University of Southampton

Estates & Facilities Standard Specification for Asset Information Capture

Document Code	EF-SPE002
Revision Number	01
Author	Bev Dodds, Asset and Planned Maintenance Manager
Approver	Dave Willard, Senior Quality & Compliance Manager
Target Audience	Consultants, Contractors, Project or Contract Managers and E&F engineering & Infrastructure team

Revision History

Revision	Author	Description of Change
01	Bev Dodds	New standard specification document, superseding previous briefing notes.

TABLE OF CONTENTS

1. **Purpose** 2
2. **Scope** 2
3. **Definitions** 2
4. **Background** 3
5. **Requirements** 4
   5.1 General Asset Data 5
   5.2 Fire Door Asset Data 8
   5.3 Assets Requiring Additional Information 11
6. **Contact** 13

1. Purpose

This specification establishes clear guidelines for the asset information requiring capture during projects and asset replacement works within Estates & Facilities (E&F). It is designed to create a systematic approach for Consultants and Contractors to identify, label, and document assets, in order to optimise efficiency and ensure compliance across the University of Southampton (UoS) estates.

2. Scope

The asset capture process applies to all teams and working professionals involved in projects and works, including capital development, construction projects, refurbishment projects, Long-Term Maintenance (LTM) initiatives, and both preventative and reactive asset replacements.

Collaboration among Consultants, Contractors and relevant E&F trades is integral to the entire asset capture process. However, this specification specifically addresses the information necessary for Consultants and Contractors. The comprehensive asset management process and corresponding roles and responsibilities are documented separately.

Detailed asset information is required for all assets that meet any of the following criteria:

- Have a statutory or mandatory maintenance requirement (as defined by SFG20).
- Are critical to the operation of the University.
- Have an insurance valuation.
- Pose Health & Safety (H&S) risks.
- Have a value higher than £5000 but do not meet the above requirements.

The asset information is held within the Planon Computer-Aided Facilities Management (CAFM) system and is required to be updated whenever an asset is installed, changed or removed.

3. Definitions

Asset – any item, equipment, or component that is owned, maintained, and utilised by the UoS. In this specification, the term 'Asset' specifically refers to items that meet any of the criteria listed in the Scope section.

Main Asset - the primary component or asset that serves as the central element within a system. It is typically the primary item or entity that performs the main function or provides the main service. For example, the boiler may be the main asset of a heating system.

Related Asset – a related or associated asset that is dependent on, connected to, or part of the main asset. It plays a supporting or auxiliary role in relation to the main asset, contributing to its functionality or performance. For example,, the circulation pump connected to the boiler in a heating system.

Asset Record – the total information held in the CAFM system relating to an asset.

CAFM System – Computer-Aided Facilities Management software used to hold asset records and maintenance information. At the UoS, the CAFM system is Planon.

4. Background

Efficient management of asset information is paramount within the UoS to ensure compliance, monitor equipment condition, and facilitate timely identification of replacements, thereby enhancing future purchasing decisions. Effective asset management plays a crucial role in forecasting personnel requirements, enabling budgeting, and predicting upcoming replacement costs for comprehensive financial planning. This approach also facilitates accurate reporting to the Insurance department regarding the approximate costs of university-held equipment.

Assets at the UoS are tagged with a consistent naming convention. Each asset is assigned to a Planned Preventative Maintenance (PPM) service plan, which is aligned with the industry standard for building maintenance specification, SFG20, covering statutory, mandatory, operational, and discretionary requirements. This alignment ensures auditability, operational consistency, and compliance. In addition, each asset is assigned to an asset group, which helps define the responsibility for maintenance and servicing.

Certain assets, although maintained by E&F, are owned, and financed by the UoS faculties. These responsibilities will be identified by the trade teams, and any costs associated with repairs will be precisely tracked and collected through Planon. Assets purchased and maintained by faculties are monitored by E&F, as they could potentially impact building operations and services.

Every asset at the UoS is labelled with an asset label. Asset labels identify an asset using a unique asset number and corresponding barcode, serving to categorise and identify assets systematically. Asset labels are controlled and distributed by the Asset & Planned Maintenance Manager.

The asset capture process shall be discussed at the appropriate project meetings prior to project commencement. A member of the Asset Management team will always be available to help advise on the asset capture process as needed, including instructions for asset label distribution and assignment of a unique asset number to each asset.

All asset records, including photos, certificates, warranties, guarantees and other documentation, is stored in Planon. This systematic collation of asset information in Planon aims to empower management with comprehensive reporting capabilities, covering aspects such as asset condition, estimated costs of servicing, repairs, and adherence to SFG20 standards.

5. Requirements

- Whenever an asset is installed, changed or removed, Consultants and Contractors are required to complete and return the Asset Data Upload Spreadsheet to the E&F Project Managers during the work phase of the project.

- Two types of Asset Data Upload Spreadsheet are available on the Standard Specification webpage of E&F: One is for General Assets and the other specifically for Fire Doors.

- The detailed lists of information required in the Asset Upload spreadsheets are listed in Section 5.1 to 5.3 of this document. All information listed is mandatory unless otherwise stated.

- Photos of every asset must also be submitted. The corresponding asset number should be adopted for the filename of the photo. Ensure the photo depicts the asset itself, not solely the label.

- Photos must be in JPG format and approximately 1,500 x 1,500 pixels in size.

- All certificates, warranties and other documentation relating to each asset must be sent to the E&F Project Manager during the work phase of the project.

- Consultants and Contractors are required to provide accurate and complete asset information to E&F.

- This specification should be read in conjunction with ES/013/D '*As Built Documentation*'.

5.1 General Asset Data

The table below lists the minimum information required for every asset along with an explanation and example. The information corresponds to the sections and fields that appear in Planon, and also the information that appears in the Asset Data Upload Spreadsheet.

Section	Required Information	Explanation	Examples
General	Asset Number	A five-digit unique number listed on the UoS asset label.	89999
	Asset Description	A descriptive name of the asset.	Boiler
Location	Property	A four-digit number of the UoS building where the asset is installed/amended/removed, starting with 0.	0001, 0035, 0175
	Floor	The floor level where the asset is installed/amended/removed, including areas such as the roof or external spaces of the building. UoS convention is that floors are numbered, starting at floor 1, then 2, 3 etc. and the numbering begins at the lowest floor of a building (note: floor 1 may be below ground level). Use "ROOF" to specify a roof area and "EXT" for external areas. If a floor is divided into roof and non-roof sections, indicate the floor level followed by "ROOF" in brackets. For example, 3(ROOF) for the roof area of level 3.	1, 3 (ROOF), ROOF, EXT
	Space No	The four or five-digit university space number where the asset is installed/amended/removed. The space number can be found in Planon but if a space number is not available, provide the exact location.	1067, 1023A, Corridor in level 3
Classifications	Tag	*These details are not required to be captured by the contractor or consultant. E&F will complete this information once the Asset Data Upload Spreadsheet is received.*	
	Asset Group Level 1		
	Asset Group Level 2		
	Asset Group Level 3+		

Section	Required Information	Explanation	Examples
Linked References	Supplier / Contractor ID Ref	The name of the supplier/ contractor of for the asset.	ABC Boiler. Ltd.
Linked References Details	Main Asset **Definitions listed in Section 3.*	A Yes/ No answer to indicate whether the asset is a main asset.	Yes / No
	Related Asset **Definitions listed in Section 3.*	A Yes/ No answer to indicate whether the asset is a related asset.	Yes / No
	Make	The name of the manufacturer or company of the asset.	Trustworthy Boiler
Details	Model	The name of the specific model or type of the asset.	Boiler AB01
	Serial Number	A unique identifier assigned by the manufacturer of the asset.	S001001ABC
	Photo	Indicate the filename using the asset number for the asset photo. Ensure the photo depicts the asset itself, not solely the label. The photo cannot be submitted via the Asset Data Upload Spreadsheet so must be submitted separately.	89999.jpg
	Comments	List any information not covered by the above fields. For lifts, water tanks and items involving refrigeration, additional information is required in this comment box. Refer to details listed in Section 5.3. For assets that are removed, provide the reasons of removal, the name of the UoS person who approved the removal, and the date of removal in the comments box.	Asset Removed – Reason: Beyond Economic Repair Who approved: Ben Simons, Project Manager Date of Removal: 13 May 2023
PPM	PPM Required?	A Yes/ No answer to indicate whether the asset requires Planned Preventive Maintenance (PPM).	Yes / No
	PPM Start Date	The date when the PPM schedule is required to commence. This is usually the end date of the guarantee/ warranty of the asset.	30 May 2025
SFG 20	SFG209 Level 1	*These details are not required to be captured by the contractor or consultant. E&F will complete this information once the Asset Data Upload Spreadsheet is received.*	
	SFG20 Level 2+		

Section	Required Information	Explanation	Examples
Ext. Service	Service Company	The name of the company responsible for servicing under warranty or for specialised items that UoS E&F are unable to maintain.	Boiler Services Ltd.
Department Owned Equipment	Department	*These details are not required to be captured by the contractor or consultant. E&F will complete this information once the Asset Data Upload Spreadsheet is received.*	
	Owner		
Trade	Maintenance Group		
Department/ Faculty Responsibilities	Dept. Responsible for Operation		
	Dept. Responsible for Maintenance		
	Responsibility Comments		
Product	Supplier Name	The name of the company that supplied/ installed the asset.	Boiler Installation Ltd.
	Supplier Agresso ID	*These details are not required to be captured by the contractor or consultant. E&F will complete this information once the Asset Data Upload Spreadsheet is received.*	
	Purchase Date	The purchase date of the asset.	12 March 2023
	Purchase Price	The net price of the asset purchased from the supplier.	£8,954
	Replacement Cost	*These details are not required to be captured by the contractor or consultant. E&F will complete this information once the Asset Data Upload Spreadsheet is received.*	
	Warranty Expiry Date	The end date of the guarantee/ warranty of the asset.	30 May 2025
Lifespan	Date of Manufacture	The manufacturing date of the asset.	15 December 2022
	Tech. End Date	The expected lifespan for the asset in years.	13 to 18 years
Recharge	Sub Project Code	*These details are not required to be captured by the contractor or consultant. E&F will complete this information once the Asset Data Upload Spreadsheet is received.*	
Other	Asset Type		
	Review Date		

5.2 Fire Door Asset Data

Below is the required information along with the explanation and examples for the fire doors:

Section	Required Information	Explanation	Examples
ID	Asset Number	A five-digit unique number listed on the UoS asset label.	89999
Room Door Opens into	Property	A four-digit number of the UoS building where the fire door is installed/amended/removed, starting with 0.	0001, 0035, 0175
	Floor	The floor level where the fire door is installed/amended/removed, including areas such as the roof or external spaces of the building. UoS convention is that floors are numbered, starting at floor 1, then 2, 3 etc. and the numbering begins at the lowest floor of a building (note: floor 1 may be below ground level). Use “ROOF” to specify a roof area and “EXT” for external areas. If a floor is divided into roof and non-roof sections, denote the floor level followed by “ROOF” in brackets. For example, 3(ROOF) for the roof area of level 3.	1, 3 (ROOF), ROOF, EXT
	Space No	A four or five-digit university space number where the fire door is installed/amended/removed.The space number can be found in Planon but if a space number is not available, provide the exact location. For internal fire doors, indicate the space number which the door opens into. For external fire doors, specify the internal space number which the door leads from.	1067, 1023A

Section	Required Information	Explanation	Examples
Main Attributes	Make	The name of the manufacturer of the fire door.	Strong Firedoor. Ltd.
	Fire Door Rating	The fire resistance duration of the fire door. On the Fire Door Asset Data Upload Spreadsheet there is a pick list. For example, "30" corresponds to FD30 meaning the fire door can withstand fire for up to 30 minutes.	30,60, 90,120
	Closure Type	The closure type of the fire door. On the Fire Door Asset Data Upload Spreadsheet there is a pick list.	Manual, Automatic, Standard Fire Door Closure
	Leafs	The number of leafs present in the fire door. On the Fire Door Asset Data Upload Spreadsheet there is a pick list.	Single, Double
	Internal/ External	Indicate whether the fire door is an internal door or an external door. On the Fire Door Asset Data Upload Spreadsheet there is a pick list.	Internal, External
	Construction	The materials of the fire door. On the Fire Door Asset Data Upload Spreadsheet there is a pick list.	Timber, Metal
Other Information	Door Furniture	Indicate whether the fire door has the following features: • D-Handle: Y/N • Vision Panel: Y/N • Thumb Turn: Y/N	D-Handle: Y Vision Panel: N Thumb Turn: N
	Hinges (per leaf)	The number of hinges per leaf. On the Fire Door Asset Data Upload Spreadsheet there is a pick list.	3,6
	Transfer Grills?	A Yes / No answer to indicate whether the fire door has transfer grills.	Yes, No
	Magnetic locks?	A Yes / No answer to indicate whether the fire door has magnetic locks.	Yes, No
	Panic Bars?	A Yes / No answer to indicate whether the fire door has panic bars.	Yes, No
	Connected to Fire Alarm?	A Yes / No answer to indicate whether the fire door is connected to a Fire Alarm.	Yes, No

Section	Required Information	Explanation	Examples
Other Information	Glazing?	A Yes / No answer to indicate whether the fire door contains glazing.	Yes, No
	To Riser?	A Yes / No answer to indicate whether the fire door is a fire rated riser door.	Yes, No
Description	Description	The exact location of the fire door.	Flat 9B – Room 9001B Door
Comments	Comments	List any information not covered by the above. For fire doors that are removed, provide the reasons of removal, the name of the UoS person who approved the removal, and the date of removal in the comments box.	Fire Door Removed – Reason: Due to refurbishment, as changes in the internal structure no longer require a fire door at this location. Who approved: Ben Simons, Project Manager Date of Removal: 13 May 2023
Associated Assets	Parent Asset	*These details are not required to be captured by the contractor or consultant. E&F will complete this information once the Asset Data Upload Spreadsheet is received.*	
	Related Asset		

5.3 Assets Requiring Additional Information

Lifts, water tanks and items involving refrigeration require additional information to be captured. The following information is required and should be listed in the 'Comments' section of the Asset Data Upload Spreadsheet.

a) Lifts

Required Information in Comments	Examples
• Type of lift ** (please choose from the list below this table)* • Lift capacity • Frequency of Service • No. of hours • Whether the lift door is power operated. - Yes/ No	Type of lift: **Passenger - Hydraulic** Lift capacity: **800KG** Frequency of Service: **Service visits 12 months** No. of hours: **18 hrs** Doors Power operated: **Yes**

*List of Lift Type:

- Fire / Evacuation
- Goods – Hydraulic
- Goods – Rope
- Hoist
- Passenger – Hydraulic
- Passenger – Rope
- Platform
- Lifting Equipment

b) Water Tanks

Required Information in Comments	Examples
• Is the tank linked - Yes/ No • The size of the tank in litres. • Any vent pipes? - Yes/ No • Any spurge pipe fitted? - Yes/ No • Can water cross flow the tank? - Yes/ No • What material is the tank is made of? • Any screened lid vent fitted? - Yes/ No • Any insect screen on overflow fitted? - Yes/ No • Any screened overflow warning pipe? - Yes/ No • Any drain fitted? - Yes/ No • The number of supports fitted to the water tank.	• Is the tank linked: **Yes** • The size of the tank in litres: **5000 litres** • Any vent pipes? **Yes** • Any spurge pipe fitted? **No** • Can water cross flow the tank? **Yes** • What material is the tank is made of? **Plastic** • Any screened lid vent fitted? **No** • Any insect screen on overflow fitted? **No** • Any screened overflow warning pipe? **Yes** • Any drain fitted? **Yes** • The number of supports fitted to the water tank: **6**

c) Assets involving Refrigeration

Required Information in Comments	Examples
• Type of the Refrigerant and Global Warming Potential (GWP) values • Total Refrigerant Charge (in KG) • Refrigerant CO_2 Equivalent (tonnes) * (*please refer to the calculation below this table)* • Condensate type – Pump or Direct Feed • 3-Phase – Yes/ No • Hard wired – Yes/ No	• R-410A (GWP 2088) • 4.8 KG • 10.0224 tonnes • Condensate type – Pump • 3-Phase – Yes • Hard wired – Yes

* Refrigerant CO_2 Equivalent Calculation: Refrigerant GWP values X Charge in KG / 1000

6. Contact

For enquiries regarding the asset information required to be captured and the latest Asset Data Upload Spreadsheet, please contact the E&F Asset Management Team using the contact details provided below:

Name	Telephone	Email
Bev Dodds	02380 594512	Bad@soton.ac.uk
Rob Donovan	02380 594181	r.t.donovan@soton.ac.uk