



THE UNIVERSITY
of ADELAIDE

UniSpace

USER GUIDE: PREVENTATIVE MAINTENANCE

adelaide.edu.au

seek LIGHT

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.

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	PM Schedules											
2												
3	PM Schedule Code	Equipment Code	Site Code	Building Code	Floor Code	Room Code	PM Schedule Group	PM Procedure	Date for First PM	Freq. 1 Interval	Interval Type	
4	565	CS0000130	NT	NT05	01	LG38	NT05 - MECH	BM007 (M)	1/01/2019	1	Months	
5	566	CS0000130	NT	NT05	01	LG38	NT05 - MECH	BM007 (Q)	1/03/2019	3	Months	
6	567	CS0000130	NT	NT05	01	LG38	NT05 - MECH	BM007 (A)	1/09/2019	12	Months	
7												
8												

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"

<https://archibus.adelaide.edu.au>

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