

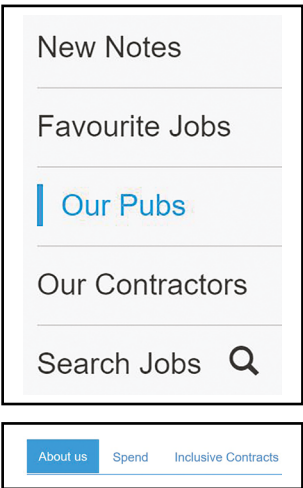
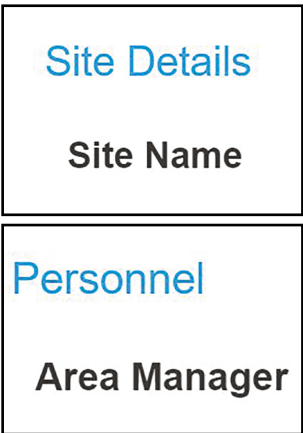
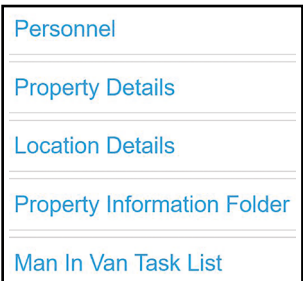


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| Completed by | • All JDW WISDOM users |
| Frequency | • As required |
| Reference | • WISDOM Manual for JDW (WISDOM) • SOP - OF0137 - Managing MIV tasks and orders |
|  VideoSOP | To be used together with this written SOP. Tap here to play  |

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| Step 1 |  | <ul style="list-style-type: none"> • Launch WISDOM. • Select the 'Our Pub' section. This is found in the left-hand side navigation panel. • In the 'About Us' tab, all of the details for the pub can be viewed and a MIV job can be raised. • The 'Spend' and 'Inclusive Contract' tabs can be viewed from this section. • To view 'Spend' go to Step 5. • To view 'Inclusive Contract' go to Step 6. |
| Step 2 |  | <p>Site Details</p> <ul style="list-style-type: none"> • The 'Site Details' section provides useful information for new wisdom users. • The pub's postal address, email address and phone number are all displayed here. <p>Personnel</p> <ul style="list-style-type: none"> • The 'Personnel' tab provides details of the Operations team for the pub i.e. the Area Manager, Regional Manager, General Manager and Retail Auditor. |
| Step 3 |  | <p>Property Details</p> <ul style="list-style-type: none"> • The tenancy type of the pub e.g. freehold or lease hold is listed here. • The opening date for the pub, if it has a garden, a car park and if there is suspected asbestos in the building is also detailed in this section. <p>Location Details</p> <ul style="list-style-type: none"> • Within this tab the pub address, site number, phone number and any special considerations are listed. • If the pub has any employee accommodation, ancillary units, offices or shops, this will be listed here. |

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| <div>Step 4</div> | <div><div>Attachments</div><div><div><div><div><div></div><div>Moon Under Water (B5)- Re-Inspection June 2019 (application/pdf)</div></div><div>Attachment Type: Asbestos Reinspection</div></div><div><div><div><div></div><div>A0095.pdf (application/pdf)</div></div><div>Attachment Type: Asbestos Survey</div></div><div><div><div><div></div><div>Watford BID Business plan 2016-2021 (application/pdf)</div></div><div>Attachment Type: Site Miscellaneous</div></div><div><div><div><div></div><div>Pub 0095 (application/pdf)</div></div><div>Attachment Type: Site Plan</div></div></div></div></div></div></div></div> | <div>Property Information Folder</div> <div>In the Property Information Folder following items are available:</div> <div><div><div>• Asbestos survey - This survey will be the original Asbestos survey for the pub. It will show whether there is any asbestos in the pub and if so, the location of the asbestos. Contractors will also need to be made aware of where there is asbestos if they are completing any intrusive works in a known area.</div><div>• Asbestos Re-inspection - Re-inspections will take place when further parts of the building need inspecting, this will be the most up to date inspection for the pub. It will be put in the Property Information Folder to ensure that the asbestos information for the pub is kept up to date and is always accessible.</div></div><div><div><div>• Below is a list that may be available if applicable to the pub:</div><div><div><div>Site plan - A floor layout of the pub.</div><div>BID Proposal - If applicable, the pubs Business Improvement District will be included in this section.</div><div>Service Charge Summary - If applicable, a list of what is and isn't covered by the landlord.</div><div>Legionella Risk Assessment - This is only applicable to hotels.</div><div>MIV - A MIV order can be created from this section - the list and who has raised what jobs will be visible here. Refer to SOP - OF0137 - Managing MIV tasks and orders.</div></div></div></div></div></div> | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Step 5</div> | <div><div><div>Weekly Spend</div><table><tr><td>Week 1</td><td>Week 2</td><td>Week 3</td><td>Week 4</td><td>Week 5</td></tr><tr><td>23/12/2019</td><td>30/12/2019</td><td>06/01/2020</td><td>13/01/2020</td><td>20/01/2020</td></tr></table></div><div><div>Period Summary</div><table><tr><td>Spend to Date</td><td>Total Budget</td><td>£ Var Vs Budget</td><td>% Var Vs Budget</td></tr><tr><td></td><td></td><td></td><td></td></tr></table></div><div><div>WISDOM ID</div><div>Contractor</div></div><div><table><tr><td>Trade Type</td><td>Job Type</td><td>Week 1</td></tr><tr><td></td><td></td><td>23/12/2019</td></tr></table></div></div> | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | 23/12/2019 | 30/12/2019 | 06/01/2020 | 13/01/2020 | 20/01/2020 | Spend to Date | Total Budget | £ Var Vs Budget | % Var Vs Budget | | | | | Trade Type | Job Type | Week 1 | | | 23/12/2019 | <div>Spend</div> <div><div><div>• The spend section of ‘Our Pub’ shows a rolling spend for the Period, broken down in weekly intervals. It indicates overall spend per week per period.</div><div>• If a job is left awaiting re-visit, the cost will spread across weeks.</div><div>• If a job is fully complete, it will have brackets around the cost. Those jobs that don’t are subject to HOV (Head Office Validation).</div><div>• The total budget for repairs is shown at the top of the page next to ‘Spend to Date’ and what percentage of the period budget is left.</div><div>• The list of jobs will show what works have been raised in the period, and what is chargeable for that period.</div><div>• The spend section gives an approximate guide as to what the pub has spent on WISDOM each week and breaks it down into categories of ‘Trade Type’, ‘Job Type’ and ‘Contractor’.</div></div></div> |
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | | | | | | | | | | | | | | | | | | | | | | |
| 23/12/2019 | 30/12/2019 | 06/01/2020 | 13/01/2020 | 20/01/2020 | | | | | | | | | | | | | | | | | | | | | | |
| Spend to Date | Total Budget | £ Var Vs Budget | % Var Vs Budget | | | | | | | | | | | | | | | | | | | | | | | |
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| Trade Type | Job Type | Week 1 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 23/12/2019 | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Step 6</div> | <div><div><div></div></div></div> | <div>Inclusive Contracts</div> <div><div><div>• A list of jobs will show that go through WISDOM at zero cost i.e. MEIKO and ZONAL.</div><div>• For any queries, contact the Maintenance Help Desk on 03333 200 300.</div></div></div> | | | | | | | | | | | | | | | | | | | | | | | | |