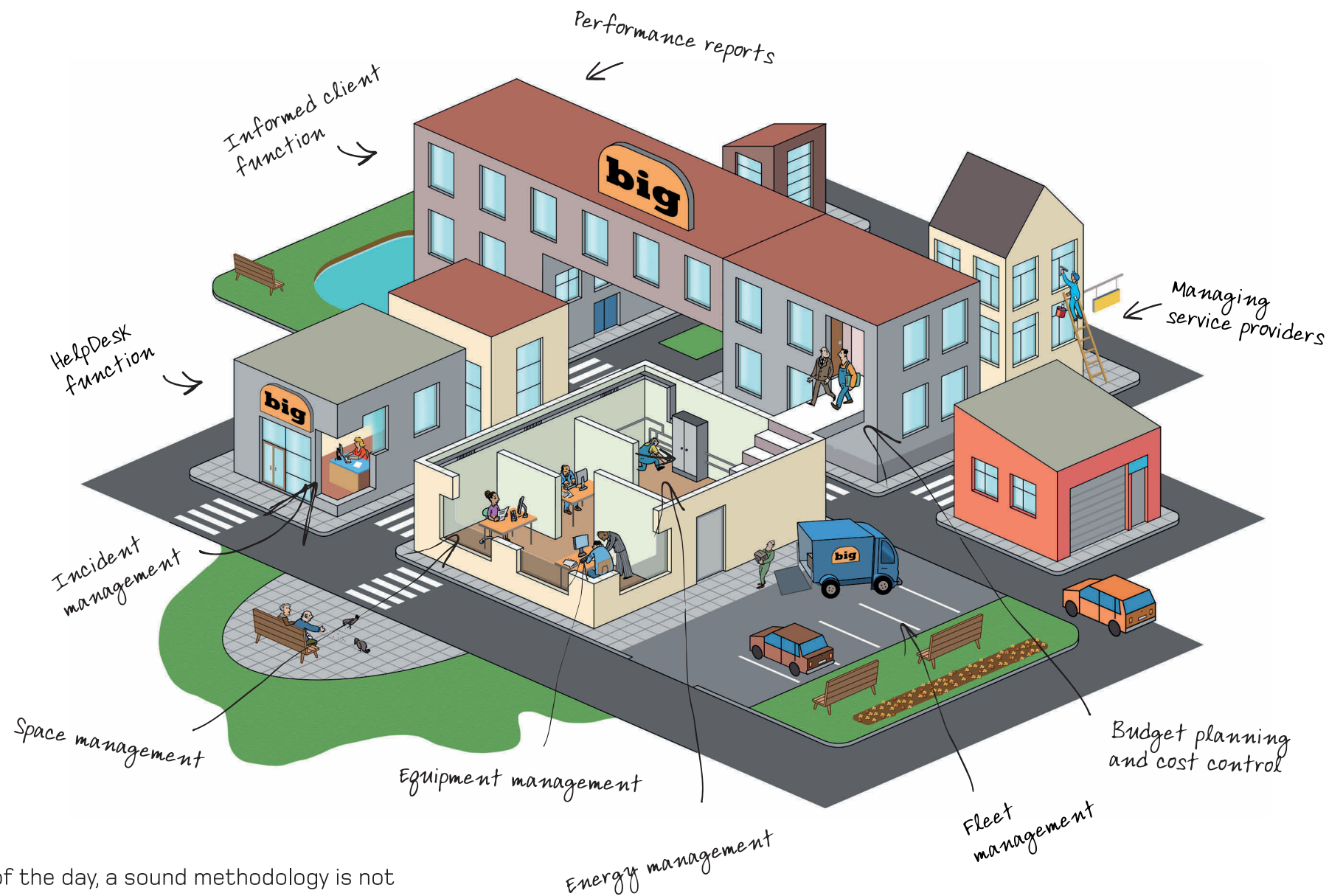




MainManager for professional companies



“At the end of the day, a sound methodology is not enough – you need the tools and systems to implement plans in the most efficient and cost effective way”

Dr Brian Atkin,
researcher and writer on facility management

 **MainManager**
Key to facility excellence

Introduction

MainManager has been in use and development with numerous companies from 1997 onwards. This collaboration has already created a lot of knowledge in the business environment of various professional companies which in turn contributes to the development of MainManager. Some of the main demands made by companies is the transparency of information, high cost awareness, well-informed users and powerful plans centered on the prioritization of assets, service functions and effective cost control.

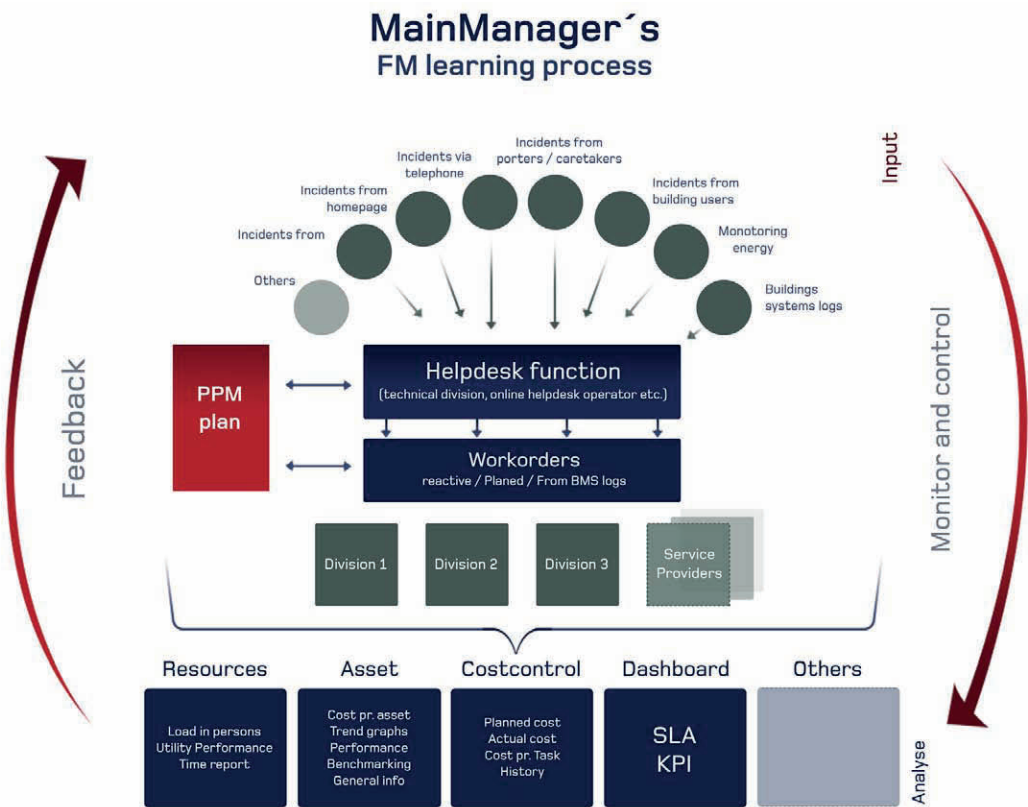
“ ‘Strategy’ is not some kind of consultant-speak. All organisations need to have a high-level view of what they do, how they do it and where they are going. From this level, it is possible to define the individual steps that will lead them forward. “

Dr Brian Atkin

researcher and writer on facility management

When implementing MainManager for companies, we emphasise the accessibility of information on their properties, drawings, related documents, contacts for various services provided and any works intended for that year along with work history. At the same time, emphasis is put on enabling users to send information to management and following the improvement process.

Implementing MM’s processes marks the start of a value-adding knowledge process. This means the build-up of knowledge of system behavior and building parts, service providers, the needs of all stake holders etc. This valuable knowledge lays the foundation for the improvement and adjustments of facility management.



How to succeed in implementing MainManager ?

The use of MainManager has been shown to yield 10 to 40 percent reductions in costs. This cost reduction is achieved by disciplined work methods and setups. Simple things like the central management of projects and service contracts, splitting cost between divisions to get cost awareness, annual planning for the property collection after audits, general prioritisation, issuing work orders for all projects and powerful cost monitoring. All of these points are central to success.

“A strategy for FM provides the framework within which operational policies and plans can adapt to suit the organisation as it moves forward. Without the flexibility that a framework provides, there is the risk that the organisation will be unnecessarily constrained. In time, the organisation may cease to function effectively.”

Dr Brian Atkin
researcher and writer on facility management

- Form a clear policy in Facility Management using performance benchmarks for each support service.
- Alter and improve internal task handling using electronic work methods.
- Set up electronic processes for incidents, complaints and wishes
- Form concrete work processes for annual maintenance and operations planning
- Make plans based on inspections and prioritisations
- Set up processes for the preventive maintenance of buildings and building systems
- Implement directions and cost monitoring for allocated costs
- Create Key Performance Indicators (KPI)
- Make service contracts for internal and external services
- Commence the collection of KPI data for properties

The basic company package

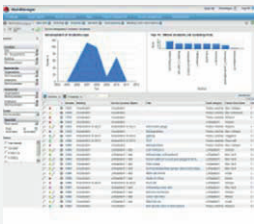
The basic package for a company contains the main units required to kick off the fundamentals of facility management. This includes the following units and functionalities.

- Operation support service help desk
- Budget Planning
- Task handling and work orders
- Cost monitoring and connections to accounting
- Human resource registration (divisions, knowledge, experience, educ.etc.)
- Registration of drawings, photographs, work descriptions and contracts
- Registration of contacts and service providers
- Registration of technical information (materials, paint colors)
- Area and space registration and how it is used
- Inspections and audits, checklists and corresponding processes
- Hour registration and confirmation
- Property registration (lot, house, spaces, streets and open areas)
- Building systems (systems, system components and system units)
- Equipment registration
- Key registration
- Performance reports

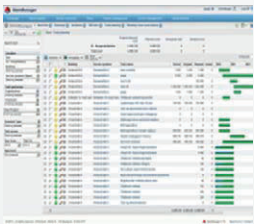
“Facility managers have to be able to control myriad resources both now and into the future. The availability of timely and reliable information means that the best decisions can be made without delay. Waiting for an answer may not be an option.”

Dr Brian Atkin
researcher and writer on facility management

Modules included in basic package for companies



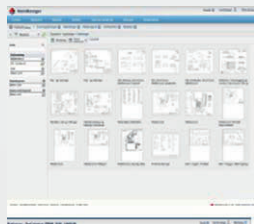
Helpdesk
management



Budget
planning



Task -
Management
& cost control



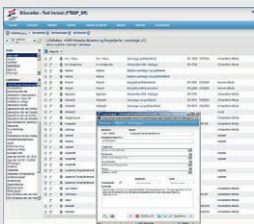
Documents &
contracts



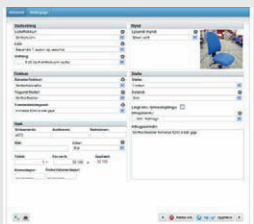
Areas



Inspections



Service contracts



Equipment &
inventory



Asset
management

* Prices are dictated by the company's property mass. Substantial discounts are given for larger property masses.

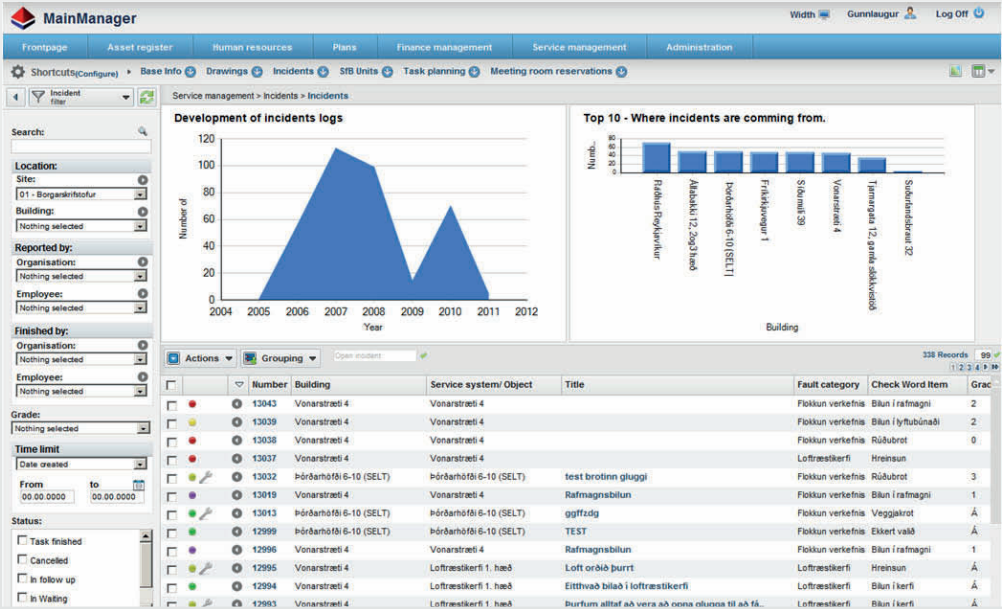
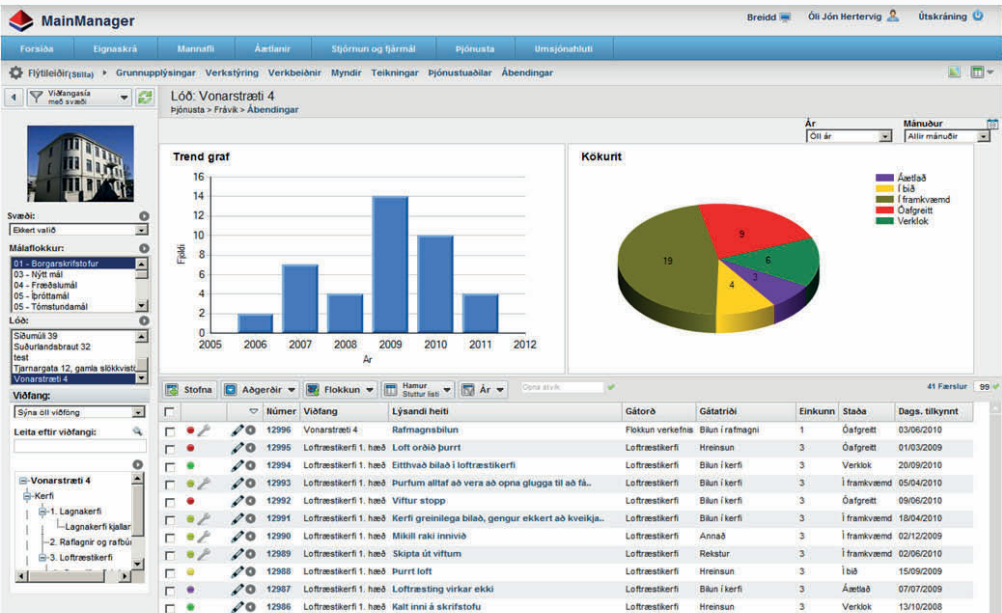
MM helpdesk

It is necessary for operations divisions to have a summary over wishes and incidents that come from users of the facility or other interested parties, whether or not they are registered directly into MM, sent via email or directly from building system or energy measurement. It is easy to create work orders from these notifications and assign to technicians and service providers. It is possible to register time, usage of materials etc. directly to work orders and connect to real subjects (building, system og system component).

“ Having a reliable baseline is essential for controlling operations safely, efficiently and cost effectively. Without a baseline, it is almost impossible to measure performance and improvement.”

Dr Brian Atkin
researcher and writer on facility management

MainManager offers analytical possibilities for the performance of departments, employees, service providers, equipment or systems. KPIs should be connected to the company’s policy formulation upon definition, i.e. response time, resolution time etc. relative to the importance of the service.



MM planning and cost control

The creation and execution of annual plans is central to companies. MainManager offers a powerful and unique process in this aspect. In planning, reviews of requests and incidents from facility users and other stakeholders can be reviewed along with building inspection results (broken down by part) and cost estimations. All previous works and costs can easily be retrieved to estimate the costs of new works. This information can then be treated and the budget then laid before the management team. When this process is over, the budget is approved and work is set up.

“Effective and efficient FM is about knowing exactly the correct status of operations and services at any time. If you do not know what the status is then you are not in control.”

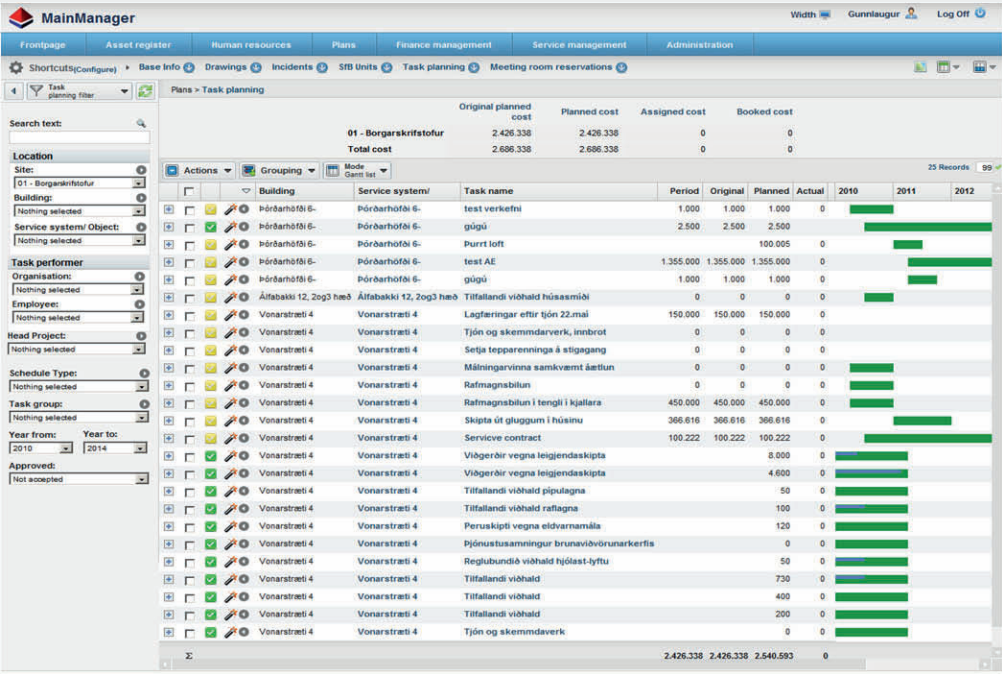
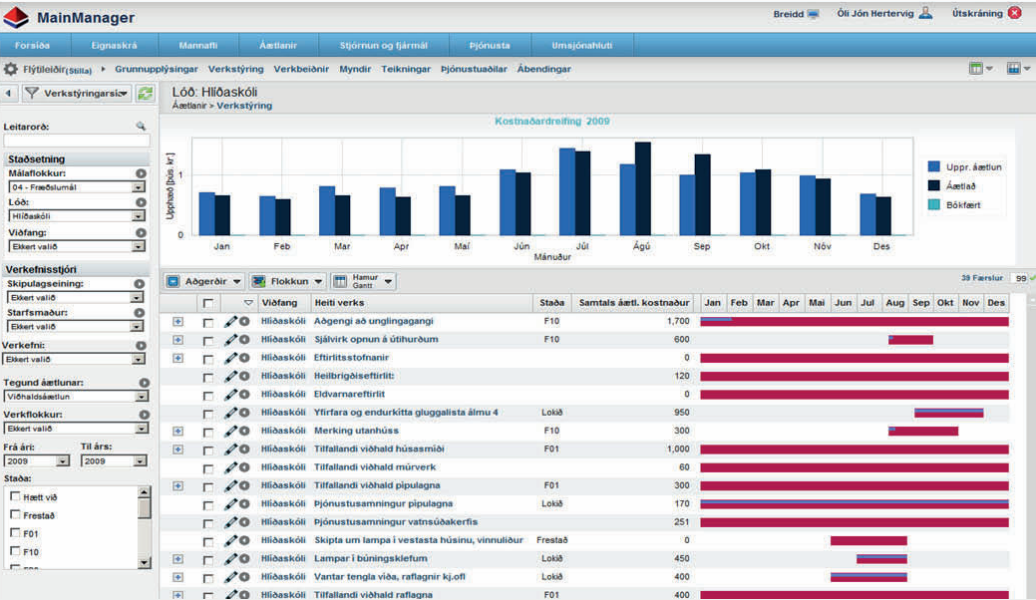
Dr Brian Atkin

researcher and writer on facility management

Work orders, equivalent to spending permission, are issued for each project and costs are estimated (allocated costs) The project manager can at each time view the permissions that he or she has allocated and how much is left without waiting for costs to be booked by accounting. The procedures involve service providers being obliged to report any increases in costs (and obtain approval) if the original cost warrant has been surpassed. All booked costs are obtained from accounting. Costs are collected by building part, gradually creating benchmarking data for operations costs and maintenance costs which in turn can be used for future planning and assessments of the operation costs for new and older buildings.

The review for task handling shows estimated costs for the property in question, the property group and the grand plan. This gives a good overview of the status of the plan, allocated costs and booked costs.

MainManager has been connected to most ERP systems available, such as Agresso, Navision, Concorde, Axapta, SAP, Oracle business et al.



MM asset system

MainManager has an intensive and flexible system for asset registration. This makes it possible to register information about sites, buldings, floors, space, equipment, systems, open areas, streets ofl. The registration has a simple setup which is comprehensible to all with basic technical skills and others who work on this subject.

The structure is as follows:

- Site – Building – floor – space – part of space
- System – system components – system unit
- Streets – part of a street
- Open areas

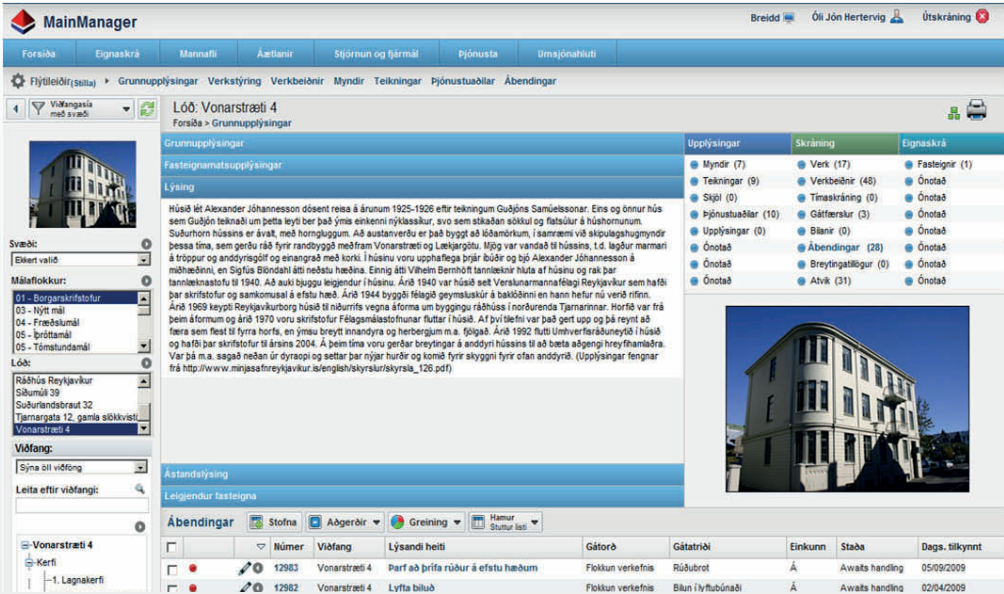
System units and modules can be located in buildings, floors and spaces.

Various information is connected to these assets in daily operations of the company. Information like drawings, photographs, quantity, work descriptions, work history, work orders, incidents etc. This operational information is in turn connected to corresponding assets in MainManager so that the user can easily find them.

Facility and building management demands organisation and access to massive amounts of information. This applies in particular when handling a lot of properties. Simple access to information has always been emphasised in development of MainManager. In the newest edition of MainManager 10.x it is possible to access all information on one building at a single website. This means information like drawings, contracts, equipment, work order history, incident history, space information, system unit information etc. It is also possible to see the history and analysis down to seperate system units / building parts.

“Facility managers face increasing demands on their time to provide information for a multitude of purposes. Having a system that can deliver information quickly and reliably is the key to successful FM. Moreover, information in context is real knowledge and a valuable asset for the organisation.”

Dr Brian Atkin
researcher and writer on facility management



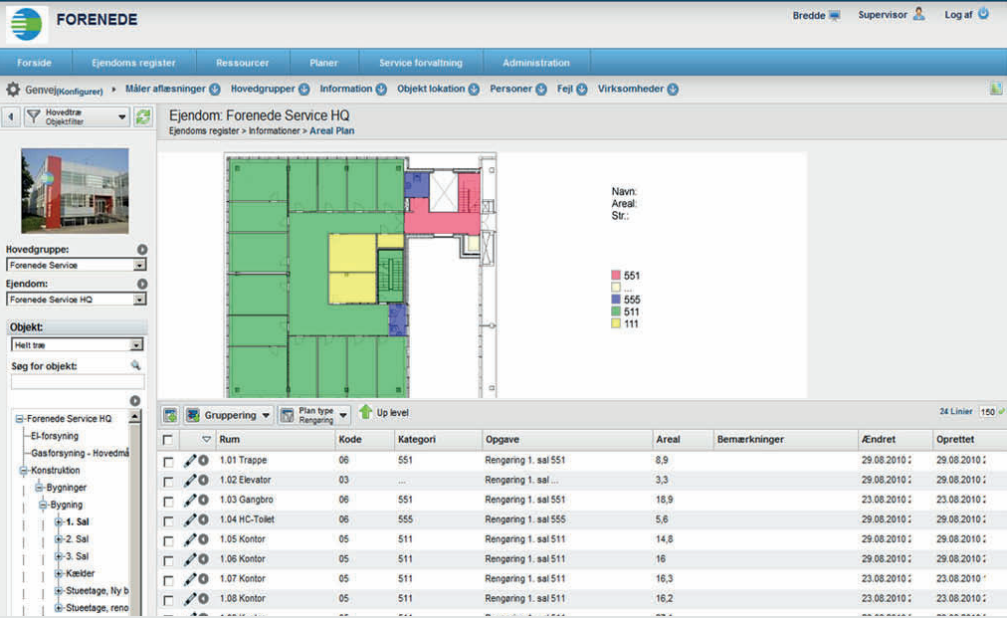
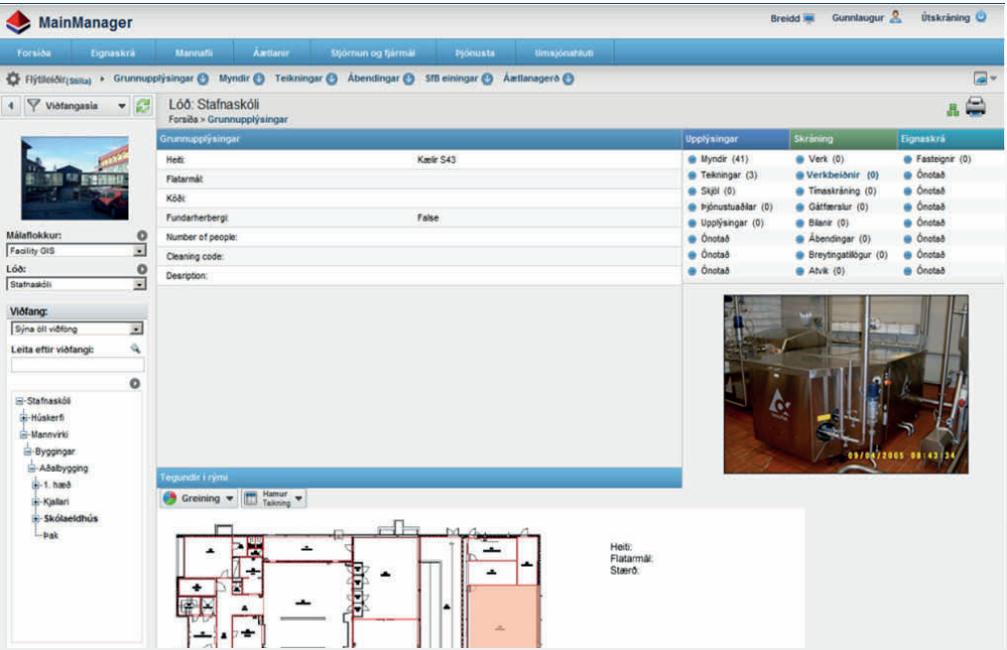
Areas & spaces

One important factor in the operation of facility management within companys is good overview of area usage. In MainManager it is possible to manage area usage of departments and divisions, who uses what and access key information related to usage.

“ Facility managers have to be able to control myriad resources both now and into the future. The availability of timely and reliable information means that the best decisions can be made without delay. Waiting for an answer may not be an option. ”

Dr Brian Atkin
researcher and writer on facility management

Area costs are usually high so it is important to control the usage as possible. The system can manage which departments/divisions rent each space, calculate rent etc. It is also possible to manage space information such as flooring, ceiling material etc. Drawings of spaces can be used as as basis for incident registration, to make cleaning plans, to view photographs of spaces etc.



Documents and contracts

Ready access to documents, contracts and work descriptions is a necessity for all organisations in their work. Drawings, photographs and other documents can easily be connected in MainManager. Lease and subcontractor contracts can also be connected. Information can be „live“ in the contracts, i.e end of contract, renewal dates etc. The system can also send reminders to the relevant controllers.

“Organisations need to develop the informed client function if they are to manage contracts and control finances – this applies irrespective of whether or not services are outsourced”

Dr Brian Atkin
researcher and writer on facility management

Orkuveitan - Test Version (FTEMP_OR)

Foraðe

Eignaskrá

Mannafli

Áættar

Stjórnun og fjármál

Rekatur

Fjónusta

Umþjónustutíð

Fylgileiðir/Þessi

Myndir

Teikningar

Áættanagerð

Verkstýring

Verkeiðir

Gættarskr

Ábendingar

Víðfangasla

Loð: Perlan-Öskjuhlíð

Eignaskrá > Upplýsingar > Teikningar

Nafn

Skjalategund

123123

Alteðumynd

Grunnmynd

Grunnmynd og blábur

Grunnmynd_1 hæð

Grunnmynd_3 og 6 hæð

Grunnmynd_4 hæð

Grunnmynd_5 hæð

Grunnmynd_6 hæð

Grunnmynd_7 hæð

Perlan - Stöð 15 nýr

Perlan - Stöð 16 nýr

Perlan_1_0001

Lóðaflokkur:

Móðuhúsið, Perlan

Lóð:

Perlan-Öskjuhlíð

Víðfang:

Sýna öll víðfang

Leita eftir víðfangi:

Perlan-Öskjuhlíð

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Víðfangasla

Loð: Perlan-Öskjuhlíð

Eignaskrá > Upplýsingar > Myndir

Nafn

Skjalategund

11444-Perlan

CL-6426-00

MVL0017107

MVL-0380-02

mynd-320-1.JPG

Perlan3

perlan3

perlan4

Lóðaflokkur:

Móðuhúsið, Perlan

Lóð:

Perlan-Öskjuhlíð

Víðfang:

Sýna öll víðfang

Leita eftir víðfangi:

Perlan-Öskjuhlíð

Orkuveitan - Test Version

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Eignaskrá

Mannafli

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Perlan3

perlan3

perlan4

Lóðaflokkur:

Móðuhúsið, Perlan

Lóð:

Perlan-Öskjuhlíð

Víðfang:

Sýna öll víðfang

Leita eftir víðfangi:

Perlan-Öskjuhlíð

Samningur - Kirjujuból jarðhitaréttindi - Windows Interne...

http://test.mainmanager.is/or/ContentPopup.aspx?load=7&id=676&tag=Cc

Almennt

Nánar

Undirgögn

Númer:

OR-16960

Heiti:

Kirjujuból jarðhitaréttindi

Pinglýsingarnúmer:

2123/2004

Tegund:

Hlunnindi réttihafa

Réttihafi:

Orkuveita Reykjavíkur

Greiðandi:

Orkuveita Reykjavíkur

Skjal:

Ekkiert valið

Upphaf:

Lok:

Timasett:

Lýsing:

Samningur um borun og jarðhitalet í landi jarðarinnar. Forgangsréttur til 10 ára frá undirskrift um að gera leigusamning til 99 ára eða kaup á réttindunum.

Hætta við

Uppfæra

SAMNINGUR.

Undirritaður landeigandi jarðarinnar Kirjuból, Inni-Akranesshreppi, í samningi þessu nefndur landeigandi og Hitaveita Akraness og Borgarfjarðar í samningi þessum nefnd HAB gera með sér svöljóðandi

samningur

1.gr

Landeigandi og HAB hafa gert með sér samning um rannsóknir á jarðhita á jörð landeiganda og um rannsóknarboranir sem hluta af þeim rannsóknum.

2.gr

Finnist nægilegt heitt vatn á jörð landeiganda til virkjunar að mati HAB og komi til leigu á vinnslu- og nýtingarrétti af landeiganda, skal leggja til grundvallar sem viðmið endurgjalds, leigusamning eiganda Munaðarness í Borgarfirði og Orkuveitu Reykjavíkur dags. 28. 03. 2003, með breytingum eftir vatnsmagni. Komi til leigu á hitaréttindunum skal um það gerður sérstakur samningur.

3. gr.

Verði um kaup á hitaréttindunum að ræða skal núvirðisreikna leigusamning skv. 2. gr. með 3% ávöxtunarkröfu. Verði um kaup á hitaréttindum að ræða skal um það gerður sérstakur samningur.

4.gr.

Komi til virkjunar skuldbindur landeigandi sig til að selja HAB allt að 2.000 m2. land umhverfis virkjaða holi. Engin hitaréttindi fylgja þeirri spildu ef um leigusamning verður að ræða. Náist ekki samkomulag um kaupverð skal það metið skv. mati 3ja manna. Skal hvor aðili tilnefna sinn mann en oddamaður skal tilnefndur af Sýslumanninum í Borgarnesi.

5. gr.

Um önnur afnot lands skal gerður afnotassamningur. Skal þá stuðst við samninga sem landeigendur gerðu við hitaveituna er hitaveita var lögð frá Deildartungulver.

6. gr.

Finnist ekki nægilegt vatn að mati HAB er landeiganda heimil nýting þess vatns sem upp kemur, hitaveitunni að skaðlausu og skv. nánara samkomulagi.

Af samningi þessum eru gerð 3 eintök eitt handa hvorum aðila og eitt til þinglýsingar.

Reykjavík, 20. 1. 2004.

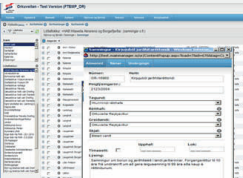
Hitaveita Akraness og Borgarfjarðar

Landeigandi

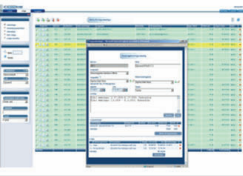
Additional modules in MainManager



Project Management
PM tool for professionals, risk assessment, monthly management reports on status etc.



Service contracts
Keeps track of service contracts, related costs, number of work orders , spare parts, time etc.



Property system
Prices on areas and spaces, tenants of each space, cost details, billing basis for import into ERP system.



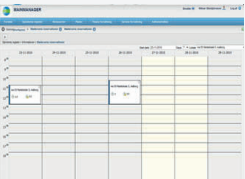
Lifetime modeling
Study of lifetime costs, condition curves. Test of different strategies, backlog of neglected maintenance etc.



Energy module
Professional tool for overview of energy use



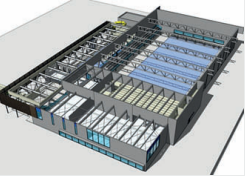
Survey module
Survey and questionnaire sent to customers electronically and obtain results instantly on the web



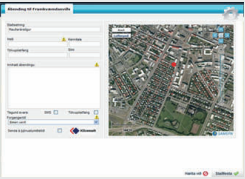
Meeting rooms booking
Ordering of meeting rooms and catering services



Quality Manual
Document control, version control etc.



BIM integration
Import from IFC, interactive communication through simple 3D viewer.



GIS Integration to MM
GIS windows are used to locate incidents and report locations .



Facility GIS
Visualise space and other information through CAD drawings

www.mainmanager.com

ICEconsult, Mörkin 6, 108 Reykjavík, Iceland. Telephone +354 5642727