

Effective time management for efficient facility management

Time Study to determine what we spend our time on.

Time Study

- Purpose of the Time Study
- How?
- Participants - 23
- Hours logged – 4907 hours over 581 days
- 8 Main categories was used.

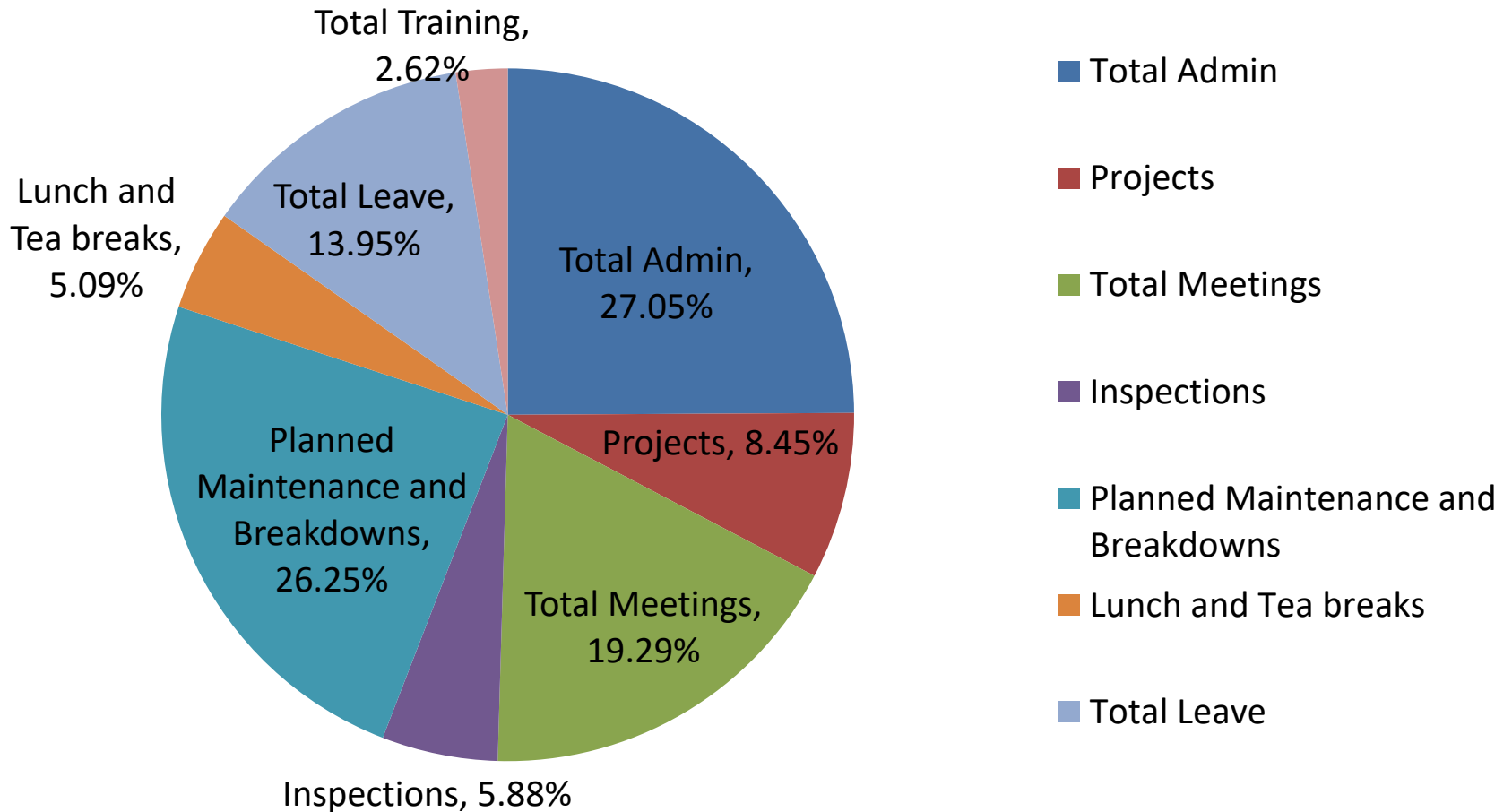
Time Study - Categories

- Admin
- Projects
- Meetings
- Inspections
- Planned Maintenance and Normal work orders
- Leave
- Training
- Lunch and Breaks

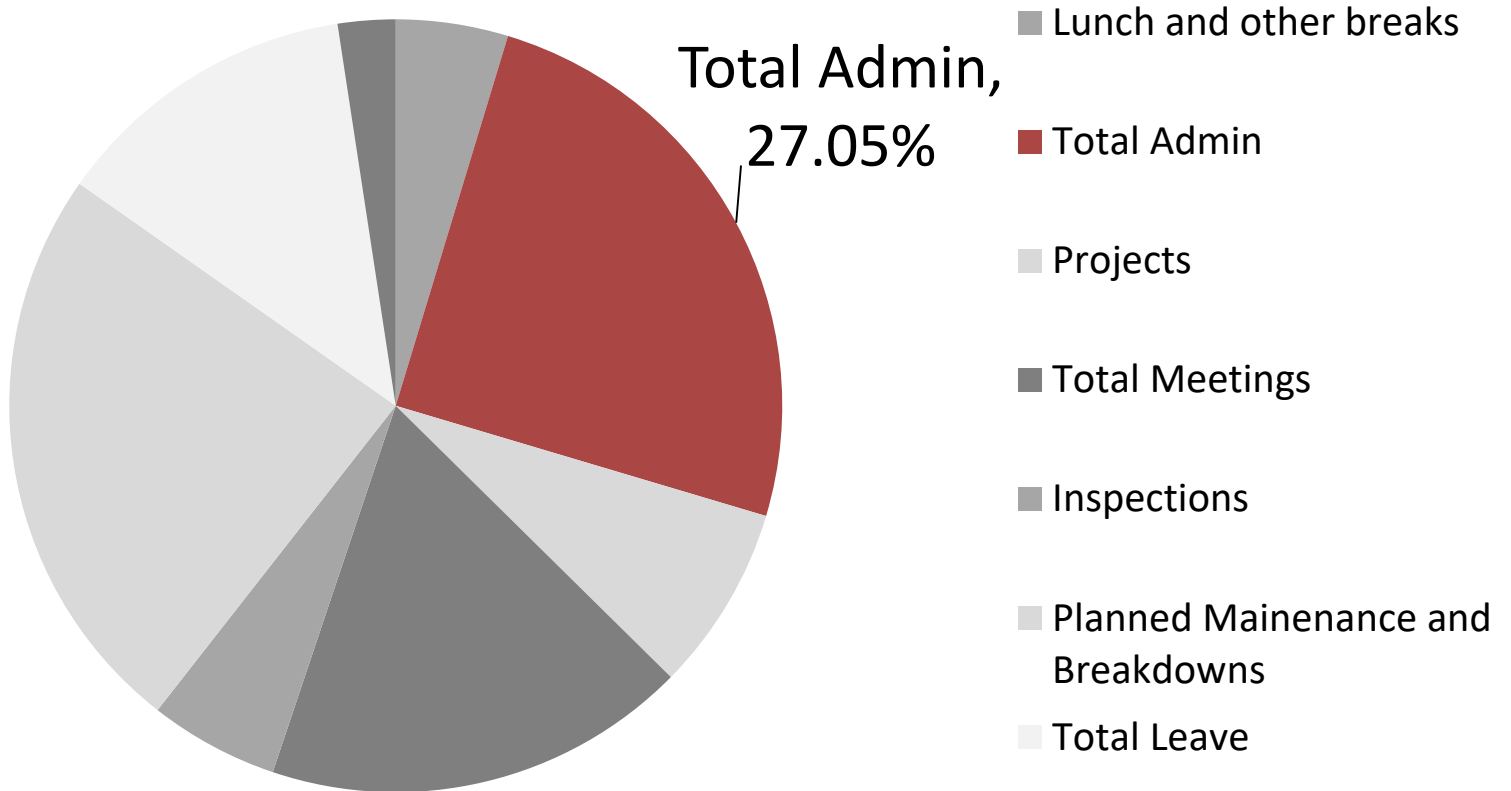


Time Study Results Overview

Total time was 4907 hours over 581 days collectively



Total Admin



Total Admin Time

1326 hr was logged as Total Time Spend on Admin



5:57 per week

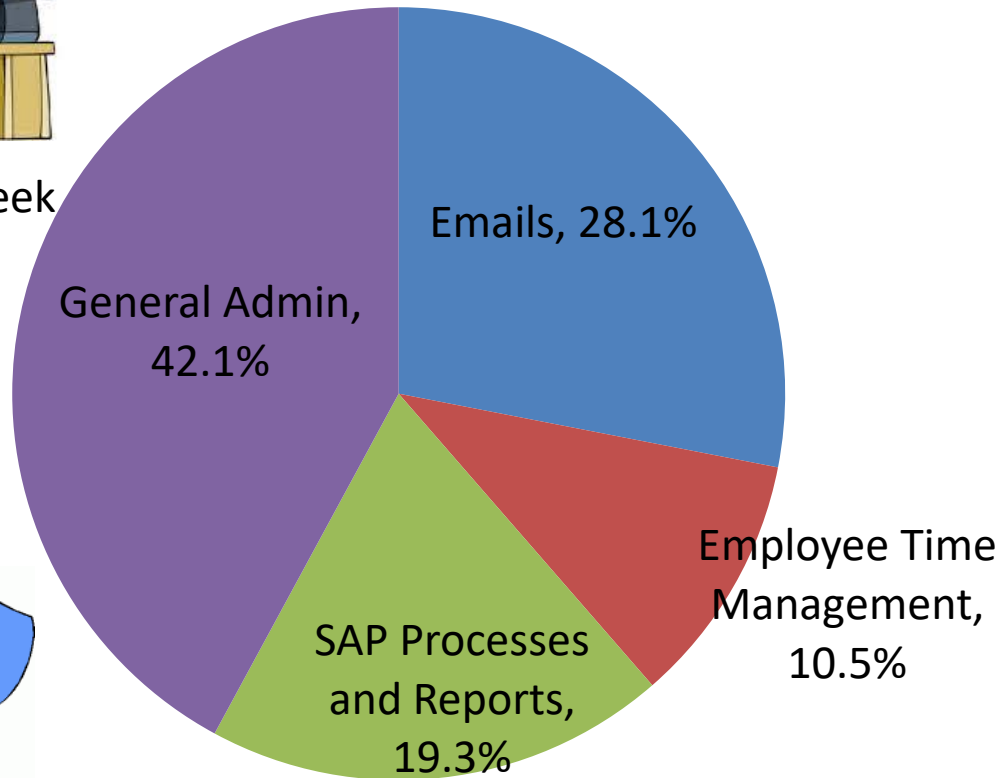


■ Emails 3:58 per week

■ Employee Time Management

■ SAP Processes and Reports

■ General Admin

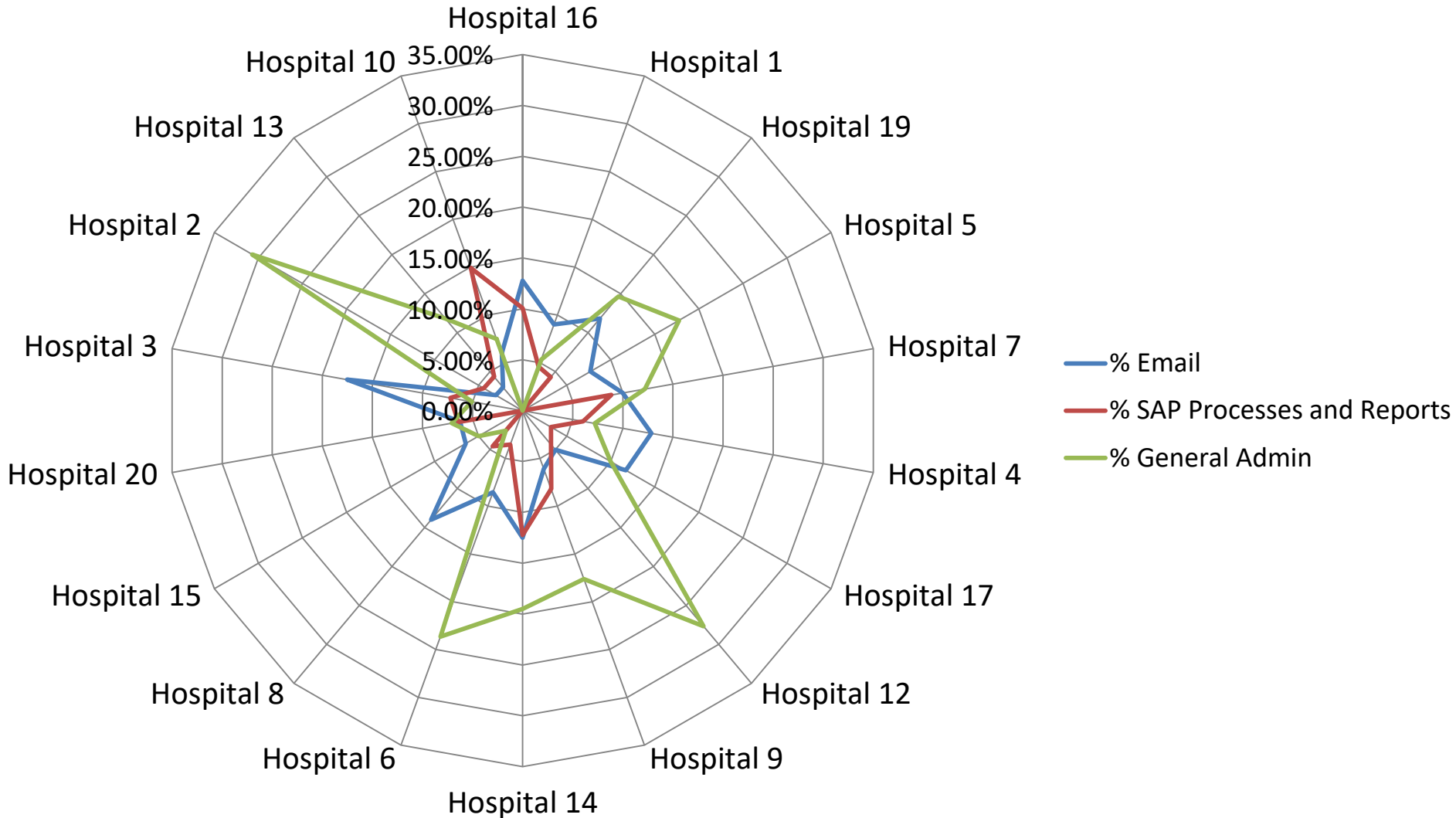


1:29 per week

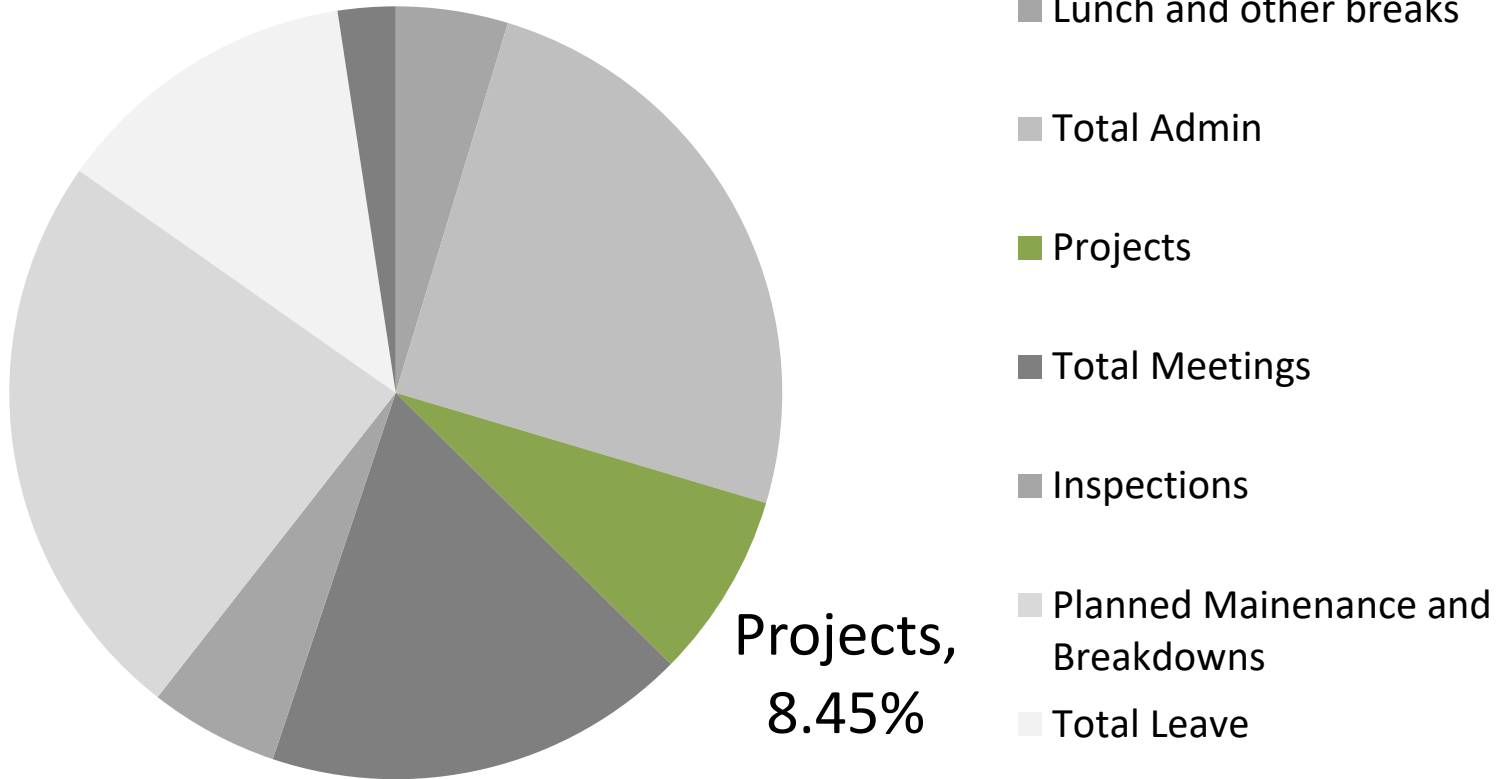


2:43 per week

Admin Time Distribution



Projects

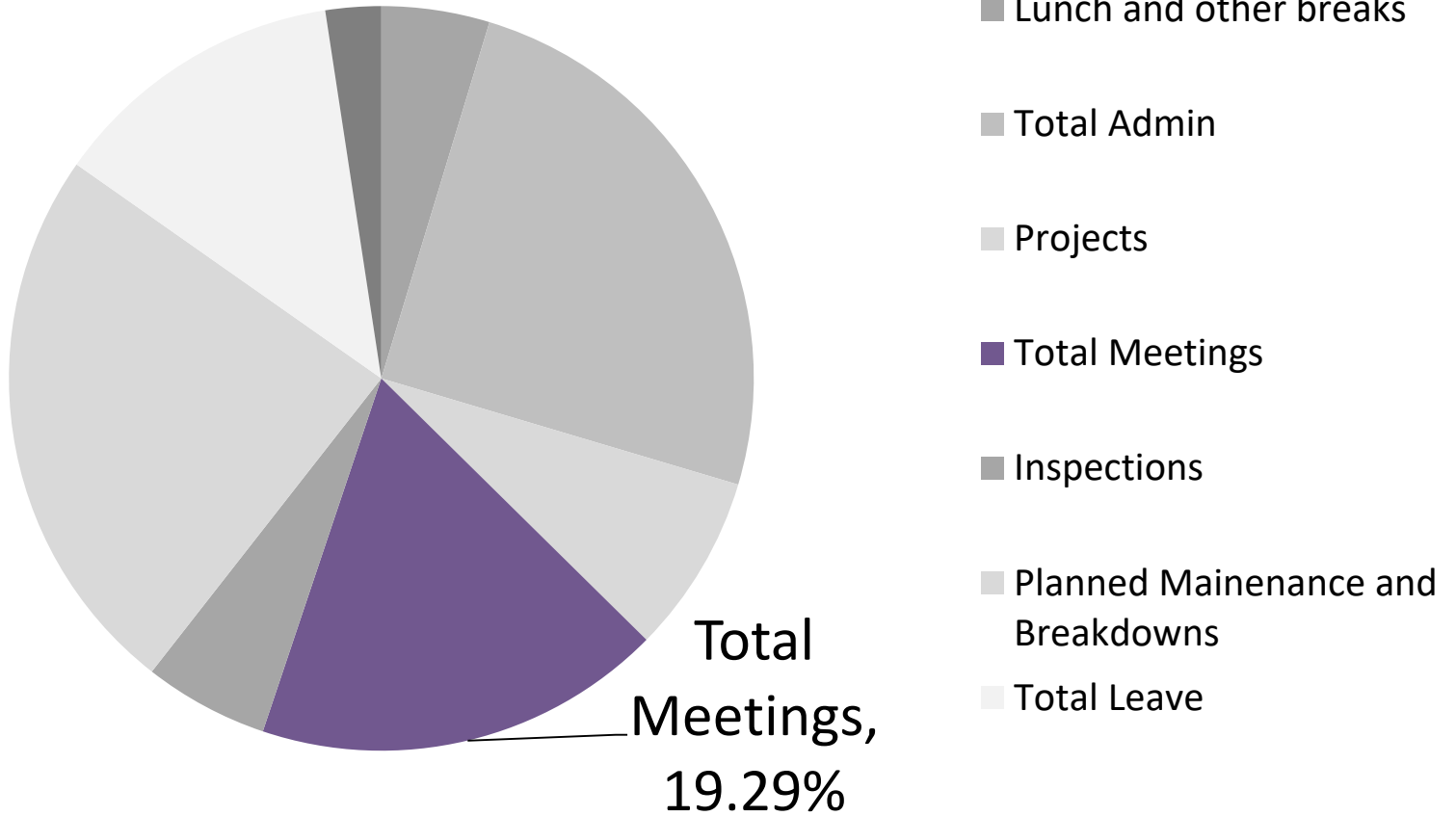


Projects



- Building Projects
- Upgrades
- Doctor Rooms
- Changes to facility
- Water and Electricity Saving Projects
- Projects account for 8.45% of total time spend.
- This accounts for 414 hours
- 3:57 per week per manager

Total Meetings

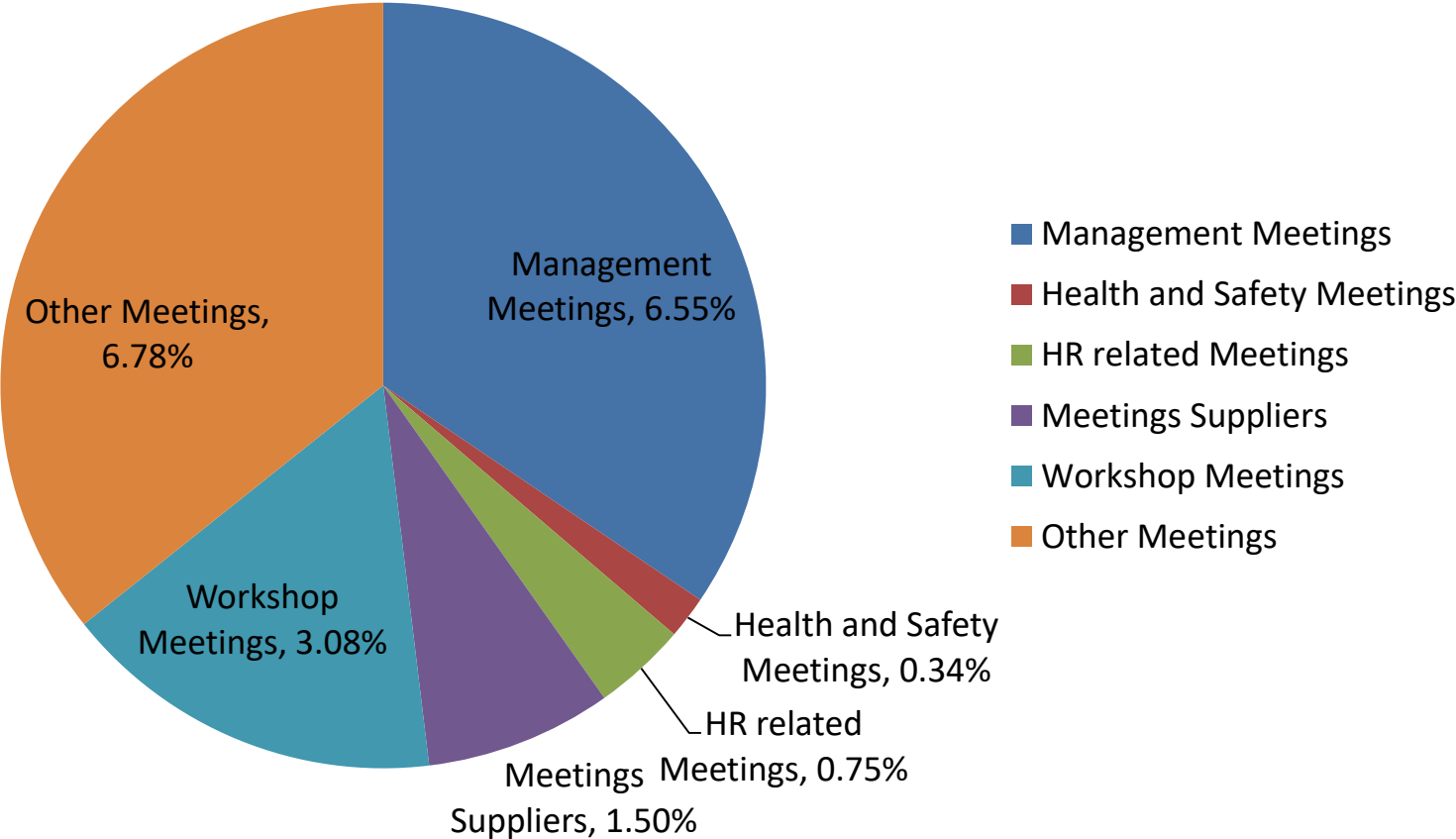


Meetings

- Management Meetings
- Health and Safety, ISO
- Human Resources
- Meeting with Suppliers
- Workshop Meetings
- Other Meetings (Not specified above)



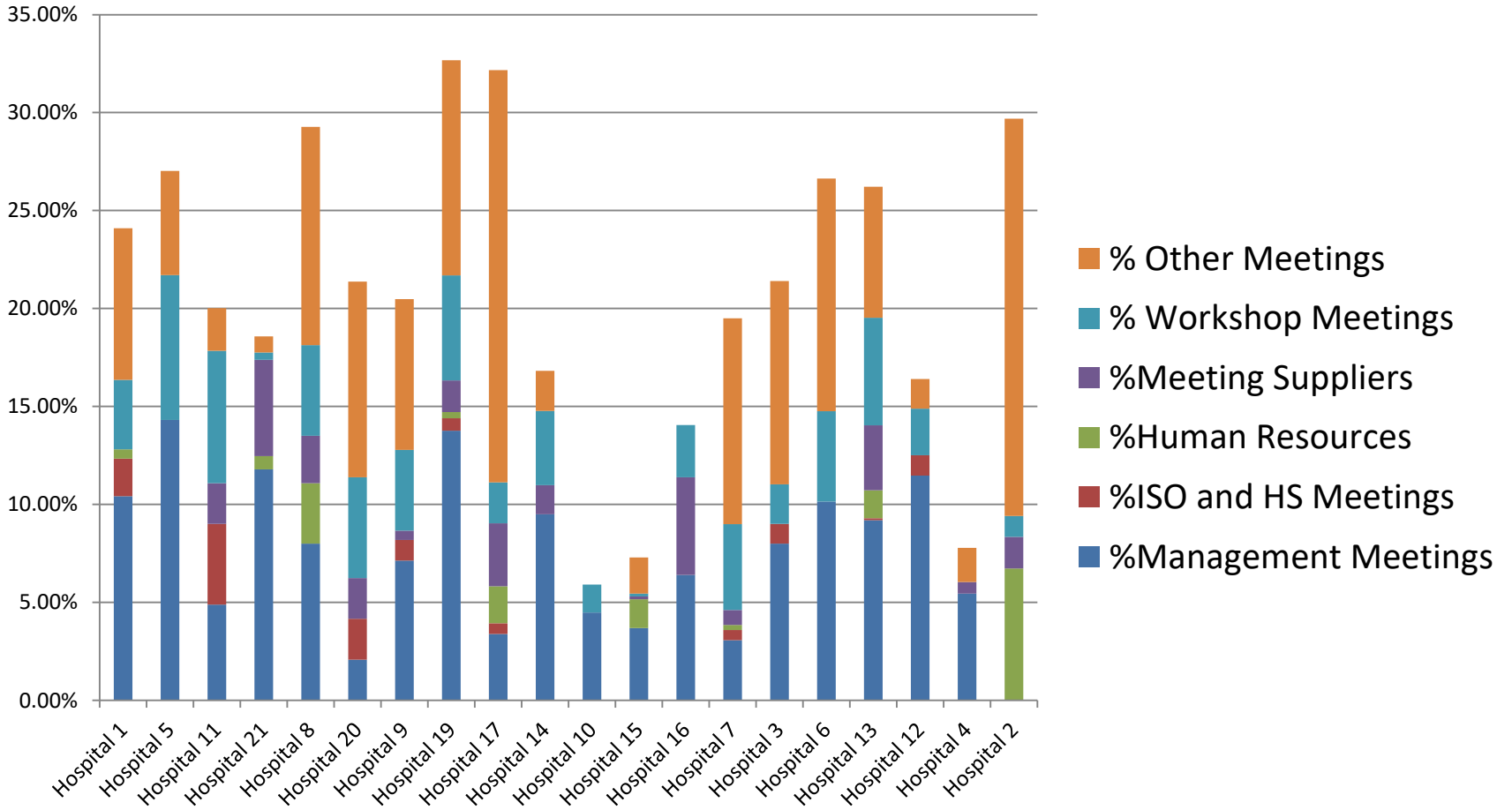
Total Meetings



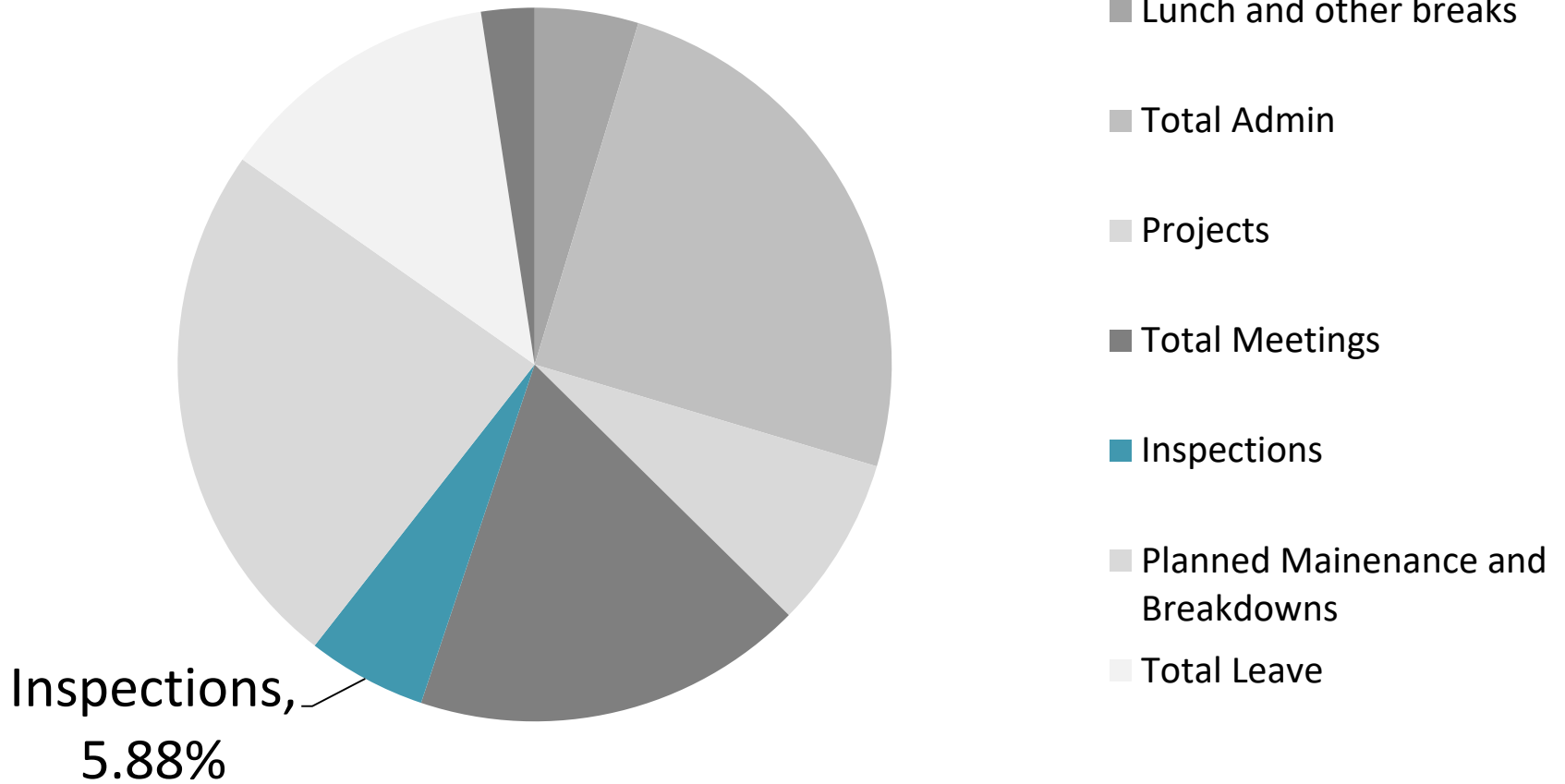
Meetings

- Meetings account for 19.29%
- This is 9:02 per manager per week.
- Or 118.25 work days.
- Or 23 engineers in a meeting for 8 hours a day for 5 days.
- Imagine the possibilities.

Meetings



Inspections

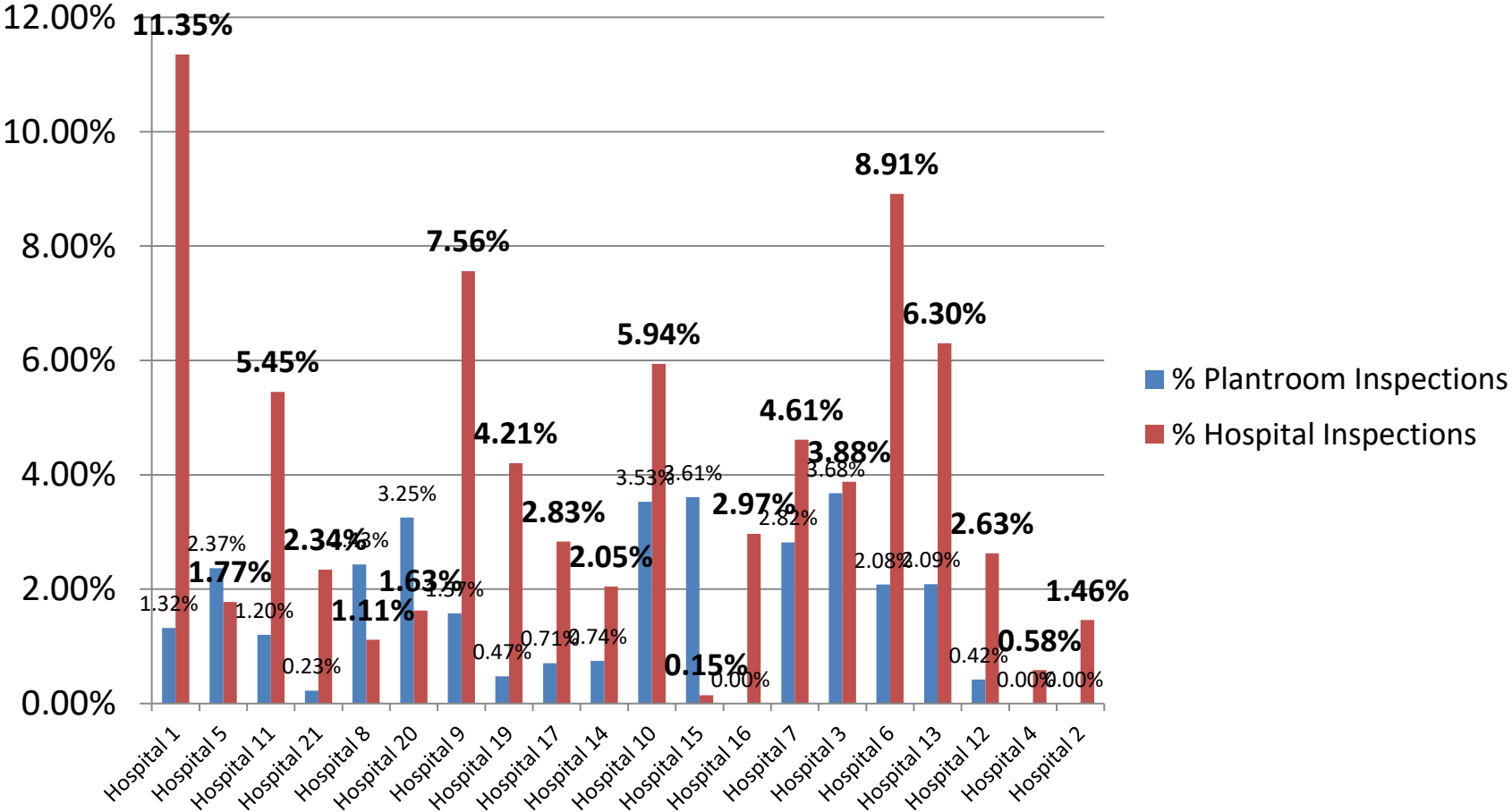


Inspections

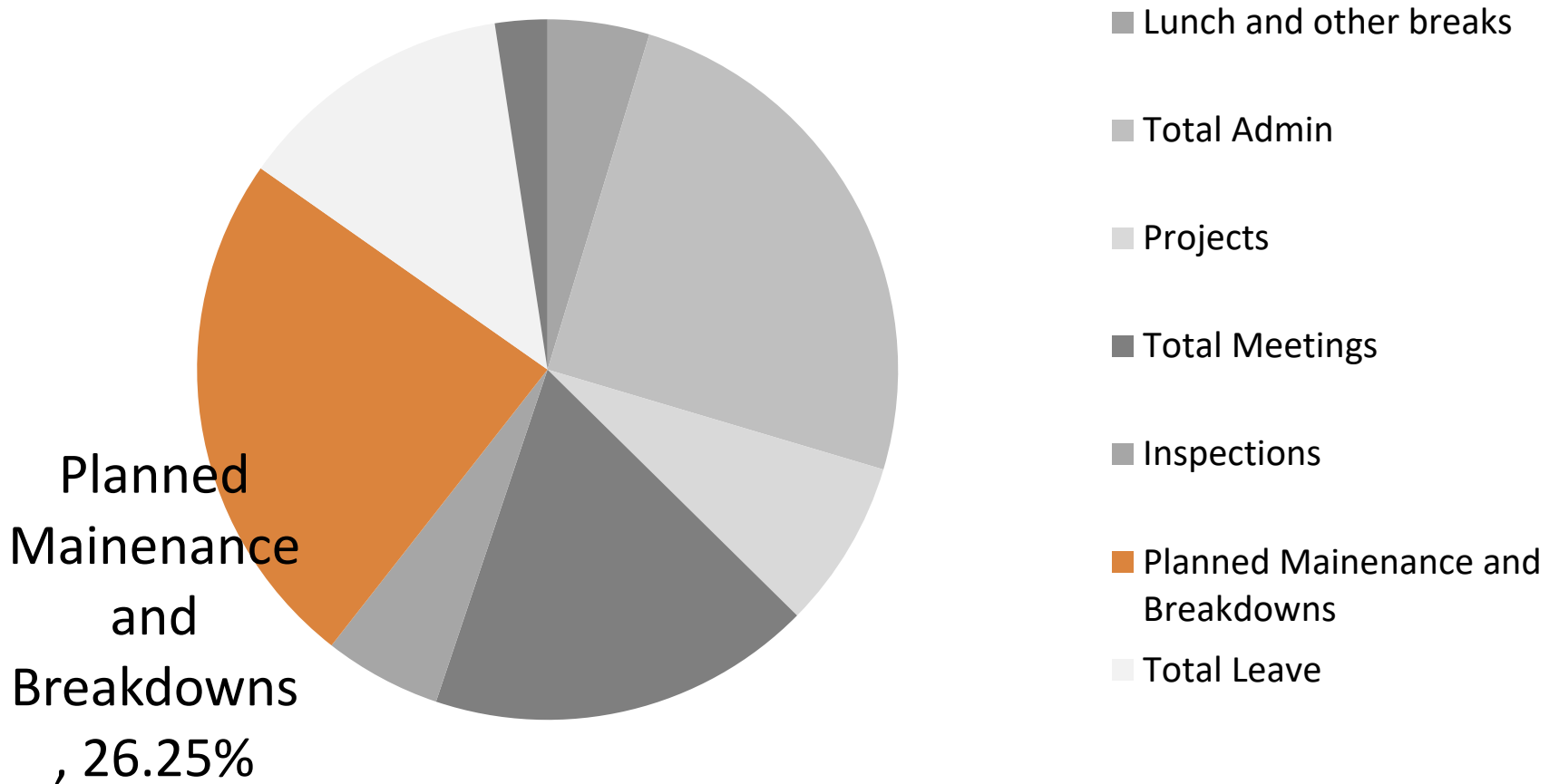
- Inspections
 - Hospital Facility Inspection
 - Building
 - Equipment
 - Roofs
 - Plant Inspections
 - Plantrooms
 - Plantroom Equipment



Inspections



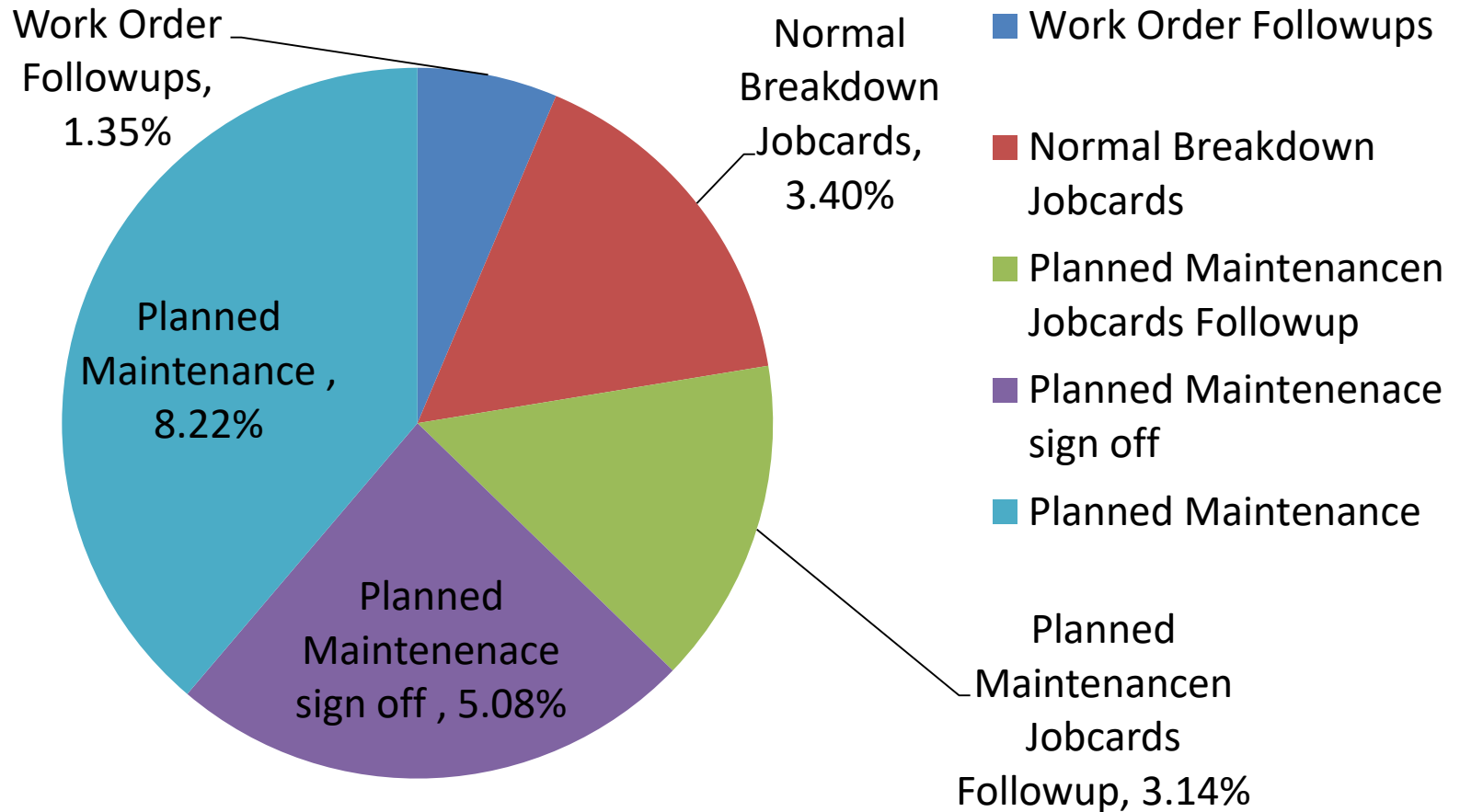
Planned Maintenance and Breakdowns



Planned Maintenance and Normal Maintenance

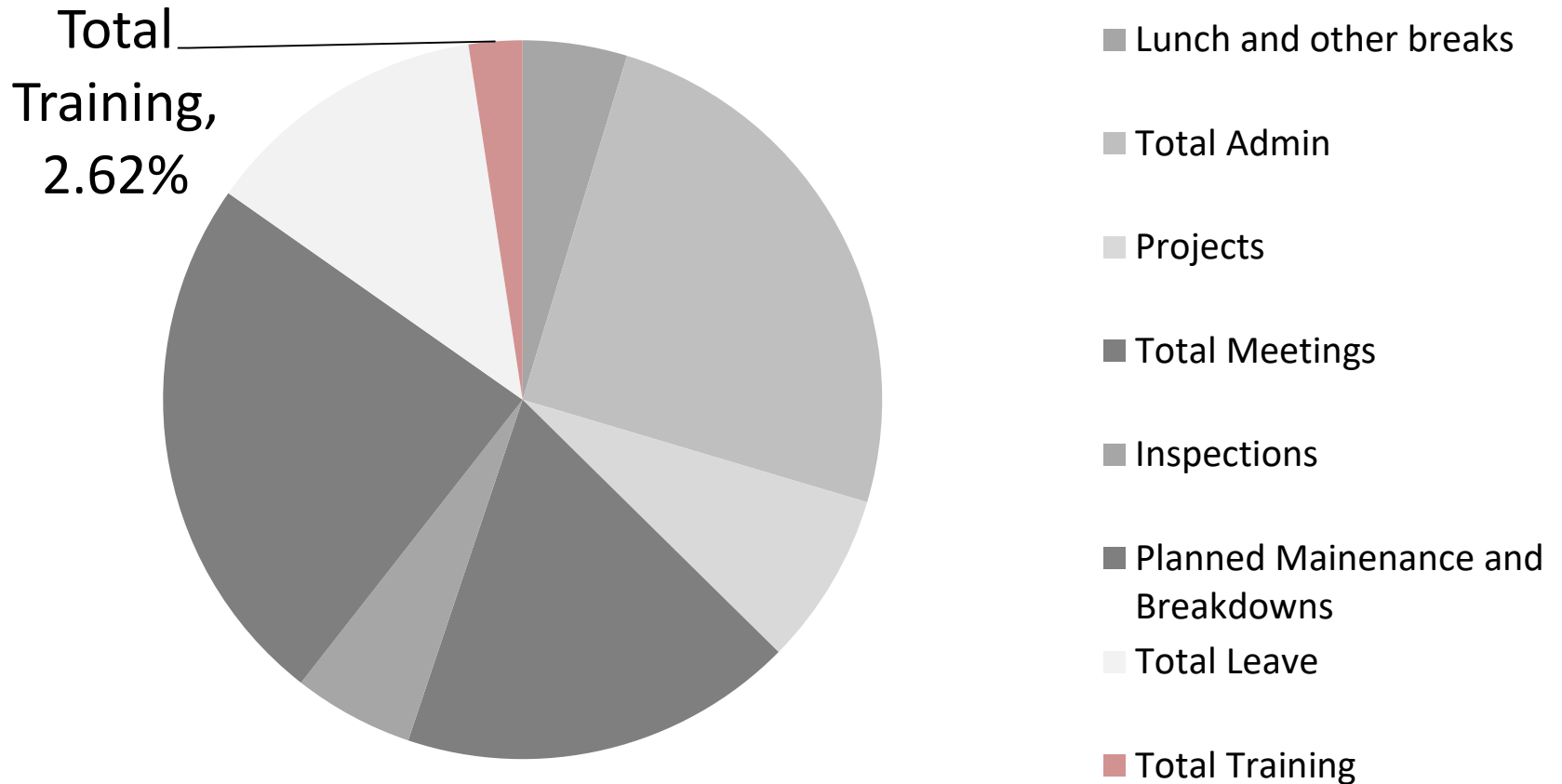
- Follow-up on Job cards and work orders
- Normal Breakdowns
- Planned maintenance sign off
- Planned maintenance arrangements
- Tasks performed, Planned Maintenance
- Following up on Planned Maintenance done by your staff and suppliers.

Planned Maintenance and Normal Maintenance



1288 hr was used for Maintenance

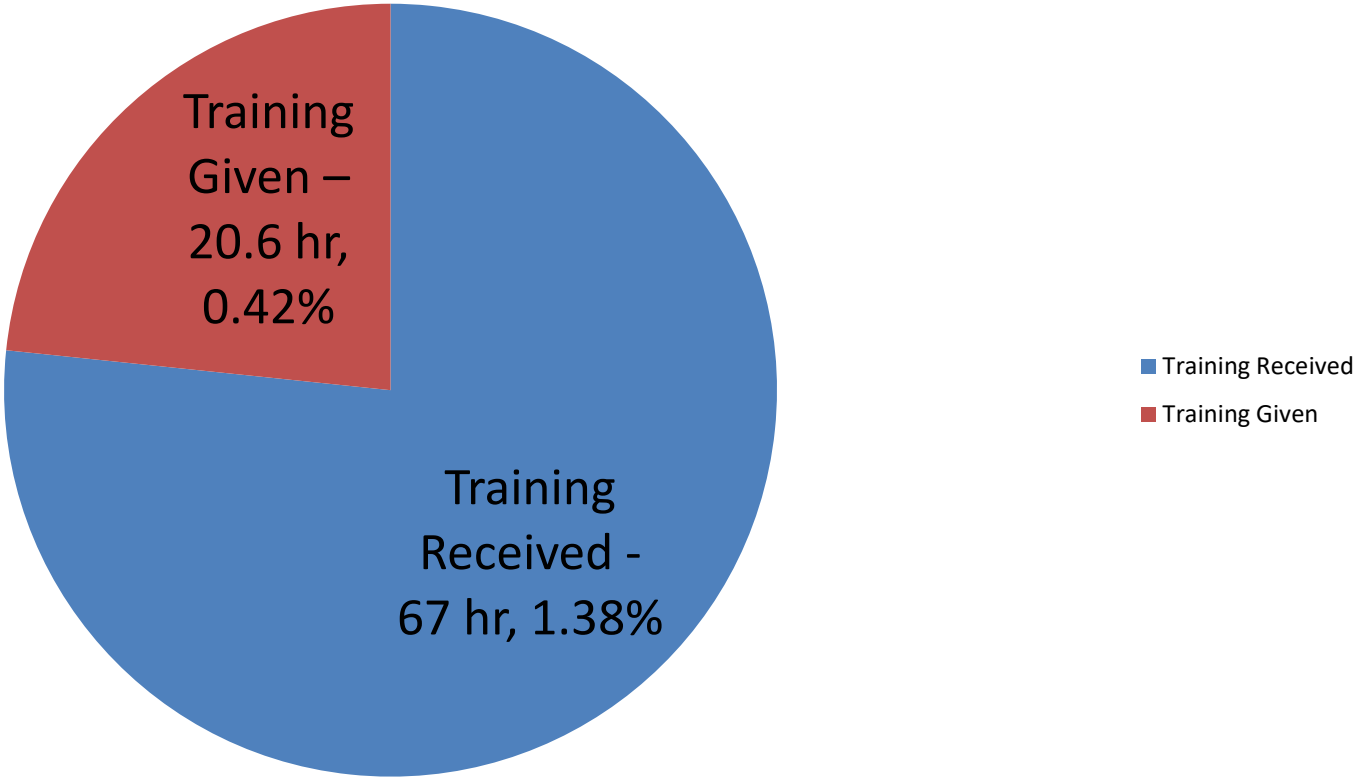
Training



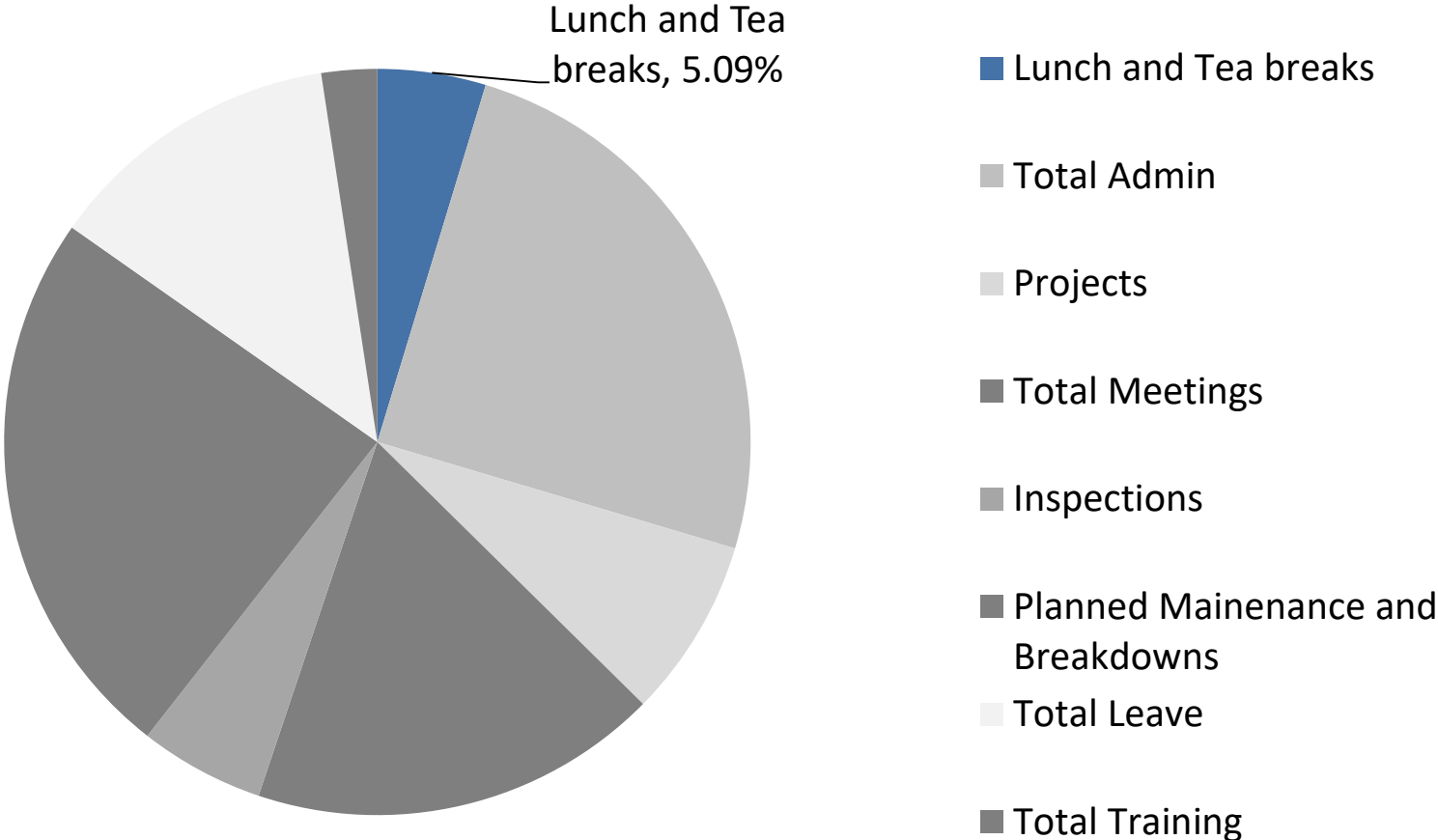
Training

- Training
 - Training Given to your team
 - Training Received by Technical Manager/Supervisor

Training



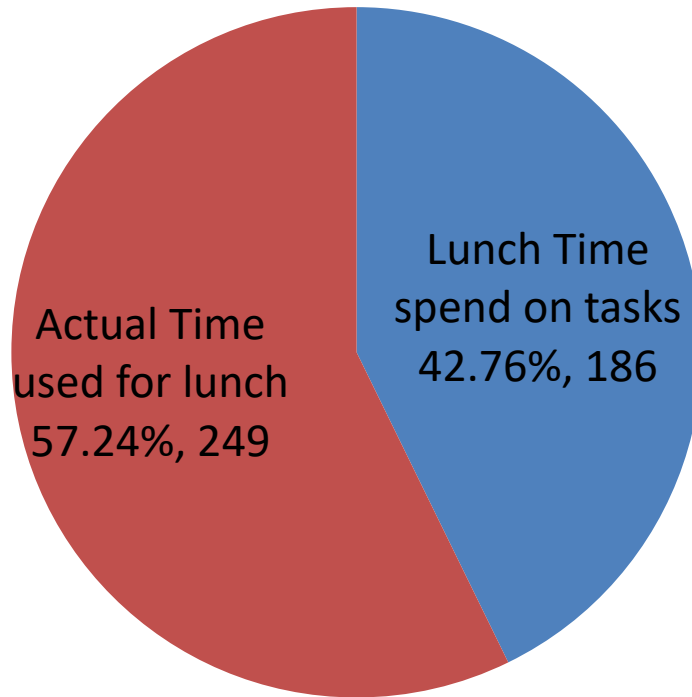
Lunch and other Breaks



Lunch Time

45 min per day for 581 days = 435.75hr

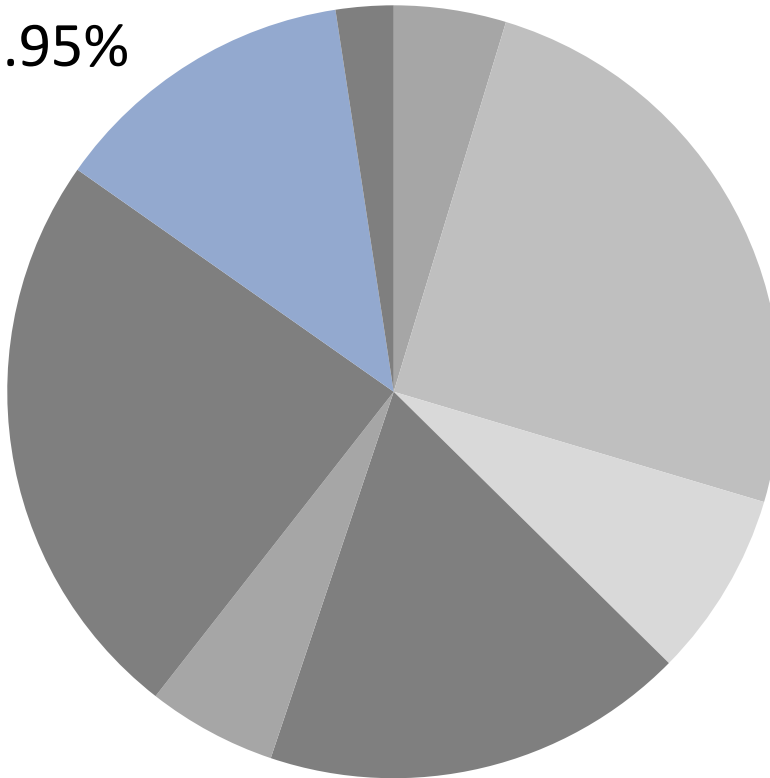
Times



- Lunch Time spend on tasks 42.76%
- Actual Time used for lunch 57.24%

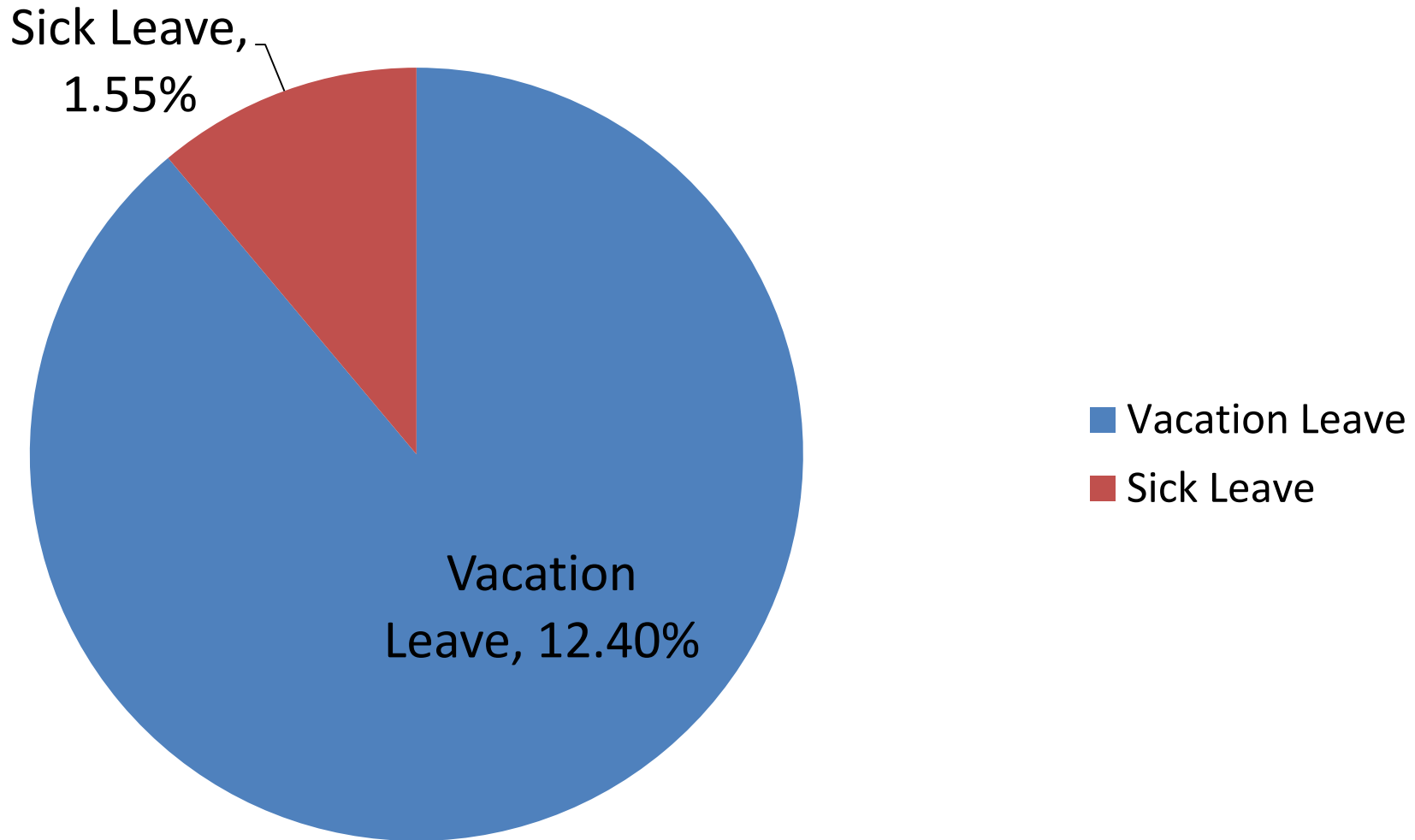
Total Leave

Total Leave,
13.95%



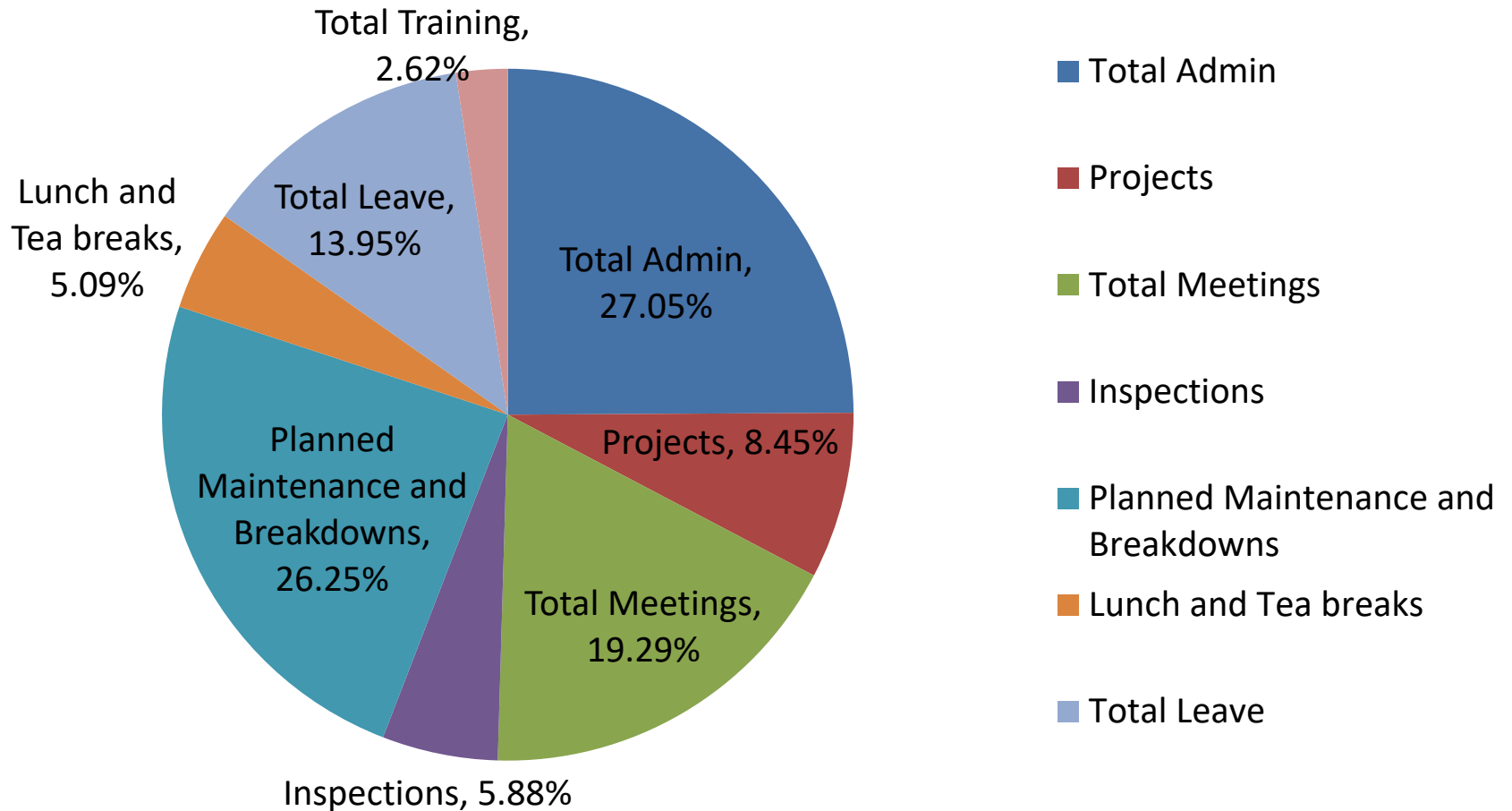
- Lunch and other breaks
- Total Admin
- Projects
- Total Meetings
- Inspections
- Planned Maintenance and Breakdowns
- Total Leave
- Total Training

Total Leave



Time Study Results Overview

Total time was 4907 hours over 581 days collectively



Conclusion

- Can't Delegate tasks.
- Can't adapt to change.
- Get involved with issues not maintenance related. (Security, HR, Cleaning services)
- Tasks take too long.
- Hospital specific challenges.
- Skills levels of employees
- 2:45 is average spend on inspections per week.
- Training

Prioritise your time

- Tasks that you can do immediately.
- Don't check emails every 5 minutes.
- Plan your day.
- Develop yourself
- Train your people
- Prepare for Meetings
- **STOP DOING THINGS NOT ADDING VALUE**

TIME IS FREE, BUT
IT'S PRICELESS.
YOU CAN'T OWN IT,
BUT YOU CAN USE IT.
YOU CAN'T KEEP IT,
BUT YOU CAN SPEND
IT. ONCE YOU'VE
LOST IT YOU CAN
NEVER GET IT BACK.

Harvey MacKay

Thankyou