



Multi-Site Planning

Purpose

Many larger companies depend on multiple site locations to operate their business. For this reason most maintenance agreements encompass more than one site. Because of this fact it is important to have a procedural plan in place to maintain a multi-site contract in order to execute the services in the most proficient and cost effective manner.

**We believe it is imperative to sit down with the client and go over not only the entire scope of work and application, but, we feel the service organization must be accustomed with the specific needs of each site, and that both parties understand and share a common plan and calendar schedule.*

General steps taken to set a plan in place

- Gather a site list
- Go over each site individually
- Cover all equipment to be serviced at each site and any special needs
- Site specific contact information and emergency communication chain
- Safety protocols outside the norm that is specific to each site
- Site specific emergency protocols
- Calendar schedule and logistics

Further Explanation

PM specific to individual equipment translates to designing a scope of work catered to the specific needs of the equipment being serviced. This equates to the most cost effective and appropriate maintenance plan for the customer.

Communication encompasses detailed contacts for each site and the appropriate channels for emergencies. This in turn should provide for swift and effective resolutions to any potential problems or emergencies that could occur.

Each site could have a variety of special needs in regards to safety and emergency protocols. Components that weigh in on these special requirements range from location, environment, building structure and design, application, and other variables.

For obvious reasons a shared calendar plan aids the customer and service organization in keeping a common schedule so everyone is on the same page. More importantly, logistics help the service organization determine the best route or traffic pattern to navigate in order to expedite travel to the site in the case of an emergency.