

honesty, integrity & professionalism



the topics

training

topic 3 -
compliance

lifespan housing training programme



TOPIC 1 Core Data

Basic data Structure & Hierarchy (Groupings)
General Navigation & Widgets
Attribute Types, calendar, notification and Planned Maintenance
General Documents
Importing and Exporting of works and attributes using excel

TOPIC 2 Housing Quality Standard & Energy

Introduction to National Housing Quality standards & HHSRS
Introduction to Energy Assessments
Importing and exporting Housing Quality Standards using excel
Carbon in Homes (if Applicable)

TOPIC 3 Compliance

Asbestos
Fire
Water
Appliance servicing
Importing and Exporting of Data using excel

TOPIC 4 Data Analysis

Reports Wizard
System Administration and permissions
Cost modelling
Component Cost Accounting

TOPIC 5 System Design (requires users to have undertaken topic 1)

Adding and editing Addresses
Creating and Editing Groupings and Look up Data
Creating and Editing Attributes and Look up Data
Creating and Editing Works and Look up Data

TOPIC 6 Property Performance Tool

Asset Liability Register
Property Analysis
Multi Property Analysis
Portfolio Analysis
Social Value Score (SVS) Analysis
SVS Templates
Updating SVS using Excel

TOPIC 7 Lifespan Mobile

Download and Installation of software
Property address/survey list download
Navigation
Photographic records
Attribute survey
Housing Standards
Energy assessment
Fire Risk Assessment
Asbestos risk assessment
Validation and synchronisation of data

contents



Contents	3
Links	3
Topic 3: Compliance	4
• Asbestos	4
• Fire	5
• Water Safety	6
• Appliances/Serviceing	7

Links

UAT

Housing site www.pt-lifespan.com/UatLifespan

Admin site: www.pt-lifespan.com/UatLifespanClientAdmin

Live

Housing site: www.pt-lifespan.com/LifespanWeb

Admin site: www.pt-lifespan.com/LifespanWebClientAdmin

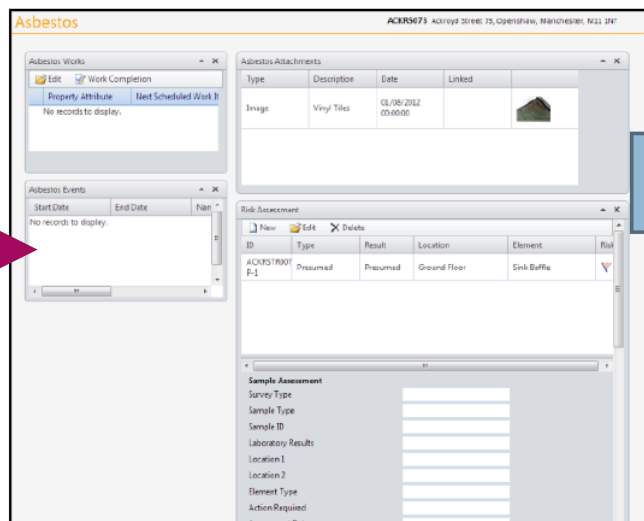
topic 3: compliance



Asbestos

Overview

The asbestos page shows information on asbestos including calendar tasks, attachments and risk assessment details..



Demonstration

The demonstration will show how to:

- 1 Navigate the system and filter your address list.
View and use stock profile & Property detail pages.
- 2 Add an asbestos risk assessment
- 3 Edit an asbestos risk assessment
- 4 Delete an asbestos risk assessment
- 5 Add an asbestos task
- 6 Edit an asbestos task
- 7 Delete and asbestos task
- 8 Attach a file or photo to an assessment
- 9 Reading Asbestos Dat from the Import Export Sheets
- 10 Asbestos Widgets, how to find and use them

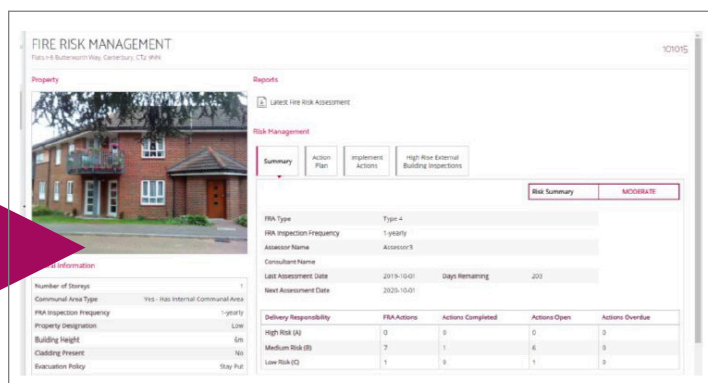
Tasks

- Add a new task for a risk assessment, starting and ending tomorrow.
- Add a new risk assessment (sample type: sampled, laboratory results: positive).
- Update an assessment using the Import Export Sheet

Fire

Overview

The fire page shows summary information on fire including action plans summary, FRA background information and links to the Fire Risk Assessment.

Delivery Responsibility	FRA Actions	Actions Completed	Actions Open	Actions Overdue
High Risk (A)	0	0	0	0
Medium Risk (B)	7	1	6	0
Low Risk (C)	1	0	1	0

Demonstration

The demonstration will show how to:

- 1 Navigate the system and filter your address list.
View and use stock profile & Property detail pages.
- 2 View the FRA assessment
- 3 Add/edit a review detailed FRA information
- 4 Updating FRA Background Information
- 5 Viewing FRA Action plan Data
- 6 Completing FRA action plan tasks
- 7 Attach a file or photo to a review
- 8 Using the Import export sheets to implement costs and update completed works
- 9 Reading information from the Fire Stock Profile screen

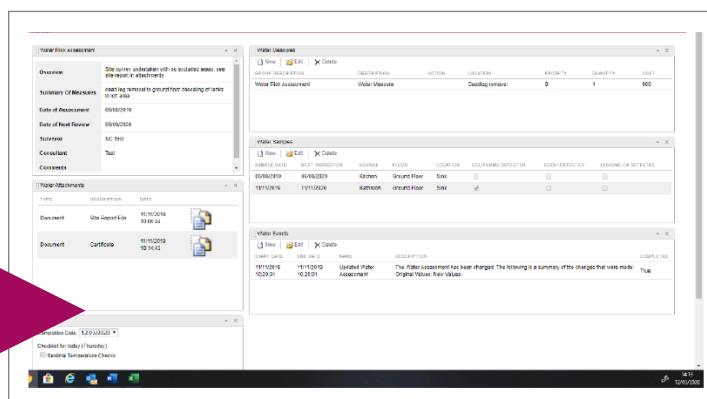
Tasks

- View the fire risk assessment entry form.
- Use the import export sheets to update and complete tasks

Water Safety

Overview

The Water page shows Summary information on Water Safety including action plans, attachments and review details. This page is again organised into widgets and includes a header widget which shows at a glance the fire risk level of the property.



Demonstration

The demonstration will show how to:

- 1 Attach and update Site information
- 2 Edit and update Water Samples
- 3 Add, edit and update Water Measures
- 4 Add Edit and Update Water Events
- 5 Edit an asbestos task
- 6 Setup Check list items
- 7 Attach a file or photo to an assessment
- 8 Using Import Export Sheets to view and upload information

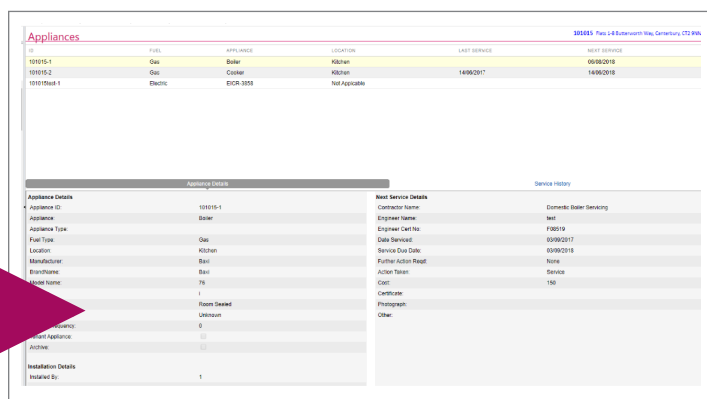
Tasks

- Add a new water measure
- Add a new water sample result
- Update an assessment using the Import Export Sheet

Appliances/Servicing

Overview

The Appliances Module allows customers to record and monitor required inspections/interventions to defined listed assets. The assets could range from a passenger list to a Firefighting equipment. Photos, certificates and warranty information can also be stored.



The screenshot shows the 'Appliances' module interface. At the top, there is a table with columns: ID, TYPE, APPLIANCE, LOCATION, LAST SERVICE, and NEXT SERVICE. Below this, there are two detailed sections: 'Appliance Details' and 'Service History'.

ID	TYPE	APPLIANCE	LOCATION	LAST SERVICE	NEXT SERVICE
101015-1	Gas	Boiler	Kitchen		09/09/2018
101015-2	Gas	Cooker	Kitchen	14/09/2017	14/09/2018
101015-3	Electric	RCR 3025	Not Applicable		

Appliance Details		Service History	
Appliance ID	101015-1	Contract Name	Domestic Boiler Servicing
Appliance	Boiler	Engineer Name	Jeff
Appliance Type	Boiler	Engineer Cert No	F08219
Fuel Type	Gas	Date Serviced	09/09/2017
Location	Kitchen	Service Due Date	09/09/2018
Manufacturer	Baxi	Further Action Req'd	None
Brandname	Baxi	Action Taken	Service
Model Name	78	Cost	150
	1	Condition	
	Room Searched	Photograph	
	Unleaded	Other:	
Appliance Category	0		
Appliance Active	0		
Installation Details	1		
Installed By:	1		

Demonstration

The demonstration will show how to:

- 1 Create a new Asset
- 2 Add service history information
- 3 Add warranty information
- 4 Attach attachments to service history
- 5 Edit an asbestos task
- 6 Using Import Export Sheets to view and upload information

Tasks

- Add a new asset, installation information and service schedule
- Complete a service schedule
- Update a schedule using the Import Export Sheet