CONWY
CYNGOR BWRDEISTREF SIROL
COUNTY BOROUGH COUNCIL

# Service Asset Management Plan

# (SAMP)

# Survey Procedures

| | | |
|---|---|---|
| **Date:** | 27th July 2012 | **Property Management and Asset Services** |
| **Version:** | 4.0 | **Government Buildings** |
| **Status:** | Approved | **Dinerth Road** |
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**Contents**

# 1 Executive Summary

The SAMP process is an important part of the delivery for the key principals of the AMP and assist in the efficiency agenda, where assets are aligned to Corporate and Service objectives and those not serving such a purpose are disposed of in order to reduce revenue expenditure, reduce the Authority's carbon footprint and generate a capital receipt.

The process will inform the Authority of the resources required for it to provide an efficient planned and professionally managed portfolio by looking forward five years within the life cycle of the asset. Land and buildings have long economic and physical lives, and the five year cycle is a segment of that life, but one that gives the Authority a manageable period for it to plan for.

The SAMP will be reported to Senior Officers and to the Cabinet to further advocate the process of challenge and stimulating debate, and officially scrutinise how the Authority are delivering on the AMP.

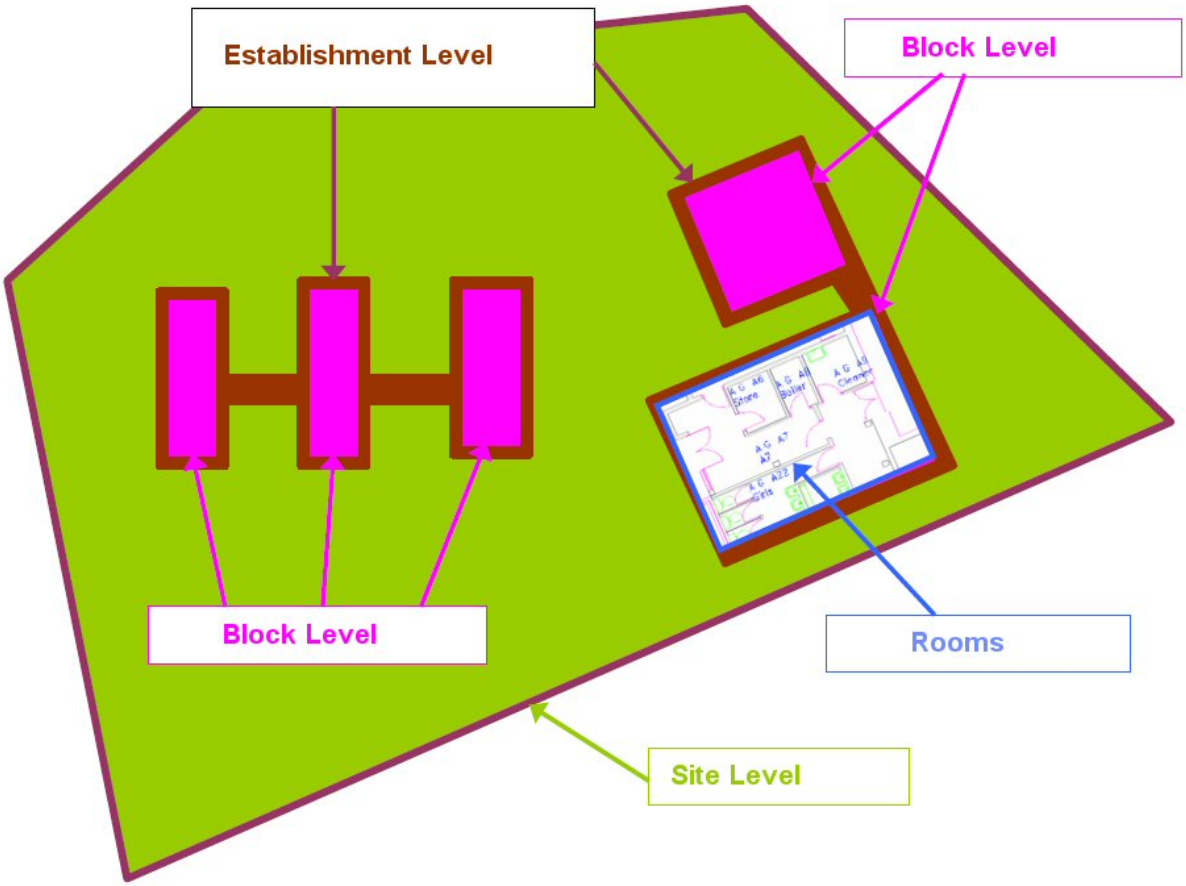
# 2 Introduction

## 2.1 SAMP History

The Service Asset Management Plan system was commenced in 2005 and supported by a protocol published at that time. The first year consisted of a desktop exercise to gather existing maintenance schedules and personnel knowledge of the sites into a first edition of the SAMP. The Asset Management System was setup to accept the agreed framework and the data was entered. The first full survey period was 2006 – 2011 (version 2) this mainly focused on the principal buildings of the Authority. The new Asset Management Plan (AMP) adopted in December 2011 reiterated that the SAMPs shall cover ALL land and buildings and to that end a base survey was input in 2012 for all out standing land and building which form part of the corporate portfolio.

## 2.2 Block Surveying

The Asset Management System is setup with three main levels Site; Establishment and Block. The block level can be defined as a building or part of building which differs in either age, construction or main usage. This can effect the way the SAMP is considered so a survey is carried out for every active block in the asset management system. This will lead to an Establishment possibly having several SAMPs for each block making up the total unit. An example of this is that there are many more SAMPs for schools than we have schools because of the approach.


Establishment Level
Block Level
Block Level
Rooms
Site Level

# 3 SAMP Procedure

## 3.1 SAMP Surveying Programme

The Authority's portfolio for the purposes of SAMPs has been divided into five groups, whereby 20% of the entire portfolio will be considered each year in order to produce Service Asset Management Plans.

The groups have been allocated a place within the five year cycle, by Service type and size and are detailed below:-

| SAMP Group | Survey Year | Service | Block Type | | | Grand Total |
|---|---|---|---|---|---|---|
| | | | Building | Land | Structure | |
| Group 1 | 2012-13 | Education Services - Primary | 188 | 11 | 5 | 204 |
| Group 2 | 2013-14 | Education Services - Resources | 2 | | | 2 |
| | | Education Services - Secondary | 75 | 16 | 5 | 96 |
| | | Leisure & Community Development Services | 1 | | | 1 |
| | | Regeneration Services | 67 | 25 | | 92 |
| | | Youth Service | 13 | | | 13 |
| Group 3 | 2014-15 | Environmental Services | 1 | | 1 | 2 |
| | | Learning Disability & Mental Health Services | 5 | | | 5 |
| | | Leisure & Community Development Services | 4 | 1 | | 5 |
| | | Property Management and Asset Services | 173 | 114 | 28 | 315 |
| | | Regeneration Services | 2 | | 1 | 3 |
| Group 4 | 2015-16 | Children & Families Services | 7 | | | 7 |
| | | Learning Disability & Mental Health Services | 2 | | | 2 |
| | | Older People/PDSI Services | 9 | | | 9 |
| | | Provider Services | 28 | | 2 | 30 |
| | | Theatres & Conference Centre | 7 | | | 7 |
| Group 5 | 2016-17 | Administrative & Democratic Services | 1 | | | 1 |
| | | Car Parks | 2 | 55 | 1 | 58 |
| | | Countryside | 3 | 16 | 2 | 21 |
| | | Education Services - Primary | 4 | | 1 | 5 |
| | | Environmental Services | 81 | 60 | 34 | 175 |
| | | Highways | 1 | 8 | 5 | 14 |
| | | Housing Services | 1 | | | 1 |
| | | Leisure & Community Development Services | 107 | 238 | 126 | 471 |
| | | Library Information & Culture Services | 19 | | | 19 |
| | | Regeneration Services | 30 | 17 | 4 | 51 |
| **Grand Total** | | | **833** | **561** | **215** | **1609** |

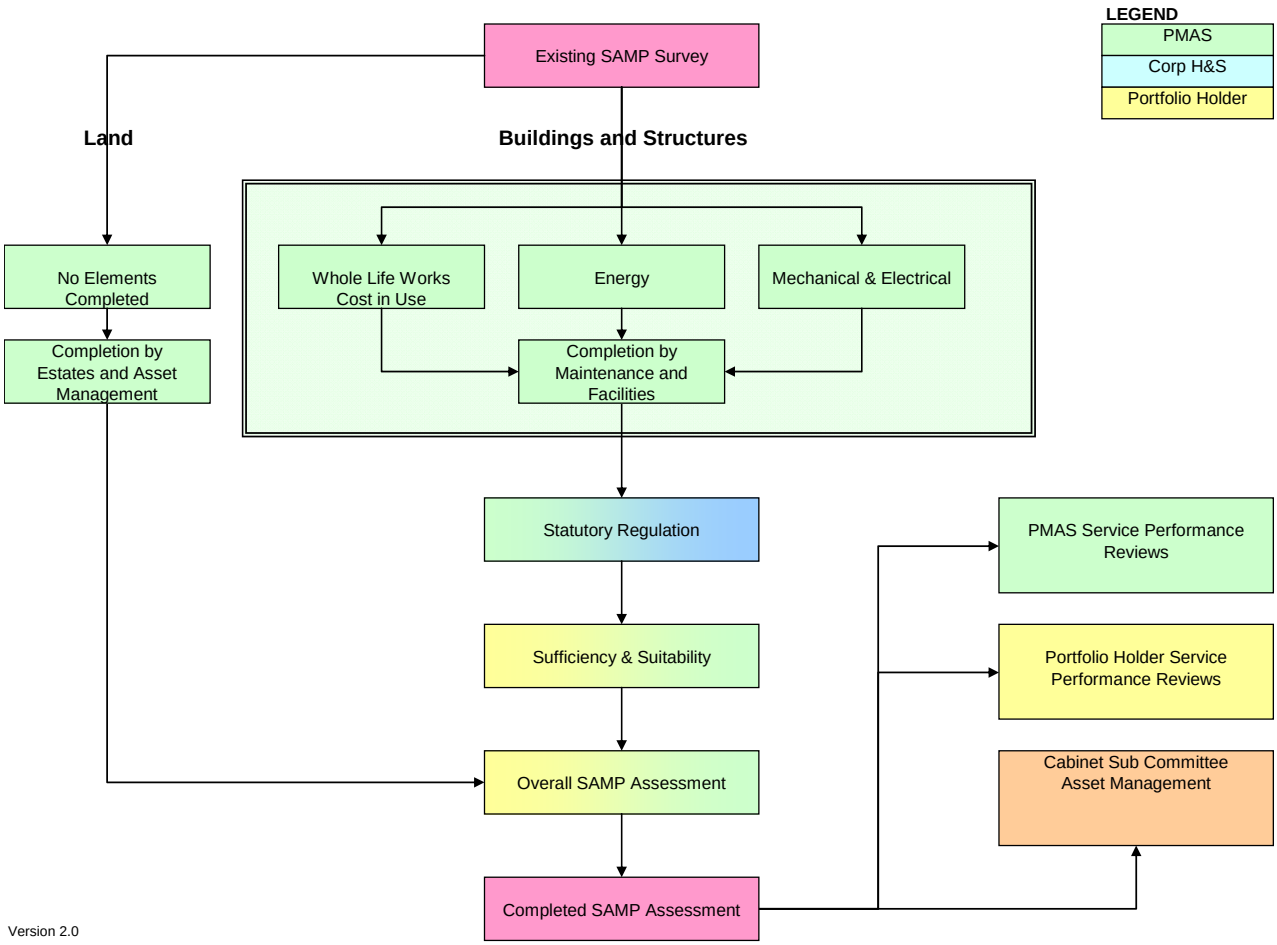
Building – Any building that contains rooms.
Structure – A building which does not contain rooms.
Land – An area of ground which does not have a building or a structure present

## 3.2 SAMP Survey Flow Chart

The SAMP flow chart shows the typical work connections of the different work elements of the SAMP process. The work highlighted as PMAS Maintenance and Facilities is required to be completed before the Portfolio Holders are approached so they can be aware of the work already identified before being consulted on their own requirements.

The Statutory Regulation element can be done before, during or after the maintenance and facility elements as this is based on continuously reviewed corporate data.

**Annual SAMP Surveying Flow Chart**



## 3.3 SAMP Annual Programme

The programme shown below gives the anticipated work programme for the different elements of the SAMP in order to complete the whole assessments within a financial year:-

**Annual SAMP Programme**

| Work Element | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Maintenance and Facilities | | | | | | | | | | | | |
| Estates and Asset Management | | | | | | | | | | | | |
| Estates and Asset Management | Land Only | | | | | | | | | | | |
| Portfolio Holders | | | | | | | | | | | | |
| Cabinet Sub Committee | | | | | | | | | | | | |
| Corp H&S | Continuous Review Programme of Existing Assessments | | | | | | | | | | | |

# 4 SAMP Structure

## 4.1 SAMP Elements

The elements of the SAMP buildings and structures are across seven headings, which covers the whole consideration necessary, each of these are given an individual score for the overall rating. The elements considered are shown below:-

- Whole Life Works - PMAS
- Cost in Use (Decoration) R&M - PMAS
- Sufficiency - Portfolio Holder
- Suitability - Portfolio Holder
- Utilisation - Portfolio Holder
- Statutory Regulations - PMAS / Corp H&S
- Energy - PMAS

The above elements of the SAMP for land shall not be completed and the survey shall move directly to the overall scoring.

## 4.2 SAMP Element Scoring (Non Education)

Each of the elements are scored in the range A – D. The definitions of these are set out in the table below:-

| Category | Score | Description |
|---|---|---|
| Whole Life Works | **A** | Good - Performing as intended & operating efficiently. |
| | **B** | Satisfactory - Performing as intended but showing minor deterioration |
| | **C** | Poor - Showing major defects and/or not operating as intended. |
| | **D** | Bad - Life expired and/or serious risk of imminent failure. |
| Cost in Use RM | **A** | Good - Performing as intended & operating efficiently. |
| | **B** | Satisfactory - Performing as intended but showing minor deterioration |
| | **C** | Poor - Showing major defects and/or not operating as intended. |
| | **D** | Bad - Life expired and/or serious risk of imminent failure. |
| Sufficiency | **A** | Meets all the current and planned service requirements |
| | **B** | Meets all current service requirements |
| | **C** | Shortfall in meeting the service requirement |
| | **D** | Severe shortfall in meeting current service requirements |
| Suitability | **A** | Suitable for current and foreseeable service delivery |
| | **B** | Suitable to maintain current service delivery |
| | **C** | Unsuitable for current service delivery |
| | **D** | Barely operational |
| Utilisation | **A** | Measured at or above target |
| | **B** | Measured as achieving over 80% of target |
| | **C** | Measured as achieving over 60% of target |
| | **D** | Measured at or below 60% of target |
| Statutory Regulations | **A** | Fully compliant with all requirements |
| | **B** | Minor non compliance(s) essential works required |
| | **C** | Major non compliance(s) critical works required |
| | **D** | Failed compliance(s) rendering facility unusable |
| Energy | **A** | Performance 110% above Energy Benchmark |
| | **B** | Performance 100% +/- 10% of Energy Benchmark |
| | **C** | Performance 90 - 70% of Energy Benchmark |
| | **D** | Performance below 70% of Energy Benchmark |

## 4.3 SAMP Element Scoring (Education)

Each of the elements are scored in the range A – D. The definitions of these are set out in the table below:-

| Category | Score | Description |
|---|---|---|
| Whole Life Works | **A** | Good - Performing as intended & operating efficiently. |
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| | **C** | Poor - Showing major defects and/or not operating as intended. |
| | **D** | Bad - Life expired and/or serious risk of imminent failure. |
| Cost in Use RM | **A** | Good - Performing as intended & operating efficiently. |
| | **B** | Satisfactory - Performing as intended but showing minor deterioration |
| | **C** | Poor - Showing major defects and/or not operating as intended. |
| | **D** | Bad - Life expired and/or serious risk of imminent failure. |
| Sufficiency | **A** | - 5% to + 5% almost no difference |
| | **B** | -10% to + 10% small difference |
| | **C** | 15% to + 15 % Large difference |
| | **D** | <-15% to >+15% Remainder |
| Suitability | **A** | Suitable for current and foreseeable service delivery |
| | **B** | Suitable to maintain current service delivery |
| | **C** | Unsuitable for current service delivery |
| | **D** | Barely operational |
| Utilisation | **A** | Closest match to pupil numbers and capacity within 10% of unfilled places and 3% of over capacity |
| | **B** | Comparison of pupil numbers and Capacity within 10% - 25% of unfilled places and 5% - 10% of over capacity |
| | **C** | More than 10% over Capacity |
| | **D Primary** | Schools with more than 25% unfilled places, and small school with less than 90 pupils and more than 25% and 30 surplus places. |
| | **D Secondary** | Schools with more than 25% unfilled places, and less than 700 places in a small secondary school |
| Statutory Regulations | **A** | Fully compliant with all requirements |
| | **B** | Minor non compliance(s) essential works required |
| | **C** | Major non compliance(s) critical works required |
| | **D** | Failed compliance(s) rendering facility unusable |
| Energy | **A** | Performance 110% above Energy Benchmark |
| | **B** | Performance 100% +/- 10% of Energy Benchmark |
| | **C** | Performance 90 - 70% of Energy Benchmark |
| | **D** | Performance below 70% of Energy Benchmark |

## 4.4 SAMP Overall Score

There is an overall score for each block which is based on retention of the asset, this is scored in the range A – D. The definitions of these are set out in the table below:-

| Category | Score | Description |
|---|---|---|
| SAMP Overall Score | **A** | Required for the next 5 years |
| | **B** | To be reviewed within 5 years |
| | **C** | Currently under review |
| | **D** | Review complete and asset not required<br>1. Surplus to requirement<br>2. Available for disposal to re-invest in service assets<br>3. Liability which cannot be maintained |

# 5 Survey Methods

## 5.1 Whole Life Works

Condition surveys will be conducted on an exceptional basis i.e. if a component is performing and within it economic life and will continue for the next five years, do not record it.

- Economic life is the expected life of a component when installed or refurbished as new

The survey does not require to be intrusive or destructive, but should highlights areas for further investigation and / or specialist survey(s)

- Further investigations shall be recorded as Identified Works

When considering whole life works these shall be planned major refurbishment of similar items grouped together or replacement required over the next five years. In considering the components the following shall be considered:-

- Currently causing concerns with performance and need investment within 5 years.
- Some concerns with performance and likely to need investment within 5 years.
- Passed its expected economic life.

The M&E element of the survey are mainly done by the information derived from the testing and servicing certificates; sheet forms and reports of recommendations. As these systems are regularly tested; inspected and serviced we are always up to date with the current issues and conditions, however some sites are attended where officers have doubts or concerns through knowledge of recent help calls; user complaints and/or persistent issues occurring.

## 5.2 Cost in Use (Decoration) R&M

Cost in Use shall include cyclical works and non recurring maintenance over the five years of the survey period. In considering the components the following shall be considered:-

- Due for planned cyclical or non recurring maintenance within 5 years.
- Needing preventative maintenance to achieve its economic life.
- Needing maintenance to extend its economic life

## 5.3 Sufficiency

The sufficiency of the block shall be considered by the Portfolio Holder as a desktop review. The Identified Works from this shall be the requirements of the Portfolio Holder for any additional internal or external space to support the use of the block that is required within the next five years. PMAS will consult with the Head of Service for the relevant portfolio holder in the completion of this element.

## 5.4 Suitability

The suitability of the block shall be considered by the Portfolio Holder as a desktop review. The Identified Works from this shall be the requirements of the Portfolio Holder in consideration of the broad headings given below and is required within the next five years. PMAS will consult with the Head of Service for the relevant portfolio holder in the completion of this element.

- Size / Shape / Structure
- Environmental
- Location
- Fixed Furniture
- IT Infrastructure
- Client Requirements

## 5.5 Utilisation

The Utilisation of the block shall be considered by the Portfolio Holder as a desktop review. The use of utilisation will be at the Portfolio Holders discretion and subject to setting up by the system administrator.

## 5.6 Statutory Regulations

The Statutory Regulations are made up of several elements held in the asset management system administrated by either PMAS or Corp H&S. A desktop exercise shall be used to record the identified works for each of the elements.

- DDA - PMAS
- Asbestos - PMAS
- Fire Safety Regulatory Reform - Corp H&S
- Legionella - PMAS

## 5.7 Energy

This will only apply to blocks defined as Buildings. A calculation of actual energy used compared to bench marking for the building type shall be used to produce the score for the block. Identified works shall take the form energy saving work.

# 6 Identified Works

## 6.1 Data Entering

All Identified Works shall be enter via the Condition Surveys, no Identified Works shall be entered directly into the system.

## 6.2 Components / Work Items

When considering identified works components of the block shall generally be considered as a collective item.

## 6.3 Estimates

Estimates shall be at current estimated costs in the option of the survey at the time. The estimate is an approximate guide value not a formal verified estimate.

## 6.4 Cost Indices

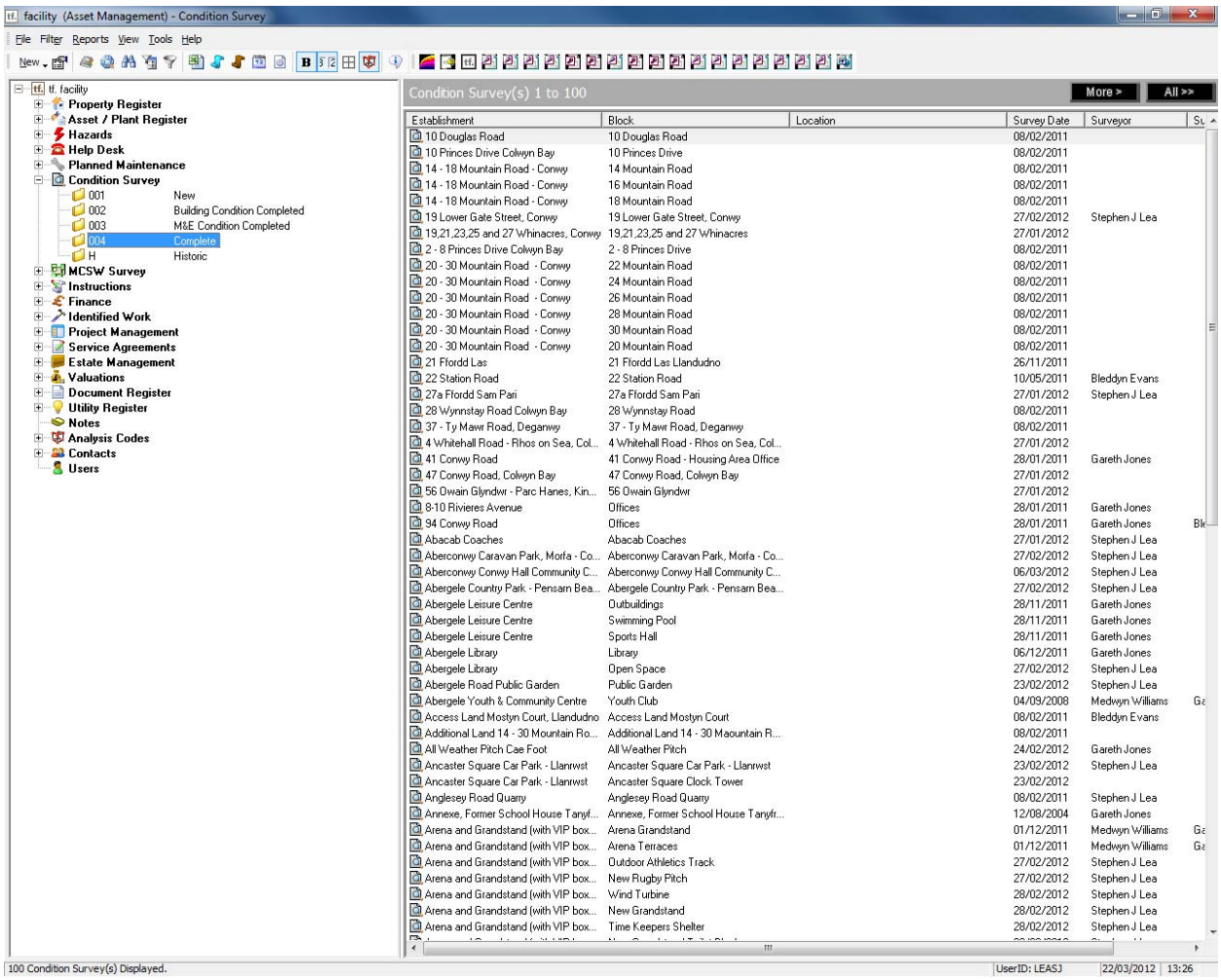
The Base Indice shall be entered on the User Defined tab at the time of inputting. The indice shall be the BCIS General Building Cost Index.

# 7 New Edition Survey Procedure

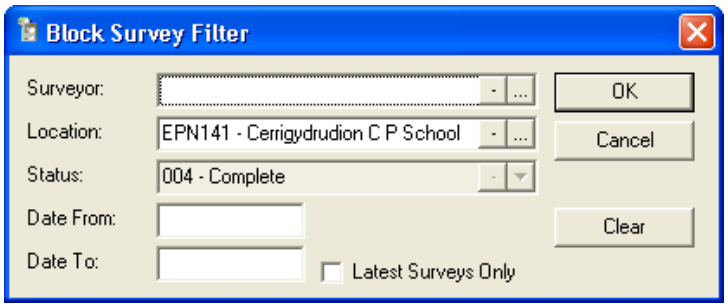
All new surveys are to be created from the following procedure, generally all previous information is carried forward to the new survey and will need to be reviewed.

## 7.1 Create a New Survey

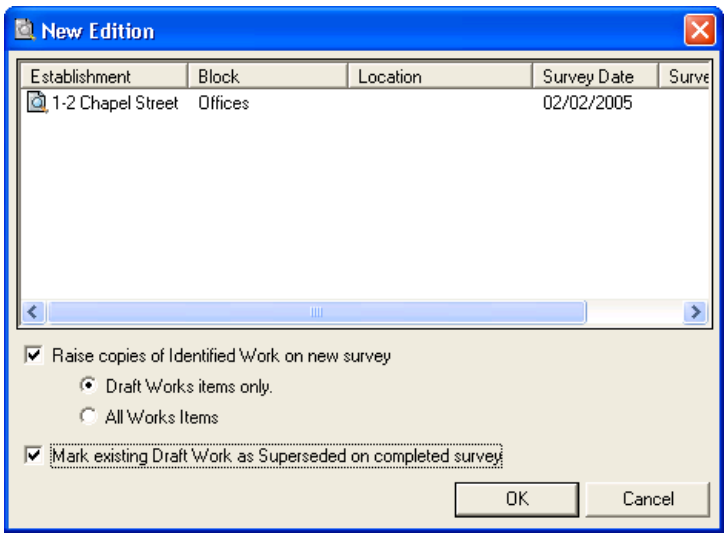
To create a new condition survey for a block you must be in the Condition Module in the Completed survey list.




You can use the filters to make selection easier 




Select the block to be re-surveyed and Right Button and select New Edition.




Raise copies of Identified Works by using the tick box and select Draft Works items only.

Using the tick box Mark the existing Draft Work as Superseded.

Confirm you wish to create a New Edition of this survey.

## 7.2 Work to New Survey

All Identified Works copied to new survey shall be reviewed, new estimates provided; estimate date changed and Base Indice changed to suit new estimate date.

The current date is automatically inserted as the survey date (this to be reconsidered).

The Surveyors are carried forward, these to be changed if different.

Notes are carried forward to be reviewed and updated.

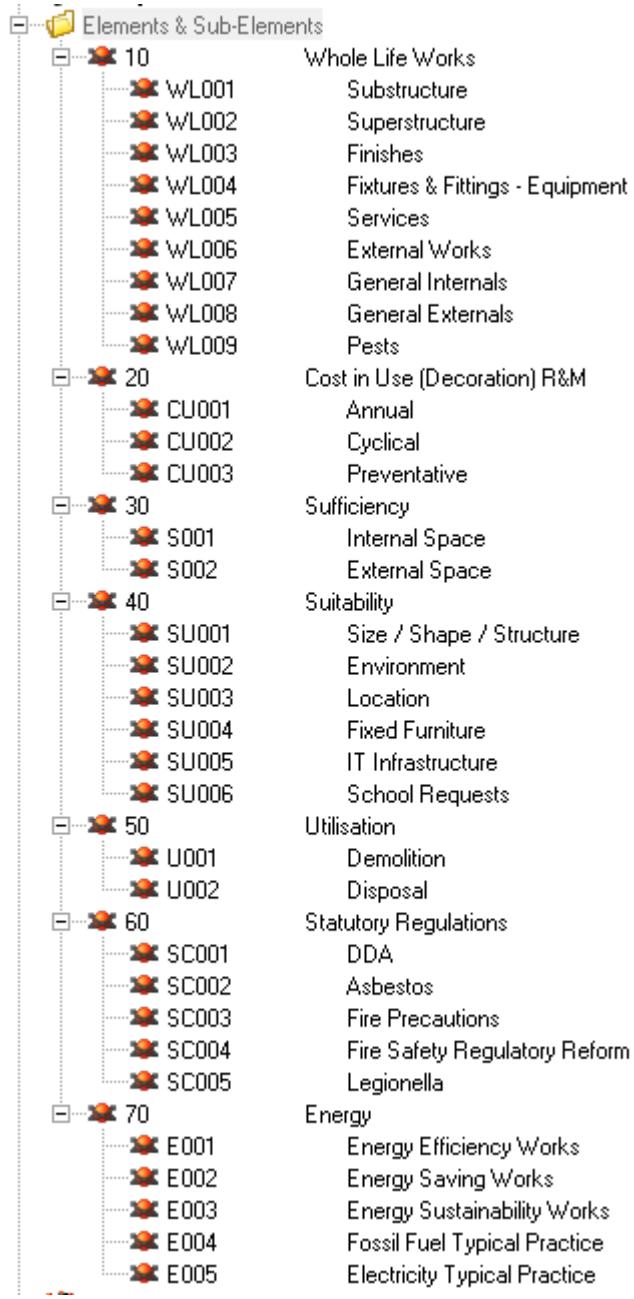
M&E notes and surveyors are carried forward to be reviewed and updated.

Scores are cleared so will need new scores.

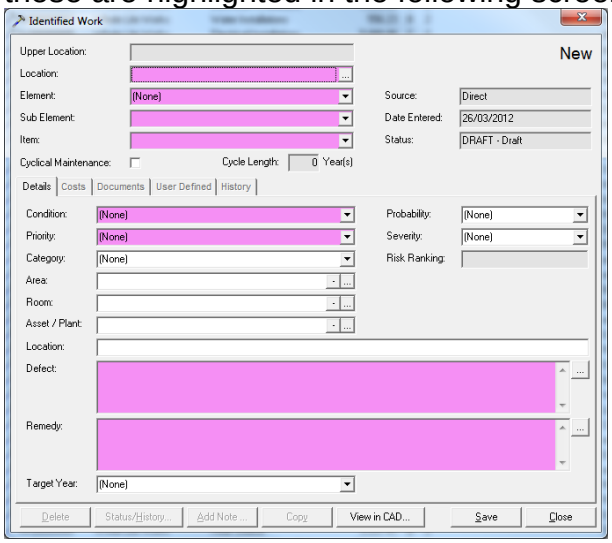
Enter new Identified Works from survey for the next 5 years.

## 7.3 Entering Identified Works

Identified Works are ONLY to be enter via the Condition Surveys. There are a range of Elements and Sub Elements, this list is not fixed and can be amended by the system administrator details below:-




There are a number of mandatory fields that must be completed for all identified works, these are highlighted in the following screen shots

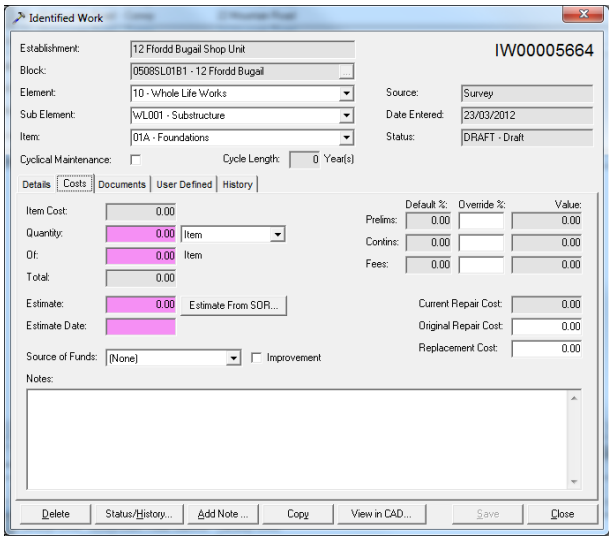


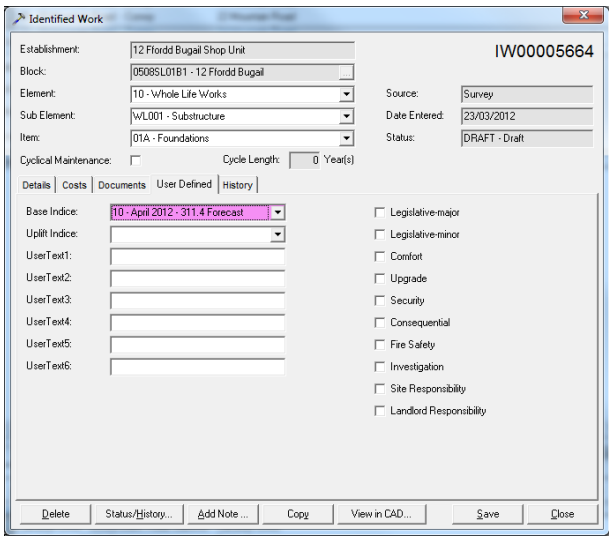
Condition of the component is given as A - D

| | |
|---|---|
| A | Serviceable, maintained life with normal maintenance |
| B | Operational, with minor essential maintenance requirement |
| C | Operational but with some critical and/or essential maintenance requirement |
| D | Barely operational, major critical and essential maintenance requirement a risk of breakdown; due for extensive refurbishment or replacement |

Priority has an attribute of 1 – 3 which are defined as below:-

| | | |
|---|---|---|
| 1 | Critical | Failure possible leading to service failure within 5 years |
| 2 | Essential | Failure possible within 5 years |
| 3 | Desirable | Preventative works to maintain condition over 5 years (includes replacement of elements / components which are still operating beyond their economic life) |



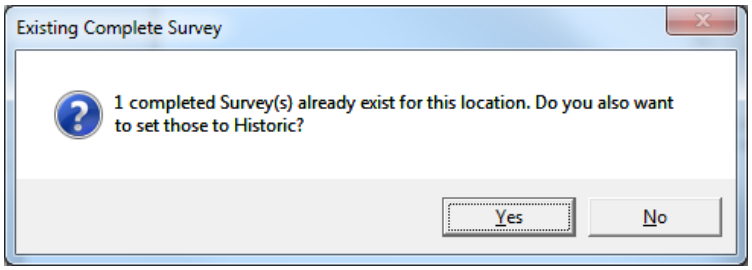




## 7.4 Fire Safety Identified Works

The fire safety identified works are on a different cycle of reviews than the SAMP. The alterations or additions of fire related identified works need to be amended or input in the current condition survey as item 6.

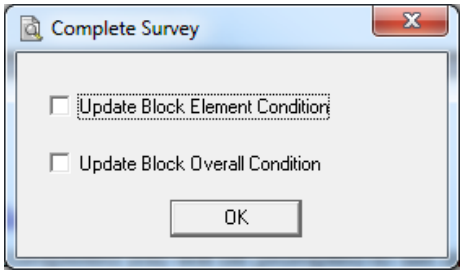
## 7.5 Completion of Surveys

When the new survey is completed you will be prompted to set any other completed surveys to Historic Status as shown below.




Should any of the Identified work not be set to completed you will be prompted that this must be changed before you can set the survey to Historic Status. It is now necessary to edit the older survey and find which identified work items need to be amended and then change the survey first to completed then on to Historic.

When completing any survey you will be prompted to update the block elements and / or overall condition both which should be ticked and completed with the OK button.

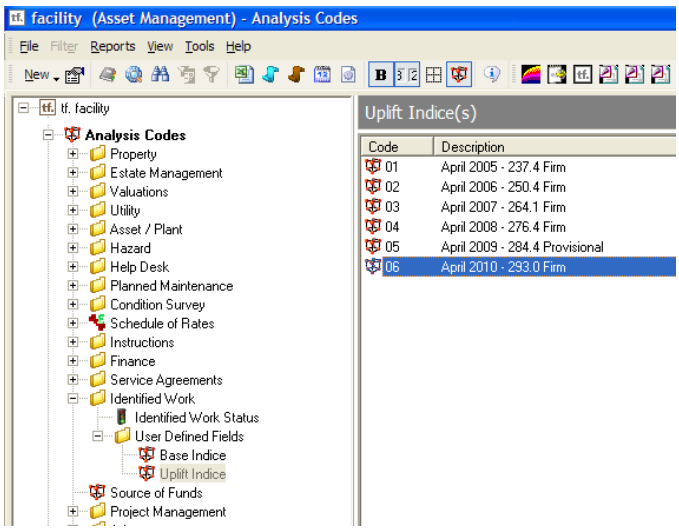



# 8 Identified Works BCIS Uplift Procedure

All Identified Works at Draft status shall be financially uplifted every April from the Base Indice to the current Indice for that April.

Check that all Identified Works have a Base Indice set.

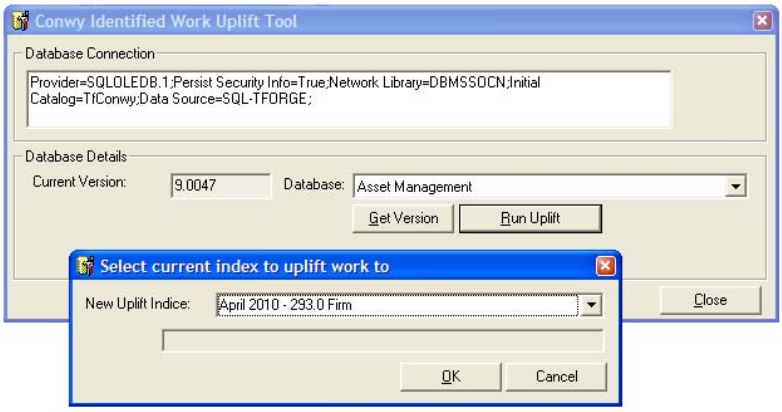
The latest BCIS General Building Cost Index shall be obtained for the required April. This shall then be entered into the analysis codes for user defined identified works.




The uplift programme shall then be run ConwyIWUplift.exe.

Select the database to uplift > Get Version > Run Uplift.

Select New Uplift Indice from list previously enter > OK



# 9 Reporting

PMAS will report annually to the Cabinet and will consult with the relevant Portfolio Holders in the preparation of the report. The reporting process will be a key tool within the AMP in identifying, progressing and delivering on the efficiency agenda.

The purpose of the report will be to inform the Members and Senior Officers of the condition of the asset base and how this is aligned to the direction of where the portfolio is travelling.

The reporting process will also assist in scrutinising works and finance required to maintain the portfolio and the progress of reviews and disposals.

# 10 Contacts

Should you have any queries regarding this procedure please let us know.
Email PMAS.AssetManagement@conwy.gov.uk

Please feel free to contact either officer below at any time

Stephen J Lea – Principal Asset Manager
01492 574283
steve.lea@conwy.gov.uk

Or

Annette Landucci - Asset Management Officer
01492 574005
Annette.Landucci@conwy.gov.uk

# 11 Revisions

The revisions to these procedures are shown below and apply to all data inputted, revised or updated from the date of the revision.

| Revision Number | Revision Date | Description | Effect on existing data | Revision By |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# 12 User Notes