

TECHNICAL BULLETIN



mitie

TECHNICAL SERVICES

April 2020

MITIE GUIDELINES FOR REOPENING BUILDINGS POST COVID-19 SHUTDOWN
CONTRACT READINESS REPORT



Bulletin No. 011

REOPENING CLOSED BUILDINGS POST COVID-19

A Set of New Operational Visits have been made available in Maximo in order to enhance the support that Mitie can provide to our clients when reopening closed buildings post COVID building closure. These visits can support our client's buildings and have the potential to generate reactive work for Mitie during the engineers visit.

The Ad Hoc PM Work Order must be created as **PM** Work Order Type and the corresponding Job Plan must be selected. This is to enable the Job to be carried out following the correct job instructions, whilst also being properly recorded within Maximo to provide accurate reporting to the contract. *Note the job plan duration and engineer craft can be changed for these.*

To inspect building and installation conditions of building that have been closed (without access) as consequence of the COVID-19 crisis.

Ad hoc visit: Mater Plan for buildings:

ZREOPCOVID-AH Reopening Building Walkaround (COVID-19)-AH.

Category: CRITICAL

Ad hoc visit: Mater Plan for Retail Stores:

ZREOPRECOVID-AH Reopening Retail Store Walkaround (COVID-19)-AH.

Category: CRITICAL

What happens if building opens and then close again – If the COVID-19 situation arises again and buildings are closed but contracts require Mitie to attend the building, but to not attend PMs, then within Maximo is a new Operational Visit to Closed Stores - Closed mitigation visit. To maintain the condition of building and installations during the period of time they are closed as consequence of the COVID 19 crisis – there are two types retail visit and other building.

MPZOP4621 Operational Visit - Closed Building Walkaround Retail (COVID-19).

Frequency: XXC[N]

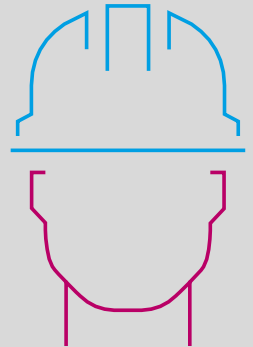
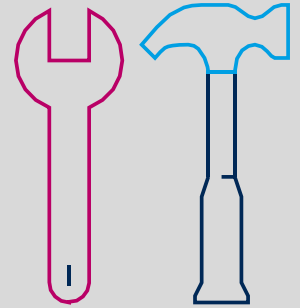
MPZOP4620 Operational Visit - Closed Building Walkaround (COVID-19).

Frequency: XXC[N]

To enhance the maintenance of the Sanitation Facilities within our client's buildings this new OPPM should be considered for a precautionary long term solution. Any current Sanitation Maintenance PMs within Maximo on a contract might want to be reviewed alongside.

Master Plan: **Operational Visit-Walkaround-Sanitation (COVID-19) / MPZOP4610**

If you are operating a non-maximo contract and would like to enquire about these job plans, please view the [job plan steps](#) or for further guidance contact Assetcare@mitie.com



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MITIE GUIDELINES FOR REOPENING BUILDINGS POST COVID-19 SHUTDOWN CONTRACT READINESS REPORT



READINESS REPORT

The [Contract Readiness Report](#) is to help contracts post COVID-19, building reopening, realigning missed PMs and reporting missed work orders to clients. Full guidance for reopening closed buildings can be found within [SFG30](#).

Areas that contracts should pay particular concern to when reopening a building are:

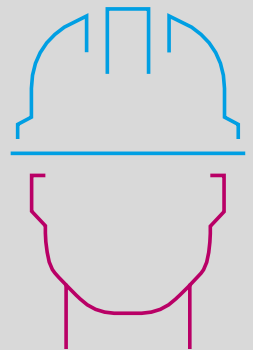
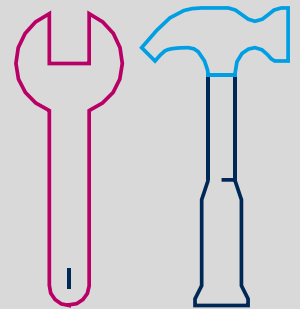
- Life safety regulations
- Sanitation requirements
- Electrical requirements

When will the readiness report be issued: the report will be issued monthly on the 10th working day of the subsequent month (e.g. for March PPM delivery, the report is available from the 10th working day of April)

The [Contract Readiness Report](#) is provided as guidance only. The final decision for any contract must be made by the person responsible for the contract with the client. The report will help contracts identify essential missed PMs and the process for realigning missed PMs. It also will help give guidance to identify missed PMs which will never be delivered (e.g. superseded Work Orders). Both will need to be discussed with the client to identify the risk until the missed PMs are completed, and any commercial implications.

The data and the contract owner information has been driven from the MDS. Any contracts not in Maximo or with no contract number show as Non-specific contracts and Multiple contracts within the reports.

The report overall view gives a good strategic process for the business, it shows the missed Statutory, Mandatory, Critical and Routine work orders. It can be filtered easily depending on the [level the person viewing requires](#).



Month: March

Summary

PORTFOLIO_...

- AB Inbev
- Aberdeen Asset Ma...
- Aberdeen College
- Aberfan Shopping C...
- Adidas
- AECOM
- Ageas Insurance
- Alley House

REGION_MD

- Kerry Sheehan
- 0
- Andrew Thompson
- Beverly Winrow
- Daniel Guest
- Kath Fontana

Work Order Status	Total
Superseded	40
Complete	136
Cancelled	44
Outstanding	55
Admin Error - Please Check	8
Compliance Category	Total
Statutory	8
Mandatory	23
Routine	251
Critical	0
Compliance Category Unknown	1
Risk	Total
High	25
Medium	27
Low	216
Risk Unknown	1
Building Priority	Total
BP1	34
BP2	12
BP3	222
BP Unknown	1
Total Work Orders	283

There is a High-Level Work Order breakdown which separates the categories for –

- Compliance
- Building priority maintenance
- Risk score; risk score is a combination of Compliance & Building priority combined.