

Guideline - AGFMA – Notification of Decommissioned, Demolished or Disposed Assets



SCOPE

This guide documents the process, Appendix I, for sharing the schedule of decommissioned, demolished or disposed plant and equipment / building fabric with the Facility Manager Service Providers (FMSP), as part of commencement of any capital works projects performed by DPTI Infrastructure Delivery (DPTI-ID).

BACKGROUND

FMSP's can inadvertently send sub-contractors to perform preventative maintenance tasks to agency infrastructure that have previously been decommissioned / demolished or disposed following the commencement of a DPTI – ID capital works project.

This process flow aims to address the following key issues:

1. Operational inefficiencies - FM's, unaware that the plant and equipment / building fabric is no longer on site, continue to send sub-contractors onto site to perform maintenance.
2. Administration – Incorrectly assigned works orders require corrective action and unnecessary administration.
3. Improve reporting - Buildings and their services are decommissioned / demolished or disposed without the items being removed from SAMIS. By improving the accuracy of data in SAMIS, COGNOS reports will be more accurate.
4. Data cleaning – plant and equipment / building fabric continues to be shown as live data in both the FMSP Works Management Systems (WMS/MACs) and SAMIS.
5. Cost - Agencies could incur costs for PM work not performed.

CURRENT PROCESS

The full list of decommissioned, demolished or disposed plant and equipment / building fabric forms part of the Building Owner's Manual as supplied at project practical completion. However, for the purposes of addressing the above issues, this comes too late in the process.

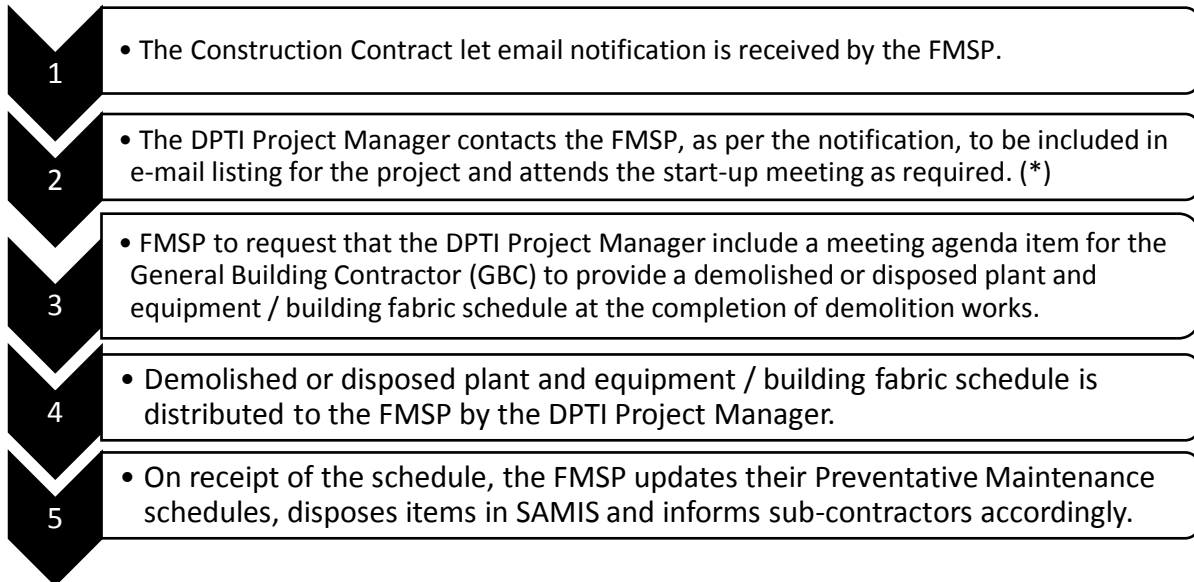
The following process flow aims to address this issue.

PROCESS FLOW:

DPTI-ID provide notifications via an email sent out to the FMSP for;

1. Lead Professional Services Contractor (LPSC) engagement
2. Construction Contract let (See example Appendix II) and;
3. Practical completion – including PC certificate and defects list

Appendix I



*It is not intended that the FMSP will need to attend all construction meetings. Note that these meetings are also for the FMSP to gain an understanding of the future maintenance needs of the site once the project reaches end of the Defect Liability Period (DLP).

Appendix II

Dear

The contract for the General Building Contractor has been let for the XXXX Works for the above site.

Contract Details	
Contractor:	ABC Construction Pty Ltd
DPTI Project Manager:	D Smith
DECD Representative:	M Smith
LPSC:	ABC Ltd
Scope:	Building 2 - Tech Studies, Home Economics & Art Building 3 - Resource Centre, Commerce & General Teaching Building 4 - Middle School Building Building 6 - Gymnasium & Music Building 7 - Science Trade Training
Contract Start Date:	02-Feb-18

Forward to your Facilities Manger allocated this site to contact the DPTI Project Manager nominated to establish;

- Construction start date – to enable suspension of PM to the building impacted by the works
- Construction expected program, up to practical completion and handover
- Inclusion of the Facilities Manager on invite list to site meetings to ensure the Facilities Manager is informed during construction

Regards,

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