

# Entering Covered Outdoor Learning Area (COLA) Data

*This Guide Note provides information on the recommended process required to consistently record COLA data in the*  
**Strategic Asset Management Information System (SAMIS):**  
[https://dit.sa.gov.au/facilities\\_management/agfma\\_information\\_systems/samis](https://dit.sa.gov.au/facilities_management/agfma_information_systems/samis)

*A good knowledge of system behaviour and asset class requirements is required in conjunction with the use of SAMIS Guide Notes.*

**For further assistance contact: [DIT.AGFMAServiceDesk@sa.gov.au](mailto:DIT.AGFMAServiceDesk@sa.gov.au)**

In accordance with the Building Code of Australia (BCA) Covered Outdoor Learning Areas are recorded in SAMIS under the 'Building' asset class with only the minimal data recorded. C.O.L.A. Shelter Buildings are differentiated in port]e[co for reporting, cost calculations and floor plan requirement purposes.

This Guide Note assists with the creation of a C.O.L.A. drawings and data in port]e[co. Where agencies have defined requirements outside the scope of this Guide Note, clients will be directed to the alternative 'agency specific' Guide note. An example picture is located on page 5.Plans

## C.O.L.A. Drawings

ALL C.O.L.A. Buildings are to be shown on the Site Plan drawing, depicted by Building Type.  
Shed. Purpose: Shelter.

Naming Conventions are maintained for consistency in port]e[co and the following details should be applied on the drawing with matching details maintained in Asset Register.

- o **Asset Name**
  - Shed 10 Drawing Legend to be maintained at current
- o **Local Name**
  - Upper Case text entry depicting the 'COLA' Use

## C.O.L.A. Data Recording

Naming Conventions are maintained for consistency in port[e]co and the following details are applied in the Asset Register with matching details recorded on the Site plan drawing.

- o **Asset Name**
  - Shed 10                      Drawing Legend to be maintained at current
- o **Local Name**
  - Title Case text entry depicting the 'COLA'
- o **Type**
  - Select the building type 'Shelter'

Government of South Australia  
Department of Education and  
Children's Services

**General Details** Edit Asset

Port Germein Primary School [F] > Port Germein Primary School > Shed 10

Class *	Building
Name *	Shed 10
Local Name	C.O.L.A.
Description	
Type *	Shelter
Status *	In Service
Acquisition Date	08/04/2010 (dd/mm/yyyy)
Commissioning Date	08/04/2010 (dd/mm/yyyy)
Next Assessment Date	
Number of Items *	1
Notes	

save next

- **Acquisition Date** – entered at DD/MM/YYYY to record the 'Year Built' and the **Commissioning Date** DD/MM/YYYY.
- Click **Next**.

Government of South Australia  
Department of Education and Children's Services

## Facility Relationships & Asset Functions Edit Asset

Port Germein Primary School [F] > Port Germein Primary School > Shed 10

Facility	Relationship	Inherited
→ Port Germein Primary School	Ultimate Responsibility	Yes

**Asset Function**

Shelter

**Facility Search**

Education and Children's Service   
(Any Business Service)   
(Any Facility Type)

**Facility Relationships** – Update details of the agency with ultimate responsibility

- **Asset Functions** – Select 'Shelter' from the Asset function pick list.
- Click **Next**.

**Business Relationships** Edit Asset

Port Germein Primary School [F] > Port Germein Primary School > Shed 10

Business Entity	Relationship	Inherited
→ Facilities Services	Facility Manager - Facilities Services Port Pine	Yes
→ Facilities Services	Facility Manager - Facilities Services - All Sites	Yes

**Add Business Entity Relationship**

Entity \*    
Type \*

**\* Please note that you may not add the same relationship twice.**

- **The Business Relationships** are updated. Check they are correct.
- Click **Next**.

**Asset Attributes** Edit Asset

Port Germein Primary School (F) > Port Germein Primary School > Shed 10

**Common to all asset classes**

Energy Rating

**Common to all asset classes for an agency**

Lease Number

**Specific to an individual asset class**

Asset Numbering Identifier \*

Disabled Access

Disabled Access Ramp

Federal Heritage Register

Internal Area  (Square Metres)

Local Government Heritage Register

Secured (SAICORP)

Seismic Survey (SAICORP)

Sprinklered (SAICORP)

State Heritage Register

Transportable Identifiers

**Specific to individual asset class for an agency**

Building Category

Capacity Action

Capacity Comment

Capacity Date  (dd/mm/yyyy)

Last SAMIS Inspection Date  (dd/mm/yyyy)

Last SAMIS Inspector

Leased Building Indicator

Sewage Disposal Type

**Implicit Relationship**

Floorplan SVG link

SVG Link

- **Asset Attributes** – several data fields are presented on the ‘building’ asset class Attributes Screen, only the following fields are to be entered for Shed Buildings
  - Asset Numbering Identifier SHNN (mandatory field)
    - e.g. Shed 1 = SH01, Shed 2 = SH02, etc....
  - Internal Area Square Metres
  - SVG Link 00357-S10

**Material & Finish** Edit Asset

Port Germein Primary School (F) > Port Germein Primary School > Shed 10

Class	Building
Function	Shelter
Business Entity	Education and Children's Services, Department of
Acquisition Date	08/04/2010
Geographical Region Code	Coastal

Material (None Found) v

Finish (Not Available) v

Calculated PRY ^ <Could not be calculated>

Updated PRY ^ 2050 (yyyy)

Replacement Year Comment

Unit Rate \$ Not Available

Replacement Cost \$ \* 15000

Cost Category Replacement

^ Projected Replacement Year

save back next

- **Material and Finish** – ‘Shelter’ Buildings are to be life-cycled, enter the ‘Replacement Cost’ and the Projected Replacement Year (PRY) on the Materials & Finish screen.

**Alternate IDs** Edit Asset

Port Germein Primary School (F) > Port Germein Primary School > Shed 10

Purpose	Value
Conversion ID	
Equipment ID	
LSS Olg Unit Number	
LSS Site Number	
SA Heritage Register ID	
Works System Id	00357-S10

save back

- Alternate Id's – Alternate Id's are recorded at the first four levels of the Asset Classification Hierarchy. i.e. Site, Building, Level and Room. Alternate Id requires the entry of the Works System Id for Shed Buildings. This is made up of the Facility Number and the associated Shed Building Number.
  - Shed 1 NNNNN-SH01, 12345-SH01, 12345-SH02, etc.
- **Child Assets** – No child assets will be recorded for Shelter Type buildings, except, on occasion where there is a need to record ‘Services’ maintained within the Shed Building
  - i.e. Major Plant and / or Equipment, Gas Services, Electrical Services, etc....  
*No Levels or Rooms or Floor Plan drawings will be created for Shelter buildings.*
- Click **Save** to complete the data recording process for C.O.L.A.s.

## Example C.O.L.A.



Figure 1. This COLA is located at Murray Bridge South Primary School and was completed in May 2010