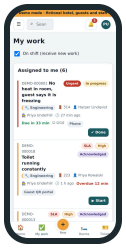
Maintenance tech

Fix it, log it, done

One-page sheet | For: Maintenance techs and engineers



Start your shift

1. 🟢 Open **My work**. Tick **On shift**.
2. 🔴 Red stripe? Most urgent. Do it first.

Fix a job

1. 👆 Tap the job. Not yours? Tap **Take it**.
2. 🔁 Look at **Asset history** and the room history on the job. 🔁 means it keeps breaking. Look for the real cause.
3. ▶️ Tap **Start**.
4. 🛠️ Fix it.
5. ⏱️ Under **Log time and parts**, type your minutes. Tap **Log**. Pick each part. Tap **Use**.
6. ✔️ Tap **Resolve**. Write one line: “Replaced flapper.”
7. 🛏️ Room was out of order? Leave **Return room to service** ticked.

PM jobs

📆 PM jobs come by themselves on a schedule. Example: clean dryer vents. Do each checklist step. Tick it. Tap **Resolve**.

Waiting or need help

- ⏸️ Waiting for a part? Tap **On hold**. Say why.
- ➕ Need another team? Tap **Follow-up for another team**.

If something is wrong

- ✋ **Resolve** warns you? Tick the checklist steps, or say why.
- 🙈 Cannot see a job? Ask your supervisor.
- 🚨 Fire or danger? Call 911 first.

Why this helps you: your time and parts build the machine’s history, so the chief can replace bad machines instead of you fixing them again.