
Procedure To Identify Assets Requiring Maintenance or Renewal

Date Approved: **DRAFT**

Section: Capital Asset Management

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Lead: Director, Operations

Keywords: Capital Asset Management, Asset Evaluation

Supports: **Policy CAM-003 – City of Selkirk Capital Asset Life-Cycle Maintenance Policy**

OBJECTIVES

Procedure to follow in order to determine which assets require consideration for major life cycle maintenance events annually.

SUPPORTING POLICY, PROCEDURES, AND TOOLS

Policy

CAM-003 Capital Asset Life-Cycle Maintenance Policy

Procedures

Tools

CAM-003-001-01 Maintenance & Renewal Predictor

CAM-003-001-02 Maintenance and Renewal Lifecycle Events Worksheet

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1 GENERATE LIST TO IDENTIFY ASSETS DUE FOR MAINTENANCE [LAST WEEK OF JULY ANNUALLY]

Who: GIS/Survey Technician

An individual list will be generated by the GIS/Survey Technician for each asset subclass. The following procedure is to be reiterated for each asset subclass.

- 1.1 Launch the *Maintenance and Renewal Predictor Tool*. The *Maintenance and Renewal Predictor Tool* is pre-loaded with all of the assets that are contained in the Asset Registry and divided by subclass using tabs along the bottom of the tool.
- 1.2 In each asset subclass tab, each column represents a potential life cycle intervention. For each intervention, filter the assets that are due for maintenance or renewal activity that year. To do this select the drop-down arrow for one intervention at a time and select the next calendar year. **Note:** this can only be done for one intervention at a time. The assets that are listed as a result of this query are those which are scheduled to have that specific lifecycle event occur.
- 1.3 Copy and paste the Asset ID's that are displayed as a result of this query, as well as the lifecycle Intervention type, they are scheduled for, on to the *Maintenance and Renewal Lifecycle Events Worksheet Template*.
- 1.4 From the *Maintenance and Renewal Predictor* record in the Maintenance and Renewal Lifecycle Events worksheet, the type of intervention that the Asset ID is scheduled for.
- 1.5 Launch the *City's Asset Registry*. Filter the Registry using the identified Asset ID's, so that only those identified for maintenance or renewal are displayed.
- 1.6 Copy the location of these assets and paste these in the "Asset Location" column of the *Maintenance and Renewal Events Worksheet*.
- 1.7 Copy the Risk scores from the *City of Selkirk Asset Registry* for all of the Assets that have been identified for renewal or maintenance and paste these in the "Risk Score" column of the *Maintenance and Renewal Lifecycle Events Worksheet*.
- 1.8 In the *Maintenance and Renewal Predictor*, clear the previous query and repeat for each intervention activity that has been outlined for that asset subclasses lifecycle maintenance schedule.
- 1.9 Once the *Maintenance and Renewal Lifecycle Event Worksheet* has been completed for an entire subclass, save a copy in the location holding all lifecycle maintenance information using the following format:

AssetSubclass_Year_LifecycleEventsWorksheet

**Change the Subclass and Year accordingly.*

1.10 Repeat for each Asset Subclass.

2 DISTRIBUTE LISTS TO APPROPRIATE MANAGERS

Who: GIS/Survey Technician

- 2.1** Distribute a copy of the *Maintenance and Renewal Lifecycle Events Worksheet* which identifies all assets that are scheduled to be considered for a lifecycle maintenance or renewal intervention, to each appropriate manager.
- 2.2** One master list will be distributed to the appropriate manager for each asset subclass, specifying the Asset ID's that should be considered for each type of lifecycle intervention.
- 2.3** Where necessary, provide additional information about each asset from the Asset Registry.

3 INSPECTION OF IDENTIFIED ASSETS

Who: Manager of Appropriate Department

- 3.1** Review the *Maintenance and Renewal Lifecycle Events Worksheet* provided by the GIS/Survey Technician and review and inspect each asset to determine whether the scheduled intervention is in fact necessary or not.
- 3.2** Record which assets will be budgeted for in the next calendar year, and which assets do not yet require intervention at this time in their life.
- 3.3** Record whether the lifecycle event will be budgeted for on the *Maintenance and Renewal Lifecycle Events Worksheet* under the "Intervention Budgeted or Postponed" column.
 - 3.3..1** If intervention to be budgeted for, record "Budgeted" in this column. Continue to Step 4.
 - 3.3..2** If the intervention is to be postponed, record "Postponed" in this column. Continue to 3.4.
- 3.4** Record the precise number of years work must be postponed by under the '# of Years to Postpone By' column.

4 RETURN WORKSHEET TO GIS TECHNICIAN

Who: Manager of Appropriate Department

- 4.1** Create a a copy of the *Maintenance and Renewal Lifecycle Events Worksheet*.

- 4.2 Place this copy in the location that keeps all lifecycle maintenance data for the GIS/Survey Technician.

5 UPDATE MAINTENANCE AND RENEWAL PREDICTOR

Who: GIS/Survey Technician

- 5.1 Upon receiving the completed worksheet from each manager, update the "Postpone Maintenance by X Years" column of the *Maintenance and Renewal Predictor*.
- 5.2 Record the number of years to postpone a lifecycle intervention for each asset – as determined by the department manager. Once this has been updated, each subsequent intervention to come will be postponed by the number of years recorded.
- 5.3 Save once completed.