



BEIMS – CODE CONVENTIONS GUIDE

Trades and Positions

Typically the Trade is as follows;

CS + <Site> + <Descriptor> + <No>

Eg CSBACL001 = CS + BA + CL001 (Campus Services, Bathurst, Cleaner Position 1)

Site Coding (2 digits)

Z – All Campuses (or the master task)

AL – Albury

DU – Dubbo

OR – Orange

WA – Wagga

BA – Bathurst

CA – Canberra

PM – Port Macquarie

NZ – Northern Zone

SZ – Southern Zone

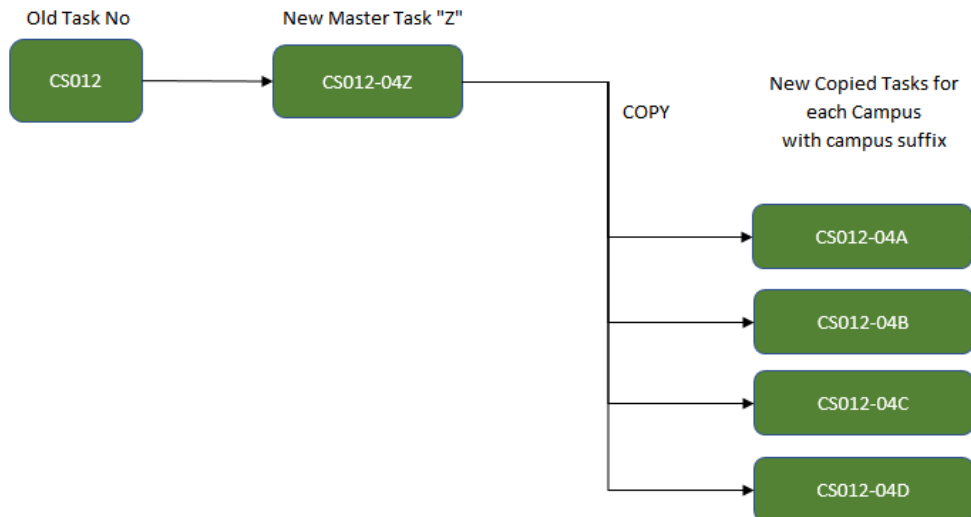
Position Descriptor Coding –

- If the position has one word use the first 2 digits eg: Supervisor would be SU
- If the position has more than one word use the first digit of the first and last word eg: Senior Supervisor would be SS and Workplace Improvement Officer would be WO
- Cleaners will have 3 digits after CL as there may be more than 100 positions in the future so CL001, CL010, CL160 etc. The other positions can just have 2 eg: Zone Manager would be CSNZZM01 or CSSZZM01



Tasks

- Task Number
- **Frequency Type** – This is the type of interval not the actual frequency of the Work Order. Eg: if the Interval is 26 and the Frequency Type is Weekly the Work Order will occur every 26 weeks.
- **Task are generally defined by weekly intervals** eg: 4, 13, 26 and 52 weekly intervals are replacing the Monthly, Quarterly, 6 Monthly and Yearly
- **Master Tasks** all have a “Z” suffix indicating they are the Masters. Then for each campus (if required), these can be “Copied” and additional Tasks created using the Campus Suffix (see diagram below) ... The task then used for the campus will have the necessary Trade allocated (Note the master Task will not require a Trade)



Task Numbering (max 10 digits)

CS + < 3 digit number > + “-“ + < 2 chr freq > + < campus code >

Eg CS012-W52Z Yearly (every 52 weeks) Cleaning Procedure (Master)
 CS012-W4B Monthly (every 4 weeks) Cleaning Procedure (Bathurst)

3 digit number This can be from 000 to 999

2 chr freq Generally we are use Weekly as the frequency type eg: 1W (weekly)

Campus Code (single chr)



Z – All Campuses (or the master task)

A – Albury (AL)

D – Dubbo (DU)

O – Orange (OR)

W – Wagga (WA)

B – Bathurst (BA)

C – Canberra (Ca)

P – Port Macquarie (PM)

When there is a variation to the master task then this would be “copied” and a new task created for each campus as needed then these can technically have their own specific work schedule details (the long text). This way in search lists etc.. they will reside near one another and so assist in searching. This will also prompt you to know if that task at all has been used on that Campus. For example there may be 8 x CS012 task variants (one for each campus and a master).

The Master Task does not have any Trades allocated, especially if it is a multi-campus task. Note Tasks for use only by senior admin/managers whereby there is only a single Trade can have the trade allocated.

Task_number	new Task No	Campus	Frequency_type	Frequency_type	Frequency_interval	type_c	sub_type	Priority_code	Short_description	
1	CS012	CS012-1MZ	Z	Monthly	M	1	P	CL	R	Monthly Cleaning Procedures (WORK ORDER)
2	CS014	CS014-3MZ	Z	Monthly	M	3	P	CL	R	Quarterly Cleaning Procedures (WORK ORDER)
3	CS016	CS016-6MZ	Z	Monthly	M	6	P	CL	R	6 Monthly Cleaning Procedures (WORK ORDER)
4	CS026	CS026-1YZ	Z	Yearly	Y	1	P	CL	R	Annual Cleaning Procedures (WORK ORDER)
6	CS033	CS033-1MZ	Z	Monthly	M	1	P	CL	R	MONTH - TASKS TO BE COMPLETED ONCE PER MONTH (WORK ORDER)
7	CS034	CS034-3MZ	Z	Monthly	M	3	P	CL	R	QUARTERLY - TASKS TO BE COMPLETED ONCE EVERY 3 MONTHS (WORK ORDER)
8	CS035	CS035-6MZ	Z	Monthly	M	6	P	CL	R	6 MONTH - TASKS TO BE COMPLETED ONCE EVERY 6 MONTHS (WORK ORDER)
9	CS036	CS036-1YZ	Z	Yearly	Y	1	P	CL	S	ANNUAL - TASKS TO BE COMPLETED ONCE EVERY YEAR (WORK ORDER)
10	CS041	CS041-1MZ	Z	Monthly	M	1	P	CL	R	Catering Monthly Cleaning Procedures (WORK ORDER)
11	CS042	CS042-3MZ	Z	Monthly	M	3	P	CL	Q	Catering Quarterly Cleaning Procedures (WORK ORDER)
12	CS043	CS043-6MZ	Z	Monthly	M	6	P	CL	S	Catering Semi Annual Cleaning Procedures
13	CS044	CS044-1YZ	Z	Yearly	Y	1	P	CL	S	Catering Annual Cleaning Procedures (WORK ORDER)
14	CS050	CS050-1YZ	Z	Yearly	Y	1	P	CL	Q	Cleaning Gutters at height (WORK ORDER)
15	CS065	CS065-1WZ	Z	Weekly	W	1	P	CL	R	Laundry Filter Maint
16	CS068	CS068-2YZ	Z	Yearly	Y	2	P	CL	T	Bi-Annual Cleaning Procedures (WORK ORDER)
17	CS069	CS069-1WZ	Z	Weekly	W	1	P	CL	R	Weekly Compost Pit Raising (WORK ORDER)
18	CS070	CS070-6MZ	Z	Monthly	M	6	P	CL	Q	6 Monthly Chute Cleaning (WORK ORDER)
19	CS071	CS071-1WZ	Z	Weekly	W	1	P	CL	O	Weekly Squash Clean (WORK ORDER)
20	CS072	CS072-3WZ	Z	Weekly	W	3	P	CL	O	RES WEEKLY & LINEN (WORK ORDER)
21	CS078	CS078-1MZ	Z	Monthly	M	1	P	CL	Q	MONTHLY - TASKS TO BE COMPLETED EVERY MONTH (WORK ORDER)
22	CS079	CS079-3MZ	Z	Monthly	M	3	P	CL	Q	QUARTERLY - TASKS TO BE COMPLETED EVERY 3 MONTHS (WORK ORDER)
23	CS080	CS080-6MZ	Z	Monthly	M	6	P	CL	Q	6 MONTHS - TASKS TO BE COMPLETED EVERY 6 MONTHS (WORK ORDER)
24	CS081	CS081-1YZ	Z	Yearly	Y	1	P	CL	S	ANNUAL - TASKS TO BE COMPLETED ANNUALLY (WORK ORDER)
25	CS082	CS082-6MZ	Z	Monthly	M	6	P	CL	Q	Test and Tag (WORK ORDER)
26	CS083	CS083-1WZ	Z	Weekly	W	1	P	CL	N	Pressure Wash Seating (WORK ORDER)
27	CS084	CS084-1MZ	Z	Monthly	M	1	P	CL	O	Snack Vending Shelter (WORK ORDER)
28	CS085	CS085-1WZ	Z	Weekly	W	1	P	CL	O	SPORTS FACILITY AMENITIES (WORK ORDER)
29	CS087	CS087-1YZ	Z	Yearly	Y	1	P	CL	Q	Fire Drill (WORK ORDER)
30	CS088	CS088-3MZ	Z	Monthly	M	3	P	CL	Q	First aid contents check (WORK ORDER)
31	CS089	CS089-1WZ	Z	Weekly	W	1	P	CL	O	Cleaning of Islamic Study Centre (WORK ORDER)
32	CS094	CS094-1WZ	Z	Weekly	W	1	P	CL	P	Weekly Cleaning Procedures
33	CS098	CS098-2WZ	Z	Weekly	W	2	P	CL	P	Fortnight Cleaning Procedures
34	CS099	CS099-3MZ	Z	Monthly	M	3	P	CL	Q	Quarterly Cleaning Procedures (WORK ORDER)
35	CS100	CS100-1YZ	Z	Yearly	Y	1	P	CL	R	Annual Cleaning Procedures (WORK ORDER)
36	CS102	CS102-6MZ	Z	Monthly	M	6	P	CL	Q	Farm Precinct Wagga Campus Visitation 1
37	CS109	CS109-3MZ	Z	Monthly	M	3	P	CL	R	QUARTERLY - TASKS TO BE COMPLETED ONCE EVERY 3 MONTHS (WORK ORDER)
38	CS110	CS110-1YZ	Z	Yearly	Y	1	P	CL	R	ANNUAL - TASKS TO BE COMPLETED ONCE EVERY YEAR (WORK ORDER)
39	CS116	CS116-1MZ	Z	Monthly	M	1	P	CL	Q	Child Care Monthly Cleaning Tasks (WORK ORDER)
40	CS117	CS117-6MZ	Z	Monthly	M	6	P	CL	R	Child Care 6 Month Cleaning Tasks (WORK ORDER)
41	CS118	CS118-1YZ	Z	Yearly	Y	1	P	CL	R	Child Care Annual Cleaning Tasks (WORK ORDER)
42	CS122	CS122-1YZ	Z	Yearly	Y	1	P	CL	Q	Internal Window Washing (WORK ORDER)



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**Health & Safety
AS 4801**

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Notes from BEIMS PM for preparing BEIMS transfer data;

Master Assets Feb 2017.xlsx

- This sheet has all the Asset Details and any edits must be done in this. Some of the asset details are shown in the Schedules worksheet to make life easier so you are not moving back & forth to read things like the asset description, building/site descriptions etc...

Master Task List.xls

- This sheet has all the PM Task Details for the old system and will form the basis of the PM task Details in BEIMS moving forward.
- Any rows no longer required please flag (in red)
- Any edits please do these in this worksheet
- Add new rows as required for any new Tasks/Schedules

Master Task Schedule.xls

- This sheet is primarily for the Asset, Task, Create from date columns. The rest of the columns are there to make life easier and like other sheets so you are not moving back& forth too much. This sheet also has the old Campus code but now shows the BEIMS Site Description which is based on the Assets building/site relationship. I noticed there are some in this list that show Old Campus = W but the Site is Dubbo or Orange?
- Really you should only edit the Create from date here if required, delete rows or add new rows.
- The rest of any edits (Assets or Tasks) should be done in one of the other two master sheets (above)...