

# Condition assessment

## 1. Purpose

The intent of this guideline is to provide best practice recommendations for performing condition assessments on building assets and their supporting infrastructure.

This guideline forms part of the *Asset Management and Maintenance Policy* (QH-POL-354:2015) and Standard (QH-IMP-354-1:2015).

All departments (as defined in Section 8 of the *Financial Accountability Act 2009*) must comply with the requirements of the *Maintenance Management Framework* (MMF) which includes policy requirements for condition assessments.

## 2. Scope

This guideline applies to all employees, contractors and consultants within the Department of Health divisions and commercialised business units (DoH-CBUs).

This guideline does not apply to health technology equipment or information communication technology equipment.

This guideline can be used by Hospital and Health Services either as it is, by re-branding or as a base for a Hospital and Health Service specific guideline.

## 3. Requirements

### 3.1 Overview

A condition assessment is a technical inspection by a competent assessor to evaluate the physical state of building elements and services and to assess the maintenance needs of the facility. Condition assessments evaluate the actual physical condition of a building and its various elements to determine the type and extent of the maintenance works required to bring the condition of the building or infrastructure up to the predetermined standard or to continue to maintain it at that standard.

The assessment should provide sufficient information on building condition to support informed asset management decisions. The assessment information is used to inform the annual maintenance program and associated maintenance budget allocations. All collected condition assessment information is to be entered into the Computerised Maintenance Management System (CMMS).

### 3.2 Assessment reports and format

A condition assessment report should detail the actual condition for the building and its individual elements or services and detail any works required to bring the building up to the required standard. The assessment should also include a priority rating and cost estimate. Where possible, cost estimates for identified works should be a category 3 cost estimate in accordance with the *Capital Works Management Framework (CWMF) Policy Advice Note: Estimate Categories and Confidence Levels*. The condition assessment report should also provide actions deemed necessary by the assessor to mitigate against any immediate risk until remedial works (or other actions) can be taken to address the identified issues.

Assessment data needs to be in a specific format to ensure that the data can be uploaded into the CMMS as soon as the assessment has been done. Assessment personnel need to be informed of this requirement prior to condition assessments being performed. This will reduce

the risk of assessment data being provided in a format that is unable to be easily uploaded into the CMMS.

### **3.3 Assessment personnel and competencies**

Integrity and quality of outcomes from the assessments depends upon, amongst other things, the ability to match, where possible, the appropriate competency of assessors with the building elements being assessed. A competent assessor is a person that has relevant training, qualifications, ability, aptitude, experience and (where required by law), the appropriate licence or registration, to undertake a building condition assessment as defined by the MMF.

### **3.4 Survey method**

A survey is a broad appraisal which produces a relatively fast-scan of the asset condition. It is generally used where a quick result is required, funding is limited and assets are less complex, e.g. a small storage shed. The inspection is basic and can be carried out by technical or non-technical personnel. In some instances, it may be appropriate to use the survey method on unoccupied or surplus buildings and equipment as opposed to undertaking a detailed audit.

### **3.5 Audit method**

An audit adopts a more structured inspection approach that requires consistent, quantitative and qualitative information relating to the asset in terms of condition and associated risks. The audit involves a detailed appraisal of the asset.

Auditing of a complex building asset would include assessing the building asset's individual services elements. Elements are inspected and their actual condition relative to the required standard is then reported in detail.

### **3.6 Frequency of condition-based assessments**

As a minimum, the condition of all building and plant assets is to be assessed at least once every three years in accordance with the MMF requirements. Consideration should be given to spacing out assessments over a three year duration rather than assessing all facilities and equipment at the same time. This approach can reduce the risk of creating unmanageable levels of maintenance backlog and placing an unnecessary strain on limited resources that can occur when all buildings are assessed at the same time.

### **3.7 Condition standard rating or required standard**

Prior to the commencement of any condition assessment process, all facilities should be given a condition standard rating (CSR). This is the standard that each building, functional space or item of equipment should perform and be maintained.

When determining the CSR, consideration should be given to the functional purpose, operating environment, required physical condition and future plans for replacement or disposal.

An S3 rating, as defined in Table 2, is the minimum required rating for buildings that provide a service delivery function or office accommodation. A higher CSR may be required for more critical functional spaces within a building such as operating theatres.

Generally, equipment will be assigned the same CSR as the health care area in which they reside. There are some exceptions where the equipment needs to function at a critical level whilst the facility does not (e.g. morgue / morgue refrigeration unit - the morgue as a facility has a CSR of S3, whilst the morgue refrigeration unit has a CSR of S5).

The MMF and the associated *Building Maintenance Policy, Standards and Strategy Development guideline* provides further information on determining the CSR. The CSR should be approved by the DoH-CBU Chief Executive and documented in the CMMS for each building, functional space or item of equipment.

**Table 2: Condition standard ratings**

Required Condition	Description
S5	To be in best possible condition
S4	To be in good condition
S3	Fully meets operational requirements
S2	Meets minimum operational requirements only
S1	Meets minimum statutory requirements only

### 3.8 Condition assessment rating or relative rating

To enable condition assessments to be carried out in a consistent measurable fashion, standardised relative ratings have been developed for evaluating the physical condition of buildings.

A condition assessment rating or relative rating refers to the differential measurement between the CSR e.g. the required condition of an asset, and the actual condition of the asset as determined by the person undertaking the condition assessment. Table 3 provides the condition assessment ratings and the definition for each rating.

**Table 3 - Condition assessment ratings**

Relative Condition	Description
A	Exceeds requirements (being maintained at the highest standard)
B	Meets requirements (cosmetic or preventative work may still be required)
C	Minor work required (work costs 1 – 25% of asset value)
D	Major work required (work costs 25 – 50% of asset value)
E	Failed, no longer operational (work costs >50% of asset value)

### 3.9 Assessment priority ratings

A condition assessment priority is assigned to each item deficiency identified during condition assessments. The priority number is used to identify a corresponding repair date for the deficiency. The repair date is set by the CMMS and is calculated by adding a set number of months to the date of evaluation. Note that the repair date will be calculated based on the date the data is entered into the CMMS (evaluation date) and not the actual date the assessment was undertaken. Therefore it is critical that assessment data is loaded into the CMMS as soon as possible after the assessments have been performed. Table 4 provides the condition assessment priority ratings, associated descriptions and the corresponding number of months added to calculate the repair date.

**Table 4 - Condition assessment priority ratings**

Priority	Description
1	Work needs to meet statutory obligations, ensure OH&S regulations and prevent serious disruption (3 Months)
2	Work that affects operational capacity and may lead to serious deterioration if untreated (12 Months)
3	Work that has minimal effect on operational capacity but desirable to maintain quality (24 Months)
4	Work can be safely and economically deferred beyond 3 years (36 Months)

### 3.10 Building Summary Assessment

The building summary assessment considers all of the building elements / item categories that have been assessed to determine an overall building relative condition assessment rating. This data is entered into the CMMS as a building summary assessment (e.g. ASBS).

If the overall building summary assessment fails to meet the building's required condition, a summary of the defect/ repair details and the overall total repair costs for the building are to be recorded in the CMMS.

### 3.11 Asbestos management

The condition of asbestos containing material in building elements must be assessed and documented in accordance with the requirements in the *Queensland Government Asbestos Management Policy for its Assets*.

### 3.12 CMMS assessment tools and processes

There are three CMMS compatible processes / tools that can be used to undertake condition assessments and to enter the assessment data into the CMMS.

- Manual process – This process uses a hard copy of the condition assessment evaluation worksheets for gathering the assessment information. This document consists of a worksheet for each item category, an equipment evaluation worksheet, an overflow worksheet and a building summary worksheet that is used to correlate and summarise the data collected on the individual item category worksheets. Once completed the data can be manually entered into the CMMS or into the upload template (MS Excel).
- Upload templates – This process allows the assessor to enter the assessment data directly into a MS Excel worksheet which can be uploaded directly into the CMMS once the data has been validated by the DoH-CBU.
- cmmsMobile application – This application enables assessors to collect assessment data in a format suitable to upload directly into the CMMS.

The cmmsMobile tool is the recommended process for the collection and uploading of condition assessment data. Refer to the *cmmsMobile Complete Operating Manual - Version 2, December 2015* for further information.

The condition assessment evaluation worksheets (including building summary and equipment), item code structure and CMMS upload template – assessments can be sourced via the [Asset Services Team: A-Z Directory of Useful Links](#) on QHEPS.

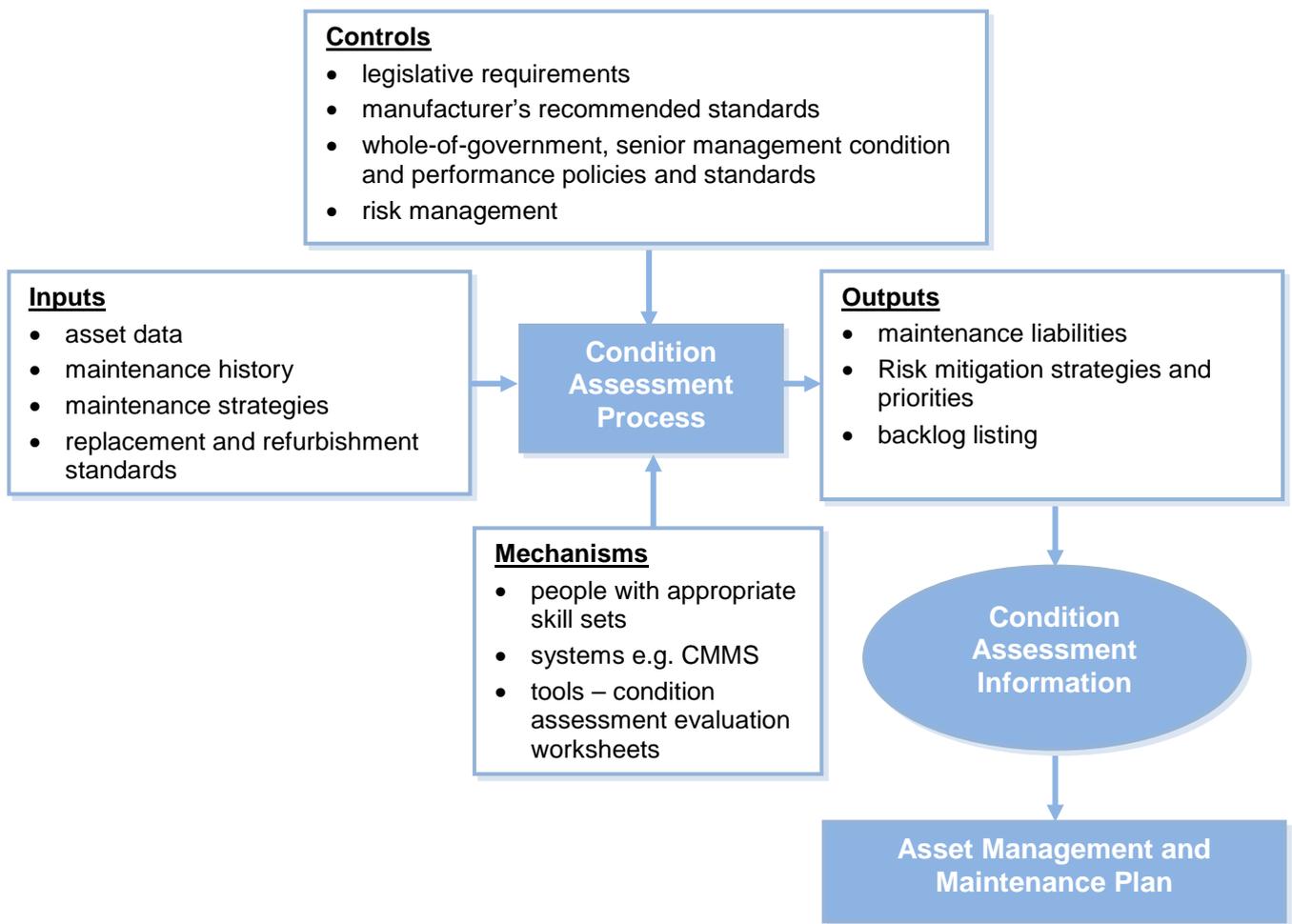


Figure 1 - Process Chart for Condition Assessment Elements

## 4. Supporting documents

### Forms and Templates

- *CMMS Upload Template - Assessments*
- *Condition Assessment Evaluation Worksheets*

### Related References/Information

- *Asset Management and Maintenance Policy (QH-POL-354:2015)*
- *Asset Management and Maintenance Standard (QH-IMP-354-1:2015)*
- *Single Asset Identifier Guideline (QH-GDL-354-1-1:2017)*
- *Capital Works Management Framework Policy Advice Note: Estimate Categories and Confidence Levels*
- *cmmsMobile Complete Operating Manual - Version 2, December 2015*
- *Financial Accountability Act 2009*
- *Health Service Directive, Enterprise Architecture (QH-HSD-015:2014)*
- *Maintenance Management Framework*
- *Maintenance Management Framework, Building Maintenance Policy, Standards and Strategy Development guideline*
- *Maintenance Management Framework, Building Condition Assessment guideline*
- *Queensland Government Asbestos Management Policy for its Assets*

- *Single Asset Identifier (SAID) guideline*

## 5. Definitions

Term	Definition
Asset	A resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity.
Asset management	The coordinated activity of an organisation to realise value from assets (ISO 55000 definition).
Computerised Maintenance Management System (CMMS)	The CMMS (SAP Plant Maintenance Module) is Queensland Health's corporate asset maintenance system which is used to identify, manage and maintain the buildings and associated infrastructure. It is a module within FAMMIS. The CMMS provides comprehensive reporting on all aspects of maintenance activities and performance.
Finance and Materials Management Information System (FAMMIS)	A computer based integrated business management solution which utilises SAP enterprise resource planning software and contains financial, asset accounting, materials management and maintenance information.
Single Asset Identifier (SAID)	A unique asset identifier numbering system for the effective identification and management of the DoH-CBU asset base in regard to usage, planning, performance, monitoring and reporting.

## Version Control

Version	Date	Comments
1.0	21 November 2017	Version 1 – New document