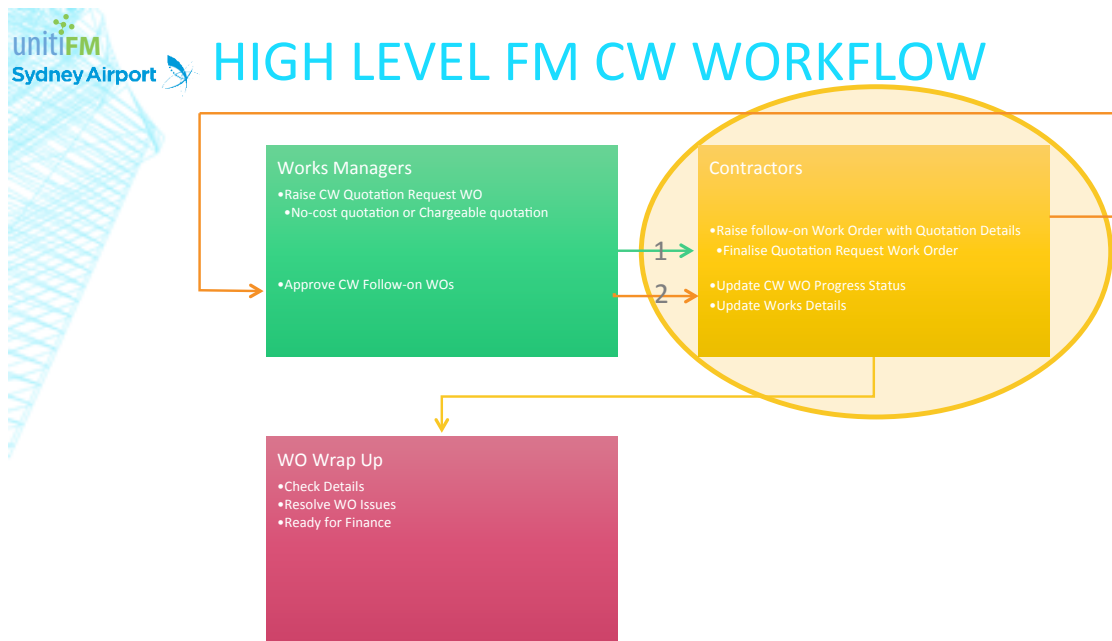


Maximo
Procedure

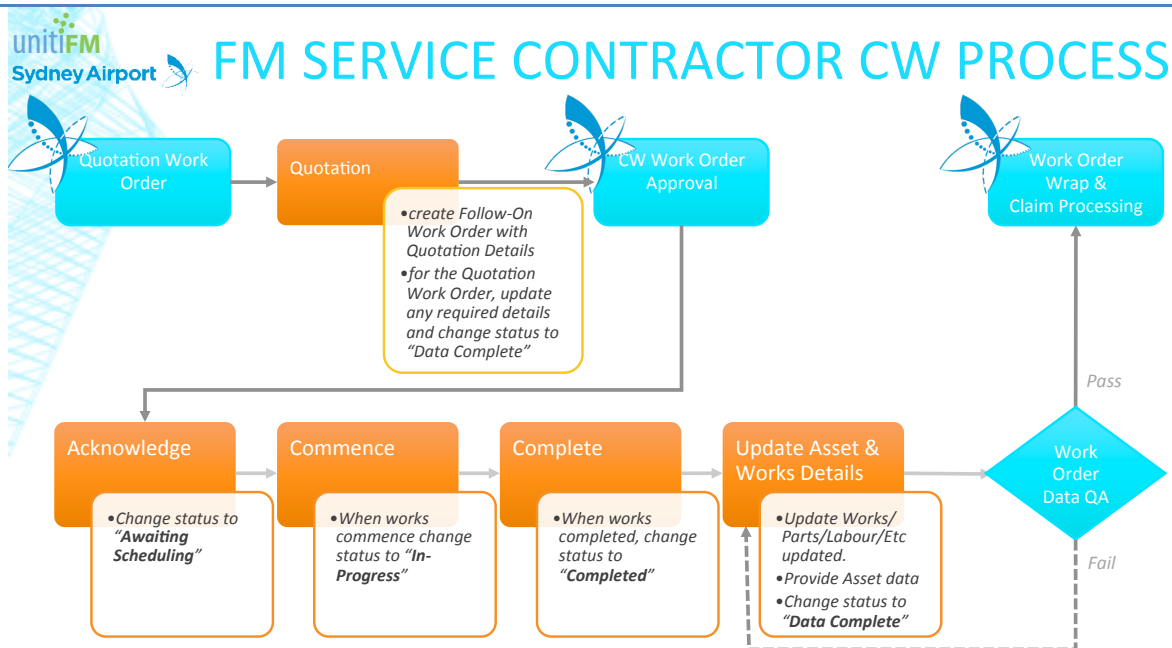
FM Service Contractor Capital Works Work Order Procedure

Process
Component

This procedure deals with the Contractor element of the high level FM Capital Works Work Order process.



Contractor
CW Work
Order
Procedure



There are two types of work orders involved in the process.

1. Capital Works Quotation Only Work Order (denoted by the type CW and the checkbox Quotation Only)
 - a. This is a request for quotation, the amount in the planned cost will indicate if it is a "No-Charge" quotation or a "Chargeable" quotation
2. Capital Works Work Order (the approved follow-on capital works work order with the quotation details provided).
 - a. This is the work order used for the actual Capital Works.

Performed By	Steps
Contractor	<p>Quote Capital Works (Follow-On Work Order)</p> <p>Capital Works (CW) Work Orders marked as Quote Only require a Follow-On Work Order with Quotation Details to be created and routed for approval.</p> <ol style="list-style-type: none"> 1) Quote Works <ol style="list-style-type: none"> a. Create Follow-On CW Work Order b. Fill-in the total estimate value c. Attach supporting quotation documentation d. Route for approval 2) finalise CW Quotation Only Work Order <ol style="list-style-type: none"> a. For no-cost Quotation, <ol style="list-style-type: none"> i. change Quotation Only Work Order status to "Data Complete" b. For chargeable Quotation, <ol style="list-style-type: none"> i. update works and actual cost details on the Quotation Only Work Order ii. change Quotation Only Work Order status to "Data Complete" <p><i>n.b. Claims for works carried out with-out an approved follow-on work order will not be processed.</i></p>
Contractor	<p>Update CW Work Order progress status.</p> <ol style="list-style-type: none"> 1) Acknowledge receipt of the CW Work Order <ol style="list-style-type: none"> a. Change the Work Order status to "Awaiting Scheduling" 2) Commence works <ol style="list-style-type: none"> a. <i>When the works have commenced, change the Work Order status to "In-Progress"</i> 3) Complete the works <ol style="list-style-type: none"> a. <i>When the works are completed, change the Work Order status to "Completed"</i>
Contractor	<p>4) Update Works Details</p> <ol style="list-style-type: none"> a. <i>Update the CW Work Order with details of: Works undertaken, Recommendations, Detailed Actual Costs (Parts, Labour, Etc)</i> b. <i>Provide complete Asset data ready for upload</i> c. <i>When all details are finalised, change the Work Order status to "Data Complete" – the system will automatically route the Work Order for processing.</i> <p>n.b. Work Orders with incomplete data will be returned to the contractor for updating.</p>