

ASSET INFORMATION MANAGEMENT SYSTEM (AIMS)

User Guide

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Melbourne May-23

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Introduction

The Department of Education and Training (DET) is responsible for one of the largest asset portfolios in the country. This portfolio includes more than 1,500 government schools and encompasses more than 38,000 buildings.

The role of the Victorian School Building Authority (VSBA) is to manage this asset portfolio and govern the capital investment and asset management funding for government schools in Victoria. Schools play a significant role in partnering with VSBA to manage the asset portfolio.

DET is required to attest compliance with the Victorian Government's Asset Management and Accountability Framework (AMAF). In addition, the Department has critical asset management related business obligations with respect to regulatory, financial, reporting and compliance.

The VSBA has developed a new Asset Information Management System (AIMS) to support schools and the Department jointly to manage school facilities. The AIMS system provides VSBA's future asset management, maintenance, and asset reporting capability, aligned to its goals and objectives. Launched in July 2021, AIMS is being rolled out systematically to schools with full implementation to occur in late 2022.

Prior to migrating to AIMS there are some school readiness tasks that schools need to undertake. Schools being transitioned will be supplied with an AIMS School Readiness Information Booklet. The booklet will inform schools of tasks that need to be undertaken as part of the preparation for AIMS training.

What is AIMS

AIMS is a centralised web-based platform which stores up-to-date information on the land and building assets for each Victorian government school.

The rollout of AIMS is a key feature of the VSBA's Asset Management Reform program and a requirement under the Department of Treasury and Finance's Asset Management Accountability Framework.

AIMS will streamline asset management data, systems, and business processes into a single IT Solution.

This will make it easier for schools to access asset information and plan, manage and acquit school asset activities. It will also improve VSBA oversight of school asset management activities and provide a single source of truth for asset information for both schools and the VSBA.

AIMS as an integrated system will reduce our organisation's reliance on independent methods to plan, manage and report on the school asset portfolio and to enhance:

- the capacity of assets to support better educational outcomes.
- the management of DET's physical assets to identify and reduce asset risks, costs, and non-compliance.
- visibility and transparency in how the Department and schools manage and acquit asset funding.

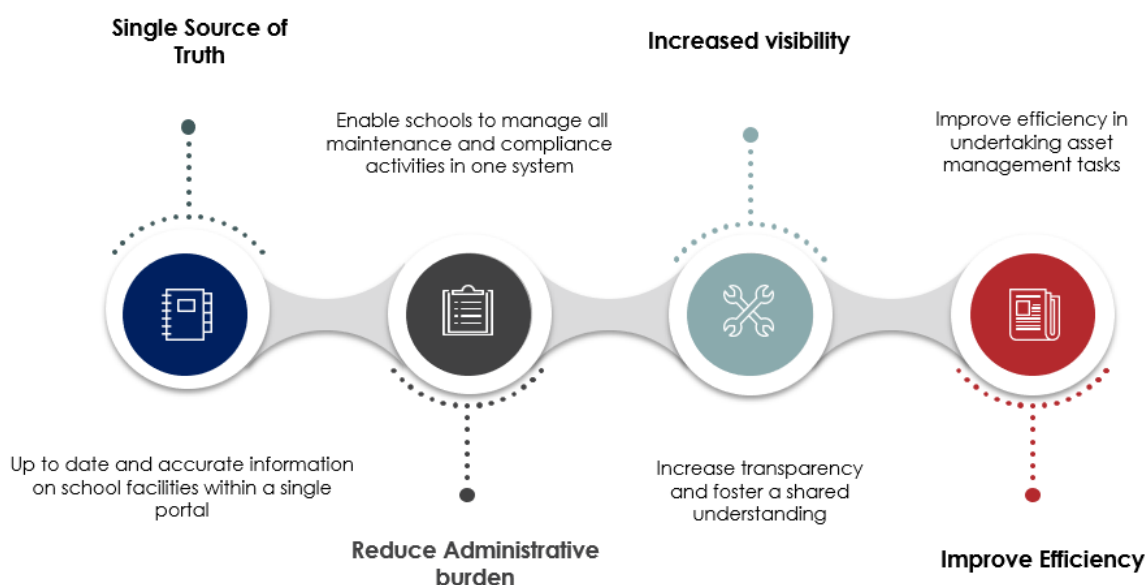
AIMS in your school

Principals, Business Managers, Facilities Managers, and others with asset management responsibilities will be users of AIMS in the school environment.

AIMS will incorporate and replace many existing asset management systems and countless datasets, including School Facility Profile, School Maintenance System (SMS), School Maintenance Plan (SMP), Rolling Facilities Evaluation (RFE) and the DET clean System.

AIMS will interface with CASES21 to automate Work Orders for school use. eduMail will also enable schools to send emails through AIMS and track these within the system.

Benefits of AIMS



Definitions

Like many Department systems, AIMS contains its own set of acronyms and terms. Quick reference guides have been created to assist in understanding these.

It is important to note that the assets referred to within this document and the Facilities Management Handbook relate to fixed assets that are defined as capital in nature ie: buildings and grounds work that is undertaken.

AIMS refers to its suppliers as Contractors and CASES21 refers to them as Creditors.

About this guide

The AIMS User Guide has been written to provide instruction and guidance on how to navigate within the AIMS software.

As you progress through the guide you will find quick links to valuable Department resources to assist with understanding their school asset management responsibilities and obligations.

You should retain an electronic version of this guide to ensure you are always accessing the latest Department information and resources.

School Facilities Management Handbook

The Facilities Management Handbook (FMH) has been designed to support schools to manage their facilities strategically and effectively. It is a consolidated support resource that provides guidance on how to undertake facilities management compliance, activities, and reporting at your school. The Handbook will be available on the [AIMS](#) page of the Policy and Advisory Library (PAL) under the **Resources** tab.

CASES21

Schools should familiarise themselves with the following CASES21 resources:

- [CASES21 Finance Business Process Guide](#)
 - Section 3 - Creditors
 - Section 4 - Assets
- [Finance Manual for Schools](#)
 - Section 11 - Expenditure Management
 - Section 13 - Asset and Inventory Management.

Policy & Advisory Library (PAL)

The Policy and Advisory Library (PAL) is a comprehensive one-stop-shop for all Department policy and related operational guidance and resources that apply to Victorian government schools.

VSBA information that supports planning, building and management of infrastructure and facilities including VSBA policy, guidelines and resources can be found by clicking on the [Infrastructure and facilities](#) icon on the PAL home page.

A dedicated page is available for AIMS. Select **A** then select **Asset Information Management System** (AIMS). The page contains Advice, Guidance and Resources on individual tabs.

Quick Reference Guides (QRG)

A series of QRG's have been designed to provide schools with quick and simple instructions on AIMS functionality. All QRG's are available from the [AIMS Knowledge Centre](#) - **Guides & Resources** tab.

Frequently Asked Questions (FAQs)

Frequently asked school specific questions have been compiled and are available for reference from the [AIMS Knowledge Centre](#) – **Knowledge & Support** tab.

AIMS and CASES21 Support

For system support or assistance, the Service Desk can be accessed via the [Services Portal](#) or phone 1800 641 943 and select the relevant option.

















Further assistance with CASES21 can be located on the [CASES21 portal](#). The portal contains links to CASES21 user guides, training and support.





















Navigating AIMS











AIMS ICONS











Each application within AIMS contains its own series of icons and navigational instructions. The following provides a simple overview of each icon, its location, and its meaning.






Please Note: Some Icons will appear in multiple locations. They have been listed under the first location in order of the Main Menu.





| ICON | DESCRIPTION | AIMS LOCATION |
|---|---|---------------|
|  | Start Centre - returns to the Start Centre home page | Home page |
|  | Go To – contains links to other functions | Home page |
|  | Bulletins - quick link to stored bulletins | Home page |
|  | Reports - quick link to administration, assets, planning, purchasing, routine maintenance, service desk and Work Orders | Home page |
|  | Profile - contains user profile, personal and password information | Home page |
|  | Sign Out – allows the user to exit from AIMS | Home page |
|  | Help | Home page |
|  | Update Start Centre - screen refresh | Home page |
|  | Filter - when this icon is green it means the filter is on. This icon appears in many locations | Home page |
|  | Filter - when this icon is blue it means the filter is off This function appears in many locations | Home page |
|  | Filter - this function will also activate the filter to on/off This icon appears in many locations | Home page |
|  | Filter Table or Search Value This icon appears in many locations | Home page |
|  | Open Result Set in the Application This icon will take you to the relevant menu items main page | Home page |
|  | Reload This icon appears in many locations | Home page |
|  | Minimize This icon appears in many locations | Home page |
|  | Maximize This icon appears in many locations | Home page |






| ICON | DESCRIPTION | AIMS LOCATION |
|---|--|-----------------------|
|  | Create Work Order | Facilities Management |
|  | Save Work Order | Facilities Management |
|  | Create Work Package - enables the user to consolidate multiple Work Orders | Facilities Management |
|  | Hazards - objects or occurrences that create additional maintenance requirements, worsen existing maintenance issues, and impact the availability or performance of school facilities | Facilities Management |
|  | Key Contacts -contact details for the various teams in the VSBA including cleaning, asbestos, ESM and SMP as well as associated areas such as emergency management. Key contacts will be managed and maintained by the VSBA. There is a download option available within the link if schools would like to share the information | Facilities Management |
|  | Delivery Plan - provides an overview of all scheduled CM tasks and planned RM tasks for the year | Facilities Management |
|  | Asbestos Register - updated following any asbestos related activity by the VSBA or contractor that schools can reference to identify known asbestos in buildings | Facilities Management |
|  | Asbestos Label Register - register of asbestos labels required by law to be displayed on all buildings and sites that contain asbestos | Facilities Management |
|  | Local Asset Name - enables users to personalise asset names as they are recognised within their school | Facilities Management |
|  | School Budget Tracker Preferences - schools can adjust their funding allocation percentages | Facilities Management |
|  | SMP Submission - Principal user access only | Facilities Management |
|  | Cleaning Services Plan | Facilities Management |
|  | Financial Limits for Work Order Approvals - Principal user access only | Facilities Management |
|  | Run Reports | Facilities Management |
|  | Regional Cleaning Contracts - relevant to regional schools only | Facilities Management |
|  | Exemption Request - relevant to regional schools only | Facilities Management |
|  | Refresh This icon appears in many locations | Facilities Management |
|  | Detail Menu or View Details This icon appears in many locations | Facilities Management |
|  | Next Row - move to the next entry, record This icon appears in many locations | Facilities Management |
|  | Previous Row – move to the previous entry, record This icon appears in many locations | Facilities Management |





| ICON | DESCRIPTION | AIMS LOCATION |
|--|--|-----------------------|
|  | Next Page - move to the next entry, record This icon appears in many locations | Facilities Management |
|  | Previous Page - move to the previous entry, record This icon appears in many locations | Facilities Management |
|  | Download This icon appears in many locations | Facilities Management |
|  | Select Date & Time This icon appears in many locations | Facilities Management |
|  | Work Log – Blue - comments can be attached to the record This icon appears in many locations | Facilities Management |
|  | Work Log – Orange - indicates additional comments to the standard comments are attached to the record This icon appears in many locations | Facilities Management |
|  | Change Status This icon appears in many locations | Facilities Management |
|  | Mark Row for Delete for Delete This icon appears in many locations | Facilities Management |
|  | Yes/No tick box This icon appears in many locations | Facilities Management |
|  | Unpackaged Work Orders | Facilities Management |

| ICON | DESCRIPTION | AIMS LOCATION |
|---|--|---------------|
|  | Drop-down or Quick Search | Contractors |
|  | New Contractor - creation of a new item, record, task etc This icon appears in many locations | Contractors |
|  | Create KPI This icon appears in many locations | Contractors |
|  | Create Report This icon appears in many locations | Contractors |
|  | Add to Bookmark | Contractors |
|  | School Bookmarks This icon appears in many locations | Contractors |
|  | Hide Table (also icon for Minimize) | Contractors |
|  | Select Date This icon appears in many locations | Contractors |
|  | Clear Changes This icon appears in many locations | Contractors |
|  | Long Description – can appear green at time This icon appears in many locations | Contractors |

| ICON | DESCRIPTION | AIMS LOCATION |
|---|---|--------------------|
|  | New Incident - creation of a new item, record, task etc This icon appears in many locations | Cleaning Incidents |
|  | Incident in Progress | Cleaning Incidents |
|  | Pending Incident - used in Cleaning Exemptions and known as: Pending and Send to School Cleaning Unit for exemption | Cleaning Incidents |
|  | Route Workflow This icon appears in many locations. | Cleaning Incidents |
|  | Resolve Incident This icon appears in many locations | Cleaning Incidents |

| ICON | DESCRIPTION | AIMS LOCATION |
|--|------------------|---------------|
|  | Validate RFE | RFE |
|  | Pause RFE | RFE |
|  | Un Pause RFE | RFE |
|  | RFE CAR Feedback | RFE |

| ICON | DESCRIPTION | AIMS LOCATION |
|---|---|---------------|
|  | Handheld Work Order | HHWO |
|  | Create New Work Order - this icon will appear on your portable device ie: mobile, tablet | HHWO |
|  | Closed Work - this icon will appear on your portable device ie: mobile, tablet | HHWO |
|  | Flying Bee - this icon will appear on your portable device ie: mobile, tablet. Appears when the application is processing | HHWO |
|  | Edit - this icon will appear on your portable device ie: mobile, tablet | HHWO |

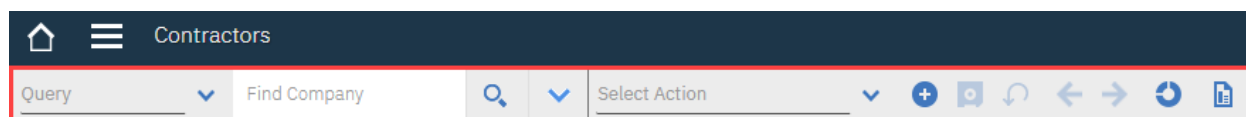
| ICON | DESCRIPTION | AIMS LOCATION |
|---|--|---------------|
|  | Table of Contents | Run Reports |
|  | Print Reports | Run Reports |
|  | Export Data - allows schools to choose the data they wish to export, then converts to a CSV file | Run Reports |
|  | Export Report - complete report can be exported to a file format of your choice | Run Reports |

AIMS Taskbars

Each Taskbar in AIMS has different actions and icons to select from.

Action Taskbar

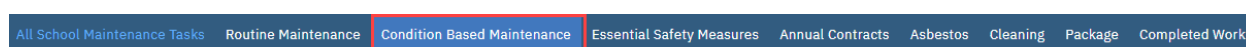
The **taskbar is grey**. You will find the taskbar located throughout the AIMS applications. Here is an example of the **Contractor** taskbar:



Maintenance Taskbar

The **taskbar is blue**. When a tab is selected, the colour will change to a lighter blue.

Here is an example of the **Condition Based Maintenance tab** selected:



Accessing AIMS

AIMS can be accessed using the following link: <https://vsba-aims.maxicloud.co/maximo>.

The preferred browser for AIMS is Microsoft Edge or Google Chrome.

Should schools have log in issues using Chrome or from home please refer to the QRG – Resolving Log in Issues.

New User Access

For new user access, a Service Request will need to be logged requesting access on the [Service Portal](#) > select **Services Catalog** > Select **Access** > select **Asset Information Management System (AIMS) School Access**.

Access requests require a letter from the school principal approving access to AIMS to be attached to the request for it to be submitted. Access Permission will be assigned dependent on the user. Principal access has a higher level of permissions. This cannot be delegated.

Signing into AIMS

AIMS is Single Sign On (SSO) enabled, which means once you have signed into the Department's IT network using your **eduPass credentials**, the system will remember your profile and you will not be asked to repeat a login for AIMS. The SSO technology will log users directly into the AIMS **Start Centre** Page.

Once the user is logged in the name of the user will appear at the top left-hand side of the screen.

Signing out of AIMS

To maintain optimal efficiency and to protect the security of the data, sign out when exiting AIMS. **Exit** by selecting the **Sign Out** icon located in the top right-hand corner of the page.



Start Centre

The **Start Centre** page is the first screen presented. It contains quick links to commonly used applications and actions. The **Start Centre** page is multi-functional and contains the following options:

On the Left - Main Menu:

Facilities Management
Contractors
Cleaning Incidents
School Cleaning Documents
Managing Routine Tasks

Mobility Applications

Quick Insert

New Service Request

Work Orders due in 30 Days

Note: the default sort is by Work Order. This can be changed by clicking on any of the headings ie: Target Finish which will sort by date

Work Orders due in 90 Days

Work Orders due in 365 Days

Unresolved Cleaning Incidents
in 30 days

On the Right:

Bulletin Board – VSBA
centralised publications

Inbox/Assignment – reminders
and notifications from VSBA,
eduMail and contractors

The screenshot displays the Start Centre dashboard with a dark blue header and sidebar. The main content area is divided into several sections:








- Main Menu:** Includes links for Facilities Management, Contractors, Cleaning Incidents, and Managing Routine Tasks.
- Mobility Applications:** Includes a link for Hand held Work Orders.
- Quick Insert:** Includes a link for New Service Request.
- Work Orders due in 30 Days:** A table with columns: Work Order, Description, Work Type, Priority, Target Finish, Status, School, and Campus. It lists 10 work orders.
- Work Orders due in 90 Days:** A table with the same columns as the 30-day section, listing 10 work orders.
- Work Orders due in 365 Days:** A table with the same columns, listing 10 work orders.
- Unresolved Cleaning Incidents in 30 days:** A table with columns: Incident, Summary, Incident Category, Contractor, Status, and Status Date. It shows "No Data Found."

The screenshot displays the Bulletin Board and Inbox/Assignments sections:

- Bulletin Board:** Includes a filter icon and a table with columns: Subject, Message, Post Date, Expiration Date, and Viewed. It shows "No Data Found."
- Inbox / Assignments:** Includes a link for No Assignments found for Rick Gervasoni.

Basic Search and Filters

There are several search and filter options throughout AIMS. The following icons represent the functionality:

| | |
|---|--|
|  | Search using the magnifying glass |
|  | Drop-down to select or search |
|  | Detail View – expands to view or search |
|  | Filter – when this icon is green it means the filter is on |
|  | Filter – when this icon is blue it means the filter is off |
|  | Filter – this function will also activate the filter to on/off |
|  | Once the filter is activated, place the cursor in the appropriate Field, and hit the ENTER key on the keyboard |

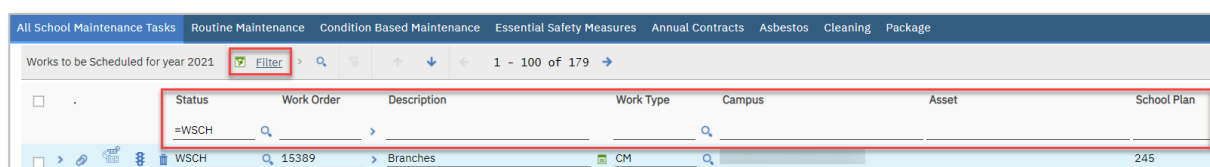
Using Filters

When the **Filter** is set to **ON**, a quick search field appears at the top of the page. The search criteria can be refined by the headings that appear.

Note: The Filter **ON** setting is the default view for several AIMS applications.

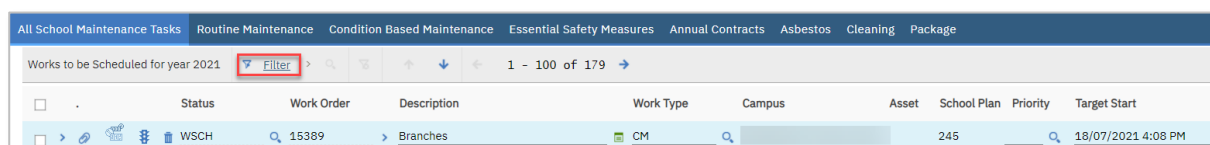
Example: Filter ON

Search fields visible



Example: Filter OFF

No search fields visible



Mandatory Fields

Mandatory information in AIMS is marked with an Asterisk * and description is bold.

Perform an Advanced Search

The **Advanced Search** functionality consists of a range of field options where the search criteria can be entered beyond the basic search. Searches can be performed by:

- Clicking on the **magnifying glass** icon
- Clicking the **Detail View** icon
- Entering **free text** in fields
- Clicking on **Find**

Advanced Search | Save Query | School Bookmarks

More Search Fields | Current Query:

Contractor: _____

Customer #: _____

LGA: _____

Certificate Type: _____

Trade Type: _____

Company Type: _____

Organization: _____

Trading Name: _____

ABN: 97765755258

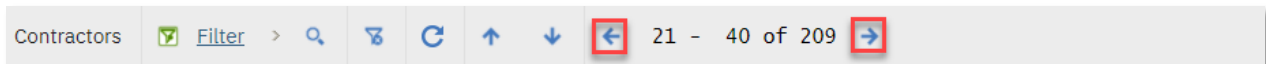
ACN: _____

WWCC Type: _____

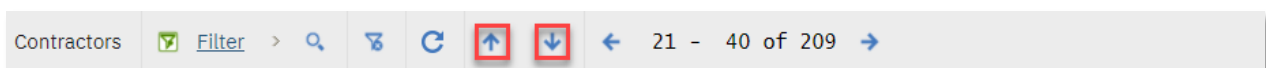
Find | Restore Application Defaults | Revise | Cancel

Move between pages & rows

The **Next Page** and **Previous Page** arrows enable the user to move between multiple pages within the application.



The **Next Row** and **Previous Row** arrows enable the user to move between multiple rows within the application.



Downloading documents



Many applications within AIMS enables users to download documents. The icon below represents the download function. The document will be converted to an excel spreadsheet.

Saving records



The Save icon is located on the Action toolbar. It is found throughout all the applications. Once selected, a message will appear to say the record has been saved.

✓ BMXAA4205I - Record has been saved.

Contractors

The Contractor application in AIMS is a **centralised list** for use by **ALL** Schools and the VSBA.

The **Contractors** have been pre-populated with many existing CASES21 Creditors.

To **locate a Contractor** in the centralised database a **search by ABN** in the first instance should be undertaken. If a Contractor is not located, they **MUST be added to AIMS first not CASES21**. At the time a Work Order for that Contractor is approved in AIMS, the details will be added to CASES21. **Note:** this is not an instant process and can take up to 4 hours. Contact information will be read only in CASES21. The Contractor details MUST be updated in AIMS.

A Contractor can have **multiple contacts** listed in AIMS. A **primary contact MUST be added** to the Contractor, to link the contact information in CASES21. The primary contact must have an email address, phone contact, and address. The **primary contact MUST** be linked to the **customer contact** field on the **address** tab.

Contractors regularly used by schools **should be bookmarked**. This allows quick access to the correct Contractor for your school.

Schools need to ensure compliance around Contractor activities. Further information is available from PAL under [Contractors — Insurance and Contract Arrangements](#)

Searching for a Contractor

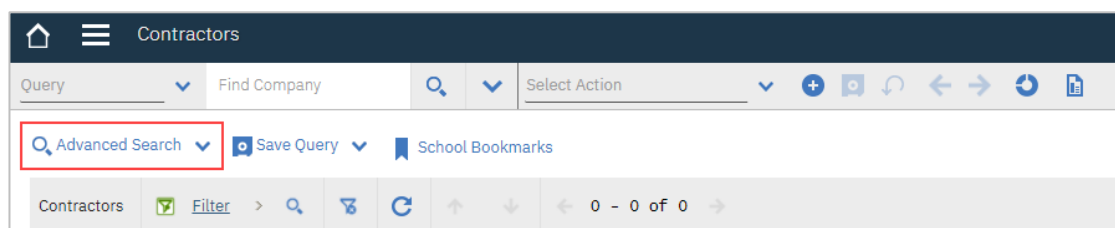
There are several ways to search for a Contractor in AIMS. This includes using the filters, advanced search or once bookmarked. Remember the list of Contractors is used by ALL schools and the VSBA.

When first locating a Contractor in AIMS, it is recommended to use the Advanced Search option and the ABN number.

Searching using Advanced Search

Open | Start Centre | Contractors

- Click on **Advanced Search** (you may need to click on More Search Fields)



- When the More Search Fields box appears **type the ABN directly** in the **ABN field** and click **Find**. **Note:** make sure all other fields are blank

Contractors

Query Find Company Select Action

Advanced Search Save Query School Bookmarks

More Search Fields| Current Query:

Contractor: _____

Customer #: _____

LGA: _____

Certificate Type: _____

Trade Type: _____

Company Type: _____

Organization: _____

Trading Name: _____

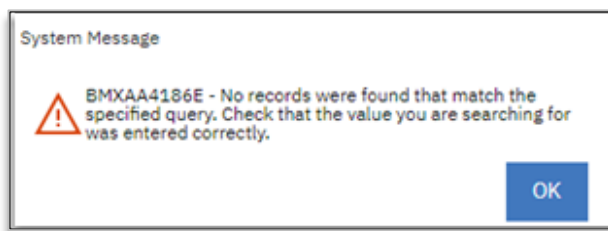
ABN: 68 086 493 950

ACN: _____

WWCC Type: _____

Find Restore Application Defaults Revise Cancel

- You will see the message below if there is **no match** to an existing Contractor in AIMS



OR

- If the Contractor is in AIMS, the information will appear on the screen.

Contractors

Query Find Contractor Select Action

List View Contractor Contacts Addresses LGA Certificates Trade Type

Contractor: KJL ELEC KJL Electrical P/L Attachments

ACN: 97765765268 Organisation: DET Contractor Email ID: kjlelec@yahoo.com

* ABN: 97765765268

Customer Website: _____

Trading Name: _____

ABN Valid To: _____

Email incidents to: _____

Mobiler: _____

To [create a Contractor](#) in AIMS follow the instructions further in this user guide.

Searching using the filter options

Open | Start Centre | Contractors

- The contractor page defaults to the **Filter ON** search view. This shows all the fields that can be searched in the **blank line underneath each heading**.

The screenshot shows the 'Contractors' search interface. At the top, there's a navigation bar with a home icon, a menu icon, and the title 'Contractors'. Below this is a search bar with a 'Query' dropdown, a 'Find Company' input field, a search icon, and a 'Select Action' dropdown. To the right of the search bar are several icons: a plus sign, a document, a refresh, a left arrow, a right arrow, and a print icon. Below the search bar, there's a section with 'Advanced Search' (with a dropdown), 'Save Query' (with a dropdown), and 'School Bookmarks'. The main area is titled 'Contractors' and features a 'Filter' button (highlighted with a red box) and a search icon. Below this is a table with the following headings: 'Contractor', 'Description', 'LGA', 'Certification Type', 'Trade Type', and 'ABN'. Each heading has a corresponding search input field with a magnifying glass icon. A red box highlights the search input fields under 'Contractor', 'Description', 'LGA', 'Certification Type', and 'Trade Type'. At the bottom of the table, there's a note: 'To find records, use the filter fields and then press Enter. For more search options, use the Advanced Search button. To enter a new record, select the Insert icon in the toolbar.'

Search headings include:

- **Contractor:** the AIMS contractor short name (Creditor Key in CASES21)
 - **Description:** full name of the contractor
 - **LGA:** Local Government Area serviced by the contractor
 - **Certification Type:** the certifications associated with the contractor such as:
 - i. **PI** – Indemnity and **PL** – Liability
 - ii. **REG** - Company Registration
 - iii. **SWMS** – Safe Work Method Statement
 - iv. **WCPASI** - Victorian Workcover Policy or Personal Accident and Sickness Insurance
 - **Trade Type:** ie: plumber, carpenter, electrician etc
 - **ABN:** Australian Business Number
 - **Panel Id:** is associated with the Victorian Government Suppliers Panel
 - **Panel Status:** the status of the contractor in application for the Victorian Government Suppliers Panel
 - **Business Type:** contractor with employees or proprietor labour.
- To **search for a contractor**, select a field and **type the information** directly into the field **OR** use the **magnifying glass** to look up a value to select from. More than one value can be selected. Hit enter on the keyboard to activate the search
 - If the search parameters match, the information will appear on the screen.

Create a New Contractor

Prior to creating a Contractor, it is important to establish that the contractor does not already exist within the AIMS centralised contractor list.

[Searching for a Contractor](#) by **ABN**. If a Contractor is not located, they **MUST be added** to **AIMS FIRST not CASES21**.

IMPORTANT NOTE:

As a centralised list, the information contained within the list is visible to **ALL** school users who access AIMS. Care must be taken when making changes to contractor information. It is important to recognise information, that is changed or updated may impact other schools. Once the Contractor information is updated in AIMS, the next Work Order set to an Approved Status for the contractor will trigger the information to be updated in CASES21.

Contractor Naming Protocols:

- Short name will be an abbreviation of the Business Name
- Always use a capital letter for each word in the Business Name (unless the name is registered differently)
- Always use a capital letter for contractor contact First Name and Last Name
- **Contractor ID - Do not use spaces, symbols or special characters in this field. Use Capital letters for the Contractor ID Name. This field allows for up to 10 characters.**

To create a new Contractor:

Open | Start Centre | Contractors

- From the **Action Taskbar**, click the **New Contractor** icon
A blank Contractor page will open
- In the ***Contractor** field enter the contractor's **short name** and **Business name** (In CASES21 this will be recognised as the Creditor Key)
- Enter the ***ABN** (no spaces). The ABN Lookup application is integrated into the New Contractor form and will reject an invalid ABN. Once the ABN has been recognised the Trading Name field will be automatically populated
- Enter a **Contractor Email ID**. This email ID is used to send the **Work Order to a contractor**
- **Email incidents to: ONLY** used for **Cleaning Incident emails**. This is the default contact method for the contractor
- **Mobile:** Enter the 10-digit mobile number or landline phone number. Enter the prefix 03 for landlines in Victoria
- There is an option to add attachments for the Contractor. Click on the Attachments paper clip hyperlink to add any required documents
- **Next Step** – Add contacts for the contractor.

Add Contact Persons

A contractor can have multiple contacts that may be associated with multiple schools. Every **external contractor** must have the following primary contact added on the Contact tab: **Accounts Payable**. The CASES21 payment email address **MUST** be attached to this contact.

In the Contractor application, click the **Contacts** tab

- Click **New Row**
- Add ***First Name** and **Last Name** (required for WWCC validation)
- Enter the **Working with Children Card (WWCC)** number, for contacts working onsite at a School. They **MUST** have a valid Employee WWCC.

For the **WWCC number to be validated**, the **Surname** and **WWCC number** must be entered into AIMS. Once validated by the Department of Justice a WWCC Certificate Valid to date will be recorded.
- Add a copy of the **WWCC** to the by clicking on the **Paper clip hyperlink**, selecting Add New **Attachments, Add New File**
- Enter an **Email address** - **Note:** this field will update the **Email for payments** in CASES21. **Ensure you link this tab** to the **Customer Contact** field on the **address tab**
- **Phone** and **Mobile** are optional fields
- Click **New Row** again to add more contact information. **Note:** The **Position** and **Person ID fields** are for VSBA internal use by the Cleaning Unit
- **Save** contact details
- **Next Step** – Add address for the contractor.

Add Addresses

- In the Contractor application, click the **Addresses** tab
- Click on the **magnifying glass** next to the **Customer Contact** field and select a contact. **Note:** for Creditor information to be updated in CASES21 this field must be linked to a contact. That contacts information will be updated when the next Work Order is processed in AIMS to approved status
- Click into **each field to add** the details for Address, City, State, and Postal Code
- **Save** address details
- **Next Step** – Add LGA for the contractor.

Add LGA

The LGA (Local Government Area) in which the contractor operates can be recorded within the contractor record. More than one LGA can be added.

- In the Contractor application, click the **LGA** tab
- Click **New Row**
- Click the **magnifying glass** icon – search and select the relevant LGA
- **Repeat steps** until all LGAs have been added
- **Save** LGA details
- **Next Step** – Add Certificates for the contractor.

Add Certificates

Certificates which a contractor is required to provide to schools can be recorded within the contractor record in AIMS. Note: Schools need to ensure compliance around Contractor activities. Further information is available from PAL under [Contractors — Insurance and Contract Arrangements](#)

The certificate validity is tracked, and the contractor and school are notified by email when the certificate is **due to expire**.

- In the **Contractor application**, click the **Certificates** tab
- Click **New Row**
- Click the **magnifying glass** icon next to ***Certification Type**
- Select the **certificate** to be added. Options include:
 - **PI:** Indemnity
 - **PL:** Liability
 - **REG:** Company Registration
 - **SWMS:** Safe Work Method Statement
 - **VWCPASI:** Victorian Workcover Policy or Personal Accident and Sickness Insurance
- Click **Attachments** to attach copy of certificate
- Select the **Checked?** box to validate certificate has been checked
- Enter the **Valid From:** and **Valid To:** dates
- **Repeat steps** until all certificates have been added
- **Save** certificate details
- **Next Step** – Add Trade Types for the contractor.

Add Trade Types

The trade types which the contractor offers can be recorded within the contractor record. The school can search for trade types when creating Work Orders or Work Packages.

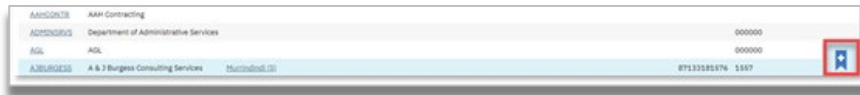
- In the Contractor application, click the **Trade Type** tab
- Click **New Row**
- Click the **magnifying glass** icon for ***Trade Type** - search and select the trade to be added
- **Repeat steps** until all trade types have been added
- Click the **Save** icon.

Bookmark a Contractor

Contractors regularly used by schools should be bookmarked. Bookmarking quickly assists to locate a Contractor when allocating Work Orders. ALL users can share the bookmarked contractors.

Contractors can be **Bookmarked** in two ways:

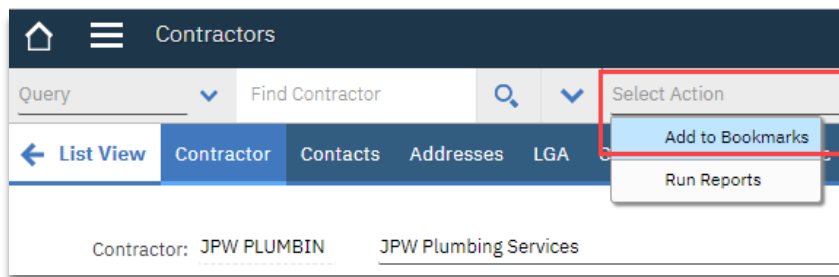
- Select the **contractor** to be bookmarked
- Scroll across to the **far-right hand side** and click the **Bookmark** icon



- A message will appear acknowledging the **Record has been bookmarked**

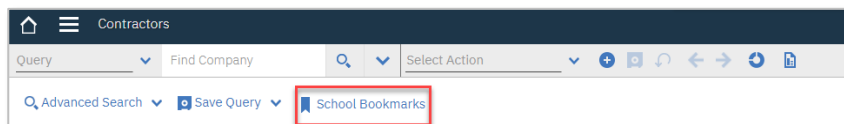
OR

- Open the **Contractor** record
- Click the **Select Action** arrow and choose **Add to Bookmarks**.



View Bookmarked Contractors

- To view and access bookmarked contractors - click the **School Bookmarks** tab



Delete a Bookmarked Contractor

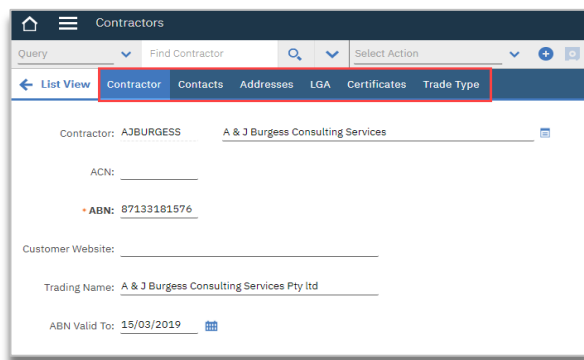
- Bookmarked contractors can be removed from the **School Bookmarks** location by clicking the **Delete** icon
- Click **OK**.

View a Contractor

To find a contractor see [Searching for a Contractor](#) in this user guide.

Open | Start Centre | Contractors

- Once located, Contractor information **can be viewed** by clicking on **each tab** along the taskbar



Update a Contractor

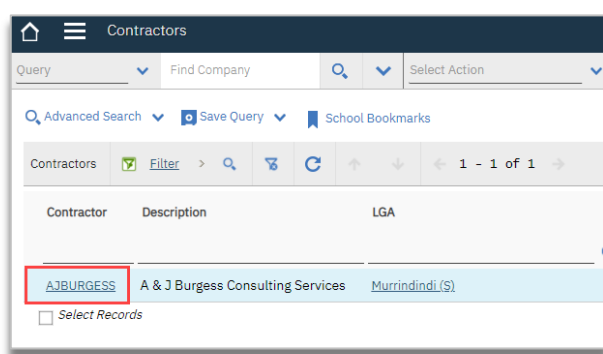
Contractor information can be updated at any time.

IMPORTANT NOTE:

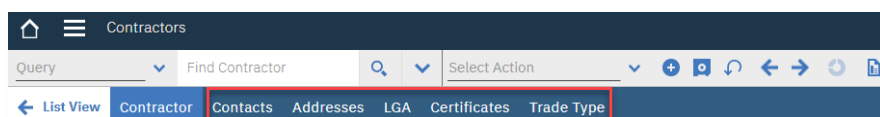
As a centralised list, the information contained within the list is visible to ALL school users who access AIMS. When making changes to contractor profiles, it is important to recognise that information that is changed or updated may impact other schools.

Open | Start Centre | Main Menu | Contractors

- Locate the contractor by one of the search methods



- Select the **relevant tab** which contains the information to be updated



- Click **New Row** – update the record with the new details for Contacts, LGA, Certificates and Trade Type
- To update the **Address**, override the previous information with the new details
- Save** changes.

Assign a Contractor to a Work Order

Once a Work Order has been created in AIMS, before the Status can be changed to Approved, a contractor MUST be assigned.

Open | Facilities Management | All School Maintenance Tasks

- Select the correct **Planned Year** from the **funding tracker**
- Locate the **Work Order** or **Work Package** from the relevant tab
- In the **Contractor** column, click the **Detail Menu** icon next to the **Contractor** Field
- Click on **Go To Contractors**
- Select the **Contractor** by either:

Clicking on the **School Bookmarks** tab, **select the contractor**, then click on the **Return with Value** hyperlink. The screen will return and place the Contractor name in the field

OR

Search for the **Contractor by typing** in the **required** search field and **hitting enter** on the keyboard. Click on the **Contractors** hyperlink, then click on the **Return with Value** hyperlink. The screen will return and place the Contractor name in the field

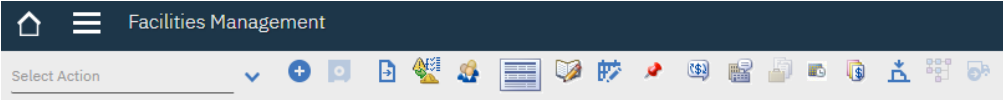
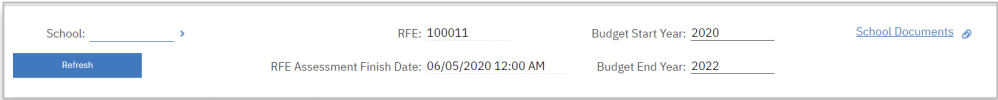
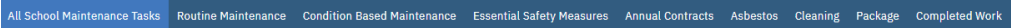
- Click the Save Work Order icon from the Action Taskbar.

Facilities Management

Facilities Management is used to view, manage, and complete several asset related functions in AIMS.

Open | Start Centre | Facilities Management

The page is divided into 3 sections:

| | |
|--|---|
| <p>Facilities Management Icons and Information</p> | <p>Action Taskbar and Icons are listed along the top of the page. The icons are consistent within all school maintenance task functions.</p>  <p>Under the icons, is a Refresh button, RFE information, Budget Years and a hyperlink to view or attach School Documents</p>  |
| <p>Funding Tracker</p> | <p>Shows the Budget, Planned and Actual Cost for Condition Based Maintenance (CM), Routine Maintenance (RM), Annual Contracts (AC) and Essential Safety Measures (ESM) tasks for a Planned Year.</p> <p>The Planned Cost figures are based on SRP Infrastructure funding. Future years are projected figures. On an annual basis, the default split for maintenance is 50% CM, 30% RM and 20% contingency.</p> <p>The funding tracker can be refined to a planned year view by changing the Budget Start Year to Budget End Year.</p> |
| <p>All School Maintenance Tasks</p> | <p>The All-School Maintenance Tasks view shows all maintenance tasks, represented as Work Orders at various stages according to their status.</p> <p>Alternatively, schools can view their Work Orders by clicking on the individual headings, Routine Maintenance, Condition Based Maintenance, Essential Safety Measures, Annual Contracts, Asbestos, Cleaning, Package and Completed Work.</p>  <p>The default view in Status is =WSCH – Waiting to be scheduled.</p> <p>Refer to Work Orders for more information regarding Work Order status types.</p> |

Local Building, Room and Space Names

Every space in the school has an individual number on the School Plan and should have a local school identified name. This will only need to be completed once in AIMS, unless changes are made at school level to names, buildings, rooms, or spaces.

When viewing the list, the Location will have the abbreviation of the Class Structure along with a number. They are broken down by:

- School – 017857
- Campus - 017857**02**
- BU – Building
- LA – Land
- SI - Site/Site Infrastructure
- SP – Space
- SU – Sub-building

By entering the Local Asset Names, it is easier to recognise the location as maintenance work is allocated.

When naming Local Asset Names, it is recommended to use **consistent naming conventions**. For example: **Building Name then Individual Space Name**. Please **DO NOT** use names for rooms that will change from year-to-year *i.e. a classroom in the teacher's name*. This information is entered in the fields under the **Name Provided By School** Column.

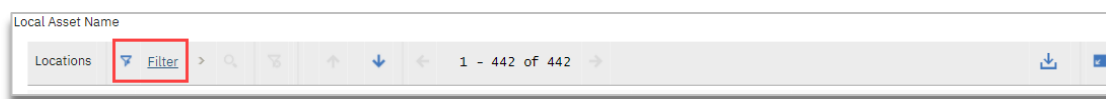
To update local asset names

Open | Start Centre | Facilities Management

- Click the **Local Asset Name** icon

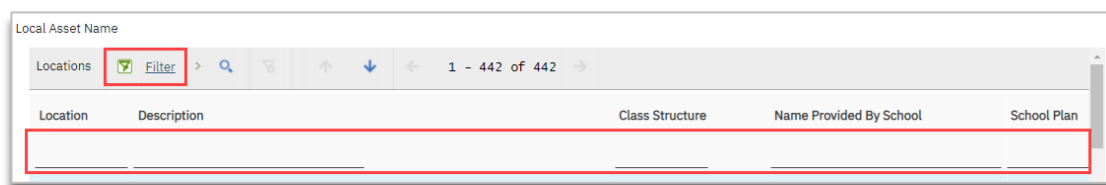


- The Local Asset Name screen will be displayed. The **default view** is with the **filter off**



Click on the **Filter** icon to turn the filter on. This enables **searching** by Location, Description, Class Structure, Name Provided By School or School Plan.

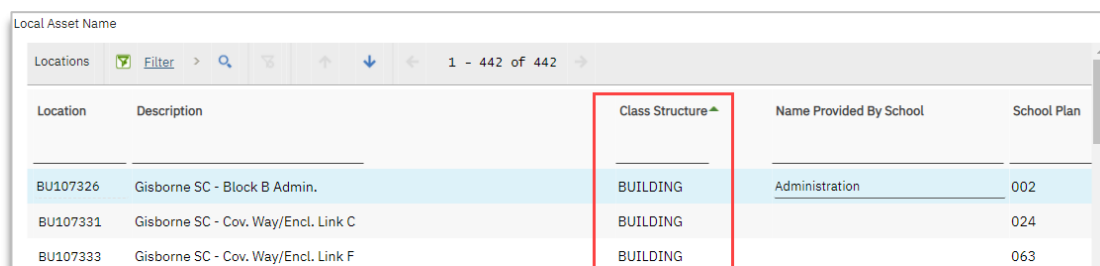
Once the search filter is activated, it is recommended to search by typing **space** in the **Class Structure** column and hitting **enter** on the keyboard



OR

The Local Asset Name **columns can be sorted** by clicking on the **heading names**. In the example below, the **Class Structure** column has been sorted in ascending order. This is marked by a small green triangle, pointing up next to the heading name.

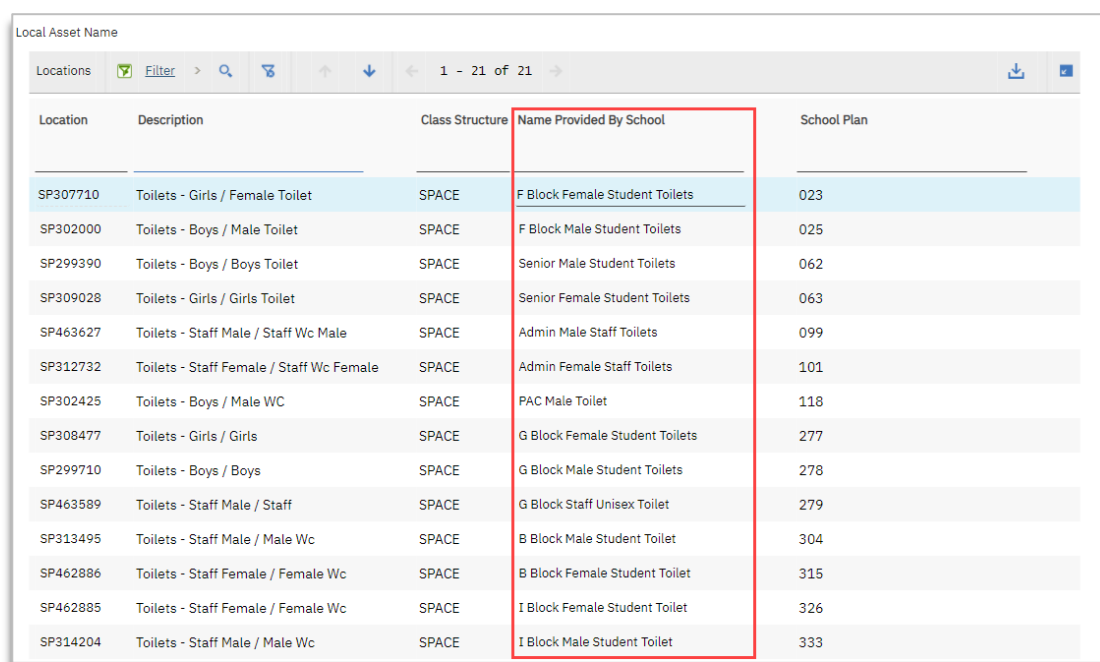
To sort descending, click on the heading name again. To turn off, click on the heading name again and the triangle will disappear



The screenshot shows a table titled 'Local Asset Name' with a toolbar at the top containing 'Locations', 'Filter', search, and sort icons. The table has five columns: 'Location', 'Description', 'Class Structure', 'Name Provided By School', and 'School Plan'. The 'Class Structure' column is highlighted with a red box and has a small green upward-pointing triangle next to its header. The table contains three rows of data.

| Location | Description | Class Structure | Name Provided By School | School Plan |
|----------|-------------------------------------|-----------------|-------------------------|-------------|
| BU107326 | Gisborne SC - Block B Admin. | BUILDING | Administration | 002 |
| BU107331 | Gisborne SC - Cov. Way/Encl. Link C | BUILDING | | 024 |
| BU107333 | Gisborne SC - Cov. Way/Encl. Link F | BUILDING | | 063 |

- The **scroll bars** can be used to **move up** and **down** and **across** the page
- Once you have determined how you would like to filter and search you can then **add** the **Local Asset Name**. Remember to use **consistent naming conventions**
- In the **Name Provided By School** Field enter the local name. To **add further** local names **TAB** through the fields



The screenshot shows a table titled 'Local Asset Name' with a toolbar at the top. The table has five columns: 'Location', 'Description', 'Class Structure', 'Name Provided By School', and 'School Plan'. The 'Name Provided By School' column is highlighted with a red box. The table contains 16 rows of data.

| Location | Description | Class Structure | Name Provided By School | School Plan |
|----------|--|-----------------|--------------------------------|-------------|
| SP307710 | Toilets - Girls / Female Toilet | SPACE | F Block Female Student Toilets | 023 |
| SP302000 | Toilets - Boys / Male Toilet | SPACE | F Block Male Student Toilets | 025 |
| SP299390 | Toilets - Boys / Boys Toilet | SPACE | Senior Male Student Toilets | 062 |
| SP309028 | Toilets - Girls / Girls Toilet | SPACE | Senior Female Student Toilets | 063 |
| SP463627 | Toilets - Staff Male / Staff Wc Male | SPACE | Admin Male Staff Toilets | 099 |
| SP312732 | Toilets - Staff Female / Staff Wc Female | SPACE | Admin Female Staff Toilets | 101 |
| SP302425 | Toilets - Boys / Male WC | SPACE | PAC Male Toilet | 118 |
| SP308477 | Toilets - Girls / Girls | SPACE | G Block Female Student Toilets | 277 |
| SP299710 | Toilets - Boys / Boys | SPACE | G Block Male Student Toilets | 278 |
| SP463589 | Toilets - Staff Male / Staff | SPACE | G Block Staff Unisex Toilet | 279 |
| SP313495 | Toilets - Staff Male / Male Wc | SPACE | B Block Male Student Toilet | 304 |
| SP462886 | Toilets - Staff Female / Female Wc | SPACE | B Block Female Student Toilet | 315 |
| SP462885 | Toilets - Staff Female / Female Wc | SPACE | I Block Female Student Toilet | 326 |
| SP314204 | Toilets - Staff Male / Male Wc | SPACE | I Block Male Student Toilet | 333 |

- Click **Save**. **Note:** when OK is clicked it will go back to Facilities Management screen. To add further Local Asset Names, **click** the **Local Asset Name** icon and **repeat the steps** above
- Once completed, a list of Local Asset Names can be **downloaded** to excel by clicking on the **Download** icon
- View, print, or save as, the download report
- Click **Close** to exit the Local Asset Name screen.

School Documents

School documents are a mixture of VSBA and local school documents. Folders have been created to sort documents by type. School documents are an essential way of storing current and historical information in one place.

VSBA documents that have been upload, are unable to be deleted. School documents can be added and deleted as required. **Note:** once uploaded, the documents cannot be moved to another folder. The uploaded document would need to be deleted and then uploaded to the correct document folder.

| Document Folder Name | Example of the types of documents to store |
|----------------------|---|
| Annual Contracts | Annual Contract compliance and relevant information |
| Asbestos | Asbestos reports and relevant information |
| ESM | Essential Safety Measures compliance and relevant information |
| Facilities_Mngmt | Building and Room Report Certificate of Occupancy Cleaning Services Plan (CSP) School Plan Hazard related documentation Heritage documents Joint Use Agreements Local Govt Regulations and by laws Any other information relating to facilities management |
| Maintenance | Compliance information eg. electrical and plumbing compliance certificates Condition Assessment Report (CAR) Inspection reports related to OHS such as playground, shade sail and arborist inspections School generated maintenance reports Specialist Assessment Report Any other information relating to maintenance |
| Attachments | Attachments migrated to AIMS are in this folder. |

To view School Documents

Documents can be viewed in two ways, by a list or folder view.

Open | Start Centre | Facilities Management

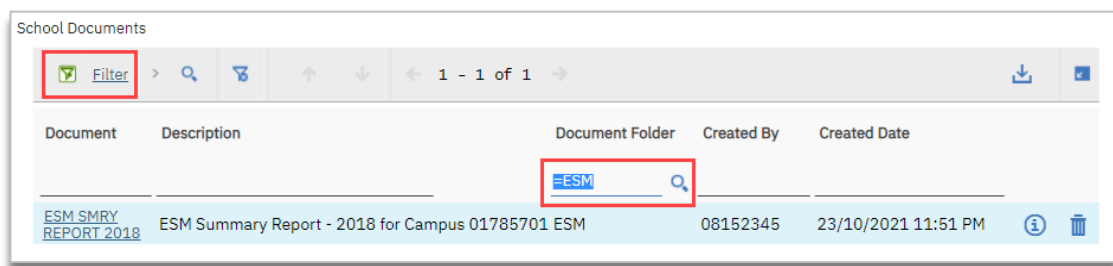
- Click on the **School Documents** hyperlink
- A list of documents will be displayed. The **default view** has the **filter off**. Depending on how many reports are listed you may have to use the **Next page** arrow to move between the pages



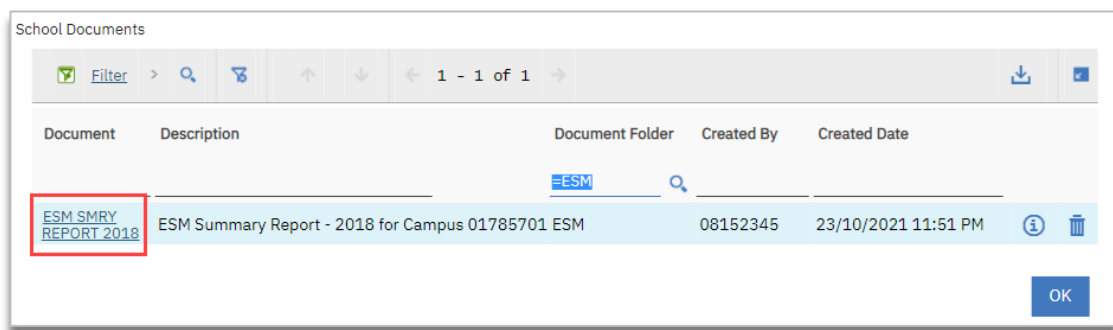
OR to view the reports in **folder view**

- Click on the **filter** icon to activate **Document Folder** search field. **Click** on the **magnifying glass** and **select** the **required folder**. Hit enter on the keyboard to refine the search. **Note: DO NOT click on OK** as this will return you to the Facilities Management page.

Below is an example of the filter used to refine the search to the ESM folder



- To view a report, in the Document column click on the **report name or number hyperlink**




- The report will download (reports may be of different types ie: PDF, Excel).
- Click on the **download report** to open
- View, print, or save as, the download report
- Click **OK** to close out of the screen.

To add school documents

Open | Start Centre | Facilities Management

- Click on the **Paperclip** hyperlink next to **School Documents**
- Click **Add New Attachments**
- Click **Add New File**
- Click on the **Select Folder** drop down arrow
- **Select the Folder** to upload the document
- Click **Select File**, browse to select file to upload
- Name the document, short and long name
- Click **OK**, the file will upload the file and close out of the screen.

To delete school added documents

- Open | Start Centre | Facilities Management
- Click on the **School Documents** hyperlink. **Note:** VSBA documents cannot be deleted
- **Locate the School document** to delete, click on the **delete row** icon . A message will appear asking if you are sure you want to delete the attachment. Click on **Yes**.
- Click **OK** to close the screen.

Funding Tracker

Schools receive funding for school facilities through the Department's [Student Resource Package \(SRP\) - School Infrastructure](#).

The Funding Tracker displays funding available by year for Condition Based Maintenance, Routine Maintenance, Annual Contracts and Essential Safety Measures.

The AIMS funding default for maintenance is 50% CM, 30% RM and 20% contingency on an annual basis. Schools can adjust the annual default allocation based on local circumstances for current and future years. **Note:** that the tracker preferences must add up to 100%. The default amounts are based on the current SRP Infrastructure Funding.

| DESCRIPTION | SHORT NAME | FUNDING TRACKER | | |
|---|------------|-----------------------|-------------------|------------------|
| Condition Based Maintenance <i>Yellow Tracker</i> | CM | Budget Remaining(CM) | Planned Cost(CM) | Actual Cost(CM) |
| Maintenance works identified by Rolling Facilities Evaluation (RFE) process and school identified maintenance tasks | | -7,545.79 | 26,200.00 | 0.00 |
| | | 18,654.22 | 0.00 | 0.00 |
| | | 4,654.22 | 14,000.00 | 0.00 |
| | | 18,654.22 | 0.00 | 0.00 |
| | | 18,673.85 | 0.00 | 0.00 |
| Routine Maintenance <i>Green Tracker</i> | RM | Budget Remaining(RM) | Planned Cost(RM) | Actual Cost(RM) |
| Mandatory and school identified maintenance tasks | | 10,810.71 | 381.82 | 0.00 |
| | | 11,192.53 | 0.00 | 0.00 |
| | | 11,192.53 | 0.00 | 0.00 |
| | | 11,192.53 | 0.00 | 0.00 |
| | | 11,204.31 | 0.00 | 0.00 |
| Annual Contracts <i>Grey Tracker</i> | AC | Budget Remaining(AC) | Planned Cost(AC) | Actual Cost(AC) |
| | | 6,287.24 | 0.00 | 0.00 |
| | | 6,287.24 | 0.00 | 0.00 |
| | | 6,287.24 | 0.00 | 0.00 |
| | | 6,287.24 | 0.00 | 0.00 |
| | | 6,287.24 | 0.00 | 0.00 |
| Essential Safety Measures <i>Orange Tracker</i> | ESM | Budget Remaining(ESM) | Planned Cost(ESM) | Actual Cost(ESM) |
| | | 9,137.43 | 0.00 | 0.00 |
| | | 9,137.43 | 0.00 | 0.00 |
| | | 9,137.43 | 0.00 | 0.00 |
| | | 9,137.43 | 0.00 | 0.00 |
| | | 9,581.76 | 0.00 | 0.00 |
| Contingency Budget Displays a reserve available for Routine and Condition Based Maintenance | | Contingency Budget | | |
| | | 7,461.69 | | |
| | | 7,461.69 | | |
| | | 7,461.69 | | |
| | | 7,461.69 | | |
| | | 7,469.54 | | |

Budget Years

The Budget Start Year and Budget End Year will show the Planned Years for the set period in the Funding Tracker.

Open | Start Centre | Facilities Management

- The Funding Tracker will display 5 years on the front page. You may need to click on the Next Page icon to see years not displayed

| Planned Year | Budget Remaining(CM) | Planned Cost(CM) | Actual Cost(CM) | Contingency Budget | Budget Remaining(RM) | Planned Cost(RM) | Actual Cost(RM) | Budget Remaining(AC) | Planned Cost(AC) | Actual Cost(AC) | Budget Remaining(ESM) | Planned Cost(ESM) | Actual Cost(ESM) |
|--------------|----------------------|------------------|-----------------|--------------------|----------------------|------------------|-----------------|----------------------|------------------|-----------------|-----------------------|-------------------|------------------|
| 2022 | -7,545.79 | 26,200.00 | 0.00 | 7,461.69 | 10,810.71 | 381.92 | 0.00 | 6,287.24 | 0.00 | 0.00 | 9,137.43 | 0.00 | 0.00 |
| 2023 | 18,654.22 | 0.00 | 0.00 | 7,461.69 | 11,392.53 | 0.00 | 0.00 | 6,287.24 | 0.00 | 0.00 | 9,137.43 | 0.00 | 0.00 |
| 2024 | 4,654.22 | 14,000.00 | 0.00 | 7,461.69 | 11,392.53 | 0.00 | 0.00 | 6,287.24 | 0.00 | 0.00 | 9,137.43 | 0.00 | 0.00 |
| 2025 | 18,654.22 | 0.00 | 0.00 | 7,461.69 | 11,392.53 | 0.00 | 0.00 | 6,287.24 | 0.00 | 0.00 | 9,137.43 | 0.00 | 0.00 |
| 2026 | 18,673.85 | 0.00 | 0.00 | 7,469.54 | 11,204.31 | 0.00 | 0.00 | 6,287.24 | 0.00 | 0.00 | 9,581.76 | 0.00 | 0.00 |

To update the Budget Start Year and the Budget End Year

Open | Start Centre | Facilities Management

- To change the **Budget Start Year**, click in the field and enter the year required ie: 2021. To change the **Budget End Year**, click in the field and enter the year required ie: 2023
- From the **Action Taskbar**, click the **Save** icon. The changes will be reflected in the **Planned Year** column of the **Funding Tracker**.

To change to the School Budget Tracker figures

Open | Start Centre | Facilities Management

- From the **Action Taskbar**, click on the **School Budget Tracker Preferences** icon
- Click **New Row**
- Enter the **Year** and a **percentage value** under **CM Breakup**, **RM Breakup** and **Contingency Breakup** – these amounts will need to add up to 100

| Year | School | Description | CM Breakup | RM Breakup | Contingency Breakup | Report Date | Modified Date |
|------|--------|----------------------------|------------|------------|---------------------|---------------------|---------------------|
| 2021 | 017857 | Gisborne Secondary College | 60 | 30 | 10 | 09/10/2021 10:37 PM | 09/10/2021 10:37 PM |

- Click **OK**. You may need to click **Refresh** to see the updated information.

CASES21 Expenditure Budgets

Work Orders in AIMS have been aligned with the [Chart of Accounts for Victorian Government Schools](#).

As the financial transaction occurs in CASES21, it is important to understand how the coding of Work Orders will appear once processed as an AIMS Order in CASES21.

Budget entry in CASES21 should align with subprogram and general ledger codes used to expend Infrastructure funding at both levels.

CASES21 - Annual Sub Program Budget Variance (KGLSUB21003) report can provide a quick reference to view the information that has been entered into CASES21.

| Infrastructure Funding | SRP Ref | Subprogram | General Ledger |
|--|--------------------|------------|----------------|
| Maintenance and Minor Works Funding | 35 | 6201 | 86504 |
| Building Area Allowance (if applicable) | 32 | 6201 | 86504 |
| Grounds | 31 | 6502 | 86505 |
| Annual Contracts (AC) and Essential Safety Measures (ESM) | 36 | 6401 | 86500 86504 |
| Maintenance Programs – PMP and Supplementary Programs | N/A | 6222 | 86504 86505 |

Please Note:

Annual Contracts funding is provided for specific items. While schools may have 'Annual Contracts' for a number of services not all are funded under Annual Contracts. Refer to the [Student Resource Package](#) (SRP) Guide, Reference 36 for further information.

IMPORTANT NOTE:

If adjustments are required to a school budget, the VSBA recommends that schools follow the financial protocols as outlined in the Finance Manual – Financial Management for Schools. [Section 6: Budget Management](#).

Reports

Dynamic Reports

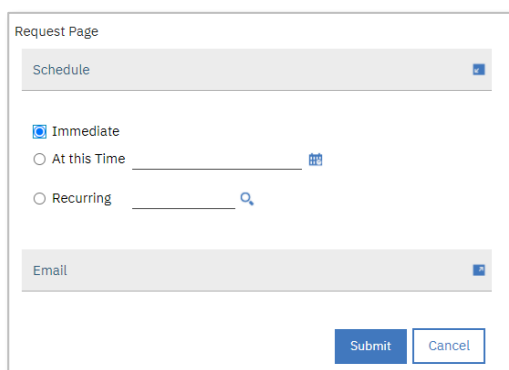
Dynamic Reports are generated in real time and provide schools with the option to download the data or the report in several readable formats. Dynamic Reports are located by using the **Run Reports** icon.

Open | Start Centre | Facilities Management

- Click the **Run Reports** icon. A list of reports stored in this location will appear:

| | |
|--------|------------------------------------|
| DET102 | School Maintenance Dashboard |
| DET103 | Current Year Program Dashboard |
| DET105 | School Maintenance Plan |
| DET106 | AC Current Year Program Dashboard |
| DET107 | ESM Current Year Program Dashboard |
| DET110 | Contractors |
| DET111 | School Identified Tasks |
| DET113 | Building and Space Report |
| DET114 | Cleanable Area Report |
| DET115 | Annual ESM Report |
| DET116 | School Quotation Report |
| DET117 | School Identified Hazards Report |

- To access a report, **click** the required **report hyperlink**
- Select from the **required parameters** (these differ depending on the report chosen)

A screenshot of a 'Request Page' dialog box. It has a title bar 'Request Page'. Inside, there's a 'Schedule' section with a dropdown menu showing 'Schedule' and a blue square icon. Below this, there are three radio button options: 'Immediate' (which is selected), 'At this Time' (with a calendar icon), and 'Recurring' (with a magnifying glass icon). At the bottom, there's an 'Email' section with a text input field and a blue square icon. At the very bottom, there are two buttons: 'Submit' and 'Cancel'.

- Click **Submit**
- The report will initially be generated to a screen view. Schools can choose to download the data only or download the report.

School Maintenance Tasks

Routine maintenance and compliance activities should be undertaken on an ongoing basis, in accordance with Asset Management policy and guidelines. Undertaking these activities helps to support the upkeep of school facilities in the longer term.

The following tasks are all located under the Managing Routine Tasks section of AIMS. Assigning these tasks is usually a one-time set up. After initial set-up, there may be times when you need to add or remove assigned tasks.

- Asbestos Management (AS)
- Annual Contracts (AC)
- Essential Safety Measures (ESM)
- Routine Maintenance (RM)

The instructions for each of the tasks, is explained under each individual heading in the AIMS user guide. Further information may also be obtained from the [Policy and Advisory Library](#) (PAL) and select **Infrastructure and facilities**.

Asbestos (AS)

The Department commissions visual audits of all Victorian government school sites every five years to identify Asbestos Containing Material (ACM), the results of which can be found in each school's Division 5 Audit Report.

Division 5 audits are required of all schools, including new builds, under the Occupational Health and Safety Regulations 2017. Division 5 audits assess both fixed and portable structures present on the school site. Examples include permanent and relocatable buildings, soil, safes and filing cabinets.

The principal or their delegate and/or asbestos coordinator must ensure that:

- The school has a current Division 5 Asbestos Audit Report dated within the last 5 years
- School buildings are labelled to indicate the presence of Asbestos Containing Material (ACM). If labels need replacement, please contact the Department's 24-hour Asbestos Make Safe hotline on [1300 133 468](tel:1300133468)
- Uses the [Asbestos Register](#) and [Asbestos Label Register](#) in AIMS
- Quarterly visual inspections of workplace facilities are scheduled in AIMS, where ACM and Asbestos Labels have been identified and recorded (refer to Division 5 Asbestos Audit Report)
- The result of each visual inspection is recorded in AIMS, in the Asbestos Label Register, including the current condition of the label and any action undertaken
- All records are retained permanently. These can be upload into the Asbestos folder under School Documents in AIMS
- Maintain a [School Asbestos Management Plan](#) (SAMP) as part of the Occupational Health and Safety (OHS) Regulations.
- AIMS has a work order to remind schools to review their Asbestos Management Plan this should be actioned Annually.

Asbestos Register

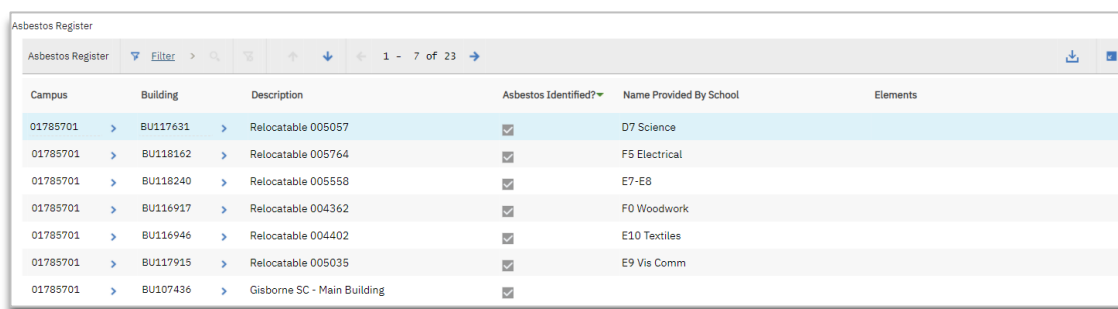
The Asbestos Register within AIMS records details of all instances of asbestos within school assets, calculates a risk score, and recommends an action for each instance.

The asbestos register is updated by the DIV5 auditors, or through the [Make-Safe](#) program where works are performed as the result of an asbestos incident.

School users can access and view their Asbestos Register, but they cannot update it.

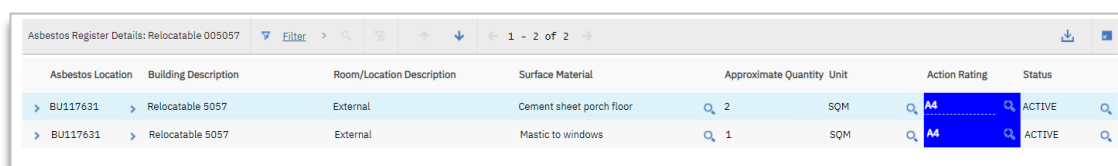
Open | Start Centre | Facilities Management

- From the **Action Taskbar**, select the **Asbestos Register** icon, and the Asbestos Register screen appears, split into two sections. The **top table** lists the **school buildings** and if **Asbestos** is identified:



| Campus | Building | Description | Asbestos Identified? | Name Provided By School | Elements |
|----------|----------|-----------------------------|-------------------------------------|-------------------------|----------|
| 01785701 | BU117631 | Relocatable 005057 | <input checked="" type="checkbox"/> | D7 Science | |
| 01785701 | BU118162 | Relocatable 005764 | <input checked="" type="checkbox"/> | F5 Electrical | |
| 01785701 | BU118240 | Relocatable 005558 | <input checked="" type="checkbox"/> | E7-E8 | |
| 01785701 | BU116917 | Relocatable 004362 | <input checked="" type="checkbox"/> | F0 Woodwork | |
| 01785701 | BU116946 | Relocatable 004402 | <input checked="" type="checkbox"/> | E10 Textiles | |
| 01785701 | BU117915 | Relocatable 005035 | <input checked="" type="checkbox"/> | E9 Vis Comm | |
| 01785701 | BU107436 | Gisborne SC - Main Building | <input checked="" type="checkbox"/> | | |

- The **bottom** table will display **identified asbestos** for each building. Details include-Room/location, Surface Material, Approximate Quantity, Action Rating (A1 - red, A2 - amber, A3 - yellow, A4 - blue) and Status:



| Asbestos Location | Building Description | Room/Location Description | Surface Material | Approximate Quantity | Unit | Action Rating | Status |
|-------------------|----------------------|---------------------------|--------------------------|----------------------|------|---------------|--------|
| BU117631 | Relocatable 5057 | External | Cement sheet porch floor | 2 | SQM | A4 | ACTIVE |
| BU117631 | Relocatable 5057 | External | Mastic to windows | 1 | SQM | A4 | ACTIVE |

- To view the **Action Ratings**, click on **magnifying Glass** in the **Action Rating** column. The Actions Rating list will appear explaining each of the ratings

| Action Rating | Description |
|---------------|--|
| A1 | Restrict access, manage, and remove immediately under full controlled conditions |
| A2 | Restrict access, manage, and remove in the short-term utilising appropriate control measures |
| A3 | Enclose, encapsulate or seal; Manage and reinspect periodically in accordance with the Asbestos Management Plan; Plan for removal in the medium term |
| A4 | Program for planned removal during maintenance or refurbishment; Manage and reinspect periodically in accordance with the Asbestos Management Plan |
| A5 | Manage and reinspect periodically in accordance with the Asbestos Management Plan |

- The information can be **download for each table** by clicking on the **download** icon in the table heading
- Once the download is complete, click on open file to open the excel spreadsheet. **Save** or **close** as required
- Click **Close** to exit the **Asbestos Register** screen.

Asbestos Label Register

When asbestos is found within a school, labelling must be displayed. The Asbestos Label Register records the number of labels, their condition, whether any action is required and whether that action has been undertaken.

The register also includes review dates, which automate the process of reminding the School Principal and nominated asbestos coordinator that a review of labels is to be conducted.

Schools are responsible for updating the Asbestos Label Register.

The Asbestos Label Register information is recorded at the campus level of the school.

Open | Start Centre | Facilities Management

- Click the **Asbestos Label Register** icon. The Asbestos Label Register screen appears:

| Line Number | Location reference for School | Asset | Name Provided By School | Number of labels installed | Current Condition of Asbestos Labels | Action Required? | Action Undertaken | Review Date | Last Modified Date |
|-------------|-------------------------------|--------|-------------------------|----------------------------|--------------------------------------|------------------|-------------------|-------------|---------------------|
| 1 | BU116917 | 367262 | F0 Woodwork | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:35 AM |
| 1 | BU116946 | 439351 | E10 Textiles | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:35 AM |
| 1 | BU117631 | 114723 | D7 Science | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:35 AM |
| 1 | BU117915 | 114709 | E9 Vis Comm | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:35 AM |
| 1 | BU118138 | 118364 | F6 GPC | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:35 AM |
| 1 | BU118162 | 420128 | F5 Electrical | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:35 AM |
| 1 | BU118240 | 439529 | E7-E8 | 2 | Good | | NA | 30/08/2021 | 31/08/2021 11:45 AM |
| 1 | SP219349 | 188750 | D6 Science | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:37 AM |
| 1 | BU107326 | 366687 | Administration | 1 | Good | | NA | 30/08/2021 | 31/08/2021 11:48 AM |

- If the asset does not have an asbestos label, the **Action Undertaken** field will say **NA (Not Applicable)** and if the **location does have an asbestos label**, schools are required to update the **Action Undertaken** field (see updating the Asbestos Label Register below for instructions)
- Click **Close** to exit the screen.

Update the Asbestos Label Register

The Asbestos Label Register should be updated whenever a review is performed, or an action undertaken with the labels. The review should include the number of labels installed, current condition of labels, whether any action is required, what action was undertaken and date of review.

Open | Start Centre | Facilities Management

- From the **Action Taskbar**, click the **Asbestos Label Register** icon
- Highlight the **line required**
- Update the **Number of Labels Installed** field

- Update **Current Condition** field for the Asbestos Label
- Tick the **Action Required?** Box if applicable
- Update **Action Undertaken** field by typing over the information
- Update **Review Date**
- Click **OK**.

Add a New Label Location

To add a new Label location in the Asbestos Label Register:

Open | Start Centre | Facilities Management |

- From the **Action Taskbar**, click the **Asbestos Label Register** icon
- Select the **New Row** tab
- This will add a new row at the bottom of the page. Click on the **magnifying glass** in **Location Reference for School** field and search for location in **Name Provided by School** or by **Description** field
- Select **Location** hyperlink and the asset will be added
- In the **Asset column**, click on the **magnifying glass** and select the **asset**
- Update **Number of Labels Installed**
- Update **Current Condition of Asbestos Labels**
- Tick box if **Action Required**
- Update **Action Undertaken**
- Update **Review Date**
- Click **OK**.

Asbestos Reports

Asbestos reports can be found in AIMS. These include Asbestos Audit (DIV5) reports. These are found in the Asbestos folder under School Documents in AIMS.

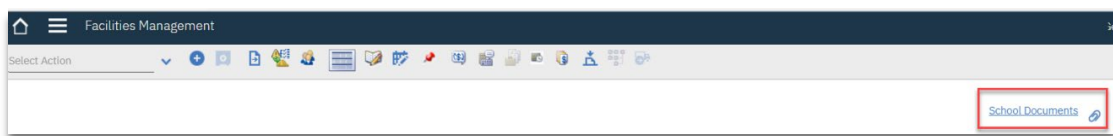
Schools can add any local documents to the Asbestos folder in AIMS.

Reports added by the VSBA cannot be deleted.

View and download Asbestos reports

Asbestos reports including the Asbestos Register can be viewed and download from the following location.

- Open | Start Centre | Facilities Management
- Click on the **School Documents** hyperlink on the right side of the page



- The School Documents screen will appear. You may have to move through the pages to view the relevant report

| Document | Description | Document Folder | Created By | Created Date |
|---------------------------------|---|-----------------|------------|---------------------|
| SCHOOLPLAN | GisborneSecondaryCollege.pdf | Attachments | FUJADMIN | 08/06/2021 11:20 AM |
| DIV 5/CLEARANCE | AsbAudit_S7857_C01_Jun_2013.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | AsbAudit_S7857_C01_Jun_2016.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | AsbAudit_S7857-C01_Jan_1999(1).pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | AsbAudit_S7857-C01_Jan_1999.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | AsbAudit_S7857-C01_Mar_1994.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | RelocAudit_S7857_C01_R000149_Part_6_T05298_May_2011.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | RelocAudit_S7857_C01_R000401_Part_6_T02349_Nov_2007.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | RelocAudit_S7857_C01_R000496_Part_6_T02348_Nov_2007.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |
| DIV 5/CLEARANCE | RelocAudit_S7857_C01_R001121_Part_6_T05299_May_2011.pdf | Attachments | MAXADMIN | 13/06/2021 9:15 AM |

- Reports can be viewed by clicking on the **report name hyperlink**
- The report will download (reports may be of different types ie: PDF, Excel)
- Click on the **download report** to open
- View, print, or save as the download report
- Click **OK** to close out of the screen.

Schedule an Asbestos Quarterly Inspection

Open | Start Centre | Managing Routine Tasks

- From the **Action Taskbar**, click on the **Query** field
- Select **Asbestos Quarterly Schedule**

The Asbestos Quarterly Inspections and the Asbestos Management Review Plan screen will appear for each school site/campus

- Select the **task** by clicking on **hyperlink number** in the **Routine Maintenance Task** column.
- Click on the **Frequency** tab. The Asbestos Quarterly Inspection has a default **Status of Active**, and Frequency listed at 3 months.
- Enter the **Estimated Next Due Date** relevant for the Asbestos Inspection.
- Click the **Save** icon

Now an Estimated Next Due Date has been assigned, the Work Orders are generated overnight and appear in the Facilities Management page under the **Asbestos** tab with a **Status of WSCH** (waiting to be scheduled). **Note:** remember to select the correct **Planned Year** from the Funding Tracker to view the Work Order.

- **Next Step:** See [Schedule a Work Order](#) further in the user guide

Schedule Asbestos Management Review Plan

- From the **Action Taskbar**, click on the **Query** field
- Select **Asbestos Quarterly Schedule**
The Asbestos Quarterly Inspections and the Asbestos Management Plan Review screen will appear for each school site/campus
- Select the **task** by clicking on **hyperlink number** in the **Routine Maintenance Task** column.
- Click on the **Frequency** tab. The Asbestos Management Plan Review has a default status of **DRAFT** and Frequency listed as 1 year.
- Enter the **Estimated Next Due Date** relevant for the Asbestos Management Plan Review.
- To make the **task Active**. Click on **Change Status** icon on the **Action Taskbar**. In the **New Status** box, select **Active** and click **OK**. A message will appear to say the Status has **changed to Active**
- Click the **Save** icon
Now an Estimated Next Due Date has been assigned, the Work Orders are generated overnight and appear in the Facilities Management page under the **Asbestos** tab with a **Status of WSCH** (waiting to be scheduled). **Note:** remember to select the correct **Planned Year** from the Funding Tracker to view the Work Order.
- **Next Step:** See [Schedule a Work Order](#) further in the user guide

Annual Contracts (AC)

Schools are required to annually service, inspect and test school building services and equipment. To meet compliance this **MUST** be in line with relevant legislation and regulations to protect the health and wellbeing of building occupants.

SRP funding is provided to schools for a range of Annual Contracts to meet mandated compliance requirements. Annual Contracts funding is provided for specific items. While schools may have 'Annual Contracts' for a number of services not all are funded under Annual Contracts in the SRP. Refer to the [Student Resource Package](#) (SRP) Guide, Reference 36 for further information.

Annual Contracts need to be scheduled by checking the status, frequency and adding an estimated next due date. Once set up minimal changes would be required.

A full list of [Annual Contracts](#) can be found in the [Appendix](#). For further information on Annual Contracts email: vsba.annual.contracts@education.vic.gov.au

ONLY schedule those relevant to your school site and each campus.

Schedule an Annual Contract

Remember only schedule those relevant to your school site and each campus.

Open | Start Centre | Managing Routine Tasks

- From the **Action Taskbar**, click on the **Query** field
- Select **Annual Contract Schedules**

The Annual Contracts screen will appear with a list of tasks to choose from. Remember only those relevant to your school site and campus need to be set up

- Select the **required task** by clicking on **hyperlink number** in the **Routine Maintenance Task** column. The screen will open on the Routine Maintenance Task tab
- Click on the **Frequency** tab.
- Check and update the ***Frequency Units** (recommended to use the Billing cycle of the contractor)
- Check and update the ***Frequency** (recommended to use the Billing cycle of the contractor)
- Enter the **Estimated Next Due Date**

Click the **Save** icon

- To make the **task Active**, on the **Action Taskbar**, click on **Change Status** icon. In the **New Status** box, select **Active** and click **OK**. A message will appear to say the Status has **changed to Active**
- Now the **Estimated Next Due Date** assigned, the Work Orders are generated overnight and appear in the Facilities Management page under the **Annual Contracts** tab with a **Status of WSCH** (waiting to be scheduled).

Note: remember to select the correct **Planned Year** from the Funding Tracker to view the Work Order

- **Next Step:** See [Schedule a Work Order](#) further in the user guide.

Essential Safety Measures (ESM)

Essential Safety Measures are fire and life safety items installed or constructed in a building, such as exit lights and fire doors. When correctly maintained, ESM support students, staff, and visitors to evacuate safely in the event of a fire.

Under the Building Regulations 2018, there are obligations that require the regular inspection and testing, and maintenance of essential safety measures and keeping of records in relation to those activities.

School Principals must ensure that their school buildings are safe and that ESM activities are performed regularly at their school sites. Most inspections must be completed by qualified contractors. They will be engaged to inspect, test and maintain the items. SRP funding is provided to schools to fund the mandated ESM activities.

An Emergency Safety Measures Annual ESM Report (ESMAESMR) is prepared based on inspections performed and works completed.

IMPORTANT NOTE:

Schools should refer to the most current ESM Audit Report and check the frequency for the items listed against the information in AIMS. The frequency would only be changed to match the ESM Audit report. A school may choose to increase a frequency for the inspection of an item, but **MUST NEVER decrease the frequency**

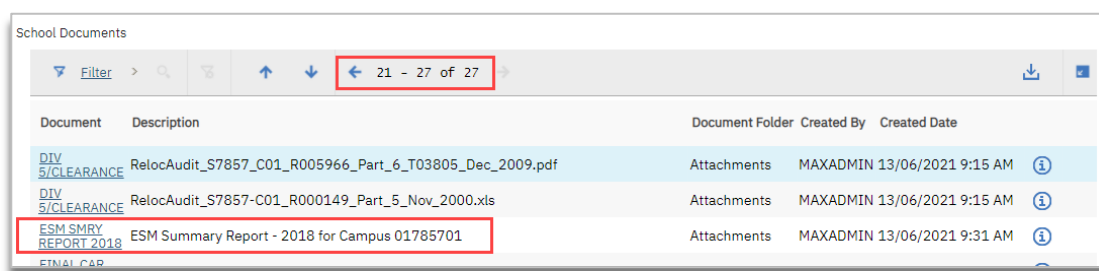
Schools cannot change the status of an ESM task. For any changes to an ESM status or frequency in AIMS, an email must be sent to the ESM team with the details of why the change is required. Email: essential.safety.measures@education.vic.gov.au

Locating the Essential Safety Measures (ESM) Report

Open | Start Centre | Facilities Management

- Click on the **School Documents** hyperlink on the right side of the page

The School Documents screen will appear. You may have to move through the pages to view the relevant ESM report for the year it was last completed



- Reports can be viewed by clicking on the **report name hyperlink**
- The report will download (reports may be of different types ie: PDF, Excel)
- Click on the **download report** to open
- View, print, or save as the download report
- Click **OK** to close out of the screen.

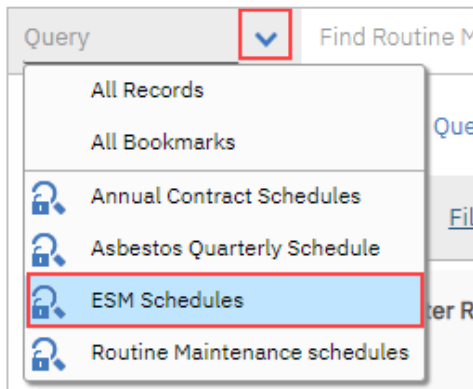
Schedule the Annual Essential Safety Measures Report

An ESM Annual Report is prepared based on inspections performed and works completed.

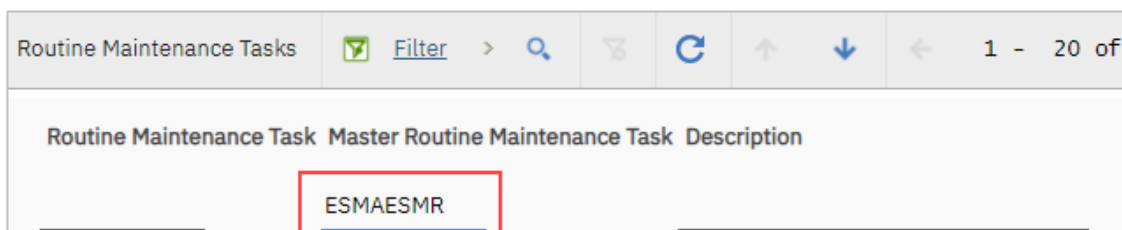
Schools only need to schedule when the next inspection is due. Once this is setup, it will roll over every year for the Annual date. For schools who have a Certificate of Occupancy this would be the date used.

Open | Start Centre | Managing Routine Tasks

- From the **Action Taskbar**, click on the **Query** field and select **ESM Schedules**



- To locate the **Annual ESM report**, in the Column under Master Routine Maintenance task column **type** in **ESMAESMR** and hit enter on the keyboard



- Click on the **Frequency** tab
- Check the ***Frequency Units** is YEARS
- Check the ***Frequency** is 1
- Enter the **Estimated Next Due Date**
- Click the **Save** icon
- Once the steps above have been completed** and an **Estimated Next Due Date** assigned, the Work Orders are generated overnight and appear on the Facilities Management page under the **Essential Safety Measures** tab with a **Status of WSCH** (waiting to be scheduled). **Note:** remember to select the correct **Planned Year** from the Funding Tracker to view the Work Order
- Next Step:** See [Schedule a Work Order](#) further in the guide.

Schedule an Essential Safety Measures (ESM)

Items identified in the ESM Annual Report must be scheduled according to the frequency identified in the report. The report must be checked each year to make sure all identified items are scheduled in AIMS.

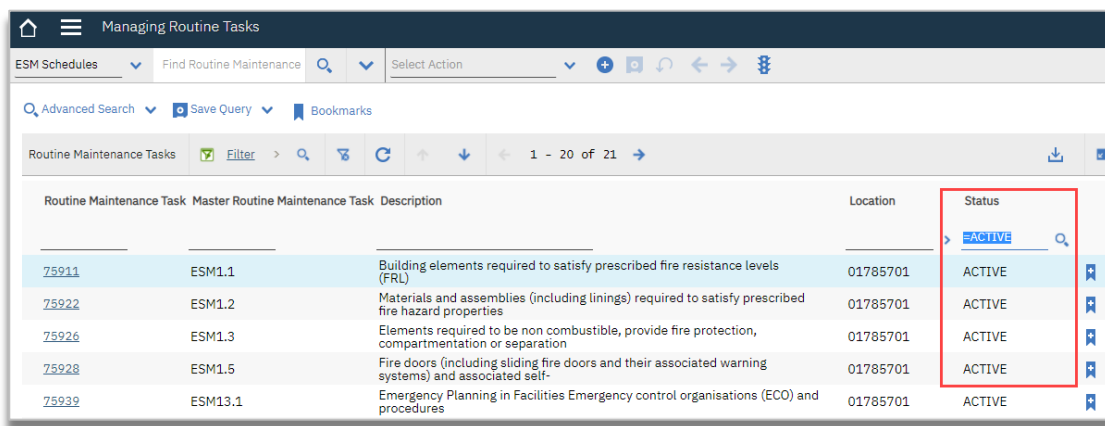
Open | Start Centre | Managing Routine Tasks

- From the **Action Taskbar**, click on the **Query** field and select **ESM Schedules**

A list of tasks will display. The **Status column** will show the if the task is Active, Draft or Inactive

- ESM tasks that apply to your school** have an **Active** status. To search for tasks with an Active status, in the **status column** click on the **magnifying glass**, click on the **Active hyperlink**, this will return the value, then hit enter on the keyboard.

The Active items will display in the screen



The screenshot shows the 'Managing Routine Tasks' interface. At the top, there's a search bar with 'Find Routine Maintenance' and a 'Select Action' dropdown. Below this is a table titled 'Routine Maintenance Tasks'. The table has columns for 'Routine Maintenance Task', 'Master Routine Maintenance Task', 'Description', 'Location', and 'Status'. The 'Status' column is highlighted with a red box, and the 'ACTIVE' hyperlink is visible. The table lists several tasks, all with an 'ACTIVE' status.

| Routine Maintenance Task | Master Routine Maintenance Task | Description | Location | Status |
|--------------------------|---------------------------------|---|----------|--------|
| 75911 | ESM1.1 | Building elements required to satisfy prescribed fire resistance levels (FRL) | 01785701 | ACTIVE |
| 75922 | ESM1.2 | Materials and assemblies (including linings) required to satisfy prescribed fire hazard properties | 01785701 | ACTIVE |
| 75926 | ESM1.3 | Elements required to be non combustible, provide fire protection, compartmentation or separation | 01785701 | ACTIVE |
| 75928 | ESM1.5 | Fire doors (including sliding fire doors and their associated warning systems) and associated self- | 01785701 | ACTIVE |
| 75939 | ESM13.1 | Emergency Planning in Facilities Emergency control organisations (ECO) and procedures | 01785701 | ACTIVE |

- Select **required task** by clicking on the **hyperlink** number
- Click on the **Frequency** tab
- Check the ***Frequency Units** (refer to ESM Annual Report)
- Check the ***Frequency** (refer to ESM Annual Report)
- Enter the **Estimated Next Due Date**
- Click the **Save** icon
- Once the steps above have been completed** and an **Estimated Next Due Date** assigned, the Work Orders are generated overnight and appear on the Facilities Management page under the **Essential Safety Measures** tab with a **Status of WSCH** (waiting to be scheduled). **Note:** remember to select the correct **Planned Year** from the Funding Tracker to view the Work Order
- Next Step:** See [Schedule a Work Order](#) further in the guide.

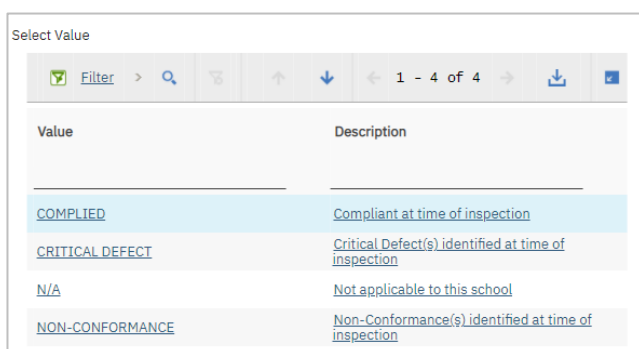
Essential Safety Measures Inspection Outcomes

Once the ESM contractors have completed the required inspection activity, the outcomes of the inspection are to be updated in the **work log** of the Work Order in AIMS.

Where the inspection identifies that rectification work is required, a finding of **Non-Conformance** or **Critical Defect** is entered in the work log of the Work Order along with a Summary note to indicate details.

Open | Start Centre | Facilities Management | All School Maintenance Tasks

- Click on the **Essential Safety Measures** tab
- Select the **Planned Year** from the Funding Tracker
- Locate the **Work Order**
- Click on the **Work Log** icon
- Click on **New Row**
- Enter a **title** in the **Summary** field
- Enter **notes** into the **Details box**
- The ***Type** field defaults to Update Work
- To enter the ESM Findings, click on the **magnifying glass**, and select from the options



| Value | Description |
|---------------------------------|---|
| COMPLIED | Compliant at time of inspection |
| CRITICAL DEFECT | Critical Defect(s) identified at time of inspection |
| N/A | Not applicable to this school |
| NON-CONFORMANCE | Non-Conformance(s) identified at time of inspection |

- Click **OK**.

Routine Maintenance (RM)

Routine maintenance is undertaken on an ongoing basis in accordance with asset management policy and guidelines. Routine maintenance helps to support the upkeep of school facilities and prevent maintenance issues from arising.

It is recommended that schools dedicate approximately 30% of available funds to address routine maintenance tasks. RM tasks are green in the funding tracker.

Assigning Routine Maintenance Tasks is usually a one-time set up. After initial set-up there may be times you need to add or remove assigned tasks.

The **mandatory** tasks have a **status of active** in AIMS.

The **non-mandatory** tasks have a **status of Draft** in AIMS.

Schools need to identify and select the Routine Maintenance Tasks relevant to their school from the pre-populated list. To see the full list of Routine Maintenance tasks, refer to the [Appendix](#) of this user guide.

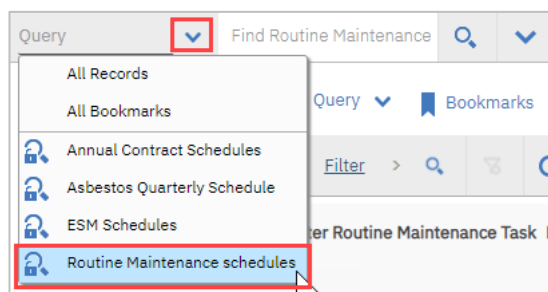
Schedule Routine Maintenance Tasks

After the Mandatory Routine Maintenance (RM) tasks have been identified and scheduled, schools will need to review the DRAFT list of Routine Maintenance tasks available.

The frequency can be changed to individual school requirements.

Open | Start Centre | Managing Routine Tasks

- From the **Action Taskbar**, click on the **Query field** and select **Routine Maintenance Schedules**



- A list of tasks will be displayed. The **mandatory** tasks have a **status of ACTIVE** in AIMS. The **non-mandatory** tasks have a **status of DRAFT**.
- In the **Status** field, click on the **magnifying glass** icon and select **DRAFT** click **OK** and then hit enter on the keyboard. Multi campus schools may need to search by location.

A list of routine tasks will be available for schools to select from

Note: Schools may wish to download this DRAFT list of Routine Maintenance Tasks to excel by clicking on the download icon

Locate the task by either clicking through each page

- Select required RM task by clicking on **blue hyperlink** number
- Click on the **Frequency** tab
- Check and update the ***Frequency Units**
- Check and update the ***Frequency**

- Enter the **Estimated Next Due Date**
- Click the **Save** icon. A message will appear to say the record had been saved
- Click on the **Change Status** icon 

In the **New Status** box, select **Active** and click **OK**. A message will appear to say the Status has changed

- **Once the steps above have been completed** and an **Estimated Next Due Date** assigned, the Work Orders are generated overnight and appear on the Facilities Management page under the **Routine Maintenance** tab with a **Status of WSCH** (waiting to be scheduled). **Note:** remember to select the correct **Planned Year** from the Funding Tracker to view the Work Order
- **Next Step:** See [Schedule a Work Order](#) further in the guide.

Condition Based Maintenance (CM)

Maintenance activities to address issues impacting school buildings and grounds are known as Condition Based Maintenance tasks. Condition Based Maintenance tasks fall into two categories:

- Rolling Facilities Evaluation (RFE) condition-based identified tasks. Tasks identified are documented in the Condition Assessment Report (CAR). Schools are expected to address the tasks within the recommended timeframes
- School Condition Based Maintenance tasks. These are undertaken on a one-off basis, eg. broken window, leaking toilet, graffiti, vandalism or works not part of routine maintenance.

Tasks identified by a RFE, will automatically be uploaded into AIMS by the VSBA approved contractor Macutex. Condition Based Maintenance (CM) Work Orders are generated in AIMS with a status of **Waiting to be scheduled (WSCH)** and supporting information will be attached to the Work Order including photos.

The funding tracker displays Condition-based (CM) tasks in yellow.

Open | Start Centre | Facilities Management | All School Maintenance Taskbar

- Click on the **Condition Based Maintenance** tab
- Select the relevant **Planned Year** from the **Funding Tracker**
- A list of Condition Based Maintenance items will be displayed. Our example has Work Orders with a different status, RFE and school created Work Orders

| Works to be Scheduled | Status | Work Order | Description | Work Type | Campus | Asset | School Plan | Priority |
|--------------------------|--------|------------|---|-----------|----------------------------|--|-------------|----------|
| <input type="checkbox"/> | APPR | 10002837 | Replace Speaker in various locations | CM | Gisborne Secondary College | Senior School Staff Work Space Main Area 394 | | 1 |
| <input type="checkbox"/> | APPR | 10002839 | replace isolators for dust extractor | CM | Gisborne Secondary College | F1 - Woodwork Machine Shop | 029 | |
| <input type="checkbox"/> | APPR | 10002841 | Replace Faulty Isolation Switch | CM | Gisborne Secondary College | E10 Textiles | 015 | 1 |
| <input type="checkbox"/> | APPR | 10002843 | Replace Fan Controllers in Various Classrooms | CM | Gisborne Secondary College | | 053 | 1 |
| <input type="checkbox"/> | SCHED | 3092 | CM33: Evaluation Defect - Corrosion not | CM | Gisborne Secondary College | E10 Textiles | 015 | 2 |
| <input type="checkbox"/> | WSCH | 2028 | CM4: Evaluation Defect - Corrosion not | CM | Gisborne Secondary College | E9 Vis Comm | 017 | 2 |
| <input type="checkbox"/> | WSCH | 2030 | CM12: Evaluation Defect - Corrosion not | CM | Gisborne Secondary College | | 040 | 2 |
| <input type="checkbox"/> | WSCH | 2033 | CM24: Evaluation Defect - Corrosion not | CM | Gisborne Secondary College | Pergola Courtyard | 416 | 2 |
| <input type="checkbox"/> | WSCH | 2035 | CM32: Evaluation Defect - Paintwork d | CM | Gisborne Secondary College | D7 Science | 013 | 2 |
| <input type="checkbox"/> | WSCH | 2036 | CM36: Evaluation Defect - Corrosion not | CM | Gisborne Secondary College | Bus Shelter | 410 | 2 |
| <input type="checkbox"/> | WSCH | 2133 | CM40: Evaluation Defect - Corrosion not | CM | Gisborne Secondary College | G Block Coverway | 465 | 2 |
| <input type="checkbox"/> | WSCH | 2750 | CM2: Evaluation Defect - Corrosion not | CM | Gisborne Secondary College | G & H Block Covered Way | 295 | 2 |
| <input type="checkbox"/> | WSCH | 2754 | CM18: Evaluation Defect - Paintwork d | CM | Gisborne Secondary College | F0 Woodwork | 014 | 2 |
| <input type="checkbox"/> | WSCH | 2758 | CM34: Evaluation Defect - Paintwork d | CM | Gisborne Secondary College | F5 Electrical | 016 | 2 |
| <input type="checkbox"/> | WSCH | 2831 | CM38: Evaluation Defect - Varnish dam | CM | Gisborne Secondary College | F6 GPC | 044 | 2 |

RFE Condition Based Maintenance tasks can be identified by the wording 'CM' followed by a number and a description

School created Condition Based Maintenance tasks can be identified by the Work Order number starting with a 1xxxxxx

- To create a **School** identified condition-based Work Order see [Create Work Orders](#) further in the user guide

Work Orders

In AIMS a Work Order is generated to capture the work that is needed to complete a task or delivery of a service. It is a formal record that is sent to a contractor and describes maintenance work approved for completion.

A school who has had a Rolling Facilities Evaluation (RFE), will find their Condition Based Maintenance tasks are already in AIMS with a status of **WSCH - Waiting to be scheduled**.

The **setup of tasks** for Routine Maintenance, Essential Safety Measures, Annual Contracts and Asbestos occurs in **Managing Routine Tasks**. Once a Next Expected Due is added, Work Orders are generated.

Work Orders appear in the Facilities Management application. To move an order through AIMS certain steps in the hierarchy need to be performed.

All Work Orders in AIMS have a Status. The table below explains each Status when processing an external contractor Work Order or internal contractor (school employee) Work Order.

| Status of Work Order | External Work Order | Internal Work Order |
|--|--|---|
| WSCH Waiting to be Scheduled | Default status | Default status |
| SCHED Scheduled | This is an optional step unless the work order or package is part of scheduling work in a School Maintenance Plan (SMP) | This is an optional step unless the work order or package is part of scheduling work in a School Maintenance Plan (SMP) |
| APPR Approved | Authorises the Work Order to proceed and be completed by an External contractor | Authorises the Work Order to proceed and be completed by an Internal contractor |
| | Sends an email to the Contractor Sends the Work Order to CASES21 | DOES NOT send the Work Order to CASES21 or the contractor |
| | This Work Order MUST have a value in the Quote Cost | This Work Order MUST have \$0.00 Quote Cost |
| DEFERRED Deferred | Used to defer the Work Order to another funding year. NOTE: the Target Finish date MUST be changed as well | Not Applicable |
| CAN Cancelled | Used to cancel a Work Order no longer required in AIMS. If the order has been approved, it will need to be cancelled in CASES21 as well | Used to cancel an order no longer required in AIMS. |
| FINCOMP Financially Complete | This status changes automatically when the payment step is made to the Creditor in CASES21. DO NOT change the status of an external Work Order to FINCOMP at any time | This status must be changed manually to FINCOMP. As an Internal Contractor was selected, and the Work Order has \$0.00 cost it did not go to CASES21 for processing |

Create a Work Order

Work Orders are created in **Facilities Management**. This process can be followed for all maintenance tasks that do not have an existing Work Order.

All **new Work Orders default to a work type of CM** for Condition Based Maintenance.

Before creating a new Work Order, it is important to select the relevant year from the **Planned Year** in the **Funding Tracker**.

It is important to note, that once a work type has been assigned to a Work Order, a CASES21 sub program and general ledger code will be allocated to the Work Order.

Open | Start Centre | Facilities Management

- From the **Action Task** bar, click on the **Create Work Order** icon
- **Take note** of the **Work Order number** generated
- Enter the ***Work Description**
- In the ***Location** field, click on the **Detail Menu** arrow
- Click **Select Value** (DO NOT use Go to Locations)
- Search by any of the headings to **find the location**. Select the **Location by clicking on the hyperlink**
- Optional - in the **Asset** field, click on the **Detail Menu** arrow
Click **Select Value** (DO NOT use Go to Assets) and choose the related **Asset**
- The ***Work Type** default is **CM**. Click on the **magnifying glass** and change if required
- In the ***Classification field**, click on the **magnifying glass** and select Grounds (6502-86505) or Maintenance and Minor Works (6201-86504)
Note: If a different Work Type is selected, the classification field will be auto populated
- Details of Asbestos will appear if a relevant building has been selected
- If a **Hazard(s)** is identified, select the **Hazard from the list** to associate with the Work Order
- Click **OK** and the screen will close
- The Work Order can be located in the All School Maintenance tasks or relevant tab. The Work Order will have a Status of WSCH and can be located by searching by the Work Order number (if noted) or any of the other search fields. **Note:** if searching by date remove the time information
- Next steps – as setting the Status of a Work Order to Scheduled is Optional see [Approve a Work Order](#) further in the user guide.

Schedule a Work Order

Scheduling a Work Order is an optional step **UNLESS the work order** or package is part of scheduling work in a **School Maintenance Plan (SMP)**. If this step is undertaken, this applies to both individual and package Work Orders.

Open | Start Centre | Facilities Management

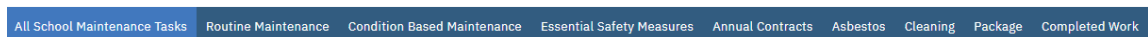
- Click the **Change Status** icon for the relevant Work Order
- Click the drop-down arrow for **New Status**
- Select **Scheduled**
- Click **OK**
- The Status will now appear as **SCHED**
- Click the **Save Work Order** icon from the **Action Taskbar**
- Click on the **Work Log** icon, click on **New Row** and add any relevant text to the **Summary** field and **Details** box.

View a Work Order

Work Orders are displayed under **All School Maintenance Tasks** tab or the **relevant** tab within the **Facilities Management** application.

Open | Start Centre | Facilities Management

- The screen defaults to the **All School Maintenance Tasks** tab. This tab will show all Work Orders in one combined screen for the Planned Year selected




- Click the **Planned Year** listed in the Funding Tracker. You can refine the information on the page by filtering. In the example below, the Work Type has been filtered to show CM tasks

OR

You could also see these CM tasks by clicking on the Condition Based Maintenance tab for the planned year

- Select the **Work Order** to be viewed by clicking the **View Details** icon located next to the paperclip icon on the Work Order line you wish to view



| | | | | | | | | | | |
|--------------------------|---|--|--|------|--|------|---|--|--|----|
| <input type="checkbox"/> | > | | | WSCH | | 2033 | > | Evaluation Defect - Corrosion noted to | | CM |
| <input type="checkbox"/> | > | | | WSCH | | 2035 | > | Evaluation Defect - Paintwork damage | | CM |
| <input type="checkbox"/> | > | | | WSCH | | 2036 | > | Evaluation Defect - Corrosion noted to | | CM |
| <input type="checkbox"/> | > | | | WSCH | | 2133 | > | Evaluation Defect - Corrosion noted to | | CM |
| <input type="checkbox"/> | > | | | WSCH | | 2750 | > | Evaluation Defect - Corrosion noted to | | CM |

- The Work Order information is presented at the bottom of the page, below the list of School Maintenance Tasks.

Approve a Work Order

When the work is ready to begin, the Status of a Work Order must be changed to **Approved**. The status will be applied to both individual and/or packaged Work Orders.

An External or Internal Contractor **MUST** be assigned to **ALL** Work Orders or packages prior to changing the status to approved.

A Quote Cost Incl GST. **MUST** be entered against the Work Order and the target finish date should be confirmed. An Internal contractors Work Order would have a cost of \$0.00 applied.

For **External contractors** once the Status has been changed to Approved:

- The Work Order will be sent to CASES21 overnight. See [AIMS Work Order to CASES21](#) for further information
- An **External Contractor** Work Order in AIMS **MUST remain at Approved status**. Once the Order is processed in CASES21 and the order delivered when processing the invoice, a message will return to AIMS and complete the Work Order by updating the Status to FINCOMP and adding an Actual cost.
- The **Send Email check box** will be ticked as the default
- Untick the Send email check box if you do not want an email to be sent
- The email details can be changed by either clicking on the magnifying glass and selecting and/or adding another email address or typing a new email address into the box. (Email addresses must be separated by a comma and space)

For **Internal contractors** (School Employee/VSBA) once the status has been changed to Approved:

- DOES NOT send the Work Order to CASES21 or the contractor
- Will need the Status to be manually changed to financially complete. See [Manually setting a Work Order to Financially Complete](#) further in this user guide.

Open | Start Centre | Facilities Management

- **Locate** the **Work Order** from the relevant tab
- Click the **Change Status** icon for the relevant Work Order
- Click the drop-down arrow for ***New Status**
- Select **Approved** - an email pop up window will appear. Untick the Send email box if you **do not** want an email to be sent.
- The email details box will be blank. If you wish to email the work order, type the email address into the box. (Email addresses must be separated by a comma and space). Note: if a contractor has not been selected, a message will appear saying the Status of the Work Order cannot be changed to APPR. Click OK then click Cancel to go back and select the Contractor
- Add any relevant text to the **Memo** field
- Click **OK**
- Click the **Save Work Order** icon from the **Action Taskbar**.

External Contractor Work Order

Open | Start Centre | Facilities Management

Any Work Order with an External contractor selected does not need any further action in AIMS. Once the **invoice is processed in CASES21**, a message will be sent back to AIMS. The Work Order will have an Actual Cost added and the Status changed to FINCOMP (financially complete) and moved to the Completed Work tab. See [View Financially Complete Work Orders](#) further in the user guide for detailed instructions.

Manually setting a Work Order to Financially Complete – Internal Contractors only

Only Work Orders attached to an Internal contractor should be changed to Financially Complete (FINCOMP). This status must be changed manually to FINCOMP, as an Internal Contractor was selected, and the Work Order has a \$0.00 cost and did not go to CASES21 for processing.

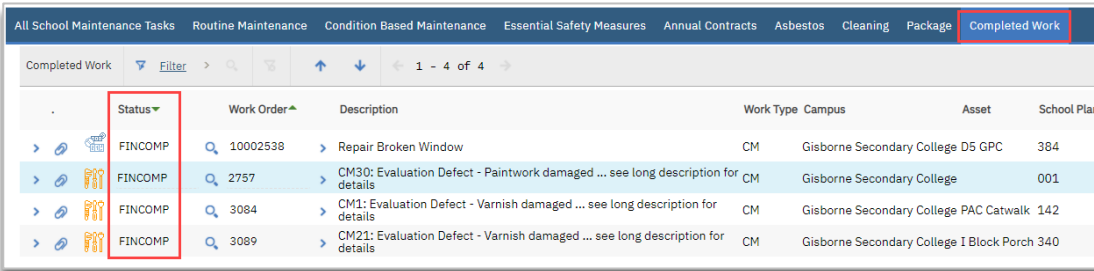
Open | Start Centre | Facilities Management | All School Maintenance Tasks

- **Locate the Work Order** (must be attached to an Internal Contractor and have a \$0.00 cost)
- Add a **note** to the **Work Log** if required. Click on the **Work Log icon** and add New Row. Type the note into the summary field or text box if more information is required
- Click the **Change Status** icon
- Click the drop-down arrow in **New Status field**
- Select **Financially Complete**
- Click **OK**
- Click the **Save Work Order** icon from the **Action Taskbar**.
- The Work Order can now be viewed in the **Completed Work** tab
- Any attachments or additional information can be added to the Work Order. For more information see [View Financially Complete Work Orders](#) in this user guide.

View Financially Complete Work Orders

Open | Start Centre | Facilities Management | All School Maintenance Task

- Click on the **Completed Work** tab
- The completed Work Orders with a Status of FINCOMP will be showing



The screenshot shows the 'Completed Work' tab in the AIMS system. The table lists work orders with status FINCOMP. The 'Status' column is highlighted with a red box. The 'Work Order' column shows IDs like 10002538, 2757, 3084, and 3089. The 'Description' column provides details for each work order, such as 'Repair Broken Window' and 'CM30: Evaluation Defect - Paintwork damaged ... see long description for details'. The 'Work Type' column shows 'CM' for all entries. The 'Campus' column lists 'Gisborne Secondary College'. The 'Asset' column shows specific assets like 'D5 GPC', 'PAC Catwalk', and 'I Block Porch'. The 'School Plan' column shows plan numbers like 384, 001, 142, and 340.

| | Status | Work Order | Description | Work Type | Campus | Asset | School Plan |
|---|---------|------------|--|-----------|----------------------------|---------------|-------------|
| > | FINCOMP | 10002538 | Repair Broken Window | CM | Gisborne Secondary College | D5 GPC | 384 |
| > | FINCOMP | 2757 | CM30: Evaluation Defect - Paintwork damaged ... see long description for details | CM | Gisborne Secondary College | | 001 |
| > | FINCOMP | 3084 | CM1: Evaluation Defect - Varnish damaged ... see long description for details | CM | Gisborne Secondary College | PAC Catwalk | 142 |
| > | FINCOMP | 3089 | CM21: Evaluation Defect - Varnish damaged ... see long description for details | CM | Gisborne Secondary College | I Block Porch | 340 |

- Schools can attach documents to the Work Order for 3 months once they have been made financially complete

- Financially complete Work Orders will be visible for 18 months in this tab. After this period, they are archived and only accessible by contacting VSBA. See [AIMS Support](#) in this user guide for further information.

Work Packages

A Work Package contains multiple Work Orders which can be scheduled at the same time, to optimise maintenance spend. A Work Package can be used to request quotations for multiple Work Orders.

When a Work Package has been created, the package is identified as the parent Work Order and the Work Orders that sit within the package are identified as child Work Orders. The child Work Orders within the package will maintain their original work type.

Create a Work Package

Once Work Orders have been assigned to a Work Package, they cannot be found by searching the Work Order number. Assigning a contractor, updating start and finish dates, adding the quote cost, and changing the status are now undertaken at the Work Package level.

Open | Start Centre | Facilities Management

- Click the relevant **Planned Year** listed in the **Funding Tracker**
- On the All School Maintenance Tab Select the **individual work type** tab required
- Click on the heading you are going to create the Work Package from.

| | | | | | | | | | |
|------------------------------|---------------------|-----------------------------|---------------------------|------------------|----------|----------|---------|----------------|-----------|
| All School Maintenance Tasks | Routine Maintenance | Condition Based Maintenance | Essential Safety Measures | Annual Contracts | Asbestos | Cleaning | Package | Completed Work | Make Safe |
|------------------------------|---------------------|-----------------------------|---------------------------|------------------|----------|----------|---------|----------------|-----------|

- Click on the Column heading **Target Finish date** and re-arrange your work orders in date order

Identify from the list of work orders on display, which work orders you want to Package. They can have the same date and/or will be carried out by the same contractor

- Scroll across** to the **left** of the page

Tick the boxes on the **left** of the Work Orders to be packaged (to select **all** click the box above the filter line. **Note: Do not mix trade types** when packaging Work Orders

| All School Maintenance Tasks | Routine Maintenance | Condition Based Maintenance | Essential Safety Measures | Annual Contracts | Asbestos | Cleaning | Package | Completed Work | Make Safe |
|---|---------------------|-----------------------------|---------------------------|------------------|-----------------------|------------|---|----------------|-----------|
| Works to be Scheduled for year 2023 Filter 1 - 4 of 4 | | | | | | | | | |
| <input checked="" type="checkbox"/> | Attachments | Status | Quote Cost(Inc GST) | Contractor | Target Finish | Work Order | Description | Work Type | |
| <input checked="" type="checkbox"/> | > | 0 | WSCH | 0.00 | > 18/07/2023 12:00 AM | 10814968 | > Paths of travel to exits | ESM | |
| <input checked="" type="checkbox"/> | > | 0 | WSCH | 0.00 | > 18/07/2023 12:00 AM | 10814971 | > Discharge from exits (including paths of | ESM | |
| <input checked="" type="checkbox"/> | > | 0 | WSCH | 0.00 | > 18/07/2023 12:00 AM | 10814973 | > Exits (including fire-isolated stairways . | ESM | |
| <input checked="" type="checkbox"/> | > | 0 | WSCH | 0.00 | > 18/07/2023 12:00 AM | 10814976 | > Doors (other than fire or smoke doors) ir | ESM | |

- From the **Action Taskbar**, select the **Create Work Package** icon
- A message will appear advising that a New Package Work Order has been created
Take note of the **New Package** Work Order **number**
- Click **OK**

- Click on the **Refresh** button
- Click on the **Package tab** to view the Work Order package created
- In the **Description field**, Name the package for easier identification. Note: Always use **PK** in the description
- From the **Action Taskbar**, select the **Save Work Order** icon
- Next steps – depending on what stage you are at you can [create a school quotation](#) to send to contractors of the work to be completed, [view a Work Package](#), [approve a Work Package](#). For further information see the relevant section in the user guide.

View a Work Package

Work packages can be viewed in the **Facilities Management** application, under the **Package** tab. Once Work Orders have been assigned to a Work Package, they can no longer be found by searching for the original Work Order number. These Work Orders have now become the child Work Orders of the Work Package.

Open | Start Centre | Facilities Management | Package Tab

- Click on the **Package** tab
- Click the relevant **Planned Year** on the **Funding Tracker**
- Locate the **Work Order package** created. Click the **View Details** icon against the selected Work Package

| All School Maintenance Tasks | | | | Routine Maintenance | | | | Condition Based Maintenance | | | |
|-------------------------------------|--------|------------|-------------|--|---|---|--|-----------------------------|--|--|--|
| Works to be Scheduled for year 2022 | | | | <input checked="" type="checkbox"/> Filter | > | Q | | | | | |
| | Status | Work Order | Description | | | | | | | | |
| <input checked="" type="checkbox"/> | WSCH | 10011931 | | | | | | | | | |
| | WSCH | 10012069 | | | | | | | | | |

- The Child Work Orders will be displayed, these are now part of the package

| Child Work order of 10011931 | | | | <input checked="" type="checkbox"/> Filter | > | Q | | | | | |
|------------------------------|--------|------------|---|--|---|---|--|--|--|--|--|
| | Status | Work Order | Description | | | | | | | | |
| | WSCH | 2586 | CM500: Evaluation Defect - Dan description for details | | | | | | | | |
| | WSCH | 3008 | CM79: Evaluation Defect - Dama long description for details | | | | | | | | |
| | WSCH | 3140 | CM418: Evaluation Defect - Dan long description for details | | | | | | | | |
| | WSCH | 3256 | CM498: Evaluation Defect - Dan long description for details | | | | | | | | |
| | WSCH | 3519 | CM493: Evaluation Defect - Dan description for details | | | | | | | | |
| | WSCH | 3523 | CM509: Evaluation Defect - Dan description for details | | | | | | | | |

Add a Work Order to a Work Package

Work Orders can be added to an existing Work Package by the **Package** tab.

Open | Start Centre | Facilities Management | Package Tab

- Click the **Package** tab
- Identify the **Work Package** you wish to add a Work Order to
- Click the **View Details** icon – the Work Package will open below the list, and you will see the child Work Orders contained within the Work Package
- Click the **Select Work Orders** option – a list of Work Orders waiting to be assigned to a contractor will appear
- **Tick the boxes** on the **left** to add the Work Order to the package.
- Click **OK**
- Click the **Refresh** button
- The package will be updated with the Work Order added as a Child Work Order.

Remove a Work Order from a Work Package

Work Orders can be removed from an existing Work Package on the **Package** tab.

Open | Start Centre | Facilities Management | Package Tab

- Click the **Package** tab
- **Identify** the **Work Package** you wish to remove the Work Order from
- Click the **View Details** icon – the Work Package will open below the list, and you will see the child Work Orders contained within the Work Package
- Click the **Unpackage Work Orders** icon
- The item is **instantly removed** from the package.

Approve a Work Package

When you are ready to go ahead with the Work Package.

Open | Start Centre | Facilities Management | Package Tab

- Click on the **Package** tab
- Click the relevant **Planned Year** on the **Funding Tracker**
- Locate the **Work Order package** created
- **Check** and **Update** the Target **Finish** Date
- **Check** and **Update** the **Quote Cost**
- **Assign** a Contractor to the Work Package
- **Change** the **Status to approved**
- Click **Save**.

AIMS Work Order to CASES21

AIMS and CASES21 have been integrated to automate the generation of purchase orders from AIMS Work Orders.

Once an AIMS **Work Order** has been changed to **Approved** status, AIMS will export the Work Order file to CASES21 where a CASES21 purchase order can be created. This is then available for invoicing and payment. **Note:** The export process **is not instant**. Schools need to allow **up to four hours** for the data to leave AIMS and arrive in CASES21.

Once the invoice has been processed in CASES21, an automated message is sent to AIMS updating the actual cost and moving the Work Order to FINCOMP (financially complete).

Processing an AIMS Work Order in CASES21

To process the AIMS Work Order in CASES21 refer to the CASES21 Finance Business Process Guide. [Section 3: Creditors](#) for detailed instructions.

Note: AIMS Work Orders become Purchase Orders in CASES21.

School Quotations

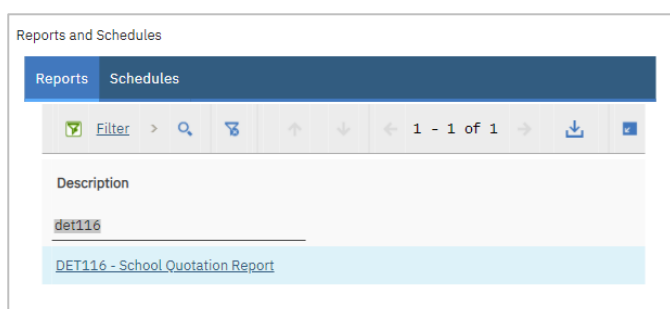
Before assigning a contractor to a Work Order or Work Package, AIMS can generate a quotation document that contains details of the work to be completed. Where the quotation document is created for a Work Package, the details of all the child Work Orders are also included.

The quotation document is generated in Word format and downloaded to the default download location for the user. The process of adding further details, sending the document, and accepting quotes is completed outside of AIMS.

Create a School Quotation

Open | Start Centre | Facilities Management

- From the **Action Taskbar**, select the **Run Reports** icon
- Type **DET116** in the **description search field** and **hit enter on the keyboard**, the School Quotation report will appear



- Click the **report name** hyperlink
- Click the **magnifying glass** located next to **Work Orders** box
- Tick the **Work Orders** to be included in the quotation. Remember you can use the search filters to find the relevant Work Orders

| Select Value | | | | | | | | | |
|--|--|-----------|---------|-------------------------------|-------------|---------------------|-------------------|-------------|------------|
| Filter > 1 - 20 of 757 | | | | | | | | | |
| <input type="checkbox"/> Work Order | Description | Work Type | Status | Asset | School Plan | Target Start | Recommended Trade | Est Cost \$ | Contractor |
| <input checked="" type="checkbox"/> 2028 | CM4: Evaluation Defect - Corrosion noted to metal surfaces ... see long description for details | CM | WSCH | E2 Via Comm | 017 | 06/05/2020 12:00 AM | PAINTER | 500.00 | |
| <input type="checkbox"/> 2029 | CM19: Evaluation Defect - Water penetration - Roof Leak ... see long description for details | CM | FINCOMP | E2 Via Comm | 017 | | ROOFPLUMBER | 0.00 | |
| <input checked="" type="checkbox"/> 2030 | CM12: Evaluation Defect - Corrosion noted to metal surfaces ... see long description for details | CM | WSCH | | 040 | 06/05/2020 12:00 AM | PAINTER | 500.00 | |
| <input type="checkbox"/> 2031 | CM16: Evaluation Defect - Water penetration - Roof Leak ... see long description for details | CM | FINCOMP | | 041 | | ROOFPLUMBER | 0.00 | |
| <input type="checkbox"/> 2032 | CM20: Evaluation Defect - Varnish damaged ... see long description for details | CM | C&N | F2 Metalwork Staff Work Space | 020 | 06/05/2021 12:00 AM | CARPENTER | 500.00 | |
| <input checked="" type="checkbox"/> 2033 | CM24: Evaluation Defect - Corrosion noted to metal surfaces ... see long description for details | CM | WSCH | Pergola Courtyard | 416 | 06/05/2020 12:00 AM | PAINTER | 506.00 | |
| <input type="checkbox"/> 2034 | CM28: Evaluation Defect - Varnish damaged ... see long description for details | CM | C&N | F4 Engineering | 006 | 06/05/2021 12:00 AM | CARPENTER | 5,040.00 | |
| <input checked="" type="checkbox"/> 2035 | CM32: Evaluation Defect - Paintwork damaged ... see long description for details | CM | WSCH | D7 Science | 013 | 06/05/2020 12:00 AM | PAINTER | 500.00 | |
| <input checked="" type="checkbox"/> 2036 | CM36: Evaluation Defect - Corrosion noted to metal surfaces ... see long description for details | CM | WSCH | Bus Shelter | 410 | 06/05/2020 12:00 AM | PAINTER | 500.00 | |
| <input checked="" type="checkbox"/> 2133 | CM40: Evaluation Defect - Corrosion noted to metal surfaces ... see long description for details | CM | WSCH | G Block Coverway | 465 | 06/05/2020 12:00 AM | PAINTER | 500.00 | |
| <input type="checkbox"/> 2134 | CM44: Evaluation Defect - Light diffuser missing ... see long description for details | CM | WSCH | F1 Auto Staff Work Space | 014 | 06/05/2021 12:00 AM | ELECTRICIAN | 500.00 | |

- Select **OK**
- On the **Request Page**, leave the Schedule at **Immediate**, then click **Submit**

Request Page

Parameters

* Work Orders: =1051,=1052,=1053

Schedule

☒ Immediate

☐ At this Time

☐ Recurring

Email

Submit **Cancel**

- The **Request for Quote** will open to Page 1. Click on the next page icons to view all the information as the template may contain photos and other relevant information contained within the work log of a Work Order
- To **download** the quote, click on the **Export Report** icon from the task bar
- Click on the **Export Format** drop down arrow and **select the format** to download from the options

Export Report

Export Format: PDF Portable Document Format

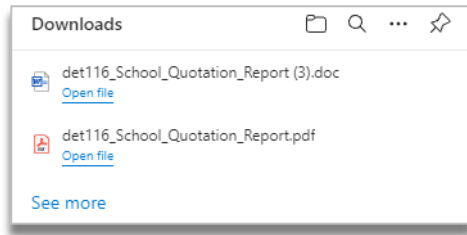
Pages: All pages (Enter page number)

Fit To: Auto

OK Cancel

- Click **OK**

- The BIRT Report Viewer will download the report. In Downloads, click on **Open file** to view the Request for Quote in the format selected (below has an example of PDF and Word)



Send a School Quotation

Once the Request for Quote has been downloaded and saved to a suitable format, schools can email the quote directly to the relevant contractors.

Hazards

Hazards in AIMS enables schools to identify, record and manage risks to school assets. The profile should include hazards that are likely to create additional maintenance requirements, worsen existing maintenance issues, and impact on the availability or functionality of school facilities.

By recording hazards, schools can prioritise their maintenance activities to mitigate these issues. Schools may find that some hazards can be addressed through routine maintenance, while others require a more targeted management approach.

Mitigation strategies are actions to lessen or prevent adverse impacts to school buildings and grounds associated with and arising from hazards to the school. When recording a hazard in AIMS the below should be included:

- the Asset details related to the hazard
- the frequency and impact recorded along with school notes detailing the specific issue the school faces regarding the hazard category selected
- a mitigation strategy should be added and linked to a related routine maintenance task (when relevant).

A list of hazards and related precautions are listed for schools to select from. Should there be no suitable option to identify the hazard the school can contact the VSBA by email: school.maintenance@education.vic.gov.au to have it added to the master list.

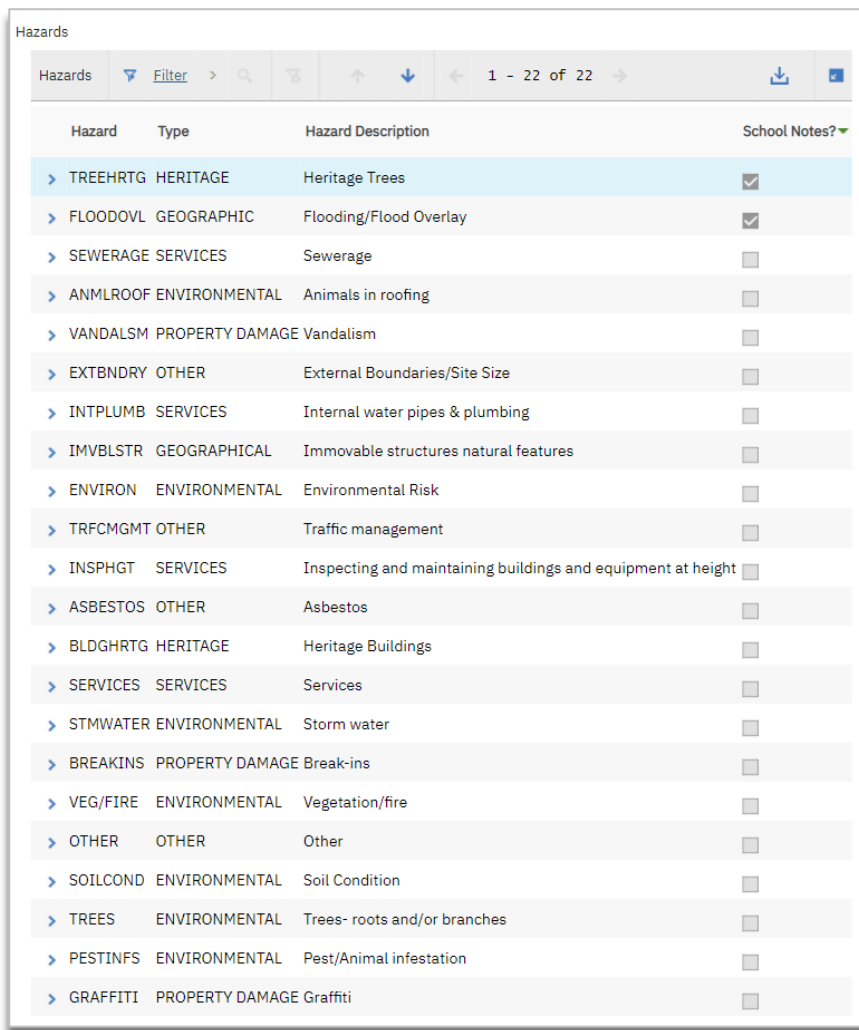
| Hazard Type | Definition |
|-----------------|--|
| Environmental | A risk relating to or arising from internal or external environmental conditions. Examples include seasonal weather, mould, and mildew due to excessive moisture, contaminated or over-wet soil, impacting vegetation such as tree roots, termites, and vermin |
| Geographic | Relating to or arising from the physical attributes of a location. Examples include local climate, topography, coastal proximity, and site features |
| Heritage | Relating to registered places and objects of local, state, or national heritage. Examples include heritage listed: buildings, trees, parks, and gardens |
| Property Damage | Relating to the intentional or accidental damage or destruction of school property. Examples include vandalism, and impacting objects such as basketballs |
| Services | Relating to the operation and availability of building services. Examples include heating and cooling, stormwater infrastructure, water, gas, and power supplies, plumbing and sewerage |

Viewing Hazards

A library of hazards and related precautions is listed for schools to select from.

Open | Start Centre | Facilities Management

- On the **Action taskbar**, click on the **Hazards** icon. The list of Hazards will appear.
- If a **Hazard has been selected** and **School Notes added**, it will appear at the top of the list with **a tick in the box**, in the School Notes column. **Columns** can be **sorted** by clicking on the **headings**. A small **green triangle** will appear next to the heading, either appearing up or down depending on the sort order selected. In the screen example below the School Notes? Column is sorted.



| Hazard | Type | Hazard Description | School Notes? |
|------------|-----------------|--|-------------------------------------|
| > TREEHRTG | HERITAGE | Heritage Trees | <input checked="" type="checkbox"/> |
| > FLOODOVL | GEOGRAPHIC | Flooding/Flood Overlay | <input checked="" type="checkbox"/> |
| > SEWERAGE | SERVICES | Sewerage | <input type="checkbox"/> |
| > ANMLROOF | ENVIRONMENTAL | Animals in roofing | <input type="checkbox"/> |
| > VANDALSM | PROPERTY DAMAGE | Vandalism | <input type="checkbox"/> |
| > EXTBNDRY | OTHER | External Boundaries/Site Size | <input type="checkbox"/> |
| > INTPLUMB | SERVICES | Internal water pipes & plumbing | <input type="checkbox"/> |
| > IMVBLSTR | GEOGRAPHICAL | Immovable structures natural features | <input type="checkbox"/> |
| > ENVIRON | ENVIRONMENTAL | Environmental Risk | <input type="checkbox"/> |
| > TRFCMGMT | OTHER | Traffic management | <input type="checkbox"/> |
| > INSPHGT | SERVICES | Inspecting and maintaining buildings and equipment at height | <input type="checkbox"/> |
| > ASBESTOS | OTHER | Asbestos | <input type="checkbox"/> |
| > BLDGHRTG | HERITAGE | Heritage Buildings | <input type="checkbox"/> |
| > SERVICES | SERVICES | Services | <input type="checkbox"/> |
| > STMWATER | ENVIRONMENTAL | Storm water | <input type="checkbox"/> |
| > BREAKINS | PROPERTY DAMAGE | Break-ins | <input type="checkbox"/> |
| > VEG/FIRE | ENVIRONMENTAL | Vegetation/fire | <input type="checkbox"/> |
| > OTHER | OTHER | Other | <input type="checkbox"/> |
| > SOILCOND | ENVIRONMENTAL | Soil Condition | <input type="checkbox"/> |
| > TREES | ENVIRONMENTAL | Trees- roots and/or branches | <input type="checkbox"/> |
| > PESTINFS | ENVIRONMENTAL | Pest/Animal infestation | <input type="checkbox"/> |
| > GRAFFITI | PROPERTY DAMAGE | Graffiti | <input type="checkbox"/> |

Add a Mitigation Strategy, Frequency, and Impact Notes to a Hazard

Schools should outline mitigation strategies they have in place, including linking to routine and Condition Based Maintenance tasks in the Hazard.

Open | Start Centre | Facilities Management

- On the **Action Taskbar**, click on the **Hazards** icon
- Click the **View Details** Icon located next to the selected hazard

- This will open the **Assets**, **School Notes** and **Mitigation Strategy** sections below the Hazards list:

The screenshot displays three stacked table sections, each currently empty and showing the message "There are no rows to display." Each section has a "New Row" button at the bottom left.

Assets Section: The header row contains "Asset", "Description", and "Campus".

School Notes Section: The header row contains "Frequency of the Hazard", "Impacts of the Hazard", and "School Notes".

Mitigation Strategy Section: The header row contains "Task ID", "Description", and "Work Type".

To complete a Hazard, the **Assets**, **School Notes** and **Mitigation Strategy** sections need to be completed.

- To record the **Asset**, that is going to be attached to the Hazard:
 - Click **New Row** in the **Assets** section
 - Below the **Asset** heading, click the **Details View** icon
 - Click on **Select Value** (DO NOT select Go to Assets)
 - A list of **Assets** (school building, rooms, and spaces) appears
 - **Locate the Asset** by either using the **Description** or **Name Provided by School** column and click on the **hyperlink** to assign the **asset**
- To record the **School Notes (frequency, impact and school note)** for this Hazard:
 - Click on **New Row** in the **School Notes** section
 - Below the **Frequency of the Hazard** heading, click the **magnifying glass** icon and click on the hyperlink for the selected **frequency**
 - Below the **Impacts of the Hazard** heading, click the **magnifying glass** icon and click on the hyperlink for the selected **impact**
 - Below the **School Notes heading** a free text comment should be added detailing the specific issue the school faces regarding the hazard category selected

A **Mitigation Strategy** can be recorded **with** or **without** a Routine Maintenance Task:

- To record a **Mitigation Strategy WITH a Routine Maintenance Task**:
 - Click **New Row** in the Mitigation Strategy section
 - Click the **Detail Menu** icon located under the **Task ID** heading
 - Click on **Select Value** (**DO NOT** select Go to Managing Routine Tasks)
 - A list of **active** Routine Maintenance tasks is available to select from
 - To **assign the hazard** to a Routine Maintenance task, click on the **hyperlink** in any column, this will populate the **Task ID**
 - Add the **Risk Log**, click on **New Row box in the Risk Log screen** and fill out the **Summary Heading** and **Details** box detailing how the Hazard will be managed
- To record a **Mitigation Strategy WITHOUT a Routine Maintenance Task**:
 - Add the **Risk Log**, click on **New Row box in the Risk Log screen** and fill out the **Summary Heading** and **Details** box detailing how the Hazard will be managed
- Once **all the sections** are completed, click **OK**. This will save the changes and close out of the screen
- Next time the Hazard icon is opened, you will notice the hazards are located at the top of the list.

Amend or Delete Hazards

The table of hazards, and details of a specific hazard, can be downloaded as an Excel spreadsheet.

To view Hazards or download a report.

Open | Start Centre | Facilities Management

- On the **Action Taskbar**, click on the **Hazards** icon
 - Locate the Hazard to **amend** or **delete**
 - Click the **View Details** Icon located next to the selected hazard name
 - This will open the **Hazard** sections
 - To **delete the Hazard**, click on the **rubbish bin** icon in each section to **delete the row**
- OR**
- To **amend the Hazard**, click on the section and update the information by **adding a New Row**
 - Click **OK**. This will save the changes and close out of the screen.

View a Hazards and Download a Report

The table of hazards, and details of a specific hazard, can be downloaded as an Excel spreadsheet.

To view Hazards or download a report.

Open | Start Centre | Facilities Management

- On the **Action Taskbar**, click on the **Hazards** icon
- Identified Hazards will be displayed at the top of the list, with a tick in the School Notes checkbox

| Hazards | | | |
|------------|---------------|------------------------------|-------------------------------------|
| Hazards | Filter | 1 - 22 of 22 | Download |
| Hazard | Type | Hazard Description | School Notes? |
| > PESTINFS | ENVIRONMENTAL | Pest/Animal infestation | <input checked="" type="checkbox"/> |
| > TREES | ENVIRONMENTAL | Trees- roots and/or branches | <input checked="" type="checkbox"/> |
| > ANMLROOF | ENVIRONMENTAL | Animals in roofing | <input type="checkbox"/> |
| > TREEHRTG | HERITAGE | Heritage Trees | <input type="checkbox"/> |
| > BLDGHRTG | HERITAGE | Heritage Buildings | <input type="checkbox"/> |

- To generate an Excel spreadsheet which contains the full list of hazards, click on the **Download** icon

| | | | |
|---------|--------|-------------|----------|
| Hazards | Filter | 1 - 5 of 22 | Download |
|---------|--------|-------------|----------|

- In Downloads, click on **Open file**
- View, print, or save as, the download file
- Click **OK** to close out of the screen.

Rolling Facilities Evaluation (RFE) & Condition Assessment Reports (CAR)

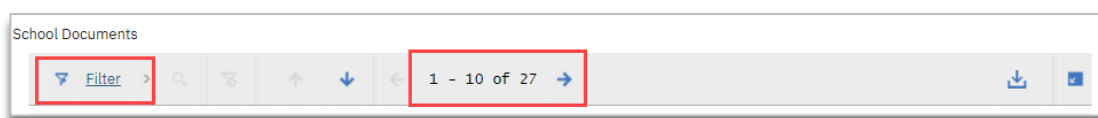
The Rolling Facilities Evaluation (RFE) delivers regular assessments of the condition of buildings and other infrastructure such as car parks, footpaths and fencing at all Victorian government schools. The RFE is delivered on a rolling 5-year cycle and approx. 300 schools are assessed each year and managed through a pre-inspection school questionnaire and acceptance of the Condition Assessment Report (CAR). The school will need complete a School Maintenance Plan (SMP) with the information received.

CAR Report

If a school has a completed RFE, schools can view a copy of the CAR in the **School Documents**.

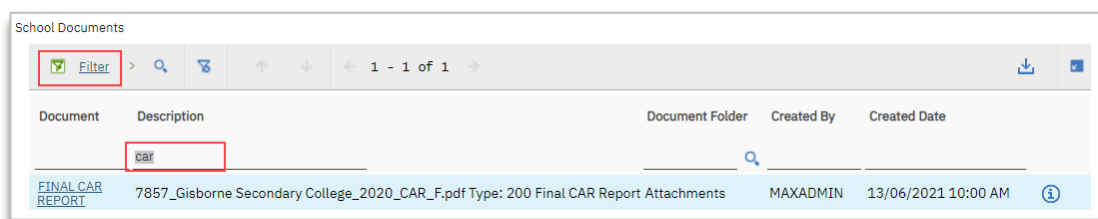
Open | Start Centre | Facilities Management

- Click on the **School Documents** hyperlink (located to the right of the Budget Start Year)
- A list of documents will be displayed. The **default view** has the **filter off**. Depending on how many reports are listed you may have to use the **Next page** arrow to move between the pages

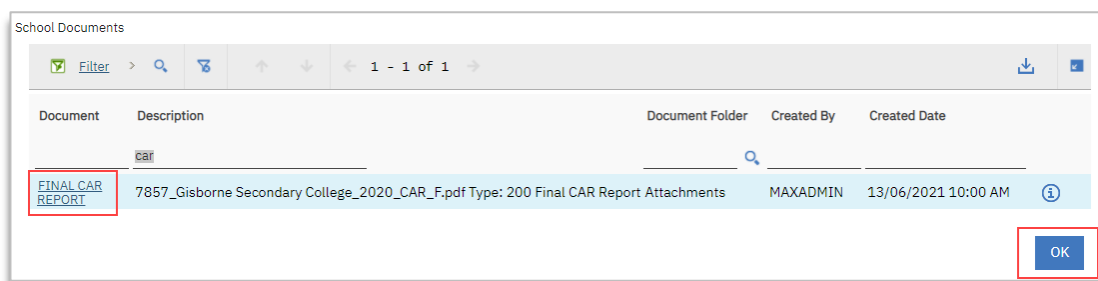


OR to view the reports in the filter search view

- Click on the **filter** icon to activate the search fields. In the **description field** enter the word '**car**' and hit enter on the keyboard to refine the search. **Note: DO NOT click on OK** as this will return you to the Facilities Management page. Below is an example of the filter used to refine the search for the CAR report



- To view a report, click on the **report name hyperlink**



- The report will download (reports may be of different types ie: PDF, Excel).
- Click on the **download report** to open. View, print, or save as, the download report
- Click **OK** to close out of the screen.

School Maintenance Plans (SMP)

The School Maintenance Plan (SMP) supports schools to proactively budget, schedule and manage the maintenance of buildings and grounds. The SMP is based on Work Orders created as part of school identified Routine Maintenance (RM) and Condition Based Maintenance (CM) identified through the RFE.

Schools receive a Condition Assessment Report (CAR) which outlines the CM tasks in priority order as well as any Specialist Assessments (SAs) required for a more detailed inspection of roofs, structural or termite damage.

Once the RFE and CAR have been accepted by the school, the SMP is developed in part by scheduling the CM tasks identified in priority order within the annual budget available over the five-year period of the plan. Schools may have to adjust the scheduling of tasks, in relation to their priority due to budget constraints each year.

Once the SMP has been developed, schools must submit their plan for endorsement by the VSBA and then work on actioning this plan over the next 5 years.

Schedule works for an SMP

The School Maintenance Plan requires the scheduling and budgeting of all RFE school maintenance tasks over the five-year cycle. These items are in the Condition Based Maintenance tab within the Facilities Management application. As well as a priority rating, each item identified in AIMS has an estimated cost and recommended trade. This assists in planning and scheduling the work. To identify the scheduled work the status of a work order or package must be changed to SCHED before the plan is submitted. In addition, the plan requires schools to identify routine maintenance tasks and hazards that are a threat and cannot be removed.

To **schedule the tasks and works**, see the relevant areas in this user guide:

- [Condition Based Maintenance](#)
- [Routine maintenance](#)
- [Work Orders](#) and [Packaging Work Orders](#).

Submission for VSBA Endorsement

Once the areas below have been completed in AIMS, the SMP is ready to be submitted for review and endorsement by the VSBA:

- Hazards
- Budget Planner for relevant years
- Condition Based Maintenance
- Routine maintenance.

It is **IMPORTANT** to note that this function **can only be performed by the Principal** once all required tasks have been completed.

Open | Start Centre | Facilities Management

- From the **Action Task bar**, click on the **SMP Submission** icon. The SMP Submission box will open
- Update the **Start Year** field to the **start year** of the **SMP** (start year RFE)

- Update the **End Year** field, to the **last year** of the SMP (5 years from RFE start date)
- **Hazards:** tick the box if the school has identified all relevant hazards
- **Budget Planner:** tick the box if works have been allocated for the relevant budget year according to priority and available budget over the 5-year plan
- **Condition Maintenance:** tick the box if the school has **scheduled (SCHED)** all CM tasks populated from the RFE (items can be deferred if insufficient budget or works are no longer required and notes must be entered into the work log for each work order to indicate why). **Note:** where this is not the case, an explanation note must be added to the submission.
- **Routine Maintenance:** tick the box if the school has activated the mandatory RM tasks and others as appropriate from the prepopulated list
- **Ready to Submit SMP for Review:** tick the box as you are ready to submit the SMP for Review to the VSBA
- If additional information is to be added, for example any notes or comments relevant to the SMP for the VSBA who will be reviewing the plan), click on the **SMP Submission Log** icon, click on **New Row**, and complete the Summary field and Details (free text) box that appears. For example, if there is overspend in any year of the plan, be sure to add a note to indicate why ie: *'2022 overspend of \$20,000 will be addressed using PMP funding.'*
- Click **OK** to close out of the box
- The **Change Status** icon should now be active to select (Principal sign on only)
- To submit the plan for approval, select the **Change Status** icon
- In the **New Status field**, select the only option available
- Click **OK**
- Once the **SMP has been submitted for VSBA endorsement**, the Status will be updated to PENDREVIEW and the Principal will receive an email stating the School Maintenance Plan has been successfully submitted for endorsement.

View SMP feedback

The VSBA will review the SMP and either endorse the SMP by marking it as complete or request further information before the plan will be endorsed. If not endorsed, the status will change to **FEEDBACK PROVIDED** where schools will need to make changes to their plan. The **Ready to Submit SMP for Review** will be unchecked, and the Principal will check and resubmit once the feedback has been addressed.

To view SMP feedback from the VSBA:

Open | Start Centre | Main Menu | Facilities Management

- Click the **SMP Submission** icon
- Check that the **Status** has changed to **Feedback Provided**
- Click the **Work Log** icon to review feedback
- Click **OK**
- Next Steps.... Once action has been taken on feedback provided, the Principal will need to resubmit the SMP using the steps in the section above.

If the SMP is endorsed by the VSBA, the **Status** will be updated to **COMPLETE**.

Handheld Work Orders (HHWO)

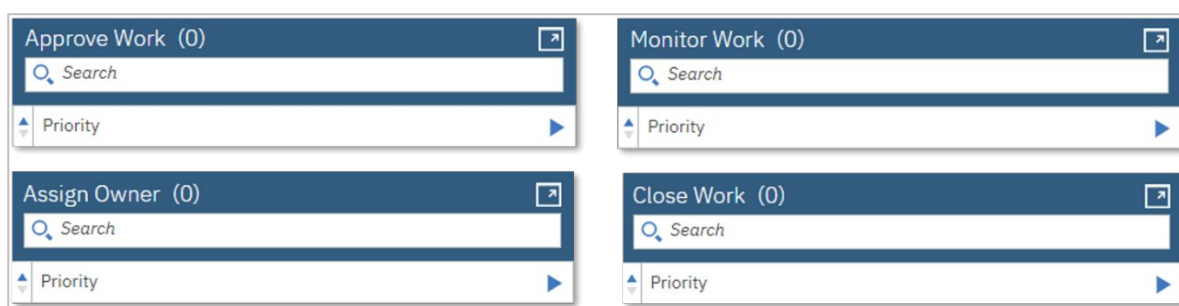
The **Handheld Work Orders** (HHWO) application was created for usage on portable electronic devices such as mobile phones and tablets. The application allows the user to create and manage Work Orders, review, and close outstanding tasks whilst out of the office.

There is no mobile app for this application. To access the application, schools will need to do the following:

Open | Start Centre | Mobility Applications | HHWO


- Take note of the web address and insert the URL into their portable device's web browser (ie: Safari, Google etc)
- Click the **HHWO** link

The following options will appear on the front page of the **HHWO** application. Each link provides an overview of your schools AIMS **Work in Progress**

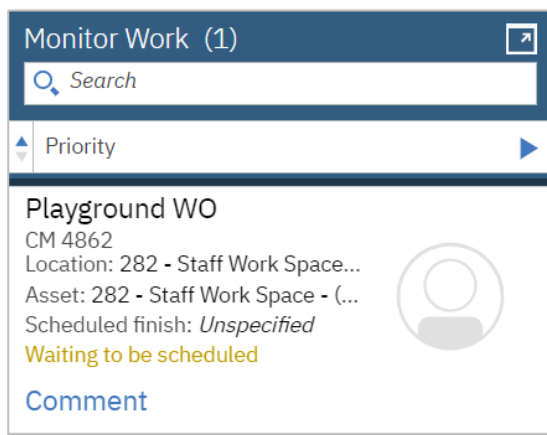


The screenshot displays the HHWO application interface with four main functional areas arranged in a 2x2 grid. Each area is represented by a blue header bar with a title and a count in parentheses, followed by a search bar and a priority dropdown menu. The sections are: 'Approve Work (0)', 'Monitor Work (0)', 'Assign Owner (0)', and 'Close Work (0)'. Each section also features a small icon in the top right corner of its header bar.

Create a New Work Order

- To create a new Work Order, click the **Create Work Order** icon located in the **bottom right corner of the page** 
- In the **Maintenance Details** tab – add a description for the Work Order in the **Enter Description** field
- In the **Long Description** field – enter a description of the Work Order and include any specific instructions for how to complete the work
- Click **Done**
- Click **Add** in the **Location** box and select the relevant location from the table provided
- **Asset:** will auto-populate when the location has been selected
- If the asset is incorrect - click the **Edit** icon in the **Assets** box to change the asset from the table provided
- **Classifications:** will default to Maintenance & Grounds.
- **Work Type:** will default to **CM** for Condition Based Maintenance
- **Target Finish Date** will default to the date the Work Order is being created
- **Reported By:** will default with the name of the operator
- **Responsibility:** click **Add** to add the contractor or staff member who is responsible for organising the completion of the maintenance works

- **Supervisor:** the supervisor's name defaults to the supervisor selected in previous Work Orders
- To change the supervisor for this Work Order, click the **Edit** icon in the **Supervisor** box
- Click the **magnifying glass** icon – select a name from the list provided
- Click on **Save**
- In the **Attachments** tab – click **Add** to upload relevant photos or documents to the Work Order. These may be photos of the initial maintenance issue or photos of the works in progress
- The Work Order will now appear in the **Monitor Work** location and will be reflected as **Waiting to be scheduled**. The Work Order can be added to or amended as necessary



- The Work Order will also appear in the **Facilities Management** section and can be managed by program.

Appendix

Annual Contracts List

| ANNUAL CONTRACTS - ONLY schedule those relevant only to your school site and campus (Once set up minimal changes would be required) | | | |
|---|--|---|--|
| AC Task | Description | Frequency | Long Description |
| AC1.1 | Hygiene – Nappy Exchanges | As per billing cycle | Regular servicing of wastes receptacles by an EPA accredited waste management consigner. Recommended Trade: Waste Management Contractor |
| AC1.2 | Hygiene – Sanitary Exchanges | As per billing cycle | Regular servicing of wastes receptacles by an EPA accredited waste management consigner. Recommended Trade: Waste Management Contractor |
| AC1.3 | Hygiene – Sharps Exchanges | As per billing cycle | Regular servicing of wastes receptacles by an EPA accredited waste management consigner. Recommended Trade: Waste Management Contractor |
| | | | |
| AC2.1 | On-site Wastewater Management Systems – Septic Tank (Annually) | Annually | Routine conditions inspection of conventional (primary) septic tanks with an absorption trench and no other supplementary systems by a VBA registered plumber competent in drainage work Recommended Trade: Plumber/Drainer |
| AC2.2 | On-site Wastewater Management Systems – Tank and Treatment (Quarterly) | Quarterly | Routine conditions inspection of septic tanks with secondary treatment systems i.e., Aerated Wastewater Treatment Systems (AWTS) by a VBA registered plumber competent in drainage work Recommended Trade: Plumber/Drainer |
| AC2.3 | On-site Wastewater Management Systems – Emptying/Desludge | Every three years or once deemed required by inspection | Schedule and arrange desludging when required by EPA accredited waste management consigner Recommended Trade: Waste Management Contractor |

| | | | |
|--------------|---|-----------|--|
| | | | |
| AC3.1 | Water — Private Drinking Water Supply Management Plan (PDWSMP) — Create or Review | Annually | Create or Review PDWSMP - identify risk, when the system is new or altered, or after a significant event such as heavy rainfall or a prolonged shutdown by nominated school person responsible for the water supply system For more information email the Annual Contracts team: vsba.annual.contracts@education.vic.gov.au Recommended Trade: Competent Person |
| AC3.2 | Water - Quality Testing Microbe | Monthly | Routine Water Quality Testing for Microbes (i.e. E-coli) Recommended Trade: Competent Person |
| AC3.3 | Water - Quality Testing Chemical | Annually | Routine Water Quality Testing for Chemical Test (i.e. chemicals from pesticides, industrial chemicals) alignment to Australian Drinking Water Guideline Standards Recommended Trade: Competent Person |
| AC3.4 | Water - Treatment UV Disinfection | Quarterly | Routine inspection and maintenance of UV treatment in system Recommended Trade: Competent Person |
| AC3.5 | Water - Treatment Chlorine Disinfection | Weekly | Routine inspection and maintenance of chlorine treatment in system Recommended Trade: Competent Person |
| AC3.6 | Water - Treatments Filtration | Quarterly | Routine inspection and maintenance of filter treatment in system Recommended Trade: Competent Person |
| AC3.7 | Water - System Inspection & Maintenance | Annually | Routine system inspection & maintenance by a licensed plumber Recommended Trade: Plumber/Drainer |
| | | | |
| AC4.1 | Lifts – Passenger, Platform and Document | Quarterly | Routine maintenance and inspection as per manufacturer/use requirements by lift technician Recommended Trade: Lift Mechanic |

| | | | |
|--------------|---|-----------|---|
| | | | |
| AC5.1 | Termite – Inspections | Annually | Routine inspections of school facilities for evidence of termite infestations by licensed pest controller Recommended Trade: Termite or Pest Control Officer |
| | | | |
| AC6.1 | Gas Appliances – Type A | Annually | Routine conditions inspection, testing and cleaning of heaters by Type A gas fitter plumbers (restricted plumber). For further information please refer to the Energy Safe Victoria website for Type A and Type B appliance definitions Recommended Trade: Gasfitter |
| AC6.2 | Gas Appliances – Type B | Annually | Routine conditions inspection, testing and cleaning of heaters by Type B gas fitter plumbers (restricted plumber). For further information please refer to the Energy Safe Victoria website for Type A and Type B appliance definitions Recommended Trade: Gasfitter |
| | | | |
| AC7.1 | Air Conditioning – Hygiene Clean | Quarterly | Filter cleans by a suitably competent person Recommended Trade: Competent Person |
| AC7.2 | Air Conditioning – Refrigerated Split Systems | Annually | Routine mechanical conditions inspection & testing of air conditioner units by competent HVAC specialists. Examples: IT server rooms, air-cons in relocatable buildings etc Recommended Trade: Air-conditioning Mechanic |
| AC7.3 | Air Conditioning – Ducted Evaporative | Annually | Routine mechanical conditions inspection & testing, duct & roof system hygiene clean (roof units, coils, fans etc.) by competent HVAC specialists Recommended Trade: Air-conditioning Mechanic |
| AC7.4 | Air Conditioning – Ducted Refrigerated | Annually | Routine mechanical conditions inspection & testing, duct & roof system hygiene clean (roof units, coils, fans etc.) by competent HVAC specialists Recommended Trade: Air-conditioning Mechanic |

Routine Maintenance Tasks

| ROUTINE MAINTENANCE - ONLY schedule those relevant only to your school site (Once set up minimal changes would be required) | | | |
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| RM Task | Description | Frequency (Recommended) | Long Description |
| RM001 | Roof - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Ensure appropriate controls are in place for working safely at heights •Check roof fixtures and fittings for waterproofing •Check fascia finishes into which fixings are made and confirm that they are sound and that rust has not weakened the fixing points of nails, screws, straps and bolts •Attention should be given to fascia boards, and linings of eaves and soffits •Check roof cladding for broken or loose linings and fixtures •Check for structural damage, integrity of surface, cracking, lifting and sagging •Repair damage as required <p>Recommended Trade: Competent Person/Carpenter</p> |
| RM002 | Downpipes and Guttering - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Ensure appropriate controls are in place for working safely at heights •Check the condition of guttering and downpipes including joints, pops, mitres and fixings where visible for leaks, corrosion or damage •Remove leaves and other matter from gutters and downpipes •Repair damage as required •Treat for corrosion and leaks <p>Recommended Trade: Competent Person/Plumber</p> |
| RM003 | Ceiling - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Check ceiling linings for secure fixing and condition •Check cornices and other mouldings for secure fixing and condition •Check for any staining and water marks, investigate root cause of staining if unknown •Repair damage as required <p>Recommended Trade: Competent Person/Carpenter</p> |

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| RM004 | Pest Control - Routine Maintenance | 6 Monthly | <ul style="list-style-type: none"> •Check site for any signs of infestation •Check and report on all debris that is or may become infected (stumps, logs, timber cut offs etc) •Check bait and trap areas •Dispose of controlled pests in an appropriate manner (where applicable) <p>Note: for Termites see Annual Contract – AC5.1 – Termite Inspections</p> <p>Recommended Trade: Competent Person/Licensed Pest Controller</p> |
| RM005 | Lighting (Internal and External) - Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Check condition and integrity of external posts, mount brackets and fixings (if applicable) •Check condition and integrity of light fitting fixings •Override time switch, photoelectric (PE) cell, motion sensor(where applicable) and check all lights for correct operation •Check operation of time switches, photoelectric (PE) cells/ daylight sensors •Check for faulty lamps, starter switches, noisy ballasts or leaking capacitors •Replace failed lamps •Clean light fittings, photoelectric (PE) cells and motion sensors as required <p>Recommended Trade: Competent Person/Electrician</p> |
| RM006 | Walls - Routine Maintenance | Annually | <p>Including operable walls</p> <ul style="list-style-type: none"> •Check walls and partitions for damage, spot clean and repair any broken or loose fittings •Check fixtures are not loose or deteriorated •Check that rust has not weakened any fixing points of nails, screws, straps and bolts •Check for broken or loose linings •Check condition of internal walls and partitions for damage and deterioration •Check integrity of surface or surface coating and covering •Check staining of surface due to water ingress and dampness <p>Recommended Trade: Competent Person/Carpenter</p> |
| RM007 | Windows - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Check window and latch for correct operation including all pivot points or tracks. Lubricate as required •Check window shutter for correct operation including hinges, latches •Check window winder system, where fitted •Check for cracked / broken glass •Wash-down window shutters •Check integrity of frames and seals <p>Recommended Trade: Competent Person/Carpenter</p> |

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| RM008 | Doors - Routine Maintenance | Annually | <p>Doors</p> <ul style="list-style-type: none"> •Check condition and operation of door and frame •Check condition and operation of hinges •Check condition and operation of lock •Check condition of door panels and fixing of glazing material •Check condition and operation of door closer •Carry out remedial works as required to repair condition of door and frame •Retighten fixings of hinges as required •Lubricate lock as required •Lubricate door closer as required <p>Automatic Doors</p> <ul style="list-style-type: none"> •Check condition and operation of door and frame •Perform annual preventative maintenance to manufactures specification •Lubricate and replace serviceable components as per manufacturers specification <p>Electronic/Wireless Locking Systems</p> <ul style="list-style-type: none"> •Check condition and operation of lock •Retighten fixings as required •Change batteries as required •Check system programming and update as required •Check for firmware/software updates and action as required <p>Recommended Trade: Competent Person/Carpenter/Automatic Door provider</p> |
| RM009 | Taps, Pipes and Drinking Fountains - Routine Maintenance | Monthly | <p>Taps and Pipes</p> <ul style="list-style-type: none"> •Check condition of taps fixtures to floor/wall •Check tap and exposed pipework for leaks •Check tap for correct operation and flow •Perform repairs as required <p>Drinking fountains</p> <ul style="list-style-type: none"> •Check bowl for condition and strong fixing to floor/wall •Check tap and exposed pipework for leaks •Check fountain for correct operation and flow •Check fountain is clean, free from dirt and sanitised •Check flow of wastewater •Perform repairs as required •Replace filters as required <p>Recommended Trade: Competent Person/Plumber</p> |

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| RM010 | Irrigation Systems - Routine Maintenance | Monthly | <ul style="list-style-type: none"> •Check correct operation of irrigation system •Check irrigation system for vandalism •Check any water run off areas and drainage areas to ensure clear pathways •Repair as required •Adjust direction of watering heads as required •Adjust watering programme as required <p>Recommended Trade: Competent Person/Plumber</p> |
| RM011 | Floors - Routine Maintenance | Quarterly | <p>Floor Covering</p> <ul style="list-style-type: none"> •Check surfaces for trip hazards and even surfaces. •Check for cracking, lifting and sagging <p>Floor Finish</p> <ul style="list-style-type: none"> •Check surfaces for trip hazards and even surfaces. •Check for cracking, lifting and sagging •Check condition of all tiled surfaces including integrity of grouting <p>Floor structure</p> <ul style="list-style-type: none"> •Check for structural damage, cracking, lifting and sagging •Check timber floor structures for loose floorboards, evidence of termite activity, sagging floor structure, dry rot and sub floor ventilation <p>Recommended Trade: Competent Person/Carpenter</p> |
| RM012 | Foundations and Structural Beams - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Complete a visual inspection of All buildings and school grounds for Degradation/Corrosion, damage from Mechanical equipment, surface protection, cracking and damage to foundation or structural beams •Perform visual inspection of external brick and block work walls. Inspect for cracking, deformation, discolouration, degradation/corrosion, damage as a result of impacts and general wear/tear and damage to surface finishes such as paint or powder coating of steel •Inspect stairs, beams columns, walls, roof, subfloors and foundations of building (including stumps, joists and bearers) for cracking, deformation, discolouration, degradation/corrosion, damage as a result of impacts and general wear/tear and damage to surface finishes such as paint or powder coating of steel <p>Recommended Trade: Structural Engineer/Competent Person/Carpenter/Builder</p> |

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| RM013 | Stormwater Drains, Grates and Channels - Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Check stormwater grates and drains for blockage, leakage, cracking, deformation, discolouration, and degradation •Check stormwater channels for blockages including leaves branches or any build-up of silt, and evidence of cracking including leaks, watermarking and staining. Remove debris and from channels •Check sewer pit covers, kerbs, gutters and other items of the surface stormwater drainage system. •Check for blockages and any build-up of silt and evidence of cracking including leaks, watermarking and staining •Remove debris from grates and kerb inlets •Assess any corroded grates for structural impairment •Assess any cracking for signs of concrete degradation and possible pH reduction through stains on surfaces •Get pH tested if concerned with staining <p>Recommended Trade: Competent Person/Plumber</p> |
| RM014 | Roads and Carparks and Retaining Walls - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Check for cracking, deformation, discolouration and degradation of pavement surfaces because of pavement subsidence and potholing •Check line marking •Check roads and carparks for trip hazards •Check for cracking, deformation, discolouration and degradation of retaining walls •Repair damage as required <p>Recommended Trade: Competent Person/Structural Engineer</p> |
| RM015 | Landscaping - Routine Maintenance | Monthly | <ul style="list-style-type: none"> •Perform visual check of grounds •Check grounds for trip hazards on paths of travel •Mow and edge all lawns around perimeter and inside property •Poison/slash weeds around walkways and paths •Sweep gutters and collect rubbish etc •Fertilise lawns •Remove weeds from garden beds •Prune plants where necessary •Remove and properly dispose of any heaped vegetation, grass, tree and shrub cuttings from the site •Visual inspection of trees <p>Recommended Trade: Competent Person/Landscaper/Gardner/Maintenance Person</p> |

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| RM016 | Boundary Walls, Fencing and Gates - Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Check for degradation, corrosion, mechanical damage, surface protection and cracking •Check condition and operation of gates and hinges •Check condition of fixing points and tighten as required •Check condition and operation of locks •Carry out remedial works are required •Repair any damage to surface protection •Tighten fixing points as required •Remove graffiti as required <p>Recommended Trade: Competent Person/Carpenter</p> |
| RM017 | Rainwater Tanks - Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Check for leaks, cracking, deformation, degradation/corrosion, damage as a result of impacts, general wear/tear and damage to surface finishes such as paint or powder coating of steel •Check correct operation of pumps as required •Clean any water diverter devices •Verify any control valves and mains-water diversion •Test any rainwater pump systems, including circuit protection and replace pump components as required •Repair any damage as required •Ensure fences and gates are secure and locked <p>Recommended Trade: Competent Person/Plumber</p> |
| RM018 | Painting - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Check external painted areas for cracking, deformation, degradation/corrosion, damage because of impacts, general wear/tear and damage to surface finishes such as paint or powder coating of steel •Patch and paint external areas as required •Paint/oil external timber decking areas as required •Patch and paint internal areas as required •Implement 20% of cyclical painting maintenance program <p>Recommended Trade: Competent Person/Painter</p> |

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| RM019 | Trees - Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage suitably qualified arborist to undertake a visual tree assessment •Identify trees that may require pruning, particularly with branches/limbs close to, or touching, structures •Identify trees that may require a pest treatment •Check for broken/split tree limbs that should be removed and disposed of •Check for tree stumps requiring to be ground out •Check for tree roots that may be causing structural damage, surface cracking, lifting or sagging •Report to be provided •Take appropriate action •Consider plant nutrition and formative pruning program <p>Recommended Trade: Arborist</p> |
| RM020 | Height Safety System- Recertification | Annually | <ul style="list-style-type: none"> •To be completed to applicable standard by competent person •Includes inspection of harnesses •Report and Certificate of Compliance to be provided <p>Recommended Trade: Height Safety Specialist</p> |
| RM021 | Height Safety System, Harnesses- 6 Monthly Inspection | 6 Monthly | <ul style="list-style-type: none"> •To be completed to applicable standard by competent person •Inspect harness, rope and other hardware for damage •Tag out/remove damaged or unsafe equipment from service •Document results and take appropriate action <p>Recommended Trade: Height Safety Specialist</p> |
| RM022 | Mezzanines- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Periodic inspection to ensure mezzanines comply with the Prevention of falls – Mezzanines under the Occupational Health and Safety Act 2004 (OHS Act). •Check condition of stairs, handrails balustrades, flooring and lighting <p>Recommended Trade: Competent Person</p> |
| RM023 | Residual Current Device RCD- 6 Monthly Push Button Test | 6 Monthly | <ul style="list-style-type: none"> •To be completed to applicable standard by competent person •Complete Push Button Test of all RCD's. Circuit breaker should trip to off position as soon as test button is pushed •Isolate faulty RCD's •Document results and contact qualified electrician if repairs are required <p>Recommended Trade: Electrician</p> |

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| RM024 | Residual Current Device RCD- Biennial Timed Test | 2 years | <ul style="list-style-type: none"> •To be completed to applicable standard by qualified electrician •Complete timed test of all RCD's •Isolate and repair faulty RCD's •Report to be provided <p>Recommended Trade: Electrician</p> |
| RM025 | Test & Tag of Portable Electrical Equipment | Annually | <ul style="list-style-type: none"> •To be completed to applicable standard by competent person. •Test and Tag all portable equipment as appropriate. •Isolate faulty items and contact qualified electrician if repairs are required. •Report to be provided. <p>Recommended Trade: Electrical Test & Tag</p> |
| RM026 | Thermal Imaging of Electrical Switchboards | Annually | <ul style="list-style-type: none"> •To be completed to applicable standard by qualified electrician. •Ensure there is some electrical load running through the switchboard (turn on lights & appliances) to simulate real time usage. •Test for hot spots in switchboards. •Isolate and repair faulty switchboards. •Report to be provided. <p>Recommended Trade: Electrician</p> |
| RM027 | Chimney Sweeping- Routine Servicing | Annually | <ul style="list-style-type: none"> •To be completed by competent person. •Inspect, clean and make any repairs as required. <p>Recommended Trade: Chimney Sweep</p> |
| RM028 | Saw Dust Extractor- Routine Maintenance | Monthly | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed by competent person. •Emptying of bins/hoppers as required. •Maintenance to be performed as per manufacturers specification. <p>Recommended Trade: HVAC Contractor</p> |
| RM029 | Welding Bay Exhaust System- Routine Maintenance | Annually | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •Check operation at all speeds, note any signs of excessive noise or vibration. •Visual inspection of switches and control knobs. •Ensure grilles or louvres connected to the exhaust fans aren't damaged, blocked or missing. •Isolate faulty exhaust fans. •Engaged licenced electrician for repairs (if required)/Recommended Trade: HVAC Contractor |

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| RM030 | Hydronic Heating- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage appropriately qualified trade to inspect and service as per manufacturers specification •Report to be provided Recommended Trade: Electrician/Plumber |
| RM031 | Electric Hot Water Service- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage appropriately qualified trade to inspect and service as per manufacturers specification •Report to be provided Recommended Trade: Electrician/Plumber |
| RM032 | Continuous Flow Hot Water Service- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage appropriately qualified trade to inspect and service as per manufacturers specification •Report to be provided Recommended Trade: Plumber |
| RM033 | Boiler and Plant Room Pump and Fan- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage appropriately qualified trade to inspect and service as per manufacturers specification •Report to be provided Recommended Trade: Plumber |
| RM034 | Celling Fans- Routine Maintenance | 3 years | <ul style="list-style-type: none"> •Check operation at all speeds, note any signs of excessive noise or vibration •Visual inspection of switches and control knobs •Check blades and covers for damage •Isolate faulty fans •Engaged licenced electrician for repairs as required Recommended Trade: Electrician |
| RM035 | Exhaust Fans- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Check operation at all speeds, note any signs of excessive noise or vibration •Visual inspection of switches and control knobs •Ensure grilles or louvres connected to the exhaust fans aren't damaged, blocked or missing •Isolate faulty exhaust fans •Engaged licenced electrician for repairs as required Recommended Trade: Electrician |

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| RM036 | Solar Panel Cleaning- Routine Maintenance | Annually | <ul style="list-style-type: none"> •To be completed by competent person •Ensure appropriate controls are in place for working safely at heights •Clean panels to remove all dirt and grime •Appropriate equipment and chemicals to be used. Usually, water is sufficient <p>Recommended Trade: Electrician</p> |
| RM037 | Solar PV Safety Audit | Annually | <ul style="list-style-type: none"> •To be completed to by qualified electrician •Ensure appropriate controls are in place for working safely at heights •Inspect and report on compliance and condition of system with appropriate Building Codes and Australian Standards •Inspect condition of all components •Ensure labelling is compliant •Ensure inverter settings are correct •Run anti-islanding test on inverter •Isolate system if faults are found •Engaged licenced electrician for repairs as required •Report to be provided <p>Recommended Trade: Electrician</p> |
| RM038 | PA System- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Check operation of Personal Address System •Check all internal and external speakers are broadcasting and clear in all areas •Test all bells and evacuation/lockdown tones for correct operation <p>Recommended Trade: Electrician</p> |
| RM039 | Backflow Prevention Device- Annual Test | Annually | <ul style="list-style-type: none"> •To be completed to applicable standard by licenced backflow prevention device plumber •Perform annual test of backflow prevention device •Report to be provided and a copy sent to local water authority <p>Recommended Trade: Plumber</p> |
| RM040 | Boiling/Chilled Water Unit- Routine Maintenance | Annually | <ul style="list-style-type: none"> •To be completed by competent person •Service to manufacturers specifications <p>Recommended Trade: Plumber</p> |

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| RM041 | Testing of LPG Gas Tank- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •To be completed by competent person •Ensure the gas enclosures are clear of debris and vegetation •Ensure gas enclosures fences are secure and gates are locked •Any cylinders visible within the enclosure are upright and restrained •Any storage tanks do not have visible damage or rust • All internal equipment/valves can be turned on and off •Take appropriate action •Report to be provided •If there is any concern about leaking gas/damaged valves etc., turn off all equipment and contact a professional immediately <p>Recommended Trade: Plumber</p> |
| RM042 | Thermostatic Mixing Valves- 5 Year Maintenance | 5 Years | <ul style="list-style-type: none"> •Engage licenced plumber to test and service to applicable standard •Report to be provided for each individual device on site <p>Recommended Trade: Plumber</p> |
| RM043 | Thermostatic Mixing Valves- Annual Maintenance | Annually | <ul style="list-style-type: none"> •Engage licenced plumber to test and service to applicable standard •Report to be provided for each individual device on site <p>Recommended Trade: Plumber</p> |
| RM044 | BARR Vegetation Management | Monthly | <ul style="list-style-type: none"> •Regular monitoring, management and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation <p>Recommended Trade: Gardener</p> |
| RM045 | Basketball & Netball Towers- Routine Maintenance | Annually | <p>In addition to daily and weekly pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed by competent person •Inspect fixings of the post to the ground. Water can collect at the base of the basketball post, so it's important to check the base regularly. This is especially critical in salt-water environments •Inspect fixings of the ring to the backboard •Inspect fixings of the backboard to the supporting structure •Report to be provided •Schools must ensure that appropriate safety warnings are permanently marked on new and existing backboards. The safety marking: 'Warning: Swinging on the ring may cause serious injury or death' — must be clearly legible, in upper case, and in characters not less than 10mm in height <p>Recommended Trade: Competent Person</p> |

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| RM046 | Play Equipment- Comprehensive Annual Inspection | Annually | <ul style="list-style-type: none"> •Engage qualified playground equipment inspector to inspect play equipment to applicable standard •Report to be provided <p>Recommended Trade: Playground Equipment Inspector</p> |
| RM047 | Play Equipment- Routine Maintenance | Monthly | <p>In addition to daily and weekly pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •Inspect and service play equipment to manufacturers specification •Visual inspection of play equipment, soft fall materials, borders/edges •Report on findings and take appropriate action <p>Recommended Trade: Competent Person</p> |
| RM048 | Sand Pit- Routine Maintenance | Monthly | <p>In addition to daily and weekly pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •Inspect for and remove debris or sharp objects •Ensure borders/edges and covers are in good condition •Complete repairs and top up sand as required <p>Recommended Trade: Competent Person</p> |
| RM049 | Shade Sail- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •Visual inspection of support structure, sails and associated hardware •Schools must engage a registered structural engineer to undertake structural inspections every 3 years to assess the safety of the support structure •Report to be provided •Sails can be removed and stored for the winter period or school holiday periods <p>Recommended Trade: Shade Sail Installer</p> |
| RM050 | Sports Field- Annual Maintenance | Annually | <ul style="list-style-type: none"> •Scarifying, aeration and topdressing as required. Equipment to be fit for purpose, in good working order with all safety guards attached <p>Recommended Trade: Gardener</p> |
| RM051 | Sports Field- Routine Maintenance | Monthly | <ul style="list-style-type: none"> •Mowing and edging of sports field. Removal of debris. Equipment to be fit for purpose, in good working order with all safety guards attached •Application of fertiliser to manufacturers specification. Ensure correct PPE is worn •Application of herbicide for control of broadleaf and select grass weed species, to manufacturers specifications. Ensure correct PPE is worn <p>Recommended Trade: Gardener</p> |

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| RM052 | Synthetic Sports Field- Annual Maintenance | Annually | <ul style="list-style-type: none"> •To be completed by competent person as per manufacturers specification Recommended Trade: Synthetic Turf Contractor |
| RM053 | Synthetic Sports Field- Routine Maintenance | Monthly | <ul style="list-style-type: none"> •To be completed by competent person as per manufacturers specification •Clear rubbish or debris from the surface •Inspect surface for general wear and tear or tripping hazards •Inspect sand and rubber infill levels •Treat surface with moss-killer or algaecide Recommended Trade: Synthetic Turf Contractor |
| RM054 | Weed Control, General Lawn Areas | Annually | <ul style="list-style-type: none"> •To be completed by competent person as per manufacturers specification •Ensure application is applied when no person is in proximity •Application of herbicide for control of broadleaf and select grass weed species •Ensure correct PPE is worn •Maintain a register of application which includes- date, chemical used, areas treated and volume Recommended Trade: Gardener |
| RM055 | Timber Sports Court Resealing- Annual Maintenance | Annually | <ul style="list-style-type: none"> •Inspect court and line markings for signs or wear and tear, repair as required. •Clean and remove dirt, gum and shoe scuff marks. •Recoat court with suitable sports sealer. Recommended Trade: Floor Layer |
| RM056 | Timber Sports Court- Periodic Resurfacing | 10 Years | <ul style="list-style-type: none"> •These works are completed every 7-12 years •Inspect court for signs or wear and tear, repair as required •Sanding of court back to bare timber •Reline court •Apply suitable sports sealer Recommended Trade: Floor Layer |

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| RM057 | Fume Cupboard- Routine Maintenance | Annually | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed to applicable standard by competent person •Ensure that cupboard door can be completely closed •Exhaust fan and internal lighting is operable •No obvious damage that could allow for leaks •Acceptable noise levels in operation •Gas and water isolation valves are operational •Report to be provided <p>Recommended Trade: Fume Cupboard Contractor</p> |
| RM058 | Fume Extraction Arms- Routine Maintenance | Annually | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed to applicable standard by competent person •Exhaust fan and internal lighting is operable •No obvious damage that could allow for leaks •Acceptable noise levels in operation •Report to be provided <p>Recommended Trade: Mechanical Contractor</p> |
| RM059 | Ovens- Routine Maintenance | Annually | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed by competent person or licenced contractor (where applicable) •Inspect electrical and gas connections for damage •Check that switches/controls are operational •Check that doors shut properly •Check that ovens are secured and unable to be moved in a way that could damage electrical and gas connections <p>Recommended Trade: Electrician/Plumber</p> |
| RM060 | Kiln- Routine Maintenance | Annually | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed by competent person •Inspection and testing of all gas and electrical connections •Testing of safety stop •Visual inspection of kiln for damage •Report to be provided <p>Recommended Trade: Kiln Maintenance Contractor</p> |

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| RM061 | Technology Machinery- Routine Maintenance | Annually | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •Servicing of technology equipment to be completed by competent person, as per manufacturers specification or because of a Plant and Equipment Risk Management Form •Ensure all emergency stops buttons are functional •A record of maintenance must be retained for each piece of machinery for all planned and reactive maintenance tasks <p>Recommended Trade: Technology Equipment Contractor</p> |
| RM062 | Vehicle Hoist- Routine Maintenance | Annually | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed to applicable standard and manufacturers specification by competent person. •Report to be provided <p>Recommended Trade: Vehicle Hoist Contractor</p> |
| RM063 | Cold Room Refrigeration- Routine Maintenance | Annually | <p>In addition to daily checks completed by operator-</p> <ul style="list-style-type: none"> •Routine maintenance to be completed by competent person or licenced contractor (where applicable) •Service report to be provided •Visually inspect the cold room for water leaks or other damage •Ensure the entire cold room including seals are cleaned regularly •Record refrigeration temperatures regularly and maintain appropriate records <p>Recommended Trade: Refrigeration Contractor</p> |
| RM064 | Grease Traps- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage EPA licenced provider to pump out and clean grease trap/. •Ensure pit lids and surrounds are in sound condition <p>Recommended Trade: Liquid Waste Contractor</p> |
| RM065 | Neutraliser Pits- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage EPA licenced provider to pump out and clean grease trap/s •Ensure pit lids and surrounds are in sound condition <p>Recommended Trade: Liquid Waste Contractor</p> |
| RM066 | Triple Interceptor Pits- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Engage EPA licenced provider to pump out and clean grease trap/s •Ensure pit lids and surrounds are in sound condition <p>Recommended Trade: Liquid Waste Contractor</p> |

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| RM067 | CCTV- Routine Maintenance | Monthly | <ul style="list-style-type: none"> •Clean camera lenses, domes and housings •Check and adjust camera views •Check server and data storage systems for correct operation <p>Recommended Trade: Competent Person</p> |
| RM068 | Masterkey System | 6 Monthly | <ul style="list-style-type: none"> •Confirm that all school keys and security fobs are accounted for and recorded in school key register <p>Recommended Trade: Competent Person</p> |
| RM069 | Disabled Access Equipment- Routine Maintenance | Quarterly | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and manufacturers specification •Report on findings and take appropriate action <p>Recommended Trade: Specialist Equipment Contractor</p> |
| RM070 | Built-in Hoists, Portable Hoists and Hydraulic Change Tables- Routine Maintenance | Quarterly | <p>In addition to daily/pre-operational checks completed by operator-</p> <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and manufacturers specification •Report on findings and take appropriate action <p>Recommended Trade: Specialist Equipment Contractor</p> |
| RM071 | Taping of Poles for Vision Impaired Students | Quarterly | <ul style="list-style-type: none"> •Inspect condition of high visibility tape on all poles. •Report on findings and take appropriate action <p>Recommended Trade: Competent Person</p> |
| RM072 | Trampoline- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and manufacturers specification •Check condition of mat, springs & frame •Report on findings and take appropriate action <p>Recommended Trade: Specialist Equipment Contractor</p> |
| RM073 | School Pool- Recalibrate Pool Testing Equipment | Annually | <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and requirements •Report on findings and take appropriate action <p>Recommended Trade: Pool Maintenance Contractor</p> |

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| RM074 | School Pool- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and requirements for a category 1 aquatic facility •Report on findings and take appropriate action <p>Recommended Trade: Pool Maintenance Contractor</p> |
| RM075 | School Pool- Water Testing & Sampling | Weekly | <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and requirements for a category 1 aquatic facility •Report on findings and take appropriate action <p>Recommended Trade: Pool Maintenance Contractor</p> |
| RM076 | Corrosion Inhibitor for Hydrotherapy Area- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and requirements •Report on findings and take appropriate action <p>Recommended Trade: Pool Maintenance Contractor</p> |
| RM077 | Hydrotherapy Pool- Water Testing & Sampling | Weekly | <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and requirements •Report on findings and take appropriate action <p>Recommended Trade: Pool Maintenance Contractor</p> |
| RM078 | Hydrotherapy Pool- Routine Maintenance | Quarterly | <ul style="list-style-type: none"> •To be completed by competent person to the applicable standards, frequencies and requirements •Report on findings and take appropriate action. <p>Recommended Trade: Pool Maintenance Contractor</p> |
| RM079 | Smoke Detector- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Annual replacement of batteries •Remove dust and cobwebs •Replace smoke detector as required <p>Recommended Trade: Competent Person</p> |
| RM080 | Urinal Deep Clean- Routine Maintenance | Annually | <ul style="list-style-type: none"> •Deep clean of urinal walls, steps and drains <p>Recommended Trade: Competent Person</p> |
| RM081 | Windmill- Routine Maintenance | 3 Years | <ul style="list-style-type: none"> •3 Yearly Service/Safety inspection of Windmill •To be completed by competent person to the applicable standards, frequencies and requirements •Report on findings and take appropriate action <p>Recommended Trade: Competent Person</p> |

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| RM082 | Air Purifier – Filter Clean | 6 weeks | <ul style="list-style-type: none"> • Surface: schools should clean the surface of the device regularly in line with the manufacturer's guidance. Contractor cleaners will treat the air purifiers in a similar way to other electrical items, which normally includes dusting. • Pre-filters: each air purifier has 2 pre-filters which are visible once the front cover of the device is unclipped. Schools should clean the pre-filter every 5 to 6 weeks when the purifier is being used every weekday – or twice per term. For further information please see the Policy Advisory Library. • HEPA filters: each air purifier has 2 HEPA filters which are visible once the front cover of the device is unclipped. The device will alert when the HEPA filters require replacement. This is estimated to be approximately every 6 to 12 months. • Schools should undertake the filter change when this occurs. Replacement HEPA filters will be provided to schools. • It is recommended that used HEPA filters are placed in a sealed bag and then disposed of in general waste. <p>https://www2.education.vic.gov.au/pal/ventilation-air-purification/guidance/operation-and-placement-air-purifiers-schools</p> <p>Recommended Trade: Competent Person</p> |
| RM083 | Gas Cock/Value Servicing | Annually | <p>Check for gas leaks and correct gas pressures</p> <p>Condition inspections (for operation, gas tightness and gas leaks) of:</p> <ul style="list-style-type: none"> • gas cocks • gas safety shut off valves • gas regulators • e-stops buttons • isolation valves • gas enclosures • gas signage <p>Recommended Trade: Gas Plumber</p> |
| RM084 | RM084 Spider/Insect Spraying | Annually | <ul style="list-style-type: none"> • Check site for areas of infestation • Complete spraying of infected area (outside of school hours) • Report outcome of action and include advice on areas sprayed <p>Recommended Trade: Competent Person</p> |

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| RM085 | Computerised Building Management System | Quarterly | <ul style="list-style-type: none"> • Check event logs for errors • Check for firmware and licencing updates • Check and adjust schedules as required - start/stop times, holiday schedules • Check that temperature, humidity and Co2 levels are being maintained • Backup database • Physical inspections of valves, actuators and peripherals • Provide report <p>Recommended Trade: Technology Equipment Contractor</p> |
| RM086 | Fitness/Exercise Equipment Inspection | 6 Monthly | <p>Includes - exercise bikes, walking machines, weights etc.</p> <ul style="list-style-type: none"> • Inspect each unit for condition and safe operation • Isolate faulty equipment • Provide report <p>Recommended Trade: Competent Person</p> |
| RM087 | Timber Decking Inspection | Annually | <ul style="list-style-type: none"> • Inspect decking for signs of wear and tear, repair as required • Clean and remove dirt and marks • Oil as required <p>Recommended Trade: Competent Person</p> |
| RM088 | Odour Control System | Quarterly | <ul style="list-style-type: none"> • Inspect odour control device • Replace cartridge if required <p>Recommended Trade: Cleaning & Hygiene</p> |
| RM089 | Mosquito-borne disease risk reduction | Annually | <p>Annual inspection to be conducted by schools to prevent and abate conditions conducive to mosquito breeding.</p> <p>Recommended Trade: Competent Person</p> |
| RM090 | General Operation Check – Solar Panel System | Annually | <p>Yearly review to ensure the general operation of the Solar Panel System is in working order. Only complete described tasks at ground level, without accessing the roof. If you are unsure with completing a task, seek guidance. Do not attempt to access the roof, any other secure area or provide access to personnel without proper certifications.</p> |
| RM091 | Isolator Replacement – Solar Panel System | Every 5 Years | <p>Every 5 years schools will be required to engage a contractor to replace the necessary Isolator</p> |

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| RM092 | Inverter Replacement – Solar Panel System | Every 10 Years | Every 10 years schools will be required to engage a contractor to replace the necessary Inverter |
| RM093 | Solar Decommissioning – Solar Panel System | Every 26 Years | Every 26 years schools will be required to engage a contractor to decommission the necessary Solar Panel System |
| RM094 | Soft-fall and mulch inspection and maintenance | Quarterly | All schools with playgrounds must conduct quarterly visual safety inspections of soft-fall and loose-fill/mulch surfacing and undertake any required maintenance. |

Key Contacts

| Program Name | Phone Number | Email Address |
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| AIMS Support | 1800 641 943 | aims.support@education.vic.gov.au |
| Cleaning | 03 7022 2730 | cleaning@education.vic.gov.au |
| Greener Government Schools | | greener.schools@education.vic.gov.au |
| VSBA - Cleaning | 03 7022 2730 | cleaning@education.vic.gov.au |
| OHS Advisory Service | 1300 074 715 | safety@education.vic.gov.au |
| Rolling Facilities Evaluation Project | 03 7022 2221 | rfeproject@education.vic.gov.au |
| School Maintenance Plan | 03 7022 2212 | maintenance.plan@education.vic.gov.au |
| Security & Emergency Management | 03 7022 2736 | school.security@education.vic.gov.au |
| VSBA - Accessible Buildings | 1800 896 950 | vsba.response.program@education.vic.gov.au |
| VSBA - Annual Contracts | 03 7022 5800 | vsba.annual.contracts@education.vic.gov.au |
| VSBA - Asbestos Reform | 03 7022 2736 | asbestos.reform@education.vic.gov.au |
| VSBA - Asset Management | | vsba.asset.management@education.vic.gov.au |
| VSBA - Bushfire Preparedness Program | | bushfire@education.vic.gov.au |
| VSBA - Essential Safety Measures | 03 7022 0075 | essential.safety.measures@education.vic.gov.au |
| VSBA - Land Administration | | vsba.land.administration@education.vic.gov.au |
| VSBA - Rolling Facilities Evaluation | 03 7022 2788 | rfeproject@education.vic.gov.au |

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| VSBA - Maintenance Unit | | vsba.maintenance.unit@education.vic.gov.au |
| VSBA - School Plans (SAMS) | | sams@education.vic.gov.au |
| VSBA - Make Safe | 1300 133 468 | |
| VSBA - Minor Capital Works | | minor.capital.works@education.vic.gov.au |
| VSBA - New Schools Defects | | new.schools.defects@education.vic.gov.au |
| VSBA - Planned Maintenance Program | 03 7022 2200 | amp.coordinator@education.vic.gov.au |
| VSBA - Procurement | | vsba.procurement@education.vic.gov.au |
| VSBA - Relocatable Buildings | | relocatable.school.buildings@education.vic.gov.au |
| VSBA - Response Program | | vsba.response.program@education.vic.gov.au |
| VSBA - School Funded Projects | | vsba.school.funded@education.vic.gov.au |
| VSBA - School Plans (SAMS) | | sams@education.vic.gov.au |
| VSBA - School Pride | | vsba.school.pride@education.vic.gov.au |
| VSBA - Teacher Housing | | vsba.teacher.housing@education.vic.gov.au |