

# Operational Efficiency Checklist

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

## Maintenance

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- 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)

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- 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

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- 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

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- 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](#)