Scope and source records

An example of how AssetMax connects an operating record to an investigation, a client decision and subsequent verification. No actual property or client is represented.

Review field	How it is documented
Property / entities	Record the property, owner entities and any consolidated-report mapping. Not assigned in this sample.
Reporting period	The initial requirement is twelve months of Accounts Payable reports. Record the actual start/end dates and any gaps.
Review boundary	OpX findings precede the Full AssetMax Audit. Utility, building-system and insurance records follow when requested.
Finding status	The supplier example on page 2 is an unconfirmed question. No recovery, implemented measure or Verified Saving is asserted.

Source register

Record	Reference / check	Status in this sample
Accounts Payable export	Entity mapping and twelve-month coverage	Not supplied
Supplier agreement	Signed schedule and approved variations	Hypothetical price only
Invoice / service record	Relevant line, period and service delivered	Hypothetical charge only

A missing record is an investigation task. It is not evidence of an overcharge or permission to change a supplier.

A supplier-billing question

Finding SAMPLE-01 / Unconfirmed / Hypothetical recurring service invoice. These numbers demonstrate arithmetic; they are not a client finding or savings forecast.

Illustrative input	Amount / assumption
Monthly amount on invoice	$1,200
Monthly amount in available schedule	$1,100
Monthly difference requiring investigation	$100
Annualized difference if confirmed	$100 × 12 months = $1,200

Evidence before an estimate

Obtain the signed agreement, the invoice line, any approved price variations and the service-delivery record. Confirm that the same scope and period are being compared. The additional charge may be authorized.

Question	Next check
Has the scope changed?	Ask the client contact for approved change orders and service records.
Does the rate apply to this period?	Check effective dates, renewals, indexation and any applicable taxes or fees.
Is the difference recoverable or recurring?	Establish the applicable dates and remedy before estimating a recovery or future benefit.

Status: unresolved. $1,200 is an annualized arithmetic example only. It is not identified savings under an engagement, a confirmed refund or Verified Savings.

Specialist review formats

Examples of what a useful finding records. Actual scope and professional responsibilities are established through the engagement and subsequent agreements.

Discipline	Evidence and question	Next decision
Utilities	Account, billing period, tariff or contract condition, charge and relevant operating context.	Resolve the apparent discrepancy and separate recovery from recurring changes.
Building systems	Equipment condition, operating schedule, proposed work and relevant access or performance constraints.	Evaluate costs, projected benefits, client approvals and implementation scope.
Insurance	Policy and declaration references, cost/coverage question, schedule of values and relevant loss history.	Refer the question to the responsible insurance specialist; do not equate lower premium with equivalent coverage.

Delivery responsibilities

GreenStreet coordinates the program. The AssetMax Specialist Network reviews operating expenses, utilities and building systems. Insurance review is coordinated with a specialist brokerage.

The client identifies an authorized contact, provides the agreed records and approves proposed changes. An audit finding does not authorize building work, supplier changes, financing or compliance filings.

Property conditions, missing evidence and unresolved assumptions should remain visible in the findings register until they are addressed.

Financial evaluation

A decision template, not a populated investment model. Keep recurring benefits, one-time recoveries and implementation economics distinct.

Evaluation field	Entry / status in this sample
Potential recurring difference	$100/month; $1,200 annualized only if the page 2 discrepancy is confirmed.
One-time recovery	Not estimated. The recoverable period and contractual remedy have not been established.
Implementation cost	Not assessed. Record investigation, supplier-change or project costs where applicable.
Ongoing obligations / financing	Not assessed. Include applicable fees and financing conditions before approving a project.
Payback / net benefit	Not calculated. Missing costs and unconfirmed benefits prevent a meaningful calculation.
Baseline / verification	Not established. The governing agreements set the actual measurement and verification arrangements.

Commercial terms remain separate

The SpendVue savings assessment and findings meeting are free. If the client chooses to proceed, the Master Services Agreement and $5,000 advance precede the full AssetMax audit. If the client does not proceed, no advance is payable. The client is repaid the retainer first from savings, before 50/50 distributions begin.

Verified Savings are shared 50/50 for 36 months from implementation of each measure; the client retains 100% thereafter. One-time recoveries are shared 50/50 when received. Full engagement terms apply.

Actions and verification

Turn unresolved questions into a controlled next step. The roles below illustrate responsibility; no person has been assigned to an actual project.

Priority / action	Responsible role	Approval / evidence
1 / Obtain the signed schedule and variations	Client finance / procurement contact	Document references and reporting period
2 / Reconcile invoice, scope and service delivered	OpX reviewer with client contact	Record the explanation or confirmed discrepancy
3 / Evaluate the remedy and economics	Client decision-maker and relevant specialist	Scope, cost, assumptions and applicable agreement
4 / Implement only after approval	Agreed supplier / delivery team	Written approval and implementation date
5 / Verify and document performance	Agreed verification responsibilities	Baseline, method, period and supporting records

Keep the record with the property

Record findings, source references, approvals, implementation dates and verified performance in the AssetMax Record. This documentation supports future decisions; it does not promise access to an unfinished software platform.

Discuss your own priorities

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Book an introductory conversation: calendly.com/gsgrp/30min

An enquiry, download or meeting does not accept an engagement or start an audit. Do not send confidential documents through the public enquiry form.