

# Entering Transportation Systems – Lifts

This Guide Note provides information on the recommended process required to consistently record Lift 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.

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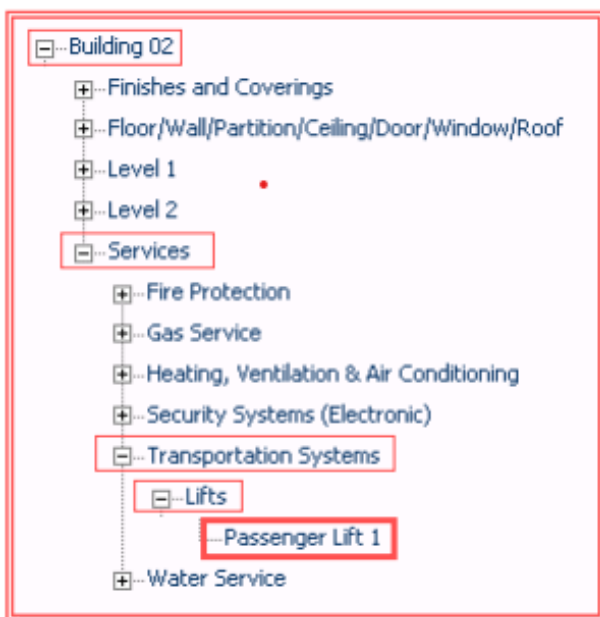
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## Entering Lifts in the port]e[co Asset Register

Lifts are a major plant item that requires recording in the asset register for all SAMIS facilities.

Agencies use SAMIS data for various project work and it is important that common asset items are recorded consistently, regardless of the owning Agency.

Lift items should be located in SAMIS at the 'Building' asset class.



Lift asset classes are listed in the SAMIS Asset Classification Hierarchy as:

- **Passenger Lift**
- **Goods Lift**
- **Service Lift (i.e. dumb waiter type)**
- **Lift Controls**

To enter a 'Lift' into the asset register:

1. Navigate to the preferred Site and the applicable Building.
2. From the 'Asset Details' screen for the applicable Building, click on 'Add Asset'
3. Select the applicable Lift asset class from the 'Class' pick list.  
Upon selection the screen will re-fresh to populate the relevant asset type field.
4. Enter the mandatory (\*) 'Name' using Title Case text.  
I.e. Passenger Lift 1, Passenger Lift 2, Goods Lift, etc.....  
(This will be the name that appears in the Child Asset Hierarchy tree)
5. Select the applicable Lift Type from the 'Type' pick list.
6. Select the applicable 'Status' from the 'Status' pick list.  
Note: 'In Service' is the appropriate status for asset items currently in use.
7. Enter the 'Acquisition Date'  
The system will calculate the PRY from the Acquisition Date.
8. Enter the mandatory (\*) 'Number of Items'.  
The system will default to 1, update if more than 1
9. Enter any applicable notes in the 'Notes' text box.
10. Click Next

#### **Facility Relationships & Asset Functions**

11. Not applicable for Lifts
12. Click Next

#### **Business Relationships**

13. Not applicable for Lifts
14. Click Next

#### **Functional Group Usage**

15. Not applicable for Lifts
16. Click Next

#### **Asset Attributes**

17. Select the 'Lift Component' from the pick list. (Optional)

18. Enter 'Number of Landings Served. (Optional)

19. Enter 'Number of Lifts'.

20. Enter 'Registration Expiry' date. (Optional)

### Material & Finish

21. Enter the Update PRY.

(If different from the Calculated PRY or when the Acquisition Date is unknown)

22. Enter a 'Replacement Year Comment' if required.

23. Enter the 'Replacement Cost'.

(Whole dollars only)

24. Click Next

### Alternate IDs

25. Not applicable for Lifts

26. Click Next

### Summary

27. Review the details entered from the 'Summary' screen.

Navigate to any previous page using the Add/Edit Asset toolbox to correct any details.

28. Click Save

The system will 'add' the new Lift to the asset register and return to the Asset Details screen for the newly added asset.

**Asset Details** Asset Information

Woodville Primary School (F) > Woodville Primary School > Building 02 > Services > Transportation Systems > Lifts > Passenger Lift 1

General Details	
Name	Passenger Lift 1
Classification	Passenger Lift
Type	Electric
Status	In Service
Acquisition Date	01/02/2008
Commission Date	01/02/2008
Projected Replacement Year	2048
Number of Items	1

**Asset Search**

  
 (Any Asset Class) ▼

**Performance Rating Graph**

Assessment completion date

## Floor Plan Requirements

Lift Areas and Lift Motor Rooms are identified on the floor plan drawing as follows:

1. **Lift Area** – On each level of the Building Floor Plan drawings, the Lift 'area' is identified by the text reference 'Lift' no room numbers are assigned and no 'Room' asset is created in SAMIS



**NOTE:** Older Floor Plan drawings may show a Room number (instead of the word lift) on the first level with a corresponding 'Room' asset entry in the database, due to previous policy. This practice is to be discontinued on future Floor Plan drawings. (From Nov 2008)

- Lift Motor Rooms** – Where Lift Motor Rooms exist in the building they are identified on the applicable Building Floor Plan Drawing as a normal 'Room' asset with data recorded in the asset register and room numbers assigned.

**Asset Details** Asset Information

**SAMIS Asset (F) > SAMIS Site > Building 01 > Level 07 > Room 701**

General Details	
Name	Room 701
Local Name	Lift Motor Room
Classification	Room
Logical Number	123456.01.7.701
Function	Plant Room
Status	In Service
Number of Items	1

A detailed floor plan showing Room 701 and Room 702. Room 701 is a large rectangular room with a width of 8.93. Room 702 is a smaller room located to the left of Room 701, with a height of 6.20. A lift is shown within Room 702. The floor is indicated by hatching at the bottom.