



Asset Management

Create a maintenance plan for each asset



If each asset is to deliver the service expected of it and for which it was acquired, it is necessary to maintain it so that it continues to be useful until the end of its life. For this we need maintenance planning.

PLANNING FOR MAINTENANCE

For municipalities or provinces with many community assets it is essential to plan for maintenance.

The kind of maintenance depends on the kind of asset and can differ for optimum condition or use.

KEY INFORMATION

Key information that will be necessary to determine the maintenance requirements is:

- The manufacture’s recommended maintenance schedule.
- The guarantee or warranty conditions and dates if they exist.
- Experience of maintenance applied in the past – was it sufficient or is more needed?
- The environmental conditions under which the asset is operated – assets operating under harsh environmental conditions need maintenance at a more regular basis.

APPROPRIATE MAINTENANCE SCHEDULES

Appropriate maintenance schedules are crucial to minimise costs and for prolonging the asset life span, so as to render them on standard and providing service for as long as possible.

SELECTION OF MAINTENANCE PLANNERS

PEOPLE	SKILLS
Engineers, architects and technicians.	Assessment of condition and effect of the planned maintenance on the lifespan of the asset.
Financial staff.	Maintenance cost and affordability.
Service delivery managers.	Service demands and expected service levels.
Community leaders and residents.	Service demands and expected service levels.
Staff from other municipalities.	Advice and for skills acquired from responsibility of similar assets.

SCOPE OF THE MAINTENANCE PLAN

- The maintenance plan should cover every asset.
- Start with a plan for each year, and then plan for 5 years ahead.
- Review the maintenance plan every year.
- The responsible officer should ideally do this planning.
- Have the maintenance plan approved by the budget.
- Include the maintenance plan in the asset register.

Reference:

...e, D. & Rimmington, G. (2005). *Community asset management guidelines for provincial and municipal*
...f. Brisbane City Enterprises, Australia.

