



Service Asset Management Plan

(SAMP)

Survey Procedures

Date: 27th July 2012
Version: 4.0
Status: Approved
Author: Stephen J Lea
Verified: Bleddyn Evans

Property Management and Asset Services
Government Buildings
Dinerth Road
Colwyn Bay
LL28 4UL

Contents

1	Executive Summary	3
2	Introduction	3
2.1	SAMP History	3
2.2	Block Surveying.....	3
3	SAMP Procedure	5
3.1	SAMP Surveying Programme.....	5
3.2	SAMP Survey Flow Chart.....	6
3.3	SAMP Annual Programme	7
4	SAMP Structure	7
4.1	SAMP Elements	7
4.2	SAMP Element Scoring (Non Education)	8
4.3	SAMP Element Scoring (Education).....	9
4.4	SAMP Overall Score.....	10
5	Survey Methods	10
5.1	Whole Life Works	10
5.2	Cost in Use (Decoration) R&M	10
5.3	Sufficiency	11
5.4	Suitability	11
5.5	Utilisation	11
5.6	Statutory Regulations	11
5.7	Energy	11
6	Identified Works	12
6.1	Data Entering.....	12
6.2	Components / Work Items	12
6.3	Estimates.....	12
6.4	Cost Indices.....	12
7	New Edition Survey Procedure	12
7.1	Create a New Survey	12
7.2	Work to New Survey.....	14
7.3	Entering Identified Works	14
7.4	Fire Safety Identified Works	16
7.5	Completion of Surveys	17
8	Identified Works BCIS Uplift Procedure	17
9	Reporting	19
10	Contacts	19
11	Revisions	20
12	User Notes	21

1 Executive Summary

The SAMP process is an important part of the delivery for the key principals of the AMP and assist in the efficiency agenda, where assets are aligned to Corporate and Service objectives and those not serving such a purpose are disposed of in order to reduce revenue expenditure, reduce the Authority's carbon footprint and generate a capital receipt.

The process will inform the Authority of the resources required for it to provide an efficient planned and professionally managed portfolio by looking forward five years within the life cycle of the asset. Land and buildings have long economic and physical lives, and the five year cycle is a segment of that life, but one that gives the Authority a manageable period for it to plan for.

The SAMP will be reported to Senior Officers and to the Cabinet to further advocate the process of challenge and stimulating debate, and officially scrutinise how the Authority are delivering on the AMP.

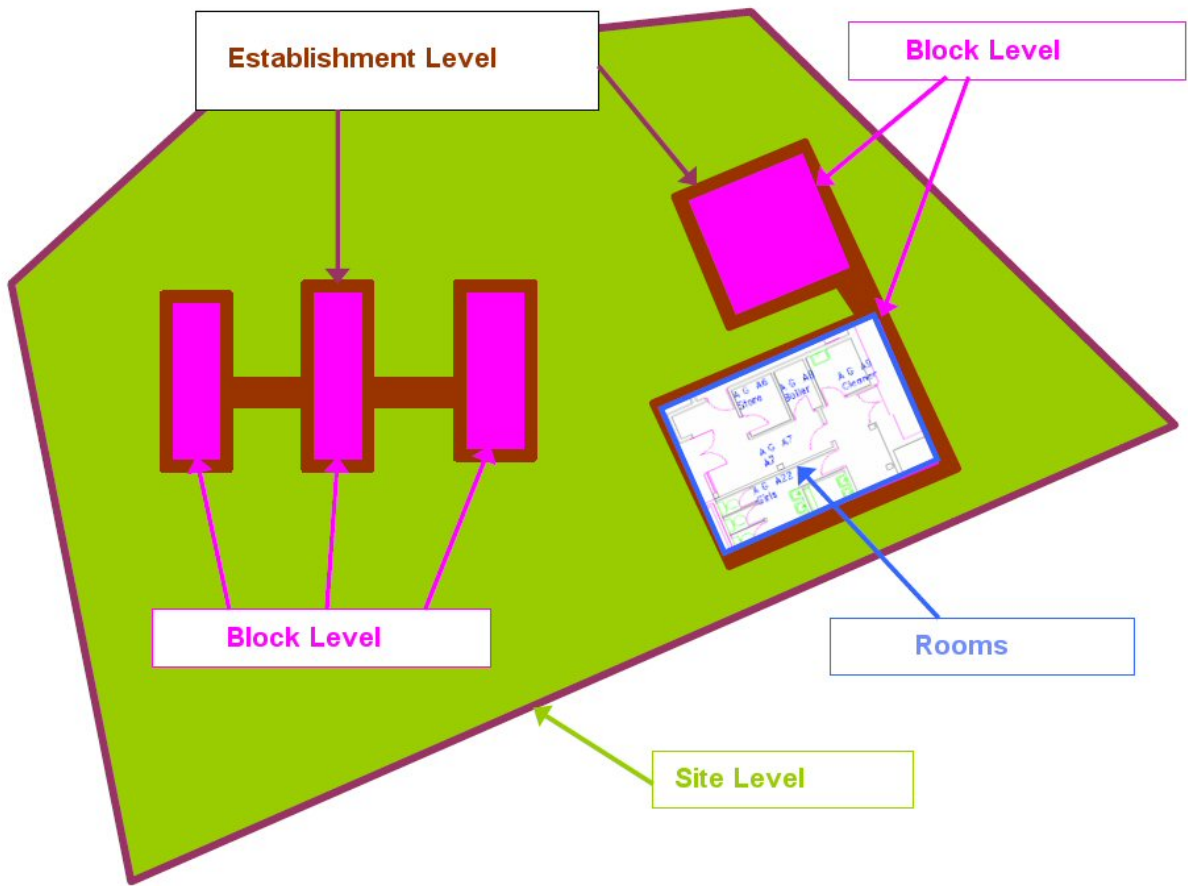
2 Introduction

2.1 SAMP History

The Service Asset Management Plan system was commenced in 2005 and supported by a protocol published at that time. The first year consisted of a desktop exercise to gather existing maintenance schedules and personnel knowledge of the sites into a first edition of the SAMP. The Asset Management System was setup to accept the agreed framework and the data was entered. The first full survey period was 2006 – 2011 (version 2) this mainly focused on the principal buildings of the Authority. The new Asset Management Plan (AMP) adopted in December 2011 reiterated that the SAMPs shall cover ALL land and buildings and to that end a base survey was input in 2012 for all out standing land and building which form part of the corporate portfolio.

2.2 Block Surveying

The Asset Management System is setup with three main levels Site; Establishment and Block. The block level can be defined as a building or part of building which differs in either age, construction or main usage. This can effect the way the SAMP is considered so a survey is carried out for every active block in the asset management system. This will lead to an Establishment possibly having several SAMPs for each block making up the total unit. An example of this is that there are many more SAMPs for schools than we have schools because of the approach.



3 SAMP Procedure

3.1 SAMP Surveying Programme

The Authority's portfolio for the purposes of SAMPs has been divided into five groups, whereby 20% of the entire portfolio will be considered each year in order to produce Service Asset Management Plans.

The groups have been allocated a place within the five year cycle, by Service type and size and are detailed below:-

SAMP Group	Survey Year	Service	Block Type			Grand Total
			Building	Land	Structure	
Group 1	2012-13	Education Services - Primary	188	11	5	204
Group 2	2013-14	Education Services - Resources	2			2
		Education Services - Secondary	75	16	5	96
		Leisure & Community Development Services	1			1
		Regeneration Services	67	25		92
		Youth Service	13			13
Group 3	2014-15	Environmental Services	1		1	2
		Learning Disability & Mental Health Services	5			5
		Leisure & Community Development Services	4	1		5
		Property Management and Asset Services	173	114	28	315
		Regeneration Services	2		1	3
Group 4	2015-16	Children & Families Services	7			7
		Learning Disability & Mental Health Services	2			2
		Older People/PDSI Services	9			9
		Provider Services	28		2	30
		Theatres & Conference Centre	7			7
Group 5	2016-17	Administrative & Democratic Services	1			1
		Car Parks	2	55	1	58
		Countryside	3	16	2	21
		Education Services - Primary	4		1	5
		Environmental Services	81	60	34	175
		Highways	1	8	5	14
		Housing Services	1			1
		Leisure & Community Development Services	107	238	126	471
		Library Information & Culture Services	19			19
		Regeneration Services	30	17	4	51
Grand Total			833	561	215	1609

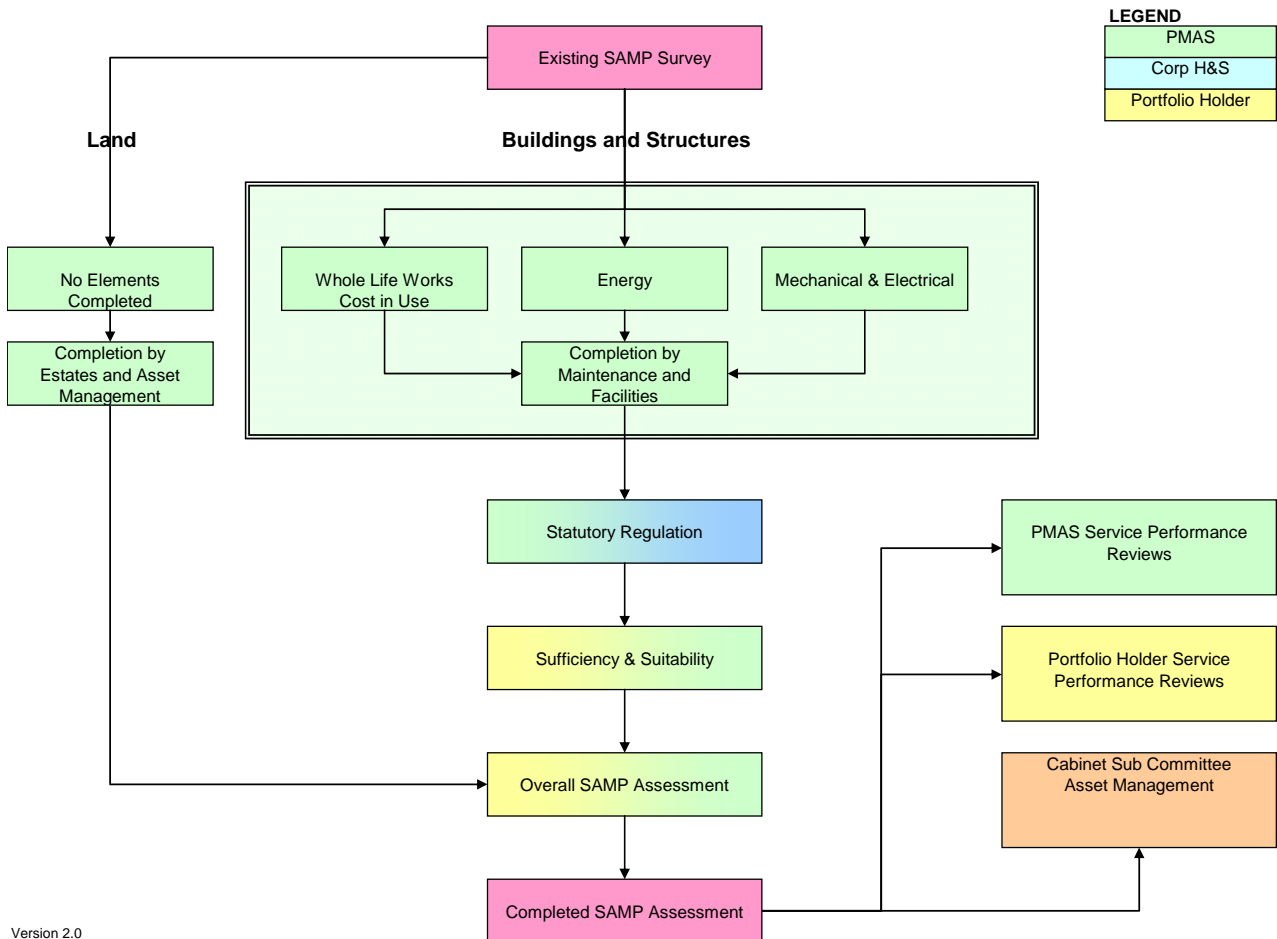
- Building – Any building that contains rooms.
- Structure – A building which does not contain rooms.
- Land – An area of ground which does not have a building or a structure present

3.2 SAMP Survey Flow Chart

The SAMP flow chart shows the typical work connections of the different work elements of the SAMP process. The work highlighted as PMAS Maintenance and Facilities is required to be completed before the Portfolio Holders are approached so they can be aware of the work already identified before being consulted on their own requirements.

The Statutory Regulation element can be done before, during or after the maintenance and facility elements as this is based on continuously reviewed corporate data.

Annual SAMP Surveying Flow Chart



3.3 SAMP Annual Programme

The programme shown below gives the anticipated work programme for the different elements of the SAMP in order to complete the whole assessments within a financial year:-

Annual SAMP Programme

Work Element	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Maintenance and Facilities	[Green shaded]												
Estates and Asset Management					[Green shaded]								
Estates and Asset Management	Land Only												
Portfolio Holders							[Yellow shaded]						
Cabinet Sub Committee										[Orange shaded]			
Corp H&S	Continuous Review Programme of Existing Assessments												

4 SAMP Structure

4.1 SAMP Elements

The elements of the SAMP buildings and structures are across seven headings, which covers the whole consideration necessary, each of these are given an individual score for the overall rating. The elements considered are shown below:-

- Whole Life Works - PMAS
- Cost in Use (Decoration) R&M - PMAS
- Sufficiency - Portfolio Holder
- Suitability - Portfolio Holder
- Utilisation - Portfolio Holder
- Statutory Regulations - PMAS / Corp H&S
- Energy - PMAS

The above elements of the SAMP for land shall not be completed and the survey shall move directly to the overall scoring.

4.2 SAMP Element Scoring (Non Education)

Each of the elements are scored in the range A – D. The definitions of these are set out in the table below:-

Category	Score	Description
Whole Life Works	A	Good - Performing as intended & operating efficiently.
	B	Satisfactory - Performing as intended but showing minor deterioration
	C	Poor - Showing major defects and/or not operating as intended.
	D	Bad - Life expired and/or serious risk of imminent failure.
Cost in Use RM	A	Good - Performing as intended & operating efficiently.
	B	Satisfactory - Performing as intended but showing minor deterioration
	C	Poor - Showing major defects and/or not operating as intended.
	D	Bad - Life expired and/or serious risk of imminent failure.
Sufficiency	A	Meets all the current and planned service requirements
	B	Meets all current service requirements
	C	Shortfall in meeting the service requirement
	D	Severe shortfall in meeting current service requirements
Suitability	A	Suitable for current and foreseeable service delivery
	B	Suitable to maintain current service delivery
	C	Unsuitable for current service delivery
	D	Barely operational
Utilisation	A	Measured at or above target
	B	Measured as achieving over 80% of target
	C	Measured as achieving over 60% of target
	D	Measured at or below 60% of target
Statutory Regulations	A	Fully compliant with all requirements
	B	Minor non compliance(s) essential works required
	C	Major non compliance(s) critical works required
	D	Failed compliance(s) rendering facility unusable
Energy	A	Performance 110% above Energy Benchmark
	B	Performance 100% +/- 10% of Energy Benchmark
	C	Performance 90 - 70% of Energy Benchmark
	D	Performance below 70% of Energy Benchmark

4.3 SAMP Element Scoring (Education)

Each of the elements are scored in the range A – D. The definitions of these are set out in the table below:-

Category	Score	Description
Whole Life Works	A	Good - Performing as intended & operating efficiently.
	B	Satisfactory - Performing as intended but showing minor deterioration
	C	Poor - Showing major defects and/or not operating as intended.
	D	Bad - Life expired and/or serious risk of imminent failure.
Cost in Use RM	A	Good - Performing as intended & operating efficiently.
	B	Satisfactory - Performing as intended but showing minor deterioration
	C	Poor - Showing major defects and/or not operating as intended.
	D	Bad - Life expired and/or serious risk of imminent failure.
Sufficiency	A	- 5% to + 5% almost no difference
	B	-10% to + 10% small difference
	C	15% to + 15 % Large difference
	D	<-15% to >+15% Remainder
Suitability	A	Suitable for current and foreseeable service delivery
	B	Suitable to maintain current service delivery
	C	Unsuitable for current service delivery
	D	Barely operational
Utilisation	A	Closest match to pupil numbers and capacity within 10% of unfilled places and 3% of over capacity
	B	Comparison of pupil numbers and Capacity within 10% - 25% of unfilled places and 5% - 10% of over capacity
	C	More than 10% over Capacity
	D Primary	Schools with more than 25% unfilled places, and small school with less than 90 pupils and more than 25% and 30 surplus places.
	D Secondary	Schools with more than 25% unfilled places, and less than 700 places in a small secondary school
Statutory Regulations	A	Fully compliant with all requirements
	B	Minor non compliance(s) essential works required
	C	Major non compliance(s) critical works required
	D	Failed compliance(s) rendering facility unusable
Energy	A	Performance 110% above Energy Benchmark
	B	Performance 100% +/- 10% of Energy Benchmark
	C	Performance 90 - 70% of Energy Benchmark
	D	Performance below 70% of Energy Benchmark

4.4 SAMP Overall Score

There is an overall score for each block which is based on retention of the asset, this is scored in the range A – D. The definitions of these are set out in the table below:-

Category	Score	Description
SAMP Overall Score	A	Required for the next 5 years
	B	To be reviewed within 5 years
	C	Currently under review
	D	Review complete and asset not required 1. Surplus to requirement 2. Available for disposal to re-invest in service assets 3. Liability which cannot be maintained

5 Survey Methods

5.1 Whole Life Works

Condition surveys will be conducted on an exceptional basis i.e. if a component is performing and within its economic life and will continue for the next five years, do not record it.

- Economic life is the expected life of a component when installed or refurbished as new

The survey does not require to be intrusive or destructive, but should highlight areas for further investigation and / or specialist survey(s)

- Further investigations shall be recorded as Identified Works

When considering whole life works these shall be planned major refurbishment of similar items grouped together or replacement required over the next five years. In considering the components the following shall be considered:-

- Currently causing concerns with performance and need investment within 5 years.
- Some concerns with performance and likely to need investment within 5 years.
- Passed its expected economic life.

The M&E element of the survey are mainly done by the information derived from the testing and servicing certificates; sheet forms and reports of recommendations. As these systems are regularly tested; inspected and serviced we are always up to date with the current issues and conditions, however some sites are attended where officers have doubts or concerns through knowledge of recent help calls; user complaints and/or persistent issues occurring.

5.2 Cost in Use (Decoration) R&M

Cost in Use shall include cyclical works and non recurring maintenance over the five years of the survey period. In considering the components the following shall be considered:-

- Due for planned cyclical or non recurring maintenance within 5 years.
- Needing preventative maintenance to achieve its economic life.
- Needing maintenance to extend its economic life

5.3 Sufficiency

The sufficiency of the block shall be considered by the Portfolio Holder as a desktop review. The Identified Works from this shall be the requirements of the Portfolio Holder for any additional internal or external space to support the use of the block that is required within the next five years. PMAS will consult with the Head of Service for the relevant portfolio holder in the completion of this element.

5.4 Suitability

The suitability of the block shall be considered by the Portfolio Holder as a desktop review. The Identified Works from this shall be the requirements of the Portfolio Holder in consideration of the broad headings given below and is required within the next five years. PMAS will consult with the Head of Service for the relevant portfolio holder in the completion of this element.

- Size / Shape / Structure
- Environmental
- Location
- Fixed Furniture
- IT Infrastructure
- Client Requirements

5.5 Utilisation

The Utilisation of the block shall be considered by the Portfolio Holder as a desktop review. The use of utilisation will be at the Portfolio Holders discretion and subject to setting up by the system administrator.

5.6 Statutory Regulations

The Statutory Regulations are made up of several elements held in the asset management system administrated by either PMAS or Corp H&S. A desktop exercise shall be used to record the identified works for each of the elements.

- | | | |
|---------------------------------|---|----------|
| • DDA | - | PMAS |
| • Asbestos | - | PMAS |
| • Fire Safety Regulatory Reform | - | Corp H&S |
| • Legionella | - | PMAS |

5.7 Energy

This will only apply to blocks defined as Buildings. A calculation of actual energy used compared to bench marking for the building type shall be used to produce the score for the block. Identified works shall take the form energy saving work.

6 Identified Works

6.1 Data Entering

All Identified Works shall be enter via the Condition Surveys, no Identified Works shall be entered directly into the system.

6.2 Components / Work Items

When considering identified works components of the block shall generally be considered as a collective item.

6.3 Estimates

Estimates shall be at current estimated costs in the option of the survey at the time. The estimate is an approximate guide value not a formal verified estimate.

6.4 Cost Indices

The Base Indice shall be entered on the User Defined tab at the time of inputting. The indice shall be the BCIS General Building Cost Index.

7 New Edition Survey Procedure

All new surveys are to be created from the following procedure, generally all previous information is carried forward to the new survey and will need to be reviewed.

7.1 Create a New Survey

To create a new condition survey for a block you must be in the Condition Module in the Completed survey list.

facility (Asset Management) - Condition Survey

File Filter Reports View Tools Help

New

if: facility

- Property Register
- Asset / Plant Register
- Hazards
- Help Desk
- Planned Maintenance
- Condition Survey
 - 001 New
 - 002 Building Condition Completed
 - 003 M&E Condition Completed
 - 004 Complete
 - H Historic
- MCSW Survey
- Instructions
- Finance
- Identified Work
- Project Management
- Service Agreements
- Estate Management
- Valuations
- Document Register
- Utility Register
- Notes
- Analysis Codes
- Contacts
- Users

Condition Survey(s) 1 to 100

Establishment	Block	Location	Survey Date	Surveyor	St...
10 Douglas Road	10 Douglas Road		08/02/2011		
10 Princes Drive Colwyn Bay	10 Princes Drive		08/02/2011		
14 - 18 Mountain Road - Conwy	14 Mountain Road		08/02/2011		
14 - 18 Mountain Road - Conwy	16 Mountain Road		08/02/2011		
14 - 18 Mountain Road - Conwy	18 Mountain Road		08/02/2011		
19 Lower Gate Street, Conwy	19 Lower Gate Street, Conwy		27/02/2012	Stephen J Lea	
19.21, 23, 25 and 27 Whinacres, Conwy	19.21, 23, 25 and 27 Whinacres		27/01/2012		
2 - 8 Princes Drive Colwyn Bay	2 - 8 Princes Drive		08/02/2011		
20 - 30 Mountain Road - Conwy	22 Mountain Road		08/02/2011		
20 - 30 Mountain Road - Conwy	24 Mountain Road		08/02/2011		
20 - 30 Mountain Road - Conwy	26 Mountain Road		08/02/2011		
20 - 30 Mountain Road - Conwy	28 Mountain Road		08/02/2011		
20 - 30 Mountain Road - Conwy	30 Mountain Road		08/02/2011		
20 - 30 Mountain Road - Conwy	20 Mountain Road		08/02/2011		
21 Flordd Las	21 Flordd Las Llandudno		26/11/2011		
22 Station Road	22 Station Road		10/05/2011	Bleddyn Evans	
27a Flordd Sam Pâr	27a Flordd Sam Pâr		27/01/2012	Stephen J Lea	
28 Wynnstay Road Colwyn Bay	28 Wynnstay Road		08/02/2011		
37 - Ty Mawr Road, Deganwy	37 - Ty Mawr Road, Deganwy		08/02/2011		
4 Whitehall Road - Rhos on Sea, Col...	4 Whitehall Road - Rhos on Sea, Col...		27/01/2012		
41 Conwy Road	41 Conwy Road - Housing Area Office		28/01/2011	Gareth Jones	
47 Conwy Road, Colwyn Bay	47 Conwy Road, Colwyn Bay		27/01/2012		
56 Dwain Glyndwr - Parc Hanes, Kin...	56 Dwain Glyndwr		27/01/2012		
8-10 Rivieres Avenue	Offices		28/01/2011	Gareth Jones	
94 Conwy Road	Offices		28/01/2011	Gareth Jones	Bk
Abacab Coaches	Abacab Coaches		27/01/2012	Stephen J Lea	
Aberconwy Caravan Park, Morfa - Co...	Aberconwy Caravan Park, Morfa - Co...		27/02/2012	Stephen J Lea	
Aberconwy Conwy Hall Community C...	Aberconwy Conwy Hall Community C...		06/03/2012	Stephen J Lea	
Abergele Country Park - Pensarn Bea...	Abergele Country Park - Pensarn Bea...		27/02/2012	Stephen J Lea	
Abergele Leisure Centre	Outbuildings		28/11/2011	Gareth Jones	
Abergele Leisure Centre	Swimming Pool		28/11/2011	Gareth Jones	
Abergele Leisure Centre	Sports Hall		28/11/2011	Gareth Jones	
Abergele Library	Library		06/12/2011	Gareth Jones	
Abergele Library	Open Space		27/02/2012	Stephen J Lea	
Abergele Road Public Garden	Public Garden		23/02/2012	Stephen J Lea	
Abergele Youth & Community Centre	Youth Club		04/09/2008	Medwyn Williams	Ge
Access Land Mostyn Court, Llandudno	Access Land Mostyn Court		08/02/2011	Bleddyn Evans	
Additional Land 14 - 30 Mountain Ro...	Additional Land 14 - 30 Mountain R...		08/02/2011		
All Weather Pitch Cas Foot	All Weather Pitch		24/02/2012	Gareth Jones	
Ancaster Square Car Park - Llanrwst	Ancaster Square Car Park - Llanrwst		23/02/2012	Stephen J Lea	
Ancaster Square Car Park - Llanrwst	Ancaster Square Clock, Tower		23/02/2012		
Anglesey Road Quarry	Anglesey Road Quarry		08/02/2011	Stephen J Lea	
Annexe, Former School House Tanyfr...	Annexe, Former School House Tanyfr...		12/08/2004	Gareth Jones	
Arena and Grandstand (with VIP box...	Arena Grandstand		01/12/2011	Medwyn Williams	Ge
Arena and Grandstand (with VIP box...	Arena Terraces		27/02/2012	Stephen J Lea	Ge
Arena and Grandstand (with VIP box...	Outdoor Athletics Track		27/02/2012	Stephen J Lea	
Arena and Grandstand (with VIP box...	New Rugby Pitch		27/02/2012	Stephen J Lea	
Arena and Grandstand (with VIP box...	Wind Turbine		28/02/2012	Stephen J Lea	
Arena and Grandstand (with VIP box...	New Grandstand		28/02/2012	Stephen J Lea	
Arena and Grandstand (with VIP box...	Time Keepers Shelter		28/02/2012	Stephen J Lea	

100 Condition Survey(s) Displayed. UserID: LEASJ | 22/03/2012 | 13:26

You can use the filters to make selection easier

Block Survey Filter

Surveyor: [] [OK]

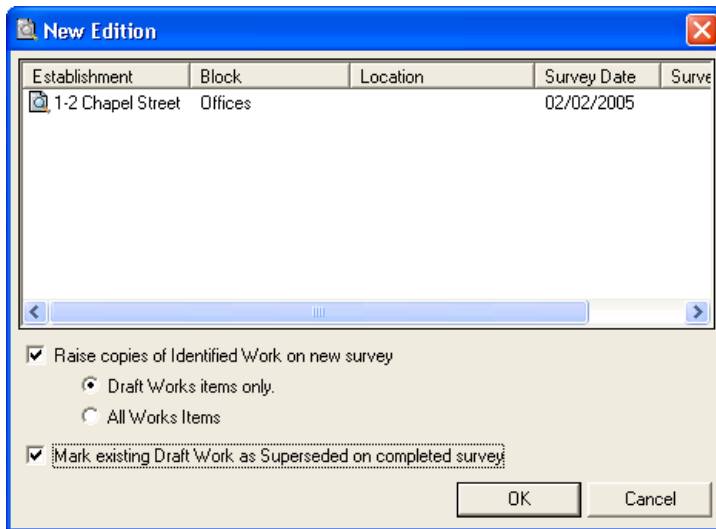
Location: EPN141 - Cerrigydrudion C P School [Cancel]

Status: 004 - Complete [Clear]

Date From: []

Date To: [] Latest Surveys Only

Select the block to be re-surveyed and Right Button and select New Edition.



Raise copies of Identified Works by using the tick box and select Draft Works items only.

Using the tick box Mark the existing Draft Work as Superseded.

Confirm you wish to create a New Edition of this survey.

7.2 Work to New Survey

All Identified Works copied to new survey shall be reviewed, new estimates provided; estimate date changed and Base Indices changed to suit new estimate date.

The current date is automatically inserted as the survey date (this to be reconsidered).

The Surveyors are carried forward, these to be changed if different.

Notes are carried forward to be reviewed and updated.

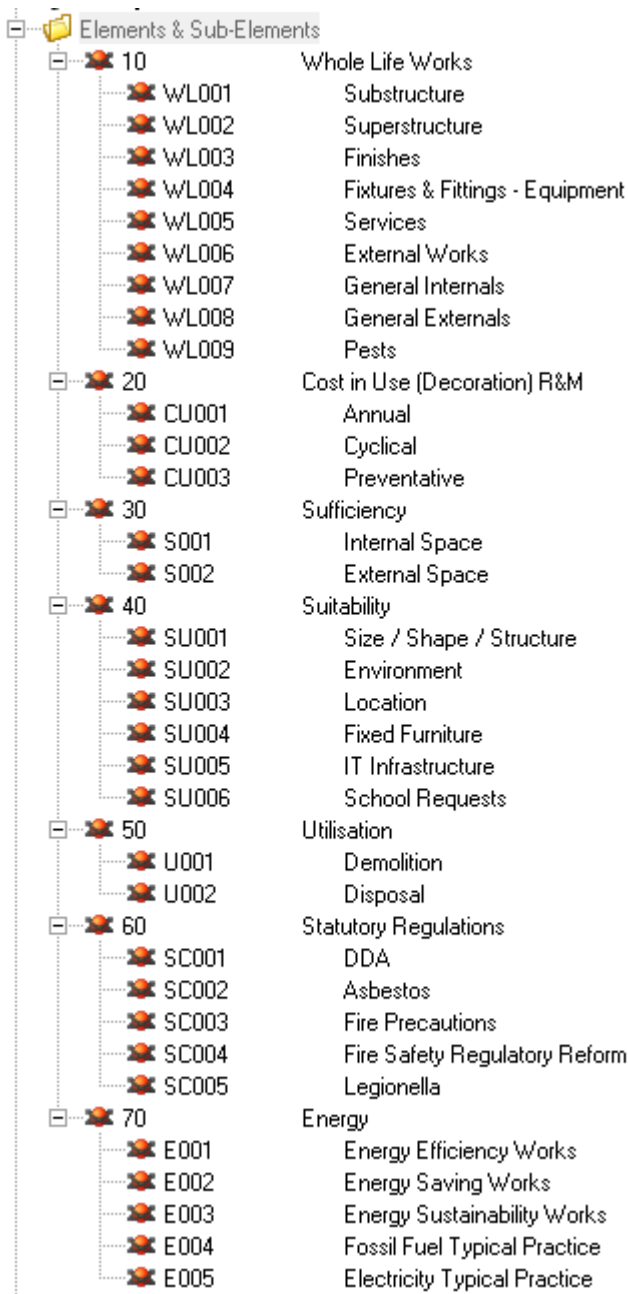
M&E notes and surveyors are carried forward to be reviewed and updated.

Scores are cleared so will need new scores.

Enter new Identified Works from survey for the next 5 years.

7.3 Entering Identified Works

Identified Works are ONLY to be enter via the Condition Surveys. There are a range of Elements and Sub Elements, this list is not fixed and can be amended by the system administrator details below:-



There are a number of mandatory fields that must be completed for all identified works, these are highlighted in the following screen shots

The screenshot shows the 'Identified Work' window with the following fields and their status:

- Upper Location: []
- Location: [] (highlighted)
- Element: [None] (highlighted)
- Sub Element: [] (highlighted)
- Item: [] (highlighted)
- Cyclical Maintenance: Cycle Length: 0 Year(s)
- Source: Direct
- Date Entered: 26/03/2012
- Status: DRAFT - Draft
- Condition: [None] (highlighted)
- Priority: [None] (highlighted)
- Category: [None] (highlighted)
- Area: [] (highlighted)
- Room: [] (highlighted)
- Asset / Plant: [] (highlighted)
- Probability: [None]
- Severity: [None]
- Risk Ranking: []
- Location: []
- Defect: [] (highlighted)
- Remedy: [] (highlighted)
- Target Year: [None] (highlighted)

Condition of the component is given as A - D

A	Serviceable, maintained life with normal maintenance
B	Operational, with minor essential maintenance requirement
C	Operational but with some critical and/or essential maintenance requirement
D	Barely operational, major critical and essential maintenance requirement a risk of breakdown; due for extensive refurbishment or replacement

Priority has an attribute of 1 – 3 which are defined as below:-

1	Critical	Failure possible leading to service failure within 5 years
2	Essential	Failure possible within 5 years
3	Desirable	Preventative works to maintain condition over 5 years (includes replacement of elements / components which are still operating beyond their economic life)

Identified Work - IW00005664

Establishment: 12 Floridd Bugail Shop Unit
 Block: 0908SL01B1 - 12 Floridd Bugail
 Element: 10 - Whole Life Works
 Sub Element: WL001 - Substructure
 Item: 01A - Foundations
 Source: Survey
 Date Entered: 23/03/2012
 Status: DRAFT - Draft
 Cyclical Maintenance: Cycle Length: 0 Year(s)

Details | Costs | Documents | User Defined | History

Item Cost: 0.00
 Quantity: 0.00 Item
 Of: 0.00 Item
 Total: 0.00
 Estimate: 0.00 Estimate From SGR...
 Estimate Date:
 Source of Funds: (None) Improvement

Default %: 0.00 Override %: Value: 0.00
 Premins: 0.00
 Contins: 0.00
 Fees: 0.00
 Current Repair Cost: 0.00
 Original Repair Cost: 0.00
 Replacement Cost: 0.00

Notes:

Delete Status/History... Add Note... Copy View in CAD... Save Close

Identified Work - IW00005664

Establishment: 12 Floridd Bugail Shop Unit
 Block: 0908SL01B1 - 12 Floridd Bugail
 Element: 10 - Whole Life Works
 Sub Element: WL001 - Substructure
 Item: 01A - Foundations
 Source: Survey
 Date Entered: 23/03/2012
 Status: DRAFT - Draft
 Cyclical Maintenance: Cycle Length: 0 Year(s)

Details | Costs | Documents | User Defined | History

Base Index: 10 - April 2012 - 311.4 Forecast
 UpRR Index:
 UserText1:
 UserText2:
 UserText3:
 UserText4:
 UserText5:
 UserText6:
 Legislative-major
 Legislative-minor
 Comfort
 Upgrade
 Security
 Consequential
 Fire Safety
 Investigation
 Site Responsibility
 Landlord Responsibility

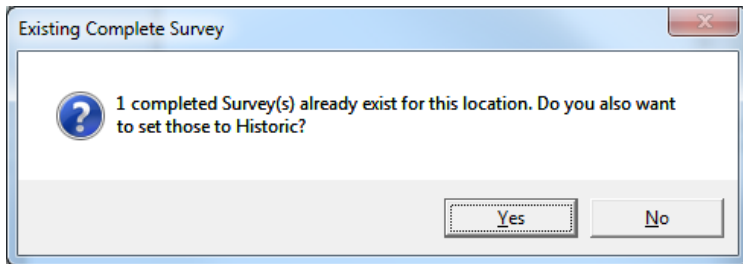
Delete Status/History... Add Note... Copy View in CAD... Save Close

7.4 Fire Safety Identified Works

The fire safety identified works are on a different cycle of reviews than the SAMP. The alterations or additions of fire related identified works need to be amended or input in the current condition survey as item 6.

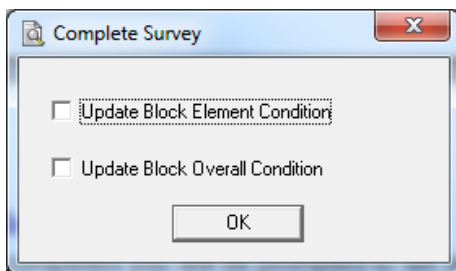
7.5 Completion of Surveys

When the new survey is completed you will be prompted to set any other completed surveys to Historic Status as shown below.



Should any of the Identified work not be set to completed you will be prompted that this must be changed before you can set the survey to Historic Status. It is now necessary to edit the older survey and find which identified work items need to be amended and then change the survey first to completed then on to Historic.

When completing any survey you will be prompted to update the block elements and / or overall condition both which should be ticked and completed with the OK button.

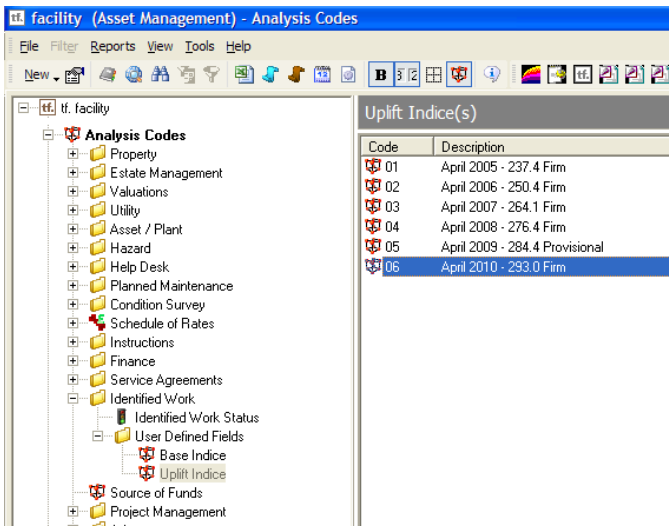


8 Identified Works BCIS Uplift Procedure

All Identified Works at Draft status shall be financially uplifted every April from the Base Indice to the current Indice for that April.

Check that all Identified Works have a Base Indice set.

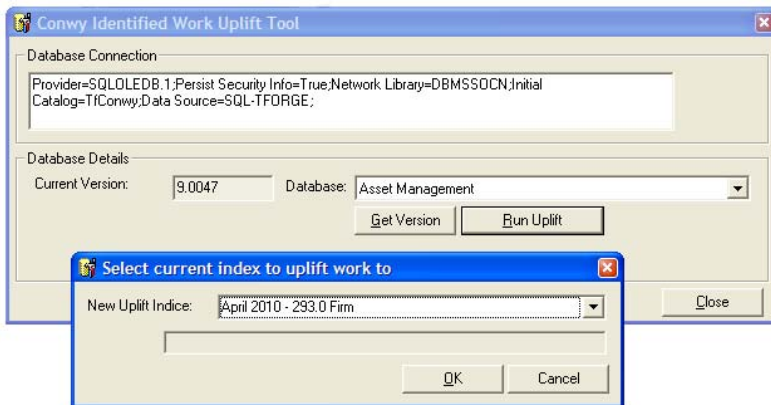
The latest BCIS General Building Cost Index shall be obtained for the required April. This shall then be entered into the analysis codes for user defined identified works.



The uplift programme shall then be run ConwyIWUplift.exe.

Select the database to uplift > Get Version > Run Uplift.

Select New Uplift Index from list previously enter > OK



9 Reporting

PMAS will report annually to the Cabinet and will consult with the relevant Portfolio Holders in the preparation of the report. The reporting process will be a key tool within the AMP in identifying, progressing and delivering on the efficiency agenda.

The purpose of the report will be to inform the Members and Senior Officers of the condition of the asset base and how this is aligned to the direction of where the portfolio is travelling.

The reporting process will also assist in scrutinising works and finance required to maintain the portfolio and the progress of reviews and disposals.

10 Contacts

Should you have any queries regarding this procedure please let us know.

Email PMAS.AssetManagement@conwy.gov.uk

Please feel free to contact either officer below at any time

Stephen J Lea – Principal Asset Manager

01492 574283

steve.lea@conwy.gov.uk

Or

Annette Landucci - Asset Management Officer

01492 574005

Annette.Landucci@conwy.gov.uk

11 Revisions

The revisions to these procedures are shown below and apply to all data inputted, revised or updated from the date of the revision.

Revision Number	Revision Date	Description	Effect on existing data	Revision By

