

Facilities Management Division (FMD) / Maintenance

FMD WORK ORDER COMPLETION PROCEDURE FOR CONTRACTOR WEB (CWEB)

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1 Introduction

The Maintenance & Energy Unit in the Facilities Management Division uses the Building Engineering Information Management System (BEIMS) to manage fixed and ad-hoc maintenance. This includes the issuing of work orders (reactive and planned maintenance), to schedule of rates contractors, and the reviewing of these completed work orders for the payment of contractor invoices and for the accurate recording of work activity in BEIMS.

2 Scope / Purpose

This procedure outlines the responsibilities of internal staff to review and confirm the work order completion details and associated invoices provided by contractors. Contractors have been advised to receive and complete their work orders as prescribed in the User Guide for Contractor Web (CWeb) for External Contractors: FMD-MAI-GUI-006.

3 Instructions

3.1 Validation of Invoice and Associated Trade Complete Work Order

The relevant FMD Maintenance Supervisor receives each invoice and attached Trade Completed Work Order as prescribed in the User Guide for Contractor Web (CWeb) for External Contractors: FMD-MAI-GUI-006.

The Supervisor scrutinises both documents to validate work undertaken, parts and labour costs.

If the invoice charges are approved, the Supervisor:

- Stamps the invoice as 'Approved for Payment/OH&S Compliance', enters the Account Number and then signs and dates the stamp imprint as a record of delegated authority to pay.
- Stamps the Trade Complete Work Order as 'Chargeable Yes' or 'No', enters the invoice number and invoice value (GST exempt), then signs and dates the stamp imprint.

If the work is not approved, the Supervisor will contact the contractor and request a review of information contained in the work order and/or invoice in a timely manner.

For completed work received via a bar coded planned work order listing, the above validation does not apply.

3.2 Payment of Invoice

Each approved invoice is forwarded to the FMD Finance Unit for processing.

The Finance Unit issues a payment to the contractor.

3.3 Completion of Work Order in BEIMS

At the same time, each approved Trade Completed work order is forwarded to the Service Centre.

The Service Centre marks the Trade Complete Work Order as 'Completed' and enters the costs into BEIMS.

3.4 Recoup of Work Order

If the work order is chargeable, the Service Centre will complete the work order and forward it to the FMD Client Services Manager.

The FMD Client Services Manager will recoup the work order via BEIMS and forward it to the FMD Finance Unit for processing in JDE.

3.5 Record Keeping

All work orders and bar coded planned work order listings, along with any test sheets and summary sheets are scanned by the Service Centre into the relevant folders in the UOW Records Management System (URM) in bulk on a monthly basis.

Hard copies of work orders and associated documents are stored for two months and then shredded.

4 Related Documents and References

[User Guide for Contractor Web \(CWEB\) for External Contractors](#): FMD-MAI-GUI-006.

5 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	120319	Manager Maintenance & Energy	New document