
Procedure to Update the Maintenance and Renewal Predictor

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Section: Capital Asset Management

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Implements: **By-law #5300 – City of Selkirk Capital Asset Management**

OBJECTIVES

Procedure to follow when the City of Selkirk acquires a new Capital Asset. This includes a procured asset or an asset that has been donated to the City.

SUPPORTING POLICY, PROCEDURES, AND TOOLS.

Policy

CAM-001 Capital Asset Registry Policy

Procedures

CAM-001-004 Procedure to Dispose of an Asset in the Capital Asset Registry

CAM-006-001 Procedure to Update the City of Selkirk Risk Registry

Tools

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

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Section 1: Add a New Asset to the Maintenance and Renewal Predictor

1 ADD ASSET TO THE CITY OF SELKIRK ASSET REGISTRY

Follow CAM-001-001 Procedure to add an asset to the City of Selkirk Asset Registry

2 ADD ASSET TO THE MAINTENANCE AND RENEWAL PREDICTOR TOOL

Who: GIS/Survey Technician

- 2.1 Launch the *CAM-003-001-01 Maintenance and Renewal Predictor*
- 2.2 Using the tabs along the bottom of the tool, select the asset subclass that the new asset belongs to.
- 2.3 Navigate to the bottom of the spreadsheet until there is an available row. This is where you will record the information for the new asset.
- 2.4 Complete all of Asset Information fields:
 - 2.4.1 Asset ID – obtain this value from the Asset Change form, or when adding the asset to the registry.
 - 2.4.2 Asset Unique Identifier – Obtain this value from the Asset Change Form or when adding the Asset to the Registry
 - 2.4.3 Construction Year – The year that the City obtained the asset
- 2.5 Complete the Lifecycle Intervention fields by extending the equations that exist for the asset in the row above the one you are entering.
 - 2.5.1 For each scheduled intervention, select the cell of the previous asset entry, click on the small box on the bottom right corner and drag it down to the row that you are completing. This will extend the equation into the new cell, which will predict the year that the new asset is due for a major lifecycle activity.
 - 2.5.2 Repeat this process for each of the major lifecycle activities listed in the predictor.
- 2.6 Save the Maintenance and Renewal Predictor.

Section 2: Remove an Asset from the Maintenance and Renewal Predictor

1 RETIRE THE ASSET FROM THE ASSET REGISTRY

Who: GIS/Survey Technician

Continue to the *Procedure to Dispose of an Asset in the Asset Registry*.

2 REMOVE THE ASSET FROM THE MAINTENANCE AND RENEWAL PREDICTOR

- 2.1 Launch the *CAM-003-001-01 Maintenance and Renewal Predictor*.
- 2.2 Using the tabs along the bottom of the tool, select the asset subclass that the new asset belongs to.
- 2.3 Use the Unique Asset Identifier column to isolate the asset that has been retired from the registry and is ready to be removed from the *Maintenance and Renewal Predictor*.
 - 2.3.1 Click on the arrow in the bottom right hand side of the "Asset Unique Identifier"
 - 2.3.2 Use the search bar in the drop down window to search for the Unique Identifier for the asset that is being retired.
 - 2.3.3 Once the correct search result is returned, click back on the spreadsheet. The only asset that will be displayed now is the one that is to be removed from the tool.
- 2.4 Navigate to the far left side of the spreadsheet, and right click on the row that the asset is in. On the pop-out window, select "Delete Row". The asset will now be removed from the *Maintenance and Renewal Predictor*.
- 2.5 Clear all data filters, and save the new version of the Maintenance and Renewal Predictor.

Section 3: Record Deferred Maintenance or Renewal

1. COMPLETE REVIEW OF ASSETS SCHEDULED FOR MAJOR LIFECYCLE MAINTENANCE AND RENEWAL ACTIVITIES

Who: Appropriate Manager

- 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. If an asset has been identified by the *Maintenance and Renewal Predictor* tool that as one that required maintenance or renewal, but the manager uses their expertise to determine that this can be deferred, - the manager must specify the number of years that the maintenance is to be deferred by. This must be recorded on the *Maintenance and Renewal Lifecycle Events Worksheet* when returned to the GIS/Survey Technician.

2. RECORD DEFERRED MAINTENANCE

Who: GIS/Survey Technician

- 2.1. Launch the *Maintenance and Renewal Predictor*
- 2.2. Navigate to the tab along the bottom that the asset in question belongs to.
- 2.3. Use the Unique Asset Identifier column to isolate the asset that has been retired from the *Asset Registry* and is ready to be removed from the *Maintenance and Renewal Predictor*.
 - 2.3.1. Click on the arrow in the bottom right hand side of the "Asset Unique Identifier".
 - 2.3.2. Use the search bar in the drop down window to search for the Unique Identifier for the asset that is being retired.
 - 2.3.3. Once the correct search result is returned, click back on the spreadsheet. The only asset that will be displayed now is the one that is to be removed from the tool.
- 2.4. Using the Lifecycle interventions that are listed along the top of the spreadsheet, locate the one that is being postponed.
- 2.5. Record the number of years that intervention is to be postponed by (as determined by the appropriate manage) in the column that reads " Postpone Maintenance by X Years", immediately to the left of the intervention.

3. CLEAR ALL FILTERS, AND SAVE THE MAINTENANCE AND RENEWAL PREDICTOR

Section 4: Record Completed Maintenance or Renewal of an Asset

See *CAM-003-002 Recording Operating, Maintenance and Renewal Activities*