

What is Facilities Asset Management

- Facilities Asset Management, is a module within UniSpace that captures and stores asset data for the University of Adelaide
- The contractors are responsible for updating the asset data throughout the asset lifecycle
- The Facilities Asset Management module will capture;
 - new assets
 - modifications to assets
 - deletion of assets
 - scheduling of assets
 - asset cost
 - asset lifecycle
 - asset condition
 - asset criticality
 - asset usage
 - asset capacity
 - asset operating times

Equipment Standard Codes

What is an equipment standard?

An equipment standard is made up of 3 components:

- Asset Standard Code (trade discipline)
- Asset Description
- Descriptive Detail about the asset

MECH – PRESSURE VESSEL – **AIR RECEIVER** MECH – PRESSURE VESSEL – **CONDENSOR**

Refer to document *Equipment Standard Listing.xls* for all the naming conventions available to use.

Asset Standard Codes

ASSET STANDARD CODE	ASSET STANDARD DESCRIPTION
ELEG	ELECTRICAL
ESP	FIRE SERVICES
	FUNE
re de la companya de	FOME
LIFT	LIFTS
месн	MECHANICAL
	MEGHANIGAL
PLUM	PLUMBING
WATER	WATER TREATMENT

HOW TO LOG IN AND ACCESS THE FACILITIES ASSET MANAGEMENT MODULE

Facilities Asset Management - Log In



HOW TO SEARCH FOR AN ASSET BY BUILDING / TRADE

The University of Adelaide

Facilities Asset Management – Searching for Assets – by Building

FNTER -"site" and "building	″ code							
ENTER - site and building	coue							
SELECT - "Filter"								
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Location Organization Project Asset R	egistry					₿ 🖻 י	* 0	
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CA City Accommodation								
CB Coobowie								
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Facilities Asset Management – Searching for Assets – by Trade



HOW TO SEARCH FOR AN INDIVIDUAL ASSET

Facilities Asset Management – Searching for Individual Assets

		ACTION
UniSpace - HOME Applications	Tasks -	
Asset Registration Console		ENTER - "Asset Code " (ensure the CS is
Enter a New Asset Search for Existing Asset Equipment Systems		entered in capitals)
Accest Colocition Eliter		entereu in cupituis)
▼ Asset Selection Filter		
SITE BUILDING Asset Type	rd Asset Status Asset Filter	SELECT – "Filter"
Accet Pegi	rtny	
Cite De Man El	suy	
Site, Building, Floor Clear Filter No records to c	display.	
BL Booleroo b BD Ruckland Dark		
DP BUCKLING Park De City Accommodation		
C C Cophowie		
CH Charlick Farm		
CL Clare	Asset Registration Console	
CR Coorong (Salt Creek)	Enter a New Asset Search for Existing Asset Equipment Systems	
DH Dental Hospital		
DR Doppler Radar (BOM)	Asset Selection Fifter	
FM Flinders Medical Centre	SITE BUILDING Asset Type Asset Standard Asset Status	CIERCE Filter
FP Family Practice Unit		
GT Glenthorne Farm		
HR Hackney Road	Location Organization Project Asset Registry	
P IV IMVS	Site, Building, Floor Clear Filter	Pending
KD Kadipa	BL Booleroo	Condition Criticality Action Project ID Site Code Building Code Floor Code Room Code
	Equipment(1)	
KM Koonamore Outstation	▶ CA City Accommodation ✓ ① C51002628 eq MECH - COOLING TOWER disp	0 N/A MULTIPLE NT NT42 14 01
KT Kent Town	▷ CB Cobbovie	
LM Lyell McEwin Hospital	CH Charlick Farm	
MA Maitland	CL Clare	
MB Middleback	CR Coorong (Salt Creek)	
MG Morgan	DH Dental Hospital	
MH Modbury Hospital	DR Doppler Radar (BOM)	
MI Minlaton	FP Family Practice Unit	
MR Mount Rescue	▶ GT Glenthorne Farm	
P NA NORTH Adelaide	HR Hackney Road	
NR North Haven	▶ IV IMVS	
V NT North lenace	▶ JL Joint Library Store	
	▶ KI Kangaroo Island	
	KM Koonamore Outstation	
	KT Kent Town	
	LM Lyell McEwin Hospital	
	MB Middleback	
	MG Morgan	
	MH Modbury Hospital	
	MI Minlaton	
	MR Mount Rescue	
	NA North Adelaide	
	P NH North Haven Total records: 1	

HOW TO VIEW ASSET INFORMATION

Facilities Asset Management – Viewing Asset Information



HOW TO EXPORT AN ASSET REPORT

Facilities Asset Management – Exporting Assets Reports

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HOW TO VIEW ALL ASSETS ASSOCIATED TO A SERVICE CONTRACT



		ACTION			NOTE			
		SELECT - " of the contra	Service Contract Code act you want to view	e″	Once yo you will which is	ou have selected the contract I now see all the asset data, I linked to the contract		
Equipment Wa	arranties and	Service Contracts	guipment by Warranty					_
Contracts	· '							
Service Contract Coo	de	 Service Cor 	ntact Service Contract Ver	ndor	Description	 Date Service Contract Expires 	 Service Contract 	t Graphic
BMS003-15		BRUCE LA	WSON A G O'CONNORS		MECHANICAL SERVICES CONTRACT	30/06/2020		
F and a second bud								
Equipment in	formation						X	LS DATA Select
Equipment Condition	on: e(1400) g(4) u	Alliana Page 1 of 2	SU Next >>					
Equipment Code	 Site Code 	 Building Code 	 Equipment Standard 	 PM Procedure 	Equip. Status Description	 Additional Comments 	Service Contrac	t Code Service Contr
					▼		BMS003-15	
CS000001	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive Split A/C Unit - ACU 2-1	BM008		- DEL
CS000002	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive Split A/C Unit - ACU 2-3	BM008	BMS003-15	NEXT - DEL
CS000003	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive Split A/C Unit - ACU 2-5	BM008	BMS003-15	NEXT - DEL
CS000010	NA	NA05	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active	LOCATED BACK OF SCOREBOARD DAIKIN AIR COO	LED R BMS003-15	
CS0000011	NA	NA05	MECH - SPLIT SYSTEM VRV	BM007 (A), BM007 (M), BM007 (Q)	Active	LOCATED AT BACK OF GRANDSTAND DAIKIN AIR C	OOLE BMS003-15	
CS000012	NA	NA05	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active	GENERAL EXHAUST PROVISION FOR LONG ROOM	VIA A D BMS003-15	
CS000013	NT	HR01	MECH - AIR HANDLING UNIT	BM018 (A), BM018 (M), BM018 (Q)	Active		BMS003-15	
CS000014	NT	HR01	MECH - CHILLER - AIR COOLED	BM017 (A), BM017 (M), BM017 (Q)	Active		BMS003-15	
CS000015	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active	AREA SERVED - DNA LAB COOLROOM. ROOM TEM	PERATUR BMS003-15	
CS000016	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active	AREA SERVED - DNA LAB COOLROOM. ROOM TEM	PERATU BMS003-15	
CS000017	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active	AREA SERVED - DNA LAB FREEZER ROOM. ROOM 1	EMPE BMS003-15	
CS0000018	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active	AREA SERVED - DNA LAB FREEZER ROOM. ROOM 1	EMPE BMS003-15	
C5000019	NI	HKU1	MECH - CULD ROUM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active	AREA SERVED - DNA LAB FREEZER ROOM, ROOM	EMPE BM5003-15	
C5000020	NI	HKU1	MECH - LUED KUUM KEFKIDGEKATION	BHIOUS (A), BHIOUS (M), BMOOS (Q)	Active	AKEA SERVED - DNA LAB FREEZER ROOM, ROOM	EMPE BM5003-15	
C5000021	NT	HRUI		BH040 (A), BH040 (H) BM040 (A) BM040 (M)	Active	OUNT SERVED FCO-DINA-2 QUANTITY SUPPLIED 6	V 110 PM5007 45	
C50000022	NT	HRUI		BH040 (A), BH040 (H) BM040 (A), BM040 (M)	Active	QUANTITE SUPPLIED 1 OFF SIZE (MM) /62 X 610 MST M017 to be carried out in confunction with	A 110 BM5003-15	
C5000023	NT	HR01	MECH - FAN - EXHAUST	BM011 (A) BM011 (M) BM011 (O)	Artive	SERVES FUME CUROARD ECONA001 LOCATED IN I	200E BM5007.15	
C5000024	NT	HR01	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Arthe	SERVES FORE COBOARD FCDRAUUT EDCATED IN	BMS002 15	
C\$000025	NT	HR01	MECH - FAN - EXHAUST	BM011 (A) BM011 (M) BM011 (Q)	Artive		BMS002-15	
C\$000027	NT	HR01	MECH - FAN - SUPPLY	BM011 (A) BM011 (M) BM011 (Q)	Artive	AREA SERVED - DNA I AR AIR SHOWED WEST SIDE	BMS002-15	
C5000027	NT	HR01	MECH - FAN - SUPPLY	BM011 (A) BM011 (M) BM011 (O)	Active	AREA SERVED - DNA LAB AIR SHOWER WEST SIDE	BMS003-15	
C5000029	NT	HR01	MECH - FAN - SUPPLY	BM011 (A) BM011 (M) BM011 (O)	Active	AREA SERVED - DIA DAD AIR SHOWER EAST SIDE	BM5003-15	
C5000030	NT	HR01	MECH - MECHANICAL SERVICES SWITCHROARD	 BM029 (A) 	Active	LOCATED IN ROOF SPACE ADJACENT TO ACCESS P	ATEORM BMS003-15	
	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M) BM006 (6M)	Active	OUTDOOR UNIT S/NO 300 9641T AREA SERVED 1	E - BM5003-15	
CS0000031		111140	STELL STELLS STELLS STELLS			CONSIGNITION STOLEN AND AND AND AND AND AND AND AND AND AN		
C50000031 C50000032	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active	OUTDOOR UNIT S/NO. 300 9645T AREA SERVED 1	E - BM5003-15	

ACTION

SELECT – "Select Fields". This allows you to build fields for a report.

Use the "Show" and "Hide" buttons to and remove Fields

Use the "Up" and "Down" buttons to re-arrange the Fields

Equipment Warr	ranties and	Service Contracts									
Equipment by Servi	ice Contract	Equipment by DLP	Equipment by Warranty								
Contracts											
Service Contract Code		 Service (Contact	 Service Contract Vend 	or	Description		-	Date Service Contract Expires	 Service Contract Graphi 	ic
BMS003-15		BRUCE	LAWSON	A G O'CONNORS		MECHANICAL SE	RVICES CONTRACT		30/06/2020		
Equipment Infor	rmation									XL D	DATA Select F
quipment Condition:	e ^[1400] g ^[4] u	[4589] All[5993] Page 1 o	of 30 Next >>	•							
Equipment Code 🛛 🕳	Site Code	 Building Code 	 Equipment Standard 		PM Procedure	Equip. Status	 Description 	 Additiond 	I Comments	Service Contract Code	Secice Contrac
							•			BMS003-15	
25000001	DH	DH01	MECH - SPLIT SYSTEM	SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-1	BM008		BMS003-15	NEAT - DEL
CS0000002	DH	DH01	MECH - SPLIT SYSTEM	SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-3	BM008		BMS003.45	NE T - DEL
250000003	DH	DH01	MECH - SPLIT SYSTEM	SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-5	BM00		BI	NEXTEN
CS0000010	NA	NA05	MECH - SPLIT SYSTEM	SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		LOCATED			
250000011	NA	NA05	MECH - SPLIT SYSTEM	VRV	BM007 (A), BM007 (M), BM007 (Q)	Active		LOCAT	Select Fields		
50000012	NA	NA05	MECH - FAN - EXHAUST	r	BM011 (A), BM011 (M), BM011 (Q)	Active		GENERAL			
50000013	NT	HR01	MECH - AIR HANDLING	UNIT	BM018 (A), BM018 (M), BM018 (Q)	Active			Available Fields:	Visible Fields:	
50000014	NT	HR01	MECH - CHILLER - AIR C	COOLED	BM017 (A), BM017 (M), BM017 (Q)	Active			Floor Code	Equipment Code	<u>^</u>
50000015	NT	HR01	MECH - COLD ROOM RE	FRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SE	Equipment Use	Building Code	
50000016	NT	HR01	MECH - COLD ROOM RE	FRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA	Equipment Condition	Equipment Standard	
S0000017	NT	HR01	MECH - COLD ROOM RE	FRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SE	In-Service Date	PM Procedure	
5000018	NT	HR01	MECH - COLD ROOM RE	FRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA	Last Meter Reading	Equip. Status	
50000019	NT	HR01	MECH - COLD ROOM RE	FRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA	Lease Code	Description	
5000020	NT	HR01	MECH - COLD ROOM RE	FRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA 55	Meter Units	Additional Comments	
5000021	NT	HR01	MECH - AIR FILTER HEP	A	BM040 (A), BM040 (M)	Active		UNIT	Serial Number	Service Contract Variat	tion
5000022	NT	HR01	MECH - AIR FILTER HEP	A	BM040 (A), BM040 (M)	Active		QUANTIT	Manufacturer	Warranty Code	aon
5000023	NT	HR01	MECH - AIR FILTER HEP	A	BM040 (A), BM040 (M)	Active		MST ND:	Model Number		
5000024	NT	HR01	MECH - FAN - EXHAUST	г	BM011 (A), BM011 (M), BM011 (Q)	Active		SERVE			
5000025	NT	HR01	MECH - FAN - EXHAUST	r	BM011 (A), BM011 (M), BM011 (Q)	Active				*	-
5000026	NT	HR01	MECH - FAN - EXHAUST	r	BM011 (A), BM011 (M), BM011 (Q)	Active					
\$0000027	NT	HR01	MECH - FAN - SUPPLY		BM011 (A), BM011 (M), BM011 (Q)	Active		AREA SE	Show	Hide Up Dow	vn
5000028	NT	HR01	MECH - FAN - SUPPLY		BM011 (A), BM011 (M), BM011 (Q)	Active		AREA			
50000029	NT	HR01	MECH - FAN - SUPPLY		BM011 (A), BM011 (M), BM011 (Q)	Active					
5000030	NT	HR01	MECH - MECHANICAL S	ERVICES SWITCHBOARD	BM029 (A)	Active		LOCAT			
50000031	NT	NA16	MECH - SPLIT SYSTEM	SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTD			
50000032	NT	NA16	MECH - SPLIT SYSTEM	SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTDOO			
50000033	NT	NA16	MECH - SPLIT SYSTEM	SINGLE HEAD	BM006 (36M) BM006 (6M)	Active		OUTD		Update	e Cancel



FAQs

Who are the BSI Team

The Business Services & Improvement Team is part of The University of Adelaide's Infrastructure Branch.

How do I contact the BSI Team Contact BSI Team via email <u>Contact Us</u>

I have forgotten the website https://archibus.adelaide.edu.au

I have forgotten my password?

Contact The University of Adelaide – Technology Services 83130 3000 Or use their self-service <u>Password Management</u>

I cant log in to the website

You need a valid and activated University of Adelaide account to log in to UniSpace Home.

I would like to make a suggestion / improvement OR there is an issue with the Application I am using

Create a Service Request via UniSpace Home, with the Type of Request as "UniSpace" <u>https://archibus.adelaide.edu.au</u>

revision



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