



# Preventative Maintenance

The Preventative Maintenance module is a scheduling module under the Facility Management Menu that works in conjunction with the Work Orders functions. This module allows the user to schedule and create work orders for the preventative process. Equipment profiles are created and maintained to facilitate the preventative functionality.

Equipment Profiles include the following information:

- Equipment ID
- Fixed Asset ID
- Equipment Class
- Equipment Location
- Equipment Type
- Cost Center
- Date acquired and cost
- Vendor
- Warranty Information, model #, serial #
- Service Contracts
- Specifications
- Inventory Parts Needed
- Contract Information

The module also includes:

- Ability to track preventative scheduling and estimated costs along with priority and employee types needed.
- Once the work orders are generated the actual time and costs are tracked in the Work Order Module.
- Many statistical displays and reports are available to monitor and control the preventative maintenance process.
- Integration with Admissions and Census provides accurate and immediate list of residents.
- Integration with Accounts Payable module provides accurate and immediate list of vendors.
- Integration with Payroll module provides accurate and immediate list of employees to schedule.
- Has the ability to link file attachments and scanned documents.

## Reports

- Aging Work Order Report
- Enter if no answer Report
- Open Work Order Report
- PM Schedule Report
- PM Schedule Cards
- Past Due Maintenance Reports
- Preventive Main History Reports
- Unassigned Work Orders
- User Defined Reports.
- Work Orders
- Work Order Completion
- Work Order Statistics
- Work Order History

## Integrates with

Accounts Payable, Admissions and Census, 1<sup>st</sup> and 3<sup>rd</sup> Party Billing, Resident Billing, General Ledger and Payroll.

## Key Features

All tables have the ability to be modified to meet the individual needs of the facility.

Range and Sort options allow user to query the data in a multitude of user-defined options.