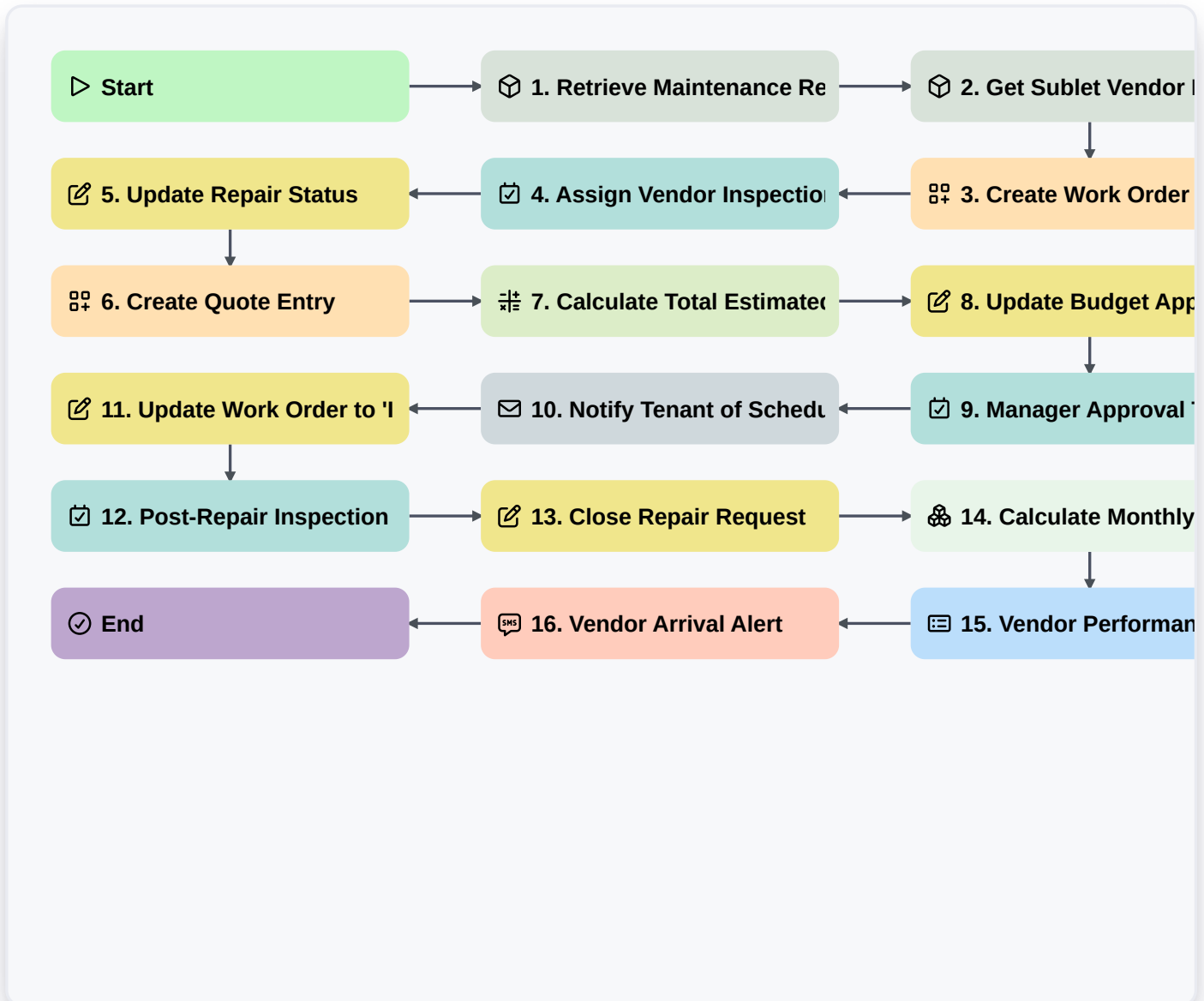


Sublet Repair And Outsourced Service Management



▶ Start

Start of the Workflow/Process.

📦 1. Retrieve Maintenance Request

Fetch the specific repair request entry to identify the property and issue details.

📦 2. Get Sublet Vendor Details

Retrieve information regarding available external service providers (plumbers, electricians, etc.).

📋 3. Create Work Order

Generate a new work order entry in the Service Management data model linked to the repair request.

📋 4. Assign Vendor Inspection

Create a task for the assigned outsourced service provider to visit the site and assess the damage.

📋 5. Update Repair Status

Update the status of the original repair request to 'Under Assessment' once the vendor is assigned.



6. Create Quote Entry

Create a data entry for the price quote provided by the outsourced service provider.

7. Calculate Total Estimated Cost

Calculate the sum of parts and labor costs provided in the quote entry.

8. Update Budget Approval

Update the Work Order entry with the finalized quote amount for management review.

9. Manager Approval Task

Create a task for the Property Manager to approve or reject the service quote.

10. Notify Tenant of Scheduled Repair

Send an email to the tenant notifying them of the date and time the outsourced service will arrive.

11. Update Work Order to 'In Progress'

Update the Work Order status once the vendor confirms they have started the repair.

12. Post-Repair Inspection

Create a task for the internal facility team to verify the quality of the outsourced work.

13. Close Repair Request

Update the initial repair request entry to 'Completed' once the inspection is passed.

14. Calculate Monthly Repair Spend

Aggregate all completed Work Order entries to calculate the total monthly expenditure on outsourced services.

15. Vendor Performance Report

Generate a report summarizing the completion time and cost accuracy of the service provider.

16. Vendor Arrival Alert

Send an SMS to the vendor contact when the technician is approaching the property.

End

End of the Workflow/Process.