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Maintenance

Maintenance

Track facility maintenance and equipment

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Maintenance Management

Maintenance Records

Track and manage facility maintenance issues

[View Records](#)

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Safety Tests

Manage safety tests and certifications

[View Tests](#)

System Lookups

Suppliers

Manage supplier information

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Fire Alarm Points

Manage fire alarm locations

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Test Types

Manage test type categories

[Manage Test Types](#)

Certificate Types

Manage certificate categories

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Maintenance Records

This allows Maintenance users to record works requiring to be done and their progress to completion.

Maintenance Records

Track and manage facility maintenance issues

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[+ Create New Record](#)

Replace water supply pipe to male public toilets

Stadium - Male toilets first floor

Logged: 22/08/2025 05:58

Scheduled: 08/09/2025

Work Scheduled

[View](#)
[Edit](#)

Create a Maintenance record

Create Maintenance Record

Create a new maintenance record

← Back to List

Issue Details

Issue

Replace water supply pipe to male public toilets

Facility

Stadium

Other location

Male toilets first floor

Issue details

Enter detailed description

Work Status

☒ Work to be carried out?

Maint scheduled

08 / 09 / 2025

Maint resolved

dd / mm / yyyy

Follow-up

☐ Follow up work?

Cancel Create

If there is no work to be done, do not check the **Work to be carried out?** field. Enter a reason in the field provided.

The details of the work record are then displayed:

Maintenance Details

View maintenance record information and associated costs

[← Back to List](#)
[✎ Edit Record](#)
[+ Add Cost](#)

Replace water supply pipe to male public toilets

Maintenance record details and status

Issue	Replace water supply pipe to male public toilets
Facility	Stadium
Other Location	Male toilets first floor
Work Status	Work to be carried out
Scheduled Date	08/09/2025
Total Cost	No costs recorded
Logged Date	22/08/2025 05:58
Added By	Brian Davies

Maintenance Costs

Associated cost records for this maintenance issue

[+ Add Cost](#)

DETAILS	TYPE	SUPPLIER	COMPLETED	COST	ACTIONS
\$ No cost records Get started by adding a cost record for this maintenance issue.					

Costs can be added to a Maintenance record using the Add Costs button:

Add a Cost Record

Add Cost Record

Add cost record for maintenance issue

Maintenance: Replace water supply pipe to male public toilets

← Back to Maintenance

Cost Details

Issue

Int ext

Internal fix

Completed

dd / mm / yyyy

Cost

0.00

Cancel Add

Safety Tests

This is the same functionality as in the Safety Section.

System Lookups

This section allows the Safety/Maintenance user to manage the lookup items used within the Safety and/or Maintenance records, subject to permission.

Manage Suppliers

Suppliers used for Maintenance work

Suppliers

Manage suppliers for the system

[← Back to Maintenance](#)[+ Add New](#)

B&Q	Edit Delete
Wickes	Edit Delete
n/a	Edit Delete

Manage Fire Alarms

Fire alarm locations – used for Fire Tests

Fire Alarm Points

Manage fire alarm points for the system

[← Back to Maintenance](#)[+ Add New](#)

All	Edit Delete
Bar	Edit Delete
Function room	Edit Delete
Kitchen	Edit Delete
n/a	Edit Delete

Manage Test Types

Test types used in Safety Tests

Test Types

Manage test types for the system

[← Back to Maintenance](#)[+ Add New](#)

Air conditioning	Edit Delete
Air handling	Edit Delete
Bar equipment	Edit Delete
Car park barriers	Edit Delete
Cellar equipment	Edit Delete
Defibrillator	Edit Delete

Manage Certificates

Certificates relating to Safety Tests and/or Maintenance works.

Certificate Types

Manage certificate types for the system

[← Back to Maintenance](#)[+ Add New](#)

Fire safety certificate	Edit Delete
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