

Digital Project Delivery

**Alberta Health Services
Asset Information Management
Small Projects Requirements**

Appendix 001 - AIC Form Instructions - AHS

Change History

Date	Version	Description
February 2021	V1.0	First Release
June 2023	V2.0	Minor Updates
April 2024	V3.0	Minor Updates to Equipment Table

AIC Forms Instructions Objective

The following document details the intended use and formatting of required data within the Asset Information Collection Forms and serves as a set of instructions to assist project teams in completing Alberta Infrastructure's Asset Information Management (AIM) deliverables. These instructions will facilitate the delivery of digital information on buildings, systems, and products to the Province during the handover phase, to be used through the project life cycle.

The AIC Form Instructions document is an Appendix and shall be read in conjunction with Alberta Infrastructure's AIM Requirements for Small Projects.

1. AIC Forms General

- .1 Information contained within the AIC forms shall be compliant with the Alberta Infrastructure *AIM Small Projects Requirements*.
- .2 The formatting, formulas and layout within the AIC forms shall not be edited. Any unauthorized editing may result in errors within the form templates, loss of information and a noncompliant AIC Form workbook deliverable.
- .3 No required fields within the AIC forms shall remain blank. Required fields are indicated in the header with a *.
- .4 All area measurements within the AIC forms shall be entered in square meters.
- .5 Refer to *AHS-AI-TSB-TMP-AIC Forms Example.xlsx* for an example of a completed set of project AIC Forms.
- .6 Use the following legend when referencing the responsibility in the tables below:

R	Responsibility	Description
0	n/a	Indicates the field will be automatically populated using excel references/formulas. No action is required.
1	Input by Consultant	Indicates the field will be populated by the Consultant prior to Project Tender.
2	Input by Contractor	Indicates the field will be populated by the Contractor prior to Substantial Performance.

2. Contacts Tab

2.1 Contact Table

- .1 The Contact table shall be populated/updated by both the Consultant and Contractor as new participants are added throughout the project duration.
 - .1 Contact information for parties on-boarded during design shall be entered by the Consultant.
 - .2 Contact information for parties on-boarded during construction shall be entered by the Contractor.
- .2 All project participants involved in the work shall be itemized in the Contact table including; consultants, contractors, manufacturers and vendors.
- .3 For consultants, contractors, and vendors, only employer emails and phone numbers shall be listed; no personal contact information shall be included.
- .4 For manufacturers, only generic company emails/phone numbers shall be listed; no personal information shall be included on the Contact Table.
 - .1 Email domains shall match those utilized on each company's contact web page.
 - .2 Phone numbers shall match those utilized on each company's contact web page.

.5 The Contact table shall be populated as follows:

Col.	Field Name	Entry Format	R	Description
A	EMAIL*	Manual Entry	1, 2	Each Contacts respective email address
B	CATEGORY*	Drop-down List	1, 2	Selection from "Contact Category" pick list
C	COMPANY*	Manual Entry	1, 2	Each Contacts respective company
D	PHONE*	Manual Entry	1, 2	Each contact's phone number, in format 000-000-0000

3. Building Tab

3.1 Facility Table

.1 The Facility Table shall be populated by the Consultant at Schematic Design, based on the information provided by the Province.

.2 The Facility table shall be populated as follows:

Col.	Field Name	Entry Format	R	Description
A	BUILDING ID*	Manual Entry	1	Internal eFacilities building ID, provided by AHS
B	RAPP ID*	Manual Entry	1	Internal RAPP project ID, provided by Alberta Infrastructure
C-D	BUILDING NAME*	Manual Entry	1	Internal eFacilities building name, provided by AHS
E	PROJECT NAME*	Manual Entry	1	Internal RAPP project name, provided by Alberta Infrastructure

3.2 Space Table

- .1 The Space table shall be populated by the Consultant during Design Development.
- .2 All Rooms affected by the work, regardless of disposition (New, Modified, Removal or No Change) shall be itemized in the Space Table.
 - .1 Rooms that are added to the building shall be listed as New.
 - .2 Rooms that are relocated, or have their functionality or area changed, shall be listed as Modified.
 - .3 Rooms that are demolished and removed shall be listed as Removal.
 - .4 Rooms with no changes in function, area and location shall be listed as No Change.
- .3 All rooms/areas, tagged on the construction documents, shall be itemized in the Space table, including open and shared workspaces.
- .4 Any mechanical or structural access spaces, such as plenums or under floor spaces shall be included as rows in the Space table.
- .5 To allow location of assets placed outside, under, or above the building, spaces titled "SITE", "FOUNDATION", and "ROOF" shall be created and listed as required.
- .6 The Space Table is used to create the drop down selection list on the Equipment Tab. Any space not included in the Space Table will not be available in this drop down selection.

.7 The Space table shall be populated as follows:

Col.	Field Name	Entry Format	R	Description
A	Building ID*	Auto populated	0	Building ID identified in cell A5
B	Floor*	Manual Entry	1	Floor on which the room can be found.
C	Room Number*	Manual Entry	1	Unique number for each space as per the construction documents.
D	Room Name*	Manual Entry	1	Name for each space as per the construction documents.
E	Disposition*	Drop-down List	1	List indicating the status of each space
F	Area*	Manual Entry	1	Area of the space in square meters

3.3 Additional Specifications

- .1 Floors within the Space Table shall be coded/assigned as per the following:
 - .1 FP01- Shall be used to identify the main floor. The main floor is identified as the floor containing the main entry to the building.
 - .2 FP##- Shall be used to identify all floors numerically above the main floor, including parking levels above grade.
 - .3 BP##- Shall be used to identify all floors numerically below the main floor, including parking levels below grade.
 - .4 MP##- Shall be used to identify all mezzanine floors numerically, indicating the floor level the mezzanine is found within.
- .2 Room numbers shall not be duplicated, including existing room numbers. List of existing room numbers to be provided by the Province and/or Client.
- .3 Existing Room Names to be consistent with internal AHS records. List of existing Room Names to be provided by the Province and/or Client.

4. Equipment Tab

4.1 Equipment Table

- .1 All items identified in the Maintainable Asset List, regardless of status (Moved, Replaced, New, or Removed) shall be captured in the equipment table.
- .2 The responsibility for the data entry in the equipment table is shared between the Consultant and Contractor, as follows:
 - .1 Each equipment tag/identifier shall be listed as a new row in the equipment table. Equipment rows and associated data (Columns A-F) are entered/updated as follows:
 - .1 All items in the Maintainable Asset List identified as design scope shall be entered/updated in the equipment table by the Consultant, as information is finalized in the contract documents.
 - .2 All items in the Maintainable Asset List identified as construction scope shall be entered/updated in the equipment table by the Contractor, as equipment is installed, removed, or moved throughout construction.

.3 In the event of approved project changes issued during construction, the Contractor shall complete updates in the AIC forms to reflect the issued changes.

.2 Data available during construction (Columns G-K) shall be entered/updated by the Contractor for all rows in the equipment table. Refer to the table below for details.

.3 The Equipment Table shall be populated as follows:

Col.	Field Name	Entry Format	R	Description
A	Tag*	Manual Entry	1,2	Unique ID number for each item as per the construction documents.
B	Disposition*	Drop-down List	1,2	Indicates the status of each listed item.
C	Existing Room Number*	Drop-down List	1,2	Indicates installed location of each listed item. Drop down list populated from Spaces Table.
D	New Room Number*	Drop-down List	1,2	Indicates installed location of each listed item. Drop down list populated from Spaces Table.
E	Category*	Drop-down List	1,2	Indicates the Uniclass category for each listed item. Drop down list created from the maintainable asset list.
F	System*	Manual Entry	1,2	Indicates the system on which the item is installed.
G	Vendor*	Drop-down List	2	Vendor for each listed item. Drop down list based on Contact Table.
H	Manufacturer*	Drop-down List	2	Manufacturer for each listed item. Drop down list based on Contact Table.
I	Model Number*	Manual Entry	2	Model Number as it appears on the manufacturer tag/plate affixed to each item.
J	Serial Number*	Manual Entry	2	Serial Number as it appears on the manufacturer tag/plate affixed to each item.
K	Warranty (Parts/Labor)*	Manual Entry	2	Duration of warranty of parts and labor, in years.
L	Warranty Start Date*	Manual Entry	2	Warranty Start Date in MM/DD/YYYY format.
M	Installation Date*	Manual Entry	2	Installation date in MM/DD/YYYY format.
N	AHS Barcode	Manual Entry	2	Indicated the affixed AHS Barcode number (where available).
O	Comments	Manual Entry	2	Optional field to capture additional information

4.2 Additional Specifications

.1 All required fields in the AIC forms are considered mandatory and must not be left blank, required fields are indicated with a "*" character.

.1 Exceptions (where this information is unknown/not available), must be documented in the maintainable asset list for review/approval by the Province.

.2 All data input within the Equipment Table shall be entered in ALL CAPS.

.3 All empty/not applicable fields shall contain an "N/A" value.

- .4 Tag in the Equipment table shall be named uniquely and match the equipment tag shown on the Contract Documents/Shop Drawings.
 - .1 Where equipment tag is not available/unique in the Contract Documents/Shop Drawing, items shall be tagged uniquely based on TypeTag-Space-Count.
 - .2 Tags shall not be duplicated within any one building, including existing asset Tags. List of existing Tags to be provided by The Province and/or Client.
- .5 Room Numbers shall be captured for each listed asset according to Disposition as follows:
 - .1 For Additions, capture only New Room Numbers.
 - .2 For Replacements/Moves, capture both the Existing and New Room Numbers.
 - .3 For Removals, capture only the Existing Room Numbers.
 - .4 For any empty existing or new room number fields, an "N/A" value is required.
- .6 System naming shall follow the guidelines provided in the Maintainable Asset List template.
- .7 AHS Barcode numbers shall be captured where existing/new asset tags are available.
 - .1 Asset Tags are identified as plastic rectangular tags, physically affixed to an asset, beginning with a "C" or an "M" prefix.

5. Document Tab

5.1 Document Table

- .1 The Document table shall be populated/updated by the Contractor throughout the construction duration.
- .2 All files required for handover documentation as specified in the project codification standard, shall be itemized in the Document table by the Contractor. These files include but are not limited to:
 - .1 Shop Drawings
 - .2 Manuals
 - .3 Warranties
 - .4 Reports
 - .5 Registrations
 - .6 Certificates
 - .7 Permits
- .3 Each document shall have a unique file name, Compliant with the Project's Codification Standard.
- .4 Only relative path types shall be listed in the File Directory field of the Document Register Form.

.5 The Document table on the Document Register Form shall be populated as follows:

Col.	Field Name	Entry Format	R	Description
A	FILE NAME*	Manual Entry	2	The name of the file, including file type suffix.
B	CATEGORY*	Drop-down List	2	Selection from "Document Category" pick list.
C	APPLIES TO*	Manual Entry	2	Which Equipment/Space etc. the document applies to.
D	TABLE FOUND*	Drop-down List	2	The table in which the "Applies to" component can be found.
E	FILE DIRECTORY*	Manual Entry	2	The sub-folder directory within the zip deliverable where the document can be found.
F	SPEC SECTION	Manual Entry	2	The spec section which the document applies to.

6. Pick-Lists Tab

The Pick-Lists Tab is a hidden tab within the AIC Forms workbook which contains background tables and formulas enabling specific functionality within the form templates.

- .1 The Pick-Lists tab shall not be edited, modified or deleted. Any unauthorized editing may result in errors within the form templates, loss of information and a noncompliant AIC Form workbook deliverable.