

SAMIS Data Management

Entering Covered Outdoor Learning Area (COLA) Data

This Guide Note provides information on the recommended process required to consistently record C.O.L.A. data in the Strategic Asset Management Information System (SAMIS):
<http://samis.sa.gov.au/>

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: samis@saugov.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 Guidenote, clients will be directed to the alternative 'agency specific' Guide note. An example picture is located on page 5.

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.

- **Asset Name**
 - Shed 10 Drawing Legend to be maintained at current.
- **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.

- **Asset Name**
 - Shed 10 Shed Building to be Title Case + Shed No.
- **Local Name**
 - Title Case text entry depicting 'C.O.L.A.'
- **Type**
 - Select the building type 'Shelter'

The screenshot shows a web-based form titled 'General Details' for 'Shed 10' at Port Germein Primary School. The form is part of the Government of South Australia's Department of Education and Children's Services system. It contains the following fields and values:

| Field | Value |
|----------------------|-------------------------|
| 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 | |

Buttons: 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**.

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

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 Pirie | Yes |
| → Facilities Services | Facility Manager - Facilities Services - All Sites | Yes |

Add Business Entity Relationship

Entity * (Please Select)
Type * (Please Select)

*** 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

- **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 Org Unit Number | |
| LSS Site Number | |
| SA Heritage Register ID | |
| Works System Id | 00357-S10 |

- 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