

Maintenance

The maintenance module provides two valuable tools to help your maintenance department: the tracking of reoccurring procedures and emergency requests.

You can easily set up reoccurring items, such as changing AC filters every 30 days or painting every 2 years. The system tracks when these items are due, while maintaining a history of completed repairs.

Emergency requests can be entered by the front desk. Each request is automatically time stamped with space for detailed notes for both the staff member making the request and the staff member fulfilling the request.

Work orders can be printed, providing a paper trail for all work completed. The work orders are also designed to be faxed to outside maintenance personnel.

All emergency requests are saved in your system, allowing you to review items at a later date and easily review the maintenance history of a room.

Repair and parts invoices from outside vendors can also be entered into your system, allowing you to develop detailed repair cost analysis reports in QuickBooks.

If your system is configured as a condo hotel or short term home rental, all maintenance vendor bills are automatically entered in QuickBooks and invoiced to the owner, with a markup if applicable.