Quadpro
for Estates Management

As your organisation grows, so do your financial and operational pressures.

Quadpro V5 can assist by helping you manage your premises and facilities efficiently.

It is vital that estates managers and organisations have robust, consistent and compliant systems for managing their estates and maintenance across all of their buildings and sites. Quadpro, our estates management solution provides all you need to keep your staff and visitors safe, your buildings well maintained and your budgets and performance under control.

Quadpro Streamlines Administration

Quadpro

Improved Decision Making and Lower Costs

Comprehensive budgeting allows you to clearly forecast your buildings and maintenance spend, and accurate reporting enables you to make decisions based on your actual data—both historical and planned. Properly maintained estates also reduce the risk of unexpected repair costs, allowing you to confidently reallocate budgets.

A Single View of Compliance

Providing evidence to management and other regulatory bodies is easy, with a clear audit trail of planned and reactive repairs readily available. The ability to drill down from organisation level to individual assets means that you can tailor your reports to include the required level of details.

Automatic Alerts & Prompts

Alerts and notifications can be sent to keep you and your building users informed of repair progress, or to ensure that cyclical maintenance is never missed. Configurable and automated email workflows mean that you and your team are kept up-to-date at all times.

Our clients use Quadpro to Manage

Over £30m of Budgets.

Job Requests From Over 2100 users.

A Safer Environment

Effective estates management is about more than complying with regulations; an estates strategy is designed to maintain the safety of your staff and visitors.

Nearly £1bn of Assets Managed.

Over 30,000 Works Order a Year.

Reasons to use Quadpro

Quadpro

Quadpro enables you to have oversight of all your sites and building from one system. With convenient mobile apps for logging repair requests and conducting surveys, staff are able to report issues from any location.

Document & Image Management

All documents relating to your estate and assets are securely stored in Quadpro's database, meaning you have immediate access to your information. Photos and plans can be attached, giving you the complete picture of your buildings and their condition—and providing evidence for insurance claims.

Mobile Apps

Staff can log and report estates issues via their smartphones, and all assets can be quickly and easily tagged with QR codes, increasing the efficiency of logging work requests and condition surveying.

Comprehensive and Flexible

Quadpro can manage your whole estates strategy, no matter the size of your organisation—giving you access to data about multiple sites, large buildings and individual assets.

Alerts & Notifications

With configurable built-in notifications, Quadpro can send an email reminder to perform a compliance check, or an update on the progress of a repair—helping you keep on top of your estates strategy.

Data Import & Export

With extensive transfer and integration options, Quadpro can link to your existing finance system, reducing the administration involved with accessing and processing data across multiple systems.

Rock Solid Reporting

Reports can be easily generated at multiple levels, allowing you to quickly produce relevant information for different stake holders, whether updating progress to governors or evidencing statutory compliance to inspectors and auditors.

Quadpro Modules

Quadpro

Job Requests

Our Job Request module enables site employees and users to log issues from anywhere on the premises. With access available throught desktop and mobile ensuring that users can connect.

Works Orders

Issue and record payments via our Works Orders module. Each transaction is logged against the related budget. We have also enabled warning markers that alert you when budgets are running low.

Asset Management

The Quadpro asset management module helps you track and maintain each and every asset you own. Never miss a service or repair by using the automatic asset maintenance reminder feature.

Compliance

Record every single building and assets in your premises and check them regularly to ensure that they are in compliance with regulations by using our easy to read traffic light system. These can also be customised to suit your needs.

Surveying

Quadpro's survey module helps you plan for the future. By utilizing this feature staff can help budget for repairs and stay in control. We also have a mobile app that provides you with a quick and easy way to survey your facilities on the go.

Budgets

Keep a firm watch on your budgets. As invoices are paid and purchase orders are requested, Quadpro tracks every transaction for you. Securely manage your estates budgets. You can even set spending limits per supplier, contractor and department.

Operative Management

Keep in the loop with our operative management portal. You can track and assign all Job Requests via our web portal and Quadpro system. With the addition of our resource calendar, all jobs and operative workloads can be managed on a daily basis.

Approvals

We understand building managers need to be in compliance with many regulations, particularly as an educational institution. You can track every approval for each supplier including security and financial compliance.

Data Analysis

As you have tons of data to go through, comparing it can be a difficult task. Our Quadpro analysis tab gives you the right information in seconds. Additionally we offer Data Dashboards which are powerful in producing the data you want, when you need it.

Quadpro

Compliance

Mark every single building and area in your premises and check them regularly to ensure that they are in compliance with regulations. These records can be customized to suit your needs.

Using our customization feature, you can add any compliance category to Quadpro. Each compliance category is then set a 'due date' for which a review and renewal is needed. We have used traffic light markers in this feature to make it easy to locate those areas that need attention.

Traffic Light Marker System

Our compliance module is also further enhanced by the supplier compliance dashboard. This dashboard provides an overview of the entire address book of your establishment and lists their compliance and restrictions in one easy to view table.

Our traffic light markers indicate when a review is needed, due or if a supplier is compliant in that category.

Green - Means that your building is compliant and has at least sixty days until review is due.

Amber - your compliance category has less than sixty days until review is due. Preparations to review and renew this category should be taken.

Red - As soon as your compliance category exceeds its due date, a red marker will appear next to the compliance item indicating that action needs to be taken.
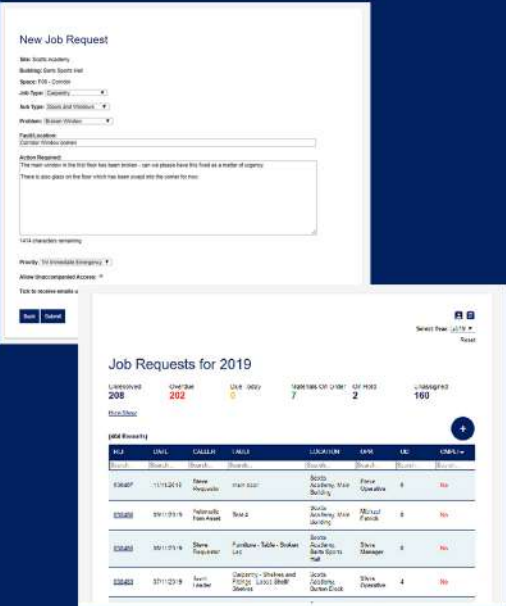
Job Requests

Our quick and versatile Job Request module can be utilisted by all staff members within your organisation. From staff to operative, all employees can report Job Requests from anywhere on site—via mobile, tablet or desktop.

In as little as a minute, users can log in and report an issue. To help speed the process up and to ensure users can find their location, we have integrated site plans with our Job Request web portal—allowing for quick space locating.

Quadpro has two premium portals which enable estates teams to view, manage the complete Job Request cycle and monitor operative workloads.

Together with our email notification system, the Job Request module keeps everyone up to date on the progress of maintenance around the site.

Photograph Upload

The Quadpro Web Portal's photograph upload feature is a powerful option users can utilise to provide further information about their Job Request. Maintenance teams can also upload images in their respective areas of each Job Request.

This feature enables better preparation for maintenance teams before beginning works and offers much more efficient timing for teams. The photograph upload feature works in conjunction with the Quadpro Web Portal to help you move forward to paperless operations.
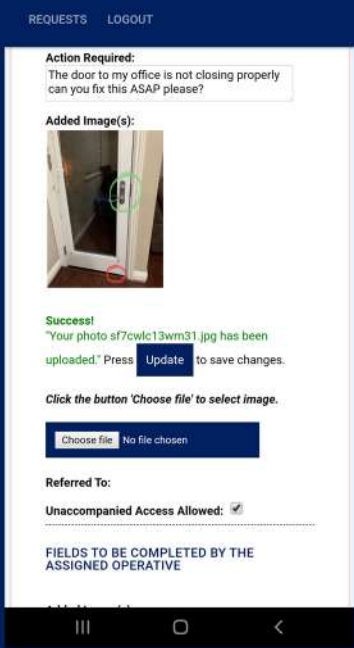
Job Request Portal

All job requests are stored in the Job Request list and portal.
They can be accessed by Building Users, Managers, Operatives and Team Leaders.

To ensure that no Job Requests go incomplete or they are assigned to people they shouldn't be - we have ensured that you have total control over access to this part of the system.

All users within your site are designated a level of access:

Requestor
Operative
Manager
Team Leader

Each level of access offers users different capabilities that reflect their role on site.

The Quadpro Resource Calendar offers great capability when managing workloads. Simply drag and drop Job Requests on the relevant operative and time.

This will automatically notify the operative that this Job Request has been assigned to them.

Key Modules

Works Orders

The Quadpro Works Orders module gives estate and finance teams the capability to manage estates, purchase orders, invoices and payments from one central area.
Each Works Order must be assigned to a budget and sub budget—to help closely track finances.

When a Works Order is created and a budget is chosen, Quadpro provides an alert which displays the current funds available in each budget. This feature helps users to ensure that they are within the limits of funds allocated.

Users can simply send a Works Order to a supplier or contractor via the email module—direct from Quadpro.

All documents such as specifications, contracts or photographs relating to each Work Order can be stored within the documents tab.

A secure folder is created within the Quadpro data library where these files can be accessed with ease when required.

This module can also be viewed via our Works Order Dashboard.

Key Modules

Asset Maintenance

Using our Asset Register, you can log asset details simply and set up asset maintenance jobs.

All assets can be set up via the register and all relevant manuals & documents stored with them. Our handy feature also includes the option to set up automatic maintenance jobs—which trigger at the time and frequency you have set for them.
Using our asset maintenance and documents tab, you can store and access all important information relating to that asset at the click of a button to assist you with any repair.

Automatic Asset Maintenance records can be created and set to range across the assets lifespan.

Each time an asset maintenance request is generated, it will appear alongside your regular Job Request list.

Managers can then action and assign each automatic asset maintenance request to the appropiate operative.

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Supplier and Contractor Approvals

We understand the need to monitor who you work with and who visits your site. Quadpro's approvals module allows you to specifically track each type of approval for suppliers and contractors.

Ranging from DBS to ISO9001, the system tracks these renewal dates and sets review dates to renew these approvals.

You can even set financial spend limits on each Supplier/Contractor.
All relevant documents for each contact can be securely stored within the documents tab.

We believe this feature to be key in assisting you managing the companies and people you work with.

To help manage all of your supplier and contractors, we created the additional Supplier Approvals Dashboard. This gives you a clear overview of all contacts listed in your Quadpro System.

Dashboards

Our set of data dashboards generate quick and detailed site reports on the following categories:

Job Requests
Works Orders
Planned Maintenance
Compliance
Suppliers

Our dashboards assist you to review performance and targets based on the live data in your system. Whether its planning next years budgets or determining where improvements in processes and performance are to be made.

In addition to the main Quadpro system, the dashboards can be utilised when required in case of an audit to bring up information quickly.

Data Analysis


Analyse your Job history within the following fields.

- by time period,
- by trade or team,
- by caller and building
- by complete or outstanding
- by priority and other aspects

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Surveying

Quadpro's powerful survey app gives estates teams a new, simple and faster way to survey their entire site. By using our mobile app, surveyors can complete condition surveys of whole rooms and buildings quickly. This information is then stored in the cloud allowing for imports to the Quadpro desktop. All repair costs are based upon the built in Schedule of Rates located in each system.

Quadpro can then be used to manage your planned maintenance program allowing expenditure smoothing and linking to maintenance projects as works proceed over time.
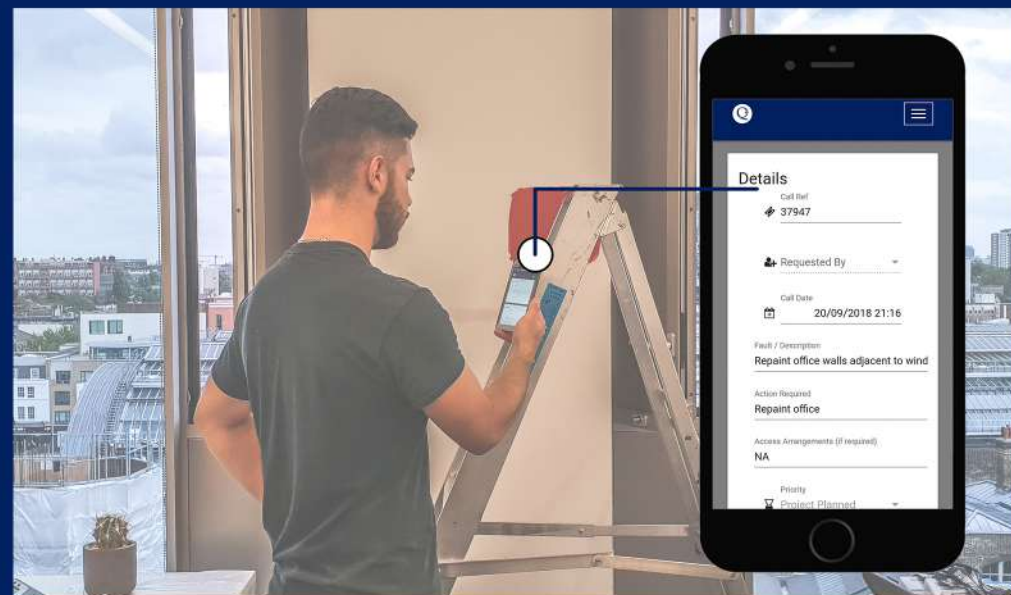
Our analysis feature provides a useful breakdown of your planned maintenance costs based upon the survey information gathered.
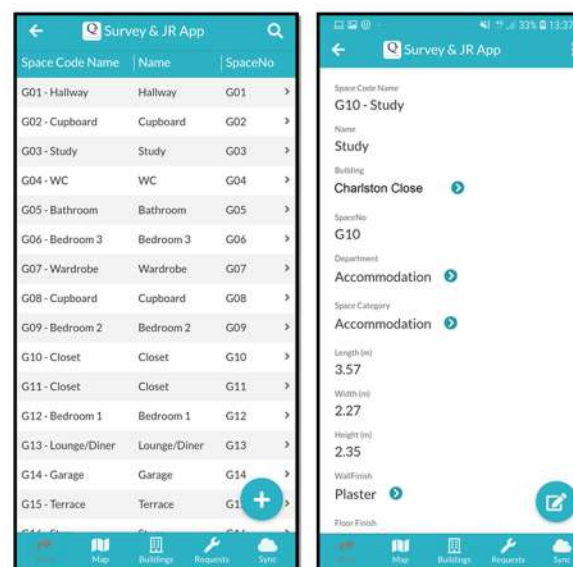

As part of each major survey, we undertake the data import process which integrates this collected data with your Quadpro system.

All of this information can then be viewed in conjunction with existing site data.

Budgets

The Quadpro Budgets module has been designed with control in mind. There are two categories - Head Budgets and Sub Budgets. Each head budget can have a collection of smaller categories called sub budgets.

Spending limits can be set in place for each sub budget to aid in the management control of finances. The feature extends to the supplier module where each company can have a maximum contract and maximum spend limit allocated to them.

At a glance, for each budget and sub budgets, the estimated spend to date, actual spend and remaining spend is displayed with a further breakdown of information inside every record.

Clone Budgets to the new financial year

To help save you the time of setting up and completing budgets individually at the start of teach new financial year, Quadpro allows you the option to mass clone them. Then the next step is to adjust the budget amount as required for the new financial year.

Tracking your Spend

As every order is added, the estimate will change and the remaining finances will adjust to reflect each transaction as they are completed.

Alerts when a Works Order is about to be raised, to give a preview of how much money is remaining in the chosen budget/sub budget.

Ref	Main Budget	Year	Budget	Committed Cost	Actual (to Date)	Remaining	B1 Ref
AO	Labouring	2022	50,000.00	150.00	0.00	49,850.00	176
AO	Capital 2022	2022	50,000.00	340.00	0.00	49,660.00	178
AO	Maintenance	2022	1,000,000.00	0.00	0.00	1,000,000.00	187

Quadpro Team View

Live Quadpro Updates

The Quadpro Team View feature is a handy tool where maintenance teams can view a live breakdown of all Job Requests.

All requests are filtered into *by trades* and *by status*. Any list view can be chosen to provide a further in depth screen of each Job Request.

This screen can be displayed in offices or staff rooms to allow for quick information reports - instead of having to log in to a desktop PC.

Preview requests at the click of a button, providing a quick overeiew of the status of the Job Request.

Team View Live Dashboard

Resource Stats - 2019

RESOURCE	UNRESOLVED	OVERDUE	DUE TODAY	MATERIALS ON ORDER	ON HOLD	ASSIGNED TO TEAM
Carpentry	10	10	0	0	0	10
Compliance	1	1	0	0	0	1
Contractor	0	0	0	0	0	0
Electrician	0	0	0	0	0	0
General Maintenance	0	0	0	0	0	0
Painter	0	0	0	0	0	0
Plumbing	6	6	0	0	0	6
Team 1	14	14	0	0	1	14

Premium Feature

We believe that Quadpro benefits each and every type of user at your site. Which is why we have outlined the benefits below.

Quadpro

Building Users

Quadpro enables the addition of requests complete with sketch or photo from smartphone/tablet and PC via a quick and easy web interface.

Quadpro provides email updates and request list view of progress on their requests direct to the building user.

In only a few minutes, staff can submit their issues directly to the operatives job list.

Our detailed dropdown list entry system ensures that precise information can be entered to help operatives complete their work safely, quickly and efficiently.

Ranging from the type of issue, location and safety risks, all aspects can be entered in one dialog window and received directly by the maintenance team at your sites.
These can also be assigned to different team members depending on their expertise.

Using unique Quadpro system data, all Site, Building and Space records can be accessed including Building Plans to help staff identify their location more easily.

Operatives

Quadpro enables jobs to be allocated and sent to operatives by email and online, operatives can access risk and hazard information.

Quadpro allows operatives to report when jobs are complete and time taken for the task and respond direct to the system with no paperwork.

To allow operatives to be more productive and to save them from filling out risk assessments and safety forms when responding to a request, Quadpro includes the following aspects:

Pre determined risk markers for all spaces which are reflected on all job requests.

A site specific list of all risks can be uploaded to Quadpro and selected when necessary – so your operatives don't have to hunt for data!

Direct emails to operatives can greatly assist speed responses. The emails are created immediately once a Job Request has been submitted by a member of staff and the work allocated.

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Estates Management

An estates manager wants "*easy access to information and reports and to be able to analyse the information to see how the Estates and team are peforming and to establish future needs*".

Quadpro provides easy access to estates information and documents with one click on a building hotspot.

Quadpro has modules for Job Requests, Works Orders and budgets, H&S compliance, Schedule of rates, planned maintenance future needs and projects; all with simple reporting and the ability to download information to excel for more in depth analysis Quadpro has the ability to export all information relating to Job Requests, Work Orders, Budgets and many other features.

If the estates manager would like to review the productivity of the maintenance team, all they need to do is, select the relevant data they want i.e Job Requests.

Simply select print and this data can be exported to a specified excel report.

Chief Executive

The Chief Executive says "*Make sure you keep within your budgets and that we are compliant with H&S so we don't get sued*".

Quadpro enables the control and planning of annual budgets for any site.

Quadpro Compliance is an integrated module of the system where you are able to keep track of each building's safety compliance.

Budgets can be created for any category – i.e a specific building, type of work, project budget, or per supplier or contractor. Sub-budgets can also be created to manage each aspect of every budget – to ensure that the finance manager can keep an eagle eye on the money.

Alerts are always in place to warn users of the available funds before they submit a new order.

All these features make sure that there are no hidden surprises or risks that will cost you more to fix - than to prevent.

Quadpro for Estates Management

Get in touch

Contact us for a free demonstration of the system and find out how Quadpro can benefit your organisation.

If you have any queries regarding your current Quadpro system or are a new customer, please let us know and we will be happy to assist.

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