



FM-Work

The FM-Work module provides a key function for you as Facility Manager. It can manage all works you require - even in the most complex environments.

W#	Source	Short Description	Created	Estimated Completion	Date Completed
14	Adhoc Request	Build extain desk	15/09/2008 12:00 AM	15/09/2008 10:14 AM	
13	Adhoc Request	cleaning villa	12/09/2008 12:00 AM	15/09/2008 11:25 AM	
12	Adhoc Request	Rejuvenate flooring	12/09/2008 12:00 AM	14/09/2008 10:47 AM	
11	Adhoc Request	Clean up of reception area	12/09/2008 12:00 AM	12/09/2008 10:44 AM	
8	Adhoc Request	Remove tiles from bathroom	05/09/2008 12:00 AM	07/09/2008 03:34 PM	
7	Adhoc Request	Repairs to Villa B - new carpet	05/09/2008 12:00 AM	05/10/2008 03:01 PM	
6	Adhoc Request	Repairs to Villa B - Replacement of Bathroom	05/09/2008 12:00 AM	05/09/2008 02:52 PM	
5	Adhoc Request	Repairs to Villa B - Paint	05/09/2008 12:00 AM	15/09/2008 12:00 AM	
4	Adhoc Request	Need to fix tap in bathroom, needs a new washer	25/08/2008 12:00 AM	09/09/2008 12:00 AM	

The FM-Work module provides Adhoc (emergency) work request management and planned work maintenance.

Whether you receive your Adhoc work via email, phone, fax, verbally or online, you can service any requests in a simple, concise manner.

You can schedule comprehensive options for pre-planned work - you can even include ESM and ESD compliance tasks.

You may also need to analyse comprehensive cost, activity or measurement data...

You can manage your work environment by using a 'whole picture' data system. The system gathers data as a project progresses - providing effective data analysis.

FM-Work records and shares the results of this data analysis to all of your business units. Its reporting schedule can be automated, which ensures that your data reviews are consistently up to date.

Another integral feature of FM-Work is a streamlined communication ability between occupants, users and contractors.

The system helps you to monitor the activity status of projects via email and allows for customer feedback on the completion of a project.

FM-Work will ensure that management of your work becomes an everyday activity - it should take less of your time and increase the accuracy of your data.

The FM-Work module includes:

- Supplier Management
- Contracts and Budget management
- Managing Quotations
- Job Cost estimation versus actual cost
- Cost recovery capabilities
- Purchase orders and invoicing
- OH&S incident recording
- Detailed reporting
- Adhoc maintenance management
- Planned maintenance management
- Essential services & compliance

FM-Work will easily integrate with other WSM modules and external systems. It provides a powerful aid in the management of your facilities through the combination of contractor management and customer services.

You can expect to deliver improved results within days and a return on investment (ROI) within months.

For more information, call FM Innovations today on 03 9600 1646 or enquire at sales@fminnovations.com.au.



The benefits of using FM-Work:

- Ease of use
- Retain accurate records of all works performed
- Manage your Essential Safety Measures
- Record and manage all of your sustainability issues
- OH&S issues controlled
- Manage your contractors and their performance
- Work processes managed
- Design and enforce a uniform best practice approach to managing work
- WEB deployment enables remote access anywhere in the world
- Document storage is encouraged within the database
- Standard operational documents are easily distributed to contractors
- Cost recovery of work can be achieved
- FM-Work supports service oriented culture and values
- Promotes flexible integration with other WSM modules



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