



## Instructions for the Maintenance Program Reports

February 17, 2009

**NOTE:** These instructions pertain to those school districts utilizing the state's Computerized Maintenance Management System (SchoolDude®).

Maintenance reports indicating the status of both corrective and preventative maintenance work orders may be compiled at any time as the school district deems appropriate. Yearly *Corrective Maintenance Work Order Reports* and *Preventative Maintenance Work Order Reports* will be required to be submitted to the Division of Public School Academic Facilities on the date(s) specified by Commissioner Memo.

### INSTRUCTIONS:

1. In May 2009, SchoolDude.com will add an "Arkansas Reports" label to the "**Information Analysis**" section on the Administrator homepage of MaintenanceDirect. The user will click on a link titled "**Print Arkansas Report**".

**Status**  
**Suppliers**  
**Types**  
**Transactions**  
**Work Load/Assignment**  
**Work Order**

**Academic/Non-Academ**

**Arkansas Reports**

1

- Print Arkansas Report  
- FAQs

2. This link will navigate to the “**Print Arkansas Report**” page.

Little Rock School District

Home Calendar New Work Order Reports Services Account Setup

Search for:  GO  
Advanced Search | Help

Arkansas Shortcuts

1 **Print Arkansas Report** **FAQs**

### Print Arkansas Report

2) **1) Select Your Reporting Period**  
Fiscal Yr. Ending 2009

3) **2) Select Your Location(s)**  
-- Include ALL Locations --  
Administration  
Badgett  
Bale Elementary  
Baseline Elementary

4) **3) Choose a report type for viewing:**  
 Corrective Maintenance report  
 Preventive Maintenance report

5) **4) Print to Excel**

Powered by:

3. On this page the district will generate a corrective maintenance and preventive maintenance work order report. The report will display totals of all work orders by purpose code for corrective work orders and by classification for preventive maintenance work orders for the current fiscal year. The criteria needed for the report will automatically appear on the report page. The administrator of the account will simply select “Corrective Maintenance report” to generate the corrective maintenance work order report and then will choose “Preventive Maintenance report” to generate the preventive maintenance work order report.
4. The report format will be an Excel spreadsheet. It will display totals of all work orders assigned to a specific purpose code or classification.

1	2	3			
Location	Purpose Code	Work Orders Created	Work Orders Completed	Work Orders Open	% Work Orders Complete
	Site				
	Roofing				
	Exterior				
	Structural				
	Interior				
	HVAC				
	Electrical				
	Plumbing				
	Fire and Safety				
	Technology				
	Specialties				
	Space Utilization				
	Other/Misc.				

NOTE: The words *Purpose Code* will be replaced with *Classifications* on the preventative maintenance report.

5. There should be 6 columns as shown. The report should show data for locations that were selected on the report criteria page. The location will repeat downward until all data is shown for this location.
6. The following fields will be calculated
  - a. Work Orders Created
  - b. Work Orders Completed
  - c. Work Orders Open
  - d. % Work Orders Completed
7. The following rules will apply for every report.
  - a. The report will contain data only for work orders in the following statuses;
    - i. New Requests
    - ii. Work in Progress
    - iii. Parts on Order
    - iv. On Hold
    - v. Waiting More Information
    - vi. Open Extended
    - vii. Pending
    - viii. Waiting Funding

- ix. Deferred
  - x. Complete
  - xi. Closed
- b. *Work Orders Created:* and *Work Orders Open* – should use the work order creation date.
- c. *Work Orders Completed* – should use the work order completion date.
- d. *% Work Orders Completed* – is calculated by taking the *Work orders completed* divided by the *Work orders created*. This field can have a percentage greater than 100% if the organization has completed more work orders than they have created. This can occur when organizations complete remaining work orders from the previous fiscal year combined with the ones from the current fiscal year.

	A	B	C	D	E	F
1	Reporting period: Fiscal Yr. Ending 2009					
2	Locations: ALL					
3						
4	<b>Corrective Maintenance Work Orders</b>					
5						
6	<b>Location</b>	<b>Purpose Code</b>	<b>Work Orders Created</b>	<b>Work Orders Completed</b>	<b>Work Orders Open</b>	<b>% Work Orders Complete</b>
7	Administration	Site	5000	4500	500	90.00%
8	Administration	Roofing	1200	1100	100	91.67%
9	Administration	Exterior	6000	5500	500	91.67%
10	Administration	Structural	400	285	115	71.25%
11	Administration	Interior	7500	6500	1000	86.67%
12	Administration	HVAC	1860	2101	0	112.96%
13	Administration	Electrical	300	295	5	98.33%
14	Administration	Plumbing	900	875	25	97.22%
15	Administration	Fire and Safety	20000	19998	2	99.99%
16	Administration	Technology	3500	3200	300	91.43%
17	Administration	Specialties	75	35	40	46.67%
18	Administration	Space Utilization	230	43	187	18.70%
19	Administration	Other/Misc	15000	14025	975	93.50%
20	Bale Elementary	Site	5000	4500	500	90.00%
21	Bale Elementary	Roofing	1200	1100	100	91.67%
22	Bale Elementary	Exterior	6000	5500	500	91.67%
23	Bale Elementary	Structural	400	285	115	71.25%
24	Bale Elementary	Interior	7500	6500	1000	86.67%
25	Bale Elementary	HVAC	1860	2101	0	112.96%
26	Bale Elementary	Electrical	300	295	5	98.33%
27	Bale Elementary	Plumbing	900	875	25	97.22%
28	Bale Elementary	Fire and Safety	20000	19998	2	99.99%
29	Bale Elementary	Technology	3500	3200	300	91.43%
30	Bale Elementary	Specialties	75	35	40	46.67%
31	Bale Elementary	Space Utilization	230	43	187	18.70%
32	Bale Elementary	Other/Misc	15000	14025	975	93.50%
33	Booker Elementary	Site	5000	4500	500	90.00%
34	Booker Elementary	Roofing	1200	1100	100	91.67%
35	Booker Elementary	Exterior	6000	5500	500	91.67%
36	Booker Elementary	Structural	400	285	115	71.25%
37	Booker Elementary	Interior	7500	6500	1000	86.67%

## Outputs & Results: Corrective Maintenance Report (Sample)

	A	B	C	D	E	F
1	Reporting period: Fiscal Yr. Ending 2009					
2	Locations: ALL					
3						
4	<b>Corrective Maintenance Work Orders</b>					
5						
6	<b>Location</b>	<b>Purpose Code</b>	<b>Work Orders Created</b>	<b>Work Orders Completed</b>	<b>Work Orders Open</b>	<b>% Work Orders Complete</b>
7	Administration	Site	5000	4500	500	90.00%
8	Administration	Roofing	1200	1100	100	91.67%
9	Administration	Exterior	6000	5500	500	91.67%
10	Administration	Structural	400	285	115	71.25%
11	Administration	Interior	7500	6500	1000	86.67%
12	Administration	HVAC	1860	2101	0	112.96%
13	Administration	Electrical	300	295	5	98.33%
14	Administration	Plumbing	900	875	25	97.22%
15	Administration	Fire and Safety	20000	19998	2	99.99%
16	Administration	Technology	3500	3200	300	91.43%
17	Administration	Specialties	75	35	40	46.67%
18	Administration	Space Utilization	230	43	187	18.70%
19	Administration	Other/Misc	15000	14025	975	93.50%
20	Bale Elementary	Site	5000	4500	500	90.00%
21	Bale Elementary	Roofing	1200	1100	100	91.67%
22	Bale Elementary	Exterior	6000	5500	500	91.67%
23	Bale Elementary	Structural	400	285	115	71.25%
24	Bale Elementary	Interior	7500	6500	1000	86.67%
25	Bale Elementary	HVAC	1860	2101	0	112.96%
26	Bale Elementary	Electrical	300	295	5	98.33%
27	Bale Elementary	Plumbing	900	875	25	97.22%
28	Bale Elementary	Fire and Safety	20000	19998	2	99.99%
29	Bale Elementary	Technology	3500	3200	300	91.43%
30	Bale Elementary	Specialties	75	35	40	46.67%
31	Bale Elementary	Space Utilization	230	43	187	18.70%
32	Bale Elementary	Other/Misc	15000	14025	975	93.50%
33	Booker Elementary	Site	5000	4500	500	90.00%
34	Booker Elementary	Roofing	1200	1100	100	91.67%
35	Booker Elementary	Exterior	6000	5500	500	91.67%
36	Booker Elementary	Structural	400	285	115	71.25%
37	Booker Elementary	Interior	7500	6500	1000	86.67%

## Outputs & Results (if “Preventative Maintenance” were selected): Preventative Maintenance Report (Sample)

	A	B	C	D	E	F
1	Reporting period: Fiscal Yr. Ending 2009					
2	Locations: ALL					
3						
4	<b>Preventative Maintenance Work Orders</b>					
5						
6	<b>Location</b>	<b>Classifications</b>	<b>Work Orders Created</b>	<b>Work Orders Completed</b>	<b>Work Orders Open</b>	<b>% Work Orders Complete</b>
7	Administration	Site	5000	4500	500	90.00%
8	Administration	Roofing	1200	1100	100	91.67%
9	Administration	Exterior	6000	5500	500	91.67%
10	Administration	Structural	400	285	115	71.25%
11	Administration	Interior	7500	6500	1000	86.67%
12	Administration	HVAC	1860	2101	0	112.96%
13	Administration	Electrical	300	295	5	98.33%
14	Administration	Plumbing	900	875	25	97.22%
15	Administration	Fire and Safety	20000	19998	2	99.99%
16	Administration	Technology	3500	3200	300	91.43%
17	Administration	Specialties	75	35	40	46.67%
18	Administration	Space Utilization	230	43	187	18.70%
19	Administration	Other/Misc	15000	14025	975	93.50%
20	Bale Elementary	Site	5000	4500	500	90.00%
21	Bale Elementary	Roofing	1200	1100	100	91.67%
22	Bale Elementary	Exterior	6000	5500	500	91.67%
23	Bale Elementary	Structural	400	285	115	71.25%
24	Bale Elementary	Interior	7500	6500	1000	86.67%
25	Bale Elementary	HVAC	1860	2101	0	112.96%
26	Bale Elementary	Electrical	300	295	5	98.33%
27	Bale Elementary	Plumbing	900	875	25	97.22%
28	Bale Elementary	Fire and Safety	20000	19998	2	99.99%
29	Bale Elementary	Technology	3500	3200	300	91.43%
30	Bale Elementary	Specialties	75	35	40	46.67%
31	Bale Elementary	Space Utilization	230	43	187	18.70%
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33	Booker Elementary	Site	5000	4500	500	90.00%
34	Booker Elementary	Roofing	1200	1100	100	91.67%
35	Booker Elementary	Exterior	6000	5500	500	91.67%
36	Booker Elementary	Structural	400	285	115	71.25%
37	Booker Elementary	Interior	7500	6500	1000	86.67%