

## CSCS BEIMS WORKFLOW – ADDITIONAL WORK

### REQUEST GENERATED

- CAMPUS SUPERVISOR SENDS AN ADDITIONAL REQUEST FORM TO THE BEIMS ADMINISTRATOR FORWARDING RELEVANT DFM BEIMS, STAR REZ OR ANY OTHER ADDITIONAL INFORMATION/CONTRACTS ETC.

### ADDITIONAL WORK ORDER CREATED

- THE BEIMS ADMINISTRATOR CREATES THE WORK ORDER WITHIN BEIMS USING THE INFORMATION SUPPLIED ON THE ADDITIONAL WORK FORM AND EMAILS TO THE CAMPUS SUPERVISOR.

### WORK PERFORMED AND LOGGED BY CLEANERS

- SUPERVISOR GIVES WORK ORDER TO TRADE. TRADE PERFORMS WORK AND RECORDS DETAILS ON THE WORK ORDER (DATES, TIMES, MATERIALS ETC.)

### RETURN OF WORK ORDER

- CLEANER RETURNS THE SIGNED WORK ORDER TO THE SUPERVISOR WHEN COMPLETED. THE SUPERVISOR EMAILS THE WORK ORDER TO THE BEIMS ADMINISTRATOR WITH THE SUBJECT "ADDITIONAL WORK ORDER COMPLETED" . THE SUPERVISOR ADVISES THE CLIENT THAT THE WORK HAS BEEN COMPLETED.

### CLOSE OFF WORK ORDERS IN BEIMS

- THE BEIMS ADMINISTRATOR CLOSES OFF THE CSCS BEIMS WORK ORDER RECORDING THE LABOUR AND MATERIALS ETC.

### Reporting

- THE BEIMS ADMINISTRATOR WILL SUPPLY REPORTS TO SUPERVISORS AS REQUESTED ON WORK ORDER STATUS, COSTS ETC.
- SUPERVISORS ALSO HAVE ACCESS TO THE SUPERVISOR DASHBOARD AT ANY TIME.  
<http://beimsw01.csumain.csu.edu.au/beimsdashboard/outstandingjobs.aspx>
- The Finance Manager will use reporting to charge the client for Additional Work

## CSCS BEIMS WORKFLOW – PLANNED CLEANING

### BEINGINING OF YEAR - SCHEDULES

- THE BEIMS ADMINISTRATOR CREATES, CHANGES AND CHECKS ALL PLANNED WORK FOR THE YEAR AHEAD AS PER SLA AT BEGINING OF YEAR
- CLEANING SCHEDULES (OUTLINES PLANNED CLEANING SCHEDULE FOR CLIENTS AND CLEANERS) ARE UPDATED IF REQUIRED AND PLACED ON BUILDING WALLS
- YEARLY LOG TEMPLATES (FOR CLEANERS TO RECORD WORKS PERFORMED ON BUILDINGS) ARE GIVEN TO SUPERVISORS TO BE PLACED AT EACH BUILDING ALONGSIDE THE CLEANING SCHEDULE
- A SCHEDULED PLANNED WORKS REPORT IS GIVEN TO SUPERVISORS AT BEGINNING OF YEAR AND WHEN ANY PLANNED CLEANING CHANGES ARE MADE IN BEIMS

### PLANNED WORK ORDERS GENERATED

- EACH FOUR WEEKS THE BEIMS ADMINISTRATOR WILL GENERATE THE PLANNED WORK ORDERS IN BEIMS - THEY WON'T BE PRINTED UNLESS REQUESTED AND WILL REMAIN OPEN UNTIL CLOSED (IN FOUR WEEKS).

### WORK PERFORMED AND LOGGED BY CLEANERS

- FOUR WEEKLY CLEANING LOG TEMPLATES WILL BE ISSUED TO STAFF BY CAMPUS SUPERVISORS. CLEANERS WILL PERFORM PLANNED WORK AS INDICATED ON THE CLEANING SCHEDULE AND YEARLY LOG (KEPT ON WALL OF EACH BUILDING). AS THEY PERFORM THE TASKS THEY WILL SIGN AND DATE THE FOUR CLEANING WEEKLY LOG AND THE YEARLY CLEANING LOG.

### RETURN COMPLETED LOGS

- ON THE LAST FRIDAY OF THE FOUR WEEK PERIOD THE CLEANER WILL RETURN THE FOUR WEEKLY LOG TO THE SUPERVISOR. THE YEARLY LOG WILL REMAIN ON THE WALL TO INDICATE WORK PERFORMED ON THAT BUILDING.

### CLOSE OFF WORK ORDERS IN BEIMS

- THE SUPERVISOR WILL CHECK THROUGH THE FOUR WEEKLY LOGS, SORT THEM BY ASSET NUMBER AND SCAN VIA EMAIL TO THE BEIMS ADMINISTRATOR TO CLOSE OFF AND CLOSE OFF THE RELATED WORK ORDERS IN BEIMS USING THE BULK WORK ORDER COMPLETION TOOL.

### Reporting

- THE BEIMS ADMINISTRATOR WILL SUPPLY REPORTS TO SUPERVISORS AS REQUESTED ON PLANNED CLEANING ETC.
- SUPERVISORS ALSO HAVE ACCESS TO THE SUPERVISOR DASHBOARD AT ANY TIME.  
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