building management

How to view the Client Asset Data Reports

The Client Asset Data Reports (CADR) provide information on DPTI Building Management Facilities Services (BMFS) programs such as Minor Works, Preventative Maintenance, Property Services and Energy Audits.

Procedures to view this information follow.

Section 1 – Procedure to access the Minor Works Information

Section 2 – Procedure to access Preventative Maintenance and Property Services Information.

If you have yet to be granted website access please contact Diana Hart (BMFS 8226 4995)

Once you have been provided access, then Log into the BMFS website http://www.buildingmanagement.sa.gov.au/reports/secure/secure.asp

From: bmfs@sa.gov.au [mailto:bmfs@sa.gov.au]
Sent: Tuesday, 27 November 2012 9:49 AM

To: Hart, Diana (DPTI)

Subject: Client Asset Data Reports Registration

As part of DPTI Building Management Facilities Services (BMFS) environmental initiatives we are replacing printed reports with electronic versions,

The BMFS preventative maintenance, property services and minor works programs for your site, some of which were previously supplied to you in book form, are now available to view online.

You have been registered to view the Client Asset Data Reports

The following link will take you to the **DPTI BMFS login page**

Your User Name is: J Bloggs

Your Password is: password1010

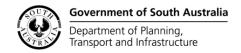
Please keep this information secure and provide only to appropriate site personnel.

More information on accessing these reports is available on our $\underline{\text{website}}.$

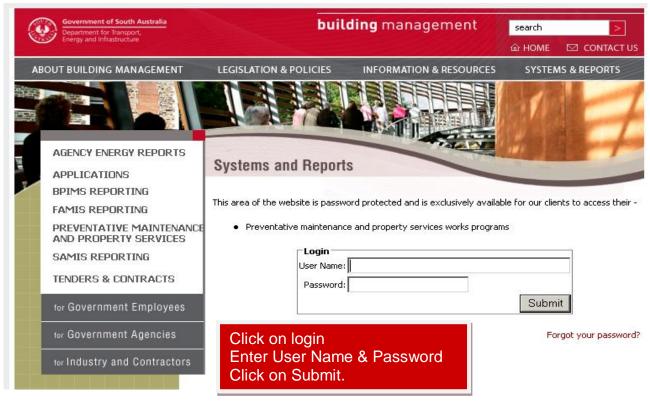
or for further assistance please contact:

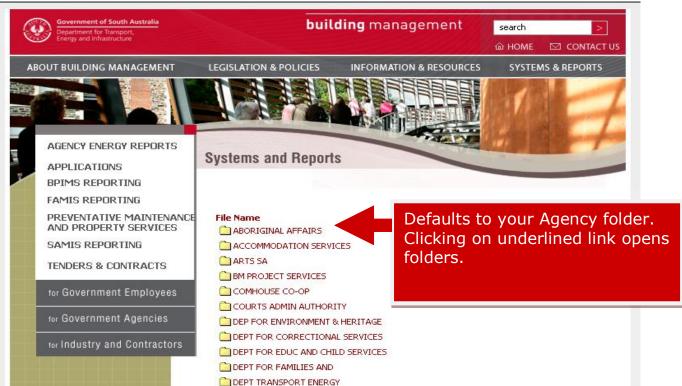
Diana Hart: 8226 4995

A system generated e-mail to new users contains a link to the website login along with a username and password.

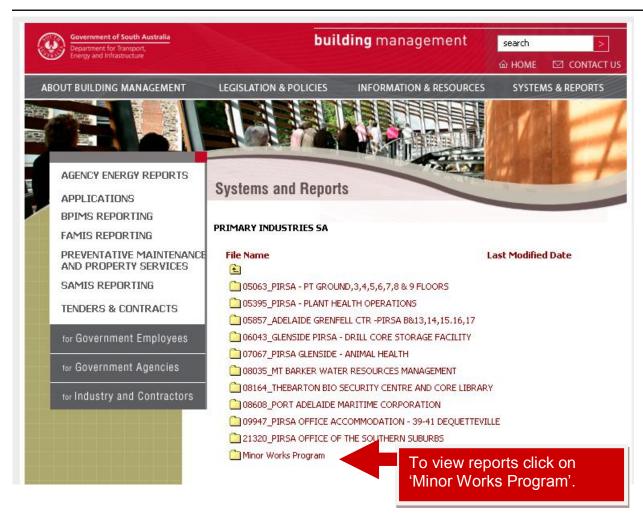


Section 1 – Accessing Minor Works Information



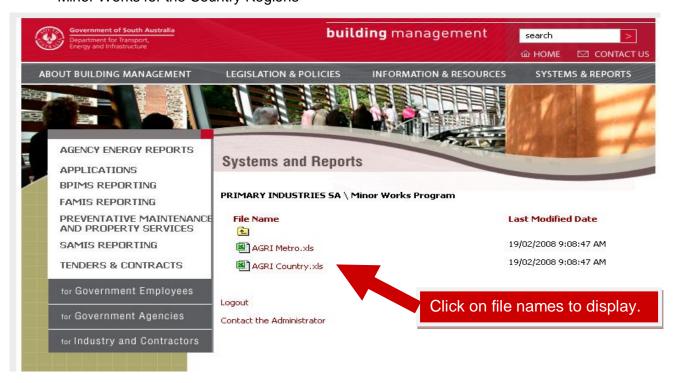


Note: You will only be able to see your own department or the departments you have access to on this screen



Two Excel Files will be displayed:

- Minor Works for the Metro and
- Minor Works for the Country Regions



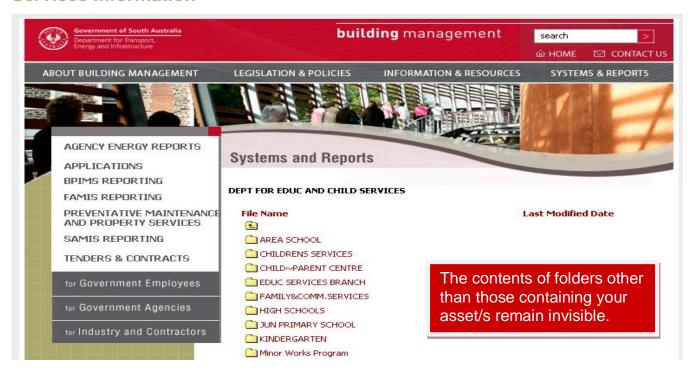
An Excel spreadsheet will be displayed that shows -

- all active projects in the 'Client' worksheet and
- all finished projects for this financial year in the 'Finished' worksheet.

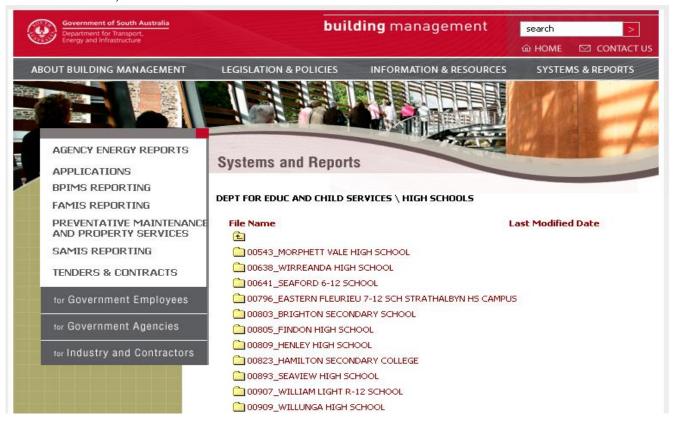
	Α	В	С	D	Е	F
1	CLIENT	AGRICULTURE				
2	D 4 D	2/04/2000				
3	Date Run:	3/01/2008				
5	Top Job	Agency A/C Code	Facilities Manager	Estimated Start Date	Estimated Finish Date	Asset Name
6	10/264483	-	SOUTAR A	11/11/2007		GLENSIDE MINES AND ENERGY - FORMER "Z" WARD
7	10/268827	-	SOUTAR A			GLENSIDE PIRSA - DRILL CORE STORAGE FACILITY
8	10/235530	-	SOUTAR A		31/08/2007	GLENSIDE PIRSA - DRILL CORE STORAGE FACILITY
9	10/235011	-	SOUTAR A		31/12/2007	GLENSIDE PIRSA - DRILL CORE STORAGE FACILITY
10	10/265147	-	SOUTAR A			PIRSA - PT GROUND,3,4,5,6,7,8 & 9 FLOORS
11	10/262958	-	SOUTAR A		15/01/2008	PIRSA - PT GROUND,3,4,5,6,7,8 & 9 FLOORS
12	10/236231	-	SOUTAR A		31/08/2007	PIRSA - PT GROUND,3,4,5,6,7,8 & 9 FLOORS
13	10/269401	-	SOUTAR A			PIRSA GLENSIDE - ANIMAL HEALTH
14	10/265729	-	SOUTAR A			PIRSA GLENSIDE - ANIMAL HEALTH
15	10/241786	-	SOUTAR A		30/12/2007	PRIMARY INDUSTRIES - CORPORATE ASSET - REGION 1
16	TOTAL	-				
17						
18 19	▶ N Client	/ Finished / Sheet1 /	Sheet2 / Sheet3 /			Files can be printed, copied and saved for editing.

Reports will be updated at the beginning of each month.

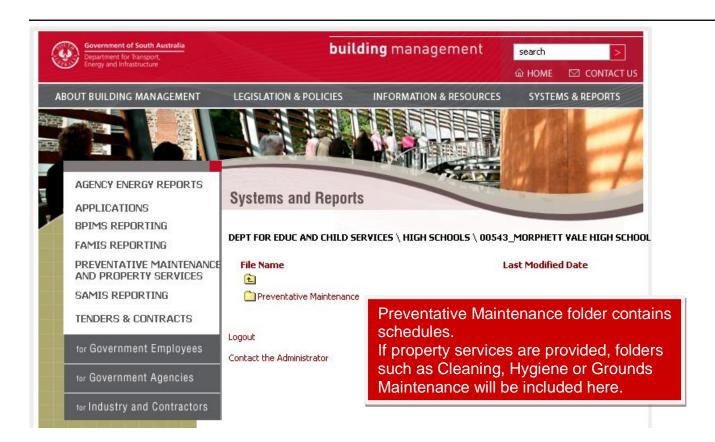
Section 2 – Accessing Preventative Maintenance and Property Services Information

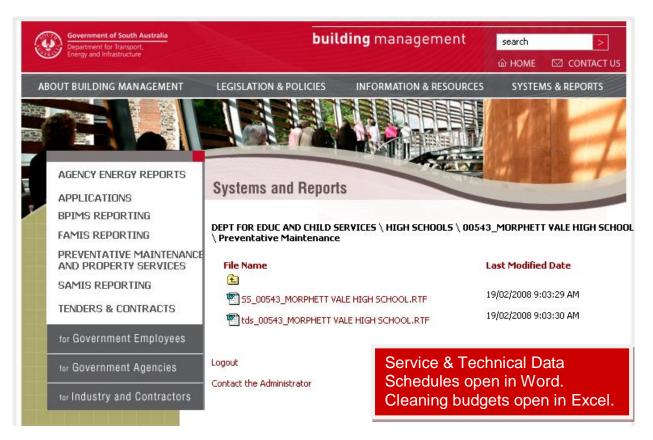


Note: DECS users only will need to navigate to their asset through the relevant sub-folder, i.e. 'HIGH SCHOOL', 'KINDERGARTEN' etc.



Note: You will only be able to see your own department or the departments you have access to on this screen.





DEPT OF EDUC & CHILDRENS SERVS Page 1 of 14 PREVENTATIVE MAINTENANCE **SERVICE AGREEMENT - SCHEDULE**

Site Asset: 00543 MORPHETT VALE HIGH SCHOOL

Specification: 131-PR-2007 PREVENTATIVE MAINTENANCE 2007 Building: 01 ADMINISTRATION

Oct Nov Dec Jan Feb Mar Apr May Jun Aug Sep

c

BUILDING Fixed Ladders , Platforms and Walkways - (catwalks) Contractor ELECTRICAL Electrical Safety Tests - Appliances Not part of this contract. Clien tass rimes maintenance & cost responsibility for this item Switchboard - Distribution E11 Contractor Next Elseruice dire February 2009 Residual Ciurrent Deulce (RCD) - Fixed Contractor

Next Eseruice due February 2009 Emergency Eusonation Lighting - Single Point Systm F18 2 Contractor D c

MECHANICA Air Conditioner - Window \ Wall Type HER 14 Contractor Air Conditioner - Split Type Contractor Boiling Water Unit - Storage Type JJ E99 Contractor

PLUMBING HotWater Seruice - Storage - Electric ршѕ 2 Contractor С Е HotWater Seruice - Underslink Displacement Type Contractor

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Site Asset: 00543 MORPHETT VALE HIGH SCHOOL

Specification: 131-PR-2007 PREVENTATIVE MAINTENANCE 2007

BUILDING

Fitte di Laddens , Pitattorms and Walkways - (catwalks)

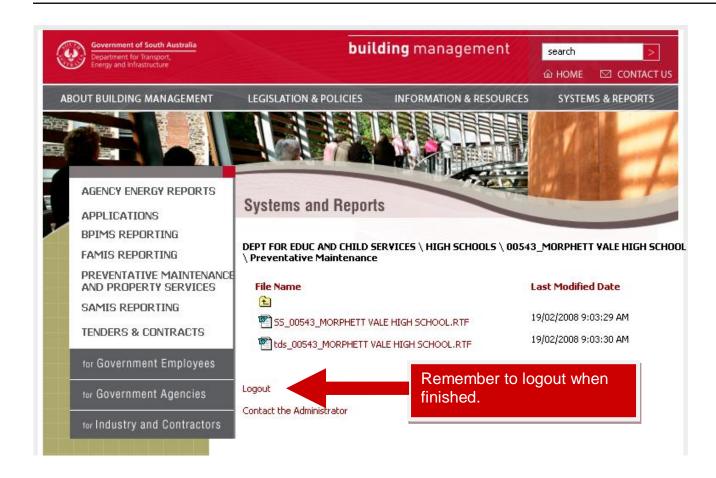
ACTIVITY TYPE OF SERVICE Last Amendment Date: 02-SEP-2002 С D Е

1 Check fixed ladders platforms and walkways (catwalks) construction, especially for the following: - stability of treads: - wear on non-slips infaces: - stability of handrals and

2 Prouide written report on findings including any costed rectification.

3 Record results in log book.

Files can be copied and saved for editing.



Please report any difficulties to the website administrator.