



Service Requests and Work Orders

This optional Condo Manager module allows management of all your maintenance

Service Requests

- Record your service requests from owners, tenants or others
- Select where the job will be done - in unit and/or in public area
- Approve or refuse service request
- Automatically send an acknowledgement to the owner upon service request approval

Tenders Management

- Produce the quote requests and send them to one or several suppliers using already recorded information - no need to type it
- Keeps history of quotes received

Work Orders

- Create Work Orders from scratch or transform a service request into a work order
- Once the supplier is selected, print the work order and send it by mail or email
- Bill an owner or tenant if you want to charge back the cost
- Transform the work order into a payable invoice
- Attach any kind of files to any service request or work order, e.g. photos before and after the work, contracts, insurance policy, etc.

Service Requests and Work Orders History

- Benefit from a history listing all service requests, quote requests and work orders
- Produce inter-association reports on service requests or work orders
- Extract or search the information based on several criteria

Assets Management and Maintenance

- Manage your assets in relation with the Reserve Fund and the building maintenance book
- Establish a list of tasks to be done to ensure an adequate follow-up of the main structural elements of the building and land, e.g. elevators, roof, windows, bricks, concrete slab, etc.
- Define who is responsible for each task
- Report automatically all new tasks to the To Do List
- Manage warranties, insurance contracts and maintenance contracts for all elements