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**OBHUR CITY JEDDAH**

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| --- |
| FM Daily Report |
|  |
|  |
| 7-06-2025 |

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# 1. Executive Summary

This report covers a summary of the activities of the Facilities Management in Obhur City. Services includes cleaning, pests’ control, MEP, Trainings, and Preparations etc. performed in past 24 hours.

# 2. Manpower

|  |  |
| --- | --- |
| **Position** | **Actual manpower** |
| Facility Manager | 1.00 |
| Hard services Manager | 1.00 |
| Soft Service Manager | 1.00 |
| Administrator | 2.00 |
| Accountant | 1.00 |
| H.S.E Officer | 1.00 |
| QC Inspector | 2.00 |
| CAFM Admin | 4.00 |
| Planner/Scheduler | 1.00 |
| MEP Supervisor | 7.00 |
| Electrician Tech. | 12.00 |
| HVAC Tech. | 11.00 |
| Mechanical Tech. | 9.00 |
| Plumber | 16.00 |
| Fire Protection Tech. | 2.00 |
| Fire Sprinkler Tech. | 3.00 |
| Mason | 7.00 |
| Carpenter/Painter | 16.00 |
| Helper | 10.00 |
| IT/ACS/CCTV Tech. | 3.00 |
| Soft Services Supervisor | 6.00 |
| Litter Picker | 12.00 |
| Janitor | 59.00 |
| Road Sweeper | 1.00 |
| Façade Team Leader < 2M | - |
| External Façade Cleaner < 2M | 1.00 |
| Waste Collector | 2.00 |
| Waste Collection driver | 1.00 |
| Pest Control Tech. | 1.00 |
| Assistant Pest Control Tech. | 2.00 |
| Landscape Supervisor | 2.00 |
| Gardener | 10.00 |
| Irrigation Tech. | 2.00 |
| Helper Car Parking Management | 1.00 |
| Driver | 4.00 |

3: CM Work Order (WO) Analysis & Preventive Maintenance (PPM) Performance Dashboard:

a): CM Work Order (WO) Analysis

|  |  |
| --- | --- |
| **Metric** | **Value** |
| Total Number of WOs Raised | 32 |
| Number of WOs Closed | 25 |
| Number of WOs Currently Pending | 7 |

b): Preventive Maintenance (PPM) Performance:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PPM Summary** | | | | |
| **Services**  **Description** | **Total PPM Tasks** | **Completed** | **Pending** | **Compliance %** |
| Soft Service | 105 | 105 | 0 | 100% |
| Hard Service | 134 | 134 | 0 | 100% |
| **Total** | **239** | **239** | **0** | **100%** |

C): Key Performance Indicator (KPI)

|  |  |
| --- | --- |
| **KPI** | **Value** |
| Total PPMs Scheduled | **239** |
| Total PPMs Completed | **239** |
| PPM Compliance Rate | 100% |
| Average Time to Complete PPMs | 24 hours |

**HELPDESK CONTACT DETAILS:**

A black and white phone symbol

Description automatically generated **0568037390s**

****  [helpdesk.osool@fmco.sa](mailto:helpdesk.osool@fmco.sa)

Maximo Work order Summary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. N | WO | SLA's | Department | Remarks |
|  | 10763965 | **1** | **Hard Services** | **RESOLVED** |
|  | 10773859 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781873 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781874 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781879 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781876 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781885 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781886 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781899 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781898 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781900 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781903 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781912 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781913 | **1** | **Hard Services** | **RESOLVED** |
|  | 10781914 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781915 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781916 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781928 | **1** | **Hard Services** | **RESOLVED** |
|  | 10781932 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781933 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781936 | **2** | **Hard Services** | **RESOLVED** |
|  | 10781937 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781938 | **1** | **Hard Services** | **RESOLVED** |
|  | 10781941 | **3** | **Hard Services** | **RESOLVED** |
|  | 10781944 | **1** | **Hard Services** | **RESOLVED** |
|  | 10781945 | **3** | **Hard Services** | **Inprogress** |
|  | 10781946 | **3** | **Hard Services** | **Inprogress** |
|  | 10781875 | **1** | **Hard Services** | **Inprogress** |
|  | 10781877 | **2** | **Hard Services** | **Inprogress** |
|  | 10781925 | **2** | **Hard Services** | **Inprogress** |
|  | 10781926 | **1** | **Hard Services** | **Inprogress** |
|  | 10781927 | **1** | **Hard Services** | **Inprogress** |

# 4.MEP

Corrective Maintenance:

I.Electrical

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | **ELECTRICAL** | 10773859 | Home Appliances,Washing machine Issues (We got an error on our washing machine translated to request cleaning the pump and draining, and we tried cleaning it but it didn’t seem to work again.) 869-401 | **2** |  |  | **RESOLVED** |
| 2 | **ELECTRICAL** | 10781876 | Home Appliances,Dryer machine Issues 805-603 | **2** |  |  | **RESOLVED** |
| 3 | **ELECTRICAL** | 10781898 | bollard lights need to be fixed near 864 | **3** |  |  | **RESOLVED** |
| 4 | **ELECTRICAL** | 10781914 | Lighting,Busted Lamp 817-804 | 3 |  |  | **RESOLVED** |
| 5 | **ELECTRICAL** | 10781916 | Lighting,Light switch not working 855-204 | **3** |  |  | **RESOLVED** |
| 6 | **ELECTRICAL** | 10781936 | Home Appliances,Washing machine Issues 813-302 | **2** |  |  | **RESOLVED** |
| 7 | **ELECTRICAL** | 10781945 | Lighting,Busted Fuse 856-103 | **3** |  |  | **Inprogress** |
| 8 | **ELECTRICAL** | 10781875 | Home Appliances,Refrigeration Issues 817-304 | **1** |  |  | **Inprogress** |
| 9 | **ELECTRICAL** | 10781925 | Home Appliances,Washing machine Issues 820-502 | **2** |  |  | **Inprogress** |
| 10 | **ELECTRICAL** | 10781926 | Home Appliances,Refrigeration Issues 869-602 | **1** |  |  | **Inprogress** |
| 11 | **ELECTRICAL** | 10781927 | Home Appliances,Refrigeration Issues 855-505 | **1** |  |  | **Inprogress** |

# II.PLUMBING

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | **PLUMBING** | 10781873 | Masjid Sensor Water Tap not working near 816 | **2** |  |  | **RESOLVED** |
| 2 | **PLUMBING** | 10781874 | Plumbing Systems,Sink Broken 813-602 | **3** |  |  | **RESOLVED** |
| 3 | **PLUMBING** | 10781885 | Washroom Drain Trap issue, 817-304 | **2** |  |  | **RESOLVED** |
| 4 | **PLUMBING** | 10781886 | water leaking from the ceiling in kitchen area 813-103 | **2** |  |  | **RESOLVED** |
| 5 | **PLUMBING** | 10781899 | Water Supply,Water Leak 813-103 | **2** |  |  | **RESOLVED** |
| 6 | **PLUMBING** | 10781900 | 839 Roof Top Booster Pump Discharge Pipe water leaking | **2** |  |  | **RESOLVED** |
| 7 | **PLUMBING** | 10781903 | Plumbing Systems,Sink clogged 869-306 | **2** |  |  | **RESOLVED** |
| 8 | **PLUMBING** | 10781932 | Building 832 Pump room water leakage | **2** |  |  | **RESOLVED** |
| 9 | **PLUMBING** | 10781933 | Building 831 Pump room water leakage | **2** |  |  | **RESOLVED** |
| 10 | **PLUMBING** | 10781877 | Plumbing Systems,Toilet flush not working (toilet continue flashing in Master bed room location 821 flat 704) 821-704 | **2** |  |  | **Inprogress** |

# II.HVAC

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | **HVAC** | 10763965 | Air Condition,Water Leak 837-301 | **1** |  |  | **RESOLVED** |
| 2 | **HVAC** | 10781913 | Air Condition,Water Leak 832-603 | **1** |  |  | **RESOLVED** |
| 3 | **HVAC** | 10781915 | Air Condition,Not Working 829-501 | **3** |  |  | **RESOLVED** |
| 4 | **HVAC** | 10781937 | Air Condition,Hot 842-301 | 3 |  |  | **RESOLVED** |
| 5 | **HVAC** | 10781938 | Air Condition,Water Leak 843-103 | **1** |  |  | **RESOLVED** |
| 6 | **HVAC** | 10781946 | Air Condition,Not Working 807-103 | **3** |  |  | **Inprogress** |

# IV.FLS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | **FLS** | 10781928 | Fire Alarm 🚨 triggered in building: 832 | **1** |  |  | **RESOLVED** |
| 2 | **FLS** | 10781944 | Fire Alarm 🚨 triggered in building: 837-503 | **1** |  |  | **RESOLVED** |

# V.Civil

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | **CIVIL** | 10781879 | 855 Roof Top Door Handle defective | **3** |  |  | **RESOLVED** |
| 2 | **CIVIL** | 10781912 | Civil Services,Lock And Key,Fix door closure 803-702 | **3** |  |  | **RESOLVED** |
| 3 | **CIVIL** | 10781941 | Need to remove the broken key from the cylinder lock door at Building 814-304 | **3** |  |  | **RESOLVED** |

# 5. Soft FM Services

I. General Cleaning

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **After Pic** | **After Pic** | **Status** |
| 1 | **CLEANING** |  |  |  |  |  |  |

II.High Level Cleaning Services

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **After Pic** | **After Pic** | **Status** |
| 1 | H CLEANING |  |  |  |  |  |  |

III.Landscape & Gardening Services

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | LANDSCAPE |  |  |  |  |  |  |
| 2 | LANDSCAPE |  |  |  |  |  |  |
| 3 | LANDSCAPE |  |  |  |  |  |  |

IV.Pest Control

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **After Pic** | **After Pic** | **Status** |
| 1 | **PEST CONTROL TREATMENT** |  |  |  |  |  |  |
| 2 | **PEST CONTROL TREATMENT** |  |  |  |  |  |  |

V.Waste Management

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | **WASTE MANAGEMENT** |  |  |  |  |  |  |

1. Car Parking Management

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | Car Parking |  |  |  |  |  |  |

# 6. QHSE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN.** | **Skill** | **W/O** | **Description** | **Priority** | **Before Pic** | **After Pic** | **Status** |
| 1 | QHSE | HSE-Work Activity. | Training and TBT ...work at confined space |  |  |  | Completed |