Title:         **Facilities Condition Database Maintenance and Update**
Department:    **Engineering Services**
Effective Date: **December 18, 2017**

## PURPOSE

Facilities condition assessments provide the basis for determining capital needs for correcting current deficiencies and avoiding future facilities deterioration. The assessment process identifies short-term and long-term deficiencies. Continuing the process after the initial assessment is critical. Maintaining timely and accurate records of facility conditions allows for the prioritization of funding, the establishment of procedures and the building of timelines for program management and ensures that the current use of database resources is accurate, effective and efficient. When facility equipment is added, replaced or when any part of an asset is renewed, the information must be collected and updated in the ISES database.

The purpose of this document is to provide guidelines to PPM personnel for gathering update information and data on improvements or changes to facilities. Collection of information must be done in a timely manner after such improvements or changes are made. This procedure will provide the training and tools needed to collect pertinent data, navigate the system, update facility condition assessments and enter new equipment information into the facilities condition database (ISES) program.

## RESPONSIBILITY

Project Managers, Inspectors of Record, Supervisors, Shop Supervisors, PPM Administration and other assigned personnel will fill out the Facilities Condition Update Form in Appendix A and forward it to the ISES Database Administrator for entry into the ISES system. The ISES Database Administrator will update the system as needed, but no less than monthly, and forward a copy of the form to the MetaBim Administration, CMMS Administrator or Other party.

## PROCEDURES

1. Facilities Planning Design & Construction Project Managers and Inspectors of Record are responsible for filling out the Facilities Condition Update Form in Appendix A at either the conclusion of a significant installation, the end of a project phase or at the end of a project for their assigned projects. They will fill out the form as completely as possible and then route the form to the ISES Database Administrator.

2. Supervisors, Shop Supervisors, PPM Administrators and other assigned personnel will review all DM Work Orders prior to completing any DM work order for applicability toward updating campus Deferred Maintenance (DM) records. If the work order to be completed does not merit

any update of campus DM records, such shall be noted on the work order in the comments sections and the work order can then be completed. If an update of campus DM records is necessary, then the party completing the work order will fill out the form as completely as possible and then route the form to the ISES Database Administrator.

The purpose of the Facilities Condition Update form is to record all changes to campus facility assets that affect assessed condition, value or life cycle of a facility or any component on or within that facility. When equipment is added or replaced it is to be added/updated in the ISES database. Record as much information about the equipment as possible.

Forward the Facilities Condition Update form to the ISES Database Administrator.

The ISES database administrator will update the following in ISES:

Base Year- Current year
Quantity- number of HP, Amps, windows etc.
Life Expectancy Adj.- Always starts at 0
Complexity Factor- 1
Identifier- Unique ID for the equipment. AHU2, Panel AXU1, Pump 3 etc.
Original Cost- may or may not be known

The ISES Database Administrator can replace an entire component of a building if the database is "like for like", as in the case of air handlers or electrical panels. If a renewal is partial as in the case of a roof, windows, case work or plumbing fixtures then an update to the existing data base and the creation of a new component will be required. Instructions for both are below.

1.  **Inputting the Information into ISES- Updating existing equipment "like for like":**

Log into ISES

Click on Life Cycle Model

| AMS Overview | Asset | Life Cycle Model | Project | Photo Log | Reports | Search | FCNI Details | FCNI Projections |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

-Select the desired building from the left

| Code | NAME |
|------|------|
| 0001 | MANZANITA HALL |
| 0002 | CYPRESS HALL |
| 0003 | NORDHOFF HALL |
| 0004A | LIVE OAK HALL |
| 0005 | UNIVERSITY HALL |
| 0006 | SIERRA HALL |
| 0007 | SIERRA TOWER |
| 0008 | JEROME RICHFIELD HALL |
| 0009 | BAYRAMIAN HALL |
| 0010 | JACARANDA HALL |
| 0016 | REDWOOD HALL |
| 0021 | POLICE SERVICES (PARKING/PUBLIC SAFETY) |
| 0022 | CITRUS HALL |

-Select the desired compent to be replaced on the right

**Component: AH05    Description: AIR HANDLING UNIT - INDOOR (3.25-6 HP)**

Uniformat: D3040          Life Expectancy: 25        System Code: HV
Unit: HP                  Inflated Labor: $422.71    Inflated Material: $5,196.84
Annual OM: $0.00          Asset Type: AL
Base Year: 2006           Quantity: 5
Life Expectancy Adj.:     Complexity Factor: 1.00
Identifier:
Actual OM Cost: $0.00     Original Cost: $0.00       Replacement Cost: $27,911.75

**Component: AH06    Description: AIR HANDLING UNIT - INDOOR (6-9 HP)**

Uniformat: D3040          Life Expectancy: 25        System Code: HV
Unit: HP                  Inflated Labor: $348.11    Inflated Material: $4,359.71
Annual OM: $0.00          Asset Type: AL
Base Year: 2006           Quantity: 8
Life Expectancy Adj.:     Complexity Factor: 1.00
Identifier: AHU-1A
Actual OM Cost: $0.00     Original Cost: $0.00       Replacement Cost: $37,406.66

Component: AH07    Description: AIR HANDLING UNIT - INDOOR (9-12 HP)

-Select Edit LCM from the bottom options

ption: AIR HANDLING UNIT - INDOOR (3.25-6 HP)

Add LCM        Edit LCM        Delete LCM

-The following window will pop-up



**Update Life Cycle Model**

**Filter Components**
- All
- Uniformat — D3040 : Heat Distribution Systems
- System Code — HV : HVAC

**Component Data**

Component: AH04

Description: AIR HANDLING UNIT - INDOOR (2.75-3.25 HP)

| | | |
|---|---|---|
| Uniformat: D3040 | Life Expectancy: 25 | System Code: HV |
| Unit: HP | Inflated Labor: $559.47 | Inflated Material: $4,682.96 |
| Annual OM: $0.00 | Asset Type: AL | |

**Model Data**

Base Year: 1960   Quantity: 3   Life Expectancy Adj.: 31   Complexity Factor: 1.00

Identifier: AHU 2

Actual OM Cost: $0.00   Original Cost: $0.00   Replacement Cost: $15,691.54

Save Next   Save   Cancel

-Update base year to current year
   -Update the quantity based on the description, 3Hp or 5 tons etc.
-Update life expectancy to 0
-Update complexity factor
-Complexity factor can be change if the actual cost was less than the replacement cost adjusted for inflation- run report Facilities Renewal Plan to compare.
-Update the identifier if it is missing or the old name will no longer be used to identify the component.  This is needed to clearly identify equipment
-Original cost- the ISES administrator needs to determine and enter the cost of replacement and update the complexity factor as needed to adjust future estimates.
-Click the save button- the record is updated

## 2. Partial update of existing asset

When a component is partially replaced the ISES administrator will need to update the existing record and create a new one. This is a two part process.

### a. Update the existing record

Log into ISES

Click on Life Cycle Model

| AMS Overview | Asset | Life Cycle Model | Project | Photo Log | Reports | Search | FCNI Details | FCNI Projections |
|---|---|---|---|---|---|---|---|---|

-Select the desired building from the left

| Code | NAME |
|------|------|
| 0001 | MANZANITA HALL |
| 0002 | CYPRESS HALL |
| 0003 | NORDHOFF HALL |
| 0004A | LIVE OAK HALL |
| 0005 | UNIVERSITY HALL |
| 0006 | SIERRA HALL |
| 0007 | SIERRA TOWER |
| 0008 | JEROME RICHFIELD HALL |
| 0009 | BAYRAMIAN HALL |
| 0010 | JACARANDA HALL |
| 0016 | REDWOOD HALL |
| 0021 | POLICE SERVICES (PARKING/PUBLIC SAFETY) |
| 0022 | CITRUS HALL |

-Select desired component on right

Uniformat: D2020    Life Expectancy: 35    System Code: PL
Unit: SF    Inflated Labor: $3.75    Inflated Material: $1.50
Annual OM: $0.00    Asset Type: TH
Base Year: 1960    Quantity: 73,208
Life Expectancy Adj.: 25    Complexity Factor: 0.99
Identifier:
Actual OM Cost: $0.00    Original Cost: $0.00    Replacement Cost: $411,845.21

Component: RR07    Description: ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TOR
Uniformat: B3010    Life Expectancy: 20    System Code: ES
Unit: SF    Inflated Labor: $3.05    Inflated Material: $0.97
Annual OM: $0.00    Asset Type: AL
Base Year: 1987    Quantity: 47,500
Life Expectancy Adj.: 6    Complexity Factor: 1.00
Identifier: MAIN
Actual OM Cost: $0.00    Original Cost: $0.00    Replacement Cost: $207,766.73

Component: RR07    Description: ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TOR

-Select Edit LCM from the bottom options

ption: AIR HANDLING UNIT, INDOOR (3-35-5 HP)

Add LCM    Edit LCM    Delete LCM

-The following window will pop-up

**Update Life Cycle Model**

**Filter Components**
- All
- ⦿ Uniformat  `B3010 : Roof Coverings`  ▾
- System Code

**Component Data**

Component:  `RR07`  ▾

Description: ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TORCH

| | | |
|---|---|---|
| Uniformat: B3010 | Life Expectancy: 20 | System Code: ES |
| Unit: SF | Inflated Labor: $3.05 | Inflated Material: $0.97 |
| Annual OM: $0.00 | Asset Type: AL | |

**Model Data**

Base Year: `1987`   Quantity: `47,500`   Life Expectancy Adj.: `6`   Complexity Factor: `1.00`

Identifier: `MAIN`

Actual OM Cost: `$0.00`   Original Cost: `$0.00`   Replacement Cost: $207,766.73

[ Save Next ]   [ Save ]   [ Cancel ]

-Do not update base year

    -Update the quantity to reflect the area not updated.  Example 20,000 sq. ft. of roof was replaced, the quantity would be updated to 27,500 sq. ft.  (47,500-20,000)

-Do not adjust any other items on the page

-Click the save button- the record is updated

---

Component: RR07   Description: ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TOR(

| | | |
|---|---|---|
| Uniformat: B3010 | Life Expectancy: 20 | System Code: ES |
| Unit: SF | Inflated Labor: $3.05 | Inflated Material: $0.97 |
| Annual OM: $0.00 | Asset Type: AL | |
| Base Year: 1987 | Quantity: 27,500 | |
| Life Expectancy Adj.: 6 | Complexity Factor: 1.00 | |
| Identifier: MAIN | | |
| Actual OM Cost: $0.00 | Original Cost: $0.00 | Replacement Cost: $120,286.00 |

---

The record now reflects the amount of roof left to be renewed under the old component entry

### b.  Add a new component for partial renewals

Log into ISES

Click on Life Cycle Model

| AMS Overview | Asset | Life Cycle Model | Project | Photo Log | Reports | Search | FCNI Details | FCNI Projections |
|---|---|---|---|---|---|---|---|---|

-Select the desired building from the left

| Code | NAME |
|---|---|
| 0001 | MANZANITA HALL |
| 0002 | CYPRESS HALL |
| 0003 | NORDHOFF HALL |
| 0004A | LIVE OAK HALL |
| 0005 | UNIVERSITY HALL |
| 0006 | SIERRA HALL |
| 0007 | SIERRA TOWER |
| 0008 | JEROME RICHFIELD HALL |
| 0009 | BAYRAMIAN HALL |
| 0010 | JACARANDA HALL |
| 0016 | REDWOOD HALL |
| 0021 | POLICE SERVICES (PARKING/PUBLIC SAFETY) |
| 0022 | CITRUS HALL |

-Select Add LCM from the bottom options

ation: AIR HANDLING UNIT - INDOOR (3.25-6 HP)

Add LCM       Edit LCM       Delete LCM

-The following window will pop up

**Update Life Cycle Model**                                                                    ⊠

**Filter Components**

⊙ All

◯ Uniformat [                                        ]

◯ System Code [                                        ]

**Component Data**

Component: [                                                                          ▾ ]

Description:

Uniformat:                      Life Expectancy:                    System Code:
Unit:                           Inflated Labor:  $0.00              Inflated Material:  $0.00
Annual OM:  $0.00               Asset Type:

**Model Data**

Base Year: [          ]    Quantity: [                ]    Life Expectancy Adj.: [          ]    Complexity Factor: [  0.00  ]

Identifier: [                                                                        ]

Actual OM Cost: [      $0.00  ]    Original Cost: [      $0.00  ]    🔃 Replacement Cost:        $0.00

[ Save New ]    [ Save ]    [ Cancel ]

-Click on Uniformat
-From the drop down menu select the code that matches the existing component uniformat

-Under component data use the drop down menu to select the same system description as the existing component.  This is a critical field as it will be used to calculate future replacement costs and is linked to the ISES costing library. Once selected the information will auto-populate from the library.

Once the component data auto-populates insert the data from the Facilties Condition Update Form.

-Input base year to current year
        -Input the quantity for example 20,000 sq. ft.
-Set life expectancy to 0
-Update complexity factor
-it is important that the ISES Database Administrator adjust the complexity factor to reflect the actual projected cost of replacing the equipment.  This will allow for better forecasting when the component reaches the end of its useful life cycle.
-Enter a brief description of the area renewed
-Original cost- the actual cost of installation if known.

**Update Life Cycle Model**                                                                    ⊠

**Filter Components**

○ All

◉ Uniformat    [ B3010 : Roof Coverings                    ▾ ]

○ System Code  [ ES : EXTERIOR                             ▾ ]

**Component Data**

Component:    [ RR07                                                              ▾ ]

Description: ROOF - BITUMINOUS, 2-PLY, APPLIED MODIFIED BITUMEN, TORCH

| | | |
|---|---|---|
| Uniformat: B3010 | Life Expectancy: 20 | System Code: ES |
| Unit: SF | Inflated Labor: $3.05 | Inflated Material: $0.97 |
| Annual OM: $0.00 | Asset Type: AL | |

**Model Data**

Base Year:  [ 2015 ]   Quantity:  [ 20,000 ]   Life Expectancy Adj.:  [ 0 ]   Complexity Factor:  [ 0.00 ]

Identifier:  [ Replaced NW section of Cypress Roof                                    ]

Actual OM Cost:  [ $0.00 ]     Original Cost:  [ $0.00 ]     🔄 Replacement Cost:     $0.00

[ Save New ]     [ Save ]     [ Cancel ]

-Click the save button- the record has been added to the asset and the partial renewal is now included in lifecycle projections.

**3. Inputting the Information into ISES- Updating existing asset with "new" component:**

Log into ISES

Click on Life Cycle Model

| AMS Overview | Asset | Life Cycle Model | Project | Photo Log | Reports | Search | FCNI Details | FCNI Projections |
|---|---|---|---|---|---|---|---|---|

-Select the desired building from the left

| Code | NAME |
|------|------|
| 0001 | MANZANITA HALL |
| 0002 | CYPRESS HALL |
| 0003 | NORDHOFF HALL |
| 0004A | LIVE OAK HALL |
| 0005 | UNIVERSITY HALL |
| 0006 | SIERRA HALL |
| 0007 | SIERRA TOWER |
| 0008 | JEROME RICHFIELD HALL |
| 0009 | BAYRAMIAN HALL |
| 0010 | JACARANDA HALL |
| 0016 | REDWOOD HALL |
| 0021 | POLICE SERVICES (PARKING/PUBLIC SAFETY) |
| 0022 | CITRUS HALL |

-Select Add LCM from the bottom options

ption: AIR HANDLING UNIT - INDOOR (3.25-6 HP)

Add LCM          Edit LCM          Delete LCM

-The following window will pop up

**Update Life Cycle Model**                                                                                     ✕

**Filter Components**
- ⊙ All
- ○ Uniformat [                    ]
- ○ System Code [                    ]

**Component Data**

Component: [                                                              ▾]

Description:

Uniformat:                    Life Expectancy:                    System Code:
Unit:                         Inflated Labor: $0.00               Inflated Material: $0.00
Annual OM: $0.00              Asset Type:

**Model Data**

Base Year: [        ]    Quantity: [            ]    Life Expectancy Adj.: [        ]    Complexity Factor: [ 0.00 ]

Identifier: [                                                              ]

Actual OM Cost: [        $0.00 ]    Original Cost: [        $0.00 ]    ⟳ Replacement Cost:          $0.00

[ Save New ]    [ Save ]    [ Cancel ]

-Click on Uniformat
-From the drop down menu select the best code and general description for the component to be added. If you are unsure look at a similar component in the system for assistance.

-Under component data use the drop down menu to select the best system description, i.e. Air Handler (35-45hp) for a 40 horse power unit. This is a critical field as it will be used to calculate future replacement costs and is linked to the ISES costing library. Once selected the information will auto-populate from the library.

Once the component data auto-populates insert the equipment data from the FCU update form into the model data section.
-Input base year to current year
      -Input the quantity based on the description, 3Hp or 5 tons etc.
-Set life expectancy to 0
-Update complexity factor
-it is important that the ISES Database Administrator adjusts the complexity factor to reflect the actual projected cost of replacing the equipment. This will allow for better forecasting when the component ends the end of its useful life cycle. If cost is unknown then enter a 1.
-Enter a unique name for the component. This is needed to clearly identify equipment
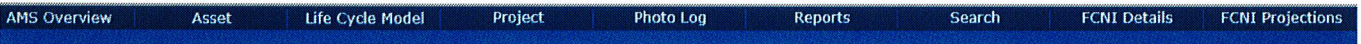-Original cost- the actual cost of installation if known.
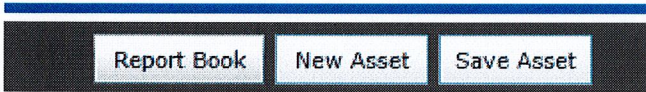-Click the save button- the record has been added to the asset.

### 4. Creating a new Asset:

When a new building is constructed or purchased it will need to be added into the system.

To add new asset log onto ISES

| AMS Overview | Asset | Life Cycle Model | Project | Photo Log | Reports | Search | FCNI Details | FCNI Projections |
|---|---|---|---|---|---|---|---|---|

-From the main menu click on asset.

| Report Book | New Asset | Save Asset |
|---|---|---|

      -In the right and corner click on New Asset

The following window will open:

| Details | Summary | Dwgs/Docs/Notes | Custom Labels | Carbon Footprint |

**Asset Code:** [ ]    ☐ **Asset Locked**

**Asset Name:** [ ]

Add Image

**Site:** [ ▼ ]

**Facility Type:** [ ▼ ]

**Inspection Date:** [ <M/d/yyyy> ] [15]

**FRC:** [ ]

**FRC Base Year:** [ ]

**FRC Inflated:** [ ]

**Year Built:** [ ]

**Original Cost:** [ ]

**Soft Cost:** [ ]

**Gross Sqft:** [ ]

**Net Sqft:** [ ]

**Useful Life:** [ ]

**Mail Date:** [ <M/d/yyyy> ] [15]

▲ Floor

Add Floor

---

Fill in the following

-Asset Code: use the current month and year. Example May of 2015 =52015

-Asset Name: insert the name of the building

-Site can be selected from the drop down menu

-Facility type can be selected from the drop down menu

-Year Built

-Inspection Date- enter day of audit or current date if preferred

-FRC: enter the current year, i.e.2015

-Gross Sq. Ft.

Enter any additional information available. The Summary, Drawings, Labels and Carbon Footprint tabs can be used to add additional information. The more information entered the more complete the record will be.

When you have completed entering the information click on Save Asset in the right hand corner.

| Report Book | New Asset | Save Asset |

The asset may can now be found in the Life Cycle Model section and components can be added using section 2 of this procedure.

**5. Updating Life Expectancy on Components**

When the Life Cycle Model forecasts a component for replacement and there is a desire to extend the life of that component the Life Expectancy number should be updated. The Life Expectancy can be extended or reduced depending on the equipment condition.

The ISES Database Administrator should have the component inspected by a qualified person. The ISES Database Administrator should retain the Facility Condition Update Form as justification for the adjustment.

To update the life expectancy of a component log into ISES

Click on Life Cycle Model

| AMS Overview | Asset | Life Cycle Model | Project | Photo Log | Reports | Search | FCNI Details | FCNI Projections |

-Select the desired building from the left

| Code | NAME |
| --- | --- |
| 0001 | MANZANITA HALL |
| 0002 | CYPRESS HALL |
| 0003 | NORDHOFF HALL |
| 0004A | LIVE OAK HALL |
| 0005 | UNIVERSITY HALL |
| 0006 | SIERRA HALL |
| 0007 | SIERRA TOWER |
| 0008 | JEROME RICHFIELD HALL |
| 0009 | BAYRAMIAN HALL |
| 0010 | JACARANDA HALL |
| 0016 | REDWOOD HALL |
| 0021 | POLICE SERVICES (PARKING/PUBLIC SAFETY) |
| 0022 | CITRUS HALL |

-Select the desired compent to be replaced on the right

```
Component: AH05    Description: AIR HANDLING UNIT - INDOOR (3.25-6 HP)
Uniformat: D3040                  Life Expectancy: 25      System Code: HV
Unit: HP                          Inflated Labor: $422.71  Inflated Material: $5,196.84
Annual OM: $0.00                  Asset Type: AL
Base Year: 2006                   Quantity: 5
Life Expectancy Adj.:             Complexity Factor: 1.00
Identifier:
Actual OM Cost: $0.00             Original Cost: $0.00     Replacement Cost: $27,911.75


Component: AH06    Description: AIR HANDLING UNIT - INDOOR (6-9 HP)
Uniformat: D3040                  Life Expectancy: 25      System Code: HV
Unit: HP                          Inflated Labor: $348.11  Inflated Material: $4,359.71
Annual OM: $0.00                  Asset Type: AL
Base Year: 2006                   Quantity: 8
Life Expectancy Adj.:             Complexity Factor: 1.00
Identifier: AHU-1A
Actual OM Cost: $0.00             Original Cost: $0.00     Replacement Cost: $37,406.66


Component: AH07    Description: AIR HANDLING UNIT - INDOOR (9-12 HP)
```

-Select Edit LCM from the bottom options

ption: AIR HANDLING UNIT - INDOOR (3.25-6 HP)

Add LCM       Edit LCM       Delete LCM

-The following window will pop-up

**Update Life Cycle Model**

**Filter Components**
- ○ All
- ⊙ Uniformat  [ D3040 : Heat Distribution Systems ▾ ]
- ○ System Code  HV : HVAC

**Component Data**

Component: [ AH04                                                ▾ ]

Description:  AIR HANDLING UNIT - INDOOR (2.75-3.25 HP)

| | | |
|---|---|---|
| Uniformat: D3040 | Life Expectancy: 25 | System Code: HV |
| Unit: HP | Inflated Labor: $559.47 | Inflated Material: $4,682.96 |
| Annual OM: $0.00 | Asset Type: AL | |

**Model Data**

Base Year: [ 1960 ]   Quantity: [ 3 ]   Life Expectancy Adj.: [ 31 ]   Complexity Factor: [ 1.00 ]

Identifier: [ AHU 2 ]

Actual OM Cost: [ $0.00 ]   Original Cost: [ $0.00 ]   🗘 Replacement Cost:   $15,691.54

[ Save Next ]   [ Save ]   [ Cancel ]

-Adjust life expectancy: a positive number will add years to the life cycle and a negative number will remove years form the life cycle.
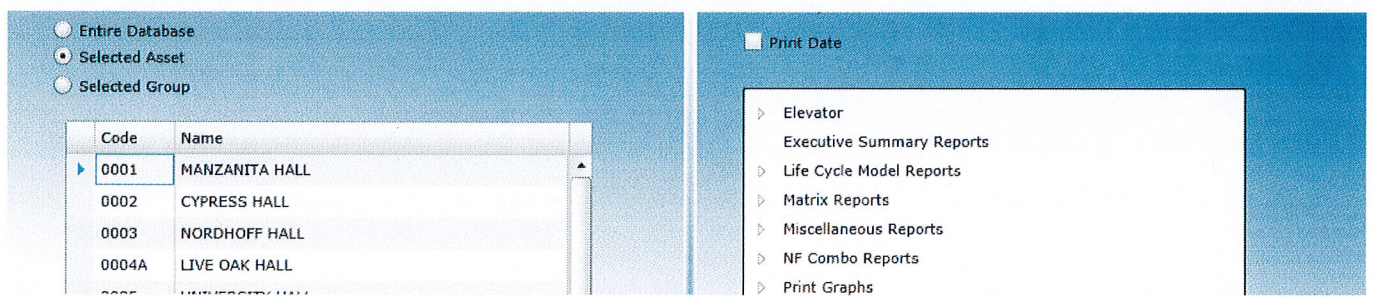-Click save

The life expectancy of the asset is now adjusted.

## 6. Reports:

To run a report in ISES log onto the system.
-From the main tool bar click on reports



| AMS Overview | Asset | Life Cycle Model | Project | Photo Log | Reports | Search | FCNI Details | FCNI Projections |
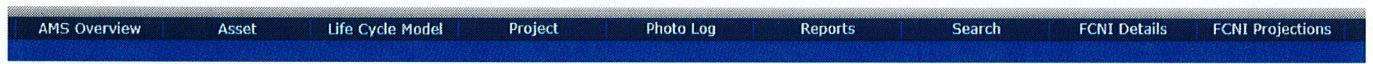
-Select the building on the left and NF Combo Reports on the right



- ○ Entire Database
- ⊙ Selected Asset
- ○ Selected Group

| Code | Name |
|---|---|
| ► 0001 | MANZANITA HALL |
| 0002 | CYPRESS HALL |
| 0003 | NORDHOFF HALL |
| 0004A | LIVE OAK HALL |

☐ Print Date

- ▷ Elevator
- Executive Summary Reports
- ▷ Life Cycle Model Reports
- ▷ Matrix Reports
- ▷ Miscellaneous Reports
- ▷ NF Combo Reports
- ▷ Print Graphs

-The menu will expand and give you the following choices

◢ NF Combo Reports

    1.1 : Combo Bld Exec Sum

    2.1 : FR Budget Pro-Forma

    2.2 : FR Needs by System

    2.3 : Facilities Renewal Plan

    2.4 : Project Classification Summary Report

    2.5 : Category Systems Code Report

    3.1 : Project Detail Report

    4.1 : Asset Component Inventory

    4.2 : Recurring Cost by Year

    4.3 : Recurring Component Projections Graph

    6.1 : Photo Log

-Simply click the desired report to run.

## REFERENCES

Definitions:

**Asset:** A building or area on campus.

**Asset Component:** A fixture within an asset, this can define an air handler, pump, fire alarm, electrical service, plumbing fixture, door, hardware, window, roof, etc.

**Base year:** The year of installation.

**Life expectancy Adj.:** A value in years added or subtracted to an asset component's expected life span.

**Complexity Factor:** An adjustment to the actual cost that can be used to adjust future replacement costs for asset components.

**Component:** The description of the component in ISES that is used to calculate replacement costs.

**Identifier:** A unique name given to an asset component to allow specific unit identification.

**Life Cycle Model:** Reoccurring or repeating costs over the life of a building- This would be considered deferred maintenance.

**Original cost:** The cost to install or replace an existing component.

**Project:** Areas of deficiency identified by ISES during an audit. These would be a onetime costs to update.

**Qualified Person:** A person with the background, experience and training to be considered a subject matter expert.

**Quantity:** Any number of fixtures, horsepower of air handler, tonnage of air conditioning, amperage of electrical service.

**Replacement cost:** An estimate based on standard costing and quantity information formulated from the ISES library.

**Uniformat:** A general description of an asset component in the ISES database.


**APPROVED** _____          05-16-18
                Jason R. Wang, Senior Director          Date

**CSUN** | CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

# FACILITIES CONDITION UPDATE FORM

### PHYSICAL PLANT MANAGEMENT (FACILITY CONDITION UPDATE)

**Report all building renewal items. When a building system, fixture, finish, roof or component is replaced or updated, it must be reported to the ISES Database Administrator.**

Type of renewal (check one):

| Mechanical | | Hardscape | |
|---|---|---|---|
| Electrical | | Case Work | |
| Plumbing | | Window | |
| Paint | | Roof | |

Date of renewal: _____

Asset Tag # (if applicable):_____

ISES TAG # (if applicable):_____ |

Identifier/Asset name _____

Project name **and/or** work order number: _____

Describe the renewal. Be as descriptive as possible. Examples: Replace air handler 2, Paint 1200 sq. ft. of wall space, made structural improvement, remodeled space, etc. Include your name and contact information.

_____

_____

_____

_____

_____

_____

_____

_____

_____

**ROUTING**

☐ Updated ISES DATABASE

Copy to:

☐ MetaBim Administrator ☐ CMMS Administrator ☐ Other _____