

Quadpro

Planned Preventative Maintenance

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A regime of planned preventative maintenance can be set up and managed using Quadpro. In the Asset Register each asset or group of assets can be set up in the system eg Sprinkler system or the Gutters and Downpipes for a building or a main boiler. Once this is done then the Asset can have a maintenance profile such as an annual check or monthly check or both added. The profiles can have a due date and a lead in period and a repetition frequency. ie Monthly, weekly, Quarterly etc

Once set up Quadpro will automatically create a Job request at the appropriate date matching the lead in period. The job request can then be managed along with the others and allocated to an operative or a works order attached and sent to a contractor. Documents can be attached to each asset (eg. Maintenance manuals) and also the maintenance event (eg. A pass certificate) These records can be held as proof of compliance with statutory maintenance requirements.

Adding Asset Maintenance Jobs:

These can be used to perform monthly checks on an Asset - e.g Sprinkler Systems.

From the **Asset Register**, select the Asset you wish to add a Maintenance Job Request to.

Firstly you will need to tick the box under **Automatic Job Requests Generate** to ensure the maintenance items are created.

The screenshot shows the 'Sprinkler System' asset form in the Quadpro software. The 'Automatic Job Requests Generate' checkbox is highlighted with a red circle. The form includes fields for Asset Name, Type, Category, Attribute, Department, Staff, Building, Space, Location, Purchase Date, Guarantee Date, Cost, Estimated Life, and Number of. The 'Generate' checkbox is checked, and the 'CYCLE' and 'COST' fields are visible. The 'Notes' field is also present. The bottom of the form has buttons for 'Add', 'Delete', 'Save', 'Exit', and 'Print'.

To add a planned maintenance cycle to this asset, such as sprinkler servicing, select add below the list.

Using the form below, you are able to set up an automatic job request for this asset. These can be set to appear anywhere from 1 day in advance of the due date, in the **Auto JR Lead Time**).

The screenshot shows a software window titled "New Asset Maintenance Details for Sprinkler System". The form contains the following fields and controls:

- Date Due:** 20/09/2018
- Auto JR lead time (in days):** 1
- ID:** 4247
- Comment:** Fire Sprinkler Checks
- Type:** Checks and M... (dropdown menu)
- Frequency:** every 6 Month (dropdown menu)
- Duration:** for 5 Years
- Cost:** £0.00
- By:** Maintenance Team
- Associated File(s):** (empty text box with buttons: Upload Doc, Delete Doc, Open Doc, Folder)
- Passed:** ☐
- Date Done:** 00/00/00
- Next Date:** 20/03/2019
- Notes:** (empty text area)
- Navigation:** Previous, Next, Save, Exit buttons at the bottom.

Enter the planned maintenance details within the form and you will be able to generate automatic requests for operatives or contractors. There is also an option for you to have this Auto Job Request repeated as and when you need it done.

Using the '**Upload Doc**' section you can include all relevant details about that asset, and open them at any time using 'open doc'.

If you wish to delete a Planned Maintenance job for an asset simply click on the desired row and use the '**Delete**' button below the list.