Senior Living

Efficiency Checklist

Efficiency isn't something you achieve overnight, but with the right systems and processes in place, you can make a real difference for your community.

Brightly

So, how efficient are you?

Do you have... (check each box that applies)

Assets

- [ ] A list of your assets
- [ ] A way to track the repairs and costs of those assets
- [ ] An automated reminder system for your preventive maintenance (PM) tasks
- [ ] Detailed instructions and procedures for staff to use when completing a PM task
- [ ] A way to make asset repair or replacement decisions based on data
- [ ] Reminders for asset warranties that are soon to expire

Staff / Productivity

- [ ] A prioritization standard for tasks with expected response times
- [ ] Reports on staff productivity, such as # of productive hours per week
- [ ] A way for staff to pick up work orders on a mobile device vs. coming back to a central office for assignments
- [ ] A way to track multi-task projects (such as renovations)

Budget / Work Hours

- [ ] A system to track where and how work hours are spent
- [ ] A way to justify staffing levels if required when facing budget challenges
- [ ] A documented 25-year capital plan
- [ ] Reporting on how much you've spent on renovations vs. standard maintenance
- [ ] A way to help answer your CFO's questions about when an asset should be replaced and why

Energy

- [ ] A system to track utility use and spending over time
- [ ] A smart building system
- [ ] A way to track and quantify energy conservation measures

Contractors

- [ ] Reporting to see what is more cost efficient: full-time staff vs. contractors
- [ ] A way to track contractor work and costs tied to specific work orders, assets and projects
- [ ] Reminders for when a contract will expire, especially for auto-renewing contracts with escalations
- [ ] Reminders for when a COI (Certificate of Insurance) expiries
- [ ] PM reminders set up for tasks even if they are outsourced

16-23 CHECKS: You're an efficiency master! Keep doing what you're doing and finding new ways to innovate for time and resource savings.

8-15 CHECKS: You're on the path to improved efficiency! You're just getting started with your journey to efficiency enlightenment, and we would love to help you on your way with user-friendly software tools.

0-7 CHECKS: You're an efficiency newbie! We can't wait to see all of the progress you can make within your community to do things quicker and easier with the help of technology.

Watch our Guide to Maximizing Efficiency in Your Community for practical ways to improve your efficiency score.