

Operational Efficiency Checklist

20 checkpoints to measure your efficiency and discover ways you can improve



Maintenance

- Online work order request system
- A list of your assets
- A way to track the repairs and costs of those assets
- A way to make asset repair or replacement decisions based on data
- A prioritization standard for tasks with expected response times
- A way for staff to pick up work orders on a mobile device
- Inventory tracking with automatic alerts for minimum or maximum points
- Mobile barcoding for asset and inventory tracking
- Reports on staff productivity and asset lifecycle

Preventive Maintenance (PM)

- PM calendar scheduling
- An automated reminder system for your PM tasks
- Detailed instructions and procedures for staff to use when completing a PM task

Energy

- Automatic bill data importing
- Ability to track and monitor utility bills and compare with usage data
- A system to track utility use and spending over time
- A smart building system
- ENERGY STAR® rating tracking and peer comparison

Capital Planning

- A documented 5-, 10- or 20-year capital plan
- A way to help answer management's questions about when an asset should be replaced and why
- A strategic asset management framework for data-driven capital decisions

Take your efficiency to the next level with the tips in our

[Guide to Operational Efficiency](#) →