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# Procedure To Record Completed Maintenance or Renewal Activities

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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**

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## OBJECTIVES

Procedure to follow in order to record all completed maintenance and renewal activities occurring throughout an asset's lifecycle.

## SUPPORTING POLICY, PROCEDURES, AND TOOLS

### Policy:

CAM-003 Capital Asset Life-Cycle Maintenance Policy

### Procedures:

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

### Tools:

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

## INDEX

1	REPORT ALL MAINTENANCE AND RENEWAL WORK.....	2
2	UPDATE THE O&M TRACKER IN THE ASSET REGISTRY .....	2
3	UPDATE THE ASSET CONDITION IN THE REGISTRY .....	3

## 1 REPORT ALL MAINTENANCE AND RENEWAL WORK

### Who: Appropriate Manager

Each manager will have a copy of the *Maintenance and Renewal Lifecycle Event Worksheet* that was distributed in the fall of the previous year by the GIS/Survey Technician. For each lifecycle activity that was budgeted for, the manager is to notify the GIS/Survey Technician when the work has been completed.

- 1.1 Each department manager will have a copy of the *Maintenance and Renewal Lifecycle Events worksheet* that lists all the assets (by asset ID), that are due to be inspected for a major lifecycle maintenance or renewal activity. They will have completed this worksheet in the fall of the previous year and documented whether the work was to be postponed or if it was budgeted for.
- 1.2 For all intervention activities that were budgeted for, the manager must document once the work has been completed by recording the date work was completed under the "Work Completed" column.
- 1.3 Once each of the intervention activities listed on the *Maintenance and Renewal Lifecycle Events Worksheet* have been completed, return the worksheet to the GIS/Survey Technician. When submitting this worksheet, ensure that a copy of all relative invoices have been included.

## 2 UPDATE THE O&M TRACKER IN THE ASSET REGISTRY

### Who: GIS/Survey Technician

- 2.1 GIS/Survey Technician will update the "O&M tracker" tab of the Asset Registry.
- 2.2 The following Fields must be completed:
  - Date: The date that the work was completed.
  - Asset ID: A specific identifier representing the service an asset provides; regardless of the asset delivering the service. This number will be acquired from the Maintenance and Renewal Lifecycle Events Worksheet completed by the manager responsible for the asset.
  - Detail Unique Identifier: A unique identification code that is created using sequential numbers and an alpha code representing the Subclass an asset belongs to. The Detailed Unique Identifier will not be repeated once an asset has retired and the replacement asset has been put in service.

- On Location: The City of Selkirk street name, city building, or landmark where an asset is located.
- Asset Class: A grouping of assets of a similar nature and use within the Asset Registry.
- Asset Subclass: A sub-category of assets with similar characteristics, within a parent Asset Class.
- Service Area: The larger service delivery that each specific asset contributes to.
- Operation or Maintenance (Drop Down): the type of maintenance activity that is occurring, as defined by the *Life Cycle Maintenance Policy*.
- Activity: the specific lifecycle activity that is being applied to the asset.
- Cost/Unit – the average cost of application per standard unit of the asset. The standard unit can be found in the *Life Cycle Maintenance policy*.
- Number of Units: the total number of units that create to a complete asset.

### **3 UPDATE THE ASSET CONDITION IN THE REGISTRY**

See section 2 of the *Procedure to Update the Condition of an Asset in the Registry*