MAINTENANCE CONTROL SYSTEM

INSTALLATION AND OPERATING INSTRUCTIONS

*Keep these instructions for reference and training new personnel.

STARTA-SYSTEM® CONTENTS

250, 500

or 1000 Maintenance Work Orders

50 Maintenance Journals

50 Maintenance Records

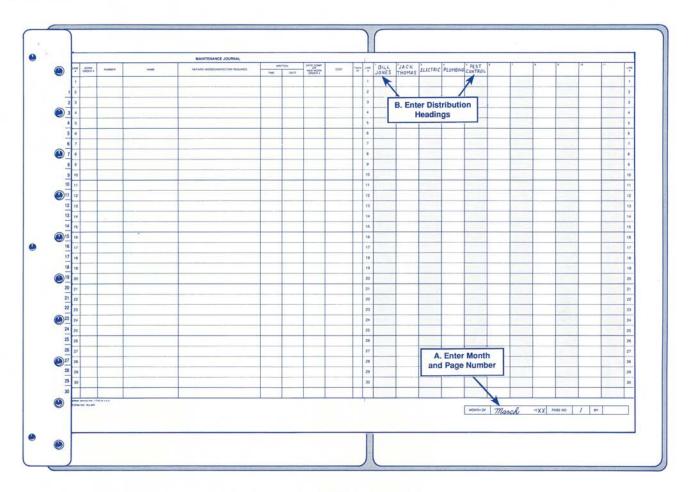
1 Folding Pegboard

HOW TO BEGIN

- Place the folding pegboard on your desk so the clamp is at the left. The pegboard will open to the right.
- Place one Maintenance Journal on the pegboard. The top peghole of the journal should be placed on the top peg of the pegboard.

PREPARING THE JOURNAL:

- Enter the Month and Page Number in the spaces provided at the bottom of the journal. (See A of illustration 1)
- Enter appropriate distribution headings in columns 1 - 11 at the top of the journal. (See B of illustration 1)
- Place one Work Order on the pegboard. Be sure the posting line of the Work Order aligns with the next available writing line on the journal.

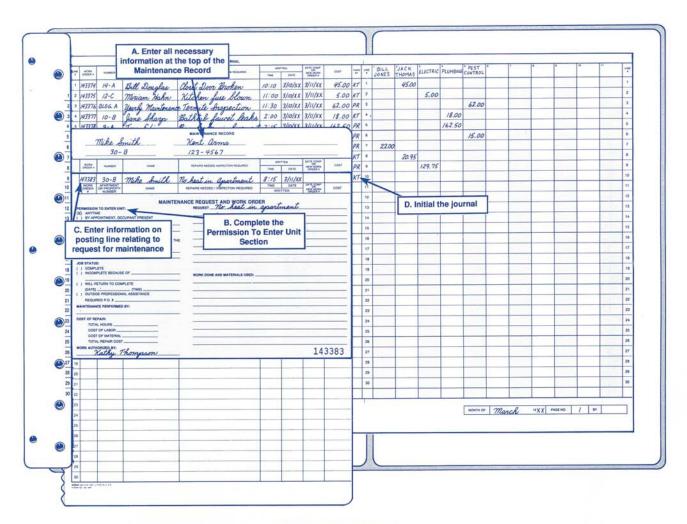


PREPARING THE MAINTENANCE RECORD:

- Enter the Tenant Name, Apartment Number and Phone Number on the lines at the top of the Maintenance Record. (See A of illustration 2)
 - Note: Prepare a Maintenance Record for each unit.
- Slide the Maintenance Record under the Work Order until it rests against the pegs. The next available writing line on the Maintenance Record must be in line with the posting line of the Work Order.

RECORDING A WORK ORDER:

- Complete the Permission To Enter Unit section and write in the reason for the maintenance call on the line next to Request. (See B of illustration 2)
- On the posting line of the Work Order enter the Work Order Number, Apartment Number, Name, a brief description of necessary Repairs and Time/Date of request. (See C of illustration 2)
- Initial the journal in the Taken By column. (See D of illustration 2)
- Remove the Work Order and Maintenance Record.
- On the Work Order, enter signature in Work Authorized By.



AT THIS STAGE, THE WORK ORDER IS USED FOR SCHEDULING PURPOSES.

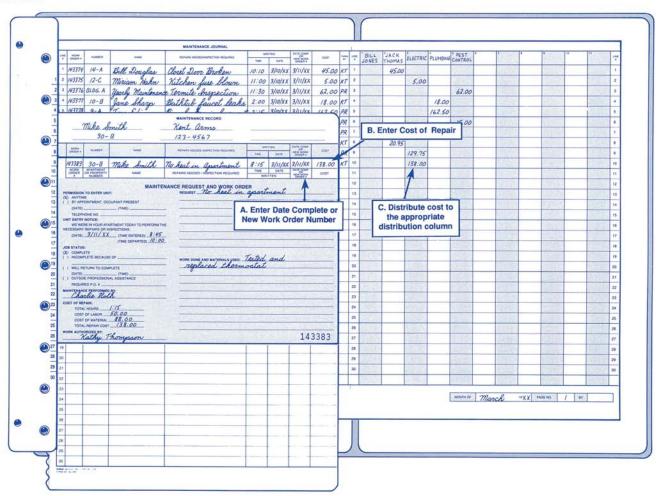
Once the repair has been scheduled:

- Give the entire Work Order to the assigned maintenance person.
- At the job site the maintenance person will complete the Work Done and Materials Used, Unit Entry Notice, Job Status and Maintenance Performed By.
- Remove the top copy of the Work Order and leave it at the apartment where the repair was made.
- 4. Return the two remaining copies to the office.

At the Office:

- Complete the Cost of Repair at the bottom of the Work Order.
- Locate the original entry for Work Order on the Maintenance Record and Maintenance Journal. Reposition the Work Order and Maintenance Record on the board over these entries.

- Enter the Date Complete or New Work Order Number if job was not complete (See A of illustration 3)
- Enter the Cost of the Repair. (See B of illustration 3)
- Distribute the cost to the appropriate column on the right side of the journal. (See C of illustration 3)
- Remove Maintenance Record and Work Order from the pegboard.
- Part 2 of the Work Order should be placed in a maintenance file. Part 3 is used as a copy for the Property Management Company.



ACCESSORY ITEMS AND ADDITIONAL OPTIONS

EQUIPMENT:

Posting trays and A-Z indexes are available for the storage of Maintenance Records.

Post binders and January - December indexes are available for storage of completed Maintenance Journals.

