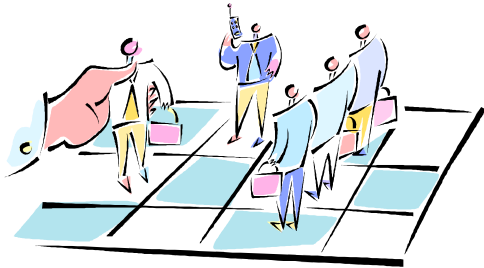


SHOULD YOU HAVE LONG TERM PLANS FOR YOUR FACILITY?



In a recent debate on current FM issues, a number of Facility Managers expressed their concern that it is NOT possible to develop long term plans for their facilities. They believe that organisations tend to have only short to medium term business plans, making it impossible for facility managers to foresee and plan for the organisation's facility requirements, beyond a 12 months period.

However, there were also a number of FMers who choose to have a broad long term plan for their facilities in place as their starting plan.

Many of these FMers have approached Strategic Facility Services to assist in the development of the long term plans for their facilities.

Their reasons for having long term plans for their facilities include.

- A facility's building structure, fitout and building services equipment clearly needs major repairs, refurbishment or replacement over time.
- This means that a facility will have an inherent long term plan for maintenance and renewal works, whether it owned or leased.
- The time line for major repairs, refurbishment or replacement activities reflect current operational requirements and the maintenance practice of the organisation
- The FMers can start managing this long term plan of the facilities, even

before the organisation makes up its mind on its long term operational requirements

- As soon as the organisation sets its new plan(s), the FMer will be able to adjust the long term plans of the facilities to suit the organisation's new plans
- After reviewing the new business plans, the FMers will also be able to appropriately respond and advise how well or poorly the facilities will be able to support the organisation's new plan(s)
- If need to, the FMers will be able to competently advise the organisation to either stay within the facility (and modify certain aspects of it), or relocate to more suitable facilities, or build a new one to meet specific requirements.

However, one of the most common reasons for having the long term plans for the organisation is the opportunity to set up the long term operation and maintenance budget for the facilities, which may include provision for possible improvements and modifications to the facilities, including an allowance for unforeseen repairs or similar expenditures. Most FMers do not like having to respond to unforeseen circumstances and being caught on the back foot. They prefer to be proactive, and be in control, at least most of the time.

Strategy

Is published 4 times a year.
This edition contains:

- ❖ Should you have long term plans for your facility?
- ❖ Preventing Your Maintenance Funds being Robbed
- ❖ Do you know What services are supporting your buildings?



Preventing Your Maintenance Funds from being 'robbed'

You have diligently planned your operation and maintenance budget to cover not just the known but also unforeseen expenditure; just in case someone asks for a set of furniture for new staff, or a set of filing cabinets for the new big project, or the old chiller decides to stop this summer.

However, you also know that you are going to be regularly asked to break into 'your stash' or even to rob your maintenance funds a little, to fund 'more urgent' issues for the organisation.

Recently, these urgent issues have included:

- Security upgrades, following terrorism and other security scares in various agencies
- Environment Sustainable Design Provisions, to meet the latest government policy requirements
- Improved OH&S provisions, to respond to recent incidents or claims in the workplace.

In most instances, you are expected to cover the issues which scream the loudest. As you only have limited funds, you can only address the symptoms of the problems, using the shortest term measures. Yet, you would really rather to tackle the issues and their long term implications for staff, the facilities and the organisation.

With many competing issues to handle it is important to develop long term plans for your facility! You can then offer short term solutions while still addressing the issues systematically, balancing the priorities and needs of the differing sections of the organisation. By operating within a planned framework you can provide the required maintenance to keep the facility operational and still meet security, OH&S, ESD and other new requirements.

With a plan in place you can defend your facilities budget.

DO YOU KNOW WHAT SERVICES ARE SUPPORTING YOUR BUILDINGS?

How do they Work and What's their quantity?

When you prepare an inventory of the contents of your garage, how would your list look?

Would it be something like this?

1 red Ford Falcon car body
2 1800cc engine
1 3600cc engine
11 wheels
1 white Toyota car body
2 bucket front seats with woollen seat covers
4 bucket seats with cloth covers
2 bench seats with cloth covers
1 automatic transmission
1 manual gearbox

Or would you prepare it like this?

1 Toyota Corolla 1.8 litre, white, manual.
1 Ford Falcon 3.6litre, automatic
1 spare wheel
1 spare old engine

How many equipment & component items can you identify from this list?

<i>Air handling unit</i>	<i>Cool room</i>
<i>Actuator</i>	<i>Damper</i>
<i>Compressor</i>	<i>Fan coil unit</i>
<i>Compressor</i>	<i>Filters</i>
<i>Compressor</i>	<i>Return air fan</i>
<i>Condenser</i>	<i>Supply air fan</i>
<i>Condenser air cooled</i>	<i>Water chiller</i>
<i>Split system air conditioner</i>	<i>Motor (Elec)</i>

Did you find four (4) equipment items supporting two (2) systems?

AIR CONDITIONING

Air Handling Unit
Return air Fan
Supply air fan
Damper/Actuator
Motor (Elec)
Filters

Water Chiller
Compressor
Condenser air cooled

Split System Air Conditioner
Compressor
Fan coil unit

COLD STORAGE

Cool Room
Condenser
Compressor

To comply with current financial reporting requirements, many organisations have diligently prepared their asset register, including a register of all equipment supporting their buildings. Many have either engaged their maintenance contractor to prepare the register, or instructed their staff to compile the register whilst doing their maintenance tasks. In most cases, the structure of the register is left open to the 'data collectors' to decide.

Strategic Facility Services is regularly asked to assist organisations to prepare maintenance specifications for their facilities, using the asset register recently compiled. After assessing a considerable number of asset registers over the past 7-8 years, we come to the conclusion that the task of preparing a list of equipment forming the various systems supporting the building services is not always as easy as it looks. Typically, the accuracy of the list depends on the following factors:

- The number of people collecting the data in the field
- The instruction given to the data collectors
- The skills, knowledge and diligence of the data collectors
- Their understanding of how the systems or equipment work, including the interactions between a number of trades in ensuring its operation
- Their understanding and appreciation of where the items are located, and their skill in describing the location so that it can be understood by others
- The skills, knowledge and diligence of the people entering the data into an electronic list
- The level of interest that the data collectors and the data entry team has in the equipment being listed

We believe that an asset register should be presented in the way that reflects the services being delivered rather than simply as a list of equipment. Such a structure also helps the checking process to ensure that the list is accurate and complete.

Like a car, many building services require the operation of more than one type of equipment, which although not necessarily located together, are in fact all interconnected and interdependent, and must operate as an integrated unit. Consequently, dispersing these equipment items throughout an asset register does not give a clear picture of structure of the asset.

A structurally formatted asset register will assist a building owner or user appreciate the true nature of their assets and give an appreciation of how the systems work together. A simple list does not always make much sense to them, and leaves them feeling technically inadequate.

On the other hand, the maintenance contractor may be comfortable with a long list of equipment representing a large quantity of items that they will have to maintain under the contract. They are able to systematically put a price against each item and then calculate a total price. The maintenance contractor can also work with a structured list and gain an appreciation of how the customer views the asset to be maintained. A strong alignment between the customer and maintenance provider's view of the world is always beneficial.

Take a close look at your asset register – and see if you can make some sense out of it and readily appreciate the scope of work involved in maintaining the assets. If not maybe you need to look for a better way to structure your asset register.

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