



THE UNIVERSITY  
*of* ADELAIDE

UniSpace

# USER GUIDE: FACILITIES ASSET MANAGEMENT

[adelaide.edu.au](http://adelaide.edu.au)

*seek* LIGHT

# 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

<b>ASSET STANDARD CODE</b>	<b>ASSET STANDARD DESCRIPTION</b>
<b>ELEC</b>	<b>ELECTRICAL</b>
<b>ESP</b>	<b>FIRE SERVICES</b>
<b>FE</b>	<b>FUME</b>
<b>LIFT</b>	<b>LIFTS</b>
<b>MECH</b>	<b>MECHANICAL</b>
<b>PLUM</b>	<b>PLUMBING</b>
<b>WATER</b>	<b>WATER TREATMENT</b>

# **HOW TO LOG IN AND ACCESS THE FACILITIES ASSET MANAGEMENT MODULE**

# Facilities Asset Management – Log In

**WEBSITE:** [archibus.adelaide.edu.au](http://archibus.adelaide.edu.au)

## ACTION

LOG IN - using your supplied University  
"A number" and your password

## ACTION

CLICK - *Applications Tab*  
SELECT - *Asset Registration Console*  
under *Facilities Asset Manager*

The image shows a browser window with the Archibus web portal. The login form is highlighted with a red dashed box. The main application menu is also highlighted with a red dashed box, showing the 'Applications' tab selected. The 'Facilities Asset Manager' application is expanded, showing the 'Asset Registration Console' selected. The 'Asset Registration Console' is further expanded, showing the 'Manage Asset & Equipment Surveys' option selected. The 'Project Proposal Console' and 'Equipment Warranties and Service Contracts' options are also visible.

# **HOW TO SEARCH FOR AN ASSET BY BUILDING / TRADE**

# Facilities Asset Management – Searching for Assets – by Building

## ACTION

ENTER – “site” and “building” code

SELECT - “Filter”

The image displays two screenshots of the Asset Registration Console interface, illustrating the search process for assets by building.

**Top Screenshot:** Shows the search filter section. The "SITE" field is populated with "NT" and the "BUILDING" field is populated with "NT42". The "Filter" button is highlighted with a red dashed box. The "Asset Registry" section shows "No records to display."

**Bottom Screenshot:** Shows the search results. The "Filter" button is highlighted with a red dashed box. The "Asset Registry" section displays a list of assets for "Building(1)" and "Equipment(25/193)".

Asset Code	Asset Type	Asset Standard	Asset Status	Condition	Criticality	Pending Action	Project ID	Site Code	Building Code
<b>▼ Building(1)</b>									
<b>▼ Equipment(25/193)</b>									
CS1002617	eq	MECH - AIR CONDITIONER	disp		0	N/A		NT	NT42
R00000008075	eq	RES - AV	in		0	N/A		NT	NT42
R00000008073	eq	RES - AV	in		0	N/A		NT	NT42
000002	eq		in		0	N/A		NT	NT42
CS0003283	eq	MECH - FIRE DAMPER THERMAL	Active		0	N/A		NT	NT42
CS0003284	eq	MECH - MECHANICAL SERVICES SWITCHBOARD	Active		0	N/A		NT	NT42
CS0003309	eq	MECH - FAN - STAIR PRESSURISATION	Active		0	N/A		NT	NT42
CS0003310	eq	MECH - FAN - EXHAUST	Active		0	N/A		NT	NT42
CS0003311	eq	MECH - PUMP - HEATING HOT WATER	Active		0	N/A		NT	NT42
CS0003314	eq	MECH - FAN - EXHAUST	Active		0	N/A		NT	NT42
CS0003315	eq	MECH - ROOM AIR CONDITIONER	Inactive		0	N/A		NT	NT42
CS0003317	eq	MECH - FAN - STAIR PRESSURISATION	Active		0	N/A		NT	NT42
CS0003359	eq	MECH - FAN - EXHAUST	Active		0	N/A		NT	NT42
CS0003360	eq	MECH - PRESSURE VESSEL - CONDENSER	Active		0	N/A		NT	NT42
CS0003361	eq	MECH - PRESSURE VESSEL - CONDENSER	Active		0	N/A		NT	NT42
CS0003362	eq	MECH - PRESSURE VESSEL - EVAPORATOR	Active		0	N/A		NT	NT42
CS0003363	eq	MECH - PRESSURE VESSEL - EVAPORATOR	Active		0	N/A		NT	NT42
CS0003364	eq	MECH - FAN - EXHAUST	Active		0	N/A		NT	NT42

Total records: 194

# Facilities Asset Management – Searching for Assets – by Trade

## ACTION

**SELECT** - “Equipment” from the drop down lists what asset type you are searching for e.g.:  
*Equipment*

**ENTER** - “Equipment Standard” description (remember that they must be entered in capitals e.g.:  
ELEC Alternatively you can select from the drop down list)

**SELECT** - “Filter”

**Asset Selection Filter**

Asset Type: Equipment | Asset Standard: ELEC | Filter

**Asset Registry**

Asset Code	Asset Type	Asset Standard	Asset Status	Condition	Criticality	Pending Action	Project ID	Site Code	Building Code	Floor Code	Room
CS0010090	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	01		1
CS0010091	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	GN		G
CS0010092	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	01		
CS0010093	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	01		
CS0010094	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	01		
CS0010095	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	01		
CS0010096	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	01		
CS0010097	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	01		
CS0010098	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	04		4
CS0010099	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	04		4
CS0010100	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	05		5
CS0010101	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	05		5
CS0010102	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	06		6
CS0010103	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	07		7
CS0010104	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	08		8
CS0010105	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	08		8
CS0010106	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	09		9

Total records: 25

# **HOW TO SEARCH FOR AN INDIVIDUAL ASSET**

# Facilities Asset Management – Searching for Individual Assets

THE UNIVERSITY of ADELAIDE  
UniSpace - HOME Applications Tasks -

Asset Registration Console  
Enter a New Asset Search for Existing Asset Equipment Systems

Asset Selection Filter  
SITE BUILDING Asset Type Asset Standard Asset Status Asset Clear Filter

Location Organization Project  
Site, Building, Floor Clear Filter

- BL Booleroo
- BP Buckland Park
- CA City Accommodation
- CB Coobowie
- CH Charlick Farm
- CL Clare
- CR Coorong (Salt Creek)
- DH Dental Hospital
- DR Doppler Radar (BOM)
- FM Flinders Medical Centre
- FP Family Practice Unit
- GT Glenithorne Farm
- HR Hackney Road
- IV IMVS
- JL Joint Library Store
- KD Kadina
- KI Kangaroo Island
- KM Koonamore Outstation
- KT Kent Town
- LM Lyell McEwin Hospital
- MA Maitland
- MB Middleback
- MG Morgan
- MH Modbury Hospital
- MI Minlaton
- MR Mount Rescue
- NA North Adelaide
- NH North Haven
- NT North Terrace

Asset Registry  
No records to display.

**ACTION**

ENTER - "Asset Code" (ensure the CS is entered in capitals)

SELECT - "Filter"

Asset Registration Console  
Enter a New Asset Search for Existing Asset Equipment Systems

Asset Selection Filter  
SITE BUILDING Asset Type Asset Standard Asset Status CS1002628 Clear Filter

Location Organization Project  
Site, Building, Floor Clear Filter

Asset Registry

Asset Code	Asset Type	Asset Standard	Asset Status	Condition	Criticality	Pending Action	Project ID	Site Code	Building Code	Floor Code	Room Code
<b>Equipment(1)</b>											
CS1002628	eq	MECH - COOLING TOWER	disp		0	N/A	MULTIPLE	NT	NT42	14	01

Total records: 1

# HOW TO VIEW ASSET INFORMATION

# Facilities Asset Management – Viewing Asset Information

**ACTION**

SELECT - “pen icon” next to the asset number

The screenshot displays the 'Asset Registration Console' interface. At the top, there are tabs for 'Enter a New Asset', 'Search for Existing Asset', and 'Equipment Systems'. Below this is the 'Asset Selection Filter' section with various dropdown menus and a 'Filter' button. The main area is divided into two panes. The left pane, titled 'Asset Registry', shows a table of assets with columns for 'Location', 'Organization', and 'Project'. A red dashed box highlights the 'pen icon' next to the asset number 'CS0009113'. The right pane, titled 'Edit Equipment Code: CS0009113', shows a form with several tabs: 'General', 'Location/Affiliation & Compliance', 'Dates', 'Costs', 'Usage', 'Documents', and 'Survey'. The 'General' tab is selected, showing fields for 'Equipment Code', 'Subcomponent of Equip.', 'Salvaged?', 'Pending Action', 'Date Record Created', 'Time Record Created', 'Date of last status change', 'Survey Photo', and 'Description'. The 'Description' field contains the text 'TWIN 20" FILTERS 1 X 20" GAC 1 X 20" X 45 PLEATED 1 X MICRON'. Below the form are sections for 'MST Information' and 'Disposal Information'. A red dashed box highlights the 'Save' button in the top right corner of the form.

**NOTE**

You can view all of the information related to the asset by viewing each tab.  
If you make any changes to the asset data ensure you select “SAVE”

# **HOW TO EXPORT AN ASSET REPORT**

# Facilities Asset Management – Exporting Assets Reports

**ACTION**

SELECT - "download arrow"

SELECT - "xls" to download excel format document

The screenshot shows the 'Asset Registration Console' interface. On the left, there are filters for Location, Organization, and Project. The main area displays the 'Asset Registry' table with columns for Asset Code, Asset Type, Asset Standard, Asset Status, Condition, Criticality, Pending Action, Project ID, Site Code, Building Code, Floor Code, and Room Code. A red box highlights the download arrow icon and the 'XLS' option in the export menu. A dashed box highlights the Excel spreadsheet content, which is an 'Example of excel Asset Report' showing the same data as the table.

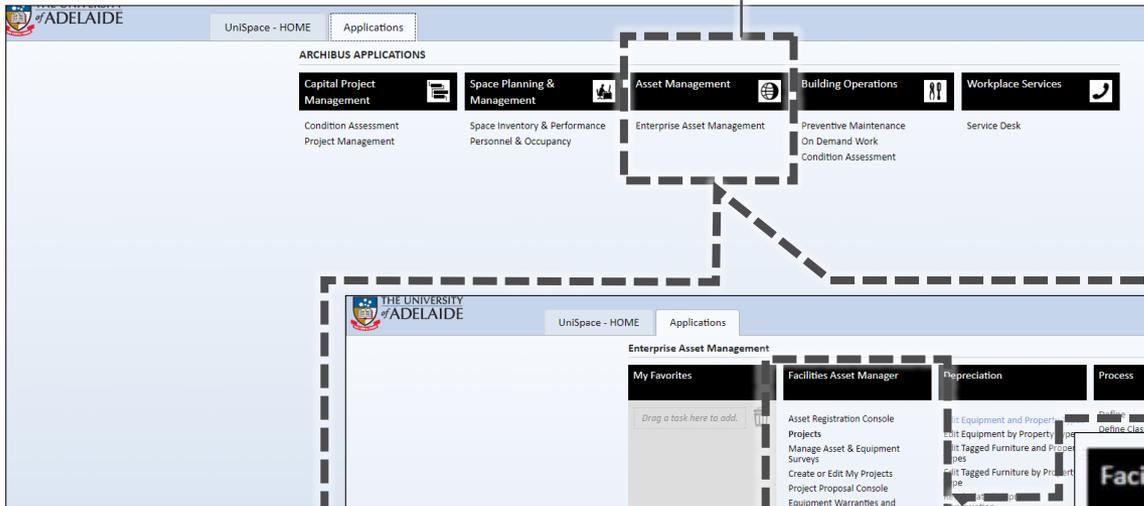
Asset Code	Asset Type	Asset Standard	Asset Status	Condition	Criticality	Pending Action	Project ID	Site Code	Building Code	Floor Code	Room Code
CS0010076	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	100B
CS0010100	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42	GN		G05A
CS0010078	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010079	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010080	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010081	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010082	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010083	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010084	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010085	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010086	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010087	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010088	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010089	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010090	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010091	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	
CS0010092	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		08	801B
CS0010093	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		08	801B
CS0010094	eq	ELEC - DISTRIBUTION BOARD	Active	0	N/A	MULTIPLE	NT	NT42		01	

# **HOW TO VIEW ALL ASSETS ASSOCIATED TO A SERVICE CONTRACT**

# Facilities Asset Management – Viewing Asset associated with a Service Contract

## ACTION

SELECT - "Asset Management"



## ACTION

SELECT - "Equipment Warranties and Service Contracts"



# Facilities Asset Management – Viewing Asset associated with a Service Contract

**ACTION**

**SELECT – “Service Contract Code”**  
of the contract you want to view

**NOTE**

Once you have selected the contract you will now see all the asset data, which is linked to the contract

**Equipment Warranties and Service Contracts**

Equipment by Service Contract | Equipment by DLP | Equipment by Warranty

**Contracts**

Service Contract Code: BMS003-15 | Service Contract: BRUCE LAWSON | Service Contract Vendor: A G O'CONNORS | Description: MECHANICAL SERVICES CONTRACT | Date Service Contract Expires: 30/06/2020

**Equipment Information**

Equipment Condition: e[1400] g[4] u[4599] All[1999] Page 1 of 30 Next >>

Equipment Code	Site Code	Building Code	Equipment Standard	PM Procedure	Equip. Status	Description	Additional Comments	Service Contract Code	Service Contract Variation
CS0000001	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-1	BM008	BMS003-15	DEL
CS0000002	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-3	BM008	BMS003-15	NEXT - DEL
CS0000003	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-5	BM008	BMS003-15	NEXT - DEL
CS0000010	NA	NA05	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		LOCATED BACK OF SCOREBOARD DAIKIN AIR COOLED R...	BMS003-15	
CS0000011	NA	NA05	MECH - SPLIT SYSTEM VRV	BM007 (A), BM007 (M), BM007 (Q)	Active		LOCATED AT BACK OF GRANDSTAND DAIKIN AIR COOLE...	BMS003-15	
CS0000012	NA	NA05	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active		GENERAL EXHAUST PROVISION FOR LONG ROOM VIA A D...	BMS003-15	
CS0000013	NT	HR01	MECH - AIR HANDLING UNIT	BM018 (A), BM018 (M), BM018 (Q)	Active			BMS003-15	
CS0000014	NT	HR01	MECH - CHILLER - AIR COOLED	BM017 (A), BM017 (M), BM017 (Q)	Active			BMS003-15	
CS0000015	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SERVED - DNA LAB COOLROOM ROOM TEMPERATUR...	BMS003-15	
CS0000016	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SERVED - DNA LAB COOLROOM ROOM TEMPERATUR...	BMS003-15	
CS0000017	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SERVED - DNA LAB FREEZER ROOM ROOM TEMPE...	BMS003-15	
CS0000018	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SERVED - DNA LAB FREEZER ROOM ROOM TEMPE...	BMS003-15	
CS0000019	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SERVED - DNA LAB FREEZER ROOM ROOM TEMPE...	BMS003-15	
CS0000020	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SERVED - DNA LAB FREEZER ROOM ROOM TEMPE...	BMS003-15	
CS0000021	NT	HR01	MECH - AIR FILTER HEPA	BM040 (A), BM040 (M)	Active		UNIT SERVED FCU-DNA-2 QUANTITY SUPPLIED 6 OFF S...	BMS003-15	
CS0000022	NT	HR01	MECH - AIR FILTER HEPA	BM040 (A), BM040 (M)	Active		QUANTITY SUPPLIED 1 OFF SIZE (M) 762 X 610 X 110	BMS003-15	
CS0000023	NT	HR01	MECH - AIR FILTER HEPA	BM040 (A), BM040 (M)	Active		HST M013 to be carried out in conjunction with ...	BMS003-15	
CS0000024	NT	HR01	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active		SERVES FUME CUBOARD FCDNA001 LOCATED IN ROOF ...	BMS003-15	
CS0000025	NT	HR01	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active			BMS003-15	
CS0000026	NT	HR01	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active			BMS003-15	
CS0000027	NT	HR01	MECH - FAN - SUPPLY	BM011 (A), BM011 (M), BM011 (Q)	Active		AREA SERVED - DNA LAB AIR SHOWER WEST SIDE	BMS003-15	
CS0000028	NT	HR01	MECH - FAN - SUPPLY	BM011 (A), BM011 (M), BM011 (Q)	Active		AREA SERVED - DNA LAB AIR SHOWER EAST SIDE	BMS003-15	
CS0000029	NT	HR01	MECH - FAN - SUPPLY	BM011 (A), BM011 (M), BM011 (Q)	Active			BMS003-15	
CS0000030	NT	HR01	MECH - MECHANICAL SERVICES SWITCHBOARD	BM029 (A)	Active		LOCATED IN ROOF SPACE ADJACENT TO ACCESS PLATFORM	BMS003-15	
CS0000031	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTDOOR UNIT S/NO. 300 9641T AREA SERVED 1F - ...	BMS003-15	
CS0000032	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTDOOR UNIT S/NO. 300 9645T AREA SERVED 1F - ...	BMS003-15	
CS0000033	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTDOOR UNIT S/NO. 300 9644T AREA SERVED 1F - ...	BMS003-15	

# Facilities Asset Management – Viewing Asset associated with a Service Contract

## ACTION

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

Use the “Show” and “Hide” buttons to add and remove Fields

Use the “Up” and “Down” buttons to re-arrange the Fields

**Equipment Warranties and Service Contracts**

Equipment by Service Contract | Equipment by DLP | Equipment by Warranty

**Contracts**

Service Contract Code: BMS003-15 | Service Contract: BRUCE LAWSON | Service Contract Vendor: A G O'CONNORS | Description: MECHANICAL SERVICES CONTRACT | Date Service Contract Expires: 30/06/2020 | Service Contract Graphic

**Equipment Information**

Equipment Condition: e[1400] g[4] u[4589] All[1993] Page 1 of 30 Next >>

Equipment Code	Site Code	Building Code	Equipment Standard	PM Procedure	Equip. Status	Description	Additional Comments	Service Contract Code	Service Contract Variation
CS0000001	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-1	BM008	BMS003-15	NEW - DEL
CS0000002	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-3	BM008	BMS003-15	NEW - DEL
CS0000003	DH	DH01	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Inactive	Split A/C Unit - ACU 2-5	BM008	BMS003-15	NEW - DEL
CS0000010	NA	NA05	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		LOCATED		
CS0000011	NA	NA05	MECH - SPLIT SYSTEM YRV	BM007 (A), BM007 (M), BM007 (Q)	Active		LOCATED		
CS0000012	NA	NA05	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active		GENERAL		
CS0000013	NT	HR01	MECH - AIR HANDLING UNIT	BM018 (A), BM018 (M), BM018 (Q)	Active		AREA SER		
CS0000014	NT	HR01	MECH - CHILLER - AIR COOLED	BM017 (A), BM017 (M), BM017 (Q)	Active		AREA SER		
CS0000015	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SER		
CS0000016	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SER		
CS0000017	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SER		
CS0000018	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SER		
CS0000019	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SER		
CS0000020	NT	HR01	MECH - COLD ROOM REFRIDGERATION	BM003 (A), BM003 (M), BM003 (Q)	Active		AREA SER		
CS0000021	NT	HR01	MECH - AIR FILTER HEPA	BM040 (A), BM040 (M)	Active		UNIT SER		
CS0000022	NT	HR01	MECH - AIR FILTER HEPA	BM040 (A), BM040 (M)	Active		QUANTIT		
CS0000023	NT	HR01	MECH - AIR FILTER HEPA	BM040 (A), BM040 (M)	Active		HSTN		
CS0000024	NT	HR01	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active		SERVIC		
CS0000025	NT	HR01	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active				
CS0000026	NT	HR01	MECH - FAN - EXHAUST	BM011 (A), BM011 (M), BM011 (Q)	Active				
CS0000027	NT	HR01	MECH - FAN - SUPPLY	BM011 (A), BM011 (M), BM011 (Q)	Active		AREA SER		
CS0000028	NT	HR01	MECH - FAN - SUPPLY	BM011 (A), BM011 (M), BM011 (Q)	Active		AREA SER		
CS0000029	NT	HR01	MECH - FAN - SUPPLY	BM011 (A), BM011 (M), BM011 (Q)	Active				
CS0000030	NT	HR01	MECH - MECHANICAL SERVICES SWITCHBOARD	BM029 (A)	Active		LOCATED		
CS0000031	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTDOO		
CS0000032	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTDOO		
CS0000033	NT	NA16	MECH - SPLIT SYSTEM SINGLE HEAD	BM006 (36M), BM006 (6M)	Active		OUTDOO		

**Select Fields**

Available Fields:

- Floor Code
- Room Code
- Equipment Use
- Equipment Condition
- In-Service Date
- Last Meter Reading
- Lease Code
- Meter Units
- Purchase Date
- Serial Number
- Manufacturer
- Model Number

Visible Fields:

- Equipment Code
- Site Code
- Building Code
- Equipment Standard
- PM Procedure
- Equip. Status
- Description
- Additional Comments
- Service Contract Code
- Service Contract Variation
- Warranty Code

Show | Hide | Up | Down

Update | Cancel

# Facilities Asset Management – Viewing Asset associated with a Service Contract

**Equipment Warranties and Service Contracts**

Equipment by Warranty | **Equipment by Service Contract**

**Contracts**

Service Contract Code	Service Contract	Service Contract Vendor	Description	Date Service Contract Expires	Service Contract Graphic
BH5003-15	IAN STARICK	A G O'CONNORS	MECHANICAL SERVICES CONTRACT	30/06/2020	

**Equipment Information**

Equipment Condition: #1344 g#1 u#494 AU#92# Page 1 of 30 Next >>

Equipment Code	Equipment Standard	Equipment Condition	In-Service Date	Purchase Date	Serial Number	Equip. Status	Warranty Code	Service Contract Variation
CS0000010	MECH - SPLIT SYSTEM SINGLE HEAD	Unknown				Active		
CS0000011	MECH - SPLIT SYSTEM VRV	Unknown				Active		
CS0000012	MECH - FAN - EXHAUST	Unknown				Active		
CS0000013	MECH - AIR HANDLING UNIT	Unknown				Active		
CS0000014	MECH - CHILLER - AIR COOLED	Unknown				Active		
CS0000015	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000016	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000017	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000018	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000019	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000020	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000021	MECH - AIR FILTER HEPA	Unknown				Active		
CS0000022	MECH - AIR FILTER HEPA	Unknown				Active		
CS0000023	MECH - AIR FILTER HEPA	Unknown				Active		
CS0000024	MECH - FAN - EXHAUST	Unknown				Active		
CS0000025	MECH - FAN - EXHAUST	Unknown				Active		
CS0000026	MECH - FAN - EXHAUST	Unknown				Active		
CS0000027	MECH - FAN - SUPPLY	Unknown				Active		
CS0000028	MECH - FAN - SUPPLY	Unknown				Active		
CS0000029	MECH - FAN - SUPPLY	Unknown				Active		
CS0000030	MECH - MECHANICAL SERVICES SWITCHBOARD	Unknown				Active		
CS0000031	MECH - SPLIT SYSTEM SINGLE HEAD	Unknown				Active		
CS0000032	MECH - SPLIT SYSTEM SINGLE HEAD	Unknown				Active		
CS0000033	MECH - SPLIT SYSTEM SINGLE HEAD	Unknown				Active		
CS0000034	MECH - PACKAGED UNIT	Unknown				Active		
CS0000035	MECH - PACKAGED UNIT	Unknown				Active		
CS0000036	MECH - SPLIT SYSTEM SINGLE HEAD	Unknown				Active		

**ACTION**

SELECT - "XLS" button. To export all asset data that is linked to selected contract, into an Excel Spreadsheet

**Equipment Information**

Equipment Condition: #1344 g#1 u#494 AU#92# Page 1 of 30 Next >>

Equipment Code	Equipment Standard	Equipment Condition	In-Service Date	Purchase Date	Serial Number	Equip. Status	Warranty Code	Service Contract Variation
CS0000010	MECH - SPLIT SYSTEM SINGLE HEAD	Unknown				Active		
CS0000011	MECH - SPLIT SYSTEM VRV	Unknown				Active		
CS0000012	MECH - FAN - EXHAUST	Unknown				Active		
CS0000013	MECH - AIR HANDLING UNIT	Unknown				Active		
CS0000014	MECH - CHILLER - AIR COOLED	Unknown				Active		
CS0000015	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000016	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000017	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000018	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000019	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000020	MECH - COLD ROOM REFRIGERATION	Unknown				Active		
CS0000021	MECH - AIR FILTER HEPA	Unknown				Active		
CS0000022	MECH - AIR FILTER HEPA	Unknown				Active		
CS0000023	MECH - AIR FILTER HEPA	Unknown				Active		

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**ACTION**

SELECT - downloaded xls file

Microsoft Excel - Equipment Information

Equipment Code	Equipment Standard	Equipment Condition	In-Service Date	Purchase Date	Serial Number
4	CS0000010	MECH - SPLIT SYSTEM SINGLE HEAD			
5	CS0000011	MECH - SPLIT SYSTEM VRV			
6	CS0000012	MECH - FAN - EXHAUST			
7	CS0000013	MECH - AIR HANDLING UNIT			
8	CS0000014	MECH - CHILLER - AIR COOLED			
9	CS0000015	MECH - COLD ROOM REFRIGERATION			
10	CS0000016	MECH - COLD ROOM REFRIGERATION			
11	CS0000017	MECH - COLD ROOM REFRIGERATION			

Example of excel Asset Report

# 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 [Contact Us](#)

## **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 [Password Management](#)

## **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"

<https://archibus.adelaide.edu.au>

revision  
-

comment  
document created

date  
2019-08-06



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