Property Assets Module

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Property Module

The Property Assets Module is designed to manage key information about a health facility post construction to be used by facility owners for asset management, audit, and maintenance purposes. The module utilises the existing highly detailed brief of a facility as the starting point for all information, this drastically reduces handover time from the project team constructing a facility to its managers.

The Property Assets Module records detailed information on a property and its location at several levels including sites, buildings and departments. It has built in audit ratings system for audit issue tracking and audit reports.
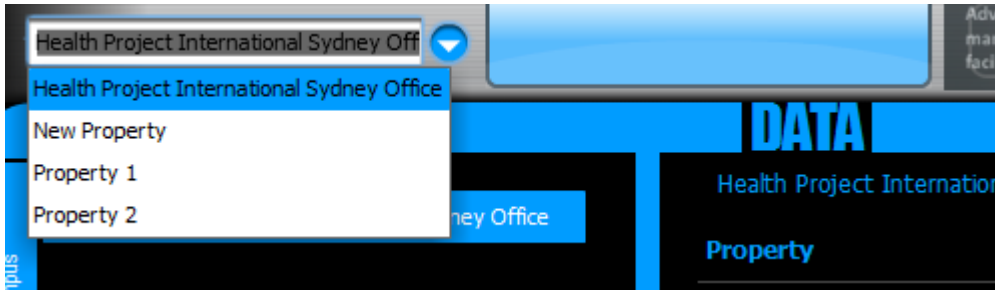
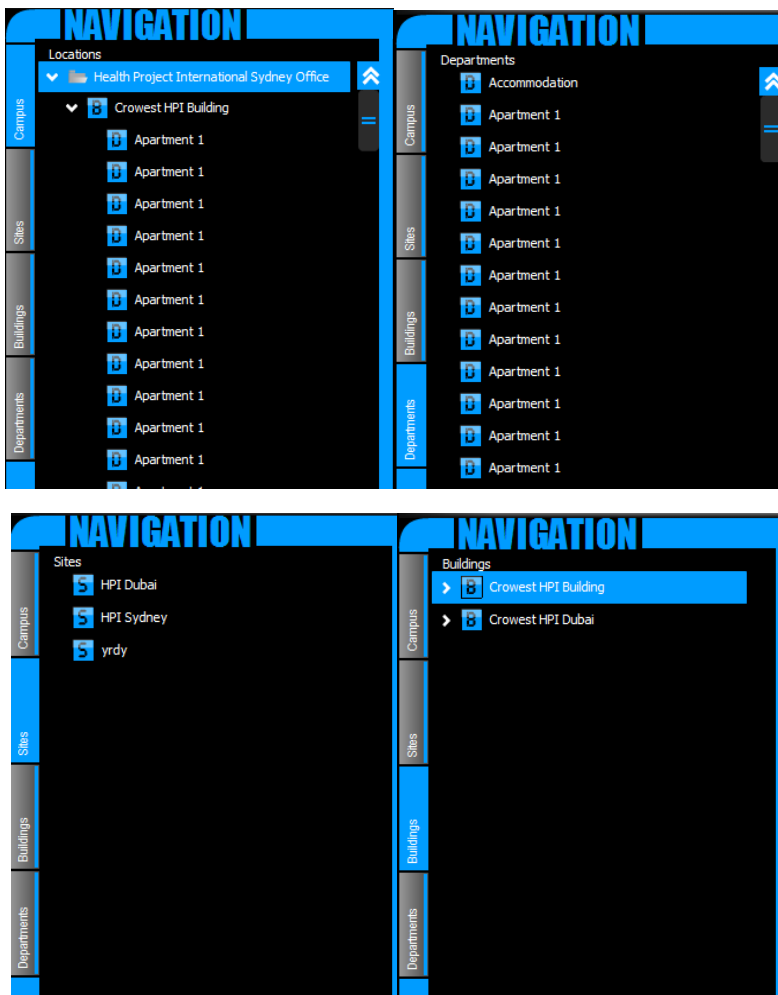# Location/Campus

Load Location/Campus

Select any Location/Campus from the dropdown list. At the navigation panel, the hierarchical structure of the Location/Campus is displayed. These locations are loaded into a domain, if you would like a location added to your domain please contact techsupport@healthdesign.com.au.

Switching tabs on the left to view campus/sites/buildings/departments.

Primary Info

When a Location/Campus selection is made in the navigation panel, the primary information for this Location/Campus is presented on the right hand side Data Panel.

Making changes to the Location/Campus by using various control button at the bottom of this section.

DATA

Health Project International Sydney... ›

Property

Code*	HPI
Name*	Health Project International Sydney Office

Address

Country	AUSTRALIA
Unit No. / Level / Building	Ground floor , Suite 1
Street No	3
Street Name	Alfred Stree
Suburb	Milsons Point
State	NSW
PostCode	2061

Audit Details

Service Zones	Northern Sydney/ Central Coast Area Health Service
Facility Classification*	F2 - Nursing Homes
Predominant RDL*	4-5
Date of Creation*	17/06/2014
Asset Remarks	Test

+ Prty   + Bldg   + Site   Save   Delete   Print

Primary Info   Contacts   Audits

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Contacts

Click on the Contacts menu button to view/update contact information such as property owner, property manager and etc.

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Audits

Enter audit issue information for the selected Location/Campus from Audits section.

Sites

Site is the container for buildings. A Location/Campus can have multiple sites. Each building requires a site to be linked.

Primary Info

Enter site information in the primary info section.

Site Code	HPI Dubai
Site Name*	HPI Dubai
Site Address	HPI Dubai
Title Reference	HPI Dubai
Site Area (M2)	32
Total Land Value	32432
Site Remarks	4324

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Site

Primary Info | Audits

+ Site | + Bldg | Save | Delete

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Add New Site

There are two ways of adding a new site.

Option 1:

Navigating to a Location and click + Site button to create a brand new site in Location/Campus Primary Info section.

Option 2:

Selecting an existing site and click + Site button to create a brand new site in Site Primary Info section.

Update Site

Use the save button at the bottom of Primary Info section to update site information.

Delete Site

Click the delete button at the bottom of Primary Info section to delete site.

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Audits

Audit section offers rating for Site compliance, Site condition, Site Functionality and etc. Rating a component is as simple as picking a rating description from the drop down list for the component being evaluated. Additional comments can be entered. When finish editing, click Save to update.

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Buildings

Primary Info

Every building requires a site to be associated with. The existing site are listed in Site* drop down list under Building.

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Add New Building

There are two ways of adding a new Building.

Option 1:

Navigating to a Location and click + Bldg button to create a brand new Building in Location/Campus Primary Info section.

Option 2:

Selecting an existing site and click + Bldg button to create a brand new Building in Site Primary Info section.

Update Building

Use the save button at the bottom of Primary Info section to update Building information.

Delete Building

Click the delete button at the bottom of Primary Info section to delete Building.

Area

This Calculator offers Auto or Manual calculation for building area such as Net building, T + E (m2), T + E %, Gross Building, and Efficiency %.

Simply enter value for Measured T+ E (m2) to enable the calculation.

Select Auto to do automatically calculation.

Select Manual to adjust calculation base for Net Building (m2) and T + E %.

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Area Calculator Mode:	⚪ Auto	🔘 Manual
Net Building (m2)	0	120
T + E (m2)	141	140
T + E %	0	116.65
Gross Bulding (m2)	141	260
Efficiency % (Net to Gross)	0	46.15
Measured T + E (m2)	141	

| Primary Info | Area | Audits | Save |

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Audits

Audit section offers rating for Building Compliance, Building Condition, Building Functionality and etc. Rating a component is as simple as picking a rating description from the drop down list for the component being evaluated. Additional comments can be entered. When finish editing, click Save to update.

Departments

Primary Info

Each department must have an associated Building and a Department code selected.

Area Calculator

This Calculator offers Auto or Manual calculation for department area such as Net Department (m2), Circulation (m2), Circulation % and Gross Department (m2).

Simply enter value for Circulation (m2) and make selection for Department RDL to enable calculation.

Select Auto to automatically calculate Net Department (m2), Circulation (m2) and Gross Department (m2).

Select Manual to adjust calculation base for Net Department (m2) and Circulation (m2).

Add New Department

Selecting an existing Building and click + Dept button to create a brand new department in Building Primary Info section.

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Update Department

Use the save button at the bottom of Primary Info section to update Department information.

Delete Department

Click the delete button at the bottom of Primary Info section to delete Department.

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Audits

Audit section offers rating for Department (HPU) compliance, Department (HPU) condition, Department (HPU) Functionality Relationships and Department (HPU) Other.

Rating a component is as simple as picking a rating description from the drop down list for the component being evaluated. Additional comments can be entered.

When finish editing, click Save to update.

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In case of empty Audit Issue, click Reload Audit Issues to initialise.

Key Unit

Key Unit Category are loaded based on the Department code. No of units can be updated by click into the cell.

| Key Unit Category	No. of Units	Remarks
Ambulance Bays	1	
Audiology Rooms	2	
Chairs	3	
Consultation Rooms	4	
Patient Bays	5	
Pharmacies	5	
Treatment / Therapy Rooms	6	

Reload Key Unit Category

If the Key Unit Category has changed for the department code, click Reload Key Unit Category to reload.
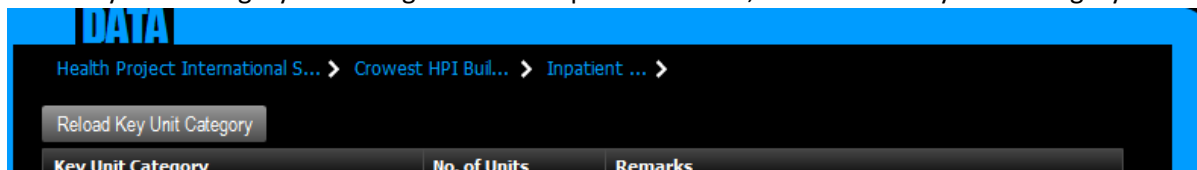
If the department codes have changed in the primary info section, the key unit category will be reloaded.
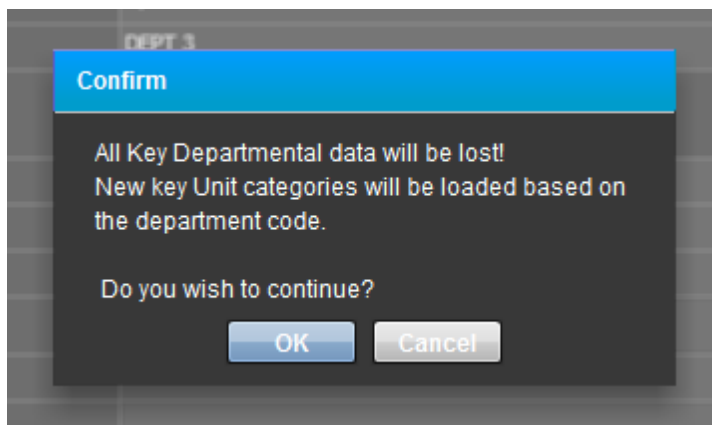
Both operation mentioned above will reset the No. of Unit to 0.

Asset Auditor

User with Asset Auditor privilege is able to change Audit Issue Ratings for Site, Building and Department.

In User Account Module, type user name in the search box and select from the result list. Find the Asset Auditor checkbox tick/untick and save.

If a user is not nominated as Asset Auditor from the above, the save button on each audits section under Site/Building/Department will not be available.
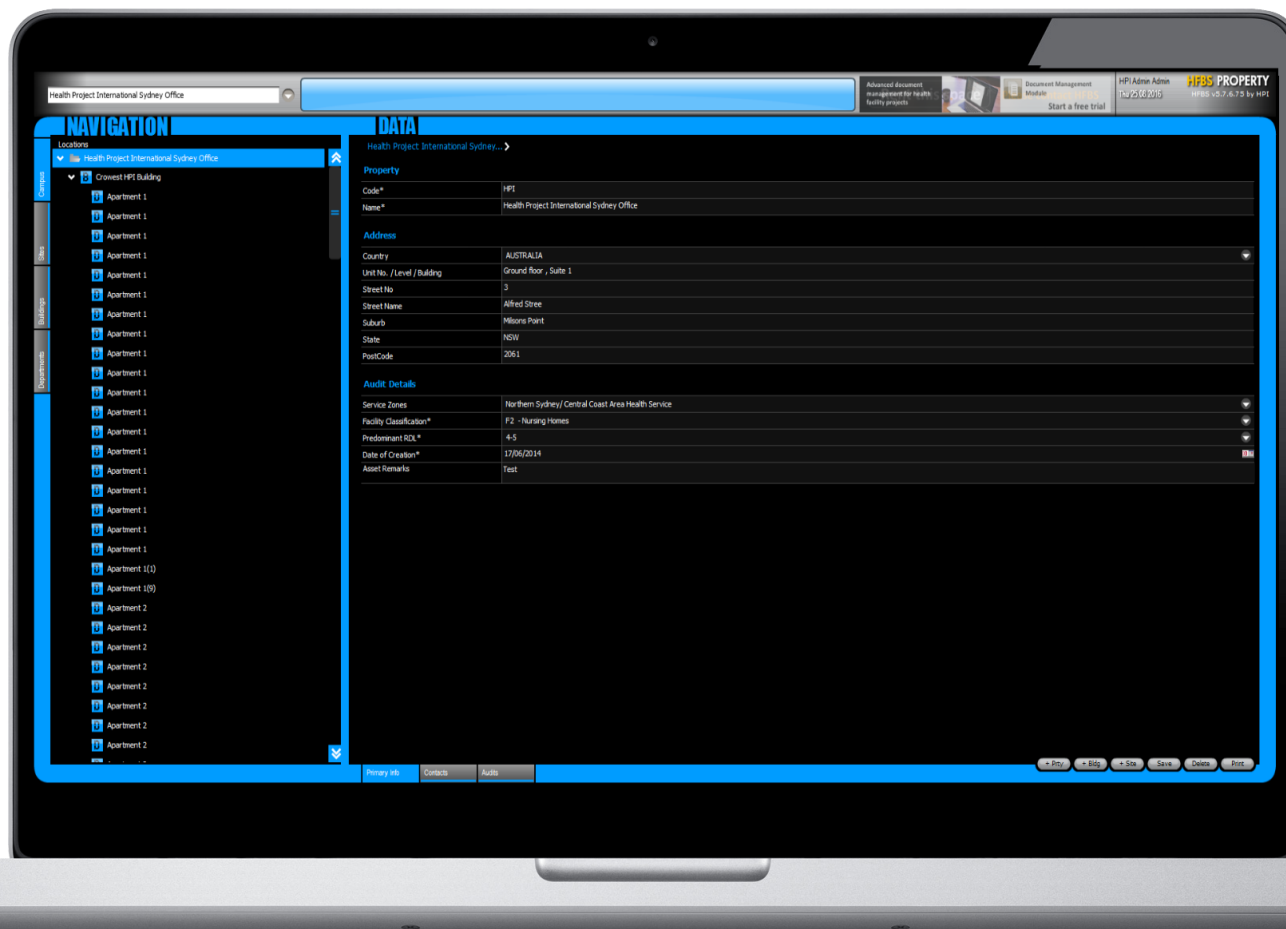
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More information: **hfbsinfo.com**