

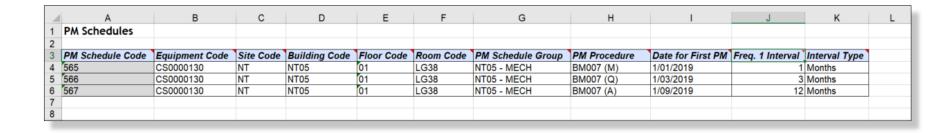
# **What is Preventative Maintenance**

- Preventative Maintenance is a Module within UniSpace which allows a service frequency schedule to be loaded against the maintainable infrastructure assets, that form part of the University of Adelaide service contracts.
- It is the contractors responsibility to populate the schedule for the maintainable infrastructure assets, in the template provided by the University of Adelaide
- The University of Adelaide, will review and approve the schedule
- Once the schedule has been approved, it will be uploaded into UniSpace
- The system will generate maintenance work orders (MWO) inline with the schedule provided by the contractor, linking the asset detail and the maintenance service task (MST) to the WO
- There is one (1) MWO generated for each maintainable asset for each schedule frequency
- The contractors are responsible for completing their MWO's within the month, whilst providing information back to the University regarding the performance of the asset, reports etc
- If the contractor has issues accessing the asset within the month, they are required to adjust the status of the MWO, so it reflects that a delay has occurred. The University trade representative will receive the notifications for delays occurred within the month and action them accordingly
- It is the contractors responsibility to advise the University if assets have been, removed, modified or added so the asset date and schedule can reflect those changes.

The University of Adelaide Slide 2

# **Preventative Maintenance – Schedule Template**

- The schedule consists of eleven (11) columns (refer to screenshot below)
- All columns are to be populated by the contractor except for column A PM Schedule Code. This will be populated once the schedule is loaded into the system
- Columns B,C,D,E,F & H are to be formatted as per the data provided by the Universities asset register
- Refer to document PM Schedule Grouping for the formatting and naming conventions applicable for each trade discipline
- Interval types are always to be populated in months
- Freq. 1 Interval is to reflect the frequency type



The University of Adelaide Slide 3

# **FAQs**

#### Who are the BSI Team

The Business Services & Improvement Team is part of The University of Adelaide's Infrastructure Branch.

#### How do I contact the BSI Team

Contact BSI Team via email Contact Us

### I have forgotten the website

https://archibus.adelaide.edu.au

### I have forgotten my password?

Contact The University of Adelaide – Technology Services 83130 3000 Or use their self-service Password Management

## I cant log in to the website

You need a valid and activated University of Adelaide account to log in to UniSpace Home.

I would like to make a suggestion / improvement OR there is an issue with the Application I am using Create a Service Request via UniSpace Home, with the Type of Request as "UniSpace" <a href="https://archibus.adelaide.edu.au">https://archibus.adelaide.edu.au</a>

revision

comment document created

**date** 2019-08-06

