SHOWING YOUR WORK MATTERS:

RETHINK YOUR REPORTING

POWERED BY FACILITY DUDE®
When you come in to work, you may not know what the day holds. What kind of projects will be thrown your way? How will your team perform? Will your equipment hold up?

While you’re not expected to predict the future, it’s crucial that you know how to track and report on what you’ve done and what you’re doing. That way, when someone asks about your work, you’ll be able to show just what your team is up to, securing your employees and budget, while working more efficiently.

Be prepared for anything with some simple keys to maintenance with better reporting tools.

“My question is always ‘How do you manage what you don’t measure?’ How many work orders have been done on a piece of equipment? Do I need to hire another guy who has electrical skills? Where are the majority of work orders backing up? The answers to these questions would be near impossible to figure out without MaintenanceEdge.”

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Your boss calls you into their office and asks what your department has been doing for the past few months. They are creating the yearly budget and need a report to show your team’s performance. They’ll need a list of work orders submitted and completed, as well as the average time you spend on projects month to month.

Can you prove your efficiency?
Whether you just want to show your day-to-day work or you need to demonstrate your efficiency to upper management, you should have tools in place to be able to quickly and easily represent yourself and your team.

Consider using a system that:

→ Monitors your work orders
→ Automates your maintenance workflow
→ Presents information through organized reports and charts

Organizations that are currently using a CMMS reported an average of **28.3% increase** in productivity.
The Stats You Need

SHOWING EFFICIENCY

KEY STAT

PRODUCTIVITY REPORT

PERCENTAGE COMPLETED IN DAYS

WHAT IT SHOWS

Shows how many work orders are completed in how many days.

WHY IT MATTERS

Prove how fast you’re getting work done or make a case for improving your efficiency with additions to your team.

You have to increase your efficiency and this is where MaintenanceEdge comes in. It’s a straight-forward system to use that enables a team to do the best with what they have.
Chapter 2

JUSTIFYING THE BUDGET

Your team is completing work orders on time, but more last-minute tasks just keep piling in. You’re thinking that you need to increase your budget so you can finally replace that piece of equipment that has been hanging by a thread and maybe hire someone new, but you’ll need hard numbers and statistics to convince your boss.

Can you justify your budget?
Whether you’re under the gun about your departmental budget or you see a need for hiring additional staff, you’ll have to justify your decisions with some strong data. Maintenance budgets are one of the first to get slashed, so you’ll need to bring your strongest ammunition to the fight.

Find a system with reporting tools to help you show:

→ Where your budget is going
→ How much you spend per work order
→ Long-term budget needs

Organizations that are currently using a CMMS reported an average of **20.1% reduction in equipment downtime.**

### KEY STAT

**COST PER WORK ORDER + SQUARE FOOT**

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost/Work Order</th>
<th>Cost/Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedarville</td>
<td>$90.51</td>
<td>23¢</td>
</tr>
<tr>
<td>Erie</td>
<td>$98.75</td>
<td>23¢</td>
</tr>
<tr>
<td>Statesville</td>
<td>$169.61</td>
<td>23¢</td>
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<tr>
<td>Green Hope</td>
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</tr>
<tr>
<td>West Gin</td>
<td>$148.68</td>
<td>23¢</td>
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<td>Turnersville</td>
<td>$145.51</td>
<td>23¢</td>
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<td>Hampton</td>
<td>$74.51</td>
<td>16¢</td>
</tr>
<tr>
<td>Buckhorn</td>
<td>$74.51</td>
<td>16¢</td>
</tr>
<tr>
<td>Hereford</td>
<td>$236</td>
<td>11¢</td>
</tr>
<tr>
<td>Brookville</td>
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<td>11¢</td>
</tr>
<tr>
<td>Oakledge</td>
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</tr>
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<td>Verthaven</td>
<td>$220</td>
<td>11¢</td>
</tr>
<tr>
<td>Linmord</td>
<td>$160</td>
<td>11¢</td>
</tr>
<tr>
<td>Highwick</td>
<td>$160</td>
<td>11¢</td>
</tr>
<tr>
<td>Southfield</td>
<td>$110</td>
<td>11¢</td>
</tr>
<tr>
<td>North Erdell</td>
<td>$110</td>
<td>11¢</td>
</tr>
</tbody>
</table>

### WHAT IT SHOWS

Compare your cost per work order and per square foot throughout your facilities.

### WHY IT MATTERS

Make a case for justifying or increasing your budget with these detailed, comparative stats.
The Stats You Need

JUSTIFYING THE BUDGET

KEY STAT

COST PER MONTH

WHAT IT SHOWS

Measure your spending by months of the year.

WHY IT MATTERS

See how much your department spends, on what and how often to help in your budget and hiring decisions.
I can let the data in our FacilityDude account tell the story for me because you can’t argue with solid data. Donors don’t want to hear a diatribe as to why you need more money, they want numbers. FacilityDude provides us with unquestionable data — it’s just the facts.
So, the day has finally come when you’ll meet with your boss to ask for a hiring budget to add to your team. What types of data and arguments will you need to present? What will help you prove your point of requesting more help when you know the budget is already tight?

You need strong evidence to help you justify hiring.
Whether you’re wanting to add one new employee or 10, your boss isn’t going to approve it without any proof. Prove your point with organized reports that exhibit how new hires will increase your capabilities and efficiencies.

**Avoid spending weeks or months making those reports with simple data gathering tools. With specific statistics on your work orders, current employees and reports by location and craft, you’ll have help to win the hiring debate.**

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**KEY STAT**

**CRAFT BY LOCATION**

**WHAT IT SHOWS**

How much maintenance is required in different parts of your facility based on work order data.

**WHY IT MATTERS**

Show evidence of where your team may need extra help and advocate for the type and number of employees you need.
We started to notice how many pool related work order requests were coming in, and how long they were staying open. When the board of directors asked why we needed more staff for pool maintenance, we were able to easily prove the need thanks to MaintenanceEdge.
Some assets and equipment around your facility are starting to show a lot of wear and tear, requiring more of your team’s attention. They may have even undergone multiple repairs and could be starting to become a money pit. How do you know whether you should repair or replace the equipment, and how do you get the budget approved for either?

Can you justify repair vs. replace?
We know that your facility running smoothly depends on your assets and equipment working well and keeping your employees or patrons happy and coming back. Since so much is riding on your organization running smoothly, it can cause problems when essential equipment breaks down or needs to be fixed.

You need a system with data and forecasting tools to be able to justify the repair vs. replace argument, such as numbers on:

- Reactive vs. planned maintenance
- Hours spent on a piece of equipment
- Money spent on a piece of equipment

Organizations that are currently using a CMMS reported an average of 17.8% reduction in maintenance, repairs and operation (MRO) inventory.

**KEY STAT**

**PLANNED vs. REACTIVE MAINTENANCE**

**WHAT IT SHOWS**
Percentage of planned and reactive maintenance on a piece of equipment by month.

**WHY IT MATTERS**
Monitor which pieces of equipment are reaching the end of their usefulness and may need replacing.
If a piece of equipment is failing or we’re doing excessive maintenance on it, we can see its history and when it’s due for replacement. We’re no longer guessing.
So, you just spent a good bit of time and money to do a lighting retrofit in one of your buildings. You’re wondering if the savings from the changes are worth everyone’s time and money to implement at other locations. How do you decide?

Can you justify retrofitting?
Maybe you just retrofitted some lighting and you want to see if it was a good decision since it might make sense to replicate in other facilities. You’ll need some solid research and specific data to prove to yourself and to others that it was worth it.

Take advantage of reporting that combines data to easily tell how much a certain project saved you, showing if the retrofit is a good or bad decision for your needs.

<table>
<thead>
<tr>
<th>KEY STAT</th>
<th>WHAT IT SHOWS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAP19 REPORT</strong></td>
<td>The expected energy cost, actual energy cost and energy cost savings with retrofitting.</td>
</tr>
<tr>
<td></td>
<td><strong>WHY IT MATTERS</strong></td>
</tr>
<tr>
<td></td>
<td>Use this graph to prove the efficiency and impact of a retrofitting project and to decide if duplicating the efforts at other locations is a good idea.</td>
</tr>
</tbody>
</table>

**Energy Conservation Program CAP-19**

Energy Reduction Impact:

31 MMBTU

This is equivalent to the following:

- Passenger cars not driven for one year: 17
- Tree seedlings grown for 10 years: 2,038

**Expected Energy Cost**

$224,150

**Actual Energy Cost**

$195,276

**Energy Cost Savings**

$28,874

Organizations that are currently using a CMMS reported an average of 19.4% savings in lower material costs.
Make good decisions for your team and your organization by increasing your reporting skills with tools like MaintenanceEdge, Capital Forecast and others from FacilityDude.

With our simple management tools, you’ll be prepared for almost anything.

*Reports included in this document are graphical representations of statistics but do not represent the actual look of FacilityDude solutions.