

SFG20

Reducing Building Maintenance Costs



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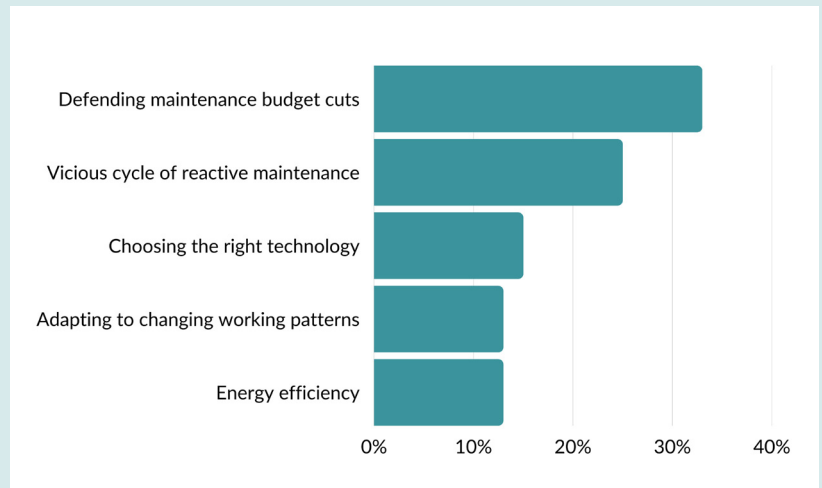
REDUCING BUILDING MAINTENANCE COSTS CHECKLIST

33% of attendees in SFG20's recent webinar series "[How to optimise your maintenance strategy](#)" stated that defending maintenance budget cuts was their biggest challenge.

Concerns are mounting due to inflationary pressures which are causing a rise in parts and labour costs. This makes it more expensive to repair or replace equipment, reduces purchasing power and compounds shortfalls in maintenance budgets.

In response to this widespread industry issue, SFG20 have created this checklist to help maintenance professionals to focus budgets in the right areas and to help them defend budget cuts.

Which of these challenges do you identify with most?



1

Compile a list of the assets in your facility that require maintenance

Make sure you've got a really good understanding of what assets you've got. If any assets are currently under warranty, check the terms as the need to pay for maintenance could be removed. Many people we speak to are working from out-of-date asset lists (or may not even have one!).

2

Identify how to maintain each asset

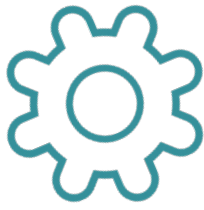
Now it's time to create a maintenance regime, consisting of what maintenance tasks should be completed, which skillsets are required to do the work, how often each task should be carried out and the level of criticality of each task.

It's crucial to stay updated with legislation and regulation relating to building and asset maintenance, as non-compliance can lead to fines, penalties, and even imprisonment.

3

Prioritise maintenance tasks based on their level of criticality

Start off by understanding what you need to do by law and what you need to do to comply with any sector specific requirements e.g., healthcare, prisons etc. A number of tasks need to be completed to comply with legislation and regulation and must be carried out as a bare minimum. Your maintenance budget needs to be sufficient to cover all maintenance tasks required by law relating to your facility. If it does not, maintenance professionals should outline the risks that the business is carrying to the appropriate company director.



4

Carry out a risk assessment

Next, complete a risk assessment to identify the impact and probability of failure of your assets. You should focus your remaining maintenance budget on those assets that would have serious impact to your business if they were to fail. Costs can be saved by keeping spare parts for those assets that are critical. This removes the need to pay a premium for parts should they be required urgently.

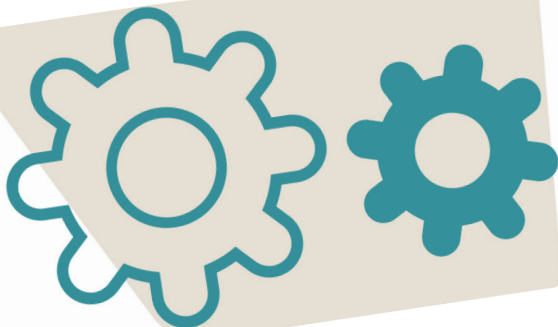
For assets that present a low risk to business continuity and productivity, cost savings can be made by taking a reactive approach e.g., bathroom extractor fans and non-critical lights.

It's important to audit works because outsourcing maintenance does not mean the risk is outsourced with it.

5

Look for efficiencies in ways of working

- Site visits can be minimised by grouping tasks that require a certain skillset in a similar time period. This will not only reduce call out costs but will also reduce carbon emissions. A win win.
- Review vendor contracts to ensure that maintenance costs are reasonable and aligned with market rates.
- Ensure that your maintenance has been completed correctly by a competent person. Often, maintenance tasks that have been instructed by the property manager unfortunately may not be carried out exactly per the instructions, so it's important to audit works. Outsourcing maintenance does not mean that the risk is outsourced with it.
- Stay abreast of new technologies and software tools that can streamline working and improve productivity.





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