

## FAQs

### ON TRACK Online Maintenance Tool | 034 Maintenance Fund

Updated: 12/13/19



- Job Aids can be found by clicking the dropdown menu on the upper right of the screen. We recommend viewing the job aids first.
- There are currently five (5) financial reports available:
  - In the “District” level, there is one (1) Financial Summary Report for all OFCC buildings, which includes all assets found in the plan.
  - In the “Building” level, there are four (4) reports available:
    - Financial Summary for All Assets
    - Financial Summary for Critical Assets
    - Capital Renewal for All Components
    - Capital Renewal for Critical Components
  - We provide critical asset reports so the district can prioritize maintenance of critical assets first.
- Financial information/reports are provided for budgeting and planning purposes.
- Click on a category when it is highlighted to “drill down” for detailed asset information. Click the “+” symbol when it is available. The “+” symbol will also expand columns on Financial Summary pages.
- “Maintenance Activities Due in the next 30 Days – To Do Status” is optional. Maintenance staff can check off when these items are complete. It rolls up into a report found on the Financial Tab. This is not an OFCC requirement.
- Warranties listed on the Warranty Page are only for informational purposes and drop off as they expire. Refer to the O&Ms for the actual warranty.

### 034 Maintenance Fund

- 034 CANNOT be used for District personnel labor costs, purchase of mowing equipment, plows, Gators (basically any grounds maintenance equipment), site items such as grass or landscaping, signage, snow removal, computers (except Building Automation and Security), or expendables such as cleaning supplies or paper products.
- 034 CAN be used for purchase of lifts for filter and lighting changes, large floor maintenance equipment, third-party maintenance contracts (including Re-Commissioning services), computers/servers for Building Automation and Security System, and preventive maintenance, repairs, or replacement of the assets found in the maintenance plan (ON TRACK).
- OFCC recommends Re-Commissioning every five (5) years. This may not be necessary if an annual mechanical/controls service agreement is in place.
- The above list is not all-inclusive - For questions, refer to the maintenance agreement or call Bill Bibbey or Rick Swart: 614-466-6290.