

Infrastructure & Asset Management

Steve Broadhurst Supervisor, Infrastructure & Asset Management



Conseil des Services du District de
Manitoulin-Sudbury
District Services Board

Summary Layout

- Reorganization Background
- IAM Department Organization Chart
- IAM Department Asset Responsibility Chart
- How IAM manages the DSB Assets
- Efficiencies & Cost Reduction Initiatives

Reorganization Background

May 31, 2010

Connie Morphet – Director of Finance & Administration

Overall responsibilities for all DSB infrastructure and assets.

Steve Broadhurst – Supervisor, Infrastructure & Asset Management (IAM)

Responsible for IAM business process's to support DSB activities.

Don Kress – Maintenance Coordinator

Responsible for day to day maintenance, and Housing /EMS capital work.

IAM Department Organization

Director of Finance & Administration



Supervisor, Infrastructure & Asset Management

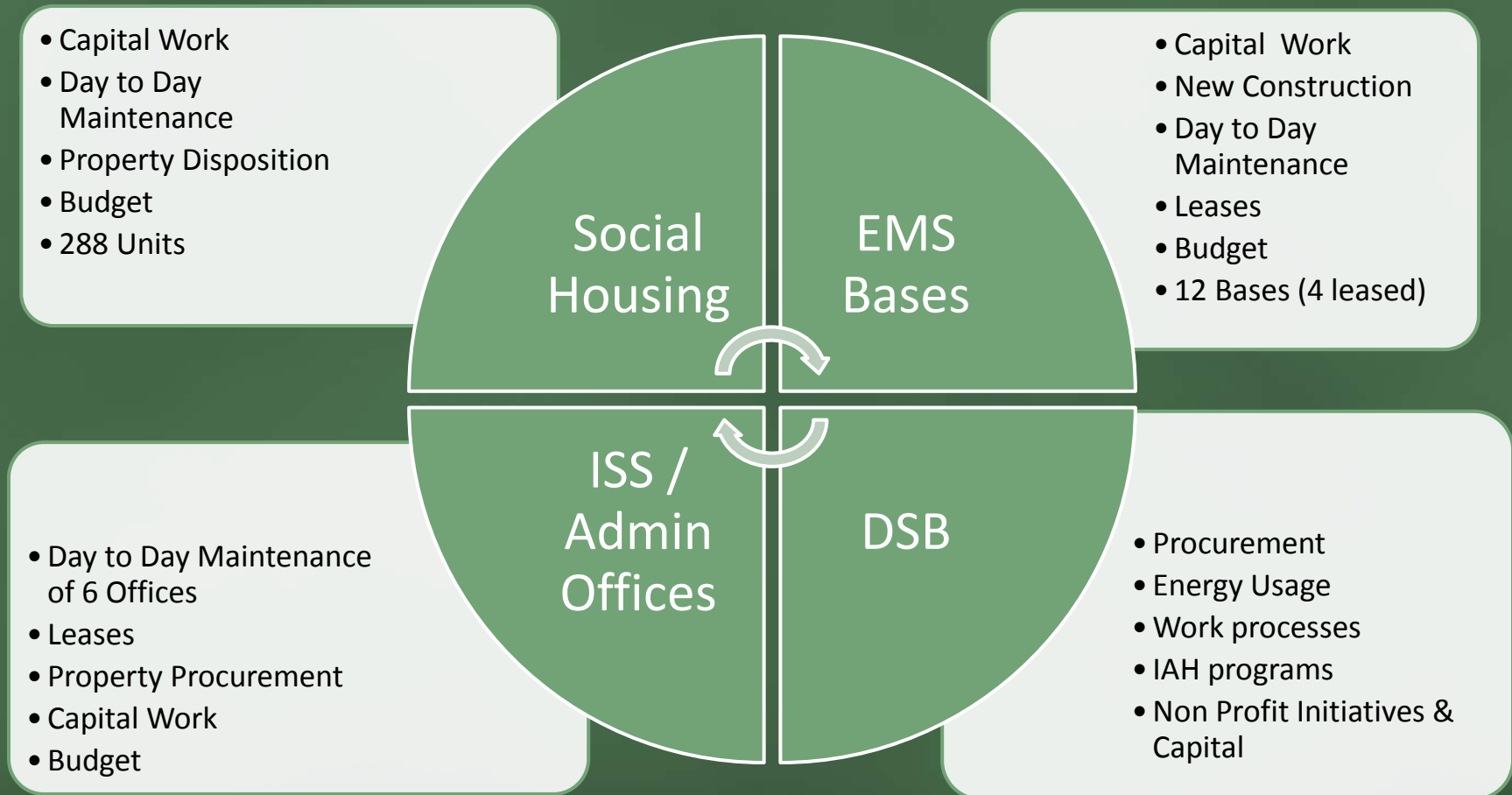


Maintenance Coordinator



9 Custodians
2 Vacancies

IAM Asset Responsibility Chart



Managing the Assets

Service Request System – Feb. 2011

Accessible by all DSB employees.

1461 requests currently in system.

7500 e-mails generated as a result.

Tracks all activities up to resolution of the issue.

Custodian Opportunities

Assigned SRs related to maintenance issues other than respective buildings.

Unit Turnover Process

Work process in place to identify work required, obtain contractor estimates and scheduling of contractors prior to unit vacancy.

Managing the Assets

Tenant Maintenance Requests

Service Request System is utilized to track request.

Maintenance Repair contact information distributed to all units in the form of a fridge magnet .

Building Condition Assessment

Conducted in 2010

Snap shot in time of the condition of various building elements.

Provides an estimated cost in present value dollars to repair or replace a building element and the year in which this is likely required.

Used in the development of the yearly capital plan.

Efficiencies

Service Request System

Maintenance Coordinator can track progress of work assigned to IAM including custodian progress .

Enter pictures, POs, costs associated with the repairs

Sort work and identify repetitive work.

Custodian Opportunities

Improved response time – not relying on contractors.

Increased flexibility in managing the staff.

Efficiencies

Unit Turnover Process

Allows forward planning and scheduling of contractors if required.
Custodians can prepare ahead of time and ensure have adequate supplies etc. .

Tenant Maintenance Requests

Improved custodian response – single point of contact;
Tracks progress of work ; and
Identifies repetitive work.

Building Condition Assessment

Provides a consistent and efficient approach to planning.

Cost Reduction Initiatives

Asset Management Processes and related efficiencies result in savings in man hours and duplication of work.

Procurement – Janitorial supplies

Shipping – EMS supplies

Service Contracts – Extinguisher and fire/smoke detectors

Personnel Management – Custodian flexibility

Energy – Developing energy consumption profiles, cost analysis of new equipment, lighting.

Thank You



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