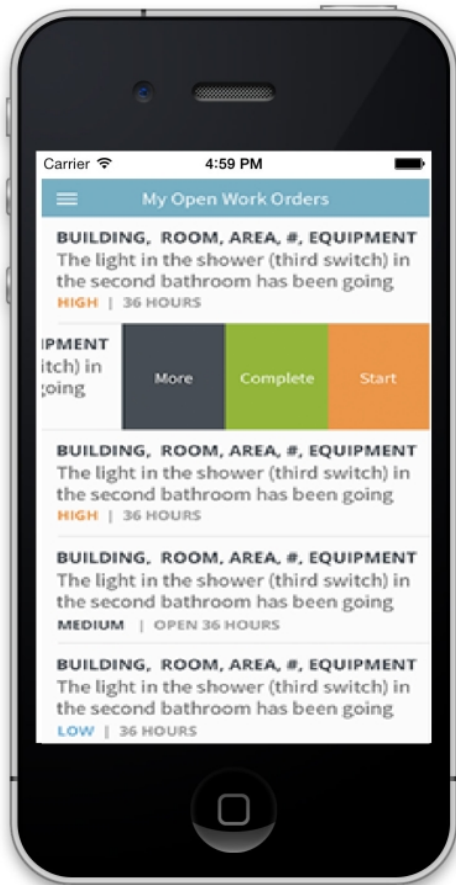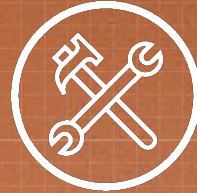
When: October 11-14, 2015

Where: San Diego, California

Location: Sheraton San Diego Hotel & Marina

ConnectAuthenticate

Your Network

3. Browser Requests Token

ADFS 2.0
Server

4. ADFS Provides Token

User

1. Contact SchoolDude Application

2. Redirect Browser for Authentication

SchoolDude
Application
Server

5. Browser Presents Security Token

6. Token Validated; User granted Access

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Mobile Applications

SCHOOLDUDE

MAINTENANCE MANAGEMENT

MAINTENANCE MANAGEMENT

Collaborative Operations Management Platform

## MAINTENANCE ESSENTIALS PRO

- Corrective Maintenance
- Preventive Maintenance
- Mobile Application
- Premier Success Coaching
- Best Practices Community

- Knowledge Resources & Templates
- Key Performance Indicators
- Historical Trends & Comparative Data
- Executive Reports & Presentations
- Innovations & Enhancements

CORRECTIVE MAINTENANCE · PREVENTIVE MAINTENANCE · MOBILE APPLICATIONS · FACILITIES BEST PRACTICES COACHING · EXECUTIVE FACILITIES REPORTS & PRESENTATION · FACILITIES KEY PERFORMANCE INDICATORS · FACILITIES TREND & COMPARATIVE DATA · BEST PRACTICES COMMUNITY · FACILITIES RESOURCES & TEMPLATES · INNOVATIONS & ENHANCEMENTS

SCHOOLDUDE

MAINTENANCE MANAGEMENT
WHAT YOU REPORTED

WHAT DISTRICT/UNIVERSITY DEPARTMENTS REPORTED
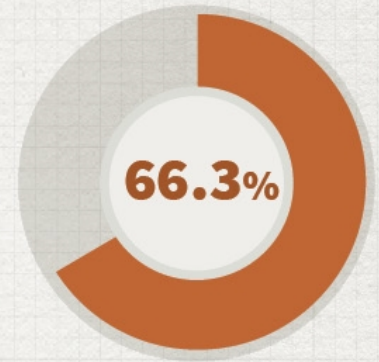
63.1%

87.7%

78.2%

66.3%
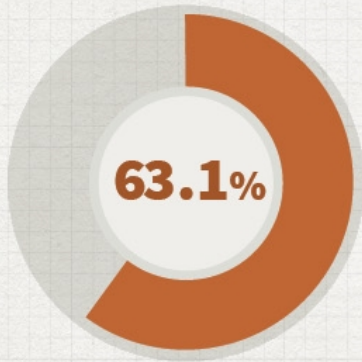
INCREASED PRODUCTIVITY
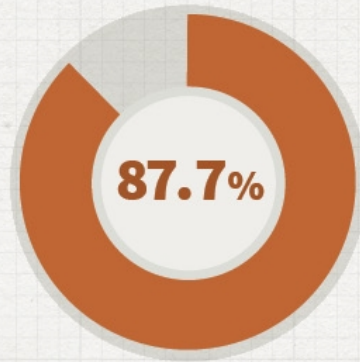
IMPROVED SERVICE, COMMUNICATION & FEEDBACK
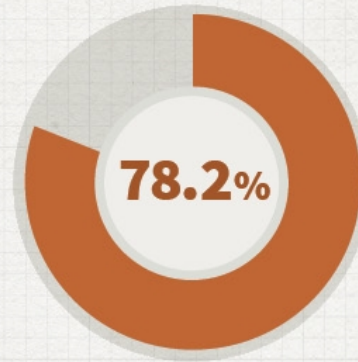
IMPROVED ACCOUNTABILITY

MAXIMIZED EFFICIENCY
(By reduced data entry & work phone calls)

MAINTENANCE MANAGEMENT
WHAT YOU REPORTED

ESTIMATED SAVINGS

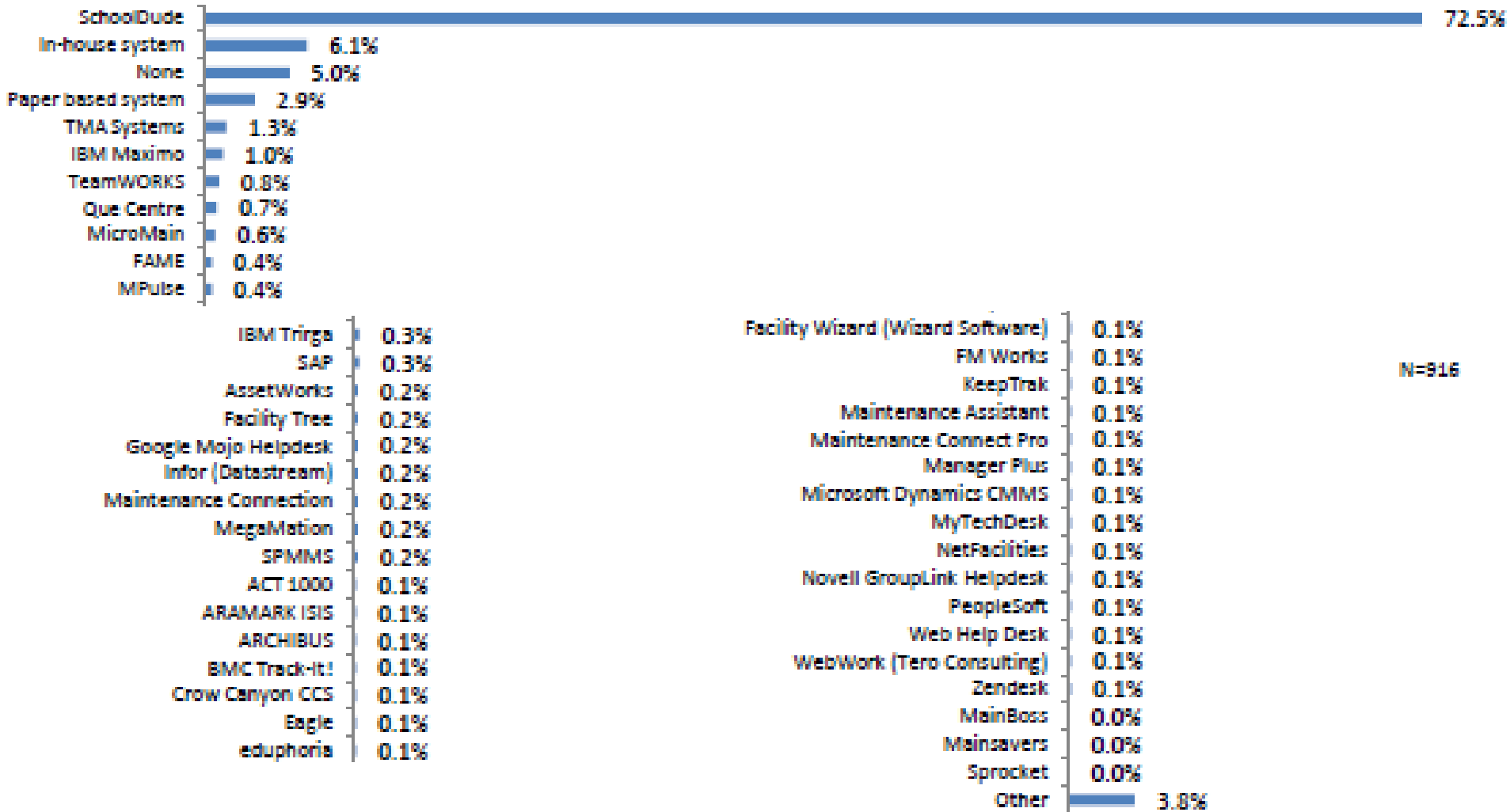| SCHOOL SIZE	# WORK ORDERS	TIME SAVED PER ORDER	ANNUAL TIME SAVED	MONEY SAVED (based on $25/hr)
500	500	30 minutes	250 hours saved	$6,250
10,000	10,000	30 minutes	5,000 hours saved	$125,000

Time of Implementation

We also analyzed the implementation data specifically for the *Maintenance* module from each CMMS vendor (Figure 19b). The *SchoolDude* clients on average had this module in production at the quickest rate. The *Infor*, *TMA Systems*, and *AssetWorks* clients experienced the next fastest rate of implementation.

Figure 19b: Cycle Time from Contract to Installation of CMMS Maintenance Module
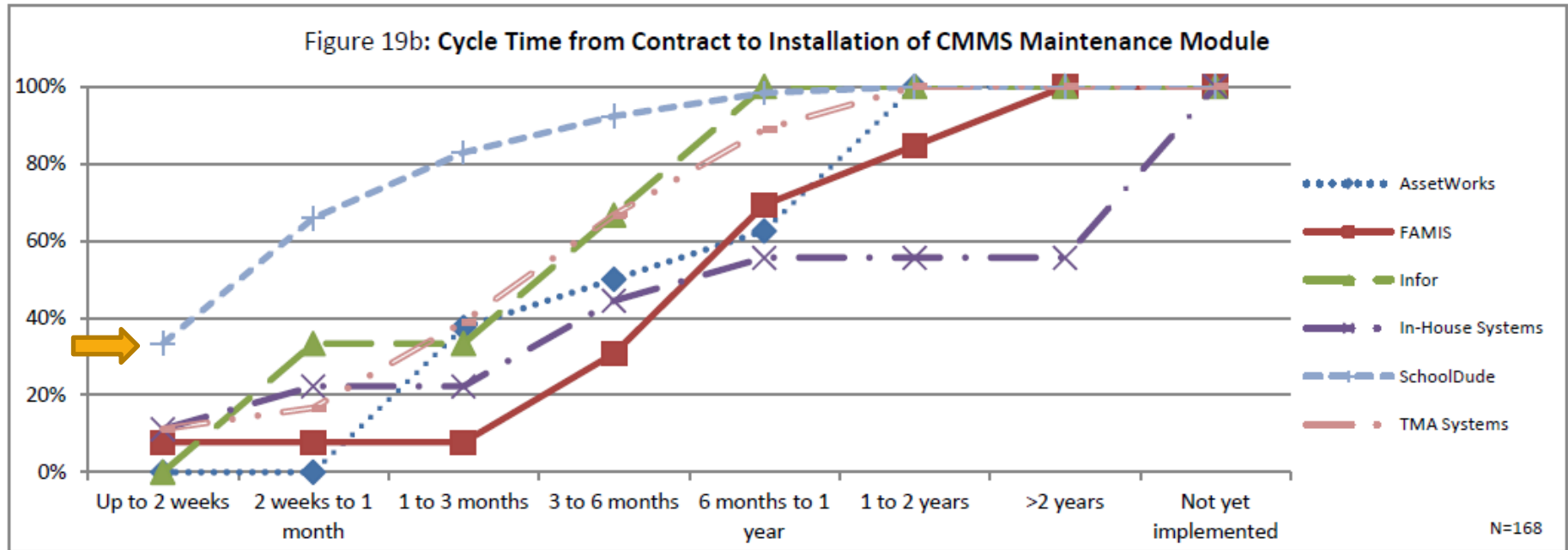
Source: STS Research Advisors' "2012 Higher Education Facilities Management Survey Results Report"

SCHOOLDUDE

Other CMMS Options

## Figure 6: Primary Computerized Maintenance Management System (CMMS) In Use

System	Percentage
SchoolDude	72.5%
In-house system	6.1%
None	5.0%
Paper based system	2.9%
TMA Systems	1.3%
IBM Maximo	1.0%
TeamWORKS	0.8%
Que Centre	0.7%
MicroMain	0.6%
FAME	0.4%
MPulse	0.4%

System	Percentage
IBM Trirga	0.3%
SAP	0.3%
AssetWorks	0.2%
Facility Tree	0.2%
Google Mojo Helpdesk	0.2%
Infor (Datastream)	0.2%
Maintenance Connection	0.2%
MegaMation	0.2%
SPMMS	0.2%
ACT 1000	0.1%
ARAMARK ISIS	0.1%
ARCHIBUS	0.1%
BMC Track-It!	0.1%
Crow Canyon CCS	0.1%
Eagle	0.1%
eduphoria	0.1%

System	Percentage
Facility Wizard (Wizard Software)	0.1%
FM Works	0.1%
KeepTrak	0.1%
Maintenance Assistant	0.1%
Maintenance Connect Pro	0.1%
Manager Plus	0.1%
Microsoft Dynamics CMMS	0.1%
MyTechDesk	0.1%
NetFacilities	0.1%
Novell GroupLink Helpdesk	0.1%
PeopleSoft	0.1%
Web Help Desk	0.1%
WebWork (Tero Consulting)	0.1%
Zendesk	0.1%
MainBoss	0.0%
Mainsavers	0.0%
Sprocket	0.0%
Other	3.8%

N=916

SCHOOLDUDE

Express Start Implementation Timeline: MaintenanceEssentialsPro

Step	Time	Tasks
One	30 Minutes	Kick off call to discuss goals and timeline of implementation. Give Client advisor list of your Buildings, Users, Equipment, and other information you would like in the system.
Two	10 – 15 Days	Our Data Team uploads provided information into your system. Creates Preventative Maintenance Schedules to start running on your preferred timeline.
Three	1 Hour	Training with your Client Advisor that has your account pre-populated with all of your information.
Total	**2 Weeks**	**You are trained and your account is populated to start using immediately.**

*Reliant on Client's availability and data

Alternatives in Work Flow

Request Submission
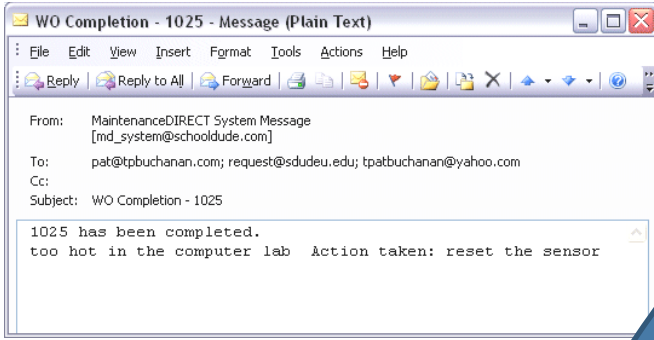
Track and communicate back to Requester automatically
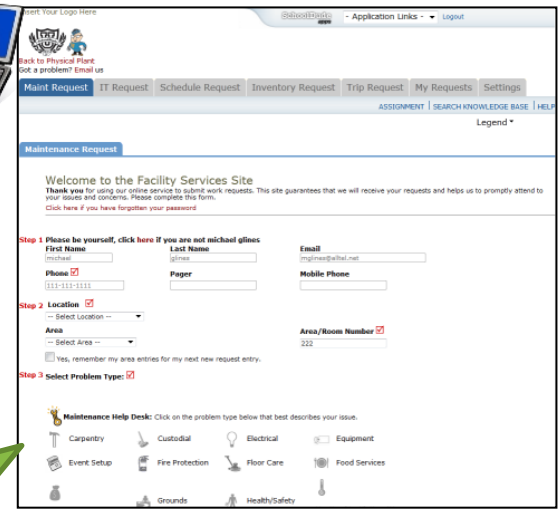
Approval by:
? Site Admin
? Supervisor
? Director
? Any or all of the above?
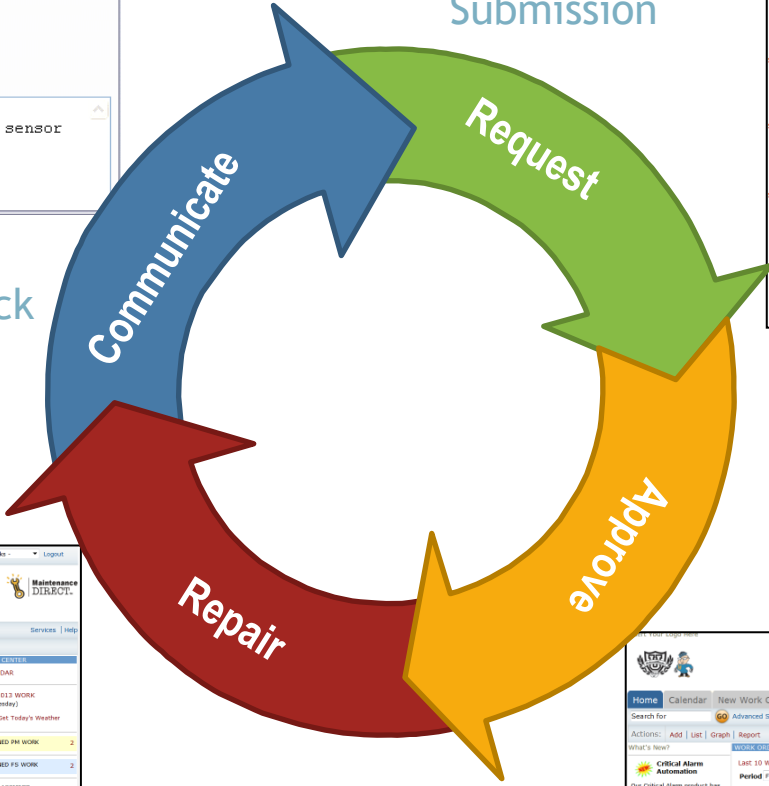
Assign to Technician
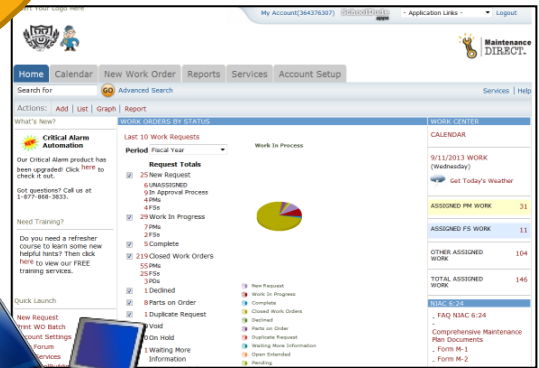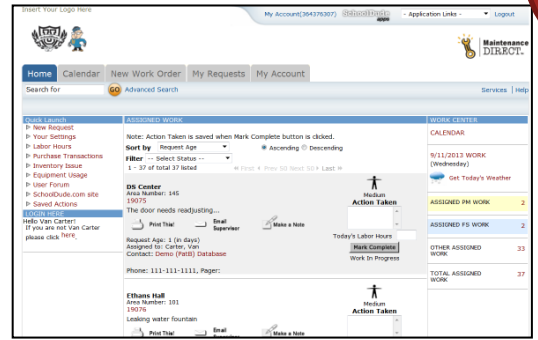
Professional Image:
The Perception Gap

What you do

Perception Gap

What others think you do
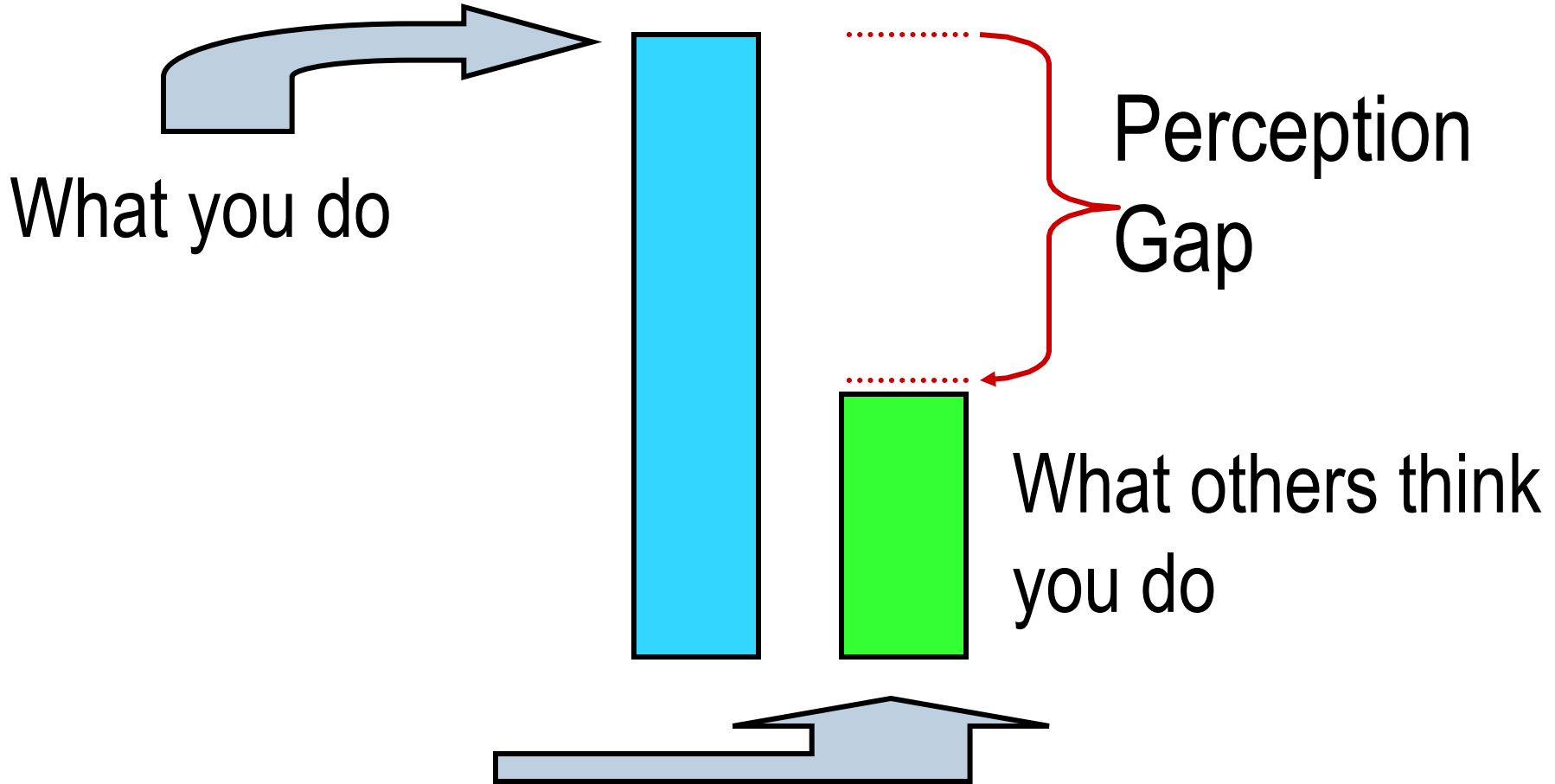
Maintenance Security Roles & Automatic Routing

You can determine how to customize your system;
keep it simple or use a chain of command.

1. Command Structure
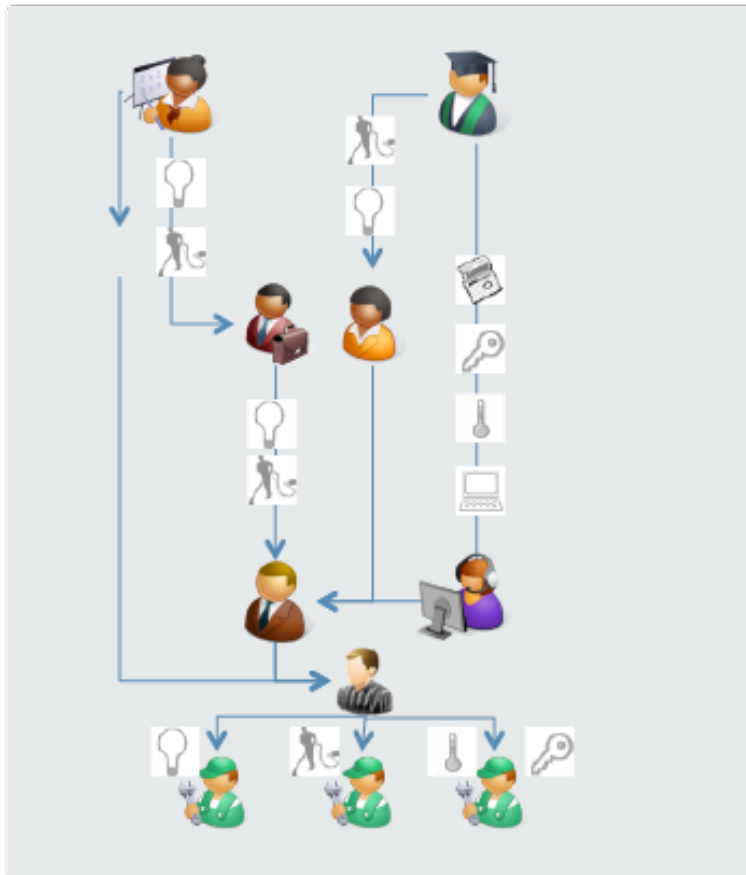
2. User Roles

Requesters ....

Site Administrators ....

Technicians ....

Supervisors ....

Data Entry Clerks ....

System Administrators ....

SCHOOLDUDE

A Solid First Step

Work order management is the first step to solid facility management. Combine this with the ability to schedule planned maintenance, control your inventory items, monitor energy consumption and conservation programs, and plan for future capital needs and now you have managed the entire Facility Management process.

Increase productivity by
20%

30 MIN SAVE
per work request

Requester View

Maintenance Request

Welcome to the Facility Services Site

Thank you for using our online service to submit work requests. This site guarantees that we will receive your requests and helps us to promptly attend to your issues and concerns. Please complete this form.

Click here if you have forgotten your password

Step 1 Please be yourself, click here if you are not Demo (PatB) Database

First Name
Demo (PatB)

Last Name
Database

Email
pat@tpbuchanan.com

Phone ☑
111-111-1111

Pager

Mobile Phone

Step 2 **Location** ☑
DS Center

Area
-- Select Area --

Area/Room Number ☑
212

☐ Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type: ☑

🔑 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.

- Carpentry
- Custodial
- Electrical
- Equipment
- Event Setup
- Fire Protection
- Floor Care
- Food Services
- General Maintenance
- Grounds
- Health/Safety
- **OK** Heating/Ventilation /Air Conditioning
- Key and Lock
- Moving
- Painting
- Pest Control
- Playground
- Plumbing
- Roof
- Vehicle Maintenance

Step 4 Please describe your problem or request. ☑
The air conditioning is not working!!!

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Administrator View

Work Order: 19081 ◀◀ First ◀ Prev Next ▶ Last ▶▶

Date Received	9/11/2013	Date Completed (SHIFT+ALT+D)	📅

☑ Priority (SHIFT+ALT+Y)	Medium ▼	☐ **Emergency** (SHIFT+ALT+M)

☑ Location Info (SHIFT+ALT+Z)

Dude Campus ▼   **Contact Information**

Building
-- Select Building -- ▼

Area   **Area Number**
-- Select Area -- ▼   hallway in front of rm 21

☑ Description (SHIFT+ALT+I)

lights are out in the hallway

Assigned To (SHIFT+ALT+G)

Williams, Ray ▼

Action Taken (SHIFT+ALT+K)

📄 Add New Note

☑ Change Status (SHIFT+ALT+C)

New Request ▼   **Status Last Changed by**

Budget Info (SHIFT+ALT+B)

Purpose   **Project**
-- Select Purpose -- ▼   -- Select Project -- ▼

Budget   **Custom Field**
03-MAIN-CAMPUS- Dude Campus Maintenance Charges ▼   -- Select Custom Field -- ▼

Craft   **Equipment**
Electrical ▼   🔍 📄

Classification
<-- Select Classification --> ▼

Type
<-- Select Type --> ▼

(SHIFT+ALT+E) Save

SCHOOLDUDE

Hard Copy of Work Orders

Insert Your Logo Here
Date Created: 8/10/2012 9:40AM
Printed on: 8/10/2012

WOID	17800	Assigned To	Carter, Van		Completion Date	8/10/2012
Status		Complete	Priority	Medium	Craft	Painting
Description		i want my walls painted .. tired of looking at these eggshell walls				

Location	Dude Campus	Equipment	
Notes:		Equip. Description	
		Classification	
		Type	
		Req. Completion Date	
Building		Target Start Date	8/10/2012
Area		Target Completion	
Area/Room#	2222	Budget	03-MAIN-CAMPUS- - Dude Campus Maintenance Charges
Requester	michael glines	Purpose	
Phone	111-111-1111	Project	
Email	mglines@alltel.net	Custom Category	
Journal Notes			

Labor	To Date:	16.00 h	Purchases / Inventory			To Date:		$0.00
Date	Name	Hrs	Date	PO/Item	Description		Qty	Cost Each
Action Taken	painted all walls grey							

Technician/Supervisor _____ Date _____ Confirmation/Accepted By _____ Date _____

www.schooldude.com MaintenanceDirect   Printed by Demo (PatB) Database

---

Insert Your Logo Here
Date Created: 8/16/2012 11:06AM
Printed on: 8/16/2012

Work Order ID: 17814   Completion Date:

Description	unlock and lock up		
Location	DS Center	Building	
Area		Priority	Medium
Area Number	Refer to schedule	Craft	Custodial
CUSTOM FIELD		Type	
Status	Work In Progress	Estimated Hour	
Assigned To	Carter, Van	Requester	Demo (PatB) Database 111-111-1111
Estimated Start	8/16/2012	Request Date	8/16/2012
Est. Completion Date	8/16/2012	Req. Completion	
Budget Code	001-FS-Waived Fees	Purpose Code	Facility Usage
Project Code		Project Description	
Equip Item No.		Equip Desc	
Notes			

Purchases					To Date: $0.00		
Date	Inv/Ref	Description	Supplier	Pool		Qty	Cost Each

Labor			To Date:	h
Date	Name			Hours

Technician Name _____ Date _____ Confirmation _____ Date _____

www.schooldude.com MaintenanceDirect   Printed by Demo (PatB) Database

SCHOOLDUDE

Processing a Request

Automatic Work Routing

Setup New Request Routing

1 - 4 of total **4** listed

Add New

First   Prev   Next   Last

Edit	Location Building	Craft Purpose	When Approved By Route/Assign To Next	Stop Routing	
Edit	On Any On Any	Key and Lock On Any	No One Kornegay, David 1	No	☒
Edit	On Any On Any	Key and Lock On Any	Kornegay, David Smith, Dean 2	Yes	☒
Edit	On Any On Any ►	Key and Lock Key Lost	Kornegay, David Felton, Raymond 2a	No	☒
Edit	On Any On Any ►	Key and Lock Key Stolen	Kornegay, David Carter, Vince 2b	No	☒

Automatic routing can be set up to properly send new requests to the appropriate persons in a chain-of-command *(1 and 2)*.

An option to help routing could include alternative personnel *(2a vs. 2b)* by using a *Purpose* in the work order form that identifies why the request was submitted.

Summary Reports

Location Expenditures Summary by Craft
Insert Your Logo Here

Selected Date Range for Request Date: 1/1/2013 - 12/31/2013

Administration Building

	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
Fire Protection	.00	$0.00	$17.33	$0.00	$17.33	1	.00	$17.33
General Maintenance	2.00	$110.00	$29.32	$0.00	$139.32	4	.50	$34.83
Painting	5.50	$183.50	$250.00	$0.00	$433.50	1	5.50	$433.50
Administration Building Total	7.50	$293.50	$296.65	$0.00	**$590.15**	6	1.25	$98.36

DS Center

	Labor Hrs	Labor Costs	Material Costs	Sales	Total	WO	Avg Hours	Avg Cost
Carpentry	25.00	$949.00	$203.99					
Custodial	2.00	$53.35	$4.00					
Electrical	37.10	$1,240.00	$145.50					
Event Setup	19.25	$690.50	$32.38					
General Maintenance	26.50	$677.25	$3,539.52					
Grounds	6.00	$330.00	$3,738.56					
Health/Safety	4.50	$178.00	$0.00					
Heating/Ventilation /Air	26.85	$1,035.30	$1,842.03					
Key and Lock	1.00	$32.00	$96.00					

Purpose Expenditures Summary
Insert Your Logo Here

Selected Date Range for Request Date: 1/1/2013 - 12/31/2013

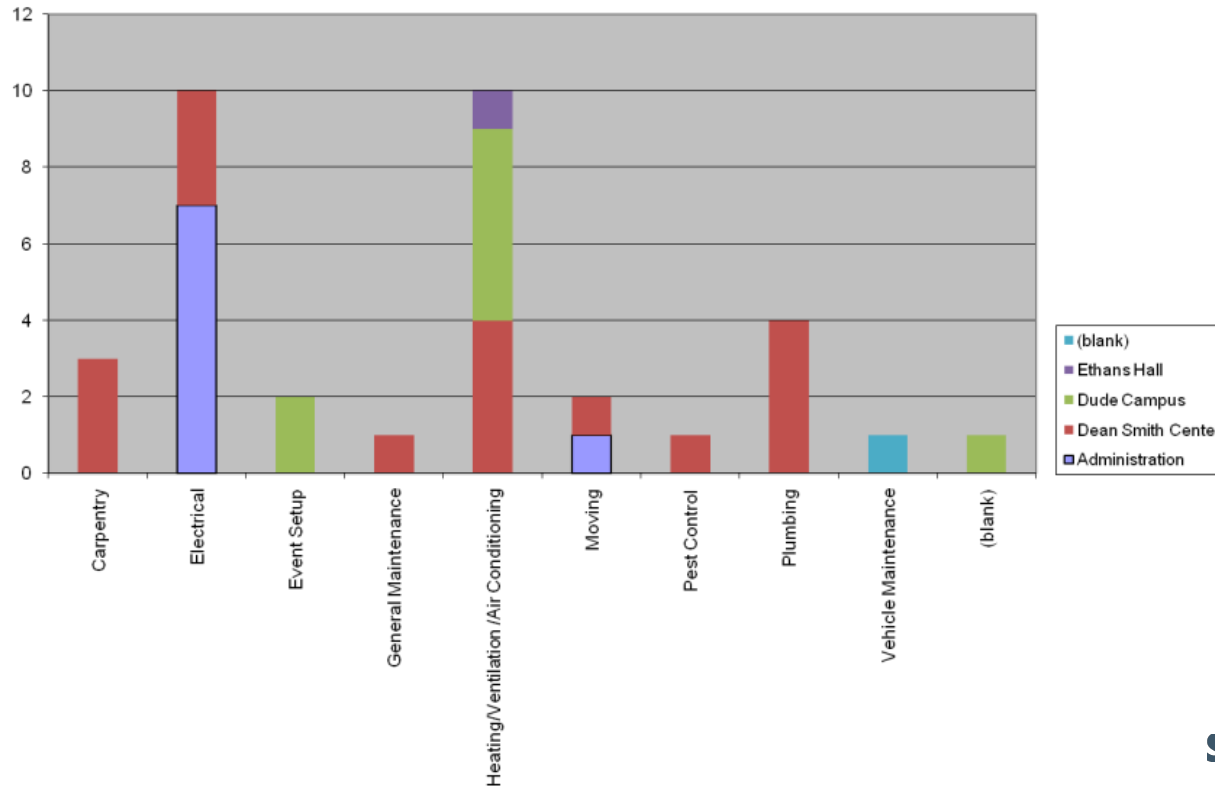| Purpose	Labor Hrs	Labor Costs	Material Costs	Sales Tax	Total Costs	WO Count	Avg Hours Per WO	Avg Cost Per WO
Call Back	.50	$16.00	$0.00	$0.00	$16.00	1	.50	$16.00
Capital Improvements	10.50	$397.50	$20,277.00	$0.00	$20,674.50	6	1.75	$3,445.75
Carpentry	1.00	$32.00	$50.00	$0.00	$82.00	1	1.00	$82.00
Construction	3.00	$155.00	$0.00	$0.00	$155.00	1	3.00	$155.00
Event Setup	.00	$0.00	$4,750.00	$0.00	$4,750.00	1	.00	$4,750.00
Facility Usage	28.00	$865.85	$32.38	$0.00	$898.23	17	1.65	$52.84
Normal Wear and Tear	.00	$0.00	$155.00	$0.00	$155.00	1	.00	$155.00
PO Request	1.50	$71.00	$0.00	$0.00	$71.00	2	.75	$35.50
Preventive Maintenance	22.00	$805.40	$1,799.80	$0.00	$2,605.20	36	.61	$72.37
Special Needs Classroom A	.10	$3.20	$15.00	$0.00	$18.20	2	.05	$9.10
Storm Damage Repairs	21.00	$420.00	$6,255.00	$0.00	$6,675.00	3	7.00	$2,225.00
Vandalism	17.25	$746.00	$1,070.71	$0.00	$1,816.71	17	1.01	$106.87
Grand Totals	104.85	$3,511.95	$34,404.89	$0.00	**$37,916.84**	88	1.19	$430.87

SCHOOLDUDE

Graphs

Each application contains 20 or more graphs.

Some graphs allow users to click a section of the graph to see the related records.

Exports from SchoolDude

SCHOOLDUDE

Save Favorite Searches

Save Search Automatic Reporting

Saved Actions

1 - 10 of total **91** listed   First   Previous   Next   Last

ActionTitle ▲	Action Category ■	Created By ■	Date Modified ■	View ■	Schedule	Delete
👍 All Electrical Open WO's	Search	Database, Demo (PatB)	2/1/2013	Public	New	❌
💬 All Open PMs Greater Than 30 Days Old	Report	Kornegay, David	4/22/2013	Public	New	❌
👍 All Open WO's by Employee-30 days Plus	Report	Database, Demo (PatB)	10/17/2012	Public	New	❌

Schedule your advanced search to be run on a one-time or recurring basis

☑ Schedule Type   ○ One-Time
     ● Recurring
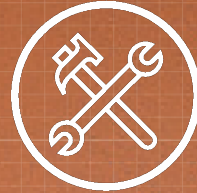
Frequency   Weekly ▼

Daily   ● Every Day ○ Every WeekDay

Weekly
```
--Select Days--
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
```
(Note: hold down the CTRL key to make multiple selections.)

Monthly   ○ Day [   ] (or ☐ Last Day) of every [   ] month(s)
     ○ The [First ▼] [Sunday ▼] of every [   ] month(s)

☑ Output Format   ○ PDF
     ● Excel
     ○ Tab delimited text
     ○ XML

☑ Email addresses to receive report   mglines@alltel.net; davidwkornegay@gmail.com

(separate email addresses by a semicolon, i.e. test1@test.com; test2@test.com)

[Save Schedule]   [Delete Schedule]

SCHOOLDUDE

MAINTENANCE MANAGEMENT

PREVENTIVE MAINTENANCE

Preventive Maintenance Facts

Comprehensive PM Scheduling & Management solution that helps you schedule recurring maintenance tasks and generate corresponding work orders within MaintenanceEssentialsPro.

Increase productivity by
27%

EMERGENCY WORK
## = 8 X
MORE $ THAN
PM work orders

Preventive Maintenance Facts

What is the difference between emergency and corrective work orders?

- Reduction in number of Emergency Work Orders when performing PM (US)?
  - **25%**

- Corrective work order costs vs. PM work order costs?
  - **2-3 Times More**

- The average cost of emergencies over the last 6 years?
  - **$336 per emergency work order**

Being a Top Performer Takes Time…
but it's worth it
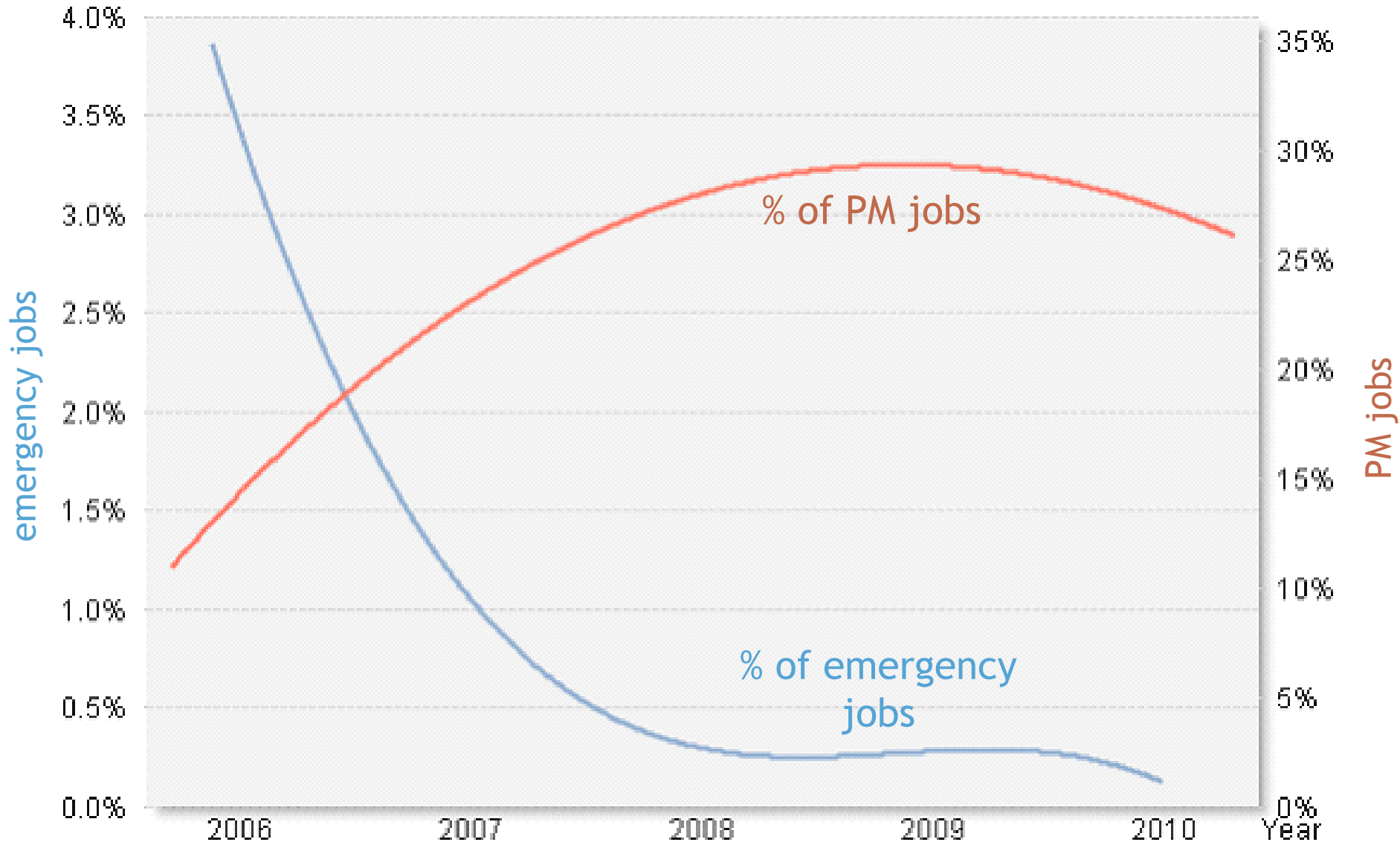
BENEFITS OF SCHEDULED PREVENTIVE MAINTENANCE

STATISTICS FROM OUR CUSTOMERS

80% of a facility's maintenance issues can be addressed by performing preventive maintenance on only **20%** of the facility's systems.

Benefits of PM & Risks of Non-PM

Top PM Performers:

▸ Resolve most service calls or issues in 2 days
▸ Resolve safety issues **25%-30% faster**
        urgent or high priorities **7%-17% faster**

Average PM Performers:

▸ have **twice** as many non-PM jobs over 28 days old
▸ have to deal with **10% more** nuisance calls or low priority jobs

Non PM Schools:

▸ Handle safety issues and nuisance calls as well as a top PM group, but have a **30%-60% slippage** rate for medium and high priority jobs

PMDirect Schedule Setup and Templates

Auto-filling Templates save setup time and coordination

PM Forecasting & Automatic Work Generation

PM Scheduling Calendar for January 2009 — View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 (M) Admin Monthly Filter Change (A)	2	3
4	5 (W) Vehicles Weekly Inspection (A)	6	7	8	9	10
11	12 (W) Vehicles Weekly Inspection (A) (M) Admin Monthly Filter Change (A) (M) Monthly Playground Inspection	13	14	15	16	17
18	19 (W) Vehicles Weekly Inspection (A)	20	21	22	23	24 Holiday Holiday
25	26 (W) Vehicles Weekly Inspection (A)	27	28 Get Weather	29	30 (Y) Annual Boiler Inspection - Admin Bldg	31

<- Previous Month · Next Month - >

Advanced Search - Work Order Search

1 - 9 of total **9** listed

Schedule Title ▲	Frequency ▪	Classification ▪	Type ▪	Manufacturer ▪ Location ▪	Last WOID ▪ WO Status ▪	Next Projected Generation Date ▪
Annual Boiler Inspection - Admin Bldg	Yearly	HVAC	Boiler	Admin Building		1/30/2009
z Discontinued	Yearly	HVAC	Boiler	Copeland EMHS	12969 Closed Work Orders	

View

Automatic Generation

MAINTENANCE DIRECT

Sample PM Work Order

Equipment				
ID **Description**		**Model #** **Serial #**	**Area** **Area #** **Building**	**Notes**
ADM TYCO FEXT5LB Tyco Fire Extinguisher - 5LB		FEX5		

Material	Description Pool		Type Item #	Quantity	Price Each	Total
	Filter, 14x28x1 Main Warehouse		Inventory AC-008	1.00	$7.33	$7.33

Tools	Rag Pen Rubber mallet Log book
Start-up Procedures	Get list of Fire Extinguishers for building
Safety Notes	Follow OSHA standards for safety while working with fire extinguishers Follow all OSHA safety precautions for handling chemicals

Task Completed			Description / Procedures
☐ Yes ☐ No ☐ N/A		1	Fire Extinguisher check Monthly
☐ Yes ☐ No ☐ N/A		2	Locate fire extinguishers on building map
☐ Yes ☐ No ☐ N/A		3	Check Extinguisher for the following items: If card is missing provide new card. 1. Location in Designated place. 2. No Obstruction to access or visibility 3.Operating instructions on nameplate and facing outward. 4. Safety seals and tamper indicators not broken or missing 5. Fullness determined by weighing or 'hefting'. 6. Examination for obvious physical damage, corrosion, leakage or clogged nozzle. 7. Pressure gage reading or indicator in the operable range or position 8. Condition of tires, wheels, carriage, hose and nozzle checked(for wheeled units) 9 HMIS label in place