



Asset Management Services

Facilities Management Unit

FM Considerations during Project Initiation

Revision 2.0 – 15th November 2007

WORKING DRAFT

FM Considerations for Projects

(Some issues may be covered under UTas Design Guidelines)

Project Managers should confirm inclusion status of the following issues at scope briefing stage of all projects.

1. Backlog Maintenance and Registered Assets

- Assets
 - i. Review existing assets that form part of the project for possible reuse or removal.
 - ii. Removed assets require official notification to the UTas Assets & Property Officer for system data removal and identification of disposal methods for audit reasons.
 - iii. Assets that form part of the project but will be decommissioned for the project duration should be identified and notification given to FMU therefore allowing maintenance schedules to be altered or modified.
 - iv. Access to the site for maintenance of other “non project” assets should be considered for UTas contract maintenance staff.
 - v. Asset Forms for all new or modified assets (including location) must be completed and included as part of the As Constructed information requirements.
- Backlog Maintenance Inclusion
 - i. Review FMU identified backlog maintenance liability (identified works through audits) for possible inclusion (both works and budget) into the current project.
- Facilities Compliance – The Broader Picture
 - i. Review options to “make compliant” assets or systems of the whole as opposed to just the “project affordable” brief.

2. Cleaning Operations

- Cleaning Contracts
 - i. Review existing UTas contracts and assess options to vary scope to include new works.
 - ii. Review other local contracts and assess options to vary scope to include new works.
 - iii. Tender new works to the market.
- Goods Delivery or Pickup
 - i. Consideration for Paper Products
 - ii. Consideration for Cleaning Chemicals
 - iii. Consideration for Laundry Services
- Cleaners Store Rooms
 - i. One master cleaners storeroom shall be larger than the rest to accommodate bulk storage of paper products, bulk chemical store and decanting facilities etc. This main storeroom should have mechanical exhaust systems installed to deal with chemical fumes.

- ii. A metal key safe (master keyed to Uni standards) shall be installed to the master storeroom. This will hold building space access keys for the cleaning staff use.
 - iii. Store rooms to be located on each level of a building and should include adequate shelving for a supply of paper products; cupboards or shelves for cleaning chemicals; wall racks for brooms, sweepers, extension leads etc; storage space for vacuum cleaners, floor polishers and waste collection trolleys.
 - iv. Rooms to also include standard cleaning slop hopper sinks and appropriate taps with hose fittings.
 - v. Consideration should be given to installing special fire detection heads in cleaner's storerooms due to accidental activation by chemical or steam.
 - vi. Doors to store rooms shall be fitted with door access control (Cardax in South) allowing access to contract cleaners only.
- Window Cleaning
 - i. Clearly identify the processes cleaning staff shall use for cleaning the external surfaces of all windows. (Must comply with safe work practices of the cleaning industry)
 - ii. Note that window sun shading structures can interfere with scaffolds or travel towers for external cleaning processes.
 - iii. Identify special cleaning processes for tinted or unique glass surfaces.
- Vinyl Flooring
 - i. Vinyl sheet flooring should be self-shining (no strip and seal) where possible. This results in lower maintenance costs.
 - ii. Coved skirting shall be homogeneous to the floor sheet material with impervious welded joints.
 - iii. "Altro" should be avoided due to its hard to clean characteristics.
- Hand Drying Facilities to Washrooms
 - i. Paper hand towels and Electric Air Dryers are required in all washroom facilities.
 - ii. Territoweling towels shall not be installed.
- Hand Drying Facilities to Laboratories
 - i. Paper hand towels are required in all laboratories.
 - ii. Continuous pull down "white" cotton towel roll systems shall be installed after assessment of requirement.

3. Waste Management and Recycling

- Waste Hoppers/Bins
 - i. Space required with easy truck access for lifting and emptying
 - ii. Consideration for Security of waste and or prevention of public dumping
 - iii. Consideration for Wheelie Bin kerbside pickup area
- Recycling options
 - i. Paper and Cardboard recycling options to be considered.
 - ii. Separation in office into smaller paper recycle bins/boxes and larger wheel bins to photocopy machine areas.
- Medical wastes
 - i. Consideration for Security and Disposal options.
 - ii. Consideration for Sharps management and disposals.

- Chemical wastes
 - i. Purchase options – Small quantities vs. Bulk
 - ii. Consideration for Disposal options.

4. Parking and Traffic management

- Permits and Approvals management
 - i. Central or Local management considerations
- Policing and Infringements
 - i. UTas security or other (Local Council)
- Parking types
 - i. Disabled Access parking
 - ii. Staff
 - iii. Students parking
 - iv. Reserved
 - v. Visitors parking
 - (a) Public
 - (b) Lecturers
 - (c) Contractors
 - (d) Doctors
 - vi. Motor Cycle
 - vii. Pushbike lockups
- Bus Stops and Taxi Ranks

5. Security – Hardware and Operations

- Security Hardware cupboards or rooms
 - i. Cupboards or rooms shall be dedicated to security equipment only.
(Not shared – secure environment)
- Door Access Control
 - i. All external (perimeter) doors to have access control and alarms
 - ii. Laboratories to have access control – risk management issue
 - iii. Card authorisations
- CCTV to all high risk areas – risk assessed
 - i. Digital recorded locally in secure cupboard or room. Monitored remotely at Campus control rooms.
- Duress alarms to all front desk counters and receptions
- Help Point telephones at strategic locations – risk assessed
- EWIS or BOWS considerations
- Security guards, Front of House desk, patrols and Guard tracking stations
 - i. Deterrents for unauthorised building entry
- Keys and Card management and master keying

6. Building Maintenance Operations

- Existing contracts
 - i. Review existing UTas contracts and assess options to vary scope to include new works.

- ii. Review other local contracts and assess options to vary scope to include new works.
 - iii. Tender new works to the market.
- Crib room facilities / Toilets
 - i. Consider washroom facilities for back of house operations.
- Maintenance storeroom / facilities
 - i. Boxes of filters, lights, ladders etc
 - ii. Spares for building such as carpet and ceiling tiles etc.
 - iii. Plan and Specification holding facilities plus maintenance records (Options to be considered as required by the Tas Building Act and Building Regulations – PESHFM.)
 - iv. Copies of As Constructed drawings and maintenance manuals to be held on site and be made secure.
 - v. Computer and network availability to access remote CAD and Asset Management database facilities.
- Plant room keying to Utas standards
 - i. Consider door access control.
- Restricted roof access due to safety aspects
 - i. Safety lanyard anchor points for dangerous zones
 - ii. Plant and equipment to be located in the safe zones. (Not near edges)
- Hazardous Plant
 - i. Certification and Registration of equipment with Workplace Standards.
 - ii. Appropriate signage for compliance issues
 - iii. Equipment warning signage as to registration issues and register updates
 - iv. Exhaust warnings for service personnel
- Plant and Equipment water/waste discharge
 - i. Connect to appropriate systems and not just drip down walls etc. Assessments required for approval.

7. Grounds Maintenance

- Litter bins
 - i. Standards as per design guidelines
 - ii. Emptying options – OH&S issues
- Cigarette Butt Bins
 - i. U Tas bylaw 10 metre distance for No Smoking
 - ii. Appropriate signage
 - iii. Butt Out bins / containers at approved locations
- Landscape Maintenance
 - i. Lawns
 - ii. Shrubs
 - iii. Trees
 - iv. Irrigation
 - v. Taps for hand watering
- Landscape Management
 - i. Water features treatment
 - ii. Sculptures cleaning
- Hard Stand Areas – Pavements, Roads, Drains etc
 - i. Grated drain cleaning
 - ii. Wind blown debris cleanup

8. Emergency Management

- Consideration of an emergency cabinet (hats, signs etc) beside the FIP depending on fire / emergency evacuation design procedures
- Allocation of Fire Wardens and Assistants
- Evacuation Training and Practiced Evacs
- Emergency Services (Tas Fire Services) building familiarisation

9. Signage

- Occupancy Permits and Maintenance Certification certificate displays for foyers.
- Place of Assembly certificate display
- Form 56 display
- External signage – Direction assistance and Building Identification - compliant to UTas standards
- Internal directory boards to UTas standards
- Door signage and Room numbering to UTas standards
- Room Capacity signs
- Parking signage to UTas standards
- Building layout information centres (Touch screens and VDU's)