

Quadpro Help Desk

Setting up a Work Item

Creating a Work Item:

From the Home Screen select the **Maintenance > PM Work Items** menu choice to display the Work Items list. You can also access this from the right-hand panel on the home screen under **Work Items**.

o	Bd	C	Ref	Element	Attribute	Description	Work Item	C	E	Yr	Qty	Cost	Pr	St
	BYS	B01		Room Floor Finish	Terrazo	Room Floor Finish	Inspect and repair as ne	7607	C	4	3.84	£4 0		
	BYS	B01		Room Floor Finish	Terrazo	Room Floor Finish	Inspect and repair as ne	7607	C	14	3.84	£4 0		
	BYS	B01		Room Floor Finish	Terrazo	Room Floor Finish	Renew terrazo tile	7607	C	24	3.84	£384 0		
	SND	B01		Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	8726	C	6	3	£4 0		
	DRY	B01		Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	8123	C	10	3	£4 0		
	SND	B01		Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	8726	C	16	3	£4 0		
	DRY	B01		Room Floor Finish	Fairfaced Concre	Room Floor Finish	Inspect and repair as ne	8123	C	20	3	£4 0		
	SND	B01		Room Floor Finish	Fairfaced Concre	Room Floor Finish	Local repair to concrete	8726	C	26	3	£375 0		
	DRY	B01		Room Floor Finish	Fairfaced Concre	Room Floor Finish	Local repair to concrete	8123	C	30	3	£375 0		
	SND	B01		Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Local repair and repoint l	8125	C	7	18.48	£646 0		
	DRY	B01		Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	8124	C	10	18.48	£59 0		
	SND	B01		Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	8125	C	17	18.48	£59 0		
	DRY	B01		Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	8124	C	20	18.48	£59 0		
	SND	B01		Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Inspect and repair as ne	8125	C	27	18.48	£59 0		
	DRY	B01		Room Wall Finish	Fairfaced Brickw	Room Wall Finish	Local repair and repoint l	8124	C	30	18.48	£646 0		
	BYS	B01		Room Wall Finish	Painted Plaster	Room Wall Finish	Prepare and paint includ	7658	C	7	21.12	£549 0		
	BYS	B01		Room Wall Finish	Painted Plaster	Room Wall Finish	Prepare and paint includ	7658	C	17	21.12	£549 0		
	BYS	B01		Room Wall Finish	Painted Plaster	Room Wall Finish	Renew plaster and redex	7658	C	27	21.12	£1,330 0		
	DRY	B01		Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Minor repairs, prepare ar	8454	C	4	3	£36 0		
	BYS	B01		Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Minor repairs, prepare ar	7709	C	7	3.84	£46 0		
	DRY	B01		Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Minor repairs, prepare ar	8454	C	14	3	£36 0		
	BYS	B01		Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Minor repairs, prepare ar	7709	C	17	3.84	£46 0		
	DRY	B01		Room Ceiling Fini	Plaster Painted C	Room Ceiling Finish	Overhaul plaster and red	8454	C	24	3	£168 0		

PM Work Items 23888 0 [Work Item Set](#) £21,450,866

[Add](#) [Delete](#) [Amend](#) [Show All](#) [Show Subset](#) [Query](#) [Order By](#) [Print Options](#) [Report](#) [Home](#)

This list will display all work items related to the elements located within a building. These range from the wall finishes to types of roof and flooring.

To add a new Work Item, select 'Add' to open a dialog box to enter information into.

Quadpro v03.12.41 4:56 PM
Tuesday, 17 April 2018 Work Item

Location, Site: Building: Space:

Location Desc.: WI Ref:

Rate Reference: ... Roof Finish: Est Rem Life: Replace LC: Cycl LC:

Planned Maintenance

Replacement Year: Quantity: M2

Condition:

Programme info

Year	ERL	Work Item	Cost
5	2022 10	Inspect and repair as necessary	900
15	2032 35	* Renew with asphalt	9500
25	2042 25	Inspect and repair as necessary	900

Survey Information

Site Building Space

No Building survey information available

Repair/ Spot Item

Condition:

Description:

E.O.F:

Cost: Delete Add

Select the location, site and building or space that this work item is within using the drop-down menu option.

Describe the location in the box, for example – Concrete Roof.

Rate Reference: This applies to the material finish that is associated with the work item. In this case, Asphalt is rate reference 002.05.

Estimated remaining life is how long left the element has until it needs to be replaced due to wear and tear or general structure defects over time. For example; a roof can be 20 years old and has a 15-year estimated life left until replacement.

Replace LC is how long the life cycle of the element is such as 50 years.

Cycle LC is how often that the element needs to be repaired, maintained or updated.

Survey Information:

In these boxes you can enter information about the site, building and space related to the planned work item.

Programme info:

Programme info					
Year		ERL	Work Item	Cost	
4	2021	35	* Renew with asphalt	9500	^
14	2031	25	Inspect and repair as necessary	900	
24	2041	15	Inspect and repair as necessary	900	v

In this section you will be shown the cyclical stats of this element.

Year:

The left hand column designates how many years into the life cycle of this element, the right-hand side shows the calendar year.

ERL (Estimated Remaining Life) - the years remaining on an element.

Work item:

These list what action should be taken at every interval year highlighted, for example every 5 years you would check and repair the element as necessary and every 15 a layer of asphalt is replaced to prolong the degradation.

Cost:

How much each work item will cost to achieve

Repair/Spot Item:

This section is used to report any small repairs that need to be urgently made. If a loose tile is identified on the roof, then the condition is listed as poor (from a choice of As New, down to Failed)

Effect of failure – Health and Safety, High Costs, Loss to amenity. Simply select as applicable.

Cost: Enter how much this will cost to repair/replace

Repair/ Spot Item	
Condition:	<input type="text" value="Poor"/>
Description:	<input type="text" value="Loose tile"/>
E.O.F:	<input type="text" value="1 - Health & Safety"/>
Cost:	<input type="text" value="500"/> <input type="button" value="Delete"/> <input type="button" value="Add"/>

To move on to the next Work Item, click **Save and Next**.

Click **Save and Finish** to enter this Work Item into the system and to return to the Works Item home screen.