

MAINTENANCE CONTROL SYSTEM

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

250, 500

or 1000 Maintenance Work Orders

50 Maintenance Journals

50 Maintenance Records

1 Folding Pegboard

HOW TO BEGIN

1. Place the folding pegboard on your desk so the clamp is at the left. The pegboard will open to the right.
2. Place one Maintenance Journal on the pegboard. The top peghole of the journal should be placed on the top peg of the pegboard.

PREPARING THE JOURNAL:

1. Enter the Month and Page Number in the spaces provided at the bottom of the journal. (See A of illustration 1)
2. Enter appropriate distribution headings in columns 1 - 11 at the top of the journal. (See B of illustration 1)
3. Place one Work Order on the pegboard. Be sure the posting line of the Work Order aligns with the next available writing line on the journal.

The illustration shows a Maintenance Journal form with a grid for recording work orders. The form is titled "MAINTENANCE JOURNAL" and has columns for "DATE", "DESCRIPTION", "REPAIRS NEEDED/INSPECTION REQUIRED", "WRITTEN BY", "DATE COMPLETED", "COST", "TIME", and "PAGE NO.". The grid has 30 rows and 11 columns. The first row is pre-filled with "BILL JONES", "JACK THOMAS", "ELECTRIC", "PLUMBING", and "PEST CONTROL".

Callout A: "A. Enter Month and Page Number" points to the bottom right of the form, where "MONTH OF" is filled with "March" and "PAGE NO." is filled with "1".

Callout B: "B. Enter Distribution Headings" points to the top of the grid, where "BILL JONES", "JACK THOMAS", "ELECTRIC", "PLUMBING", and "PEST CONTROL" are entered in columns 1 through 5.

ILLUSTRATION #1

PREPARING THE MAINTENANCE RECORD:

1. Enter the Tenant Name, Apartment Number and Phone Number on the lines at the top of the Maintenance Record. (See A of illustration 2)

Note: Prepare a Maintenance Record for each unit.

2. Slide the Maintenance Record under the Work Order until it rests against the pegs. The next available writing line on the Maintenance Record must be in line with the posting line of the Work Order.

RECORDING A WORK ORDER:

1. Complete the Permission To Enter Unit section and write in the reason for the maintenance call on the line next to Request. (See B of illustration 2)
2. On the posting line of the Work Order enter the Work Order Number, Apartment Number, Name, a brief description of necessary Repairs and Time/Date of request. (See C of illustration 2)
3. Initial the journal in the Taken By column. (See D of illustration 2)
4. Remove the Work Order and Maintenance Record.
5. On the Work Order, enter signature in Work Authorized By.

A. Enter all necessary information at the top of the Maintenance Record

NO.	WORK ORDER #	NUMBER	NAME	REPAIRS NEEDED / INSPECTION REQUIRED	TIME	DATE	DATE COMP. (ESTIMATE)	COST	TAKEN BY	LINE #
1	#3374	14-A	Bill Douglas	Cloud Door Broken	10:10	3/10/XX	3/11/XX	45.00	KT	1
2	#3375	12-C	Miriam Baker	Kitchen Fuse Blown	11:00	3/10/XX	3/11/XX	5.00	KT	2
3	#3376	BLOG. A	Yearly Maintenance Terminate Inspection		11:30	3/10/XX	3/11/XX	62.00	PR	3
4	#3377	10-B	Jane Sharp	Booth Room faucet leaks	2:00	3/10/XX	3/11/XX	18.00	KT	4
5	#3378	9-A	Mr. C. L.	162.50	PR	5
6			Mike Smith	Kent Arms					PR	6
7		30-B		123-4567					PR	7
8									KT	8
9									PR	9
10	#3383	30-B	Mike Smith	No heat in apartment	8:15	3/11/XX			KT	10

BILL JONES	JACK THOMAS	ELECTRIC	PLUMBING	PEST CONTROL
	45.00			
		5.00		
				62.00
				18.00
			162.50	
				15.00
	22.00			
		20.95		
			129.75	

B. Complete the Permission To Enter Unit Section

PERMISSION TO ENTER UNIT: ANYTIME BY APPOINTMENT, OCCUPANT PRESENT

REASON: No heat in apartment

C. Enter information on posting line relating to request for maintenance

WORK ORDER NUMBER: 143383

APARTMENT NUMBER: 30-B

TENANT NAME: Mike Smith

REPAIRS NEEDED / INSPECTION REQUIRED: No heat in apartment

TIME: 8:15 DATE: 3/11/XX

DATE COMP. (ESTIMATE):

COST:

TOTAL HOURS: _____

COST OF LABOR: _____

COST OF MATERIAL: _____

TOTAL REPAIR COST: _____

WORK AUTHORIZED BY: Kathy Thompson

D. Initial the journal

LINE #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
INITIALS																															

MONTH OF March 19XX PAGE NO. / / BY

ILLUSTRATION #2

ACCESSORY ITEMS AND ADDITIONAL OPTIONS

EQUIPMENT:

Posting trays and A-Z indexes are available for the storage of Maintenance Records.

Post binders and January - December indexes are available for storage of completed Maintenance Journals.

