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## Procedure to Conduct Facility Evaluation

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Date Approved: **DRAFT**

Section: Capital Asset Management

Date of Last Updated:

Lead: Director, Operations

Keywords: Capital Asset Management, Asset Evaluation

Supports: **Policy CAM-002 – City of Selkirk Asset Evaluation Policy**

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### **OBJECTIVES**

Procedure to follow when evaluating the condition of a facility asset from the City of Selkirk Asset Registry.

### **SUPPORTING POLICY, PROCEDURES, AND TOOLS.**

#### **Policy**

CAM-002 Asset Evaluation Policy

#### **Procedures**

CAM-001-006 Procedure to Update the Condition of an Asset in the Registry

#### **Tools**

CAM-001-000-01 City of Selkirk Asset Registry

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## 1 EVALUATE REPLACEMENT COST

**Who: Manager of Buildings and Fleet**

- 1.1 The asset registry displays the current replacement value under the “Current Year Replacement Cost Field”.

## 2 DETERMINE TOTAL DEFERRED MAINTENANCE

**Who: Manager of Buildings and Fleet**

- 2.1 “Deferred maintenance” is defined as work on the maintenance of physical facilities that has been postponed. This value is to be calculated on a 5-year schedule by a qualified professional.

## 3 DETERMINE TOTAL ANNUAL COST OF REPAIRS

**Who: Manager of Buildings and Fleet**

- 3.1 Determine the total annual maintenance costs for the facility being evaluated. This value should be acquired from the City’s financial reporting software.

## 4 CALCULATE FCI SCORE

**Who: Manager of Buildings and Fleet**

- 4.1 Once all of the variables have been determined, calculate the Facility Condition Index score by completing the following equation:

$$\text{Facility Condition Index} = \frac{\text{Total Annual Cost of Repairs} + \text{Total Deferred Maintenance}}{\text{Current Year Replacement Value}}$$

## 5 TRANSLATE FCI SCORE TO CONDITIONAL RATING

**Who: Manager of Buildings and Fleet**

- 5.1 Once the FCI score has been calculated, it must be translated into a City of Selkirk conditional rating score. The following table will be used to translate the FCI score into a Facility Asset condition score.

Facilities			
FCI	Rating	Condition	Description
0% - 1%	1	Very Good	Facility is in like new condition and complies with engineering standards. Maintenance activities are focused on regular inspections and routine maintenance to preserve the asset.
2% - 5%	2	Good	No remedial work is required; asset still complies with engineering standards. Preventative maintenance procedures are in place.
6% - 10%	3	Fair	Facilities systems are aging. Minor remedial work will be needed. Maintenance budget increasing.
11% - 30%	4	Poor	Replacement of major components required. Major remedial work is needed.
> 30%	5	Very Poor	Facility requires replacing or major upgrades required.

**6 UPDATE ASSET REGISTRY**

See Section 1 of *Procedure to Update the Condition of an Asset in the Registry*.