Planned Preventative Maintenance Grid

Contractor User Guide

AESC

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PPMG – Information

The Planned Preventative Maintenance Grid (PPMG) is an online cloud storage system for planned services.

Once a schedule is created in the BOSS System, the contractor associated to the planned maintenance service will be issued with a specific identification number for the scheduled life of the service, and each month the frequency level of service will be noted in the first part of the description.

Call No : 35548-1124833
Description : Annual Portable Electrical Appliance Testing And RCD Testing

- The maintenance service for each month is automatically unlocked to allow the upload of service documentation 14 days prior to the 1st of every month.
- All service requests are dated from the 1st of every month (this allows 30 days to complete the service within the same month)
- Contractors are unable to upload until the 1st of the month as services should be completed within the appropriate time frame

Contractors are listed to receive e-mail reminder notifications of upcoming services that will require documentation, an e-mail is also sent 14 days prior to the 1st of every month.

- To opt-out of this notification service, it must be agreed upon with the client directly before AESC will action the request.

Contractors are listed to receive overdue e-mail reminder notifications for maintenance documentation not uploaded to the BOSS System

- Automatic overdue reminders commence 14 days after the last day of the previous month
- The automatic requests will continue every 14 days until the documentation is uploaded.

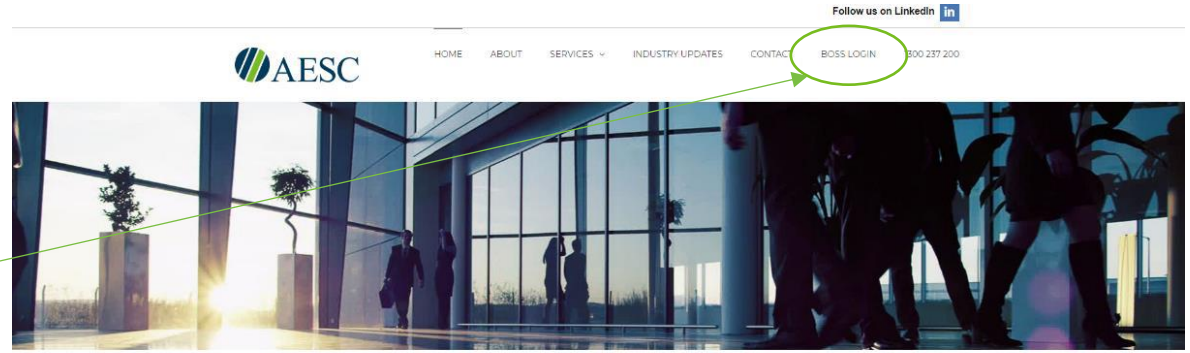
AESC CONTACT E-MAIL FOR PPMG QUERIES: maintenance@aesc.com.au

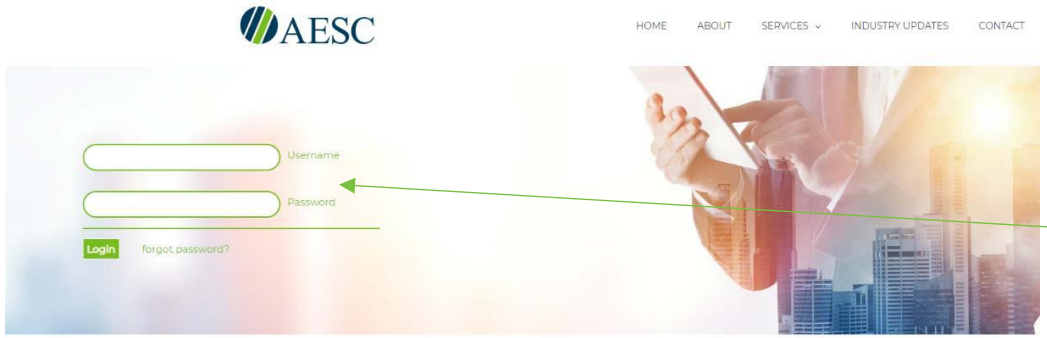
PPMG – Contractor Login

Once your contractor Login has been created, you will receive an automated email to create your password for your BOSS Login

As a Contractor, you can VIEW and UPLOAD service records into the Planned Preventative Maintenance Grid (PPMG) dashboard.

HOW TO LOGIN
WEBSITE: www.aesc.com.au
CLICK: BOSS LOGIN





ENTER USERNAME AND PASSWORD
Username: As per email
Password: As per email

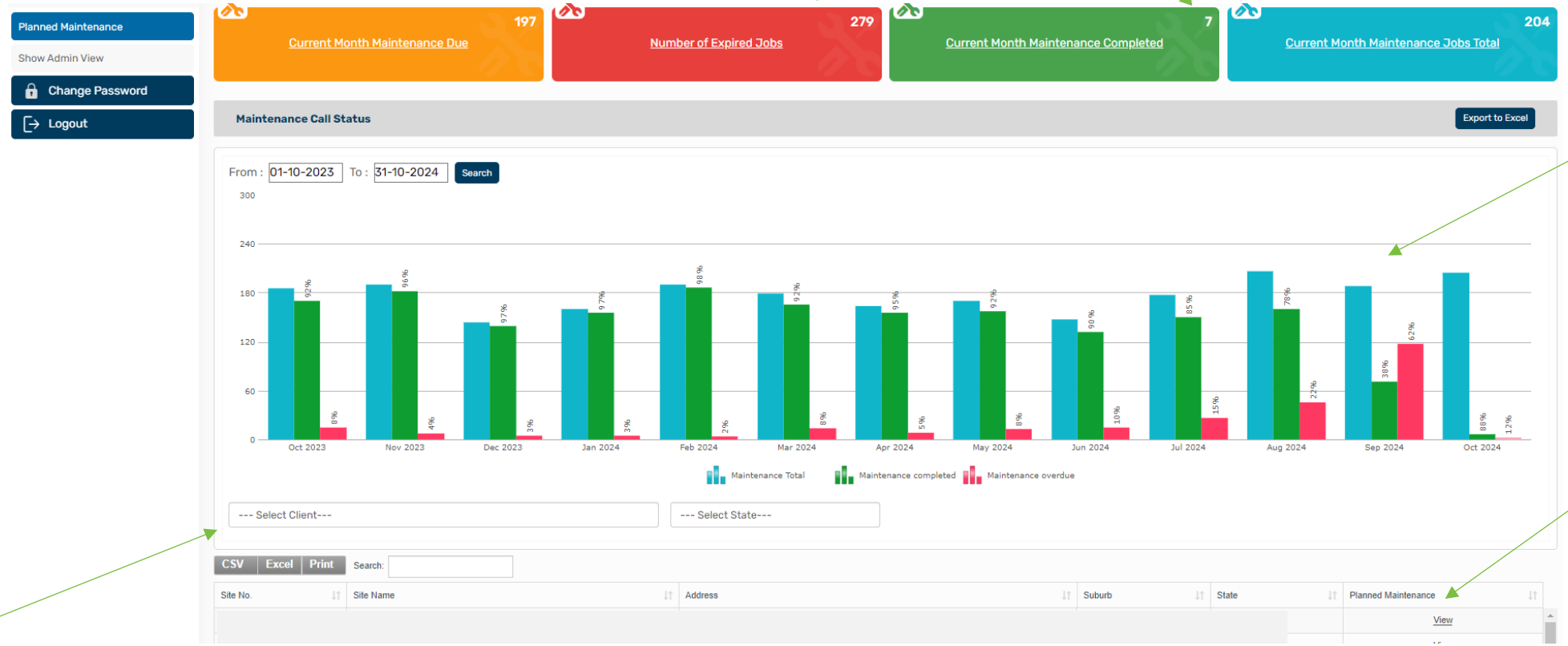
PPMG - Dashboard

Maintenance Due - Captures Services that are Due during the current month

Expired Jobs - This will show details of ALL outstanding services.

Completed - Captures Services that have been Completed during the current month

Click on Planned Maintenance to access the Dashboard



The bar graph outlines what maintenance services are due, completed & not completed for each month. Click on the bar graph items for more details.

Scroll down the Main Page under 'Planned Maintenance' and it will provide a list of each site that has a PPMG grid, click on 'View' to open the Grid.
A new tab will open with the site.

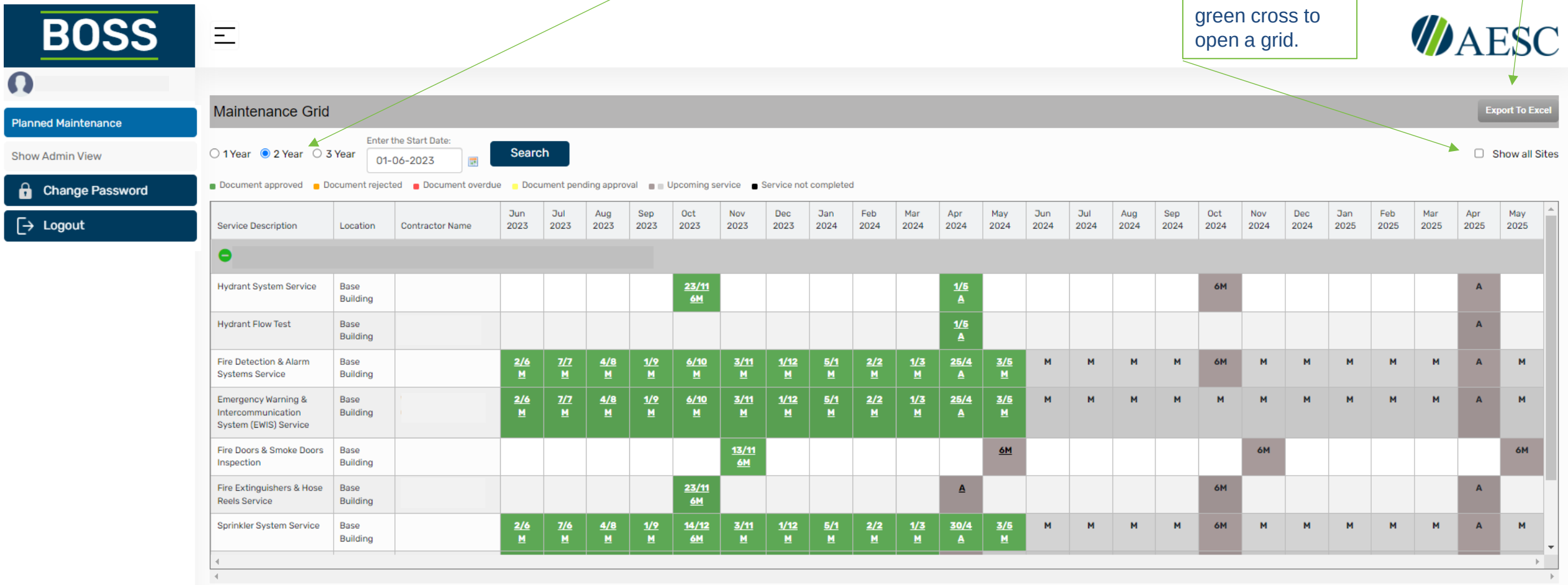
If you have multiple clients assigned to your log-in or want to break the dashboard down by State – use the required drop downs.

PPMG – Schedule

1 Year, 2 Year, 3 Year - by clicking on these buttons dependent on the term of the contract, it will show the forecasted preventative maintenance schedule for all items.

To view all sites in one view on the grid, click 'Show All Sites', then click on the green cross to open a grid.

All data can be exported to Excel



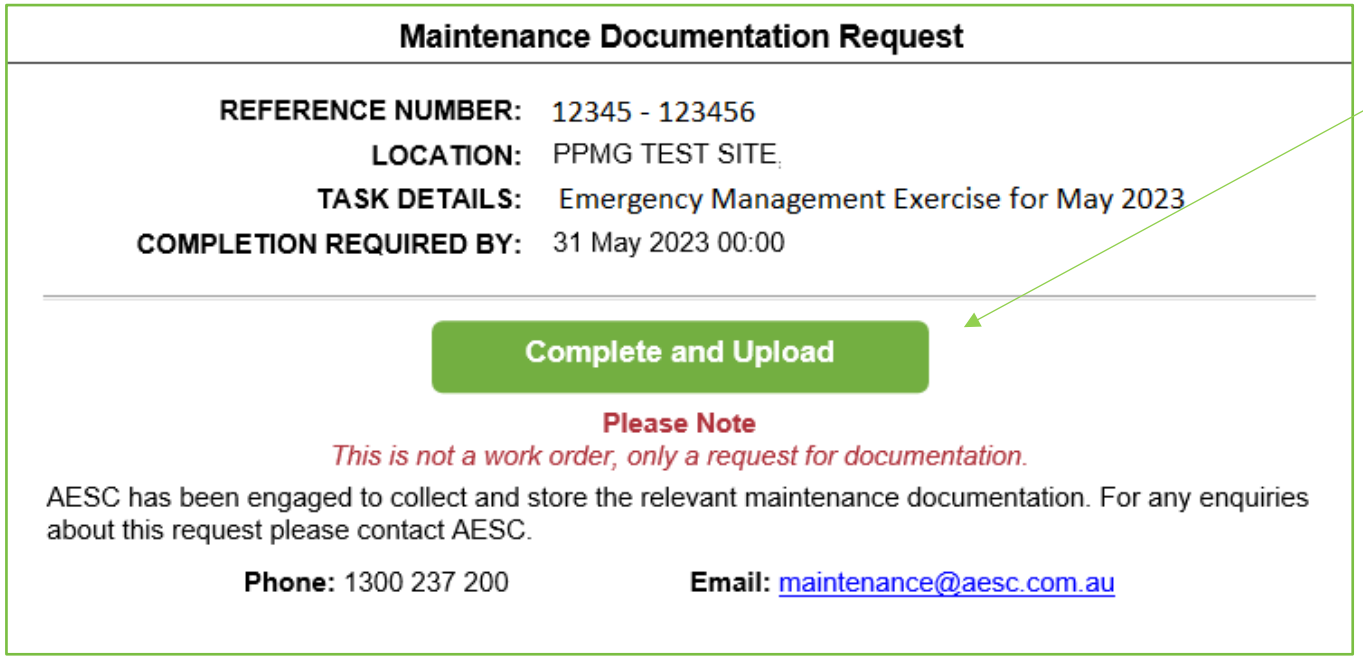
Service Description	Location	Contractor Name	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025
Hydrant System Service	Base Building						23/11 6M						1/5 A						6M						A	
Hydrant Flow Test	Base Building												1/5 A												A	
Fire Detection & Alarm Systems Service	Base Building		2/6 M	7/7 M	4/8 M	1/9 M	6/10 M	3/11 M	1/12 M	5/1 M	2/2 M	1/3 M	25/4 A	3/5 M	M	M	M	M	6M	M	M	M	M	M	A	M
Emergency Warning & Intercommunication System (EWIS) Service	Base Building		2/6 M	7/7 M	4/8 M	1/9 M	6/10 M	3/11 M	1/12 M	5/1 M	2/2 M	1/3 M	25/4 A	3/5 M	M	M	M	M	M	M	M	M	M	M	A	M
Fire Doors & Smoke Doors Inspection	Base Building							13/11 6M						6M						6M						6M
Fire Extinguishers & Hose Reels Service	Base Building						23/11 6M						A						6M						A	
Sprinkler System Service	Base Building		2/6 M	7/6 M	4/8 M	1/9 M	14/12 6M	3/11 M	1/12 M	5/1 M	2/2 M	1/3 M	30/4 A	3/5 M	M	M	M	M	6M	M	M	M	M	M	A	M

PPMG – AESC Document Upload via Email Link

Contractors are listed to receive e-mail reminder notifications and these are sent out at the following intervals:

- 14 days prior to the 1st of every month (reminder of upcoming maintenance)
- 14 days after the last day of the previous month (reminder)
- Every 14 days after that until the documentation is uploaded (overdue notice)

The emails include a hyperlink to upload documentation.



Maintenance Documentation Request

REFERENCE NUMBER: 12345 - 123456
LOCATION: PPMG TEST SITE
TASK DETAILS: Emergency Management Exercise for May 2023
COMPLETION REQUIRED BY: 31 May 2023 00:00

Complete and Upload

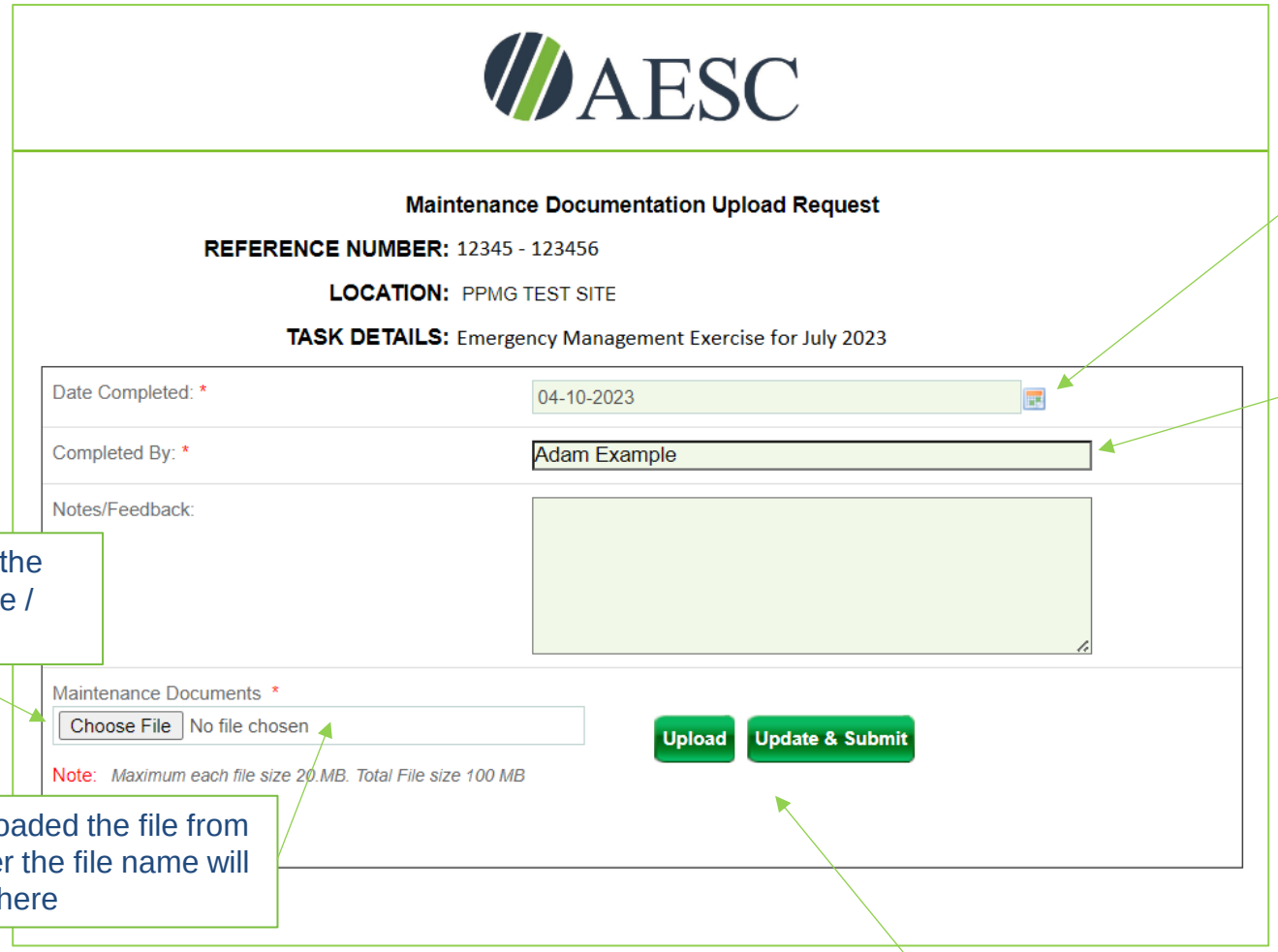
Please Note
This is not a work order, only a request for documentation.

AESC has been engaged to collect and store the relevant maintenance documentation. For any enquiries about this request please contact AESC.

Phone: 1300 237 200 **Email:** maintenance@aesc.com.au

Click on the link to "Complete and Upload"

PPMG – AESC Document Upload via Email Link



1. Enter the date the service / maintenance was completed

2. Enter the name of the service person or person responsible

3. Click on “choose file” to open the location of the file on your device / computer

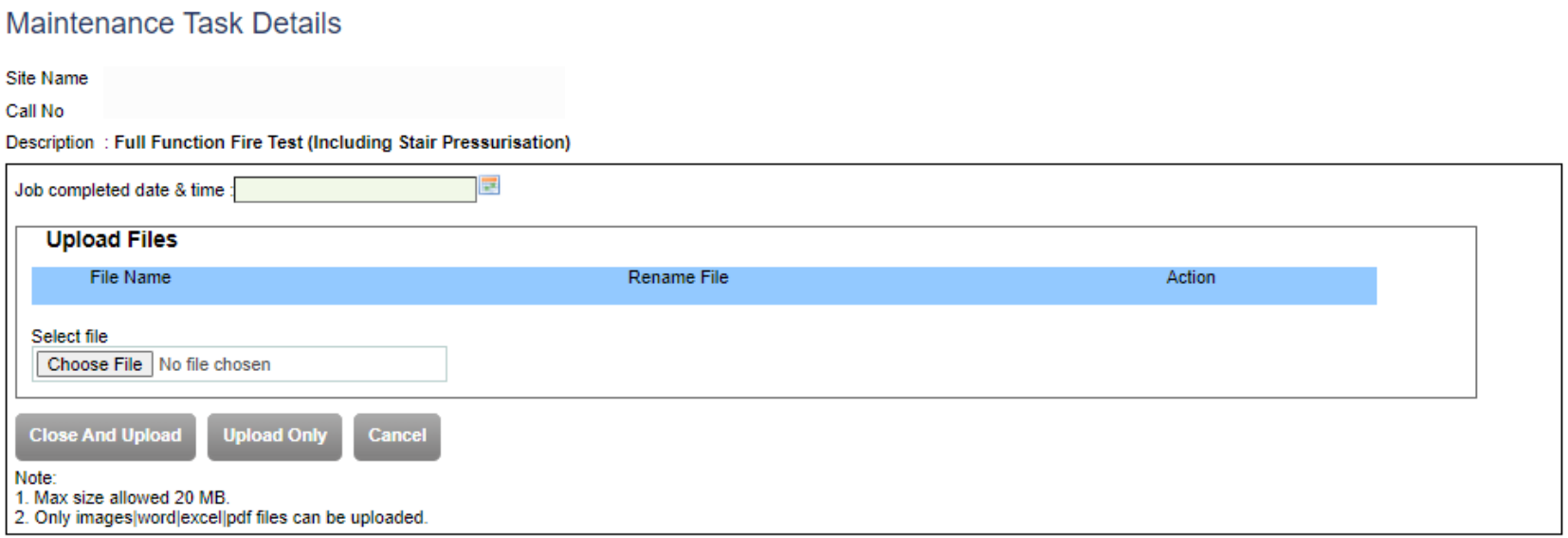
4. Once you have uploaded the file from your device / computer the file name will appear here

5. Once the document has loaded, click “Upload” then Update & Submit

PPMG – AESC Document Upload via BOSS

Service Description	Location	Contractor Name	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
Fire Mode Test	Base Building				24/4 Q			Q			Q			Q
Mechanical Ventilation Service	Base Building			9/1 M	15/2 Q	21/3 M	8/4 M	20/5 Q	M	M	Q	M	M	A
Full Function Fire Test (Including Stair Pressurisation)	Base Building					A								

1. Click on the hyperlink, and a pop-up box will appear.
2. Enter the date the service / maintenance was completed
3. Click the 'Choose File' button to add selected service record files
4. Close and upload
5. Once a document has been uploaded, the cell will remain open until the document has been approved by AESC.



PPMG – AESC Document Approval and Decline Process

- Once a service document is uploaded to the BOSS System, it is reviewed by the Operations Team as part of the vetting process.
- For Fire Safety Installations – Service records shall comply with Australian Standard 1851 and any applicable State legislated requirements.
- If a service document is declined, a notification via e-mail will be sent.
- The reason for the decline will be outlined in red.
- The notification e-mail also allows the user to re-upload documentation via a hyperlink.
- **Common reasons a Service Documentation is Declined**
  - No reference to QDC MP6.1 (QLD only)
  - Technician Licence number is missing
  - Technician Name and/or Signature is missing
  - Incorrect month of service
  - Incorrect or missing frequency listed for the item
  - The address of the site serviced is incorrect



1300 237 200

Dear Service Department,

Re: work order number is: **35540-1143003** - Annual - Fire Detection and Alarm Systems for Apr 2024,

Our verification process has detected an error and this submission has been declined for the reason stated below;

Reason: Documentation declined due to Incorrect frequency and service date provided. April 2024 services are yet to be completed. Please amend and resubmit MONTHLY MARCH 2024 service documentation via the MARCH link. Thank you. KA

Please click here to resubmit.

Warm regards,
Building Operations Support Team
Email: maintenance@aesc.com.au

Should you have any queries, please do not hesitate to contact your Site Representative or AESC directly. EMAIL: maintenance@aesc.com.au PHONE: 1300 237 200



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