

Scope of Instruction:

This Work Instruction covers all workplaces and locations of JB HiFi and all employees or subcontractors working for or on behalf of the Company. The purpose of this Work Instruction is to detail the procedures required when conducting Electrical Preventative Maintenance (EPM) at JB HiFi stores.

Instructions “Before Audit”:

1. A Built Electrical representative will contact the store via email a week prior to the scheduled date as well as contacting the store via phone the day before attendance.
2. The following documents can be found on the “Built Connect” website:
 - a. SF41 - Electrical Maintenance Report <http://builtconnect.com.au/sf41-all-time-periods/?catlvl=5>
 - b. MF20 - Pre-Start Form
3. Please ensure you complete the MF20 - Pre-Start Form before commencing each audit

Instructions “During Audit”:

1. Attend store at 7:00am (or ACT is 7.30am) as per scheduled date, ideally all workers will wear a Built Electrical Hi-Vis Vest, unless otherwise instructed by Built Electrical Head Office and introduce yourself to the staff. Ensure you are friendly and professional while representing Built Electrical.



If you are running late please contact Built Electrical Head Office or alternatively contact the store you are attending

2. Obtain Electrical Preventive Maintenance logbook from store office. This should be kept with ‘The Building Code Compliance Audit & Essential Safety Measures Manual’
3. Please ensure that copies of the electronic test sheets that you complete on-line are emailed to the JB HiFi store office that you are at, as you will need to print these reports and leave them in the Electrical Preventive Maintenance logbook.



If there is no log book, please call Built Electrical Head Office on 1300 791 727

Instructions for RCD’s

1. Please follow below procedures to ensure that the UPS is functioning correctly when carrying out the RCD test:
 - a. Check the front of the UPS and ensure the correct display is visible.
 - b. Unplug the UPS, test the RCD and resume power quickly as possible (5 mins should be AMPLE time).

Instructions for UPS

1. Ensure that the UPS is still functioning when the power resumes and that correct displays are visible.
2. If the UPS is not functioning, contact JB HiFi IT Department immediately, to arrange UPS replacement.

> JB HIFI IT Contact Details

Name: Ben Lee

Contact Number: 03 8530 7404

Mobile: 0400 525 150

Instructions for General Lighting Audit

1. Please ensure lighting is checked against the lighting report and any additional lighting added

Instructions for the End of Audit (Through the Built Connect website)

2. Once all testing is complete on the Built Connect website, please do the following
 - a. Email a copy of the completed report to the Store Manager, ask the Manager to print the report so that you can place a copy into the store log book.
 - b. Ensure the area is left tidy and clean of any debris which may have been caused by the works carried out.
 - c. Report back to the Manager and explain what you have carried out that day and depart with a friendly farewell.

Instructions for the End of Audit (Using paper forms)

1. Once all testing is complete please do the following
2. While at the store photocopy copy the store switchboard legend, as this needs to be sent back to Built Electrical Head Office with audit paperwork.
3. Ensure the area is left tidy and clean of any debris which may have been caused by the works carried out.
4. Report back to the Manager and explain what you have carried out that day and depart with a friendly farewell.

ANY REPAIRS FROM EPM AUDIT

- **RCD Failure**

- *replace as soon as possible*
- *document on Maintenance Report SF42*
- *invoice with reference "EPM TYPE" 20XX VARIATION - RCD*

- **Exit or Emergency lights faulty**

- *replace as soon as possible using the specified Stanilite fittings (arrange a Purchase Order through Built Electrical, call 1300 791 727)*
- *document on Maintenance Report SF43*
- *invoice with reference "EPM TYPE" 20XX VARIATION – EX/EM*

- **Lighting less than \$500**

- *Lighting within the store less than \$500 (including labour hours for additional works), replace as soon as possible*
- *document on Maintenance Report SF44*
- *invoice with reference "EPM TYPE" 20XX VARIATION - LGT*

- **Lighting exceeding \$500**

- *Lighting exceeding \$500 (including labour hours for additional works), please provide a detailed quote with a breakdown of hours and materials required*
- *document on Maintenance Report SF45*
- *invoice with reference "EPM TYPE" 20XX QUOTE - LGT*

- **Any additional works**

- *Please provide a detailed quote with a breakdown of hours and materials required for any additional works e.g. power droppers, switchboard schedules, etc.*
- *document on Maintenance Report SF45*
- *invoice with reference "EPM TYPE" 20XX QUOTE - GNL*

AFTER AUDIT

- Please ensure invoices are sent through within seven days after completion. Each Invoice should have the following information attached:
 - Invoice for EPM Audit – **Job # (refer Built Job No. in email)**
 - Invoice for any additional works as per the above instructions
 - Updated copy of switchboard legend SF48 <http://builtconnect.com.au/sf48-switchboard-legend/?catlvl=5>
 - Submit quotes
- Invoices are to be sent **via email**. If using paperwork please ensure all documents and action requests are sent with invoice including quotes and additional works.

Built Electrical Australia

Email: epm@builtservices.com.au

- Terms of payment are 30 days from date of invoice unless otherwise agreed upon by Management.