

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 [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

The screenshot shows the 'building management' website interface. The header includes the Government of South Australia logo and the Department for Transport, Energy and Infrastructure. The main navigation bar contains links for 'ABOUT BUILDING MANAGEMENT', 'LEGISLATION & POLICIES', 'INFORMATION & RESOURCES', and 'SYSTEMS & REPORTS'. A search bar and 'HOME'/'CONTACT US' links are also present. The 'Systems and Reports' section is highlighted, and a login form is displayed with fields for 'User Name' and 'Password', and a 'Submit' button. A red callout box with white text reads: 'Click on login Enter User Name & Password Click on Submit.' A 'Forgot your password?' link is visible below the login form.

This screenshot shows the same website interface but with the file list visible under the 'Systems and Reports' section. The file list is titled 'File Name' and contains the following folders: ABORIGINAL AFFAIRS, ACCOMMODATION SERVICES, ARTS SA, BM PROJECT SERVICES, COMHOUSE CO-OP, COURTS ADMIN AUTHORITY, DEP FOR ENVIRONMENT & HERITAGE, DEPT FOR CORRECTIONAL SERVICES, DEPT FOR EDUC AND CHILD SERVICES, DEPT FOR FAMILIES AND, and DEPT TRANSPORT ENERGY. A red callout box with white text and an arrow pointing to the first folder reads: 'Defaults to your Agency folder. Clicking on underlined link opens folders.'

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

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The screenshot shows the 'building management' website interface. The header includes the Government of South Australia logo and the text 'building management'. A search bar and navigation links for 'HOME' and 'CONTACT US' are present. The main navigation menu includes 'ABOUT BUILDING MANAGEMENT', 'LEGISLATION & POLICIES', 'INFORMATION & RESOURCES', and 'SYSTEMS & REPORTS'. The 'Systems and Reports' section is active, displaying a list of folders under 'PRIMARY INDUSTRIES SA'. A red arrow points to the 'Minor Works Program' folder.

File Name	Last Modified Date
05063_PIRSA - PT GROUND,3,4,5,6,7,8 & 9 FLOORS	
05395_PIRSA - PLANT HEALTH OPERATIONS	
05857_ADELAIDE GRENFELL CTR -PIRSA B8:13,14,15.16,17	
06043_GLENSIDE PIRSA - DRILL CORE STORAGE FACILITY	
07067_PIRSA GLENSIDE - ANIMAL HEALTH	
08035_MT BARKER WATER RESOURCES MANAGEMENT	
08164_THEBARTON BIO SECURITY CENTRE AND CORE LIBRARY	
08608_PORT ADELAIDE MARITIME CORPORATION	
09947_PIRSA OFFICE ACCOMMODATION - 39-41 DEQUETTEVILLE	
21320_PIRSA OFFICE OF THE SOUTHERN SUBURBS	
Minor Works Program	

To view reports click on 'Minor Works Program'.

Two Excel Files will be displayed:

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

The screenshot shows the 'building management' website interface with the 'Minor Works Program' folder selected. The file list now displays two Excel files. A red arrow points to the file names.

File Name	Last Modified Date
AGRI Metro.xls	19/02/2008 9:08:47 AM
AGRI Country.xls	19/02/2008 9:08:47 AM

Click on file names to display.

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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.

	A	B	C	D	E	F
1	CLIENT	AGRICULTURE				
2						
3	Date Run:	3/01/2008				
4						
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						

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

The screenshot shows the 'building management' website interface. The top navigation bar includes the Government of South Australia logo, the department name, a search bar, and links for HOME and CONTACT US. Below this is a secondary navigation bar with categories: ABOUT BUILDING MANAGEMENT, LEGISLATION & POLICIES, INFORMATION & RESOURCES, and SYSTEMS & REPORTS. The main content area is titled 'Systems and Reports' and displays a list of folders for the 'DEPT FOR EDUC AND CHILD SERVICES'. A red callout box on the right states: 'The contents of folders other than those containing your asset/s remain invisible.' The folder list includes: AREA SCHOOL, CHILDRENS SERVICES, CHILD~PARENT CENTRE, EDUC SERVICES BRANCH, FAMILY&COMM.SERVICES, HIGH SCHOOLS, JUN PRIMARY SCHOOL, KINDERGARTEN, and Minor Works Program.

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

This screenshot shows the same website interface but with the navigation path expanded to 'DEPT FOR EDUC AND CHILD SERVICES \ HIGH SCHOOLS'. The folder list now displays individual school folders, including: 00543_MORPHETT VALE HIGH SCHOOL, 00638_WIRREANDA HIGH SCHOOL, 00641_SEAFORD 6-12 SCHOOL, 00796_EASTERN FLEURIEU 7-12 SCH STRATHALBYN HS CAMPUS, 00803_BRIGHTON SECONDARY SCHOOL, 00805_FINDON HIGH SCHOOL, 00809_HENLEY HIGH SCHOOL, 00823_HAMILTON SECONDARY COLLEGE, 00893_SEAVIEW HIGH SCHOOL, 00907_WILLIAM LIGHT R-12 SCHOOL, and 00909_WILLUNGA HIGH SCHOOL.

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

How to view Client Asset Data Reports

Government of South Australia
Department for Transport, Energy and Infrastructure

building management

search

HOME CONTACT US

ABOUT BUILDING MANAGEMENT LEGISLATION & POLICIES INFORMATION & RESOURCES SYSTEMS & REPORTS

AGENCY ENERGY REPORTS
APPLICATIONS
BPIMS REPORTING
FAMIS REPORTING
PREVENTATIVE MAINTENANCE AND PROPERTY SERVICES
SAMIS REPORTING
TENDERS & CONTRACTS

for Government Employees
for Government Agencies
for Industry and Contractors

Systems and Reports

DEPT FOR EDUC AND CHILD SERVICES \ HIGH SCHOOLS \ 00543_MORPHETT VALE HIGH SCHOOL

File Name	Last Modified Date
Preventative Maintenance	

Logout
Contact the Administrator

**Preventative Maintenance folder contains schedules.
If property services are provided, folders such as Cleaning, Hygiene or Grounds Maintenance will be included here.**

Government of South Australia
Department for Transport, Energy and Infrastructure

building management

search

HOME CONTACT US

ABOUT BUILDING MANAGEMENT LEGISLATION & POLICIES INFORMATION & RESOURCES SYSTEMS & REPORTS

AGENCY ENERGY REPORTS
APPLICATIONS
BPIMS REPORTING
FAMIS REPORTING
PREVENTATIVE MAINTENANCE AND PROPERTY SERVICES
SAMIS REPORTING
TENDERS & CONTRACTS

for Government Employees
for Government Agencies
for Industry and Contractors

Systems and Reports

DEPT FOR EDUC AND CHILD SERVICES \ HIGH SCHOOLS \ 00543_MORPHETT VALE HIGH SCHOOL \ Preventative Maintenance

File Name	Last Modified Date
SS_00543_MORPHETT VALE HIGH SCHOOL.RTF	19/02/2008 9:03:29 AM
tds_00543_MORPHETT VALE HIGH SCHOOL.RTF	19/02/2008 9:03:30 AM

Logout
Contact the Administrator

**Service & Technical Data Schedules open in Word.
Cleaning budgets open in Excel.**

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**DEPT OF EDUC & CHILDRENS SERVS
PREVENTATIVE MAINTENANCE
SERVICE AGREEMENT - SCHEDULE**

Site Asset: 00543 MORPHETT VALE HIGH SCHOOL
Specification: 131-PR-2007 PREVENTATIVE MAINTENANCE 2007
Building: 01 ADMINISTRATION

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
BUILDING												
Fixed Ladders, Platforms and Walkways - (catwalks)												
ELECTRICAL												
Electrical Safety Tests - Appliances												
Switchboard - Distribution												
Residual Current Device (RCD) - Fixed												
FIRE												
Emergency Evacuation Lighting - Single Point System												
MECHANICAL												
Air Conditioner - Window Wall Type												
Air Conditioner - Split Type												
Boiling Water Unit - Storage Type												
PLUMBING												
Hot Water Service - Storage - Electric												
Hot Water Service - Under Sink Displacement Type												

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Site Asset: 00543 MORPHETT VALE HIGH SCHOOL
Specification: 131-PR-2007 PREVENTATIVE MAINTENANCE 2007

BUILDING

Fixed Ladders, Platforms and Walkways - (catwalks)

ACTIVITY	TYPE OF SERVICE				
	A	B	C	D	E
1. Check fixed ladders, platforms and walkways (catwalks) construction, especially for the following:- - stability of the ads. - wear on non-slip surfaces. - stability of handrails and balustrades.				*	
2. Provide written report on findings including any costed rectification.				*	
3. Record results in log book.					

Files can be copied and saved for editing.

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File Name	Last Modified Date
SS_00543_MORPHETT VALE HIGH SCHOOL.RTF	19/02/2008 9:03:29 AM
tds_00543_MORPHETT VALE HIGH SCHOOL.RTF	19/02/2008 9:03:30 AM

Logout

Contact the Administrator

Remember to logout when finished.

Please report any difficulties to the [website administrator](#).