

GRV-FM | FACILITIES & MAINTENANCE DASHBOARD | RELEASE 1.1

Blank-state control center. Enter approved operating data in the working sheets; dashboard measures update from those records.

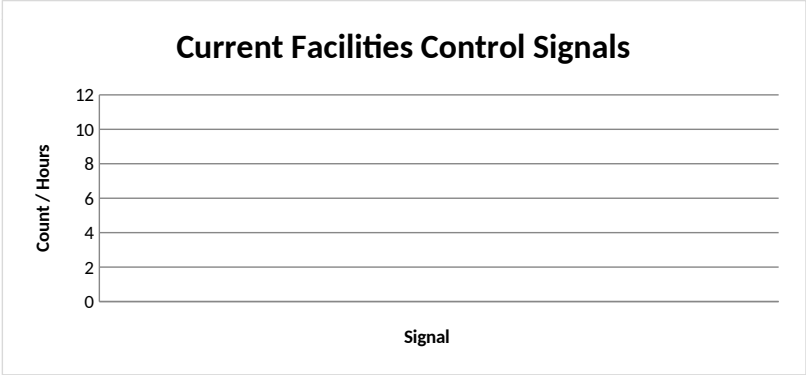
CURRENT CONTROL SIGNALS

Controlled Assets	Critical Assets	Open Repairs	Overdue Repairs
0	0	0	0
PM Overdue	Open Corrective Actions	Downtime Hours	High Capital Risk
0	0	0	0

MANAGEMENT SIGNAL

Use the dashboard to find where attention is needed, then review the underlying record. A count is a signal, not a diagnosis. Open work is not closed until the required correction is verified.

Dashboard chart reads from KPI cell



GRV-FM | START HERE | RELEASE 1.1

One real facilities pressure point. One accountable owner. Only 3-5 tools to begin.

GRAVITY-FIRST RULE	Do not install all 30 tools at once. Start with the few controls that create useful evidence for the current problem.
BOUNDARY	GRV-FM controls physical-condition, equipment, repair, vendor, downtime, preventive-maintenance, and capital-renewal evidence. GRV-FS owns food-safety controls; GRV-RC owns continuity/emergency coordination; GRV-IV verifies installation.
30-DAY ACCELERATED	
Days 1-5	Measure + Define - baseline condition, owner, asset/area scope, source evidence, and first 3-5 tools.
Days 6-10	Train + Pilot - test daily/readiness/repair controls and fix usability gaps.
Days 11-20	Execute - operate selected controls, assign repair owners, verify vendor work, and track downtime.
Days 21-27	Stress-Test - busy periods, urgent failures, vendor delays, repeat defects, after-hours escalation.
Days 28-30	Verify + Decide - keep, repair, retire duplication, and set ongoing review rhythm.
60-DAY GUIDED	
Days 1-10	Learn + Measure - asset criticality, repair history, open risks, and evidence quality.
Days 11-20	Define + Prepare - responsibility, vendors, approvals, PM rhythm, and first 3-5 tools.
Days 21-30	Train + Practice - daily checks, repair intake, prioritization, service verification. Day 30 midpoint gate.
Days 31-46	Guided Execution - coached use with weekly open-repair review.
Days 47-54	Stress-Test - repeat failures, downtime response, capital risk, contractor delays, evidence quality.
Days 55-60	Verify + Hold - verify usability/sustainment and make the Day 60 final decision.
CORRECTIVE ACTION	Open -> Assigned -> Correction in Progress -> Corrected -> Verified Closed. Do not formalize trivial one-time fixes that are immediately resolved and unlikely to recur.
GRV-FM30	The 90-Day Facility Control Improvement Plan remains a legitimate quarterly improvement tool. It is not the system installation path.

GRV-FM | 30-TOOL INDEX | RELEASE 1.1

The workbook consolidates related tools into practical operating sheets; the official tool IDs remain GRV-FM01-GRV-FM30.

Tool ID	Tool	Workbook Sheet	Frequency	Owner
GRV-FM01	Facility Asset Register	Assets	At setup; quarterly	Facilities Owner
GRV-FM02	Equipment Criticality & Risk Ranking	Assets	Quarterly	GM / Facilities Owner
GRV-FM03	Facility Responsibility Map	Governance	At setup; on change	Owner / GM
GRV-FM04	Approved Vendor & Service Contact Register	Governance	At setup; quarterly	GM
GRV-FM05	Maintenance Budget & Approval Matrix	Governance	Quarterly; on change	Owner / GM
GRV-FM06	Daily Facility Walk Checklist	Daily Readiness	Daily	Manager on Duty
GRV-FM07	Opening Equipment Readiness Check	Daily Readiness	Every opening shift	Opening / Kitchen Manager
GRV-FM08	Closing Facility Condition Log	Daily Readiness	Every closing shift	Closing Manager
GRV-FM09	Restroom & Guest-Area Condition Audit	Daily Readiness	Daily / peak	FOH Manager
GRV-FM10	BOH Condition & Workflow Safety Review	Daily Readiness	Weekly	Kitchen Manager
GRV-FM11	Preventive Maintenance Calendar	PM Calendar	Monthly	Facilities Owner
GRV-FM12	Refrigeration & Cold-Holding Equipment Service Log	PM Calendar	Weekly / service	Kitchen Manager
GRV-FM13	Cooking Equipment Care & Service Log	PM Calendar	Weekly / service	Kitchen Manager
GRV-FM14	HVAC, Hood & Ventilation Service Record	PM Calendar	Monthly / service	Facilities Owner
GRV-FM15	Dish Machine & Warewashing Equipment Readiness Log	PM Calendar	Daily / weekly review	Kitchen Manager
GRV-FM16	Repair Request Intake Form	Repair Log	Per issue	Any Manager
GRV-FM17	Repair Priority & Approval Decision	Repair Log	Per material repair	GM / Owner

GRV-FM18	Downtime & Service Interruption Log	Downtime	Per interruption	Manager on Duty
GRV-FM19	Vendor Service Work Verification	Vendor Service	Per vendor visit	Receiving Manager / GM
GRV-FM20	Warranty, Lease & Service Contract Tracker	Contracts	Quarterly	GM / Finance Owner
GRV-FM21	Capital Replacement Watchlist	Capital Watch	Quarterly	Owner / GM
GRV-FM22	Repair-vs-Replace Decision Worksheet	Capital Watch	Per major asset	Owner / GM
GRV-FM23	Facility Improvement Project Charter	Projects	Per project	Owner / GM
GRV-FM24	Renovation / Disruption Control Plan	Projects	Per disruption	Project Owner
GRV-FM25	Annual Facility Renewal Roadmap	Projects	Annual	Owner / GM
GRV-FM26	Weekly Open Repair Review	Weekly Review	Weekly	GM
GRV-FM27	Monthly Facility Scorecard	Monthly Scorecard	Monthly	Owner / GM
GRV-FM28	Maintenance Corrective Action Log	Corrective Actions	Per material/repeat failure	Facilities Owner
GRV-FM29	Quarterly Facility Audit & Photo Record	Quarterly Audit	Quarterly	GM / Owner
GRV-FM30	90-Day Facility Control Improvement Plan	90-Day Improvement	Quarterly	Owner / GM

GRV-FM03-05 | GOVERNANCE, VENDORS & APPROVALS | RELEASE 1.1

Enter approved facility information only. Blank rows are intentional; no fake/sample operating data is preloaded.

Record ID	Type	Area / Category	Owner / Vendor	Primary Contact	Backup / After Hours	Authority / Scope	Routine Limit	Emergency Limit	Qualification / Warranty	Review Date	Status
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GRV-FM01-02 | FACILITY ASSET & CRITICALITY REGISTER | RELEASE 1.1

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Asset ID	Asset / Equipment	Area	Asset Class	Make / Model / Serial	Install Date	Condition	Service Impact	Safety / Food-Loss Dependency	Criticality	Responsible Owner	Warranty / Contract	Last Review	Notes
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GRV-FM06-10 | DAILY READINESS & PHYSICAL CONDITION | RELEASE 1.1

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Record ID	Date	Shift / Check Type	Manager	Area / Asset	Condition	Issue / Exception	Guest / Service Impact	Urgent Hazard?	Immediate Correction	Repair / Action Owner	Due Date	Status	Verification / Handoff
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GRV-FM11-15 | PREVENTIVE MAINTENANCE & SERVICE RHYTHM | RELEASE 1.1

Enter approved facility information only. Blank rows are intentional; no fake/sample operating data is preloaded.

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GRV-FM16-17 | REPAIR INTAKE, PRIORITY & APPROVAL | RELEASE 1.1

Enter approved facility information only. Blank rows are intentional; no fake/sample operating data is preloaded.

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GRV-FM18 | DOWNTIME & SERVICE INTERRUPTION LOG | RELEASE 1.1

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GRV-FM19 | VENDOR SERVICE WORK VERIFICATION | RELEASE 1.1

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Work Order	Repair ID	Vendor	Visit Date	Asset / Area	Authorized Work	Completed Work	Parts Used	Quote / Invoice Match?	Warranty Note	Remaining Issue	Next Action / Due	Manager Verification	Status
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Contract ID	Asset / Service	Type	Provider	Start Date	Expiration / Renewal	Coverage / Limits	Service Interval	Annual / Contract Cost	Notice Deadline	Decision	Owner	Status
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GRV-FM21-22 | CAPITAL REPLACEMENT & REPAIR-VS-REPLACE | RELEASE 1.1

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Decision ID	Asset ID	Asset / Equipment	Age / Condition	Repair History	Downtime History	Repair Option Cost	Replacement Cost	Remaining Life if Repaired	Replacement Lead Time	Risk if Delayed	Decision	Target Date	Rationale / Approval
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GRV-FM23-25 | FACILITY PROJECTS, DISRUPTION & ANNUAL RENEWAL | RELEASE 1.1

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Project ID	Type	Title / Scope	Owner	Approved Budget	Start Date	Target End	Operating / Guest Impact	Safety / Access Control	Vendor / Contractor	Milestone / Next Action	Status	Success / Reopening Evidence	Annual Priority
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GRV-FM26 | WEEKLY OPEN REPAIR REVIEW | RELEASE 1.1

Enter approved facility information only. Blank rows are intentional, no fake/sample operating data is preloaded.

Review ID	Review Date	Chair	Open Repairs	Overdue Repairs	Critical / High Items	Blocked / Vendor Delays	Costs / Approvals Pending	Decision / Action	Owner	Due Date	Verified / Next Review
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GRV-FM27 | MONTHLY FACILITY SCORECARD | RELEASE 1.1

Enter approved facility information only. Blank rows are intentional; no fake/sample operating data is preloaded.

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GRV-FM28 | MAINTENANCE CORRECTIVE ACTION & VERIFIED CLOSURE | RELEASE 1.1

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Action ID	Opened	Failure / Repeat Issue	Immediate Correction / Containment	Confirmed Cause / Under Review	Required Correction	Owner	Due Date	Status	Verification Evidence	Verified By	Verified Date	Residual Risk / Next Review
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GRV-FM29 | QUARTERLY FACILITY AUDIT & PHOTO RECORD | RELEASE 1.1

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Audit ID	Quarter / Date	Reviewer	Area / Asset Class	Condition / Issue Level	Evidence / Photo Reference	Required Standard	Correction / Action	Owner	Due Date	Closure Evidence	Decision	Next Review
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GRV-FM30 | 90-DAY FACILITY CONTROL IMPROVEMENT PLAN | RELEASE 1.1

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Plan ID	90-Day Period	Priority Risk / Outcome	Baseline / Evidence	Owner	Milestone 1	Milestone 2	Milestone 3	Success Evidence	30-Day Checkpoint	60-Day Checkpoint	90-Day Verification	Next Cycle Decision
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GRV-FM | WORKBOOK CONTROL CHECKS | RELEASE 1.1

Blank-state checks intentionally flag missing setup. Failed checks are prompts to review evidence, not proof of misconduct.

Check	Exceptions	Status	Owner / Fix
No controlled assets	1	SETUP	Facilities Owner
No governance/vendor records	1	SETUP	GM / Owner
No PM tasks	1	SETUP	Facilities Owner
Overdue PM	0	PASS	Facilities Owner
Open repairs missing owner	0	PASS	GM
Overdue repairs	0	PASS	GM
Open corrective actions overdue	0	PASS	Facilities Owner
Contracts expiring within 60 days	0	PASS	GM / Finance Owner
High / critical capital risk	0	PASS	Owner / GM