



# ATRIUMproperty

## Work Delivery

Portfolio Inventory

Estates Management

Asset Assessment

**Work Delivery**

Occupancy Management

Planning & Performance



## What is Work Delivery?

Work Delivery is one of five Business Areas that makes up the ATRIUMproperty system. It covers the placing, monitoring and delivery of all orders, contracts and projects relating to the maintenance and enhancement of properties and assets, ranging from ad-hoc reactive repairs through to large scale planned maintenance programmes and multi phase major works projects. Work Delivery is integrated with the other Business Areas and can be enhanced with additional system-wide features, such as document management, web portals and notifications. It consists of four modules:

- Orders (Reactive Maintenance)
- Contracts (Planned Maintenance)
- Projects
- Contractor

## What does it do?

**Orders (Reactive Maintenance)** – for reactive and ad-hoc repairs with the ability to manage and monitor the complete life cycle of a job from problem identification through to final payment.

**Contracts (Planned Maintenance)** – manages the full life cycle of service contracts and all planned preventative maintenance (PPM) work, including integration with asset work regimes and work scheduling.

**Projects** – deals with the end to end management of larger, one-off projects and groups of contracts.

**Contractor** – provides an easy to use set of screens aimed at external contractors and/or in-house teams, which allow them to remotely access and update relevant issued work details and also submit payment applications.

**ATRIUMproperty** - the total property and asset management solution  
Designed to meet all the strategic, management and operational requirements  
of today's corporate property and asset managers

**ATRIUM**  
SOFTWARE

PROGRESSIVE - PROFITABLE - SUSTAINABLE -  
PROFESSIONAL - APPROACHABLE - INTEGRITY



**'With Work Delivery, a Council can properly manage all its contracts, big and small, adhoc and planned. Everything is online - users can log calls, the property management team can assign jobs and monitor progress and contractors can accept work, confirm jobs done and even invoice'**

Terry Pitt, Director, M-squared Consultants

### Why choose Work Delivery?

Work Delivery provides a complete solution for managing jobs ranging from low cost reactive repairs to multi-phase major projects and handles the full life cycle of work of each, from inception through to financial completion. It is fully integrated with Portfolio Inventory and the other Business Areas and can be enhanced further through the use of system-wide features, eg document management, web portals and notifications.

**Orders (Reactive Maintenance)** – manages emergency and smaller ad-hoc repairs, enabling operators to create jobs and monitor progress from start to finish. Schedules of rates can be used to cost a job, which can be issued to either a contractor or an in-house team. Requests for pre or post inspection can also be raised. The module includes financial commitment, budgeting and multiple payments.

**Contracts (Planned Maintenance)** – covers the management of cyclical maintenance, service contracts and Planned Preventative Maintenance (PPM) work.

Asset maintenance regimes can be used to automatically generate schedules of work which can be subsequently monitored and reported on.

The module also includes facilities for schedule of rates costing, bills of quantity, tendering, instructions/ variations, financial commitment, budgeting, valuations and multiple payments, including retention handling.

**Projects** – has the same powerful facilities as the Contracts module but deals with the management of major works including renewal, enhancement and construction projects. These can be separated into as many contracts and phases as necessary and subsequently managed and monitored.

**Contractor** – provides an easy to use set of screens aimed at external contractors and in-house teams, which allow them to remotely access and update relevant live order, contract and project details and submit payment applications and invoices for subsequent approval.

## ATRIUMproperty - the total property and asset management solution

**Portfolio Inventory** – physical structure of properties & assets, system registers and administration

**Estates Management** – functional and legal asset structure, acquisitions & disposals, agreements and valuations

**Asset Assessment** – condition, suitability, sufficiency, usage modelling, DDA, asbestos, fire, H&S, legionella, etc

**Work Delivery** – reactive maintenance, planned maintenance, projects and contractor/supplier management

**Occupancy Management** – tenancy accounting, request management, arrears, voids, costs in use, sustainability

**Planning & Performance** – resource management, whole life costing, scenario planning, performance indicators

**Additional system-wide features** – GIS & CAD integration, web portals & dashboards, mobile & remote working, standard & ad-hoc reporting, document management, MS office integration, notifications (email and SMS)

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