

# AGFMA in scope / out of scope building maintenance guide.



## PURPOSE

The purpose of this paper is to provide guidance on what plant and equipment items should be maintained and/or repaired through the Facilities Management (FM) Services Arrangements - more commonly referred to the Across Government Facilities Management Arrangements (AGFMA).

Since AGFMA's inception there has been an increasing variety of plant and equipment items that have been included as part of the arrangement. The initial concept was that all fixed plant and equipment integral to, and necessary for, the effective operation of a building be included in the arrangements. Over time loose items of plant and equipment have been included as a convenient method to manage the maintenance requirements of the items in lieu of any rigorous evaluation of alternate procurement options and value for money principles. Many of these items have a tenuous link and relevance to the effective operation of the building and their relevance to the AGFMA's core objectives are open to debate.

A guide is therefore required to establish the extent of items (in-scope items) that the Facilities Management Service Providers (FMSP) are best positioned to effectively deliver through the AGFMA. As a result, agencies can be confident that their FMSP has the necessary skills, expertise and resources to deliver the necessary maintenance activities.

This guide should be read in conjunction with the Facilities Management Services Arrangements '[Agency Work Procedure Manual](#)' (Page 48), which refers to maintenance activities as being **Mandatory** (services that satisfy statutory requirements) and **Recommended** (those services carried out to satisfy the maximum serviceable life of the building fabric, plant and equipment). This guide helps identify the items, the pieces of plant and equipment, building fabric, which are the in scope items of the AGFMA.

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## SCOPE

The aim of this guide is to provide guidance to all stakeholders who participate in the AGFMA on what plant and equipment items should be procured and/or can be maintained / repaired through their FMSP.

## GUIDANCE STATEMENT

It is recognised that the list of potential building items is quite extensive, this guide does not intend to produce a prescriptive list of in-scope and out of scope items, instead it provides a list of principles or qualifying statements that can be used to determine if an item is appropriate for inclusion in the AGFMA or out of scope.

The AGFMA is not prescriptive in terms of defining what items can be procured. For example the AGFMA refers only to “.... services for all building, plant and equipment and facilities located at the Designated location”.

The question this guide answers is ‘what items’ of plant, equipment, facilities and building fabric located at the designated location should be serviced through the AGFMA. This guide does not cover the types of services offered.

The FMSP must deliver services on all in-scope items. Where items are deemed to be out of scope, service delivery can be negotiated with the FMSP, however, the decision to maintain the item must be defensible in terms of:

1. Ensuring the FMSP has the right expertise, skills and resources to effectively and efficiently deliver the service and/or maintain the item.
2. Reviewing whether there is a financial incentive for the FMSP to deliver the services on the item?
3. Identifying whether there is an existing Technical Data Sheet (TDS) available to schedule maintenance services. If not, can the FMSP prepare the TDS with confidence, that technical, legislative and agency requirements will be met.
4. Ensuring the procurement (engagement) of the FMSP provides best value for money to government.

The AGFMA section will work with agencies to answer the questions posed above and to determine whether the item should or should not be included in the arrangements. The AGFMA section will also provide guidance to agencies on the typical approach taken across government.

## PRINCIPLES TO DETERMINE IN SCOPE ITEMS

The following is a list of principles that will help determine whether items are best placed to be maintained under the AGFMA:

### Principle 1.

Base building content. Typically when a new building is constructed and reaches practical completion it is fit for purpose as a building. The occupant then tailors the building to meet their individual needs. The building state is functional (a “warm shell”) as a building although it is empty. The building is carpeted, all utilities, air-conditioning and lights are working and fixed fixtures and fittings all in place. Additionally, plant and equipment is predominantly bolted down (ie fixed) and are part of the building infrastructure.

The traditional in-scope items of the AGFMA are based upon this building state.

In essence, the items that the occupier brings with them are out of scope and therefore become a negotiable item that the FMSP may or may not be best placed to maintain.

### Principle 2.

Items associated with external areas e.g. pathways, roofs, bridges, car parking areas, roadways and services within the boundaries of the property.

### Principle 3.

Items that require a licensed tradesperson and/or specialist contractor to perform the maintenance i.e. items that can be maintained from the list of tradespersons engaged by the FMSP.

### Principle 4.

The item is not agency specific, in general terms the item can be found across most agencies as a common item of plant, equipment, fixture or building fabric. In this way, FMSP resources are needed across all agencies and economies of scale are achieved.

### Principle 5.

The item is not subject to another existing whole of government contract, eg photocopiers, PC and some IT equipment.

## EXAMPLES OF OUT OF SCOPE ITEMS

Below are examples of out of scope items that have been negotiated with the FMSP and are now serviced through the AGFMA. Whether these items are best serviced through the AGFMA into the future will be subject to a more detailed review.

- Gym Equipment – health and fitness / rehabilitation: A small number of agencies have requested services of this item.
- Biomedical Equipment – such as specialised beds and patient mobility equipment: This equipment is accepted as an item to repair and maintain under the AGFMA.
- Industrial Items – such as trade based teaching equipment e.g. lathes, guillotines, wine presses in education facilities and workshops: This equipment requires regular inspections and maintenance to ensure it is safe to operate.

## DEFINITIONS

AGFMA	Across Government Facilities Management Arrangements.
FMSP	Facilities Management Service Provider
Item	The piece of plant, equipment, fixture or building fabric
In-scope item	Core strategic items that the FMSP must deliver FM services on under the AGFMA
Out of scope item	Non-core strategic item that the FMSP is not obliged to deliver, that they may or may not have the expertise or resources to deliver but may deliver through collaborative negotiation with the agency in order to support the agencies requirements.
Stakeholder	Agency, FMSP, AGFMA Section, governance body.

## APPROVAL

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**APPROVAL** by Manager AGFMA

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Date