

Annex J

Information Management / Information Technology (IM/IT) Requirements

CHAPTER 1

MANAGEMENT AND OPERATIONAL INFORMATION

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Part 1: Introduction

This document has been developed for the purpose of providing RP Service Provider s with specifications on the electronic data that is to be submitted as part of the contract. A series of clarifications have been included to facilitate the exchange of information.

This document contains the following parts:

- Part 1 - Introduction**
- Part 2 - Transactions** contains information and specifications on the transactions needed to support the reporting requirements of the RP Service Provider. It contains transaction layouts, sequencing and associated business rules.
- Part 3 - Chart of Transaction Dependencies** describes, in graphical form, the inter-relationship of the transactions and highlights their dependencies.
- Part 4 - Submission of Transactions for Deletion** describes the process for removing records that have previously been submitted.
- Part 5 - Transfer Process and Medium** contains technical specifications and business rules related to the submission and the means of transferring data sets to PWGSC.
- Part 6 - Code Tables** describes how the code tables will be updated. The actual code tables and their values are contained in Chapter 2 - Code Tables for Management and Operational Information.
- Part 7 - Management Analysis** contains technical specifications and business rules related to the submission and the means of transferring management analysis textual data sets to PWGSC.

Part 2: Transactions

2.1 Introduction

Transactions have been developed as a means to organize the information that is required to be submitted to PWGSC by the RP Service Provider in the form of electronic records. The electronic records will be processed and validated, as specified, through an internal support application. The information that is processed will be used to provide management reports to interested PWGSC parties.

2.2 General Business Rules – Transactions

2.2.1 The content, layout and sequence of the data to be provided in the submissions have been provided in table format in Parts 2.4 through 2.10. The information provided for each transaction is:

- a. A transaction layout in table format that includes:
 - i. A reference number for the data element column and sequence.
 - ii. The XML tagname for the data element
 - iii. A short description of the data element.
 - iv. A long description of the data element.
 - v. Required information on creation/update of the transaction (Transaction Keys (TK) and Mandatory (M) fields).
 - vi. Format of the data element.
 - vii. An indication of the validation that will be applied to the data element.
- b. Further details and additional validation rules for each transaction layout.

2.2.2 Transactions will be provided by Portfolio according to the layout and format instructions provided in Part 5 of this document.

2.2.3 Each submission will be validated for the entire Portfolio:

- a. Each transaction type will be stored in a separate file as described in Part 5. The contents of this file will be validated based upon the transaction type and the validation rules associated with that transaction.
- b. Data will be accepted only if it passes all requested validations.
- c. A submission that has at least one validation error will not cause the rejection of the entire submission. Data will be rejected at the building level; that is, a submission that has at least one validation error for a building(s) will cause the rejection of all data submitted for the affected building(s). If required, updates and correction sets will be submitted as outlined in Part 5.3 of this document.
- d. As each submission is processed, a report, called the Load Results Report, will be generated by the application. It will indicate the frequency of errors/warnings by transaction type and a message on the nature of the errors/warnings for each transaction. This report will be made available to the RP Service Provider .
- e. If no records can be submitted for a transaction type, the transaction type must be omitted from the submission.

- 2.2.4 During the processing of a transaction, the transaction keys will be validated as follows:
- a. If there is no match and the transaction passes all validation tests, then a new record will be created.
 - b. If there is a match and the transaction passes all validation tests, all data elements submitted in the transaction (including nul or blank elements) will replace the corresponding data element on the database. This means that a complete record must be submitted each time.
 - c. Whenever a transaction contains only the transaction keys and no actual data and there are no mandatory fields, the transaction will be accepted. However, a warning will be generated by the application.
 - d. If a transaction key (TK) column is blank, it will constitute an error since key fields are mandatory.
- 2.2.5 Mandatory fields are noted on the transactions.
- a. If the match on the transaction keys indicates that a new record should be created and the mandatory fields are blank, then the record will not be created and the transaction will be rejected.
 - b. If the record previously exists and a transaction is submitted to update the record, the mandatory information must be re-submitted.
 - c. To avoid excessive rejections, the number of mandatory fields has been limited. However, the Contractor will be assessed on the quality of the information provided. Therefore, even though some fields are not shown as mandatory, it is expected that over time these elements of information will be provided to PWGSC.
- 2.2.6 Where a code table is referred to in the transaction, the coded value must exist in the code table. If it does not, then the transaction will be rejected.
- 2.2.7 Unless otherwise indicated, there will be no “default” data. Data will either be submitted from the Contractor or it will be blank.
- 2.2.8 Revisions to prior year’s information are prevented at the discretion of PWGSC during the data load process (see Part 2.3.4).
- 2.2.9 String fields will not contain trailing blanks, carriage returns or embedded tabs.
- 2.2.10 The numeric data types in the transaction layouts in Parts 2.4 through 2.10 have been shown with comma delimiters only to facilitate the readability of the document. For the purpose of information that is requested from the Contractor, some numeric data may be rounded. These cases have been shown with zeros to the level of acceptable rounding, for example, 99,900.00. This is for the Contractor’s information only. The numeric data must still be provided in the following format:
- a. As a general rule, numeric fields will be unsigned and unformatted with the exception of the decimal point. All commas will be disallowed in numeric fields and will cause a rejection of the data.
 - b. Exceptionally, signed values will be accepted for:
 - i. The reporting of actual costs and actual fees in the OMA0 and PAC0 transactions;
 - ii. The reporting of revenues on the CON4 transaction;
 - iii. The reporting of returned items (deposits) in the CON5 transaction;
 - iv. The reporting of rents in arrears in the CAT0 transaction;
 - v. The reporting of adjustments and taxes on UCT0; and

- vi. The reporting of the rent expense liability on LSE2
- c. Numerical data types are defined with a maximum number of digits and decimal places. For example, a length of 5.2 represents numbers of 5 digits including 2 decimal places where 999.99 is the largest number accommodated.
- d. Date fields will be year 2000 compliant.
Example: 20040131 represents January 31, 2004
- e. Time fields will use the 24-hour clock and have a minute accuracy.
Example: 2130 represents 9 hours, 30 minutes PM or 21h30.
- f. Duration fields will be month/day representation and use the 24-hour clock to minute accuracy.
Example: 01312130 represents January 31 at 9 hours, 30 minutes PM or 21h30.

2.2.11 Available Data Types

Data Type	Length	Format	Allowed Values
Date	Fixed (8)	YYYYMMDD	A valid date
Time	Fixed (4)	hhmm	A valid time
Numeric	digits & decimals	none	123456789.00
Text	1 to 255	none	Entire ASCII character set
Duration	Fixed (8)	MMDDhhmm	A valid month/day date and time

2.3 Submission of Transactions

- 2.3.1 Submissions are to be formatted in the method defined in Part 5 of this document.
- 2.3.2 Transactions will be submitted on a scheduled basis as determined by the individual contract and/or as agreed upon between the Contractor and PWGSC. The PWGSC application will process data submissions during core business hours between 8:00 and 16:00 hours, Ottawa time, Monday to Friday excluding statutory holidays. Submissions can be posted to the FTP server at anytime, but if it is outside of the stated timeframe they will remain on the server until they are picked up by the application during regular business hours.
- 2.3.3 The transaction processing sequence is defined in Part 3.3 of this document.
- 2.3.4 At some point in time, PWGSC will wish to “close” a fiscal year so that values in the past can no longer be changed. This is a procedural issue that will be at the discretion of PWGSC. Once a fiscal year is closed, the following rules will apply:
 - a. The closed fiscal year will exist at the Portfolio level only. In other words, the entire Portfolio is either closed or open.
 - b. Once a fiscal year is closed, that year and all prior years will not be available to accept new or changed data.
 - c. Any transaction submitted that contains data for a closed fiscal year will cause the submission to be rejected.
 - d. A fiscal year may be “re-opened” at the discretion of PWGSC.

2.4 Transaction Descriptions and Business Rules - Financial Planning

This section contains specifications and business rules for each of the financial planning transactions required to support the preparation of the submission. The layout of each transaction is presented in a table with its corresponding business rules.

2.4.1 OMP0 - O&M Annual Plan

O&M Annual Plan						OMP0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the O&M plan belongs.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the O&M plan belongs.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	BCA_qualifier_code	Building Classification of Accounts qualifier code	The Building Classification of Accounts qualifier code is used to group financial information into meaningful classes of expenditures and revenue.	TK	Alpha-numeric (2)	It must match a valid value in the Building Classification of Accounts Qualifier Code Table for Operations & Maintenance Expenditure - A5.2
5	approved_BMP_indicator	Approved BMP/workplan indicator	A one-character code identifying whether the fiscal plan has received final BMP approval. When the indicator is set to "yes", this provides a BMP "baseline" against which revisions to the workplan can be monitored.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
6	OMP_estimated_costs	Estimated O&M cost - planning year and/or the Approved BMP/workplan O&M cost	The estimated O&M cost for the fiscal planning year designated in the transaction. Used during the BMP exercise. When used in conjunction with the BMP/workplan approval indicator, it provides the approved BMP/workplan O&M cost for the fiscal planning year under consideration. When the plan is approved for BMP funding, the BMP/workplan approval indicator will be set to "yes" and this field will be frozen. Revisions to these estimates must then be made under "revised approved workplan O&M cost".		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.1.4

O&M Annual Plan						OMP0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
7	OMP_workplan_cost	Revised approved workplan O&M cost for the year	The revised workplan O&M cost for the fiscal planning year under consideration. When the BMP/workplan is initially approved by PWGSC, the “approved BMP/workplan” and the “revised approved workplan” O&M cost amounts are equal and the approved BMP/workplan indicator is set to “yes”. Any further revisions to the workplan during the year are reflected in the “revised approved workplan O&M cost”.		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.1.5
8	OMP_committed_costs	Committed (fixed) O&M costs - planning year	The committed or fixed O&M costs for the fiscal planning year designated in the transaction. The amount that must be set aside to provide for existing contractual arrangements for materials and/or services. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
9	OMP_estimated_cost_year_1	Estimated O&M cost - planning year plus 1	The estimated O&M cost for the year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
10	OMP_estimated_cost_year_2	Estimated O&M cost - planning year plus 2	The estimated O&M cost for the second year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
11	OMP_estimated_cost_year_3	Estimated O&M cost - planning year plus 3	The estimated O&M cost for the third year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
12	OMP_estimated_cost_year_4	Estimated O&M cost - planning year plus 4	The estimated O&M cost for the fourth year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
14	add_change_delete_indicator	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.4.1.1 This transaction reports the operating and maintenance (O&M) workplan for the fiscal year under consideration plus four additional planning years.

- a. The fiscal planning year runs from April 1st to March 31st (the government fiscal year).

- b. The workplan is developed during the building management planning (BMP) process.
 - c. Revisions to the approved BMP/workplan O&M cost must be reported in “revised approved workplan O&M cost” as they are approved during the year.
- 2.4.1.2 This transaction can be amended/updated as often as is required until it receives final approval (“approved BMP/workplan indicator”).
- a. Amendments will replace previous instances of data within the transaction. If information is not provided on the transaction, it is assumed that it has been previously submitted and is unchanged.
 - b. There will be no tracking of these amendments.
 - c. The “approved BMP/workplan indicator” will be submitted as “yes” with the final approved version of the BMP/workplan O&M costs.
 - d. If the indicator is “yes”, it may be changed to “no”, however, a warning will be issued stating that the indicator is changing.
 - e. All information in the transaction can be amended after the approved BMP/workplan indicator is “yes” with the exception of “estimated O&M cost and/or approved BMP/workplan O&M cost - planning year”.
 - f. Amendments to the above-noted received after the indicator equals “yes” will be disregarded. They will not result in a rejection of the transaction. However, a warning message will be generated by the application.
 - g. If the approved BMP/workplan indicator is “yes” and an amendment to the workplan is required, the amendment will be made using the “revised approved workplan O&M cost” column.
- 2.4.1.3 An O&M plan (OMP0 transaction) is required in its entirety for each fiscal year (that is, original and revised workplan, planning year+1 estimates, planning year+2 estimates, planning year+3 estimates, and planning year+4 estimates). The OMP0 transaction does not overwrite any previous years’ OMP0 submissions.
- 2.4.1.4 The “estimated and/or approved BMP/workplan O&M cost for the planning year” column will be used during the BMP planning process as follows:
- a. Estimates of O&M costs for the planning year under consideration will be submitted using this column.
 - b. When the estimate is approved for purposes of the BMP, the “approved BMP/workplan indicator” will be set to “yes”, and the approved amount will be submitted both in this column and in the “revised approved workplan O&M cost” column.
 - c. If the estimate for a particular qualifier is not approved for purposes of the BMP, the value will be changed to zero and the “approved BMP/workplan indicator” will be set to “yes”.
- 2.4.1.5 The “revised approved workplan O&M cost” column will be used during the active year as follows:
- a. When the BMP is initially approved by PWGSC, the “approved BMP/workplan indicator” will be set to “yes”, and the approved amount will be submitted both in the “approved BMP/workplan O&M cost” and in the “revised approved workplan O&M cost” columns.

- b. The RP Service Provider is required to submit a complete BMP plan for all qualifiers in a building, even though they will not necessarily be responsible for the expenditure. Therefore, for those qualifiers that are not included in the Contractor's portion of the workplan (for example, qualifier 5E and 5F and qualifier categories 6, 8 and K), the revised cost must be submitted with a zero value.
 - c. When amendments to the workplan are approved, the revised cost must be submitted in this column.
- 2.4.1.6 The O&M revised approved workplan (OMP0 transaction) must agree to the total of the O&M monthly budget amount (OMA0 transaction, column 8) for each building code-fiscal year-qualifier code combination.

2.4.2 OMA0 - O&M Monthly Actual, Forecast and Time-phased Budget Costs

O&M Monthly Actual, Forecast and Time-phased Budget Costs						OMA0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the O&M actual and forecast costs belong.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the O&M actual, forecast and time-phased budget costs apply.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	bca_qualifier_code	Building Classification of Accounts qualifier code	The Building Classification of Accounts qualifier code is used to group financial information into meaningful classes of expenditures and revenue.	TK	Alpha-numeric (2)	It must match a valid value in the Building Classification of Accounts Qualifier Code Table for Operations & Maintenance Expenditure - A5.2
5	reporting_year_month	Year and month where the O&M actual, forecast and time-phased budget costs apply	The year and month to which the O&M actual, forecast and time-phased budget amount applies.	TK	YYYYMM	The year and month must be valid within the PWGSC fiscal year (column 3)
6	actual_amount	Actual cost incurred in the reporting month for the specified qualifier code	The actual cost incurred in the designated year/month for the specified qualifier code.		Numeric ±(10.2)	±99,999,999.99 See also business rules 2.4.2.4 and 2.4.2.5
7	forecast_amount	Forecast of total annual cost for the specified qualifier code	The forecast of total annual O&M cost for the specified qualifier code as estimated in the designated year/month.		Numeric (10.2)	0 to 99,999,999.99 See also business rules 2.4.2.4; 2.4.2.5 and 2.4.2.6
8	budget_amount	budget amount for the reporting month and specified qualifier code	The budget amount for the designated year/month and specified qualifier code. Applies to both Operations and Maintenance costs and Repair Projects under \$5,000 that are paid on a monthly milestone basis.	M	Numeric (10.2)	0 to 99,999,999.99 See also business rules 2.4.2.3 and 2.4.2.4
9	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.

O&M Monthly Actual, Forecast and Time-phased Budget Costs						OMA0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.4.2.1 This transaction reports:
- a. The actual O&M costs incurred by month and qualifier.
 - b. The forecast of total annual O&M expenditures for each reporting month and qualifier.
 - c. The time-phased O&M budget amount by month and qualifier.
- 2.4.2.2 If a valid building code-fiscal year-qualifier code combination was not initialized in the O&M annual plan (OMP0 transaction) for the planning year, it will be created with a zero workplan. The application will issue a warning message on the Load Results Report that the building code-fiscal year-qualifier code combination has been created because no annual plan was submitted.
- 2.4.2.3 The O&M revised approved workplan (OMP0 transaction) must agree to the total of the O&M monthly budget amounts for each building code-fiscal year-qualifier code combination. The application will issue a warning message on the Load Results Report in the event that these two values do not agree.
- 2.4.2.4 The “year and month where the O&M actual, forecast and time-phased budget costs apply” will be evaluated against the current system date to determine if the reporting year and month is a prior, current or future month. This will be used for the following validations:
- a. Budget amounts are to be provided as monthly amounts and therefore, no validation is applied.
 - b. Amounts other than zero that are submitted in the actual or forecast columns for “current” and “future” months will be ignored.
 - c. A warning message will be generated for all values that are ignored as a result of this processing rule, except for zero and blank values. This message will indicate the type and values that are not processed and stored on the database.
- 2.4.2.5 Actual, forecast and time-phased amounts will be processed as follows:
- a. If an amount is not submitted for a qualifier for a given month, it is assumed that an amount has been previously submitted and is unchanged.
 - b. If an amount has never been submitted for a qualifier for a given month, a zero value is assumed.
 - c. If a forecast amount is not provided, the last previous forecast amount that was submitted will be used.
 - d. Amounts will replace previously entered values. This will allow for the correction of previously entered amounts. There will be no tracking of these adjustments.

- 2.4.2.6 At period 08 (that is, December for November 30th), the RP Service Provider will submit a forecast of the total O&M costs expected at period 12.
- a. This estimate will become the reference for the “forecasting of year-end actual” performance indicator.
 - b. The forecast for the month of November as submitted on the December submission will be stored separately in the PWGSC application. This allows the RP Service Provider to continue to update forecast costs through to the end of the year.
 - c. For purposes of this forecast, no calculations will be performed that refer to previous submissions. That is, if a forecast amount is not provided, a zero value is assumed. To ensure that a complete review has been completed and submitted, the RP Service Provider must submit the forecast for all building and qualifier combinations.

2.4.3 PPT0 - Proposed Projects Transaction

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the project belongs.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 4)
3	project_number	Project number assigned by the RP Service Provider	A unique number identifying the project, as assigned by the RP Service Provider . The project number must remain constant throughout the life of the project, even if it spans multiple fiscal years.	TK	Alpha-numeric (10)	
4	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the project belongs.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
5	WBS_number	WBS number	A cross-reference to the Work Breakdown Structure (WBS) number, if any. Mandatory upon receipt of a work order or "SSA/ AFD/Invoice" form.		Alpha-numeric (12)	It must be exactly 12 digits and in the format where the first character is R plus a dot plus 6 numeric characters plus a dot plus 3 numeric characters. For example: R.123456.123 Mandatory for all projects except when project type (column 13) is = 2 (Tenant Requested/Direct Project); and project committed pass-through cost (column 27) or project committed fees (column 28) are other than zero.
6	PWGSC_reference_code	PWGSC Work Order or "SSA/ AFD/Invoice" number	An internal PWGSC cross-reference for the project. This is either a work order number or an "SSA/ AFD/Invoice" number (for tenant services). Mandatory upon receipt of a work order or "SSA/ AFD/Invoice" form.		Alpha-numeric (10)	
7	project_description	Project title	A brief textual description that describes the nature of the project.	M	Text (255)	
8	project_justification	Project justification description	A summary justification for the project.	M	Text (255)	

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
9	project_priority_code	Project priority code	The code identifying the level of priority of the project. The values are aligned with the BMP project priority table. This value is used in the context of project planning activities and the submission of proposed projects. It is intended to categorize projects according to a ranking or priority for the approval process.	M	Alpha-numeric (2)	It must match a valid value in the Project Priority Code Table - A14.01 It must be D4 = Other, if the project type (column 13) is 1 = Tenant Services Project or 2 = Tenant Requested/Direct Project.
10	project_status	Project status code	The code used to identify the state of the project at any point in time during its life. A typical project proceeds from "planned" to "approved" to "closed". However a project may also be "discontinued" or "deferred" to another year.	M	Alpha-numeric (1)	It must match a valid value in the Project Status Table - A14.02 See also business rule 2.4.3.15
11	project_planning_status	Project planning status code	An indication of the readiness of a project to proceed with implementation, if approved for funding. This code is used during the planning process.	M	Numeric (1)	It must match a valid value in the Project Planning Status Table - A14.03 It must be 1 = Project Identified, if the project type (column 13) is 1 = Tenant Services Project or 2 = Tenant Requested/Direct Project.
12	project_initiating_process	Project initiating process code	An indication of the process that identified the need for the project.	M	Numeric (3)	It must match a valid value in the Project Initiation Process Table - A14.04 It must be 200 = Tenant requested project if the project type (column 13) is 1 = Tenant Services Project or 2 = Tenant Requested/Direct Project.
13	project_type_code	Project type code	The code used to identify the type of project for reporting purposes.	M	Numeric (1)	It must match a valid value in the Project Type Code Table - A14.05 It must be 7 = Phased-out, 8 = Corrective Action, or 9 = Other, if Project Status is P = Proposed / Planned.
14	tenant_code	Tenant code where the work is to be done	The code for the tenant where the work is to be done.		Numeric (7)	Mandatory if project type (column 13) is 1 = Tenant Services Project or 2 = Tenant Requested/Direct Project It must match a valid WinFIS tenant code for the occupant of the building. The tenant must be a valid occupant of the building at any time within the fiscal year of the project.

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
15	initiating_organization_role	Role of the organization responsible for initiating the project	The role of the organization responsible for initiating the project. This is a required field for tenant services work.		Numeric (3)	It must match one of the following values in the Organization Role Code Table - A2.1: 110 = Tenant; 200 = PWGSC It must be 110 = Tenant or Lease if project type (column 13) is 1 = Tenant Services Project or 2 = Tenant Requested/Direct Project
16	impact_assessment	Impact Assessment	A code indicating if the tenant services work impacts asset integrity, client satisfaction, a contravention to OI/MOU or has no impact. This is a required field for tenant services work.		Numeric (1)	It must match a valid value in the Project Impact Assessment Table - A14.06 Mandatory if project type (column 13) is 1 = Tenant Services Project It must be 2 = Client Satisfaction if project type (column 13) is 2 = Tenant Requested/Direct Project
17	delivering_organization_role	Role of the organization responsible for delivering the project	The role of the primary organization responsible for delivering the project. A role of "RP" is to be assigned whenever part of the project is delivered by the Contractor under the RP contract. A role of "PWGSC" is to be assigned when the project is delivered by PWGSC.	M	Numeric (3)	It must match one of the following values in the Organization Role Code Table - A2.1: 100 = RP Service Provider ; 200 = PWGSC It must be 100 = RP Service Provider , if the project type (column 13) is 1 = Tenant Services Project or 2 = Tenant Requested/Direct Project. See also business rule 2.4.3.12
18	CEAA_applicable	Was an Environmental Assessment (EA) required as determined by the completion of the CEAA checklist?	Indicates if a project requires an Environmental Assessment (EA) as per the Canadian Environment Assessment Act (CEAA) guidelines. A "yes" value indicates that a CEAA checklist requires the project to complete an Environmental Assessment for this project.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
19	BCA_qualifier_code	Building Classification of Accounts qualifier code	The Building Classification of Accounts qualifier code is used to group financial information into meaningful classes of expenditures and revenue.	M	Alpha-numeric (2)	It must match a valid value in the Building Classification of Accounts Qualifier Code Table for Project Coding - A5.1. It must be X1 = Tenant Service Work if the project type (column 13) is 1= Tenant Services Project or 2 = Tenant Requested/Direct Project. It must not be X1 = Tenant Service Work if the project type (column 13) is 7 = Phased-out, 8 = Corrective Action, or 9 = Other.
20	cumulative_actual_cost	Actual project pass-through cost - previous years cumulative amount	In the case of a multi-year project, this amount represents the accumulation of all previous years actual project pass-through cost.		Numeric (10.2)	0 to 99,999,999.00

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
21	cumulative_actual_fee	Actual project fees - previous years cumulative amount	In the case of a multi-year project, this amount represents the accumulation of all previous years actual project fees. Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total previous years actual project cost equals actual project pass-through cost plus actual fees.		Numeric (10.2)	0 to 99,999,999.00
22	approved_BMP_indicator	Approved BMP/workplan indicator	A one-character code identifying whether the fiscal plan has received final BMP approval. When the indicator is set to "yes", this provides a BMP "baseline" of projects against which revisions to the workplan can be monitored.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no It must be 2= No if the project type (column 13) is 1= Tenant Services Project or 2 = Tenant Requested/Direct Project. See also business rule 2.4.3.5
23	project_estimated_cost	Estimated project pass-through cost - planning year and/or Approved BMP/workplan project pass-through cost	The estimated pass-through cost to deliver the project for the fiscal planning year designated in the transaction. Used during the BMP exercise. When used in conjunction with the BMP/workplan approval indicator, it provides the approved BMP/workplan project pass-through cost for the fiscal planning year under consideration. When the project is approved for BMP funding, the BMP/workplan approval indicator will be set to "yes" and this field will be frozen. Revisions to these estimates must then be made under "revised approved workplan project pass-through cost". New projects that are approved during the year must be reported under "revised approved workplan project pass-through cost".		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.3.6

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
24	project_estimated_fee	Estimated project fees - planning year and/or Approved BMP/workplan project fees	<p>Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total estimated project cost equals estimated/approved pass-through cost plus estimated/approved fees.</p> <p>The estimated project delivery fees for the fiscal planning year designated in the transaction. Used during the BMP exercise.</p> <p>When used in conjunction with the BMP/workplan approval indicator, it provides the approved BMP/workplan project fees for the fiscal planning year under consideration. When the project is approved for BMP funding, the BMP/workplan approval indicator will be set to "yes" and this field will be frozen.</p> <p>Revisions to these estimates must then be made under "revised approved workplan project fees". New projects that are approved during the year must be reported under "revised approved workplan project fees".</p>		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.3.6
25	project_workplan_cost	Original approved workplan project pass-through cost for the year	<p>The revised approved workplan project pass-through cost for the fiscal planning year under consideration.</p> <p>When the BMP/workplan is initially approved by PWGSC, the "approved BMP/workplan project pass-through cost" and the "revised approved workplan project pass-through cost" amounts are equal and the approved BMP/workplan indicator is set to "yes". Any further revisions to the workplan during the year are reflected in the "revised approved workplan project pass-through cost", including projects that are proposed and approved during the year, outside of the BMP process.</p>		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.3.7

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
26	project_workplan_fee	Original approved workplan project fees for the year	The revised approved workplan project fees for the fiscal planning year under consideration. Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total revised approved workplan project cost equals revised approved workplan pass-through cost plus revised approved workplan fees. When the BMP/workplan is initially approved by PWGSC, the "approved BMP/workplan project fees" and the "revised approved workplan project fees" amounts are equal and the approved BMP/workplan indicator is set to "yes". Any further revisions to the workplan during the year are reflected in the "revised approved workplan project fees", including the fees for projects that are proposed and approved during the year, outside of the BMP process.		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.3.7
27	project_committed_cost	Project committed pass-through cost for the planning year	For projects less than \$25,000, this is the amount that must be set aside to provide for existing contractual arrangements for materials and/or services for the fiscal planning year designated in the transaction. For projects \$25,000 and over, this is the total of all work orders issued to the RP Service Provider for the fiscal planning year designated in the transaction.		Numeric (10.2)	0 to 99,999,999.99
28	project_committed_fee	Project committed fees for the planning year	The fees on the project committed costs for the fiscal planning year designated in the transaction. Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total project committed cost equals committed pass-through cost plus committed fees.		Numeric (10.2)	0 to 99,999,999.99
29	project_estimated_cost_year_1	Estimated project pass-through cost - planning year plus 1	The estimated pass-through cost to deliver the project in the year following the fiscal planning year designated in the transaction. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
30	project_estimated_fee_year_1	Estimated project fees - planning year plus 1	The estimated fees for the Contractor to deliver the project in the year following the fiscal planning year designated in the transaction. Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total project cost in planning year + 1 equals year + 1 pass-through cost plus year + 1 fees. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
31	project_estimated_cost_year_2	Estimated project pass-through cost - planning year plus 2	The estimated pass-through cost to deliver the project in the second year following the fiscal planning year designated in the transaction. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
32	project_estimated_fee_year_2	Estimated project fees - planning year plus 2	The estimated fees for the Contractor to deliver the project in the second year following the fiscal planning year designated in the transaction. Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total project cost in planning year + 2 equals year + 2 pass-through cost plus year + 2 fees. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
33	project_estimated_cost_year_3	Estimated project pass-through cost - planning year plus 3	The estimated pass-through cost to deliver the project in the third year following the fiscal planning year designated in the transaction. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
34	project_estimated_fee_year_3	Estimated project fees - planning year plus 3	The estimated fees for the Contractor to deliver the project in the third year following the fiscal planning year designated in the transaction. Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total project cost in planning year + 3 equals year + 3 pass-through cost plus year + 3 fees. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
35	project_estimated_cost_year_4	Estimated project pass-through cost - planning year plus 4	The estimated pass-through cost to deliver the project in the fourth year following the fiscal planning year designated in the transaction. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
36	project_estimated_fee_year_4	Estimated project fees - planning year plus 4	The estimated fees for the Contractor to deliver the project in the fourth year following the fiscal planning year designated in the transaction. Represents the Contractor's fees to deliver the project. This is an additional cost to the project. Therefore, total project cost in planning year + 4 equals year + 4 pass-through cost plus year + 4 fees. This applies to multi-year projects and to projects that are planned to be delivered in future years. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
37	project_cost_category	Cost category of the project	Establishes the cost category for RP Contractclaim purposes. It is used to establish whether a project belongs on certain status reports and for invoicing rules.	M	Numeric (1)	It must match a valid value in the Cost Category Code Table - A14.07 It must be 1 = TSP/TRP if the project type (column 13) is 1= Tenant Services Project or 2 = Tenant Requested/Direct Project.
38	estimate_class	Estimate class	Standard construction estimate classes. Indicates the level of accuracy for the estimate – class A, B, C or D with “A” being the most accurate and “D” being a rough order of magnitude. It applies to the entire project, including all planning years.	M	Alpha (1)	It must match a valid value in the Estimate Class Table - A14.08

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
39	project_group	Project group	Associates the project with a set of program types or groups. This information is used by PWGSC for analysis purposes.	M	Numeric (3)	It must match a valid value in the Project Group Codes Table - A14.09; and It must be 33 = N/A if the project type (column 13) is 1 = TSP or 2 = TRP.
40	contractor_manager_name	Name of the RP Service Provider's manager who is responsible for the project	The name of the RP Service Provider's responsible manager.		Text (64)	
041	PWGSC_manager_name	Name of the PWGSC manager who authorized the project	The name of the PWGSC responsible manager.		Text (64)	
42	funding_source	Funding source	The source of funding for the project.	M	Numeric (1)	It must match a valid value in the Funding Source Code Table - A14.10 It must be 2 = Baseline, if the project type (column 13) is 1 = Tenant Services Project or 2 = Tenant Requested/Direct Project.
43	sds_code	SDS code	A code that identifies the Sustainable Development Strategy program through which the project will be funded.		Numeric (2)	It must match a valid value in the SDS Code Table – A14.13, for the associated fiscal year.
44	project_planned_start_date	Original estimated construction start date	The date when the project construction work is planned to start.	M	YYYYMMDD	Date format validation
45	project_planned_end_date	Original estimated construction completion date	The planned completion date of the project construction work. For projects with a cost category of \$25K and over, this is calculated as the project actual construction start date plus duration per the project's Investment Analysis Review (IAR) schedule.	M	YYYYMMDD	20130401 Date format validation where the date must be greater than 20130715 and not before the planned start date (column 44)
46	project_actual_start_date	Actual construction start date	The actual construction start date. For projects with a cost category of \$25K and over, this represents the later of the date that the workorder was approved at the tendered cost by PWGSC and the date that the approved workorder was received by the RP Service Provider.		YYYYMMDD	Date format validation where the date must be greater than 20130715
47	project_actual_end_date	Actual construction completion date	The actual construction end date. For projects with a cost category of \$25K and over, this represents the actual construction completion date, per the Certificate of Substantial Completion.		YYYYMMDD	Date format validation where the date must be greater than 20130715 and not before the actual start date (column 46)

Proposed Projects Transaction						PPT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
48	project_actual_date_comments	Description or comment associated with the reported actual construction start/completion date	A description or comment associated with the reported actual construction start and/or end date (for example, an explanation of variance from original estimated start/completion date).		Text (255)	
49	KPI_eligible	KPI Eligible	A code identifying whether or not the project qualifies for KPI (Key Performance Indicator) purposes.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no See also business rule 2.4.3.15
50	drawings_required	Are construction drawings required for the project?	A code identifying whether construction drawings are required for the project.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
51	drawings_submitted	Were as-built construction drawings completed and submitted?	A code identifying whether as-built construction drawings for the project were completed and submitted”		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if drawings required (column 50) is “yes” and project status (column 10) is “B” (Completed) or “C” (Closed).
52	type_of_project	Type of Project	A Type of Project code is a code used to identify project risk and is ranked according to PWGSC financial policies.	M	Numeric (7)	It must match one of the values in code table A.3.6 – Type of Project Code.
53	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
52	aip_code	AIP Code	A code that identifies the Accelerated Infrastructure Program (AIP) through which the project will be funded.	M	Alpha-numeric (3)	It must match a valid value in the Accelerated Infrastructure Program Table - A14.15 It must be = 000 if the SDS code (column 43) is equal to one of the following: Code 1 - SDS2003 – SDS budget Code 2 - SDS2006 – SDS budget. Code 3 - SDS2009 - SDS budget
54	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.4.3.1 This transaction reports the project workplan for the fiscal year under consideration plus four additional planning years.

a. The fiscal planning year runs from April 1st to March 31st (the government fiscal year).

- b. The workplan is developed during the building management planning (BMP) process.
- 2.4.3.2 This transaction reports on the following:
- a. All projects/work \$5,000 and over.
 - b. Tenant service work for both commercial tenants and federal government tenants (Project Type Code of “1 = Tenant Services Project (TSP)” or “2 = Tenant Requested/Direct Project (TRP)”.
 - c. All phase-outs of chillers, halon, PCB transformers and storage tanks (Project Type code of “7 = Phase-out”).
- 2.4.3.3 A project cannot affect more than one building.
- 2.4.3.4 Except as noted in the rules relating to the “approved BMP/workplan indicator”, this transaction can be amended/updated as often as required. This will allow amendments to any information relating to a particular project.
- a. Amendments will replace previous instances of data within the transaction. If information is not provided on the transaction, it is assumed that it has been previously submitted and is unchanged, or that it does not apply to this project.
 - b. There will be no tracking of these amendments.
- 2.4.3.5 The “approved BMP/workplan indicator” will be submitted as “yes” with the final approved version of the BMP/workplan project pass-through cost and fees.
- a. If the indicator is “yes”, the project status code must be either “planned”; “approved”; “discontinued”; or “closed”.
 - b. If the indicator is “yes”, it may be changed to “no”, however, a warning will be issued stating that the indicator is changing.
 - c. All information in the transaction can be amended after the project’s approved BMP indicator is “yes” with the exception of:
 - i. Estimated project pass-through cost - planning year and/or Approved BMP/workplan project pass-through cost
 - ii. Estimated project fees - planning year and/or Approved BMP/workplan project fees
 - d. Amendments to the above-noted received after the approved BMP/workplan indicator equals “yes” will be disregarded. They will not result in a rejection of the transaction. However, a warning message will be generated by the application.
 - e. Projects may be added and approved at any time throughout the year. Projects that were not approved for the BMP project plan will have an approved BMP/workplan indicator of “no”. All information in the transaction may be amended for these projects without restriction.
- 2.4.3.6 The “estimated and/or approved BMP/workplan project pass-through cost and fees for the planning year” columns will be used as follows:
- a. During the BMP planning process:
 - i. These columns will be used to submit project estimates for the planning year under consideration.

- ii. When the estimate is approved for purposes of the BMP, the “approved BMP/workplan indicator” will be set to “yes”, and the approved amount will be submitted both in these columns and in the “Original approved workplan project pass-through cost and fees” columns. If a project is not approved, the approved BMP/workplan indicator will remain at “no” and the estimated pass-through cost and fees will remain - they should not be changed to a zero value, since this project may be approved at a later date.
 - b. During the active year:
 - i. These columns will be used to submit project estimates for new projects that are identified during the year.
 - ii. If the project receives approval to proceed, the approved amount will then be submitted in the “Original approved workplan project pass-through cost and fees” columns. The “approved BMP/workplan indicator” will remain at “no”.
 - iii. If approval for the project is not received, the amount in these columns should not be changed to a zero value, since the project may be approved at a later date.
- 2.4.3.7 The “Original approved workplan project pass-through cost and fees” columns will be used as follows:
- a. For a project that was approved on the BMP:
 - i. When the project is initially approved by PWGSC, the approved BMP/workplan indicator is set to “yes”.
 - b. For a project that was not approved on the BMP:
 - i. if during the active year a project is proposed and approved then both the “estimated and/or approved BMP/workplan project pass-through cost and fees for the planning year” on PPT0 will be completed, and the approved BMP/workplan indicator on PPT0 will remain at “no”.
 - ii. If the project was proposed but not approved during the BMP process, but was later approved during the active year, then the “Original approved workplan project pass-through cost and fees” will be completed, and the approved BMP/workplan indicator will remain at “no”.
 - c. If an approved project is suspended or delayed to another year, its estimate and original approved workplan will remain. The “approved BMP/workplan indicator” will not be changed. The project status will be changed to either deferred or discontinued.
- 2.4.3.8 Multi-year projects must be re-submitted for approval each year since funding is assigned only for the current fiscal year.
- a. It is important that the project number remain unchanged over the life of the project so that the actual cumulative cost over the life of the project can be calculated.
 - b. Revisions to forecast information during the current/active fiscal year are submitted as follows:
 - i. Monthly forecasts are submitted as part of the project actual/forecast cost transaction (PAC0).
 - ii. Future year forecasts are to be revised as information becomes available in the planning year+1, planning year+2, planning year+3, and planning year+4 columns of this PPT0 transaction.

- c. A new PPT0 transaction will be submitted during the BMP process that notes the “fiscal year for which the project is to be included” (part of the transaction key) for the next fiscal year’s funding approval.
- 2.4.3.9 The PWGSC Work Breakdown Structure (WBS) project number will be determined by PWGSC at the planning stage of the project. The Contractor will submit the WBS number with the transaction, whenever it is known.
- 2.4.3.10 A tenant services project cannot affect more than one tenant.
- 2.4.3.11 The cost category of the project is carried on the transaction. The cost category is based on the total of the following, at the time the project is submitted for approval:
- Actual project pass-through cost - previous years cumulative amount
 - Actual project fees - previous years cumulative amount
 - Estimated and/or approved BMP/workplan project pass-through cost in the planning year
 - Estimated and/or approved BMP/workplan project fees in the planning year
 - Estimated project pass-through cost - planning year+1
 - Estimated project fees - planning year+1
 - Estimated project pass-through cost - planning year+2
 - Estimated project fees - planning year+2
 - Estimated project pass-through cost - planning year+3
 - Estimated project fees - planning year+3
 - Estimated project pass-through cost - planning year+4
 - Estimated project fees - planning year+4
- a. The cost category, as defined in the cost category code table, is based on the entire life of the project.
- b. Once the category has been established, a project may NOT move from one category to another. If there is an attempt to change the cost category in a subsequent transaction, the application will accept the change and generate a warning stating the old and new cost category. The transaction will not be rejected.
- c. The above formula is based on estimated cost, not on current year actual costs. Therefore, for example, if the estimate is less than \$25,000, but cost overruns make it greater than \$25,000, the project will remain in the under \$25,000 cost category.
- d. Approval for additional funding can only be given on projects that are in the cost category \$25,000 and over.
- 2.4.3.12 For projects where the Contractor will be performing either a portion of the work, or none of the work:
- a. The project will be identified in the same manner as any other project.
- b. The “estimated and/or approved BMP/workplan project pass-through cost and fees” for the entire project will be submitted, even if the Contractor will not be performing any or all of the work.
- c. The “role of the organization delivering the project” will be used as follows:
- i. If any portion of the project is assigned to the Contractor, then the role will be “100 = RP Service Provider”.

- ii. If the project is managed by PWGSC, then the role will be “200 = PWGSC”. This includes any project that the Contractor may be awarded as the result of a tendering process outside of the RP Contract.
 - d. If a portion of the project is assigned to the Contractor, as part of the RP Contract, then the following applies:
 - i. The portion that is to be provided by the Contractor will be submitted under “original approved workplan project pass-through cost and fees”.
 - ii. The “role of the organization for delivering the project” will be “100 = RP Service Provider”.
 - iii. The “funding source” will be “2 =Baseline”.
 - iv. The cost category to be used will be the category associated with the portion managed by the Contractor, not the cost category that would apply to the entire value of the project.
 - v. The “estimated and/or approved BMP/workplan project pass-through cost and fees”, as submitted for the entire project, will remain unchanged.
- 2.4.3.13 The planned start and end dates refer to the entire life-cycle of the project.
- 2.4.3.14 The following rules apply to project status:
- a. If project status changes from “approved” to any other status, a warning message will be generated by the application (regardless of “approved BMP/workplan indicator”).
 - b. A project status cannot change from “approved” to “deferred” if there are any actual costs, completion status or actual start/end time associated with the project. If this is attempted, an error message will be generated by the application and the submission will be rejected.
 - c. If project status changes from “planned” to any other status except “approved”, a warning message will be generated by the application.
 - d. The project status may be changed from “approved” to “planned” only if the “approved BMP/workplan indicator” is “no”. If the “approved BMP/Workplan indicator” is “yes”, the change in status will be ignored and a warning message will be generated.
 - e. If project status changes from “closed” to any other status, a warning message will be generated by the application.
 - f. If the project status changes from “discontinued” to any other status, a warning message will be generated by the application.
 - g. If the project status changes from “deferred” to any other status, a warning message will be generated by the application.
- 2.4.3.15 A project may be eligible for KPI (Key Performance Indicator) evaluation (that is, a “yes” KPI Eligible response is valid) only if all of the following criteria are met:
- a. The project status (column 10) must not equal I (Incomplete at yearend); and
 - b. All criteria for the “baseline” project definition have been met. That is, the:

- i. Project status (column 10) must not equal P (Proposed/planned) or F (Deferred)
- ii. Project type (column 13) must not equal 1 or 2 (Tenant Services Projects);
- iii. Delivering organization role (column 17) must be 100 (RP Service Provider); and
- iv. Funding source (column 42) must be 2 (RP Contract)

2.4.4 PPT1 - Proposed Project Equipment

Proposed Project Equipment						PPT1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the project's targeted equipment belongs.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 4)
3	project_number	Project number assigned by the RP Service Provider	A unique number identifying the project, as assigned by the RP Service Provider . The project number must remain constant throughout the life of the project, even if it spans multiple fiscal years.	TK	Alpha-numeric (10)	It must match an existing project code for the fiscal year under consideration (PPT0 transaction)
4	fiscal_year	PWGSC fiscal year for the project	The PWGSC fiscal year under consideration and to which the project belongs.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
5	equipment_code	Equipment code for the equipment targeted in the project	A unique identification of the equipment targeted in the project.	TK	Alpha-numeric (11)	It must match an existing equipment code (EIT0 transaction) within the same building (column 2)
6	comment	Comment on the equipment associated with the project	A comment that applies to the equipment relative to the project, which may include a restriction or qualification on the equipment relative to the project.		Text (64)	
7	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
8	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.4.4.1 This transaction is used to specify equipment that is the target of a project. It is required if the project type is “phase-out”.
- 2.4.4.2 The unique identifier of the targeted equipment must match an existing equipment code. In other words, a valid equipment code (EIT0 transaction) must exist as a prerequisite to this transaction.
- 2.4.4.3 This transaction is mandatory if the Project Type in the PPT0 transaction is “Phase-out”. Equipment identified in this transaction will be used for reporting environmental equipment that is being phased out (for example, chillers, halon, PCB transformers, storage tanks).

2.4.5 PPT2 - Project Details for Environmental Aspects

Project Details for Environmental Aspects						PPT2
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the project's targeted equipment belongs.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 4)
3	project_number	Project number assigned by the RP Service Provider	A unique number identifying the project, as assigned by the RP Service Provider . The project number must remain constant throughout the life of the project, even if it spans multiple fiscal years.	TK	Alpha-numeric (10)	It must match an existing project code for the fiscal year under consideration (PPT0 transaction)
4	fiscal_year	PWGSC fiscal year for the project	The PWGSC fiscal year under consideration and to which the project belongs.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
5	CEAA_checklist_approved	Was the CEAA checklist approved by PWGSC?		M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
6	CEAA_checklist_reference_number	CEAA checklist reference number assigned by the RP Service Provider	The reference number assigned to the CEAA checklist, if different from the project number.		Alpha-numeric (10)	
7	crd_recycling_supported	Are CRD Waste Management Practices applicable?"	A one-character code indicating whether or not CRD waste management practices are applicable. A positive response is expected whenever the real property CRD project generates wastes that can be reused and/or recycled in a community where industrial recycling is supported and where the project is over \$1 million	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
8	CRD_WMP_evaluation	Was a preliminary evaluation conducted for Construction, Renovation and Demolition (CRD) waste management options?	Was a preliminary evaluation conducted for Construction, Renovation and Demolition (CRD) waste management options?	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no

Project Details for Environmental Aspects						PPT2
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
9	CRD_WMP_applicable	Are CRD Waste Management Practices applied throughout the project?	A one character code indicating whether or not CRD waste management practices are applied to and carried throughout the project. A positive response is expected if column 7 response = yes. This may include provisions detailed in the project plan and/or contractual documents for tender including project specifications, the RFP and the contract.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 7 response = yes
10	crd_reason_code	Primary reason that waste management practices were applicable	A code indicating the primary reason that waste management practices were applicable		Numeric (2)	It must match one of the following values in the CRD Waste Management Reason Code Table – A14.14 Mandatory if column 9 response = yes
11	CRD_waste_audit	Was a Construction, Renovation and Demolition (CRD) waste audit conducted?	Was a Construction, Renovation and Demolition (CRD) waste audit conducted?		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 9 response = yes
12	CRD_workplan	Was a Construction, Renovation and Demolition (CRD) waste reduction workplan developed?	Was a Construction, Renovation and Demolition (CRD) waste reduction workplan developed?		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 9 response = yes
13	crd_program_implemented	Was a Construction, Renovation and Demolition (CRD) waste reduction workplan and separation program implemented?	Was a Construction, Renovation and Demolition (CRD) waste reduction workplan and separation program implemented?		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 9 response = yes
14	CRD_waste_diverted_from_landfill	Were Construction, Renovation and Demolition (CRD) waste materials diverted from landfill?	Were Construction, Renovation and Demolition (CRD) waste materials diverted from landfill?		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 9 response = yes

Project Details for Environmental Aspects						PPT2
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
15	CRD_WM_monitoring_report	Did the project track achieved waste diversion in a final Construction, Renovation and Demolition (CRD) waste diversion summary report?	Did the project track achieved waste diversion in a final Construction, Renovation and Demolition (CRD) waste diversion summary report?		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 9 response = yes
16	crd_tonnage_diverted	Gross tonnage of Construction, Renovation and Demolition (CRD) waste diverted from landfill for the project	This total includes the amount of waste generated that was diverted from landfill through reuse and recycling (in metric tonnes)		Numeric (5.2)	0 to 999.99 Mandatory if column 9 response = yes
17	crd_tonnage_generated	Gross tonnage of all Construction, Renovation and Demolition (CRD) waste generated from the project	This total includes the amount of waste generated that was diverted from the landfill as well as the amount of waste generated that was sent to the landfill (in metric tonnes)		Numeric (5.2)	0 to 999.99 Mandatory if column 9 response = yes
18	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
19	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.4.5.1 This transaction is used to provide additional details on a project that relate to environmental aspects.

2.4.5.2 The project must exist for the relevant fiscal year. In other words, a valid PPT0 transaction must exist as a prerequisite to this transaction.

2.4.6 PAC0 - Project Actual/Forecast Costs

Project Actual/Forecast Costs						PAC0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the project's actual and forecast costs apply.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 4)
3	project_number	Project number assigned by the RP Service Provider	A unique number identifying the project, as assigned by the Contractor. The project number must remain constant throughout the life of the project, even if it spans multiple fiscal years.	TK	Alpha-numeric (10)	It must match an existing project code for the fiscal year under consideration (PPT0 transaction)
4	fiscal_year	PWGSC fiscal year for the project	The PWGSC fiscal year under consideration and to which the project belongs.	TK	YYYYYYYYY	The fiscal year must be greater than or equal to 20130401
5	reporting_year_month	Year and month where the project actual or forecast costs apply	The year and month where the project actual or forecast costs apply.	TK	YYYYMM	The year and month must be valid within the PWGSC fiscal year (column 4) The year and month will be validated against the current system date such that the year/month must be prior to the current calendar month
6	project_cost_type	Project cost type	A code indicating the cost breakdown being reported upon. Examples of types of project costs include construction costs, design costs, disbursements and labour.	TK	Numeric (1)	It must match an existing value in the Project Cost Type Table - A14.12
7	actual_amount	Actual project costs invoiced to PWGSC during the reporting month	The actual project costs invoiced to PWGSC during the designated year/month.		Numeric ±(10.2)	±99,999,999.99 Must be blank or zero if the project cost type (column 6) is "performance fee" (code 9) See also business rules 2.4.6.2 and 2.4.6.3

Project Actual/Forecast Costs						PAC0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
8	actual_fee	Actual project fees invoiced to PWGSC during the reporting month	The actual fees invoiced to PWGSC for the project work activity during the designated year/month.		Numeric ±(10.2)	±99,999,999.99 Must be blank or zero if the project cost type (column 6) is “disbursements” (code 3); “project management labour” (code 4); “non-construction/design costs (code 5); or PMS labour (code 6) See also business rules 2.4.6.2 and 2.4.6.3
9	forecast_amount	Forecast of total annual project costs for the specified project cost type	The forecast of total annual project costs for the specified project cost type as estimated in the designated year/month.		Numeric (10.2)	0 to 99,999,999.99 Must be blank or zero if the project cost type (column 6) is "performance fee" (code 9) See also business rules 2.4.6.2; 2.4.6.3; 2.4.6.4 and 2.4.6.5
10	forecast_fee	Forecast of total annual project fees for the specified project cost type	The forecast of total annual project fees for the specified project cost type as estimated in the designated year/month.		Numeric (10.2)	0 to 99,999,999.99 Must be blank or zero if the project cost type (column 6) is “disbursements” (code 3); “project management labour” (code 4); “non-construction/design costs (code 5); PMS labour (code 6); or “performance fee” (code 9) See also business rules 2.4.6.2; 2.4.6.3; 2.4.6.4 and 2.4.6.5
11	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
12	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.4.6.1 This transaction reports for each project and reporting month:

- a. The actual costs and fees incurred.
- b. The forecast of total annual costs and fees .

2.4.6.2 The project must exist for the relevant fiscal year. In other words, a valid PPT0 transaction must exist as a prerequisite to this transaction. For both actual and forecast costs or fees:

- a. The “approved BMP/workplan indicator” does not have to be “yes”.

- b. The project status must be one of “approved”, “closed” or “discontinued”.
 - c. It cannot have a project status of “proposed/planned” or “deferred”.
- 2.4.6.3 Actual and forecast amounts will be processed as follows:
- a. If an amount is not submitted for a project for a given month, it is assumed that an amount has been previously submitted and is unchanged.
 - b. If an amount has never been submitted for a project for a given month, a zero value is assumed.
 - c. If a forecast amount is not provided, the last previous forecast amount that was submitted will be used.
 - d. Amounts will replace previously entered amounts. This will allow for the correction of previously entered amounts. There will be no tracking of these adjustments.
- 2.4.6.4 The “forecast of total annual project costs and fees” as stated in the transaction refers to the forecast of project costs to the end of the project or to the end of the current fiscal year, whichever is sooner.
- 2.4.6.5 At period 08 (that is, December for November 30th), the RP Service Provider will submit a forecast of the total project costs and fees expected at period 12.
- a. This estimate will become the reference for the “forecasting of year-end actual” performance indicator.
 - b. The forecast for the month of November as submitted on the December submission will be stored separately in the PWGSC application. This allows the Contractor to continue to update forecast costs and fees through to the end of the year.
 - c. For purposes of this forecast, no calculations will be performed that refer to previous submissions. That is, if a forecast amount is not provided, a zero value is assumed. To ensure that a complete review has been completed and submitted, the RP Service Provider must submit the forecast for all building, project and project cost type combinations.

2.4.7 PCS0 - Project Completion Status

Project Completion Status						PCS0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the project's completion status apply.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 4)
3	project_number	Project number assigned by the RP Service Provider	A unique number identifying the project, as assigned by the RP Service Provider . The project number must remain constant throughout the life of the project, even if it spans multiple fiscal years.	TK	Alpha-numeric (10)	It must match an existing project code for the fiscal year under consideration (PPT0 transaction)
4	fiscal_year	PWGSC fiscal year for the project	The PWGSC fiscal year under consideration and to which the project belongs.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
5	reporting_year_month	Year and month to which the project completion status applies	The year and month to which the project completion status applies.	TK	YYYYMM	The year and month must be valid within the PWGSC fiscal year (column 4)
6	status_effective_date	The effective date that the reported completion status was achieved	The date as of which the reported percentage completion was achieved.	M	YYYYMMDD	Date format validation where the date must be greater than 20130715
7	percentage_complete	Percentage of project work completed	The amount of project work completed for invoicing purposes; expressed as a percentage.	M	Numeric (3)	It must be a whole number between 0 and 100
8	revised_planned_end_date	Revised estimated construction completion date	The revised estimated construction completion date for the project. For projects with a cost category of \$25K and over, this represents the end date per the Investment Analysis Review (IAR) plus any change orders.	M	YYYYMMDD	20130401 Date format validation where the date must be greater than 20130715
9	project_completion_status_code	Project completion status code	A code that indicates, in general terms, the completion status of a project.	M	Numeric (1)	It must match a valid value in the Project Completion/Corrective Action Status Code Table - A14.11
10	completion_status_comment	Description or comment associated with the reported completion status	A description or comment associated with the reported completion status.		Text (255)	

Project Completion Status						PCS0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
11	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
12	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.4.7.1 This transaction reports the project’s completion status in terms of work completed for invoicing purposes and the project’s revised estimated construction completion date, if different from the original estimated construction completion date as reported on the Proposed Projects Transaction (PPT0 transaction).
- a. A project completion status (PCS0 transaction) is required for all projects with the exception of projects with a project type code of 2 = Tenant Requested/Direct Project.
- 2.4.7.2 The project must exist for the relevant fiscal year. In other words, a valid PPT0 transaction must exist as a prerequisite to this transaction.
- a. The “approved BMP/workplan indicator” does not have to be “yes”.
 - b. The project status must be one of “planned”, “approved”, “closed” or discontinued”.
 - c. The project cannot have a project status of “deferred”.
- 2.4.7.3 It is expected that multiple completion statuses will be reported.
- 2.4.7.4 If the project is a corrective action for a critical incident - the completion status must be reported on both this PCS0 transaction and the corrective action (CET3) transaction.

2.4.8 RAPO - Revenue Annual Plan

Revenue Annual Plan						RAPO
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the revenue plan belongs.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the revenue plan belongs.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	revenue_type	Revenue type	The code identifying the type of revenue.	TK	Numeric (2)	It must match a valid value in the Revenue Type Code Table – A19.08, except sales taxes.
5	approved_BMP_indicator	Approved BMP/workplan indicator	A one-character code identifying whether the fiscal plan has received final BMP approval. When the indicator is set to “yes”, this provides a BMP “baseline” against which revisions to the workplan can be monitored.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
6	estimated_revenue	Estimated revenue - planning year and/or Approved BMP/workplan revenue	The estimated amount of revenue for the fiscal planning year designated in the transaction. Used during the BMP exercise. When used in conjunction with the BMP/workplan approval indicator, it provides the approved BMP/workplan revenue for the fiscal planning year under consideration. When the plan is approved for BMP funding, the BMP/workplan approval indicator will be set to “yes” and this field will be frozen. Revisions to these estimates must then be made under “revised approved workplan revenue”.		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.8.4

Revenue Annual Plan						RAPO
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
7	workplan_revenue	Revised approved workplan revenue for the year	The revised approved workplan revenue for the fiscal planning year under consideration. When the BMP/workplan is initially approved by PWGSC, the “approved BMP/workplan revenue” and the “revised approved workplan revenue” amounts are equal and the approved BMP/workplan indicator is set to “yes”. Any further revisions to the workplan during the year are reflected in the “revised approved workplan revenue”.		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.8.5
8	estimated_revenue_year_1	Estimated revenue - planning year plus 1	The estimated amount of revenue for the year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
9	estimated_revenue_year_2	Estimated revenue - planning year plus 2	The estimated amount of revenue for the second year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
10	estimated_revenue_year_3	Estimated revenue - planning year plus 3	The estimated amount of revenue for the third year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
11	estimated_revenue_year_4	Estimated revenue - planning year plus 4	The estimated amount of revenue for the fourth year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
12	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.4.8.1 This transaction reports the revenue workplan for the fiscal year under consideration plus four additional planning years.
- a. The fiscal planning year runs from April 1st to March 31st (the government fiscal year).
 - b. The workplan includes all revenue types except for sales taxes. Submission of a sales tax revenue type (that is, code 97, 98 or 99) will cause a rejection of the submission.
 - c. The workplan is developed during the building management planning (BMP) process.

- d. Revisions to the approved BMP/workplan revenue must be reported in the “revised approved workplan revenue” column as they are approved during the year.
- 2.4.8.2 This transaction can be amended/updated as often as is required until it receives final approval (“approved BMP/workplan indicator”).
- a. Amendments will replace previous instances of data within the transaction. If information is not provided on the transaction, it is assumed that it has been previously submitted and is unchanged.
 - b. There will be no tracking of these amendments.
 - c. The “approved BMP/workplan indicator” will be submitted as “yes” with the final approved version of the BMP/workplan revenue amounts.
 - d. If the indicator is “yes”, it may be changed to “no”, however, a warning will be issued stating that the indicator is changing.
 - e. All information in the transaction can be amended after the approved BMP/workplan indicator is “yes” with the exception of “estimated and/or approved BMP/workplan revenue - planning year”.
 - f. Amendments to the above-noted received after the indicator equals “yes” will be disregarded. They will not result in a rejection of the transaction. However, a warning message will be generated by the application.
 - g. If the approved BMP/workplan indicator is “yes” and an amendment to the workplan is required, the amendment will be made using the “revised approved workplan revenue” column.
- 2.4.8.3 A revenue plan (RAP0 transaction) is required in its entirety for each fiscal year (that is, original and revised workplan, year+1 estimates, year+2 estimates, year+3 estimates, and year+4 estimates). The RAP0 transaction does not overwrite any previous years’ submissions.
- 2.4.8.4 The “estimated and/or approved BMP/workplan revenue for the planning year” column will be used during the BMP planning process as follows:
- a. The column will be used to submit estimated revenues for the planning year under consideration.
 - b. When the estimate is approved for the purposes of the BMP, the “approved BMP/workplan indicator” will be set to “yes”, and the approved amount will be reported both in this column and in the “revised approved workplan revenue” column.
 - c. If the estimate for a particular revenue type is not approved for the purposes of the BMP, the value will be changed to zero and the “approved BMP/workplan indicator” will be set to “yes”.
- 2.4.8.5 The “revised approved workplan revenue” column will be used during the active year as follows:
- a. When the BMP is initially approved by PWGSC, the “approved BMP/workplan indicator” will be set to “yes”, and the approved amount will be reported both in the “approved BMP/workplan revenue” and in the “revised approved workplan revenue” columns.
 - b. When amendments to the workplan are approved, the revised revenue value must be submitted in this column.

2.4.9 RMF0 - Revenue Monthly Forecast

Revenue Monthly Forecast						RMF0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the forecast revenues belong.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the forecast revenues apply	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	revenue_type	Revenue type	The code identifying the type of revenue.	TK	Numeric (2)	It must match a valid value in the Revenue Type Code Table – A19.08, except sales taxes.
5	reporting_year_month	Year and month where the forecast revenues apply	The reporting year and month to which the forecast revenues apply.	TK	YYYYMM	The year and month must be valid within the PWGSC fiscal year (column 3) The year and month will be validated against the current system date such that the year/month must be prior to the current calendar month
6	forecast_amount	Forecast of total annual revenues for the specified revenue type	The forecast of total annual revenues to be invoiced (earned) for the specified revenue type as estimated in the designated year/month.	M	Numeric (10.2)	0 to 99,999,999.99 See also business rules 2.4.9.3 and 2.4.9.4
7	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
8	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.4.9.1 This transaction reports on a monthly basis, the forecast of total annual revenues to be invoiced (earned) for each building.
- a. The forecast includes a projection for all revenue types with the exception of sales taxes, for both occupied space and vacant space that is expected to be leased.
 - b. Submission of a sales tax revenue type (that is, code 97, 98 or 99) will cause a rejection of the submission.
- 2.4.9.2 This transaction is provided after the Revenue Annual Plan Transaction (RAP0). If a valid building code-fiscal year-revenue type combination was not initialized in the RAP0 transaction for the planning year, it will be created with a zero

workplan. The application will issue a warning message on the Load Results Report that the building code-fiscal year-revenue type combination has been created because no annual plan was submitted.

2.4.9.3 Forecast amounts will be processed as follows:

- a. If an amount is not submitted for a revenue type for a given month, it is assumed that an amount has been previously submitted and is unchanged.
- b. If an amount has never been submitted for a revenue type for a given month, a zero value is assumed.
- c. If a forecast amount is not provided, the last previous forecast amount that was submitted will be used
- d. Amounts will replace previously entered amounts. This will allow for the correction of previously entered monthly forecast revenues. There will be no tracking of these adjustments.

2.4.9.4 At period 08 (that is, December for November 30th), the RP Service Provider will submit a forecast of the total revenues expected at period 12.

- a. This estimate will become a reference for the “forecasting of year-end actual” performance indicator.
- b. The forecast for the month of November as submitted on the December submission will be stored separately in the PWGSC application. This allows the Contractor to continue to update forecast revenues through to the end of the year.
- c. For purposes of this forecast, no calculations will be performed that refer to previous submissions. That is, if a forecast amount is not provided, a zero value is assumed. To ensure that a complete review has been completed and submitted, the RP Service Provider must submit the forecast for all building and revenue type combinations.

2.4.10 RCP0 – Commission Fees Annual Plan

Commission Fees Annual Plan						RCP0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the commission fee plan belongs.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the commission fee plan belongs.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	approved_BMP_indicator	Approved BMP/workplan indicator	A one-character code identifying whether the fiscal plan has received final BMP approval. When the indicator is set to “yes”, this provides a BMP “baseline” against which revisions to the workplan can be monitored.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
5	estimated_commission_fee	Estimated commission fees - planning year and/or Approved BMP/workplan commission fees	The estimated amount of commission fees applicable to Commercial Leasing as an optional service for the fiscal planning year designated in the transaction. Used during the BMP exercise. When used in conjunction with the BMP/workplan approval indicator, it provides the approved BMP/workplan commission fees for the fiscal planning year under consideration. When the plan is approved for BMP funding, the BMP/workplan approval indicator will be set to “yes” and this field will be frozen. Revisions to these estimates must then be made under “revised approved workplan commission fees”.		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.10.4

Commission Fees Annual Plan						RCP0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
6	workplan_commission_fee	Revised approved workplan commission fees for the year	The revised approved workplan commission fees applicable to Commercial Leasing as an optional service for the fiscal planning year under consideration. When the BMP/workplan is initially approved by PWGSC, the “approved BMP/workplan commission fees” and the “revised approved workplan commission fees” amounts are equal and the approved BMP/worplan indicator is set to “yes”. Any further revisions to the workplan during the year are reflected in the “revised approved workplan commission fees”.		Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.4.10.5
7	estimated_commission_fee_year_1	Estimated commission fees - planning year plus 1	The estimated amount of commission fees applicable to Commercial Leasing as an optional service for the year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
8	estimated_commission_fee_year_2	Estimated commission fees - planning year plus 2	The estimated amount of commission fees applicable to Commercial Leasing as an optional service for the second year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
9	estimated_commission_fee_year_3	Estimated commission fees - planning year plus 3	The estimated amount of commission fees applicable to Commercial Leasing as an optional service for the third year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
10	estimated_commission_fee_year_4	Estimated commission fees - planning year plus 4	The estimated amount of commission fees applicable to Commercial Leasing as an optional service for the fourth year following the fiscal planning year designated in the transaction. Used during the BMP exercise.		Numeric (10.2)	0 to 99,999,999.99
11	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.

Commission Fees Annual Plan						RCP0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
12	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.4.10.1 This transaction reports the commission fees workplan for the fiscal year under consideration plus four additional planning years.
- The fiscal planning year runs from April 1st to March 31st (the government fiscal year).
 - The workplan is developed during the building management planning (BMP) process.
 - Revisions to the approved BMP/workplan commission fees must be reported in the “revised approved workplan commission fees” column as they are approved during the year.
- 2.4.10.2 This transaction can be amended/updated as often as is required until it receives final approval (“approved BMP/workplan indicator”).
- Amendments will replace previous instances of data within the transaction. If information is not provided on the transaction, it is assumed that it has been previously submitted and is unchanged.
 - There will be no tracking of these amendments.
 - The “approved BMP/workplan indicator” will be submitted as “yes” with the final approved version of the BMP/workplan commission fee amounts.
 - If the indicator is “yes”, it may be changed to “no”, however, a warning will be issued stating that the indicator is changing.
 - All information in the transaction can be amended after the approved BMP/workplan indicator is “yes” with the exception of “estimated and/or approved BMP/workplan commission fees - planning year”.
 - Amendments to the above-noted received after the indicator equals “yes” will be disregarded. They will not result in a rejection of the transaction. However, a warning message will be generated by the application.
 - If the approved BMP/workplan indicator is “yes” and an amendment to the workplan is required, the amendment will be made using the “revised approved workplan commission fees” column.
- 2.4.10.3 A commission fees plan (RCP0 transaction) is required in its entirety for each fiscal year (that is, original and revised workplan, year+1 estimates, year+2 estimates, year+3 estimates, and year+4 estimates). The RCP0 transaction does not overwrite any previous years’ submissions.
- 2.4.10.4 The “estimated and/or approved BMP/workplan commission fees for the planning year” column will be used during the BMP planning process as follows:

- a. The column will be used to submit estimated commission fees for the planning year under consideration.
 - b. When the estimate is approved for the purposes of the BMP, the “approved BMP/workplan indicator” will be set to “yes”, and the approved amount will be reported both in this column and in the “revised approved workplan commission fees” column.
 - c. If the estimate for a particular building is not approved for the purposes of the BMP, the value will be changed to zero and the “approved BMP/workplan indicator” will be set to “yes”.
- 2.4.10.5 The “revised approved workplan commission fees” column will be used during the active year as follows:
- a. When the BMP is initially approved by PWGSC, the “approved BMP/workplan indicator” will be set to “yes”, and the approved amount will be reported both in the “approved BMP/workplan commission fees” and in the “revised approved workplan commission fees” columns.
 - b. When amendments to the workplan are approved, the revised commission fee value must be submitted in this column.

2.4.11 RCF0 – Commission Fees Monthly Forecast

Commission Fees Monthly Forecast						RCF0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the forecast commission fees belong.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the forecast commission fees apply.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	reporting_year_month	Year and month where the forecast commission fees apply	The reporting year and month to which the forecast commission fees apply.	TK	YYYYMM	The year and month must be valid within the PWGSC fiscal year (column 3) The year and month will be validated against the current system date such that the year/month must be prior to the current calendar month
5	forecast_commission_fee	Forecast of total annual commission fees for the reporting month	The forecast of total annual commission fees applicable to Commercial Leasing as an optional service for the designated year/month.	M	Numeric (10.2)	0 to 99,999,999.99 See also business rules 2.4.11.3 and 2.4.11.4
6	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
7	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.4.11.1 This transaction reports, on a monthly basis, the total annual forecast of leasing commissions payable to the RP Service Provider for each building.
 - a. The forecast includes a projection for both occupied space and vacant space that is expected to be leased.
- 2.4.11.2 This transaction is provided after the Commission Fees Annual Plan Transaction (RCP0). If a valid plan was not initialized in the RCP0 transaction for the planning year, it will be created with a zero workplan. The application will issue a warning message on the Load Results Report that a commission fee plan has been created because no annual plan was submitted.
- 2.4.11.3 Forecast amounts will be processed as follows:

- a. If an amount is not submitted for a given month, it is assumed that an amount has been previously submitted and is unchanged.
 - b. If an amount has never been submitted for a given month, a zero value is assumed.
 - c. If a forecast amount is not provided, the last previous forecast amount that was submitted will be used.
 - d. Amounts will replace previously entered amounts. This will allow for the correction of previously entered monthly forecast commission fees. There will be no tracking of these adjustments.
- 2.4.11.4 At period 08 (that is, December for November 30th), the RP Service Provider will submit a forecast of the total commission fees expected at period 12.
- a. This estimate will become a reference for the “forecasting of year-end actual” performance indicator.
 - b. The forecast for the month of November as submitted on the December submission will be calculated and stored separately in the PWGSC application. This allows the Contractor to continue to update forecast commission fees through to the end of the year.
 - c. For purposes of this forecast, no calculations will be performed that refer to previous submissions. That is, if a forecast amount is not provided, a zero value is assumed. To ensure that a complete review has been completed and submitted, the RP Service Provider must submit the forecast for all buildings.

2.4.12 PMT0 – Project Monthly Tracking

Project Monthly Tracking						PMT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building to which the forecast commission fees belong.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration and to which the forecast commission fees apply.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	project_number	Project number assigned by the RP Service Provider	A unique number identifying the project, as assigned by the RP Service Provider . The project number must remain constant throughout the life of the project, even if it spans multiple fiscal years.	TK	Alpha-numeric (10)	It must match an existing project code for the fiscal year under consideration (PPT0 transaction)
5	reporting_year_month	Year and month where the forecast commission fees apply	The reporting year and month to which the forecast commission fees apply.	TK	YYYYMM	The year and month must be valid within the PWGSC fiscal year (column 3) The year and month will be validated against the current system date such that the year/month must be prior to the current calendar month
6	revised_approved_budget_cost	Revised 'Approved Budget' cost	This is the approved revised budget cost	M	Numeric (10.2)	0 to 99,999,999.99
7	revised_approved_budget_fee	Revised 'Approved Budget' fees	This is the approved revised budget fees	M	Numeric (10.2)	0 to 99,999,999.99
8	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
9	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.4.12.1 This transaction records revisions to the budget and any changes to the original budget cost and fees must be submitted through the PMT0 transaction.

2.5 Transaction Descriptions and Business Rules - Commercial Letting

This section contains specifications and business rules for each of the lease agreement transactions required to support the preparation of the submission. The layout of each transaction is presented in a table with its corresponding business rules.

2.5.1 TEN0 – Tenant Information

Tenant Information						TEN0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	tenant_code	Tenant code	A unique code identifying the tenant. This code will be assigned by FIS and passed on to the RP Service Provider .	TK	Numeric (7)	The use of codes 9991 through 9999 will be disallowed; they are reserved values for the application
3	tenant_legal_name	Tenant Legal name	The legal name of tenant.	M	Text (64)	
4	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.5.1.1 This transaction records the additions to the tenant information. The tenant code will be assigned by the Facilities Inventory System (FIS) and passed on to the RP Service Provider for submission through this transaction.
- 2.5.1.2 A valid tenant code must exist as a prerequisite for a valid Commercial Lease Agreements (CONO) transaction.
- 2.5.1.3 The PWGSC application will copy the tenant’s legal name into both the organization name - English and French data elements.
- 2.5.1.4 Tenant codes 9991 through 9999 are reserved by the application and are disallowed in this transaction. The use of tenant code 9991 through 9999 will cause a rejection of the data submission.

2.5.2 SCIO - Space Component Information

Space Component Information						SCIO
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which space components are defined for commercial letting.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the start date (column 6) and end date (column 7) of the space component
3	FIS_cost_centre_code	FIS Cost Centre code	A unique identifier within a region that represents the financial responsibility centre for the facility. For Crown-owned assets, this code represents either a building, a complex of several buildings, or a pool of houses in one geographical location. For lease and lease-purchase assets, there is a unique number per agreement.	TK	Numeric (7)	It must match an existing cost centre code in the Facilities Inventory System (FIS) and have a valid association to the building code, as provided by PWGSC
4	RPU_id	FIS Real Property Unit (RPU) number	A unique identifier that represents an asset from a physical perspective. When used in conjunction with the FIS cost centre, it identifies a crown-owned or leased building in FIS.	TK	Numeric (8)	It must match an existing Real Property Unit in the Facilities Inventory System (FIS) and have a valid association to the building code, as provided by PWGSC
5	space_component_number	FIS Space Component number (floor plus location)	A space component represents the smallest recognizable unit of space that is managed (either on land or within a constructed facility). It is a five-digit code consisting of a two-digit number corresponding to the floor on which the space component is located and a three-digit number corresponding to a unique zone on the floor.	TK	Alpha-numeric (5)	No validation, however, the convention is that the first two characters identify the floor where the space component is located and the last three characters identify the space component This number is generally provided by PWGSC
6	space_start_date	Start date of the space component	The date when the space component is defined or configured in the described manner. This date becomes part of the space component identification to ensure uniqueness over time of the space component number.	TK	YYYYMMDD	Date format validation This date is generally provided by PWGSC

Space Component Information						SCI0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
7	space_end_date	End date of the space component	The date when the space component is no longer valid. Whenever the space in the building has been redefined, a space component is no longer valid.		YYYYMMDD	20130401Date format validation where the date must be greater than 20130715Date format validation where the date must be greater than 20130715and later than the start date of the space component (column 6) See also business rule 2.5.2.9
8	floor	Floor	The identification assigned to the floor or level on which the space component is located. This is the name of the floor as it appears in the elevator, should one exist.	M	Alpha-numeric (2)	
9	location	Location	The identification of the physical space associated with the space component, as assigned by the Facilities Inventory System (FIS). The location represents the area on a floor that is assigned to the same space usage type and tenant. This is not the suite or office number address of the space.	M	Numeric (3)	
10	space_description	Description of the space component, including unit number	A full textual description of the specified space component.	M	Text (255)	
11	highest_best_usage_code	Highest and best use of the defined space	A code from the FIS Space Usage Code table describing the "highest and best usage" in terms of revenue potential of the defined space.	M	Alpha (1)	It must match a valid value in the Space Usage Code Table - A19.01
12	rentable_space_amount	The rentable square metres of the space component (if highest and best usage is <u>not</u> parking)	The rentable space (in square metres) of the space component. Rented locations outside of the building should be reported in square metres. This includes rooftops, land and facade licenses. Space components with a space usage of "U", "V", "W" or "Y" correspond to exterior areas such as land, waterfront and rooftop. They are not included in the calculation of the rentable area of a building		Numeric (6.1)	0 to 99,999.9 Mandatory if the space usage code (column 11) is "A" through "Y" (that is not parking); otherwise it must be blank or zero
13	number_of_parking_stalls	The number of parking stalls (if highest and best usage is parking)	Space components describing parking will be reported in units of parking stalls. Whenever multiple parking stalls are defined as a space component (that is, parking lot), the total number of stalls must be reported. When a space component is parking, the space usage code must be "Z" and the value of parking stalls must be "1" or more.		Numeric (5)	Mandatory if the highest and best space usage code (column 11) is "Z" = parking; otherwise it must be blank or zero

Space Component Information						SCI0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
14	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
15	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.5.2.1 This transaction is used to identify all space components within a building that are either leased space or vacant space.
- 2.5.2.2 A valid space component must exist as a prerequisite for valid Contract Leased Space (CON2) and Leasing Activity Status (LASO) transactions.
- 2.5.2.3 The Facilities Inventory System (FIS) will assign the Building code, FIS Cost Centre code and FIS Real Property Unit (RPU) number. These codes must exist in their respective tables.
- 2.5.2.4 There must be a valid, existing combination of the Building code and FIS Cost Centre code and FIS RPU number, as defined by the application and the FIS Building/RPU Association table. The Contractor will use this information to submit this transaction.
- 2.5.2.5 FIS will assign the space component number, except as noted below. The Contractor will use this information to submit this transaction.
 - a. The Contractor may assign the space component number for parking. It will not require an assignment by FIS. The Contractor will be allowed to assign a sequential number (such as parking permit number) at the time of creation of the lease-contract.
 - b. The Contractor may assign the space component number for temporary space such as kiosks.
- 2.5.2.6 The space component will be uniquely identified by a combination of the Building code plus the FIS Cost Centre code plus the FIS RPU number plus the space component number plus the start date of the space component.
 - a. The start date of the space component is part of the space component identification to ensure uniqueness over time of the space component number.
 - b. Each time the space is redefined but uses the same space component number, the start date of the space component's definition will create a new, unique record.
- 2.5.2.7 If the space component number does not previously exist, it will be created.
- 2.5.2.8 If the space component already exists, the transaction will replace previous instances of data within the transaction. If data is not provided on the transaction, it is assumed that it has been previously submitted and is unchanged. There will be no tracking of these adjustments.

- 2.5.2.9 Whenever the space in the building has been redefined, a space component is no longer valid. The end date for the space component will be either submitted by the Contractor or populated by the application to remove the space component from the space inventory, as follows:
- a. The end date of the space component cannot be prior to the start date of the space component. This will cause the transaction to be rejected.
 - b. In the event that the Contractor submits the end date of the “previous” space component, it will take precedence over the population of the end date by the application.

- c. In the event that the Contractor does not submit the end date of the “previous” space component, the following rules apply:
 - i. Whenever a transaction is submitted with an existing space component number and a “new” start date for the space component, the application will assume that the previously defined space component is no longer valid. The application will populate the end date of the “previous” space component with the date that is one day prior to the start date of the “new” space component.
 - ii. Whenever the application attempts to populate the end date, if the start date of the “new” space component is prior to the start date of the “previous” space component, an error will be generated as the result of rule (a) above, and the transaction will be rejected.
- 2.5.2.10 The space component identifier 00000 is reserved to identify a complete building.
- 2.5.2.11 Space components describing parking will be reported in units of parking stalls. Whenever multiple parking stalls are defined as a space component (that is, parking lot), the total number of stalls should be reported.
- a. The Contractor is expected to create a space component (SCI0 transaction) for each set of parking stalls rented to a tenant.
- 2.5.2.12 Rented locations outside of the building must be reported in square metres. This includes rooftop, land and facade licenses.
- 2.5.2.13 Space components with a space usage code of “U”, “V”, “W” and “Y” correspond to exterior areas such as land, waterfront and rooftop. They are not included in the calculation of the rentable area of a building.

2.5.3 CON0 - Contract Information (Commercial Lease Agreements)

Contract Information (Commercial Lease Agreements)						CON0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the Lease contract.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the original start date (column 11) and current expiry date (column 13) of the agreement
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	
4	WINFIS_agrmnt_number	WINFIS agreement number	The WINFIS agreement number assigned to the lease agreement. It must not be changed, even if WINFIS assigns multiple numbers to the lease agreement.	M	Alpha-numeric (8)	It must be exactly 8 characters
5	tenant_code	Tenant code	A code uniquely identifying the tenant associated with the lease agreement.	M	Numeric (7)	It must match an existing tenant code (TEN0 transaction) within the Portfolio, and cannot be a value between 9991 and 9999
6	tenant_trading_name	Tenant trading name	The trading name under which the tenant operates in the leased space.	M	Text (255)	
7	agreement_type_code	Agreement type code	A code that indicates the general nature or type of letting agreement, for example, letting, license or sub-lease.	M	Alpha-numeric (2)	It must match a valid value in the Agreement Type Code Table – A19.02
8	agreement_status_code	Agreement status code	A code that denotes the status of the agreement, for example, active or terminated.	M	Numeric (2)	It must match a valid value in the Agreement Status Code Table – A19.03
9	contract_type_code	Contract type code	A code that indicates the type of contract, for example, new, amendment, overhold or option.		Alpha-numeric (2)	Mandatory if Agreement status code (column 8) is 6 = Active It must be two characters and match a valid value in the Contract Type Code Table – A19.04
10	term_type_code	Term type	A code that indicates the general term conditions for the agreement, for example, term certain, month-to-month or termination.	M	Alpha-numeric (2)	It must be two characters and match a valid value in the Term Type Code Table – A19.05

Contract Information (Commercial Lease Agreements)						CON0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
11	original_start_date	Lease agreement original start date	The original start or commencement date of the lease agreement.	M	YYYYMMDD	Date format validation
12	original_expiry_date	Lease agreement original expiry date	The end date of the original contract.	M	YYYYMMDD	Date format validation where the date must be greater than the lease agreement original start date (column 11)
13	current_expiry_date	Lease agreement current expiry date	The current end date of the lease agreement, including all exercised options or early termination.	M	YYYYMMDD	20130401Date format validation where the date must be greater than 20130715Date format validation where the date must be greater than 20130715and must be greater than the lease agreement original start date (column 11)
14	occupancy_date	Occupancy date	The date on which the tenant began to physically occupy the space.	M	YYYYMMDD	Date format validation
15	primary_space_use_code	Actual tenant use for the principal space component of the lease agreement	A code from the space usage code table describing the use of the primary space being leased.	M	Alpha (1)	It must match a valid value in the Space Usage Code Table - A19.01
16	not_linked_to_space_reason_code	Not linked to space reason code	A code value that describes the reason that the lease agreement is not linked to a space component.		Alpha-numeric (2)	It must match a valid value in the Not Linked to Space Reason Code Table – A19.06
17	space_description	Description of space or agreement	A description or comment associated with the agreement. For example, in the case of an agreement that is not linked to a space component, a description of the space.	M	Text (255)	
18	covering_OI_number	Covering WINFIS agreement number/Occupancy Instrument number	Covering WINFIS agreement number/Occupancy Instrument number. To be used in conjunction with a “not linked to space reason” code of 2 (that is, “space covered by another OI”).		Alpha-numeric (8)	Mandatory if not linked to space reason code (column 16) is 2 = Space covered by another OI It must be exactly 8 characters
19	planned_commission_fee_payable	Planned leasing commission payable	The planned leasing commission payable to the RP Service Provider on the lease, as of the commencement date of the lease.	M	Numeric (9.2)	0 to 9,999,999.99
20	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
21	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2.

2.5.3.1 This transaction records the Third Party lease agreement information.

- 2.5.3.2 The lease agreement will come into PWGSC for final signatures and then be passed on to the Facilities Inventory System (FIS). If required, FIS will assign the space component number and the tenant code. The Contractor will be provided with a block of numbers to be used in uniquely identifying the commercial lease agreement document. The Contractor will use this information to submit the required transactions.
- 2.5.3.3 The tenant code must match an existing code in the Tenant Information (TEN0) transaction and cannot be a value between 9991 and 9999.
- 2.5.3.4 Whenever the tenant is a new tenant, the Tenant Information (TEN0) transaction must be submitted before or simultaneously with the Commercial Lease Agreements (CON0) transaction.
- 2.5.3.5 A bulk lease agreement may be established for each building as follows:
 - a. A bulk lease agreement may be established where the following specific types of revenue cannot be reported against a specific lease agreement and are to be reported for the building:
 - i. Miscellaneous revenue (revenue type code 70).
 - ii. Parking revenue (revenue type code 60).
 - iii. Temporary Occupancy License/Revenue (revenue type code 65), for example kiosks.
 - iv. Receipts relating to pre-April 1, 2013 revenues (revenue type code 95).
 - b. The establishment of a bulk lease agreement is not to be used to replace the application of revenues against an identifiable lease agreement.
 - c. The establishment of the bulk lease agreement for a building will be done using suggested values for the mandatory fields, as agreed between PWGSC and the Contractor.
- 2.5.3.6 A valid commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for the following transactions: Contract Renewal Options (CON1); Contract Leased Space (CON2); Contract Terms (CON3); Invoiced Revenue (Receivables) (CON4); Revenue Deposited (CON5); Actual Leasing Commission Fees (CON6); Contract Arrears (CAT0); Annual Retail Sales Forecast (RSA0); and Retail Sales Monitoring Activities (RSM0).

2.5.4 CON1 - Contract Renewal Options

Contract Renewal Options						CON1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	option_start_date	The renewal option start date	The date that the renewal option will take effect, if exercised.	TK	YYYYMMDD	Date format validation See also business rule 2.5.4.3
5	option_end_date	The renewal option end date	The date that the renewal option will expire, if exercised.	M	YYYYMMDD	Date format validation where the date must be later than the renewal option start date (column 4) See also business rule 2.5.4.3
6	option_deadline_date	The deadline date to exercise the option	A date by which the tenant must notify PWGSC of their intention to exercise the option as outlined in the contract.	M	YYYYMMDD	20130401 Date format validation where the date must be greater than 20130715
7	option_status	Option status	The code identifying the state of the renewal option, for example, exercised, expired, currently active, available in the future.	M	Numeric (1)	It must match a valid value in the Option Status Code Table - A19.07
8	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
9	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.5.4.1 This transaction is used to capture renewal option information related to a particular lease agreement.

2.5.4.2 A valid combination of building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.

- 2.5.4.3 The renewal option start date and the renewal option end date cannot overlap with any other existing records – either those previously submitted and stored, or those within the current submission. The only exception is to allow records with a start and end date that is within the dates for an existing record.

2.5.5 CON2 - Contract Leased Space

Contract Leased Space						CON2
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 The unique combination of the associated building code/FIS cost centre code/FIS RPU number/space component number and space start date must exist (SCI0 transaction) The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	FIS_cost_centre_code	FIS Cost Centre code	A unique identifier within a region that represents the financial responsibility centre for the facility. For Crown-owned assets, this code represents either a building, a complex of several buildings, or a pool of houses in one geographical location. For lease and lease-purchase assets, there is a unique number per agreement.	TK	Numeric (7)	It must match an existing cost centre code in the Facilities Inventory System (FIS) and have a valid association to the building code, as provided by PWGSC
5	RPU_id	FIS Real Property Unit (RPU) number	A unique identifier that represents an asset from a physical perspective. When used in conjunction with the FIS cost centre, it identifies a crown-owned or leased building in FIS.	TK	Numeric (8)	It must match an existing Real Property Unit in the Facilities Inventory System (FIS) and have a valid association to the building code, as provided by PWGSC
6	space_component_number	FIS Space Component number	A space component represents the smallest recognizable unit of space that is managed (either on land or within a constructed facility). It is a five-digit code consisting of a two-digit number corresponding to the floor on which the space component is located and a three-digit number corresponding to a unique zone on the floor.	TK	Alpha-numeric (5)	It must match an existing space component (SCI0 transaction) The unique combination of the associated building code/FIS cost centre code/FIS RPU number/space component number and space start date must exist (SCI0 transaction)

Contract Leased Space						CON2
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
7	space_start_date	Start date of the space component	The date when the space component is defined or configured in the described manner. This date becomes part of the space component identification to ensure uniqueness over time of the space component number.	TK	YYYYMMDD	Date format validation The unique combination of the associated building code/FIS cost centre code/FIS RPU number/space component number and space start date must exist (SCIO transaction)
8	actual_space_use_code	Actual/current use of space by tenant	A code from the space usage code table describing the use of the space being leased.	M	Alpha (1)	It must match a valid value in the Space Usage Code Table - A19.01
9	rentable_space_amount	The rentable square metres of the space component per the lease agreement (if the actual usage of the space is <u>not</u> parking)	The rentable space (in square metres) of the space component as specified in the lease agreement.		Numeric (6.1)	0 to 99,999.9 Mandatory if the space usage code (column 8) is "A" through "Y" (that is, not parking); otherwise it must be blank or zero
10	number_of_parking_stalls	The number of parking stalls per the lease agreement (if the actual usage of the space is parking)	The number of parking stalls as specified in the lease agreement.		Numeric (5)	Mandatory if the space usage code (column 8) is "Z" (that is, parking); otherwise it must be blank or zero
11	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
12	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.5.5.1 This transaction is used to associate all individual leased space components to a particular lease agreement.
- 2.5.5.2 At least one leased space (CON2) transaction must be associated to a lease.
 - a. Multiple space components may be associated to the same lease agreement.
 - b. All space components for one lease must belong to the same building code.
- 2.5.5.3 A valid combination of building code and commercial lease agreement document number (CON0 transaction) and valid space component(s) (SCIO transaction) must exist as a prerequisite for this transaction. The CON0 and SCIO transactions must be submitted before or simultaneously with the Contract Leased Space (CON2) transaction.
- 2.5.5.4 The space component will be uniquely identified by a combination of the Building code plus the FIS Cost Centre code plus the FIS RPU number plus the space component number plus the start date of the space component. The unique combination of these five elements must exist.

2.5.6 CON3 – Contract Terms

Contract Terms						CON3
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	revenue_type	Revenue type	The code identifying the type of revenue as determined by the specified lease agreement.	TK	Numeric (2)	It must match a valid value in the Revenue Type Code Table - A19.08, except sales taxes and codes 88 through 95
5	revenue_start_date	Start date of the revenue type	The date that the revenue type for the specified lease agreement takes effect.	TK	YYYYMMDD	Date format validation See also business rule 2.5.6.5
6	revenue_end_date	End date of the revenue type	The date that the revenue type for the specified lease agreement expires.	M	YYYYMMDD	Date format validation where the date must not be before the start date of the revenue (column 5) See also business rule 2.5.6.5
7	revenue_type_amount	Amount of revenue per revenue frequency	The periodic amount for the revenue type per revenue frequency.	M	Numeric (10.2)	0 to 99,999,999.99 See also business rule 2.5.6.3
8	revenue_frequency	Revenue frequency	The frequency of the revenue type under consideration.	M	Numeric (1)	It must match a valid value in the Revenue / Rent Expense Frequency Code Table - A19.09
9	rental_rate	Rental rate (per year/m ²)	The amount of minimum/base rent expressed as an annual rate per square metre.		Numeric (7.2)	0 to 99,999.99 Mandatory if the revenue type (column 4) is 10 = minimum/base rent, otherwise it must be blank or zero See also business rule 2.5.6.4

Contract Terms						CON3
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	percentage_rent_factor	Percentage rent factor	The factor applied to annual gross sales for applying percentage rent. The percentage by which monthly gross sales exceed minimum rent. Applies to percentage rent only.		Numeric (4.2)	0 to 99.99 Mandatory if the revenue type (column 4) is 20 = percentage rent, otherwise it must be blank or zero See also business rule 2.5.6.4
11	gross_sales_over_amount	Gross sales over amount to which the percentage rent applies			Numeric (10.2)	0 to 99,999,999.99 Mandatory if the revenue type (column 4) is 20 = percentage rent, otherwise it must be blank or zero See also business rule 2.5.6.4
12	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.5.6.1 This transaction records all of the types of revenue that are included in a lease agreement, excluding applicable sales taxes. Each revenue type has a specific start and end date so that changes in lease amounts throughout the term of the lease agreement can be reported.
- a. Except for sales taxes, all revenue types, their term, and amount for each lease agreement are to be reported.
 - b. If a “sales tax” revenue type is submitted, the record will be ignored. A warning message will be generated for all values that are ignored as a result of this processing rule, except for zero and nul values. This message will indicate the type and values that are not processed and stored on the database.
 - c. All options should be included, whether exercised or not.
- 2.5.6.2 A valid combination of building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.
- 2.5.6.3 To produce a complete financial letting plan, the RP Service Provider must provide an estimate (in column 7), in dollars, of percentage rent (revenue type 20) to be earned per revenue frequency.
- 2.5.6.4 For the columns numbered 9, 10 and 11, values are only expected against specific revenue types, as detailed below. For all other revenue types, these columns must be submitted with a zero value. If a value other than zero is submitted when a value is not expected, the value will be ignored and a warning message will be generated by the application. This message

will indicate the revenue type and value that is not processed and stored on the database. The transaction will not be rejected.

- a. The rental rate (per year/m²) (column 9) is expected only on the revenue type associated with minimum/base rent.
- b. The percentage rent factor (column 10) is expected only on the revenue type associated with percentage rent.
- c. The gross sales over amount to which the percentage rent applies (column 11) is expected only on the revenue type associated with percentage rent.

2.5.6.5 The start date of the revenue type and the end date of the revenue type cannot overlap with any other existing records – either those previously submitted and stored, or those within the current submission. The only exception is to allow records with a start and end date that is within the dates for an existing record. This accommodates retroactive adjustments to contract terms.

2.5.7 CON4 - Invoiced Revenue (Receivables)

Invoiced Revenue (Receivables)						CON4
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the due date of the revenue type (column 5) The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	revenue_type	Revenue type	The code identifying the type of revenue as determined by the specified lease agreement.	TK	Numeric (2)	It must match a valid value in the Revenue Type Code Table - A19. 08
5	revenue_due_date	Revenue due date for the revenue type	The date that the revenue type for the specified lease agreement takes effect.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
6	revenue_due_amount	Amount of revenue due for the revenue type	The periodic amount for the revenue type per revenue frequency.	M	Numeric ±(10.2)	±99,999,999.99 Must be a negative value if revenue type code (column 4) is 88 = receivable transferred to PWGSC
7	revenue_due_comment	Comment associated with the receivable	A description or comment associated with the receivable amount.		Text (255)	Mandatory if revenue type code (column 4) is 88 = receivable transferred to PWGSC, or 89 = recovery of receivable previously transferred to PWGSC
8	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
9	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.5.7.1 This transaction records the monthly amounts receivable for each lease agreement, reported by revenue type.

- 2.5.7.2 A valid combination of building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.

2.5.8 CON5 - Revenue Deposited

Revenue Deposited						CON5
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the deposit slip date (column 5) The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	deposit_slip_number	Deposit slip number	A unique identification of the deposit slip, as assigned by the RP Service Provider .	TK	Alpha-numeric (6)	
5	deposit_slip_date	Deposit date per deposit slip	The date that the revenue was deposited to the Receiver General bank account, per deposit slip.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
6	revenue_type	Revenue type	The code identifying the type of revenue as determined by the specified lease agreement.	TK	Numeric (2)	It must match a valid value in the Revenue Type Code Table - A19.08, except code 88 = receivable transferred to PWGSC
7	deposit_amount	Amount of deposit or returned item	The amount of revenue deposited for the lease agreement and date under consideration. A returned item (for example, NSF) will be noted as a negative value.	M	Numeric ±(10.2)	±99,999,999.99
8	tenant_document_reference	Tenant's cheque number or cash indication	The reference for the deposit amount. Specifically, the tenant's cheque number or an indication that monies were received as "cash".	M	Alpha-numeric (15)	
9	deposit_comment	Comment associated with the deposit	A description or comment associated with the deposit amount.		Text (255)	Mandatory if revenue type code (column 6) is 89 = recovery of receivable previously transferred to PWGSC
10	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.

Revenue Deposited						CON5
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
11	add_change_delete_in d	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.5.8.1 This transaction records all deposits made against a lease agreement, by deposit date.
- a. It does not associate the deposit to specific invoiced revenue (receivable) records, resulting in deposits being applied to the oldest outstanding accounts receivable balance. The Contractor, however, is required to maintain records of outstanding receivable amounts by specific invoice.
 - b. It is used to reconcile the deposits made to the Receiver General account by the Contractor. It is therefore important for the Contractor to make separate deposits by building and by date, so that the information can be matched to the resulting deposit reports.
- 2.5.8.2 A valid combination of building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.

2.5.9 CON6 - Actual Leasing Commission Fees

Actual Leasing Commission Fees						CON6
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building Code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the reporting year/month (column 4) The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	reporting_year_month	Year and month where the leasing commission applies	The year and month where the leasing commission applies	TK	YYYYMM	The year and month must be greater than 20130401
5	actual_commission_amount	Actual leasing commission invoiced to PWGSC by the RP Service Provider	The actual amount of leasing commission invoiced to PWGSC by the RP Service Provider	M	Numeric (10.2)	0 to 99,999,999.99
6	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
7	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.5.9.1 This transaction records all leasing commission fees invoiced to PWGSC by the RP Service Provider for the commercial lease agreement.

2.5.9.2 A valid combination of building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.

2.5.10 CAT0 - Contract Arrears

Contract Arrears						CAT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the arrears date (column 4) The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	arrears_date	Date for the contract arrears record	The day of the month for the contract arrears record, which will be either the 15 th of the month or the cut-off date for the end of month submission for invoiced revenue (CON4 transaction) and revenue deposited (CON5 transaction).	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
5	total_outstanding_amount	The total outstanding amount	The total amount of collectable rent that is outstanding and owed by the tenant.	M	Numeric ±(10.2)	±99,999,999.99
6	arrears_amount_0_30_days	Amount in arrears 0 - 30 days	The amount of collectable rent that is outstanding by 30 days or less.		Numeric ±(10.2)	±99,999,999.99
7	arrears_amount_31_60_days	Amount in arrears 31 - 60 days	The amount of collectable rent that is outstanding by more than 30 days but less than 61 days.		Numeric ±(10.2)	±99,999,999.99
8	arrears_amount_61_90_days	Amount in arrears 61 - 90 days	The amount of collectable rent that is outstanding by more than 60 days and less than 91 days.		Numeric ±(10.2)	±99,999,999.99
9	arrears_amount_91_120_days	Amount in arrears 91 - 120 days	The amount of collectable rent that is outstanding by more than 90 days but less than 121 days.		Numeric ±(10.2)	±99,999,999.99
10	arrears_amount_over_120_days	Amount in arrears 121 days and over	The amount of collectable rent that is outstanding by more than 120 days.		Numeric ±(10.2)	±99,999,999.99
11	arrears_comment	Comment associated with the arrears on the lease	A description or comment associated with the arrears on the lease.		Text (255)	
12	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.

Contract Arrears						CAT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
13	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.5.10.1 This transaction captures the amount of rent that is due and outstanding by lease agreement.
- a. The arrears are reported at particular points in time – either the 15th of the month or the last day of the month.
 - b. For purposes of calculating the age of outstanding amounts, it is anticipated that deposits are applied to arrears starting with the oldest item.
 - c. The aging of the outstanding amount is categorized as: amount in arrears 0 - 30 days; amount in arrears 31 - 60 days; amount in arrears 61-90 days; amount in arrears 91 - 120 days; and amount in arrears over 120 days.
 - d. The sum total of the aging categories (that is, columns 6 through 10) must equal the “total outstanding amount”.
- 2.5.10.2 A valid combination of building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.

2.5.11 RSA0 - Annual Retail Sales Forecast

Annual Retail Sales Forecast						RSA0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the start date (column 4) and end date (column5) of the tenant's lease year The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	lease_year_month_start_date	Start of tenant's lease year where the forecast of sales figures apply	The start of the tenant's lease year where the forecast of sales figures apply (year and month).	TK	YYYYMM	The year and month must be between 200404 and 201603
5	lease_year_month_end_date	End of tenant's lease year where the forecast of sales figures apply	The end of the tenant's lease year where the forecast of sales figures apply (year and month).	M	YYYYMM	The year and month must be between 200404 and 201603 and must be later than the start of the tenant's lease year (column 4)
6	forecast_sales_volume	The estimated annual gross volume of sales as forecast by the tenant	The estimated annual gross volume of sales as forecast by the tenant.	M	Numeric (10.2)	0 to 99,999,999.99
7	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
8	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.5.11.1 This transaction captures the tenant's estimate of their annual gross retail sales volume, based upon their "lease year".

2.5.11.2 A valid building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.

2.5.12 RSM0 - Retail Sales Monitoring Activities

Retail Sales Monitoring Activities						RSM0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the tenant leases space, as specified in the lease agreement.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the start date (column 4) and end date (column5) of the tenant's lease year The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
3	lease_document_number	Commercial lease agreement document number	The commercial lease agreement document number that uniquely identifies the lease agreement between the tenant and PWGSC.	TK	Alpha-numeric (15)	The unique combination of building code and commercial lease agreement document number must exist (CON0 transaction)
4	reporting_year_month	Year and month where the sales figures apply	The year and month where the sales figures apply.	TK	YYYYMM	The year and month must be greater than 20130401
5	actual_sales_volume	The tenant's actual gross sales volume for the month	The tenant's actual gross sales volume for the month.	M	Numeric (10.2)	0 to 99,999,999.00
6	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
7	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete)	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.5.12.1 This transaction captures the retail sales that are reported monthly by the tenant to the Contractor. Through reporting, this is compared to the same month in the previous year (if any) and to the estimated annual sales volume forecast by the tenant (from the Annual Retail Sales Forecast (RSA0) transaction).

2.5.12.2 A valid combination of building code and commercial lease agreement document number (CON0 transaction) must exist as a prerequisite for this transaction.

2.5.13 LAS0 - Leasing Activity Status

Leasing Activity Status						LAS0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the leasing activity has occurred.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the reporting year/month (column 7) The unique combination of the associated building code/FIS cost centre code/FIS RPU number/space component number and space start date must exist (SCIO transaction)
3	FIS_cost_centre_code	FIS Cost Centre code	A unique identifier within a region that represents the financial responsibility centre for the facility. For Crown-owned assets, this code represents either a building, a complex of several buildings, or a pool of houses in one geographical location. For lease and lease-purchase assets, there is a unique number per agreement.	TK	Numeric (7)	It must match an existing cost centre code in the Facilities Inventory System (FIS) and have a valid association to the building code, as provided by PWGSC
4	RPU_id	FIS Real Property Unit (RPU) number	A unique identifier that represents an asset from a physical perspective. When used in conjunction with the FIS cost centre, it identifies a crown-owned or leased building in FIS.	TK	Numeric (8)	It must match an existing Real Property Unit in the Facilities Inventory System (FIS) and have a valid association to the building code, as provided by PWGSC
5	space_component_number	FIS Space Component number (location) targeted for rent or renewal	A space component represents the smallest recognizable unit of space that is managed (either on land or within a constructed facility). It is a five-digit code consisting of a two-digit number corresponding to the floor on which the space component is located and a three-digit number corresponding to a unique zone on the floor.	TK	Alpha-numeric (5)	It must match an existing space component (SCIO transaction) The unique combination of the associated building code/FIS cost centre code/FIS RPU number/space component number and space start date must exist (SCIO transaction)
6	space_start_date	Start date of the space component	The date when the space component is defined or configured in the described manner. This date becomes part of the space component identification to ensure uniqueness over time of the space component number.	TK	YYYYMMDD	Date format validation The unique combination of the associated building code/FIS cost centre code/FIS RPU number/space component number and space start date must exist (SCIO transaction)
7	reporting_year_month	Year and month where the leasing activities apply	The year and month where the leasing activity applies.	TK	YYYYMM	The year and month must be greater than 20130401

Leasing Activity Status						LAS0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
8	prospective_occupancy_date	The prospective date of occupation of the space component	The prospective date of the occupation of the space component.		YYYYMMDD	20130401 Date format validation where the date must be greater than 20130715
9	leasing_activity_status_code	Leasing activity status	The appraisal of the leasing activity (an indication of the leasing strategy) as seen by the reporting organization.	M	Numeric (2)	It must match a valid value in the Leasing Activity Status Code Table - A19.10
10	status_comment	Contractor's comment on the status of the leasing activity	Text given by the Contractor commenting on the status of the leasing activity.		Text (255)	
11	proposed_lease_space_usage_code	Proposed lease space usage code	The code that represents the proposed usage of the space for the proposed lease agreement.	M	Alpha (1)	It must match a valid value in the Space Usage Code Table - A19.01
12	proposed_lease_start_date	Proposed lease start date	The start or commencement date of the proposed lease agreement.		YYYYMMDD	20130401 Date format validation where the date must be greater than 20130715
13	proposed_lease_end_date	Proposed lease end date	The end date of the proposed lease agreement.		YYYYMMDD	Date format validation where the date must be later than the proposed lease start date (column 12)
14	proposed_annual_rent	Proposed lease annual rent (\$ per year per m ²)	The annual rent, in dollars per annum per square metre, including all rent except percentage rent, realty taxes and sales taxes for the proposed lease agreement.		Numeric (7.2)	0 to 99,999.99
15	proposed_percentage_rent	Proposed lease annual revenue dollars for percentage rent	The estimated annual revenue from percentage rent for the proposed lease agreement, <u>excluding sales taxes</u> .		Numeric (10.2)	0 to 99,999,999.99
16	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
17	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.5.13.1 This transaction reports the status of leasing activities that the Contractor has performed during the period against vacant space. As a minimum, it is expected that leasing activities will be provided for all vacant space and for all leases that will expire within 18 months of the reporting date (that is, the “year and month where the leasing activities apply” as noted in column 7).

2.5.13.2 A valid space component (SCIO transaction) must exist as a prerequisite for this transaction. The SCIO transaction must be submitted before or simultaneously with the leasing activity status (LAS0) transaction. The space component will be

uniquely identified by a combination of the Building code plus the FIS Cost Centre code plus the FIS RPU number plus the space component number plus the start date of the space component. The unique combination of these five elements must exist.

2.6 Transaction Descriptions and Business Rules – Lease Administration

This section contains specifications and business rules for each of the lease administration transactions required to support the preparation of the submission. The layout of each transaction is presented in a table with its corresponding business rules.

2.6.1 LSE0 – Lease Administration Contract Information

Lease Administration Contract Information						LSE0
No	XML Tagname	Short Description	Long Description	Key (TK)/ Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the leased building.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the original start date (column 6) and current expiry date (column 8) of the agreement The building must have a WinFIS “asset type” of “Leased”
3	SIGMA_vendor_number	PWGSC SIGMA vendor number	A code uniquely identifying the landlord associated with the lease agreement.	M	Numeric(10)	It must match an existing PWGSC SIGMA vendor number within the Portfolio and have a valid association to the building code
4	lease_reference_number	service provider’s lease reference number	A cross-reference to the lease agreement as recorded in the service provider’s system	M	Numeric(5)	
5	lease_type	Lease type code	A code uniquely identifying the type of lease	M	Numeric(1)	It must match a valid value in the Lease Type Code Table – A19.11
6	original_start_date	Lease agreement original start date	The original start or commencement date of the lease agreement.	M	YYYYMMDD	Date format validation
7	original_expiry_date	Lease agreement original expiry date	The end date of the original contract.	M	YYYYMMDD	Date format validation where the date must be greater than the lease agreement original start date (column 6)
8	current_expiry_date	Lease agreement current expiry date	The current end date of the lease agreement, including all exercised options or early termination.	M	YYYYMMDD	20130401Date format validation where the date must be greater than 20130715Date format validation where the date must be greater than 20130715and must be greater than the lease agreement original start date (column 6)

Lease Administration Contract Information						LSE0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
9	primary_space_use_code	The tenant space usage code for the principal tenant and space component of the lease agreement	A code from the space usage code table describing the use of the primary space being leased by the principal tenant.	M	Alpha (1)	It must match a valid value in the Space Usage Code Table - A19.01
10	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
11	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2.

- 2.6.1.1 This transaction records the contract information for lease administration agreements. The lease administration document number is the same as the building code within the system. Each represents the cost centre that uniquely identifies the lease agreement between the landlord and PWGSC.
- 2.6.1.2 A valid combination of building code and PWGSC SIGMA vendor number must exist as a prerequisite for the following transactions: Lease Administration Contract Terms (LSE1); and Lease Administration Liabilities (LSE2).

2.6.2 LSE1 – Lease Administration Contract Terms

Lease Administration Contract Terms						LSE1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the leased building.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the start date (column 4) and end date (column 5) of the rent expense type The unique combination of building code and PWGSC SIGMA vendor number must exist (LSE0 transaction)
3	rent_expense_type	Rent expense type	The code identifying the type of rent expense as determined by the specified lease agreement.	TK	Numeric(2)	It must match a valid value in the Rent Expense Type Code Table - A19.12, except sales taxes Valid values are: 10 through 90
4	rent_expense_start_date	Start date of the rent expense type	The date that the rent expense type for the specified lease agreement takes effect.	TK	YYYYMMDD	Date format validation See also business rule 2.6.2.2
5	rent_expense_end_date	End date of the rent expense type	The date that the rent expense type for the specified lease agreement expires.	M	YYYYMMDD	Date format validation where the date must not be before the start date of the expense (column 4) See also business rule 2.6.2.2
6	rent_expense_type_amount	Amount of rent expense per frequency	The periodic amount for the rent expense type per frequency.	M	Numeric (10.2)	±99,999,999.99
7	rent_expense_frequency	Rent expense frequency	The frequency of the rent expense type under consideration.	M	Numeric (1)	It must match a valid value in the Revenue / Rent Expense Frequency Code Table - A19.09
8	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
9	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2.

- 2.6.2.1 This transaction records all of the types of rent expense that are included in a lease agreement, excluding applicable sales taxes. Each rent expense type has a specific start and end date so that changes in lease amounts throughout the term of the lease agreement can be reported.
 - a. Except for sales taxes, all rent expense types, their term, and amount for each lease agreement are to be reported.
 - b. All options should be included, whether exercised or not.
- 2.6.2.2 The start date of the rent expense type and the end date of the rent expense type cannot overlap with any other existing records – either those previously submitted and stored, or those within the current submission. The only exception is to allow records with a start and end date that is within the dates for an existing record. This accommodates retroactive adjustments to contract terms.
- 2.6.2.3 A valid combination of building code and PWGSC SIGMA vendor number (LSE0 transaction) must exist as a prerequisite for this transaction.

2.6.3 LSE2 – Lease Administration Liabilities

Lease Administration Liabilities						LSE2
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the leased building.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the rent expense due date (column 3) The unique combination of building code and PWGSC SIGMA vendor number must exist (LSE0 transaction)
3	rent_expense_due_date	Rent expense due date for the rent expense type	The date that the lease administration liability applies for the specified rent expense type.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
4	rent_expense_type	Rent expense type	The code identifying the type of rent expense as determined by the specified lease agreement.	TK	Numeric (2)	It must match a valid value in the Rent Expense Type Code Table - A19. 12
5	lease_liability_amount	Amount of lease liability due for the rent expense type	The lease administration liability amount for the specified rent expense type and lease agreement.	M	Numeric ±(10.2)	±99,999,999.99
6	lease_liability_comment	Comment associated with the liability	A description or comment associated with the liability amount, such as a comment on the reason for the payment variance.		Text (255)	
7	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
8	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2.

- 2.6.3.1 This transaction records the recommended monthly rent payment for each lease agreement, reported by rent expense type.
- 2.6.3.2 The transaction may be submitted more than once so that the comment information can be provided in the event that there is a variance between the recommended rent payment amounts and the actual payment amount as reported from the PWGSC internal SIGMA application.
- 2.6.3.3 A valid combination of building code and PWGSC SIGMA vendor number (LSE0 transaction) must exist as a prerequisite for this transaction.

2.7 Transaction Descriptions and Business Rules - Environmental Activities

This section contains specifications and business rules for each of the environmental activities transactions required to support the preparation of the submission. The layout of each transaction is presented in a table with its corresponding business rules.

2.7.1 AMP0 - Asbestos Management Plan

Asbestos Management Plan						AMP0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building with the Asbestos Management Plan.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	AMP_component	Asbestos Management Plan component	The code identifying the component of the Asbestos Management Plan under consideration.	TK	Numeric (1)	It must match a valid value in the Asbestos Management Plan Component Table - A11.01
5	AMP_component_implem- ented_status	Has the asbestos management plan component been implemented?	The code identifying the implementation status of the asbestos management plan component.	M	Numeric (1)	It must match a valid value in the Generic Response Code Table - A1.1
6	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
7	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.7.1.1 This transaction reports on the implementation status of the required components of the Asbestos Management Plan for a building for each fiscal year.

2.7.1.2 A separate record must be submitted for each component of the Asbestos Management Plan.

2.7.2 AMP1 – Asbestos Management Summary

Asbestos Management Summary						AMP1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building associated with the management of asbestos.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	acm_exists	Does the building have asbestos containing materials (ACM)?	A code that indicates whether or not the building has any asbestos containing materials (ACM).	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
5	asbestos_reason_code	Indicate the reason that the building has no asbestos containing materials (ACM)	A code describing the reason that there is no asbestos containing materials in the building.		Numeric (1)	It must match a valid value in the Asbestos Reason Code Table - A11.02 Mandatory if column 4 response = no
6	asbestos_type	What type of asbestos containing materials (ACM) does the building contain?	A code that indicates the type of asbestos containing materials that exist in the building.		Numeric (1)	It must match a valid value in the Asbestos Type Table – A11.03 Mandatory if column 4 response = yes
7	amp_implemented	Does this building have a fully implemented Asbestos Management Plan (AMP) in accordance with departmental policy?	A code that indicates whether or not the building has a fully implemented Asbestos Management Plan (AMP) in accordance with departmental policy.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes See also business rule 2.7.2.2
8	amp_update_date	Date of the last update to the Asbestos Management Plan (AMP) for the building.	The date of the last update to the Asbestos Management Plan (AMP) for the building.		YYYYMMDD	Date format validation Mandatory if column 4 response = yes, or Mandatory if column 7 response = yes
9	acm_inspection_date	Date of the last asbestos containing materials (ACM) inspection.	The date of the last asbestos containing materials (ACM) inspection.		YYYYMMDD	Date format validation Mandatory if column 4 response = yes

Asbestos Management Summary						AMP1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	acm_location	Location of the asbestos containing materials (ACM)	A code that indicates the general location of the asbestos containing materials (ACM).		Numeric (1)	It must match a valid value in the Asbestos Location Table - A11.04 Mandatory if column 4 response = yes
11	amp_acm_comment	Comment associated with the AMP or ACM	A comment associated with the Asbestos Management Plan (AMP) and/ or asbestos containing materials (ACM) in the building (for example, on the status of the AMP/ACM).		Text (255)	
12	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.7.2.1 This transaction reports on asbestos management activities associated with a building for each fiscal year.
- 2.7.2.2 If the facility has a fully implemented Asbestos Management Plan (AMP) in accordance with departmental policy, then the Asbestos Management Plan transaction (AMP0) is required.

2.7.3 ENV0 - Environmental Information

Environmental Information						ENV0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building associated with the environmental information.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	energy_savings_implemented	Have any energy saving initiatives been implemented in this building?		M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
5	energy_opportunities_assessed	Has this facility been assessed for energy saving opportunities (including but not limited to Federal Buildings Initiative (FBI))?		M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
6	energy_opportunities_implemented	If the facility has been assessed for energy saving opportunities, have the recommended initiatives been implemented?			Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no, partial Mandatory if column 5 response = yes
7	IPM_date	Date that the National Integrated Pest Management Plan (IPM) was implemented in the building		M	YYYYMMDD	Date format validation
8	IPM_update_date	Date of the last update to the National Integrated Pest Management Plan (IPM) for the building.			YYYYMMDD	Date format validation, where the date cannot be less than the date that the IPM was implemented (column 7) Mandatory if column 7 date is provided

Environmental Information						ENV0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
9	pesticide_comments	Description or comments on actions taken to reduce the requirement for pesticide usage for the building.	Description or comments on actions taken to reduce the requirement for pesticide usage for the building.	M	Text (255)	
10	waste_audit_conducted	Has a waste audit been conducted at this facility within the last three years?		M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
11	all_PCB_removed	Has all known PCB-containing equipment and material (including PCB contaminated soil and/or ballasts) been removed from the building and/or site?	A code value that indicates if there is any PCB equipment and/or materials at the building or on site.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no, unknown
12	pcb_transformer_count	The number of PWGSC-owned PCB transformers in the building	A statistical summary of the number of PWGSC-owned PCB transformers that exist in the building.		Numeric (2)	Value from 0 to 99 Mandatory if column 11 response = no
13	PCB_waste_generated	Was PCB waste generated during this fiscal year as a result of regular building operations?	A code value that indicates whether or not PCB waste was generated during the fiscal year as a result of regular building operations.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
14	PCB_site	Did this site operate as a PWGSC registered PCB storage site this fiscal year?	A code value that indicates if there is a registered PCB storage site at this building.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
15	pcb_storage_site_location	Location of the registered PCB storage site	A code value that indicates the general location of the PCB storage site.		Numeric (1)	It must match a valid value in the PCB Storage Site Location Code Table – A11.05 Mandatory if column 14 response = yes
16	PCB_site_compliance	If this site operated as a PCB storage site this fiscal year, is the site in compliance with PCB storage regulations?	A code value that indicates if all PCB storage regulations and procedures have been adhered to.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 14 response = yes

Environmental Information						ENV0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
17	hazmat_storage_compliance	Are all hazardous material storage areas in the building in compliance with all applicable regulations?	A code value that indicates if all hazardous material storage regulations and procedures have been adhered to.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
18	hazmat_usage_inventory_compliance	Hazardous Material Usage Inventory confirmation	A code value that indicates whether or not a hazardous materials usage inventory has been completed and/or updated for the building for the fiscal year under consideration.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
19	hazmat_document_location	Hazardous Material Usage Inventory document location	A textual, comment-type indication as to the on-site location of the hazardous material usage inventory documents.		Text (255)	Mandatory if column 18 response = yes
20	air_emission_evaluation_date	Date of air emission evaluation	The date of the air emission evaluation (used to determine if the facility is required to report to National Pollution Release Inventory (NPRI)).	M	YYYYMMDD	Date format validation
21	NAAQO_compliance	Do the results of the air emissions tests show the facility to be in accordance with the National Ambient Air Quality Objectives for air contaminants?		M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
22	NPRI_report_date	Date report sent to NPRI, if required	For those evaluation results which meet or exceed the NPRI threshold limits, the date that the report was sent to NPRI.		YYYYMMDD	Date format validation, where the date cannot be less than the date of the air emission evaluation (column 20) Mandatory if column 21 response = no
23	EERP_date	Date that the Environmental Emergency Response Plan (EERP) was implemented		M	YYYYMMDD	Date format validation
24	EERP_update_date	Date of the last update to the Environmental Emergency Response Plan (EERP)		M	YYYYMMDD	Date format validation, where the date cannot be less than the date that the EERP was implemented (column 23)

Environmental Information						ENV0
No	XML Tagname	Short Description	Long Description	Key (TK)/ Mandatory	Format	Validation
25	FPP_date	Date that the Fire Protection Plan (FPP) was implemented	The date that the Fire Protection Plan was implemented and provided to the local officer appointed by the provincial Fire Marshall (for example, the local fire department).	M	YYYYMMDD	Date format validation
26	FPP_update_date	Date of the last update to the Fire Protection Plan (FPP)	The date of the last update to the Fire Protection Plan that was provided to the local officer appointed by the provincial Fire Marshall (for example, the local fire department).	M	YYYYMMDD	Date format validation, where the date cannot be less than the date that the FPP was implemented (column 25)
27	sara_assessment	Was a Species at Risk Act (SARA) assessment completed for the asset?	A code value that indicates if an assessment has been completed in accordance with the RP National SARA Protocol as determined by reports provided by Regional RP Environmental Services.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
28	sara_assessment_date	Date of Species at Risk Act (SARA) assessment for the asset	The date of the Species at Risk Act (SARA) assessment as determined by reports provided by Regional RP Environmental Services.		YYYYMMDD	Date format validation Mandatory if column 27 response = yes
29	sara_habitats_exist	Was any Species at Risk habitat(s) identified as the result of the assessment?	A code value that indicates if any Species at Risk habitat(s) were identified as determined by reports provided by Regional RP Environmental Services.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 27 response = yes
30	sara_habitat_list	If Species at Risk habitat(s) were identified as the result of the assessment, list habitat (s)	A textual list of all Species at Risk habitats that have been identified for the asset as determined by reports provided by Regional RP Environmental Services.		Text (255)	Mandatory if column 29 response = yes
31	species_at_risk_identified	Were any Species at Risk identified as the result of the assessment?	A code value that indicates if any Species at Risk were identified as determined by reports provided by Regional RP Environmental Services.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 27 response = yes
32	species_at_risk_list	If Species at Risk were identified as the result of the assessment, list species	A textual list of all Species at Risk that have been identified for the asset as determined by reports provided by Regional RP Environmental Services.		Text (255)	Mandatory if column 31 response = yes
33	sara_management_plan	Has a Species at Risk Management Plan been developed for each species or habitat identified?	A code value that indicates if a Species at Risk Management Plan has been developed for each identified species or habitat. The plan may be developed in conjunction with Regional RP Environmental Services.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 29 or 31 response = yes

Environmental Information						ENV0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
34	sara_plan_update_date	Date of the last update to the Species at Risk Management Plan	The date of the last update to the Species at Risk Management Plan developed to mitigate harm to the species.		YYYYMMDD	Date format validation Mandatory if column 33 response = yes
35	wastewater_audit	Has a wastewater characterization audit been completed for this facility?		M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no See also business rule 2.7.3.2
36	wastewater_audit_date	Date of the wastewater characterization audit			YYYYMMDD	Date format validation Mandatory if column 35 response = yes
37	WMP_implemented	Based on the wastewater characterization audit, has a Wastewater Management Program been implemented?			Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no, not applicable Mandatory if column 35 response = yes
38	WMP_update_date	Date of the last update to the Wastewater Management Program			YYYYMMDD	Date format validation Mandatory if column 37 response = yes
39	ods_present	Does the building have ozone-depleting substances (ODS) present (over 5.4 tons)?	A code value that indicates if the building has any CFC-related ozone-depleting substances in PWGSC-owned equipment.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
40	HAL_phaseout_plan	Does the building have a phase-out plan for ODS containing equipment?	A code value that indicates if the building has a phase-out plan of ODS containing equipment owned by PWGSC.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 39 response = yes
41	all_halon_systems_removed	Have all halon systems been removed from service?	A code value that indicates if all PWGSC-owned halon systems have been removed from service.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
42	cfc_hvac_count	What was the number of CFC containing HVAC equipment decommissioned or converted during the fiscal year?	A value that indicates the number of CFC containing HVAC equipment owned by PWGSC that was decommissioned or converted during the fiscal year.		Numeric (3)	Value from 0 to 100 Mandatory if column 39 response = yes

Environmental Information						ENV0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
43	EMS_implementation_date	Date of implementation of the Environmental Management System (EMS)		M	YYYYMMDD	Date format validation
44	EMS_review_date	Date of the annual management review of the Environmental Management System (EMS)		M	YYYYMMDD	Date format validation
45	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
46	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.7.3.1 This transaction reports on key environmental information associated with a building for each fiscal year.
- 2.7.3.2 A wastewater (effluent) characterization audit can be defined as a paper auditing exercise with the goal of:
- a. Identifying and developing, through a logical analysis, an up-to-date inventory of substances (Facility-Specific Inventory of Substances - FSIS) or parameters that are potentially present in the wastewater effluent of a specific facility and that might adversely affect the receiving environment;
 - b. Comparing the FSIS with lists of substances and parameters of known environmental health concern (per applicable regulations and by-laws); and thus
 - c. Grouping the substances and parameters identified as a concern to the receiving environment by developing a Facility-Specific Substances of Concern List (FSSCL) for that facility.

2.7.4 HAZO - Hazardous Material Holding

Hazardous Material Holding						HAZO
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building where the hazardous materials are stored.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the inventory count date (column 5)
3	hazardous_material_code	PWGSC code assigned to the hazardous material	The hazardous material code of the material that is stored in the equipment container.	TK	Numeric (3)	It must match a valid value in the Material Codes - Hazardous Material Types Table - A10.01
4	equipment_type_code	The equipment type code for the equipment/container that contains the hazardous material	A three-digit code describing the type of equipment or sub-system for the storage container.	TK	Numeric (3)	It must match a valid value in the Equipment Type Code Table - A7.2 For hazardous material other than PCB, the equipment type code must be 999 = Hazardous Waste Container
5	inventory_count_date	The actual date of the inventory count	The actual date of the inventory count, which should be as close as possible to the end of the fiscal year, but not later than March 31st..	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
6	inventory_quantity	Total quantity of material held by the storage containers at the time of the inventory count	The total quantity of hazardous material held by the storage containers at the time of the inventory count. For PCB inventory, this represents the total gross weight, in Kg., of all containers/equipment, including the PCB.	M	Numeric (6)	
7	unit_of_measure	Unit of measure used for reporting the quantity of material held by the storage containers	Unit of measure used for reporting the quantity of material held by the storage containers, normally in Kg.	M	Numeric (2)	It must match a valid value in the Unit of Measures Table - A1.4
8	containers_used	The number of containers used to hold the reported quantity of material	The number of containers used to hold the reported quantity of material for hazardous material inventory.	M	Numeric (5)	
9	PCB_service_status	PCB service status: an identification as to whether the equipment containing PCB's are in use or in storage	PCB service status is an indication as to whether the equipment containing PCBs are in use or in storage.		Numeric (1)	It must match a valid value in the PCB Service Status Table - A11.06 Mandatory if hazardous material type code = "PCB"

Hazardous Material Holding						HAZO
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	inventory_comment	A comment associated with the hazardous material item count	A comment associated with the hazardous material item count		Text (255)	
11	hazmat_in_storage_beginning	Quantity (in Kg) of the hazardous waste in storage at this site at the beginning of the fiscal year	The quantity (in Kg) of the hazardous waste in storage at this site at the beginning of the fiscal year (as determined by the inventory count date).		Numeric (6)	Mandatory if hazardous material type code = "PCB" or "HAL"
12	hazmat_received_during_year	Quantity (in Kg) of the hazardous waste received into storage during the fiscal year	The quantity (in Kg) of the hazardous waste received into storage during the fiscal year (as determined by the inventory count date).		Numeric (6)	Mandatory if hazardous material type code = "PCB" or "HAL"
13	hazmat_from_storage_to_destruction	Quantity (in Kg) of the hazardous waste sent for destruction from storage during the fiscal year	The quantity (in Kg) of the hazardous waste that was sent for destruction from storage during the fiscal year (as determined by the inventory count date).		Numeric (6)	Mandatory if hazardous material type code = "PCB" or "HAL"
14	hazmat_direct_to_destruction	Quantity (in Kg) of the hazardous waste sent directly for destruction without being stored during the fiscal year	The quantity (in Kg) of the hazardous waste that was sent directly for destruction without being stored during the fiscal year (as determined by the inventory count date).		Numeric (6)	Mandatory if hazardous material type code = "PCB" or "HAL"
15	hazmat_to_longterm_storage	Quantity (in Kg) of the hazardous waste sent to a PWGSC long-term storage facility during the fiscal year	The quantity (in Kg) of the hazardous waste that was sent to a PWGSC long-term storage facility during the fiscal year (as determined by the inventory count date).		Numeric (6)	Mandatory if hazardous material type code = "PCB" or "HAL"
16	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
17	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.7.4.1 This transaction reports on:

- a. The inventory of environmental substances in storage containers in each facility. For the purposes of this transaction, a storage container is treated as an equipment type.

- b. The quantity of hazardous material received into storage during the year and the quantity sent for destruction or to a long-term storage facility during the year.
- 2.7.4.2 Note however, that the inventory of hazardous materials consists of two pieces of information:
- a. From the Equipment Identification (EIT0) transaction, the “rated storage capacity” of a specific piece of equipment which contains an environmental substance plus
 - b. From this Hazardous Material Holding (HAZ0) transaction, the amount of environmental substance in storage containers at the facility.
- 2.7.4.3 Information is required for each type of equipment or container in storage that contains hazardous material.
- 2.7.4.4 Removal of specific pieces of equipment that contain hazardous or environmental substances (for example, PCB-containing transformers) is also reported directly in the Equipment Identification (EIT0) transaction.

2.7.5 PCR0 - PCB Removal Details

PCB Removal Details						PCR0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building from which PCBs were removed.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the PCB removal date (column 3)
3	removal_date	The actual PCB removal date	The date when the equipment and/or container(s) containing PCBs was removed.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
4	equipment_type_code	The equipment type code for the equipment/container that contains PCB	A three-digit code describing the type of equipment or sub-system that contains PCBs.	TK	Numeric (3)	It must match a valid value in the Equipment Type Code Table - A7.2
5	hazardous_material_code	The hazardous material code of the PCB that is in the equipment/container	The material code of the PCB that is in the equipment/container. This code describes the contents of the equipment container as either PCB liquids or PCB solids.	TK	Numeric (3)	It must match one of the following values in the Material Codes - Hazardous Material Types Table - A10.01: 510 = PCB solids; 520 = PCB liquids
6	equipment_code	The unique identifier of the transformer that contains PCB (if applicable)	The unique equipment code of the transformer that contains PCB (if applicable).		Alpha-numeric (11)	It must match an existing equipment code (EIT0 transaction) within the building (column 2)
7	containers_used	The number of containers or pieces of equipment that contain PCB	The number of containers or pieces of equipment that contain PCB.	M	Numeric (6)	
8	PCB_from_storage_to_destruction	Quantity (in Kg) of PCB waste sent for destruction from storage	The quantity (in Kg) of PCB waste that was sent for destruction from storage.	M	Numeric (6)	Note that the unit of measure is Kg
9	PCB_direct_to_destruction	Quantity (in Kg) of PCB waste sent directly for destruction without being stored	The quantity (in Kg) of PCB waste that was sent directly for destruction without being stored.	M	Numeric (6)	Note that the unit of measure is Kg
10	PCB_to_longterm_storage	Quantity (in Kg) of PCB waste sent to a PWGSC long-term storage facility	The quantity (in Kg) of PCB waste that was sent to a PWGSC long-term storage facility.	M	Numeric (6)	Note that the unit of measure is Kg

PCB Removal Details						PCR0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
11	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
12	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.7.5.1 This transaction records individual instances of the removal of equipment and/or containers that contain PCB, by the Contractor.
- 2.7.5.2 The information is requested for each type of equipment that contains PCB (for example, ballasts, transformers, capacitors, containers). The equipment type code must match an existing code.
- 2.7.5.3 The material contained in the equipment or container must match an existing code in the Material Codes - Hazardous Material Code Table. This code describes the contents of the equipment or container as either PCB-liquids or PCB-solids.
- 2.7.5.4 If the removal relates to a transformer, the unique equipment code for the transformer must match an existing code. In other words, a valid equipment code (EIT0 transaction) must exist as a prerequisite to this transaction.
- 2.7.5.5 The number of containers or pieces of equipment that contain PCB plus the total gross weight, in Kg., of all the containers/equipment are to be provided in the transaction.

2.7.6 PUT0 - Pesticide Usage Transaction

Pesticide Usage Transaction						PUT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building associated with the pesticide use.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the date of the pesticide application (column 3)
3	applied_date	The date the pesticide was applied	The date when the pesticide was applied.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
4	PCP_registration_number	The Pesticide Control Product registration number assigned by Agriculture Canada	The Pesticide Control Product registration number assigned by Agriculture Canada.	TK	Numeric (10)	
5	applicator_licence_number	The license number of the applicator	The license number of the organization who applied the pesticide.		Alpha-numeric (15)	
6	quantity	The undiluted quantity of pesticide applied	The undiluted quantity of pesticide applied.	M	Numeric (8.2)	0 to 999,999.99
7	unit_of_measure	The unit of measure for the pesticide quantity	The unit of measure for the pesticide quantity that was applied.	M	Numeric (2)	It must match a valid value in the Unit of Measures Table - A1.4
8	applying_organization	The organization who applied the pesticide (company name)	The organization that applied the pesticide (company name).	M	Text (64)	
9	application_reason	The reason for the application	A code that denotes the reason for the application.	M	Numeric (2)	It must match a valid value in the Pesticide Usage Justification Code Table - A11.07
10	comment	A comment associated with the pesticide usage	A comment associated with the pesticide usage.	M	Text (255)	
11	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
12	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.7.6.1 This transaction records each pesticide application performed during the year. It is reported by building.

- 2.7.6.2 The reason for the application must match an existing pesticide justification code.
- 2.7.6.3 A count of all pesticide applications for each building will be performed by the PWGSC application.

2.7.7 RMQ0 - Solid Waste/Recycling - Quantities

Solid Waste/Recycling - Quantities						RMQ0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building from which the recyclable and solid waste material is collected.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year to which the reported waste management collection amounts belong.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	waste_material_code	Waste material type code	A unique code describing the waste program.	TK	Numeric (3)	It must match a valid value in the Material Codes - Waste Material Types Table - A10.03
5	quantities_from_waste_audit	Is the quantity an annualized amount resulting from a waste audit in the fiscal year?	A code value that indicates whether the reported quantity is based on actual haulage records ("no") or on annualized amounts resulting from a waste audit in the fiscal year ("yes").	TK	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
6	quantity	The quantity of recycled/solid waste material collected and/or disposed of in metric tonnes	The quantity of recycled/solid waste material collected and/or disposed of, in metric tonnes, reported from haulage records, or annualized based on a waste audit.	M	Numeric (8.2)	0 to 999,900.00
7	comment	A comment associated with the transaction	A comment associated with the transaction.		Text (255)	
8	tenant_run_program	Tenant run recyclable materials program indicator	A positive/negative indication as to whether or not the recyclable materials program is run by the building's tenant.	M	Numeric (1)	It must match a valid value in the Tenant Run Recyclable Materials Program Indicator Table - A11.08
9	building_occupancy_population	Building Occupancy Population	The occupant population of the building at the time of the audit and/or for that given fiscal year	M	Numeric (8.2)	0 to 999,900.00
10	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
11	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.7.7.1 This transaction reports on the amount of recyclable material collected by type or program and on the amount of solid waste disposed of during the fiscal year. The collection of this information is split into two categories: annual quantities from Haulage Records and annualized quantities from a Facility Waste Audit. The information required for each is:
- i. Annual solid waste/recycling quantities from haulage records are required each year, in metric tonnes for the following waste management material types: waste sent to landfill (code 200); All recycled materials (code 100); and composted materials (160)
 - ii. If a solid waste audit has been conducted for the fiscal year, then annualized quantities, in metric tonnes, are required in addition to the quantities reported from haulage records for the following waste management material types: waste sent to landfill (code 200); paper, including fine paper, newsprint and other paper fibres (code 110); cardboard (code 120); glass (code 130); metal (code 140); plastic (code 150); composted materials (code 160) and all other recycled materials (code 195).
- 2.7.7.2 If a program's quantity is zero and the Tenant Run Program indicator is not defined as “Fully Tenant Run”, a warning message will be generated. The transaction will not be rejected.

2.7.8 RMQ1 – Multi-material Recycling Program

Multi-material Recycling Program						RMQ1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building associated with multi-material recycling program information.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration.	TK	YYYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	mmr_program_implemented	Multi-material recycling (MMR) program implemented?	A code value that indicates if a multi-material recycling (MMR) program has been implemented at the building.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
5	mmr_infrastructure_exists	Multi-material recycling (MMR) infrastructure exists?	A code value that indicates if the building is located in a community where multi-material recycling infrastructure exists.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = no; otherwise the column must be blank
6	mmr_economically_feasible	Is implementing a multi-material recycling (MMR) program at the facility economically feasible?	A code value that indicates if it is economically feasible to implement a multi-material recycling program at the building.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = no; otherwise the column must be blank
7	mmr_containers	Dedicated multi-material collection containers/centres and signage exists on each floor?	A code value that indicates if dedicated multi-material collection containers/centres with legible and easily understandable sorting signage exist within the work area on each floor. The recyclable containers are to consist of more than paper and fibre and are to include materials such as glass, metal and plastics.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank
8	disposal_procedures_available	Employees debriefed and documented disposal procedures are available?	A code value that indicates if new and existing employees are fully briefed and documentation is readily available on correct disposal procedures for up to 18 waste items.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank

Multi-material Recycling Program						RMQ1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
9	contamination_acceptable	Contamination of the recycling streams is less than the recycler's requirements?	A code value that indicates if the contamination of the recycling streams is less than the recycler's requirements.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank
10	staff_instructed	Property management staff instructed on multi-material recycling (MMR) and waste disposal procedures?	A code value that indicates if property management staff, including cleaners, have been fully instructed on the proper sorting and disposal procedures of recyclable and waste materials.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank
11	tenant_queries_resolved	All tenant queries pertaining to non-hazardous solid waste management have been resolved?	A code value that indicates if all tenant queries pertaining to non-hazardous solid waste management have been resolved.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank
12	cost_comparisons	Managers conduct walkthroughs and cost comparisons of other waste diversion programs	A code value that indicates if periodic building walkthroughs have been conducted <u>and</u> regular cost comparisons with other commercial portfolios for solid waste disposal and diversion programs have been undertaken to ensure that incurred costs are reasonable.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank
13	electronic_haulage_records	Haulage records transferred in an electronic format to Property Managers?	A code value that indicates if the weight information normally collected by the waste transportation companies has been electronically transferred to the Property Managers at the end of the fiscal year.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank
14	waste_program_meets_requirements	Waste Program meets regulatory requirements?	A code value that indicates if the waste program meets all regulatory requirements.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 4 response = yes; otherwise the column must be blank
15	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.

Multi-material Recycling Program						RMQ1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
16	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.7.8.1 This transaction reports on multi-material recycling program information for each building.

2.7.9 STR0 - Storage Tank Inspection

Storage Tank Inspection						STR0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building that contains the storage tanks to be inspected.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the date of the storage tank inspection (column 4)
3	equipment_code	The unique identifier of the equipment	A unique identification of the storage tank targeted in the inspection.	TK	Alpha-numeric (11)	It must match an existing equipment code (EIT0 transaction) within the building (column 2)
4	inspection_date	The date of the storage tank inspection	The date of the storage tank inspection.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
5	regulatory_compliance	Regulatory compliance qualifier	A one-character code used to indicate regulatory compliance with current Registration requirements and related Technical Guidelines and Codes of Practice. A "yes" confirms compliance with all required regulations.	M	Numeric (1)	It must match a valid value in the Generic Response Code Table - A1.1
6	service_status	Service status of the storage tank (in use or not)	A coded value used to describe the service status of the storage tank (in use or not).	M	Numeric (1)	It must match a valid value in the Service Status of Storage Tank Table - A11.09
7	operational_status	Operational status of the storage tank	A one-digit code used to describe the operational condition of the storage tank.	M	Numeric (1)	It must match a valid value in the Condition Code Table - A6
8	comment	A comment associated with the storage tank inspection	A comment associated with the storage tank inspection.		Text (255)	
9	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
10	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.7.9.1 This transaction is an inventory of storage tanks and their condition.

- 2.7.9.2 The identifier of the storage tank must match an existing equipment code. In other words, a valid equipment code (EIT0 transaction) must exist as a prerequisite to this transaction.
- 2.7.9.3 Regulatory compliance includes compliance with the current Registration requirements and related Technical Guidelines and Codes of Practice. A “yes” confirms compliance with all required regulations.
- 2.7.9.4 The phase-out of storage tanks is handled through the Proposed Project Equipment Transaction (PPT1) and is not to be included in this transaction.

2.7.10 STR1 - Storage Tank Technical Guidelines Compliance

Storage Tank Technical Guidelines Compliance						STR1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building that contains the storage tanks to be inspected.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3	fiscal_year	PWGSC fiscal year	The PWGSC fiscal year under consideration.	TK	YYYYYYYY	The fiscal year must be greater than or equal to 20130401
4	equipment_code	The unique identifier of the equipment	A unique identification of the storage tank targeted in the inspection.	TK	Alpha-numeric (11)	It must match an existing equipment code (EIT0 transaction)
5	deficiency_area	Storage tank technical guideline deficiency area	A coded value that identifies the area in which the storage tank is NOT in compliance with Technical Guidelines.	TK	Numeric (1)	It must match a valid value in the Storage Tank Technical Guideline Deficiency Area Code Table - A11.10
6	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
7	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.7.10.1 This transaction reports on all of the areas that a storage tank is not in compliance with Technical Guidelines.
- 2.7.10.2 The identifier of the storage tank must match an existing equipment code. In other words, a valid equipment code (EIT0 transaction) must exist as a prerequisite to this transaction.
- 2.7.10.3 A separate record must be submitted for each area that the storage tank under consideration is NOT in compliance with Technical Guidelines.

2.7.11 WTR0- Wastewater System Details

Wastewater System Details						WTR0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1.	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2.	Building_Code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building associated with the environmental information.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3.	sewer_connection	Sewer Connection	A code value that indicates if the building is connected to municipal sewers. Is the building connected to municipal sewers?	M	Numeric (1)	It must match a valid code in the Sewer Connection Type Code Table - A3.2
4.	municipal_sewer_connection_type	If building connected to municipal sewer, specify whether combined or separate storm and sanitary sewer connections.	A textual specification of the municipal sewer connection (combined or separate sewers).		Text (64)	Mandatory if column 3 response = yes
5.	wastewater_system_type	If building is not connected to municipal sewer, specify type of wastewater system?	A textual description of the wastewater system, which is defined as any work or undertaking used for the collection and deposit of wastewater, whether or not the wastewater is treated.		Text (64)	Mandatory if column 3 response = no
6.	wastewater_system_discharge	Does the wastewater system discharge directly or eventually to surface water?	A code value that indicates if the wastewater system discharges directly or eventually to surface water such as a stream, creek, lake, river or ocean.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 5 response = no
7.	wastewater_system_design_capacity_availability	Is the wastewater system design capacity available?	A code value that indicates if the design capacity of the wastewater system is available from sources such as design specifications, as-built drawings or provincial permits/approvals for sewage works.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if column 5 response = yes

Wastewater System Details						WTR0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
8.	wastewater_system_design_capacity	Specify wastewater system design capacity (m3/day).	A numerical value that specifies the wastewater system design capacity (daily volume of influent that the wastewater system is designed to collect) in cubic metres per day.		Numeric (6)	0 to 999,999 Mandatory if column 7 response = yes
9.	wastewater_system_average_daily_volume	If the design capacity is not available, specify the average daily volume of influent collected by the wastewater system (m3/day).	A numerical value that specifies the average daily volume of influent collected by the wastewater system (estimated value or actual data) in cubic metres per day.		Numeric (6)	0 to 999,999 Mandatory if column 7 response = no
10.	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
11.	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.7.11.1 This transaction reports on key waste water information associated with a building for each quarter.

2.8 Transaction Descriptions and Business Rules - Utility Consumption and Electrical Demand

This section contains specifications and business rules for the utility consumption and electrical demand transaction required to support the preparation of the submission. The layout of the transaction is presented in a table with its corresponding business rules.

2.8.1 UCT0 - Utility Consumption and Electrical Demand Transaction

Utility Consumption and Electrical Demand Transaction						UCT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building in which the utility is consumed.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the start date (column 6) and end date (column 5) of the meter reading
3	utility_type	Utility type	The type of utility (for example, steam, water, electricity, fuel, etc.) used to describe sources of energy or fuel for machinery and equipment.	TK	Numeric (3)	It must match a valid value in the Material Codes - Utility Types Table - A10.02
4	utility_reference_number	The Contractor's reference number for the utility meter or account	The unique and static reference number for the meter or account for the utility, as assigned by the RP Service Provider .	TK	Alpha-numeric (6)	
5	end_date	The meter reading end date	The end date, current meter reading date or current delivery date at which this resource is used.	TK	YYYYMMDD	Date format validation
6	start_date	The meter reading start date	The start date, previous meter reading date or previous delivery date at which this resource is used.	M	YYYYMMDD	Date format validation where the date must be before or equal to the meter reading end date (column 5)
7	actual_meter_reading	Is this an actual meter reading?	A code value that indicates whether the reported information is an actual or an estimated meter reading.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
8	utility_supplier	Organization supplying the utility	The name of the organization that supplies the utility.	M	Text (64)	
9	supplier_account_number	Utility supplier's account number	The invoicing account number provided by the utility supplier.	M	Alpha-numeric (32)	The account number cannot be in scientific format

Utility Consumption and Electrical Demand Transaction						UCT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	quantity	The amount of the utility consumed	The amount of the utility consumed. The quantities reported must be calculated in standard units of measure as listed in Annex A10.02 (KwH, M ³ , litre, or GJ).	M	Numeric (9)	No validation, however it is expected that the quantities reported will be calculated in standard units of measure as listed in Material Codes - Utility Types Table - A10.02 (KwH, M ³ , litre, or GJ)
11	unit_of_measure	The unit of measure for the utility consumption	The unit of measure for the reported utility consumption.	M	Numeric (2)	It must match a valid value in the Unit of Measures Table - A1.4
12	electrical_demand	The electrical power demand from the facility at the time of measurement	The amount of electrical power demand from the facility at the time of measurement. The demand of electricity must be reported in Kilowatts.		Numeric (5)	Mandatory if utility type (column 3) is electricity; otherwise it must be blank. A zero is a valid value when the column is mandatory.
13	utility_cost	The cost for the utility consumption, before all sales taxes and adjustments	The cost for the utility consumption, before all sales taxes (GST, PST, HST) and adjustments.	M	Numeric (10.2)	0 to 99,999,999.99
14	adjustments	Consumption cost adjustments, before all sales taxes	The total of all adjustments that affect the utility consumption cost, before all sales taxes.	M	Numeric ±(10.2)	±99,999,999.99
15	total_pst_qst	Total PST/QST	The total provincial sales taxes applied to the utility invoice.	M	Numeric ±(10.2)	±99,999,999.99
16	total_hst	Total HST	The total harmonized sales taxes applied to the utility invoice.	M	Numeric ±(10.2)	±99,999,999.99
17	total_gst	Total GST	The total goods and services tax applied to the utility invoice.	M	Numeric ±(10.2)	±99,999,999.99
18	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
19	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.8.1.1 This transaction reports on consumption by utility and on electrical demand.

2.8.1.2 The utility class code must exist in the Material Codes – Utility Types Table - A10.02.

2.8.1.3 The quantities reported must be calculated in standard units of measure as listed in Table A10.02, for example: electricity in Kw/H; natural gas in cubic metres; fuel, diesel and propane in litres; water in cubic metres; steam and chilled water in GigaJoules.

- 2.8.1.4 Electricity demand must be reported in Kilowatts.
- 2.8.1.5 Adjustments will include all items that affect the cost of consumption for the utility, for example, meter reading corrections, pricing corrections, and legislated changes such as provincial rebates. It does not include such things as account set-up fee, monthly rental charges, late fees, reversed late fees, fee for consumption reports, and monthly communication fee for remote monitoring. These items will be reflected in the Operations and Maintenance expenses against the appropriate financial qualifier.

2.9 Transaction Descriptions and Business Rules - Critical Incidents

This section contains specifications and business rules for each of the critical incidents transactions required to support the preparation of the submission. The layout of each transaction is presented in a table with its corresponding business rules.

2.9.1 CET0 - Critical Incident Transaction

Critical Incident Transaction						CET0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building involved with the critical incident.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the date that the incident occurred (column 7)
3	critical_incident_number	RP Service Provider 's critical incident number	The unique number that identifies the critical incident, as assigned by the RP Service Provider . The number must be unique throughout the life of the Contractor's contract.	TK	Numeric (10)	The number must be unique throughout the life of the RP Service Provider 's contract
4	reporting_organization	Organization reporting the critical incident	The name of the organization reporting the critical incident.		Text (64)	
5	incident_reporting_date	Date that the critical incident was reported	The date when the critical incident was reported.	M	YYYYMMDD	Date format validation where the date must be greater than 20130715
6	incident_reporting_time	Time that the critical incident was reported (hour and minute)	The time when the critical incident was reported.		Numeric (4) hhmm	hhmm validation where the hour (hh) must be between 00 and 23, and the minute (mm) must be between 00 and 59
7	incident_date	Date that the critical incident occurred	The date that the critical incident occurred.	M	YYYYMMDD	Date format validation where the date must be between 20050401 and 20150331
8	incident_time	Time that the critical incident occurred	The time that the critical incident occurred.		Numeric (4) hhmm	hhmm validation where the hour (hh) must be between 00 and 23, and the minute (mm) must be between 00 and 59.
9	incident_duration	Duration of the critical incident	The length of time the critical incident lasted.	M	Numeric (8) MMDDhhmm	MMDDhhmm validation where the calendar month (MM) must be between 01 - 12; the calendar day (DD) must be between 01 - 31; the hours (hh) must be between 00 - 23; and the minutes (mm) must be between 00 - 59

Critical Incident Transaction						CET0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	incident_description	Critical incident description	Detailed text describing the nature of the critical incident.	M	Text (4000)	
11	cause_description	A description of what caused the critical incident	Text describing the cause of the critical incident.	M	Text (255)	
12	incident_category_code	Critical incident category code	A one-digit code designating the type of incident.	M	Numeric (1)	It must match a valid value in the Category of Incident Code Table - A13.01
13	authorities_notified	If the incident is either a spill or a release, were all appropriate authorities notified and reporting requirements completed?	An indication whether or not all appropriate authorities were notified and reporting requirements completed, if the incident is either a spill or a release of a hazardous substance.		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if the "category of incident" (column 12) per Table A13.01 is "spill" or "release"
14	incident_location	A description of the space affected (for example, room number, floor number)	A description of the space affected (for example, room number, floor number).	M	Text (255)	
15	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
16	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.9.1.1 This transaction and the related indices for affected equipment, effect of the incident and corrective action(s) taken, will be used for all incidents that are to be reported for:

- a. Equipment/System Failure
- b. Refrigerant releases
- c. Halon releases
- d. Other environmental releases and critical incidents

2.9.1.2 In some cases, the corrective action will result in a project and will go through the normal procedures and reporting for projects.

- 2.9.1.3 A valid critical incident number (CET0 transaction) must exist as a pre-requisite for the following transactions: Critical Incident Equipment (CET1); Critical Incident Effect (CET2) and Critical Incident Corrective Action (CET3)

2.9.2 CET1 - Critical Incident Equipment

Critical Incident Equipment						CET1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building that contains the failed equipment.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 The unique combination of building code and critical incident number must exist (CET0 transaction)
3	critical_incident_number	RP Service Provider 's critical incident number	The unique number that identifies the critical incident, as assigned by the RP Service Provider .	TK	Numeric (10)	It must match an existing critical incident number (CET0 transaction)
4	equipment_code	Equipment code for the equipment that is the focus of the incident	A numeric code uniquely identifying the specified equipment. It is created using a combination of the system code plus the equipment code and a unique identifier.	TK	Alpha-numeric (11)	It must match an existing equipment code (EIT0 transaction) within the building (column 2)
5	restriction_description	A restriction/qualification applicable to the equipment for a specific incident	Brief text describing a restriction or qualification applicable to the equipment for the incident under consideration.		Text (64)	
6	equipment_priority	The importance of the equipment in the view of the initiating organization	A one-digit code used to identify the importance of the equipment in the critical incident.		Numeric (1)	It must match a valid value in the Priority Code Table - A1.3
7	equipment_failure_description	Equipment failure description	Text describing the equipment failure.	M	Text (255)	
8	post_failure_equipment_status	Equipment operational status after the failure, expressed as a percent	A numeric value, expressed in percentage, assigned to the affected equipment to designate its operational status after the failure.	M	Numeric (3)	Valid values are 0 – 100
9	environmental_contents	The unique identifier of the hazardous material or utility released in the incident (if any)	A unique code identifying the hazardous material or utility that was released during the critical incident (if any).		Numeric (3)	It must match a valid value in the Material Code Table - A10.01 or A10.02
10	quantity_released	Quantity of the hazardous material or utility released in the incident	The amount of the hazardous material or utility released in the critical incident (if any).		Numeric (6)	

Critical Incident Equipment						CET1
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
11	unit_of_measure	Unit of measure used in reporting the quantity of the hazardous material or utility released	Unit of measure used in reporting the quantity of the hazardous material or utility released.		Numeric (2)	It must match a valid value in the Unit of Measures Table - A1.4 Mandatory if a quantity of hazardous material or utility was released (that is, if column #10 is greater than 0)
12	PCB_concentration	PCB Concentration	The concentration, in ppm, of the PCB contaminated mineral oil or askarel contained in the equipment, based on dielectric test result records.		Numeric (7.2)	0 to 99,999.99 Mandatory if the environmental substance held by the equipment (column 9) is "PCB liquid"
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
14	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.9.2.1 This transaction reports on one or more unique pieces of equipment that are the focus of a critical incident.
- 2.9.2.2 The unique identifier of the critical incident must exist. In other words, a valid critical incident record (CET0) must exist as a prerequisite for this transaction.
- 2.9.2.3 The unique identifier of the equipment must match an existing equipment code. In other words, a valid equipment code (EIT0 transaction) must exist as a prerequisite to this transaction.
- 2.9.2.4 If the equipment contains a hazardous material or utility the quantity of hazardous material or utility released is mandatory. The value may be zero.

2.9.3 CET2 - Critical Incident Effect

Critical Incident Effect						CET2
No	XML Tag Name	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building affected by the critical incident.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 The unique combination of building code and critical incident number must exist (CET0 transaction)
3	critical_incident_number	RP Service Provider 's critical incident number	The unique number that identifies the critical incident, as assigned by the Contractor.	TK	Numeric (10)	It must match an existing critical incident number (CET0 transaction)
4	effect_number	Effect number	The unique identifier for the effect of the critical incident, as assigned by the Contractor.	TK	Numeric (3)	
5	impact_area	Impact area	The area of impact for the critical incident.	M	Numeric (1)	It must match a valid value in the Critical Incident Impact Table - A13.03
6	effect_description	Failure/incident effect description	Text describing the effect of the critical incident.	M	Text (255)	
7	object_category_description	The category of objects or items affected by the incident	Text describing the type of objects or items affected by the critical incident.		Text (255)	
8	effect_reporting_date	The date the effect was reported	The date the effect was reported.	M	YYYYMMDD	Date format validation where the date must be greater than 20130715
9	effect_reporting_time	The time the effect was reported	The time the effect was reported, in hours and minutes.		Numeric (4) hhmm	hhmm validation where the hour (hh) must be between 00 and 23, and the minute (mm) must be between 00 and 59
10	effect_date	Effect effective date (the date the effect occurred)	The actual date the effect occurred.	M	YYYYMMDD	Date format validation where the date must be greater than 20130715
11	effect_time	Effect effective time (the time the effect occurred)	The actual time the effect occurred, in hours and minutes.		Numeric (4) hhmm	hhmm validation where the hour (hh) must be between 00 and 23, and the minute (mm) must be between 00 and 59
12	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.

Critical Incident Effect						CET2
No	XML Tag Name	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
13	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.9.3.1 This transaction reports the effect of the critical incident. It is mandatory for all critical incidents.
- 2.9.3.2 The unique identifier of the critical incident must exist. In other words, a valid critical incident record (CET0) must exist as a prerequisite for this transaction.
- 2.9.3.3 Multiple effects may be reported by submitting separate records. Each record will be assigned a unique sequence number by the Contractor.

2.9.4 CET3 - Critical Incident Corrective Action

Critical Incident Corrective Action						CET3
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building where the critical incident occurred and corrective action was taken.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 The unique combination of building code and critical incident number must exist (CET0 transaction)
3	critical_incident_number	RP Service Provider 's critical incident number	The unique number which identifies the critical incident, as assigned by the Contractor.	TK	Numeric (10)	It must match an existing critical incident number (CET0 transaction)
4	corrective_action_number	Corrective action number	A unique sequence number that identifies the corrective action taken to remedy the critical incident.	TK	Numeric (3)	
5	corrective_action_type	Type of corrective action taken	A coded value indicating whether the corrective action taken is the initial or immediate action or additional follow-up/remediation action.	M	Numeric (1)	It must match a valid value in the Corrective Action Type Table - A13.02
6	project_number	The project number associated with the corrective action (if any)	A unique number identifying the project, as assigned by the Contractor. It is associated with the corrective action (if any).		Alpha-numeric (10)	It must match an existing project number for the fiscal year under consideration (PPT0 transaction)
7	fiscal_year	PWGSC fiscal year for the project	The PWGSC fiscal year under consideration and to which the project belongs.		YYYYYYYY	The fiscal year must be greater than or equal to 20130401 Mandatory if a project number associated with the corrective action (column 6) exists since this is part of the project unique identification (PPT0 transaction)
8	corrective_planned_start_date	Corrective action planned start date	The planned start date of the corrective action.	M	YYYYMMDD	Date format validation where the date must be greater than 20130715
9	corrective_planned_end_date	Corrective action planned end date (resumption date)	The planned end date of the corrective action (resumption date).	M	YYYYMMDD	20130401Date format validation where the date must be greater than 20130715Date format validation where the date must be greater than 20130715and not before the planned start date (column 8)
10	corrective_action_description	Corrective action description	Text describing the corrective action taken.	M	Text (255)	

Critical Incident Corrective Action						CET3
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
11	corrective_action_frequency	The frequency of the planned corrective action	Text describing the frequency of the planned corrective action.	M	Text (64)	
12	corrective_estimated_cost	Corrective action estimated cost	The estimated cost to perform/implement the corrective action.	M	Numeric (10.2)	0 to 99,999,999.99
13	corrective_actual_start_date	The actual start date of the corrective action	The actual start date of the corrective action.		YYYYMMDD	20130401Date format validation where the date must be greater than 20130715Date format validation where the date must be greater than 20130715and cannot be later than the current system date
14	corrective_actual_end_date	The actual end date of the corrective action	The actual end date of the corrective action.		YYYYMMDD	Date format validation where the date must be greater than 20130715Date format validation where the date must be greater than 20130715and not before the actual start date (column 13)
15	corrective_action_duration	Actual duration for the corrective action (in days/fraction of a day)	The actual duration for the corrective action (in days/fraction of a day)		Numeric (5.2)	0 to 999.99
16	corrective_completion_status_code	Completion status code		M	Numeric (1)	It must match a valid value in the Project Completion/Corrective Action Status Code Table - A14.11
17	corrective_completion_comment	Comment associated with the completion status	A description or comment associated with the reported completion status of the corrective action.		Text (255)	
18	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
19	add_change_delete_indicator	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.9.4.1 This transaction reports on the corrective action(s) taken to correct the critical incident.

2.9.4.2 The unique identifier of the critical incident must exist. In other words, a valid critical incident record (CET0) must exist as a prerequisite for this transaction.

- 2.9.4.3 When the corrective action is cross-referenced to a planned project, then a valid project number (PPT0 transaction) must exist as a prerequisite for this transaction.
- 2.9.4.4 It is possible that a corrective action will result in a project (PPT0 transaction). In that case, the completion status will be reported in both this CET3 transaction and in the Project Completion Status (PCS0) transaction.

2.9.5 CET4 - Regulatory Violation or Warning Letter Transaction

Regulatory Violation or Warning Letter Transaction						CET4
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building affected by the regulatory violation or warning letter.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the date of the warning letter (column 4) The unique combination of building code and critical incident number must exist (CETO transaction)
3	warning_letter_number	Regulatory violation or warning letter number	The unique number that identifies the warning letter, as assigned by the RP Service Provider .	TK	Alpha-numeric (10)	
4	warning_letter_date	Date of the warning letter	The date of the warning letter.	TK	YYYYMMDD	20130401Date format validation where the date must be greater than 20130715Date format validation where the date must be greater than 20130715and cannot be later than the current system date
5	affected_aspect	Aspect affected by the warning letter	A code value that indicates the environmental aspect affected by the warning letter.	M	Numeric (1)	It must match a valid value in the Aspect Code Table – A13.04
6	violation_or_warning_type	Nature of the regulatory violation or warning letter	A code value that indicates the nature of the regulatory violation or warning letter.	M	Numeric (2)	It must match a valid value in the Regulatory Violation or Warning Letter Type Table – A13.05
7	warning_description	Description of the nature of the regulatory violation or warning letter	A textual description of the nature of the regulatory violation or warning letter.	M	Text (255)	
8	authorities_notified_report_s_completed	Were all appropriate authorities notified and reporting requirements completed?	A code value that indicates whether or not all appropriate authorities were notified and all reporting requirements were completed.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no
9	response_description	Description of the action taken to respond to the regulatory violation or warning letter	A textual description of the action taken to respond to the regulatory violation or warning letter, including the date of response to PWGSC.	M	Text (255)	

Regulatory Violation or Warning Letter Transaction						CET4
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
11	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.9.5.1 This transaction reports on the receipt of regulatory violation letters or warning letters and the action taken to respond to the identified issue(s).

2.10 Transaction Descriptions and Business Rules - Inventories

This section contains specifications and business rules for each of the inventory transactions required to support the preparation of the submission. The layout of each transaction is presented in a table with its corresponding business rules.

2.10.1 EIT0 - Equipment Identification Transaction

Equipment Identification Transaction						EIT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building that contains the equipment.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the acquisition status date (column 10) and disposition status date (column 12)
3	equipment_code	Equipment code	A numeric code uniquely identifying the specified equipment, as noted on the assigned asset tag.	TK	Alpha-numeric (11)	The value must be at least 7 characters
4	equipment_system_code	Equipment system code	The code value that identifies a grouping of equipment types into a general building component or function.	M	Numeric (2)	It must match a valid value in the System Code Table - A7.1
5	equipment_type_code	Equipment type code	The code value that identifies the standard classification of pieces of equipment that belong to the building's equipment systems.	M	Numeric (3)	It must match a valid value in the Equipment Type Code Table - A7.2
6	equipment_type_category_code	Equipment type category code	The code value that identifies a grouping of government furnished equipment.		Numeric (3)	It must match a valid value in the Equipment Type Category Table - A7.3 Mandatory if equipment type (column 5) is 992 or 993
7	english_description	Equipment English description	The English name or narrative describing the specific piece of equipment.	M	Text (64)	
8	french_description	Equipment French description	The French name or narrative describing the specific piece of equipment.	M	Text (64)	
9	acquisition_status	Acquisition status	A code value that indicates whether the equipment existed at the start of the RP Contractor was acquired during the Contract.	M	Numeric (1)	It must match a valid value in the Acquisition Status Code Table - A7.5

Equipment Identification Transaction						EIT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
10	acquisition_status_date	Acquisition status date	The date when the specified piece of equipment was purchased. It may also represent the start date of the RP Contract for items that existed at the start of the Contract, or if known, the original purchase date of the equipment.	M	YYYYMMDD	Date format validation If acquisition status (column 9) is 2 = "acquired during the contract" then the date must be between 20050401 and 20150331
11	disposition_status	Disposition status	A code value that indicates the method or reason for disposal during the Contract.		Numeric (1)	It must match a valid value in the Disposition Status Code Table – A7.6
12	disposition_status_date	Disposition status date	The date associated with the method or reason for disposal during the Contract.		YYYYMMDD	Date format validation where the date must be greater than 20130715 Mandatory if disposition status (column 11) has a valid value
13	equipment_code_cross_reference	Cross-reference to previous equipment code, if a replacement equipment	The numeric code uniquely identifying the equipment that was replaced within the same building, as noted on the assigned asset tag.		Alpha-numeric (11)	It must match an existing equipment code (EIT0 transaction) within the building (column 2)
14	location	Equipment location	A brief description or unique alphanumeric value indicating the physical location within the building of the equipment under normal circumstances.	M	Alpha-numeric (35)	No validation, however, the convention is that the first two characters identify the floor, the next four characters identify the room number and the last two characters identify the section/wing. Additional description may also be added.
15	storage_tank_location_code	An indicator of the general location of a storage tank	A code identifying the general location of a storage tank.		Numeric (1)	It must match a valid value in the Storage Tank Location Code Table - A8 Mandatory if equipment type (column 5) is 480, 481, 482, 483, or 484
16	original_purchase_price	Equipment original purchase price, before taxes	Monetary value in CDN\$ corresponding to the original landed purchase price of the equipment, before taxes, but including customs, duty and shipping.		Numeric (10.2)	0 to 99,999,999.00 Mandatory if acquisition status (column 9) is 2 = "acquired during the contract"
17	total_pst_qst_hst	Total PST, QST or HST on the equipment original purchase price	Monetary value in CDN\$ corresponding to the provincial sales taxes on the original purchase price of the equipment.		Numeric (10.2)	0 to 99,999,999.00 Mandatory if acquisition status (column 9) is 2 = "acquired during the contract"
18	total_gst	Total GST on the equipment original purchase price	Monetary value in CDN\$ corresponding to the GST on the original purchase price of the equipment.		Numeric (10.2)	0 to 99,999,999.00 Mandatory if acquisition status (column 9) is 2 = "acquired during the contract"
19	vendor_name	Vendor name	The name of the vendor from which the equipment was purchased.		Text (255)	Mandatory if acquisition status (column 9) is 2 = "acquired during the contract"

Equipment Identification Transaction						EIT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
20	manufacturer_name	Manufacturer name	The name of the manufacturer of the equipment.		Text (255)	Mandatory if acquisition status (column 9) is 2 = "acquired during the contract"
21	model_number	Equipment model number	The model number for the specified piece of equipment, as placed by the manufacturer.		Text (255)	Mandatory if acquisition status (column 9) is 2 = "acquired during the contract"
22	serial_number	Equipment serial number	The serial number for the specified piece of equipment, as placed by the manufacturer.		Text (255)	Mandatory if acquisition status (column 9) is 2 = "acquired during the contract"
23	estimated_service_life	Equipment estimated service life (in years)	The estimated number of years the specified piece of equipment is expected to remain in service, from the date of installation, for example, 15.0 years.	M	Numeric (3.1)	0 to 99.9
24	installation_date	Equipment installation date	The date when the specified piece of equipment was installed in its present location.		YYYYMMDD	Date format validation
25	certification_expiry_date	Equipment certification expiry date	The date when the specified equipment's certification is due to expire.		YYYYMMDD	Date format validation
26	warranty_expiry_date	Equipment warranty expiry date	The date when the specified equipment's warranty is due to expire, as ordered by the manufacturer or installer.		YYYYMMDD	Date format validation
27	service_removal_date	Date the equipment was removed from service	The date when the specified piece of equipment was removed from service.		YYYYMMDD	Date format validation
28	planned_decommissioned_date	Planned decommissioned date	The date when the specified piece of equipment is planned for decommissioning (that is, drained of all hazardous materials, sealed; packaged and properly stored in preparation for disposal).		YYYYMMDD	Date format validation
29	actual_decommissioned_date	Date the equipment was decommissioned	The date when the specified piece of equipment was decommissioned (that is, drained of all hazardous materials, sealed; packaged and properly stored in preparation for disposal).		YYYYMMDD	Date format validation, where the date cannot be less than the date the equipment was removed from service (column 27)
30	regulated_equipment	Is the equipment regulated?	An indication if the piece of equipment is subject to government regulations, special inspections or is of interest with respect to environmental activities.	M	Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no If yes, additional information is required, below

Equipment Identification Transaction						EIT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
31	rated_capacity	The rated storage capacity of the equipment (if any). For example, the capacity of storage tank; amount of refrigerant held; quantity of PCB dielectric contained within the transformer as indicated on the equipment nameplate, etc.	A value corresponding to the amount of capacity of the equipment when the equipment contains hazardous materials, such as liquids, gases or solids.		Numeric (6)	
32	unit_of_measure	The unit of measure used when stating the rated storage capacity of the equipment	The unit of measure used when stating the rated storage capacity of the specified piece of equipment, for example, litres, kilograms, etc.		Numeric (2)	It must match a valid value in the Unit of Measures Table - A1.4 Mandatory if the rated capacity (column #31) is greater than 0
33	environmental_contents	The environmental substance held by the equipment (if any)	A code identifying the environmental substance (hazardous material) held by the specified piece of equipment.		Numeric (3)	It must match a valid value in the Material Code Table - A10.01 or A10.02
34	transformer_tested_for_pcb	Has the transformer been tested for PCB?	A code value that indicates whether or not the transformer was tested for the presence of PCB		Numeric (1)	It must match one of the following values in the Generic Response Code Table - A1.1: yes, no Mandatory if the equipment type (column 5) is Transformer
35	reason_transformer_not_tested_for_pcb	Why was the transformer not tested for PCB?	A comment indicating the reasons for not testing the transformer for the presence of PCB.		Text (255)	Mandatory if response to column 34 = no
36	PCB_concentration	PCB concentration	The concentration, in ppm, of the PCB contaminated mineral oil or askarel contained in the equipment, based on dielectric test result records.		Numeric (8.2)	0 to 999,999.99 Mandatory if the environmental substance held by the equipment (column 33) is "PCB liquid" and if response to column 34 = yes
37	dielectric_test_date	Dielectric test date	The date of the dielectric test on the transformer.		YYYYMMDD	Mandatory if response to column 34 = yes
38	transformer_vault_number	Transformer Vault number	The alphanumeric identification of the vault containing the transformer.		Alphanumeric (11)	
39	ec_registration_number	Environment Canada Registration number	The Environment Canada Registration number for the transformer.		Alphanumeric (8)	Mandatory if the equipment type (column 5) is Transformer

Equipment Identification Transaction						EIT0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
40	ownership	Ownership of the equipment	A code identifying the role of the owner of the equipment when the equipment is a Transformer or it contains either PCB or Halocarbons.		Numeric (3)	Mandatory if the equipment type (column 5) is Transformer OR if the environmental substance held by the equipment (column 33) has a material type of "PCB" or "HAL". It must match one of the following values in the Organization Role Code Table - A2.1: 101 = Third party contractor or supplier (that is, Hydro); 110 = Tenant or Lessee; 112 = Landlord; or 200 = Real Property-PWGSC.
41	rated_cooling_capacity	Rated cooling capacity of the equipment (if any)	A value corresponding to the rated cooling capacity of the equipment, which is the amount of heat that the equipment can remove at full capacity. It is to be reported in American tons.		Numeric (5.1)	0 to 9,999.9 Mandatory if the equipment contains halocarbons (column 33) and has an equipment type (column 5) of 20, 25, 30, 100, 105, 110; or if the rated cooling capacity is greater than 5 tons.
42	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
43	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

- 2.10.1.1 This transaction records individual instances of equipment that are defined as:
- a. Assets with an environmental concern, including but not limited to, all chillers; halon systems; transformers and storage tanks;
 - b. Controllable assets;
 - c. Office furnishings; and
 - d. Shop tools and maintenance equipment.
- 2.10.1.2 A valid equipment code (EIT0 transaction) must exist as a prerequisite for the following transactions: Proposed Project Equipment (PPT1); Critical Incident Equipment (CET1); Storage Tank Inspection (STR0); Storage Tank Technical Guidelines Compliance (STR1); and PCB Removal (PCR0).

2.10.2 GFE2 - GFE Inventory by Item

GFE Inventory by Item						GFE2
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building that contains the equipment.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the date of the inventory count (column 4)
3	GFE_equipment_code	Equipment code	A numeric code uniquely identifying the specified equipment.	TK	Alpha-numeric (11)	The value must be at least 7 characters
4	inventory_count_date	The date of the actual inventory count	The date of the actual inventory count.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
5	description	Equipment description	The name or narrative describing the specific piece of equipment, in either English or French.	M	Text (255)	
6	model_number	Equipment model number	The model number for the specified piece of equipment, as placed by the manufacturer.		Text (255)	
7	serial_number	Equipment serial number	The serial number for the specified piece of equipment, as placed by the manufacturer.		Text (255)	
8	comment	Inventory item count status comment	A comment related to the inventory item and/or its status during the physical inventory count.		Text (255)	
9	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
10	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.10.2.1 This transaction records the physical count of individually identified items for:

- a. Controllable assets
- b. Office furnishings
- c. Shop tools and maintenance equipment

2.10.3 PLI0 - Plant Life Inventory

Plant Life Inventory						PLI0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building code	The unique combination of Region plus FIS cost centre number that identifies the building that contains the plant life.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 for the date of the inventory count (column 3)
3	effective_date	The effective date of the inventory count	The date of the actual inventory count.	TK	YYYYMMDD	Date format validation where the date must be greater than 20130715
4	plant_number	The unique identifier of the plant	The unique plant number as assigned by PWGSC, corresponding to an inventory number affixed to the plant or pot.	TK	Alpha-numeric (11)	
5	plant_name	The common name of the plant (English or French)	The name by which the plant is commonly known, in English or French.	M	Text (64)	
6	plant_type	Type of plant	A code identifying the general type of plant, for example, floor plant, hanging plant, or quarter pot.	M	Numeric (2)	It must match a valid value in the General Plant Type Table - A7.4
7	plant_location	The floor and/or location in the building where the plant is located	A description indicating the physical location of the plant under normal circumstances.	M	Text (64)	No validation, however, the convention is that the first two characters identify the floor, the next four characters identify the room number and the next two characters identify the section/wing
8	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
13	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
9	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.10.3.1 This transaction records the inventory of plant life associated with each building.

2.10.3.2 Each plant is uniquely identified and has a description of its physical location (zone or area and floor).

2.10.4 CPIO – Cultural Property Inventory

Cultural Property Inventory						CPIO
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1.	transaction_date	Transaction date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2.	building_code	Building Cost Centre	The FIS cost centre which identifies the building where the work is located or nearby.	TK	Numeric (7)	It must match a valid building code in the Building Code Table - A3.2 within the fiscal year (column 3)
3.	file_number	File Number	The file number that distinguishes the work and its related information from other works in the inventory.	TK	Alphanumeric (50)	Conforms to specified format.
4.	title_of_work	Title of Work	The title as designated by the artist, otherwise "Untitled" is to be used.	M	Alphanumeric (255)	Conforms to specified format.
5.	location	Location	The specific location in or near the building where the work is located.	M	Alphanumeric(255)	Conforms to specified format.
6.	dimensions	Dimensions	The size dimensions of the work	M	Text(255)	Conforms to specified format.
7.	weight	weight	The weight of the work in kilograms.	M	Numeric (6.2)	Conforms to specified format.
8.	colour	colour	A description of the colour(s) of the work.	M	Text(255)	Conforms to specified format.
9.	general_description	General Description	A general description to identify the work.	M	Text(255)	Conforms to specified format.
10.	classification	Classification	The type of art work is to be described as one of three categories: Work of Art, Heritage Artefact, or Archaeological Artefact. A further subcategory is to be identified (for Work of Art only): mural, painting, sculpture, tapestry, wall hanging.	M	Alphanumeric (255)	Conforms to specified format.
11.	artist_name	Artist Name	The name of the artist for the work. The last name is to be followed by the first name, for example: Smith, John	M	Alphanumeric (50)	Conforms to specified format.

Cultural Property Inventory						CPI0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
12.	artist_information	Artist Information	The artist's date of birth, date of death if applicable, and information about their career, accomplishments, influences, and galleries associated with the artist.	M	Text (255)	Conforms to specified format.
13.	artist_location	Artist Location	The last known location of the artist. (City, Province, and/or Country)	M	Alphanumeric (255)	Conforms to specified format.
14.	acquisition_date	Acquisition Date	The date the work was acquired by the Government of Canada. The date of the signed purchase agreement between the artist/vendor and the Government of Canada.	M	YYYYMMDD	Conforms to specified format.
15.	original_price	Original Price	The price of the work on the acquisition date.	M	numeric(10,2)	Conforms to specified format.
16.	latest_valuation	Latest Valuation	The year of the latest valuation of the work		YYYY	Conforms to specified format.
17.	valuation_source	Valuation Source	The source or authority which provided the latest value of the work.		Text (255)	Conforms to specified format.
18.	current_value	Current Value	The latest valuation of the work in Canadian dollars	M	numeric(10,2)	Conforms to specified format.
19.	security	Security	A description of the security provided for the work, accessibility to the work, potential security risks, additional security measures taken for the work, including if security/commissionaires are nearby, and if they have knowledge of the work.	M	Text (255)	Conforms to specified format.
20.	repairs_conservation	Repairs/Conservation	A description of required repairs, conservation, and/or future maintenance, also include a quote for the above. Information on previous repair/conservation work, when it was completed, and at what cost.	M	Text (255)	Conforms to specified format.
21.	condition	Condition	A description of the condition of the work at the time it was examined, including a description of any deterioration.	M	Text (255)	2.10.2 Conforms to specified format.
22.	notes	Notes	Any other pertinent information relating to the work including references to other inventory works by the same artist.	M	Text (255)	Conforms to specified format.

Cultural Property Inventory						CPI0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
23.	recommendation	Recommendation	Recommended action to be taken for maintenance, relocation, or removal.	M	Text (255)	Conforms to specified format.
24.	examined_by	Examined By	The name of the person who examined the work. The last name is to be followed by the first name, for example: Smith, John	M	Alphanumeric (50)	Conforms to specified format.
25.	examined_date	Examined Date	The date the last examination was completed.	M	YYYYMMDD	Conforms to specified format.
26.	disposal_date	Disposal Date	The date ownership transferred or date destroyed		YYYYMMDD	Conforms to specified format.
27.	disposal_reason	Disposal Reason	The reason the cultural property was disposed		Numeric(3)	Lookup on new code table Disposal Reason. Mandatory if disposal_date(28) is not blank
28.	ownership_transferred_to	Ownership Transferred To	N/A or name of new owner		Text(255)	Conforms to specified format. Mandatory if disposal_reason (29) is sold or donated.
29.	disposal_comment	Disposal Comment	Description of pertinent information related to the disposal		Text(512)	Conforms to specified format. Mandatory if disposal_date (28) is not blank
30.	Artist_heir_successor_contacted	Artist, Heir, or Successor Contacted	Explanation of whether or not these were contacted and if not, why		Text(255)	Conforms to specified format.
31.	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
32.	add_change_delete_indicator	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.10.5 CPI – Cultural Property Inventory Photographs

At least one photograph is to be provided of each work as per the following requirements:

Cultural Property Inventory Photographs						CPI0
No	XML Tagname	Short Description	Long Description	Key (TK)/Mandatory	Format	Validation
1	transaction_date	Transaction Date	The date that the transaction was created.	M	YYYYMMDD	Date format validation where the date cannot be more than 10 days prior to the current system date and cannot be later than the current system date
2	building_code	Building Cost Centre	The FIS cost centre which identifies the building where the work is located or nearby.	TK	numeric(7)	Conforms to specified format.
4	file_number	File Number	The file number that distinguishes the work and its related information from other works in the inventory.	TK	Alphanumeric(50)	Conforms to specified format.
5	filename	File name	Name of jpeg file	TK	Alphanumeric(80)	Conforms to specified format. Must end with '.jpg'. File must exist in submission.
6	photo_angle	Photo Angle	The angle of the photo	M	Numeric(3)	It must match a valid value in the Photo Angle Code Table – A8.1
7	photo_description	Photo Description	Description of the photo		Text(255)	Conforms to specified format.
8	property_code	Property code	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
9	add_change_delete_ind	Add/change/delete indicator	A one-character code indicating if the record is being submitted for the first time (add); a subsequent time (change); or is erroneous and should be flagged for deletion (delete).	M	Numeric (1)	It must match a valid value in the Record Submission Status Code Table - A1.2

2.10.5.1 CPI0 must be associated to least one photo with a front view photo angle as per CPI1 and its accompanying .jpg file(s).

- 2.10.5.2 The photographs must comply with the following criteria:
 - The file must NOT be greater than 500 kilobytes
 - The photo must have a maximum width of 640 and height of 494 pixels

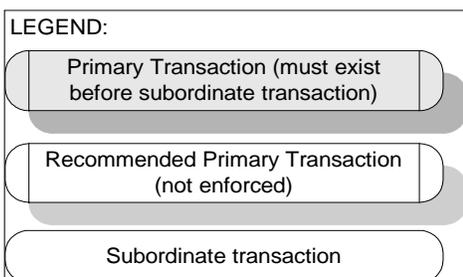
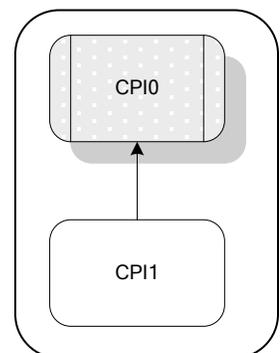
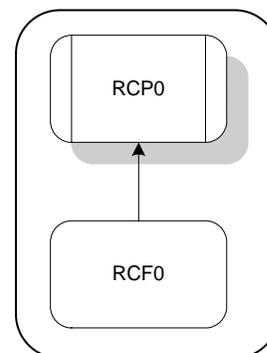
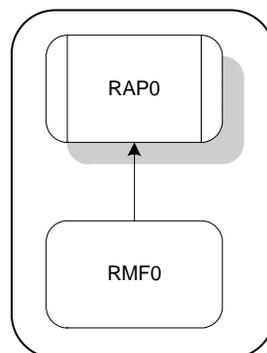
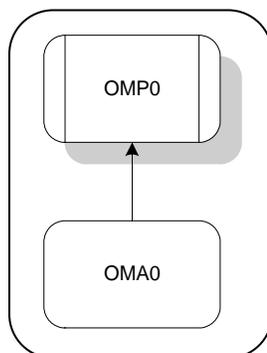
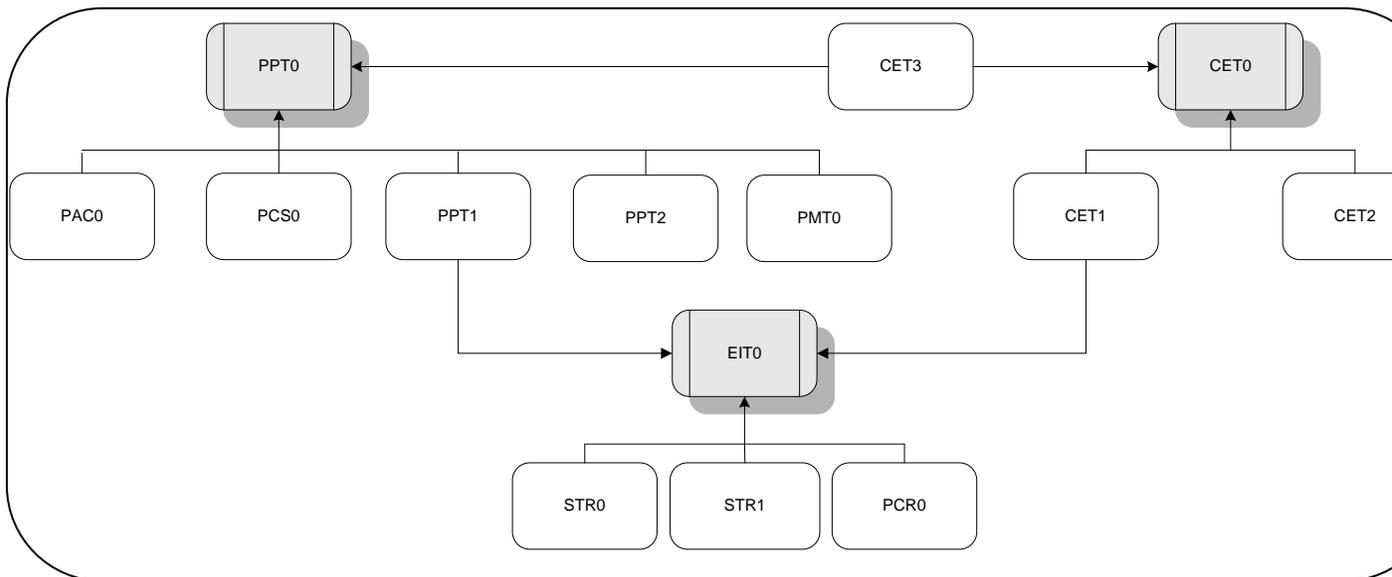
- 2.10.5.3 Any corresponding plaques should be photographed.
 - Any current damage must be taken of artwork.

Part 3: CHART OF TRANSACTION DEPENDENCIES

3.1 Introduction

- 3.1.1 Certain transactions are prerequisites to other information. These dependencies have been noted as they occur in Part 2 of this document. The following chart graphically summarizes these dependencies.
- 3.1.2 All transaction key (TK) fields in the primary (parent) transaction must match the corresponding fields in the subordinate (child) transaction.

3.2 Chart of Transaction Dependencies



3.3 Transaction Files and Processing Sequence

3.3.1 Table 3.1 provides a list of the transaction files, their required file name, and the order in which the files will be processed due to the interdependencies of the transactions.

Table 3.1 - Filename and Processing Sequence

TransactionID	Name of Transaction
Critical Processing Sequence	
TEN0	Tenant Information
SCIO	Space Component Information
CON0	Contract Information (Commercial Lease Agreements)
CON2	Contract Leased Space
EIT0	Equipment Identification Transaction
PPT0	Proposed Projects Transaction
PPT1	Proposed Project Equipment
CET0	Critical Incident Transaction
CET3	Critical Incident Corrective Action
OMP0	O&M Annual Plan
RAP0	Revenue Annual Plan
RCP0	Commission Fees Annual Plan
LSE0	Lease Administration Contract Information
Non-Critical Processing Sequence	
OMA0	O&M Monthly Actual, Forecast and Time-phased Budget Costs
PAC0	Project Actual/Forecast Costs
PCS0	Project Completion Status
PPT2	Project Details for Environmental Aspects
PMT0	Project Monthly Tracking
RMF0	Revenue Monthly Forecast
RCF0	Commission Fees Monthly Forecast
CON1	Contract Renewal Options
CON3	Contract Terms
CON4	Invoiced Revenue (Receivables)
CON5	Revenue Deposited
CON6	Actual Leasing Commission Fees
CAT0	Contract Arrears
RSA0	Annual Retail Sales Forecast
RSM0	Retail Sales Monitoring Activities
LAS0	Leasing Activity Status
LSE1	Lease Administration Contract Terms
LSE2	Lease Administration Liabilities
CET1	Critical Incident Equipment
CET2	Critical Incident Effect
CET4	Regulatory Violation or Warning Letter Transaction
UCT0	Utility Consumption and Electrical Demand Transaction
AMP0	Asbestos Management Plan
AMP1	Asbestos Management Summary
ENV0	Environmental Information
HAZ0	Hazardous Material Holding
PCR0	PCB Removal Details
RMQ0	Recycled Material - Quantities
RMQ1	Multi-material Recycling Program
STR0	Storage Tank Inspection
STR1	Storage Tank Technical Guidelines Compliance

TransactionID	Name of Transaction
WTR0	Wastewater System Details
PUT0	Pesticide Usage Transaction
GFE2	GFE Inventory by Item
PLI0	Plant Life Inventory
CPI0	Cultural Property Inventory
CPI1	Cultural Property Inventory Photographs

SUBMISSION OF TRANSACTIONS FOR DELETIONS

This section is intended to provide technical specifications and business rules for the method to logically delete/remove records that have been previously submitted by the RP Service Provider and that have been properly validated and stored in the PWGSC database. The following elements are specified:

- General business rules;
- Description of the process to be followed to delete records;
- Transaction dependency rules;
- Rejection criteria.

3.4 General Business Rules

- 3.4.1 The following rules apply to all submissions for the deletion of transactions:
- a. All records for deletion must be grouped into a separate submission. That is, deletion records and add/modify records cannot exist in the same submission file.
 - b. All previous submissions must be successfully processed, with no rejected buildings.
 - c. The .zip filename for the submission must contain the next sequence.
 - d. The submission type must match one of the code values reserved for the transaction deletion process, per Submission Type Table - A1.5.
 - e. Each transaction record included in the submission must have a record submission status of “3=delete”, per Record Submission Status Code Table - A1.2.
- 3.4.2 No other submission type can be processed until all of the basic flow of events for the deletion submission has been finalized.
- 3.4.3 There will be no validation of the data other than the transaction key and the Add/change/delete indicator (Record Submission Status Code).
- a. All element XML tags must still be submitted for each submitted transaction type.

3.5 Basic Flow of Events

- 3.5.1 A deletion submission file must be submitted separately from any other submission.
- a. The submission type in the DiskInfo file must be “Special – transaction deletion” (code 80).
- 3.5.2 The transaction records will be processed as a pre-validation of the final results.

-
- 3.5.3 A pre-confirmation audit trail of all records that will be deleted as the result of the submission will be created and emailed to the RP Service Provider for confirmation.
 - 3.5.4 The submission will be placed “on hold” until the confirmation to proceed or to cancel the deletion process is received from the Contractor.
 - a. All other submissions will be held in abeyance until the deletion submission is finalized.
 - 3.5.5 The Contractor will re-submit the file as follows:
 - a. The exact same .zip filename and sequence number must be used.
 - b. The submission type in the DiskInfo file must be either:
 - i. Special – confirm/proceed with the transaction deletion process (code 81); or
 - ii. Special – cancel the transaction deletion process (code 82).
 - 3.5.6 The submission will be processed based upon the confirmation provided by the Contractor.
 - 3.5.7 An email will be sent to the Contractor along with a final detailed audit trail of all transactions that have been deleted (if applicable).

3.6 Transaction Dependency Rules

- 3.6.1 The deletion of a parent transaction will delete all related child transactions, whether or not they have been provided in the submission.
 - a. For example, deleting a PPT0 transaction will delete all PPT1, PAC0, PCS0 and CET3 transactions with the same transaction key.
 - b. The Chart of Transaction Dependencies in Part 3.2 of this document describes all parent/child relationships and dependencies that must be adhered to.
- 3.6.2 The deletion of a child transaction will not affect the parent or any other child transactions.

3.7 Criteria for Discarding Submissions

- 3.7.1 The submission will be either accepted or discarded. If it is discarded, it is discarded in its entirety. However, if it is accepted the submission can still result in no updates to buildings in the submission that encounter errors during the validation process.
- 3.7.2 The confirmation file must agree exactly with the original file (except for the Diskinfo submission type)
- 3.7.3 A submission will be discarded in any of the following situations:
 - a. The .zip filename or sequence number does not follow the prescribed convention.
 - b. The submission type is incorrect.
 - c. One or more transaction records do not have a record submission status of “3=delete”, per Record Submission Status Code Table - A1.2.
- 3.7.4 A submission will not be discarded, but a warning will be issued in any of the following situations:
 - a. The attempt to delete a transaction that doesn't exist.
 - b. The attempt to delete a transaction that has already been deleted.

Part 4: TRANSFER PROCESS AND MEDIUM

This section is intended to provide technical specifications for the method of transfer and format of electronic information by the RP Service Provider . The following elements are specified:

- Process for the transfer of electronic information;
- Organization of the transaction submissions, including:
 - Physical layout of the headers of the medium;
 - Format of the transaction files; and
 - File naming convention and file processing sequence;
- Updates and correction sets.

4.1 Transfer Process

4.1.1 General Business Rules

- a. PWGSC HQ will administer a File Transfer Protocol (FTP) server for the receipt of submissions and for the exchange of documentation and information.
- b. The RP Service Provider will be required to send the submission by 3:00 p.m. on the transfer day.
- c. In the event that the transfer by FTP is unsuccessful, the RP Service Provider will be required to submit the transactions by alternate means, either as a disk (CD) shipped overland to HQ, or electronically by e-mail. At the same time, PWGSC HQ will be notified with respect to both the failure of the FTP transmission and the alternate submission method.
- d. The required software for file compression will be WinZip .

4.1.2 The FTP transfer will contain the following files:

- a. One zipped file per Portfolio containing the transaction information for that Portfolio.
- b. The .zip file name will begin with the letter P and be 16 characters long without the .zip file extension, in the format PPP_YYYYYYYY_SSS, as described in Table 5.1.
- c. The .zip file must not be created with the full path information option.

Table 5.1 - Zip File Naming Convention and Processing Rules

Example of ZIP File Name	P01_20052006_001.zip
Section 1	Example: P01
PPP	Must start with the letter P and must be followed by a 2 digit number representing the Portfolio, followed by an underscore (_).
Section 2	Example: 20052006
YYYYYYYY	Must be an 8 digit number, representing a valid fiscal year, followed by an underscore (_). In this case, the fiscal year is determined from the date of the submission, <u>not</u> from the content of the data files. For example, a submission on April 5, 2006 will carry a fiscal year of 20062007, even though the data files contain data referring to the fiscal year 20052006 (March actual results).
Section 3	Example: 001

Example of ZIP File Name	P01_20052006_001.zip
SSS	Must be a 3 digit sequence number. The sequence numbers apply within a Portfolio-Fiscal Year. The first time a file is submitted for a Portfolio-Fiscal Year, the sequence number must be set to 001. For each subsequent submission of the same Portfolio-Fiscal Year, the sequence number must be incremented by 1, with the exception of the delete process as described in Part 4 of this document . The sequence must be re-set to 001 for the first submission of each fiscal year. Also, refer to the above comments under the definition of fiscal year.
File Extension	Example: .zip
.zip	An assigned file extension, not modifiable.

4.2 Organization of Transaction Submissions

- 4.2.1 The information contained in a submission is required to be organized in a specific, consistent manner. The files must be structured using the eXtensible Markup Language (XML) and follow the internal Document Type Definition (DTD) files supplied by PWGSC.
- 4.2.2 The submission will contain the following files:
- a. One file identifying the submission information, to be named DISKINFO.XML. In the “File List” portion, at least all submitted transaction type files along with their associated number of records will be listed. It will not be necessary to list any transaction type that does not have any records; however, these may be listed with a number of records count of ‘zero’.
 - i. Details for the DISKINFO.XML file are described in Tables 5.2 and 5.3.
 - b. One file for each transaction type that is submitted. It will be named TransactionID.XML where TransactionID is one of the four character filenames listed in Table 3.1 Filename and Processing Sequence.
- 4.2.3 If there is a difference between the number of records on the DISKINFO.XML file and the number of records processed in the transaction type file, a warning message will be generated. It will not result in a rejection of the submission.
- 4.2.4 The content, layout and sequence of the records within each transaction type will agree to the structure defined in Parts 2.4 through 2.9 of this document.
- a. The transactions themselves will be submitted in XML format.
 - b. Each XML tag will be limited to a maximum of 40 characters.

Table 5.2 - DISKINFO.XML Content and Information Specification

Attributes	Description and Example
ContactName	Name of the RP Service Provider 's designated person who should be contacted with respect to technical issues related to the submission. Example: John Doe
Telephone_number	Telephone number of the RP Service Provider 's designated person who should be contacted with respect to technical issues related to the submission. Example: 4167775555

Attributes	Description and Example
ContactEmail	Email address of the RP Service Provider 's designated person who should be contacted with respect to technical issues related to the submission and for receipt of the Load Report. Example: john.doe@RPCContractor
SubmissionType	An indication of the general type of data contained in the submission, per Submission Type Table A1.5 Example: 1
Transaction (and) Name	Four character TransactionID of the associated transaction type contained in the file, per Table 3.1 Example: OMP0
RowCount	Total number of records of the associated transaction type. Format is five digits with leading zeros. Example: 00012

Table 5.3 - Example of DISKINFO.XML

```

<?xml version='1.0' encoding='UTF-8' ?>
  <!DOCTYPE ds_diskinfo [<!ELEMENT ds_diskinfo (DiskInfo)>
  <!ELEMENT DiskInfo (ContactName, Telephone_number, ContactEmail,
  SubmissionType, Transaction+)>
  <!ELEMENT Transaction (Name, RowCount)>
  <!ELEMENT ContactName (#PCDATA)>
  <!ELEMENT Telephone_number (#PCDATA)>
  <!ELEMENT ContactEmail (#PCDATA)>
  <!ELEMENT SubmissionType (#PCDATA)>
  <!ELEMENT Name (#PCDATA)>
  <!ELEMENT RowCount (#PCDATA)>
  ]>
<ds_diskinfo>
  <DiskInfo>
    <ContactName>John Doe</ContactName>
    <Telephone_number>4167775555</Telephone_number>
    <ContactEmail>john.doe@AFDContractor</ContactEmail>
    <SubmissionType>1</SubmissionType>
    <Transaction>
      <Name>OMP0 </Name>
      <RowCount>00012</RowCount></Transaction>
    <Transaction>
      <Name>PPT0 </Name>
      <RowCount>50</RowCount></Transaction>
    <Transaction>
      <Name>CET3 </Name>
      <RowCount>3</RowCount></Transaction>
  </DiskInfo>
</ds_diskinfo>

```

4.3 Updates and Correction Sets

- 4.3.1 Each submission will be treated as a complete set.
- A submission will contain transactions for a single Portfolio.
 - Each submission will be validated for the entire Portfolio in accordance with the validation criteria established in Part 2, Transactions.
- 4.3.2 Transaction sets that fail to meet the edit and validation criteria will not cause the complete submission to be rejected.
- Data will be rejected at the building level, that is, a submission that has at least one validation error for a building(s) will cause the rejection of all data submitted for the affected building(s).
 - A report that identifies the validation results will be generated by the application and sent via email to the RP Service Provider and the AFDMS Business Information Administrators (BIA). This report will indicate the frequency of errors/warnings by transaction type and will

- include a message on the nature of any errors/warnings for each transaction.
- 4.3.3 The Contractor will be required to make the necessary corrections and to forward a new submission containing all of the required data for the rejected building(s) before any other submission can be processed.
- a. Correcting submissions will be identified using a Submission Type of “Resubmission” in the DISKINFO.XML file.
 - b. Each submission, including resubmission of rejected building data, must be fully accepted before the next submission can be processed. It is therefore important for the Contractor to submit rejected building data as expeditiously as possible.
- 4.3.4 Version control violations will result in the rejection of the entire submission. Version control validations include:
- a. Subsequent submissions within a single fiscal year must have a higher version number and must be immediately sequential.
 - b. Submissions cannot have a lower fiscal year than the last successfully processed submission.

Part 5: CODE TABLES

5.1 Introduction

- 5.1.1 Code tables will be updated as required to ensure that data can be appropriately validated. The RP Service Provider will be notified of any updates to the code tables and the date of implementation of the change at the earliest possible time.
- 5.1.2 Changes to code tables will not be reflected in previously submitted transactions or in historical databases. New codes, whenever introduced, will affect only transactions submitted after the date of introduction of the new codes.
- 5.1.3 PWGSC has established codes for the identification of buildings, to which the RP Service Provider must conform. When implementing their reporting application, the Contractor must have a means to change the building code, if required. The PWGSC building code will change in the case where a leased building becomes a Crown-owned building. When this occurs, all future data submissions must use the new building code.

5.2 Code Tables

- 5.2.1 The code tables may be found in Chapter 2 - Code Tables of this document.

Part 6: MANAGEMENT ANALYSIS

This section is intended to provide technical specifications for the method of transfer and format of management analysis information by the RP Service Provider . The following elements are specified:

- Process for the transfer of management analysis information;
- Organization of the management analysis submissions; and
- A sample Management Analysis report.

6.1 Introduction and Background

- 6.1.1 A Management Analysis is required each year during the BMP (Building Management Plan) process for all Crown-owned and lease-purchase assets. It is a narrative summary and assessment to support the contents of the BMP and includes:
 - a. Strategic Overview - A clear and objective assessment of the current condition of the asset and its future outlook, identification of critical issues, opportunities and risks, and recommendations for short and long-term operation and management of the asset with specific reference to the Asset Management Plan (AMP).
 - b. Financial Performance - A summary and analysis of O&M and project plans, unit costs, revenue and expense plans, and return on investment (ROI).
 - c. Operational Profile - includes Health and Safety, environmental management, government program requirements, occupant satisfaction, etc.
- 6.1.2 Details of the content, including a model and writer's guide to preparing the Management Analysis, are released each year as part of the National Call Letter.
- 6.1.3 Management Analysis information will be submitted on a scheduled basis as determined by the individual contract and/or as agreed upon between the Contractor and PWGSC.

6.2 Transfer Process

- 6.2.1 General Business Rules
 - a. The Management Analysis information must be submitted separately from any other data.
 - b. The transfer process will follow the general business rules and zip filename conventions described in Part 5.1 of this document.
 - c. The submission type code must agree to the code for Management Analysis as provided in the Submission Type Table - A1.5.
 - d. Re-submissions of Management Analysis information must be made in their entirety. That is, subsequent information replaces previous information; it is not appended to that previously provided.

6.3 Organization of Management Analysis Submissions

- 6.3.1 The information contained in a submission is required to be organized in a specific, consistent manner. The files must be structured using the eXtensible Markup Language (XML) and follow the internal Document Type Definition (DTD) files supplied by PWGSC.
- 6.3.2 The submission will contain the following files:
 - a. One file identifying the submission information, to be named DISKINFO.XML.
 - i. The file will follow the same format described in Part 5.2 and Table 5.2 except that in the “Transaction” portion, the XML tag will be provided, but no data will be provided.
 - ii. An example of the DISKINFO.XML file is provided in Table 7.1.
 - b. One file for each building, to be named 9999999.XML, where 9999999 represents the 7-digit building number.

Table 7.1 - Example of DISKINFO.XML

```

<?xml version='1.0' encoding='UTF-8' ?>
  <!DOCTYPE ds_diskinfo [<!ELEMENT ds_diskinfo (DiskInfo)>
  <!ELEMENT DiskInfo (ContactName, Telephone_number, ContactEmail,
  SubmissionType, Transaction+)>
  <!ELEMENT Transaction (Name, RowCount)>
  <!ELEMENT ContactName (#PCDATA)>
  <!ELEMENT Telephone_number (#PCDATA)>
  <!ELEMENT ContactEmail (#PCDATA)>
  <!ELEMENT SubmissionType (#PCDATA)>
  <!ELEMENT Name (#PCDATA)>
  <!ELEMENT RowCount (#PCDATA)>
  ]>
<ds_diskinfo>
  <DiskInfo>
    <ContactName>John Doe</ContactName>
    <Telephone_number>4167775555</Telephone_number>
    <ContactEmail>john.doe@AFDContractor</ContactEmail>
    <SubmissionType>25</SubmissionType>
    <Transaction>
      <Name/>
      <RowCount/></Transaction>
    </DiskInfo>
  </ds_diskinfo>

```

6.3.3 Building File:

- a. There is only one management analysis file per building.
- b. Within each building file, there will be an XML tag for each section of the management analysis report (a report currently has a total of 20 sections).
- c. An XML tag must be provided for each section whether or not data is provided.
- d. The XML tags for each section will be:
 - i. Section_1_0 (for Major Recommendations)
 - ii. Section_2_1 (for Strategic Overview: Background)
 - iii. Section_2_2 (for Strategic Overview: Influences)
 - iv. Section_2_3 (for Strategic Overview: Objectives)
 - v. Section_2_4 (for Strategic Overview: Property Management Strategies)
 - vi. Section_3_1 (for Financial Performance: Summary)
 - vii. Section_3_2 (for Financial Performance: Revenue)
 - viii. Section_3_3 (for Financial Performance: O&M, Labour, Minor Repairs)
 - ix. Section_3_4 (for Financial Performance: Energy and Utilities)

- x. Section_3_5 (for Financial Performance: Payments in Lieu of Taxes)
- xi. Section_3_6 (for Financial Performance: Project Plan)
- xii. Section_3_7 (for Financial Performance: Unit Cost)
- xiii. Section_3_8 (for Financial Performance: Return on Investment [ROI])
- xiv. Section_4_1 (for Operational Profile: Occupant Satisfaction and Level of Service)
- xv. Section_4_2 (for Operational Profile: Health, Life Safety & Security)
- xvi. Section_4_3 (for Operational Profile: Accessibility)
- xvii. Section_4_4 (for Operational Profile: Environmental Management)
- xviii. Section_4_5 (for Operational Profile: Deferred Maintenance)
- xix. Section_4_6 (for Operational Profile: Other)
- xx. Section_5_0 (for References)

Table 7.2 – Example of Building file:

```

<?xml version='1.0' encoding='UTF-8' ?>
<Data>
  <Section_1_0>Text for Building 4520004, Section 1.0</Section_1_0>
  <Section_2_1>Text for Building 4520004, Section 2.1</Section_2_1>
  <Section_2_2>Text for Building 4520004, Section 2.2</Section_2_2>
  <Section_2_3>Text for Building 4520004, Section 2.3</Section_2_3>
  <Section_2_4>Text for Building 4520004, Section 2.4</Section_2_4>
  <Section_3_1>Text for Building 4520004, Section 3.1</Section_3_1>
  <Section_3_2></Section_3_2>
  <Section_3_3>Text for Building 4520004, Section 3.3</Section_3_3>
  <Section_3_4>Text for Building 4520004, Section 3.4</Section_3_4>
  <Section_3_5>Text for Building 4520004, Section 3.5</Section_3_5>
  <Section_3_6>Text for Building 4520004, Section 3.6</Section_3_6>
  <Section_3_7>Text for Building 4520004, Section 3.7</Section_3_7>
  <Section_3_8></Section_3_8>
  <Section_4_1>Text for Building 4520004, Section 4.1</Section_4_1>
  <Section_4_2>Text for Building 4520004, Section 4.2</Section_4_2>
  <Section_4_3>Text for Building 4520004, Section 4.3</Section_4_3>
  <Section_4_4>Text for Building 4520004, Section 4.4</Section_4_4>
  <Section_4_5>Text for Building 4520004, Section 4.5</Section_4_5>
  <Section_4_6>Text for Building 4520004, Section 4.6</Section_4_6>
  <Section_5_0>Text for Building 4520004, Section 5.0</Section_5_0>
</Data>

```

In the example, note that Section 3.2 and 3.8 for the building have no text.

6.4

6.5 Sample Management Analysis Report

This is an example of a possible Management Analysis Report for Building 4520004.

Note that sections 3.2 Revenue and 3.8 Return on Investment are not included in the report.

Management Analysis	
2005/2006	
Connaught Building	
Portfolio:25 (Ottawa Downtown)	
Building No: 4520004	
Address: MacKenzie Ave., Ottawa, Ontario K1A0L5	
1.0	<u>Major Recommendations</u>
Text for Building 4520004, Section 1.0	
2.0	<u>Strategic Overview</u>
Background Text for Building 4520004, Section 2.1	
Objectives Text for Building 4520004, Section 2.2	
Influences Text for Building 4520004, Section 2.3	
Property Management Strategies Text for Building 4520004, Section 2.4	
3.0	<u>Financial Performance</u>
Summary Text for Building 4520004, Section 3.1	
O&M Text for Building 4520004, Section 3.3	
Energy and Utilities Text for Building 4520004, Section 3.4	
Payment in Lieu of Taxes Text for Building 4520004, Section 3.5	
Project Plan Text for Building 4520004, Section 3.6	
Unit Cost Text for Building 4520004, Section 3.7	
4.0	<u>Operational Profile</u>
Occupant Satisfaction and Levels of Services Text for Building 4520004, Section 4.1	
Life Safety and Compliance Text for Building 4520004, Section 4.2	
Accessibility Text for Building 4520004, Section 4.3	
Environmental Management Text for Building 4520004, Section 4.4	

Deferred Maintenance Text for Building 4520004, Section 4.5

Other Text for Building 4520004, Section 4.6

5.0 **References**

Text for Building 4520004, Section 5.0



CHAPTER 2 / CHAPITRE 2

CODE TABLES / TABLEAUX DE CODES

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General Code Tables – All Business Areas

Tableaux de codes généraux – tous les secteurs d’activité

Table A1.1 **Generic Response Code**
Tableau A1.1 **Code de réponse générique**

Referred to in transactions/ Code utilisé pour les transactions :	OMP0; PPT0; PPT2; RAP0; RCP0; AMP0; AMP1; ENV0; HMU2; RMQ0; RMQ1; STR0; EIT0; UCT0
--	---

Code	English description	Description française
1	Yes	Oui
2	No	Non
3	Not applicable (NA)	Sans objet (S.O.)
4	Unknown	Inconnu
5	Partial	Partiel

Table A1.2 Record Submission Status Code
Tableau A1.2 Codes d'état de soumission des notices de données

Referred to in transactions/ Code utilisé pour les transactions :	All, Table A1.5 Tout
--	-------------------------

Code	English description/ <i>Standard Usage</i>	Description française/ <i>Utilisation</i>
1	Add or change	Ajouter ou changer
3	Delete	Supprimer
	<i>To be used in conjunction with submission type = 80, per Submission Type Table A1.5</i>	<i>Doit être utilisé en conjonction avec un type de soumission 80, conformément au tableau A1.5 – Type de soumission</i>

Table A1.3 Priority Code
Tableau A1.3 Codes de priorité

Referred to in transactions/ Code utilisé pour les transactions :	CET1
--	------

Code	English description	Description française
1	High	Élevé
2	Medium	Moyen
3	Low	Faible

Table A1.4 Unit of Measures
Tableau A1.4 Unités de mesure

Referred to in transactions/ Code utilisé pour les transactions :	HAZ0; PUT0 UCT0; CET1; EIT0
--	-----------------------------

Code	English description/ Standard usage	Description française/ Utilisation	Equivalent to GJ Factor/ Équivalent du facteur en GJ
10	Metre <i>Measure of length of an object</i>	Mètre <i>Mesure de longueur</i>	
11	Millimetre <i>Measure of length and thickness</i>	Millimètre <i>Mesure de longueur et d'épaisseur</i>	
12	Kilometre <i>Measure of distance</i>	Kilomètre <i>Mesure de distance</i>	
20	Litre <i>Liquid volumes, capacity – unit of issue</i>	Litre <i>Volume des liquides, capacité – unité de contrôle</i>	
22	Litre: to report Fuel Oil #2 <i>Used to report consumption of Fuel Oil #2</i>	Litre : pour indiquer la quantité de mazout n° 2 <i>Utilisé pour indiquer la consommation de mazout n° 2</i>	.03946
23	Litre: to report Fuel Oil #6 <i>Used to report consumption of Fuel Oil #6</i>	Litre : pour indiquer la quantité de mazout n° 6 <i>Utilisé pour indiquer la consommation de mazout n° 6</i>	.0422
24	Litre: to report Diesel Fuel <i>Used to report consumption of Diesel Fuel</i>	Litre : pour indiquer la quantité de carburant diesel <i>Utilisé pour indiquer la consommation de carburant diesel</i>	.0383
28	Millilitre <i>Liquid volumes</i>	Millilitre <i>Volumes de liquide</i>	
29	Hectolitre <i>Liquid volumes, for large containers and holdings</i>	Hectolitre <i>Volume des liquides pour les gros contenants</i>	
30	Square metre <i>Area (lot), surface</i>	Mètre carré <i>Aire (terrain) et superficie</i>	
31	Cubic metre <i>Volume</i>	Mètre cube <i>Volume</i>	
32	<i>Cubic metre: to report Natural Gas</i> <i>Used to report consumption of Natural Gas</i>	Mètre cube : utilisé pour indiquer la quantité de gaz naturel <i>Utilisé pour indiquer la consommation de gaz naturel</i>	.03789

Code	English description/ Standard usage	Description française/ Utilisation	Equivalent to GJ Factor/ Équivalent du facteur en GJ
33	<i>Cubic metre: to report Propane</i>	Mètre cube : utilisé pour indiquer la quantité de propane	.02553
	<i>Used to report consumption of Propane</i>	<i>Utilisé pour indiquer la consommation de propane</i>	
40	Kilowatthour	Kilowatt-heure	.0036
	<i>Electrical consumption</i>	<i>Consommation d'électricité</i>	
41	Megajoule per square metre	Mégajoule par mètre carré	
	<i>Energy consumption for area</i>	<i>Consommation d'électricité pour une aire</i>	
42	Gigajoule	Gigajoule	1.0
	<i>Energy consumption</i>	<i>Consommation d'énergie</i>	
50	Kilogram	Kilogramme	
	<i>Weight – small quantities</i>	<i>Poids – petites quantités</i>	
51	Metric Ton	Tonne métrique	
	<i>Weight – large quantities</i>	<i>Poids – grandes quantités</i>	
55	Kilogram per square metre	Kilogramme par mètre carré	
	<i>Pressure exerted on a structure or an object</i>	<i>Pression exercée sur une structure ou un objet</i>	

Table A1.5 Submission Type
Tableau A1.5 Type de soumission

Referred to in transactions/ Code utilisé pour les transactions :	DISKINFO.XML; MA_INDEX.XML; Table A1.2
--	--

Code	English description/ Standard usage	Description française/ Utilisation
1	Regular <i>For the submission of any transaction type per the contracted submission schedule</i>	Régulier <i>Pour la soumission de tout type de transaction, conformément au calendrier des soumissions prévu au contrat</i>
5	Environmental Activities and Critical Incidents <i>For the submission of environmental and critical incident transaction types when not submitted with any other transaction type, that is, a separate submission</i>	Activités environnementales et des événements critiques <i>Pour la soumission des types de transactions liés à des activités environnementales et à des événements critiques lorsqu'ils ne sont pas soumis avec un autre type de transaction, c'est-à-dire lorsqu'ils sont présentés dans une soumission distincte</i>
6	Utilities <i>For the submission of the utility transaction type when not submitted with any other transaction type, that is, a separate submission</i>	Services publics <i>Pour la soumission du type de transactions lié aux services publics lorsqu'il n'est pas soumis avec un autre type de transaction, c'est-à-dire lorsqu'ils sont présentés dans une soumission distincte</i>
20	Building Management Plan (BMP) <i>For use during the BMP planning cycle for submission of upcoming year's financial plans on transactions: OMP0, PPT0, RAP0, RCP0</i>	Plan de gestion des immeubles (PGI) <i>À utiliser au cours du cycle de planification du PGI en vue de la présentation des plans financiers de l'exercice à venir avec transactions: OMP0, PPT0, RAP0, RCP0</i>
25	Management Analysis <i>For use during the BMP planning cycle for submission of Management Analysis information</i>	Analyse de gestion <i>À utiliser au cours du cycle de planification du PGI en vue de la présentation de l'information sur l'analyse de gestion</i>
80	Special – Transaction deletion <i>Mandatory submission type whenever there is a submission of transaction types with a record submission status code of 3 = delete, per Record Submission Status Code Table A1.2</i>	Spécial – Suppression de la transaction <i>Type de soumission obligatoire lorsque le code d'état de soumission de notices de données correspond à 3 (supprimer), selon le tableau A1.2, Code d'état de soumission des notices de données</i>
81	Special – Deletion confirmation	Spécial – Confirmation de la suppression

Code	English description/ Standard usage	Description française/ Utilisation
	<i>To confirm and proceed with the transaction deletion process. It must follow a submission type of '80'</i>	<i>Permet de confirmer la suppression et de poursuivre le processus de suppression de la transaction. Doit suivre un type de soumission « 80 »</i>
82	Special – Deletion cancellation <i>To cancel the transaction deletion process. It must follow a submission type of '80'</i>	Spécial – Annulation de la suppression <i>Permet d'annuler le processus de suppression de la transaction. Doit suivre un type de soumission « 80 »</i>
90	Resubmission <i>Mandatory submission type whenever there is a resubmission of transaction types for a building with transactions that failed any required validations</i>	Re-soumission <i>Type de soumission obligatoire pour soumettre de nouveau des types de transactions pour un immeuble lorsque des transactions échouent les validations requises</i>

Table A2.1 Organization Role Code
Tableau A2.1 Codes du rôle de l'organisme

Referred to in transactions/ Code utilisé pour les transactions :	PPT0; EIT0
--	------------

Code	English short description/ <i>Long description</i>	Description abrégée française/ <i>Description détaillée</i>
100	<i>Contractor</i>	<i>Entrepreneur –</i>
101	CON <i>Third party contractor or supplier</i>	ENTR <i>Entrepreneur ou fournisseur – tierce partie</i>
110	TEN <i>Tenant or Leasee</i>	LOC <i>Locataire</i>
111	CUST <i>Custodian</i>	GARD <i>Gardien</i>
112	LAN <i>Landlord</i>	PRO <i>Propriétaire</i>
113	O/I <i>Owner/Investor</i>	P/I <i>Propriétaire/investisseur</i>
120	OGD <i>Government Department, Agency or Provincial Jurisdiction – other than PWGSC</i>	AMG <i>Ministère, agence gouvernementale ou administration provinciale – autre que TPSGC</i>
200	RP <i>Real Property– PWGSC</i>	SI <i>Services immobiliers – TPSGC</i>
201	TA <i>Technical Authority</i>	RT <i>Responsable technique</i>
202	C/A <i>Contract Authority</i>	A/C <i>Autorité contractante</i>
203	COE <i>Centre of Expertise</i>	CE <i>Centre d'expertise</i>
204	PFM <i>Property & Facilities Manager</i>	GII <i>Gestionnaire des immeubles et des installations</i>
205	SIT <i>Service Integration Team</i>	EIS <i>Équipe d'intégration des services</i>
999	Other <i>Non-specified third party</i>	Autre <i>Tierce partie – indéterminée</i>

Table A2.3 Province Code
Tableau A2.3 Codes des provinces

Referred to in transactions/ Code utilisé pour les transactions :	NA / S.O. Note : code value is case sensitive Note: la valeur du code est sensible à la casse
--	---

Code	English description	Description française
AB	Alberta	Alberta
BC	British Columbia	Colombie-Britannique
MB	Manitoba	Manitoba
NT	Northwest Territories	Territoires du Nord-Ouest
NU	Nunavut	Nunavut
NB	New Brunswick	Nouveau-Brunswick
NS	Nova Scotia	Nouvelle-Écosse
ON	Ontario	Ontario
PE	Prince Edward Island	Île-du-Prince-Édouard
QC	Quebec	Québec
NL	Newfoundland	Terre-Neuve
SK	Saskatchewan	Saskatchewan
YT	Yukon	Yukon

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Building, Portfolio, RPU's and Tenant Code Tables

Tableaux de codes d'immeubles, portefeuilles, UBIs et de locataires

Table A3.1 Portfolio Tableau A3.1 Portefeuilles

Referred to in transactions/ Code utilisé pour les transactions :	EIT0, GFE2
--	------------

The portfolio table provides descriptors to each of the portfolios corresponding to an agreement between PWGSC and a Contractor.

Le tableau des portefeuilles fournit une description de chaque portefeuille correspondant à une entente entre TPSGC et un entrepreneur.

Code	English description	Description française
22	Atlantic	Atlantique
23	Quebec	Québec
24	Gatineau	Gatineau
25	Ottawa Downtown	Ottawa centre-ville
26	Ottawa Perimeter	Ottawa périmètre
27	Ontario	Ontario
28	Western	Ouest
29	Pacific	Pacifique
33	RP2	[Need translation]

Table A3.2 Building Code (shipped separately)
Tableau A3.2 Codes d'immeuble (tableau expédié sous pli séparé)

Referred to in transactions/ Code utilisé pour les transactions :	All except / Tout, sauf : TEN0
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This table includes the date that the building was added to the Contract (start date), and the date that the building was removed from the Contract (end date). The start date represents the earliest date for which the contractor is responsible for managing the building and submitting data. The end date represents the latest date for which the contractor is responsible for managing the building and submitting data.

Both the start date and the end date are used to determine if the building is available for the receipt of data records. The building start and end dates are used in conjunction with appropriate dates within each transaction type for purposes of validation. The layout for each transaction type indicates the relevant validation details.

Ce tableau comprend la date à partir de laquelle l'immeuble a été ajouté au contrat (date du début) et la date à partir de laquelle l'immeuble a été enlevé du contrat (date de fin). La date du début représente la première date à partir de laquelle le l'entrepreneur est responsable de la gestion de l'immeuble et la soumission des données. La date de fin représente la dernière date pour laquelle l'entrepreneur est responsable de la gestion de l'immeuble et la soumission des données.

La date du début ainsi que la date de fin sont utilisées pour déterminer si l'immeuble est disponible pour la réception des données. Les dates du début et de fin de l'immeuble sont utilisées en conjonction avec les dates appropriées de chaque type de transaction effectuer la validation. La définition de chaque type de transaction détermine les détails de la validation pertinente.

Table A3.3 Real Property Unit (RPU) (shipped separately)
Tableau A3.3 Unité de bien immobilier (UBI) (tableau expédié
sous pli séparé)

Referred to in transactions/ Code utilisé pour les transactions :	SCIO; CON2; LAS0
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Table A3.4 Building Code/FIS Cost Centre/RPU (shipped separately)

Tableau A3.4 Codes d'immeuble / Centre du coût SRI / UBI correspondants (tableau expédié sous pli séparé)

Referred to in transactions/ Code utilisé pour les transactions :	SCI0; CON2; LAS0
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Table A3.50 FIS Tenant Code (shipped separately)
Tableau A3.50 Codes des locataires SRI (tableau expédié sous pli séparé)

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Financial Information Code Tables

Tableaux de codes d'information financière

Table A4 Building Classification of Accounts – Budget Group

Tableau A4 Classification opérationnelle des comptes – Code groupe budgétaire

Referred to in table/ Code utilisé dans les tableaux :	A5.1
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This table is presented for information purposes only. There is no verification edit against this table. Each Budget Group code is specifically associated with a Qualifier Code, as shown in the Building Classification of Accounts – Repairs and Alterations Expenditure Qualifiers Table A5.1.

Ce tableau est présenté pour information seulement. Il n'a fait l'objet d'aucune vérification. Chaque code groupe budgétaire est spécifiquement associé à un code de qualificateur, comme en fait état la Classification opérationnelle des comptes – Qualificateur pour les dépenses liées aux réparations et aux modifications, tableau A5.1.

Code	English description	Description française
2	Capital	Immobilisations
3	Special Purpose Allotment	Affectation d'usage déterminé
4	Real Property Disposition Revolving Fund	Fonds renouvelable d'aliénation des biens immobiliers
5	Real Property Services Revolving Fund	Fonds renouvelable des services immobiliers

Table A5 Building Classification of Accounts – Qualifier Codes

Tableau A5 Codes de qualificateur de la Classification opérationnelle des comptes

The following Financial Information Code Tables are provided as a summary of the detailed information found in Annex "E", Building Classification of Accounts.

Les tableaux de codes financiers ci-après sont le résumé de l'information détaillée figurant dans l'Annexe « E », Classification opérationnelle des comptes.

Referred to in transactions/ Code utilisé pour les transactions :	OMP0; OMA; PPT0 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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The Building Classification of Accounts Qualifier Code is used to group financial information into meaningful classes of expenditure and revenue.

The table consists of three sets of codes:

- ◆ Table A5.0: qualifier categories or groupings or the actual qualifier codes. This table is presented for information purposes only. There is no verification edit against this table.
- ◆ Table A5.1: repairs and alterations expenditure qualifiers to be used to report project related workplans and expenditures.
- ◆ Table A5.2: operations and maintenance expenditure qualifiers to be used to report operation and maintenance workplans and expenditures.

Les codes de qualificateurs de la Classification opérationnelle des comptes sont utilisés pour regrouper l'information financière en catégories de recettes et de dépenses.

Le tableau comporte trois groupes de codes :

- ◆ Tableau A5.0 : catégories ou groupes de qualificateurs ou codes de qualificateurs. Ce tableau est présenté pour information seulement. Il n'a fait l'objet d'aucune vérification.
- ◆ Tableau A5.1 : qualificateurs des dépenses en travaux de réparation et modifications qui doivent être utilisés pour faire rapport des plans de travail et des dépenses liés aux projets.
- ◆ Tableau A5.2 : qualificateurs des dépenses de fonctionnement et d'entretien qui doivent être utilisés pour faire rapport des plans de travail et des dépenses de fonctionnement et d'entretien.

Table A5.0 Building Classification of Accounts – Qualifier Categories

Tableau A5.0 Catégories de qualificateurs de la Classification opérationnelle des comptes

Referred to in table/ Code utilisé dans les tableau :	A5.1; A5.2 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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Category	English description	Description française
0	Revenue Invoiced/ Deposited	Revenus facturés/déposés
1	Cleaning	Nettoyage
2	O & M and Minor Repairs	F & E et réparations mineures
3	Utilities	Services publics
4	Roads, Grounds and Security	Routes, terrains et sécurité
5	Administration	Administration
6	Fixed Expenses	Dépenses fixes
8	Facilities Management – OGD	Gestion des installations – AMG
K	Rental Expenses	Dépenses de loyer
	PROJECT CODING:	CODAGE DES PROJETS:
C	Advisory and Other Services	Services consultatifs
P	Repairs	Réparations
Q	Green Plan	Plan vert
T	Lease Purchase Improvements	Améliorations location-acquisition
V	Accommodation Services	Services de logement
X	Tenant Service/Space Ops/Fit-Ups/ Refits	Services aux locataires/optimisation des locaux/aménagement/ réaménagement
Y	Capital	Immobilisations

Table A5.1 Building Classification of Accounts – Project Coding Qualifiers

Tableau A5.1 Classification opérationnelle des comptes – Qualificateurs pour le codage des projets

Referred to in transactions/ Code utilisé pour les transactions :	PPT0 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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Qualifier/ Qualificateur	ADVISORY AND OTHER SERVICES:	SERVICES CONSULTATIFS :	Budget Group/ Groupe budgétaire
C1	AFMS – Advisory and Other Services	SGBI – Services consultatifs et autres	3
C2	OARES – Advisory and Other Services	SGLB/SBI – Services consultatifs et autres	3
C3	AES – Advisory and Other Services	SAG – Services consultatifs et autres	3
Qualifier/ Qualificateur	REPAIRS:	RÉPARATIONS :	Budget Group/ Groupe budgétaire
P0	Repairs – Electrical	Réparations – électricité	3
P1	Repairs – HVAC	Réparations – Chauffage et climatisation	3
P2	Repairs – Fire Protection/Life Support/Alarm/Security	Réparations contre les incendies; équipement de survie; alarme; sécurité	3
P3	Repairs – Vertical-Horizontal Transportation	Réparation – Transport vertical et horizontal	3
P4	Repairs – Water and Sewage	Réparations – eau et égouts	3
P5	Repairs – Grounds	Réparations – Terrains	3
P6	Repairs – Building – Exterior	Réparations – Immeuble – Extérieur	3
P7	Repairs – Building – Interior	Réparations – Immeuble – Intérieur	3
P8	Repairs – Building – Structure	Réparations – Immeuble – Charpente	3
P9	Repairs – Building – Roof	Réparations – Immeuble – Toiture	3
Qualifier/ Qualificateur	GREEN PLAN:	PLAN VERT :	Budget Group/ Groupe budgétaire
Q2	Green Plan	Plan vert	3

Qualifier/ Qualificateur	LEASE PURCHASE IMPROVEMENTS:	AMÉLIORATIONS LOCATION- ACQUISITION :	Budget Group/ Groupe budgétaire
T1	Improvements for Lease-Purchase (<i>excluding space ops, fit-ups, & refits</i>)	Améliorations location-acquisition (<i>sauf optimisation des locaux, aménagement et réaménagement</i>)	3
Qualifier/ Qualificateur	ACCOMMODATION SERVICES :	SERVICES DE LOGEMENT :	Budget Group/ Groupe budgétaire
V1	Accommodation Service Leasing/Letting	Services de gestion des locaux – location à bail/location de locaux	3
V2	Accommodation Service Implementation	Services de gestion des locaux – application	3
V3	Accommodation Service Advisory	Services de gestion des locaux – services consultatifs	3
Qualifier/ Qualificateur	TENANT SERVICE/SPACE OPS/ FIT-UPS/REFITS:	SERVICES AUX LOCATAIRES/ OPTIMISATION DES LOCAUX :	Budget Group/ Groupe budgétaire
X1	Tenant Service Work	Services aux locataires	5
X2	Space Optimization	Optimisation des locaux	3
X3	Fit-Ups Renegotiation/Replacement Leases	Aménagement renégociation/remplacement des baux	3
X4	Fit-Ups Expansion/Temporary Leases	Aménagement agrandissement/baux temporaires	3
X5	Refit	Réaménagement des locaux	3
Qualifier/ Qualificateur	CAPITAL:	IMMOBILISATIONS :	Budget Group/ Groupe budgétaire
Y1	Capital – Projects equal to or over \$1 million	Projets d'immobilisations de 1 M\$ et plus	2
Y2	Capital – Projects under \$1 million	Projets d'immobilisations de moins de 1 M\$	2
Y3	Capital – Acquisition	Projets d'immobilisations – acquisition	2

Table A5.2 Building Classification of Accounts – Operations and Maintenance Expenditure Qualifiers

Tableau A5.2 Classification opérationnelle des comptes – Qualificateurs pour les dépenses de fonctionnement et d'entretien

Referred to in transactions/ Code utilisé pour les transactions :	OMP0; OMA0 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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	CLEANING:	NETTOYAGE :
1A	Payroll – Cleaning	Main-d'oeuvre – nettoyage
1B	Service Contracts – Cleaning	Marchés de service – nettoyage
1C	Supplies and Materials – Cleaning	Fournitures et matériaux – nettoyage
1D	Trash Removal	Ramassage des ordures
	OPERATING/MAINTENANCE and MINOR REPAIRS:	FONCTIONNEMENT/ENTRETIEN et RÉPARATIONS MINEURES :
2A	<u>Payroll – O&M</u> <i>Billable labour as well as associated travel and training costs for dedicated/allocated in-house operating staff.</i>	<u>Main-d'oeuvre – F et E</u> <i>Main-d'oeuvre facturable incluant les déplacements, la formation pour le personnel désigné pour ces opérations.</i>
2B	Vertical/Horizontal Transportation	Transport vertical/horizontal
2C	HVAC	Chauffage et climatisation (CVC)
2D	Electrical	Électricité
2E	Structural and Roof	Structure et toiture
2F	Plumbing	Plomberie
2G	Fire and Life Safety	Protection contre les incendies et sécurité des personnes
2H	Other Building Maintenance/Supplies	Autres travaux d'entretien/fournitures
2I	<u>Preventive Maintenance</u> <i>Billable hours as well as travel costs for in-house trades and technical specialists carrying out preventive maintenance.</i>	<u>Entretien préventif</u> <i>Heures facturées et frais de déplacement des ouvriers et techniciens pour l'exécution des travaux d'entretien.</i>
2J	Minor Repairs (less than \$5,000)	Travaux de réparations mineurs (moins de 5 000 \$)
2K	Potable Water Testing	Contrôle de l'eau potable
2L	Masonry Inspection	Inspection maçonnerie

	UTILITIES:	SERVICES PUBLICS :
3A	Electricity	Électricité
3B	Natural Gas	Gaz naturel
3C	Fuel Oil	Mazout
3D	Steam/Hot Water	Vapeur/Eau chaude
3E	Chilled Water	Eau refroidie
3F	Water and Sewage	Eau et égouts
3G	Energy Retrofit Projects – 3rd Party Funding	Projets de rénovation énergétique financés par un tiers
	ROADS, GROUNDS AND SECURITY:	ROUTES, TERRAINS ET SÉCURITÉ :
4A	Payroll – Roads and Grounds	Main-d'oeuvre – Terrains et routes
4B	Service Contracts – Roads and Grounds	Marchés de services – Terrains et routes
4C	Other Expenses – Roads and Grounds	Autres dépenses – Terrains et routes
4D	Payroll – Security	Main-d'oeuvre – Sécurité
4E	Service Contracts – Security	Marchés de services – sécurité
4F	Other Expenses – Security	Autres dépenses – sécurité
4G	Minor Repairs (less than \$5,000)	Travaux de réparations mineurs (moins de 5 000 \$)
	ADMINISTRATION:	ADMINISTRATION :
5A	Payroll – Administration	Main-d'oeuvre – Administration
5B	Management Fees (including Contractor fees for O&M repairs of less than \$5,000)	Honoraires de gestion (incluant les honoraires du contracteur pour les réparations de moins de 5 000 \$)
5C	Professional Fees	Honoraires professionnels
5D	Other Administrative Expenses	Autres dépenses administratives
5E	RPS Management of Contract	SI - Gestion des marchés AFPS
5F	Contractor Incentive Program Award	Prime - Programme d'incitatifs pour entrepreneurs AFPS
	FIXED EXPENSES:	DÉPENSES FIXES :
6A	PILT – Payments in lieu of property taxes	Paiements en remplacement de l'impôt foncier
6B	Other Fixed Expenses <i>- used only for fixed costs on leased buildings (for example, insurance, property taxes)</i>	Autres frais fixes <i>- utilisé seulement pour les frais fixes des immeubles en location (par exemple assurance, taxes locales et impôts fonciers)</i>
	RENTAL EXPENSES	DÉPENSES DE LOYER :
K1	Basic Rent – Carry over/option	Loyer de base – report/option
K2	Basic Rent – Renegotiation/replacement	Loyer de base – renégociation/remplacement
K3	Basic Rent – Expansion space	Loyer de base – agrandissement de la superficie
K4	Escalation – Carry over/option	Indexation – report/option
K5	Escalation – Renegotiation/replacement	Indexation – renégociation/remplacement
K6	Escalation – Expansion space	Indexation – agrandissement de la superficie
K7	Escalation - previous year	Indexation - dépenses des années antérieures

	FACILITIES MANAGEMENT – OGD	GESTION DES INSTALLATIONS – AMG :
8A	Payroll – OGD	Main-d'oeuvre – AMG
8B	Professional and special services – OGD	Services professionnels et spécialisés – AMG
8C	Furniture, equipment & supplies – OGD	Meubles, équipement et fournitures – AMG
8D	Health, safety, security, cleaning maintenance – OGD	Santé, sécurité, nettoyage, entretien – AMG
8E	Telecommunications – OGD	Télécommunications – AMG
8F	Moving – OGD	Déménagement – AMG
8G	Parking & fleet management – OGD	Gestion du stationnement et des véhicules – AMG
8H	Tenant services funded through Management Agreement – OGD	Services aux locataires financés au moyen d'une entente de gestion – AMG
8I	Administration – OGD	Administration – AMG

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Inventories Code Tables

Tableaux de codes d'inventaire

Table A6 **Condition Codes**
Tableau A6 **Codes d'état**

Referred to in transactions/ Code utilisé pour les transactions :	STR0
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Code	English description	Description française
1	New condition; routine/warranty maintenance.	Neuf. Entretien périodique ou couvert par la garantie.
2	Good condition; routine maintenance.	Bon état. Entretien périodique.
3	Satisfactory condition; reliable, minor repairs/replacement required.	État satisfaisant. Fiable, réparations mineures/remplacement requis.
4	Unreliable, major repairs and replacements required.	Non fiable, réparations majeures et remplacement requis.
5	Unacceptable; needs immediate replacement.	Inacceptable. Doit être remplacé immédiatement.

Table A7.1 System Codes
Tableau A7.1 Codes de système

Referred to in transactions/ Code utilisé pour les transactions :	EIT0
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System coding is intended to describe the system in which a piece of equipment is used either as a component or in the performance of a dedicated function. In some cases, the piece of equipment may not be physically attached to the system but is still part of the system itself (example: specialized maintenance equipment).

Les codes des systèmes permettent de définir le système dans lequel un équipement est utilisé en tant qu'élément constitutif ou pour une fonction particulière, qu'il y soit rattaché physiquement ou non (p. ex. : de l'équipement d'entretien spécialisé).

Code	English short description/ Long description	Description abrégée française/ Description détaillée
5	Electrical Service and Distribution Low Voltage (31 – 750V)	Service et distribution d'électricité. Basse tension (31 – 750V)
	<i>Includes external power supply entrance to a building such as transformer vault, (including equipment), main distribution panel or switch gear, bus ways, secondary transformers, disconnect switches, distribution panels, splitter troughs, and associated hardware.</i>	<i>Inclut l'entrée électrique externe à l'immeuble dont la chambre de transformateurs (incluant l'équipement), le panneau de distribution principal ou le panneau de contrôle, les barres blindées, les transformateurs secondaires, les sectionneurs, les panneaux de distribution, les répartiteurs et les accessoires connexes.</i>
6	Electrical Service and Distribution High Voltage (greater than 750V)	Service et distribution électrique haute tension (plus de 750V)
	<i>Includes external power supply entrance to a building such as transformer vault, (including equipment), main distribution panel or switch gear, bus ways, secondary transformers, disconnect switches, distribution panels, splitter troughs, and associated hardware.</i>	<i>Inclut l'entrée électrique externe à l'immeuble dont la chambre de transformateurs (incluant l'équipement), le panneau de distribution principal ou le panneau de contrôle, les barres blindées, les transformateurs secondaires, les sectionneurs, les panneaux de distribution, les répartiteurs et les accessoires connexes.</i>
10	Electrical Auxiliary and Standby Power	Système électrique auxiliaire et de secours
	<i>Includes standby generators (auxiliary power units), wind turbines, solar, uninterruptible power supply (UPS). This includes all related hardware (for example, Robonic switching, supply and exhaust fans). Storage battery systems for emergency lighting will be included in Fire Protection and Alarm Systems (See</i>	<i>Inclut les génératrices de secours (génératrices auxiliaires), les éoliennes, l'énergie solaire et le système d'alimentation sans interruption (UPS). Ceci inclut tous les équipements – connexes (par exemple, interrupteur type Robonic, ventilateur d'admission et d'évacuation). Les systèmes de batterie</i>

Code	English short description/ Long description	Description abrégée française/ Description détaillée
	section 60).	d'éclairage de secours seront inclus dans les systèmes de protection et d'alarme-incendie (voir section 60).
15	Control/Monitoring Systems	Systèmes de commande/surveillance
	<i>Electrical/electronic systems includes remote central or direct control of building systems, equipment or monitoring devices interfaced with panels, field sensors, relays including all interconnecting wiring, cabling, piping, conduit. To include power systems dedicated to this system.</i>	<i>Les systèmes électriques/électroniques incluant les commandes centrales à distance ainsi que les commandes directes des systèmes d'immeuble, équipement et dispositifs de surveillance couplés aux panneaux, capteurs, relais, incluant les câblages, la tuyauterie et les conduits. Comprend également les systèmes d'alimentation pour ce système.</i>
20	Heating	Chauffage
	<i>Equipment that provides heat to a building/facility such as high and low pressure steam/hot water, etc. along with their associated components (for example, condensate returns, feed water pumps, etc.) DOES NOT INCLUDE POTABLE WATER SUPPLY.</i>	<i>L'équipement qui chauffe l'immeuble/l'installation, tel que la chaudière à vapeur ou à l'eau chaude à haute ou basse pression, etc., ainsi que les composants connexes (par exemple, pompe de retour de condensat, d'alimentation, etc.). « EXCLUT L'ALIMENTATION EN EAU POTABLE ».</i>
25	Refrigeration	Réfrigération
	<i>Equipment that uses a mechanical closed loop consisting of an evaporation, compressor, metering device and condenser for the purpose of heat rejection. Examples to be considered are air conditioners, heat pumps, chillers, reach-in/walk-in coolers and freezers and absorption systems.</i>	<i>Équipement qui utilise une boucle mécanique fermée composée d'évaporateurs, de compresseurs, de dispositifs de mesurage et de condenseurs pour évacuer la chaleur. Les climatiseurs, thermopompes, refroidisseurs, réfrigérateurs ou congélateurs plain-pied, et systèmes à absorption en sont des exemples.</i>
30	Ventilation/Air Distribution	Ventilation/Distribution de l'air
	<i>All equipment primarily designed for the distribution and control of temperature, humidity, cleanliness and movement of air.</i>	<i>Tout équipement conçu principalement pour la distribution et le contrôle de la température, de l'humidité, de la propreté et de la circulation de l'air.</i>
40	Compressed Air, Auxiliary & Process	Air comprimé, auxiliaire et traitement
	<i>Includes equipment such as compressors, air dryers and related pneumatic control equipment.</i>	<i>Inclut des équipements tels que les compresseurs, les dessiccateurs d'air et les dispositifs de contrôle pneumatique connexes.</i>
50	Water Supply	Alimentation en eau

Code	English short description/ Long description	Description abrégée française/ Description détaillée
	<i>Hot and cold potable water supply equipment. Equipment to be considered includes drinking fountains, backflow preventers, domestic hot water boilers, etc.</i>	<i>Comprend les équipements d'alimentation en eau chaude et eau froide potable. Inclut les fontaines à boire, les dispositifs anti-refoulement, les chauffe-eau domestiques, etc.</i>
55	Plumbing/Drainage	Plomberie et drain
	<i>Equipment designed for the supply, circulation and/or disposal of water (non-potable) and other fluids. Items include water closets, sump pumps, lavatories, drains, water spouts, etc.</i>	<i>L'équipement conçu pour l'alimentation, la circulation et/ou l'évacuation d'eau (non potable) et autres fluides. Ceci inclut les toilettes à eau, les lavabos, les pompes de puisard, les drains, les robinets, etc</i>
60	Fire Protection & Alarm	Protection contre les incendies et alarme
	<i>Equipment/systems designed to warn, to impede and/or stop a fire. It includes, fire alarm panels and components, emergency lighting, voice communications, smoke exhausters, stairwell pressurization fans, sprinkler systems, fire booster, pumps, etc.</i>	<i>Équipements et systèmes conçus pour signaler, contrôler et/ou arrêter les incendies. Inclut les panneaux avertisseurs et leurs composantes, l'éclairage d'urgence, les évacuateurs de fumée, les ventilateurs de pressurisation d'escaliers, les systèmes de gicleurs, les surfeux, les pompes et autres.</i>
65	Vertical & Horizontal Transporting Devices	Équipements de transport vertical et horizontal
	<i>All transporting equipment for persons and/or materials. e.g.. dock levelers, conveyors, elevators, dumbwaiters, vertical wheelchair lifts, escalators, etc.</i>	<i>Tout l'équipement de transport de personnes et de matériaux tels que plate-formes mobiles de chargement, monte-charges, élévateurs de fauteuils roulants, escaliers mobiles et autres.</i>
70	Security	Sécurité
	<i>Devices that assist in the physical security of the building/facility such as closed circuit television surveillance systems, photocell, infrared or laser beam systems, key card access, etc.</i>	<i>Appareils d'appoint pour la sécurité matérielle de l'immeuble/l'installation tels que les circuits fermés vidéo, les systèmes de surveillance, les détecteurs infrarouge ou laser, le système de cartes d'accès et autres.</i>
72	Environmental	Environnemental
	<i>Equipment/systems that require management and accountability as per the Canadian Environmental Protection Act (CEPA). Items include PCB storage sites, chemical handling (CFCs & Halon), above and below ground storage tanks, asbestos, pesticides and sewage/solid waste disposal, etc.</i>	<i>Équipements et systèmes devant faire l'objet d'une gestion et d'une responsabilisation conformément à la Loi canadienne sur la protection de l'environnement, tels que les sites d'entreposage de BPC, la manipulation de produits toxiques (CFC et Halon), les réservoirs de surface ou enfouis, l'amiante, les pesticides, l'élimination des déchets liquides ou solides et autres.</i>
75	Special Purpose	Usage particulier

Code	English short description/ Long description	Description abrégée française/ Description détaillée
	<i>Systems not previously designated and/or client owned equipment which are maintained by the Department.</i>	<i>Systèmes non désignés précédemment et/ou systèmes appartenant aux clients qui sont confiés au Ministère pour entretien.</i>
79	Energy	Énergie
	<i>Systems designed for the conservation measurement and recording of energy consumption. Items include electric meters, gas/oil meters, water meters, etc.</i>	<i>Systèmes conçus pour mesurer l'économie et la consommation d'énergie, tels que compteurs d'électricité, compteurs d'essence/mazout, compteurs d'eau et autres.</i>
80	Architectural/Structural	Architecture/Structure
	<i>Includes building components other than equipment that requires periodic technical inspection. Items to be considered include roofs, chimneys, stacks, windows, doors, etc.</i>	<i>Inclut les composantes d'immeuble autres que les équipements nécessitant une inspection technique périodique, tels que toitures, cheminées, évacuateurs, fenêtres, portes et autres.</i>
85	Grounds	Terrains
	<i>Includes exterior items that are associated with the building/facility such as roads, retaining walls, fences, parking areas, access ways, storm drainage, landscaping, etc.</i>	<i>Inclut les objets extérieurs qui sont associés à l'immeuble/ l'installation tels que chemins, murs de soutènement, clôtures, aires de stationnement, sentiers d'accès, égouts pluviaux, aménagements paysagers et autres.</i>
90	Cafeteria (excluding Refrigeration)	Cafétéria (excluant la réfrigération)
	<i>All major kitchen and service equipment such as coffee urns, deep fat fryers, stoves, etc., which are crown-owned and consequently should be maintained by PWGSC. NOTE: DOES NOT INCLUDE REFRIGERATION EQUIPMENT (see Section 25)</i>	<i>Tous les équipements principaux de cuisine et de cafétéria tels que cafétières, friteuses, cuisinières et autres qui appartiennent à l'État et qui sont entretenus par TPSGC. NOTA : EXCLUT L'ÉQUIPEMENT DE RÉFRIGÉRATION (voir section 25)</i>
99	Other tools and equipment	Autres outils et équipement
	<i>Equipment and systems not covered above including Servicing Tools and Workshops</i>	<i>Équipement et systèmes non couverts dans les sections ci-dessus incluant les outils d'entretien et d'atelier.</i>

Table A7.2 Equipment Type Code
Tableau A7.2 Codes des types d'équipement

Referred to in transactions/ Code utilisé pour les transactions :	EIT0; PCR0
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The equipment type code is a standard classification of pieces of equipment that are or may be part of the building systems.

Le codage de type de l'équipement permet de classer les équipements qui font ou pourraient faire partie de systèmes de bâtiments.

Code	English description	Description française
5	Filters, Washable and Disposable	Filtres, lavables et jetables
6	Filter – High Efficiency Particulate Aerosol	Filtres, HEPA
7	Filter – Water	Filtres à eau
9	Aerator, Blower	Aérateur/ventilateur
10	Air Compressor	Compresseur d'air
15	Vacuum Pump	Pompe à vide
16	Vacuum Cleaner	Aspirateur (central)
20	Air Conditioner, Built-up	Climatiseur, à éléments séparés
25	Air Conditioner, Packaged	Climatiseur monobloc
30	Air Conditioner, Split	Climatiseur, bibloc
35	Air Conditioner, Window Unit	Climatiseur de fenêtre
36	Air Conditioner, Room	Climatiseur de salle
50	Air Handling Unit	Appareil de traitement de l'air
52	Agitator Bio Waste	Agitateur, déchets organiques
55	Air Valve (vent)	Robinet d'air (évent)
57	Autoclave	Autoclave
58	Ash Removal	Enlèvement des cendres
60	Battery Charger (including batteries)	Batterie et chargeur
65	Backflow Preventer	Dispositif anti-refoulement
70	Boiler	Chaudière
75	Boiler – Steam	Chaudière à vapeur
90	Burner, Oil fired	Brûleur au mazout
91	Burner – Gas/Propane Fired	Brûleur pour gaz ou propane
92	Burner – Combination	Brûleur combiné
93	Bus Way (conductors)	Barre blindée
95	Bus work and Structure Insulators	Isolateurs de barres blindées et de structures
96	Load Break Switch	Interrupteur sous charge
97	Electrical Distribution Systems	Réseau de distribution de l'électricité

Code	English description	Description française
98	Carbon Monoxide Systems	Systèmes de détection du monoxyde de carbone
99	Gas Detection Systems	Détecteurs de gaz et moniteurs
100	Chiller – Absorption	Refroidisseur à absorption
105	Chiller- Centrifugal	Refroidisseur centrifuge
110	Chiller – reciprocating	Refroidisseur à piston
120	Air Circuit Breaker & Breakers	Disjoncteur
123	Excitor	Excitateur
124	Generator – DC	Générateur CC
125	Surge Protection, Transient Voltage Unit	Limiteur de surtension, supprimeur de surtension
126	Voltage Regulator	Régulateur de tension
127	Alternator	Alternateur
128	Capacitor Bank & Capacitors	Groupe condensateur
130	Cooling Coil	Serpentin de refroidissement
135	Heating Coil	Serpentin de chauffage
136	Terminal Hot Water Reheat	Réchauffeur terminal à eau chaude
137	Cold Room	Chambre froide
139	Filter – Electrostatic	Filtre électrostatique
140	Air Purifier	Purificateur d'air
142	Condenser-Evaporative	Condenseur à vaporisation
144	Communications Systems	Système de communication
145	Garbage Compactor	Compacteur d'ordures
147	Compressed Air Dryer	Séchoir à air comprimé
148	Compressor – Refrigeration	Compresseur, réfrigération
150	Condenser – Air Cooled	Condenseur refroidi à l'air
151	Condenser – Water Cooled	Condenseur refroidi à l'eau
152	Controls – Combustion	Commandes, combustion
153	Controls – Electric and Electronic	Dispositifs de commande, électriques et électroniques
154	Energy Management & Controls Systems	Systèmes de commande et de gestion de l'énergie
155	Controls – Pneumatic	Dispositifs de commande pneumatiques et système d'alimentation en air de commande
156	Controls – Water feed	Commandes d'eau d'approvisionnement
158	Controls – Gas Analyser	Commandes d'analyseur de gaz
160	Convactor – Hot water	Convecteur à eau chaude
170	Converter	Convertisseur
172	Conveyor	Convoyeur
180	Cooling Tower	Tour de refroidissement
185	Dust Collector (all types)	Collecteur de poussières (tous types)

Code	English description	Description française
186	Dampers	Registres
190	De-aerator	Dégazeur
195	De-humidifier	Déshumidificateur
199	De-superheater	Désurchauffeur
200	Disconnects (isolating switches)	Disjoncteurs (interrupteurs d'isolement)
205	Disconnect – Main	Disjoncteur principal
210	Distribution Panel	Panneau de distribution
212	Panelboard, lighting and Appliance Branch Circuit	Panneau électrique, circuit de dérivation d'éclairage et d'appareils électriques
215	Splitter -Distribution Splitter	Répartiteur
216	DCC Control Cabinet	Cabinet de commande CND (commande numérique directe)
220	Switchboard – Distribution	Tableau de distribution et de contrôle
223	Sump Pit	Puisard
230	Elevating Docks/Dock Leveller Equipment	Plates-formes élévatrices/niveleurs de quai
235	Drains	Égouts
238	Dumbwaiters	Monte-charge
239	Electric Motor	Moteur électrique
240	Elevator	Ascenseur
245	Economizer	Économiseur
250	Emergency Power System	Système d'alimentation électrique de secours
253	End Devices (sensors, transducers...)	Dispositifs finals (capteurs, transducteurs)
255	Escalator, Moving Walkway	Escaliers roulants/trottoir mobile
257	Heat Exchanger	Condenseur refroidi à l'air
258	Exhaust Air Valve	Valve d'air évacué
259	Expansion Joint – piping	Joint d'expansion, tuyauterie
260	Fans – Supply or return	Ventilateurs (alimentation et retour)
261	Fan – Ceiling and Circulation	Ventilateur de plafond (circulation)
265	Fan – Combustion	Ventilateur, combustion
270	Fan – Exhaust	Ventilateurs (extracteurs)
271	Fan – Exhaust (ashes)	Ventilateur d'échappement (cendres)
272	Fume Hood – System	Hotte
273	Fume Hood – Assembly	Assemblage de hottes
280	Fan Coil Unit – Cabinet heater/cooler	Ventilo-convecteur
281	Fan – Unit Ventilator	Ventilateur d'aération
290	Fire Alarm System – general	Système d'alarme-incendie, généralités
295	Fire Alarm and voice communication – integrated	Réseau d'alarme-incendie/Système de communication phonique (intégré)
300	Fire Dampers and Fire Stops Flaps	Registres et clapets coupe-feu

Code	English description	Description française
305	Fire Exit Corridor/Separation (including Doors & Related Hardware)	Corridors de secours en cas d'incendie et séparation coupe-feu (y compris les portes et la quincaillerie)
310	Fire Extinguishers – portable	Extincteurs portatifs
311	Fire Extinguishers – CO ₂	Système d'extincteur, CO ₂
312	Fire Extinguishers – Dry Chemical	Système d'extincteur, produit chimique
313	Fire Extinguishers – Halon	Système d'extincteur, Halon
315	Fire Hydrant	Prise d'eau d'incendie
325	Fire Pump – Supply, Booster	Pompe à incendie, alimentation/surpression
330	First Aid Kit	Trousse de premiers soins
331	First Aid Eyewash Station	Poste de bain oculaire
332	Emergency Alarms – Washrooms	Alarme-incendie, toilettes
335	Flash Tank	Réservoir de détente
337	Vehicle Lift	Monte-charge pour véhicule
338	Freight Platform Lift	Plate-formes élévatrices pour marchandises
339	Furnace – Warm Air (electric)	Fournaise à air chaud (à électricité)
340	Furnace – Warm Air (Gas or Oil)	Fournaise à air chaud (gaz ou mazout)
341	Heater – Ramp	Appareil de chauffage, rampe
342	Heater – Electric, Duct	Appareil de chauffage électrique, conduit
343	Heater – Electric, Baseboard	Appareil de chauffage, plinthe électrique
344	Heater – Electric Unit	Appareil de chauffage électrique à ventilateur
345	Hoist – Pneumatic or hydraulic	Treuil, pneumatique ou hydraulique
346	Heater Cables	Câbles chauffants
347	Hoist – Manual or Electric	Palan, manuel/électrique
348	Hoist – Overhead and Bridge Crane	Pont roulant
350	Humidifier – Dehumidifier (Water Sprays)	Humidificateur – Déshumidificateur (avec pulvérisateurs)
355	Incinerator	Incinérateur
360	Induction Unit	Éjecto-convecteur (appareil à induction)
361	Sand Trap	Collecteur de sable
362	Interceptor – Grease or Oil	Collecteur de graisse ou d'huile
363	Sediment Trap	Piège à sédiment
364	Interface Panel	Panneau d'interface
365	Irrigation	Irrigation
370	Lighting – Emergency System	Éclairage d'urgence
379	Lighting – Interior (including Ballast)	Éclairage intérieur
380	Lighting – Exterior	Éclairage extérieur
381	Lightning Rod	Parafoudre
383	Master Clock	Horloge principale

Code	English description	Description française
384	Metering Equipment	Appareil de mesure
385	Mixing Box	Boîte de mélange
386	Motor Control Centre	Commande centrale de moteurs (CCM)
387	Piping System, Buried	Circuits de tuyauterie (souterraine)
388	Plumbing – Fixtures	Accessoires de plomberie
389	Printer Terminal	Terminal d'imprimante
390	Power Door Operator	Commande de porte électrique
391	PCB Storage Site	Emplacement de stockage BPC
395	Preheater – Oil	Préchauffage, huile
396	Pressure Regulating Valves	Soupape de régulation de pression
397	Projector – Photo/Slide	Projecteur à diapositives
398	Pressure Reducing Valves	Robinets réducteurs de pression
400	Pump – centrifugal, lobe, gear	Pompe (centrifuge, à galets, à engrenages)
401	Pump – steam	Pompe à vapeur
405	Pump – Condensate (includes storage tank)	Pompe à condensat (incluant le réservoir)
407	Pump – Heat pump	Thermopompe
410	Pump – Sump	Pompe à puisard
411	Pump – Sewage station	Pompe, eaux usées
412	Catch Basins	Puisard, bouche sélective
413	Manhole	Regards
420	Relay Panel	Panneau à relai
422	Recorder (electrical, gaseous, liquid...)	Enregistreur
423	Energy Meter – combined	Compteur, combiné
424	Energy Meter – Chilled Water	Compteur, eau refroidie
425	Energy Meter – Steam	Compteur, vapeur
426	Energy Meter – Electrical	Compteur, électrique
427	Energy Meter – HTHW	Compteur, ECHT
428	Emergency Shower	Douche d'urgence
429	Scrubbers (contaminants)	Épurateurs
430	Sewage Treatment système/ Sewage sterilizer	Système de traitement des eaux usées/ stérilisateur d'effluents
431	Solar Collector (system)	Capteurs solaires (système)
432	Soot Blower	Ventilateur à suie
433	Travelling Screen System (water treatment)	Système de filtration mobile (épuration de l'eau)
439	Smoke Control System	Installations de contrôle des fumées
440	Sprinkler – Automatic – DryPipe	Extincteur automatique sous air
445	Sprinkler – Preaction/Deluge	Extincteur, préaction, déluge
450	Sprinkler – Automatic – Wet Pipe	Extincteur automatique sous eau

Code	English description	Description française
455	Sprinkler – Commercial – Cooking Equipment	Extincteur automatique, matériel de cuisine commercial
460	Standpipe and Hose	Canalisation et boyaux d'incendie
470	Starter/Contactor	Démarrateur/contacteur
472	Variable Speed Drive	Variateurs de vitesse
471	Starter, Combination	Démarrateur combiné
479	Superheater	Surchauffeur
480	Tank, Storage – Gravity	Réservoir à gravité
481	Tank, Storage – Pressurized	Réservoir sous pression
482	Tank – Septic	Fosse septique
483	Tank – Fuel	Réservoir à carburant
484	Tank – Chemical Holding	Réservoir à produit chimique
485	Terminal – Computer	Terminal d'ordinateur
486	Variable Air Volume Boxes	Dispositifs à débit d'air variable (VAV)
487	Transfer Switch – Automatic (electrical)	Commutateur de transfert automatique
490	Transformer – Liquid Cooled	Transformateur BPC et à l'huile (refroidi par liquide)
491	Transformer – Dry Type	Transformateur (sec)
500	Transformer Vault	Salle de transformateurs
502	Gearbox	Engrenage
503	Turbine – Steam	Turbine à vapeur
504	Cyclone (non powered)	Cyclone
505	Agitator	Agitateur
506	Motor – Diesel	Moteur, diesel
507	Turbocharger	Turbocompresseur
510	Traps – Stainers	Purgeurs et crépines
520	Unit Heater	Appareil de chauffage
521	Underground Electrical Services	Services électriques souterrains
523	Valves, Control – pneumatic	Valves, contrôles (pneumatique)
524	Uninterruptible Power Supply	Système d'alimentation sans coupure
526	Valve – Steam, Pressure Reducing	Détendeur de vapeur
530	Water Cooler – Unit	Refroidisseur d'eau
540	Water Cooler – Central Station	Refroidisseur d'eau, poste central
545	Water Softener or demineralizer	Adoucisseur d'eau, déminéraliseur
550	Water Heater – Domestic	Chauffe-eau domestique
559	Recovery Systems – precious metals	Système de récupération (métaux précieux)
560	Water Treatment Systems	Système de traitement d'eau
565	Well Pump	Pompe de puits
601	Overhead Electrical Distribution – exterior	Distribution aérienne
602	Sub-station – exterior (electrical)	Sous-station extérieure (électrique)

Code	English description	Description française
603	Grounding System (electrical)	Système de mise à la terre (électrique)
700	Security, Panic Buttons and Motorized Gates	Sécurité, boutons d'alarme, barrières motorisées (électriques/mécaniques)
710	Natural Gas/Propane Distribution components	Système de distribution de gaz naturel/propane
750	Gaseous Fluid systems	Fluides gazeux
755	Cryogenic Fluids Systems	Fluides cryogéniques
800	Building Interior – general	Intérieur, généralités
801	Building Exterior – General	Extérieur, généralités
805	Areaways (vents, grilles...)	Aires de dégagement
810	Chimneys (Radial Brick and Metal)	Cheminées (briques radiales et métal)
813	Emergency Exit Doors	Sorties d'urgence
814	Doors – Interior	Portes, intérieur
815	Doors – Entrance/Exit	Portes d'entrée/de sortie
820	Stairs and Railings – Exterior	Escaliers extérieurs et rampes
825	Cladding	Parement
830	Foundations, Footings and Supports	Fondations, semelles et appuis
835	Barriers and Fences	Barrières et clôtures
840	Flag Pole	Mât de drapeau
850	Grounds and Approaches	Terrains et accès
851	Roads, Approaches and Parking Areas (paved)	Routes, voies d'accès et stationnements pavés
855	Doors (Overhead, Sectional/Roll-Up)	Portes (basculantes, en sections, enroulées)
857	Protective Plates	Plaques protectrices
860	Painting	Peinture
861	Walls – Interior	Murs intérieurs
862	Floors	Planchers
863	Ceilings	Plafonds
866	Blow-out Panels	Panneaux de surpression (évent anti-explosion)
870	Roof	Toits
871	Anchor points – Permanently suspended platforms	Points d'ancrage, plate-forme suspendue, installation permanente
873	Self Contained Breathing Apparatus	Appareils respiratoires autonomes
875	Shelving	Rayonnages
880	Walls – Stone and Masonry	Murs, pierre et maçonnerie
890	Storm Drainage	Collecteur d'eau pluviale
895	Windows – Exterior	Fenêtres – extérieur
896	Venetian Blinds	Stores vénitiens
897	Draperies	Draperies

Code	English description	Description française
900	Cafeteria and Kitchen Appliances – general	Électroménagers de cafétéria et de cuisine, généralités
902	Waste disposal unit	Unité d'élimination des déchets
905	Dishwasher – commercial	Lave-vaisselle commercial
908	Dishwasher – conveyor	Lave-vaisselle à convoyeur
910	Kitchen Range Hood – commercial	Hotte de cuisinière commerciale
912	Ovens – Commercial	Fourneau commercial (gaz/électrique/vapeur)
915	Steam Kettle	Bouilloire
918	Pressure Cooker – Steam	Autocuiseur à vapeur
920	Garbage Refrigerator	Réfrigérateur à déchets
925	Garbage Can Washer	Laveuse de poubelle
930	Ice Cream Cabinet	Armoire à crème glacée
935	Ice Cube Maker	Appareil à glaçons
940	Food Mixer	Mélangeur à aliments
941	Meat Slicer/Saw	Tranche-viande/scie de boucher
944	Patty Machine	Machine à mouler les galettes de viande
955	Serving Table (heated)	Desserte chauffée
960	Reach In/Pass-through Refrigerator	Armoire-présentoir frigorifique
965	Beverage Dispenser	Distributrice de boissons
970	Vegetable Peeler	Épluche-légumes
980	Walk-in Refrigerator /Freezer	Réfrigérateur/congélateur de plain-pied
990	Building Supplies and Spares	Fournitures d'immeuble et pièces de rechange
991	Building Equipment – Tools and Maintenance Equipment	Matériel d'immeuble – Outils et matériel d'entretien
992	Controllable Assets	Biens contrôlables
993	Office Furnishings	Accessoires de bureau
999	Hazardous Waste Container (including PCB containers)	Réservoir de matériaux dangereux (incluant contenants de BPC)

Table A7.3 Equipment Type Category Code
Tableau A7.3 Codes des catégories de bien d'équipement

Referred to in transactions/ Code utilisé pour les transactions :	EIT0, GFE2
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Used to further describe equipment types 990 (building supplies and spares), 991 (building equipment – tools and maintenance equipment); 992 (controllable assets) and 993 (office furnishings). These codes classify the inventory of government supplied material and equipment in the EIT0 and GFE2 transactions.

Codes visant à décrire davantage les catégories de bien d'équipement 990 (fournitures d'immeuble et pièces de rechange), 991 (matériel d'immeuble – outils et matériel d'entretien), 992 (biens contrôlables) et 993 (accessoires de bureau). Ils permettent de classifier le matériel et l'équipement fournis par le gouvernement, dans le cadre d'une transaction EIT0 et GFE2.

Code	Type (A7.2)	English short description/ Standard usage	Description abrégée française/ Utilisation
001	990	Electrical supplies Neon, bulbs, fuses, wire, switches...	Fournitures électriques Fluorescents, ampoules, fusibles, fils et commutateurs...
002	990	Electronic supplies Surveillance and other assimilated systems supplies	Fournitures électroniques De surveillance ou autres systèmes semblables
005	990	HVAC systems supplies Filters, additives (other than fue)	Fournitures de systèmes de CVC Filtres, additifs (autres que carburants)
008	990	Sanitary supplies Paper, disinfectants and sanitation products	Fournitures sanitaires Papier, désinfectants et produits sanitaires
010	990	Plumbing supplies Including water supply maintenance supplies	Fournitures de plomberie Inclut les fournitures d'adduction d'eau
011	990	Building supplies Including stocks of lumber, bricks, tiles, paint...	Matériaux de construction Inclut le bois d'œuvre, les briques, les tuiles, la peinture...
013	990	Cleaning supplies Solvents, detergents, and housekeeping supplies	Produits de nettoyage Produits d'entretien ménager et de nettoyage
015	990	Groundskeeping supplies Including gardening supplies	Fournitures d'entretien paysager Inclut les fournitures de jardin
021	990	Electrical systems spare parts	Pièces de rechange – systèmes électriques
023	990	Plumbing systems spare parts	Pièces de rechange – plomberie
025	990	HVAC systems spare parts	Pièces de rechange – systèmes de CVC
027	990	Telecommunication systems spare parts	Pièces de rechange – systèmes de télécommunications
029	990	Locks and physical security spares	Pièces de rechange – serrurerie et sécurité matérielle
030	990	Glass, doors, dividers Including spare tenant components replacements and floor coverings	Vitres, portes, divisions Inclut les composantes de remplacement de systèmes locataires et couvre-planchers
032	990	Building system spare parts – others	Pièces de rechange – autres systèmes d'immeuble

Code	Type (A7.2)	English short description/ Standard usage	Description abrégée française/ Utilisation
044	990	Shop supplies – Misc. Stocks of hardware, fasteners, small parts and other maintenance supplies	Fournitures d'atelier diverses Inventaires de quincaillerie, attaches, petites pièces et autres fournitures d'entretien
051	991	Hand Tools General purpose hand tools used for carpentry, electrical, plumbing, metalworking and general building maintenance work	Outils à main Outils manuels d'usage courant en menuiserie, électricité, plomberie, ferblanterie et les travaux d'entretien général des immeubles
052	991	Toolbox and Tool kits Standard issue toolkits for maintenance technicians	Coffres à outils et ensembles Ensembles d'outils ou de coffres à outils des techniciens d'entretien
053	991	Portable power tools Hand held power tools such as drills, sanders, saws and grinders	Outils électriques portatifs Outils électriques portatifs comme perceuses, sableuses, scies et affûteuses
054	991	Shop tools Stationary power tools such as press drills, saw bench, bench grinders	Machines-outils Machines-outils fixes d'atelier comme perceuses à colonne, bancs de scie et meules d'établi
055	991	Air Tools Lightweight compressors, vacuum, air-guns and pneumatic sprayers or pressured air tools systems	Outils pneumatiques Compresseurs légers, pompes à vide, fusils à peinture, pulvérisateurs pneumatiques et systèmes d'outils à air comprimé
056	991	Workbench Tables, baths, benches including vise and clamping devices	Établi Tables, baignoires, bancs de travail, incluant étaux et systèmes de serres
059	991	Tools accessories Accessories sets such as drill bits, blades, extensions, and battery chargers.	Accessoires d'outils Ensembles d'accessoires tels que jeux de mèches, lames, rallonges et chargeurs de piles
060	991	Welding Equipment Acetylene, electric welding and propane soldering	Équipement de soudure Chalumeaux acétylène, arc électrique et torches propane
061	991	Lubrication and caulking tools Oil Cans, Grease guns and caulking applicators	Outils de lubrification et calfeutrage Huileurs, fusils à graisse et applicateurs de calfeutrage
065	991	Detectors and alarms Fire, fume, gas, movement and light detectors	Détecteurs et alarmes Détecteurs d'incendie, de vapeur, de gaz, de mouvement ou de lumière
066	991	Measurement tools and devices Electrical circuit testers and meters, thermometers, hydrometers and multipurpose hand-held metering devices	Instruments et outils de mesure Vérificateurs et instruments de mesure de circuits électriques, hydromètres, thermomètres et autres outils de mesure portatifs
067	991	Special purpose equipment Specialized portable metering devices, special purpose maintenance equipment or jigs	Équipements spécialisés Équipement portatif spécialisé de mesure, équipement spécialisé d'entretien ou de calibration
070	991	Landscaping/gardening tools Shovels, rakes, axes, handsaws and other gardening tools	Outils de terrassement et jardin pelles, râteaux, haches, scies d'émondage et autres outils de jardin
071	991	Grounds keeping equipment Lawnmowers, snowblowers, shredders and other gas powered equipment	Équipement d'entretien paysager Tondeuse, souffleuse à neige, déchiqueteuse et autres outils motorisés

Code	Type (A7.2)	English short description/ Standard usage	Description abrégée française/ Utilisation
072	991	Groundskeeping equipment accessories Accessories for landscaping equipment such as trailers, extensions or waste collection system.	Accessoires d'équipement d'entretien paysager Accessoires des outils d'entretien comme remorques, rallonges, systèmes de collecte de rebuts
074	991	Ladders Ladders, stepladders and stepbenches	Échelles Échelles, escabeaux et marchepieds
075	991	Scaffolding Exterior or interior scaffolding systems or mobile units	Échafaudages Échafaudages intérieurs et extérieurs incluant unités mobiles
076	991	Exterior cleaning equipment Including window platforms and mobile units	Équipement d'entretien extérieur incluant plate-formes de lavage de vitres extérieures et unités mobiles
077	991	Interior cleaning equipment Such as wax applicators, floor sweepers, carpet cleaning equipment	Équipement d'entretien intérieur Incluant cireuse, polisseuse de planchers et équipement de nettoyage de tapis
080	991	First-Aid Cabinets Including first aid kits, chairs and stretchers	Cabinets de premiers soins Incluant les trousse de premiers soins, fauteuils et civières
081	991	Safety equipment Belts, lifelines and hazardous waste containers and protective suits	Équipement de sécurité Ceintures, filins de sécurité, réceptacles à déchets dangereux et habits protecteurs
082	991	Protection gear-personal Hats, helmets, goggles, and footwear	Accessoires de sécurité personnelle Chapeaux, casques, lunettes et chaussures
085	991	Appliances Stove, microwave, refrigerator, dishwasher, laundry and assimilated household equipment	Appareils ménagers Cuisinières, fours micro-ondes, réfrigérateurs, laveuses et autres équipements de maison
086	991	Maintenance carts and flats Shop carts, dollies, moving flats, and convenience carts	Fardiers et chariots d'entretien Chariots d'atelier, diables, fardiers de déménagement et chariots de service
087	991	Cabinets and Shelvings Storage cabinets, shelving bays and secure storage cabinets	Cabinets et étagères Cabinets d'entreposage, étagères et coffres d'entreposage sécuritaire
088	991	Shop supplies cabinets Drawer cabinets, shop supplies storage cabinets, sorting benches	Cabinets de fournitures d'atelier Systèmes de tiroirs, cabinets de rangement de fournitures d'atelier, bancs de triage
090	991	Holding tanks and containers Liquid waste holding tank, safety containers, liquid dispensers	Réservoirs de récupération et contenants Réservoirs de déchets liquides, contenants sécuritaires, distributrices de liquides
095	991	Office furniture, furnishings and equipments Including screens, filing cabinets, drapes and office decorations.	Meubles, équipements et accessoires de bureau Incluant écrans, filières, draperies et décorations de bureaux
099	991	Other non classifiable in one of the categories	Autres, non classifiables dans une des catégories
201	992	Capital Assets greater than \$1K and less than \$10K Include any asset greater than \$1K and less than 10K that has been acquired, constructed or developed with the intention of being used on a continuous basis and is not intended for sale in the ordinary course of business.	Immobilisations dont la valeur est comprise entre 1 000 \$ et 10 000 \$ Tout bien dont la valeur est comprise entre 1 000 \$ et 10 000 \$, qui a été acquis, construit ou rénové en vue d'une utilisation continue et qui ne sera pas mis en vente dans le cours normal des opérations.

Code	Type (A7.2)	English short description/ Standard usage	Description abrégée française/ Utilisation
202	992	Capital Assets \$10K or more Any asset that has a useful life in excess of one year and a per item cost of \$10K or more.	Immobilisations -- valeur de 10 000 \$ ou plus Tout bien dont la durée utile dépasse un an et dont le prix unitaire est de 10 000 \$ ou plus.
203	992	Attractive Items Items that are valued at less than \$10K; are subject to loss, fraud or theft; generally have a make, model and serial number associated with them. Office furniture is not included.	Articles attrayants Articles valant moins de 10 000 \$ et pouvant faire l'objet d'une perte, d'une fraude ou d'un vol; ils comprennent généralement une indication de la marque et du modèle ainsi que le numéro de série. Ils excluent le mobilier de bureau.
204	992	Off-road Equipment Includes lawn and garden equipment; light commercial equipment (0-59hp); recreational equipment; industrial equipment; and agricultural equipment.	Équipement tout terrain Équipement pour l'entretien paysager, équipement commercial léger (0-59 HP), équipement récréatif, équipement industriel et équipement agricole.
301	993	Office Furnishings greater than \$1K and less than \$10K	Accessoires de bureau – valeur est comprise entre 1 000 \$ et 10 000 \$
302	993	Office Furnishings \$10K or more	Accessoires de bureau – valeur de 10 000 \$ ou plus
303	993	Computer Equipment and Peripherals	Matériel informatique et périphériques
304	993	Audio and Telecommunications Equipment	Équipement sonore et matériel de télécommunications

Table A7.4 General Plant Type
Tableau A7.4 Types généraux de plantes

Referred to in transactions/ Code utilisé pour les transactions :	PLI0
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Code	English description	Description française
1	Floor Plant	Plante sur le plancher
2	Hanging Plant	Plante suspendue
3	Quarter Pot	Plante (petits pots)

Table A7.5 Acquisition Status Code
Tableau A7.5 Code d'état - acquisition

Referred to in transactions/ Code utilisé pour les transactions :	EIT0
--	------

Code	English description	Description française
1	On hand at the start of the Contract	Disponible au début du contrat AFPS
2	Acquired by the Contractor as a pass-through cost to PWGSC	Obtenu par l'entrepreneur AFPS

Table A7.6 Disposition Status Code
Tableau A7.6 Code d'état - aliénation

Referred to in transactions/ Code utilisé pour les transactions :	EIT0
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Code	English description	Description française
1	Lost	Perdu
2	Stolen	Volé
3	Transferred to another building	Transféré dans un autre bâtiment
5	Traded-in	Échangé
6	Permanently out of service (but not yet disposed of or destroyed)	Mis hors service de façon permanente (mais encore ni éliminé ni détruit)
7	Disposed of (for example, sent to Crown Assets Disposal Agency)	Éliminé (par exemple, envoyé à l'Agence de disposition des biens de la Couronne)
8	Destroyed (for example, sent to an environmental destruction site)	Détruit (par exemple, envoyé au site de destruction environnemental)

Table A8
Tableau A8

Storage Tank Location Code
Codes d'emplacement des réservoirs de stockage

Referred to in transactions/ Code utilisé pour les transactions :	EIT0
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Code	English description	Description française
1	Outdoor above ground	Extérieur en surface
2	Underground	Enfoui
3	Indoor	Intérieur

Table A8.1 Cultural Property Inventory – Photo Angle Codes
Tableau A8.1 [Need translation]

Referred to in transactions/ Code utilisé pour les transactions	CPI0, CPI1
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Code	English Description	Description française
001	Front view	[Need translation]
002	Back view	[Need translation]
003	Left side view	[Need translation]
004	Right side view	[Need translation]

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Environmental Activities, Utilities and Critical Incident Code Tables

Tableaux des codes des activités environnementales, des services publics et des incidents critiques

Table A9 Material Type Codes
Tableau A9 Codes des types de matériaux

Referred to in table/ Code utilisé dans les tableaux :	A10.01; A10.02; A10.03 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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Used to describe classes of materials used in, stored in or removed from a facility.

Employés pour classer les matériaux utilisés ou entreposés dans une installation ou qui en ont été retirés.

Type	English description	Description française
HAL	Halocarbons	Halocarbures
PCB	Polychlorinated Biphenyls	Biphényles polychlorés ou BPC
UTL	Utility fuels and energy sources	Carburants et sources énergétiques
RCY	Recyclable material	Matériel recyclable
PCP	Pest Control Product	Produit de contrôle des infestations
NRM	Non-recyclable material, garbage and waste	Matériel non recyclable, ordures ménagères et déchets
CHE	Chemical product	Produit chimique

Table A10 Material Codes

Tableau A10 Codes des matériaux

Material codes are used to describe supplies and other inputs that are consumed to operate and maintain the building. Material is described with a combination of TTT + CCCC where

TTT is a three letter code describing the type of material (from table A9) and
CCCC is a numeric code describing specific instances of the type of material

Material codes are used to identify specific material that is used, stored or removed from the building in the course of its operation, maintenance, repairs or alterations.

Le codage des matériaux permet de décrire les fournitures et autres intrants qui, par leur consommation, concourent à l'exploitation et à l'entretien des immeubles. Les matériaux sont codées en combinant TTT + CCCC où

TTT est un code de trois lettres décrivant le type de matériau (tableau A9) et
CCCC est un code numérique décrivant l'utilisation précise du matériau

Le codage des matériaux permet d'identifier les matériaux soit utilisés dans un immeuble, soit entreposés dans celui-ci, soit transférés ailleurs dans le cadre d'activités de gestion, d'entretien, de réparation ou de rénovation.

Table A10.01 Material Codes – Hazardous Material Types
Tableau A10.01 Codes des matériaux – codes des matières dangereuses

Referred to in transactions/ Code utilisé pour les transactions :	HAZ0; PCR0; CET1; EIT0
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Used in conjunction with "PCB", "HAL" or "CHE" Material Types.

Normalement utilisés conjointement avec les types de matériaux « PCB », « HAL », ou « CHE ».

Code	Material Type/ Type de matériau Table/Tableau A9	GASEOUS MATERIAL AND CHEMICAL PRODUCTS Normally used in refrigeration or as components of mechanical, electrical or HVAC building systems.	MATÉRIAUX GAZEUX ET PRODUITS CHIMIQUES Normalement utilisés dans la réfrigération ou comme composante d'équipements mécaniques, de climatisation ou des systèmes d'édifice.	Unit Of Measure/ Unité de mesure Table/Tableau A1.4
105	HAL	CFC-11	CFC-11	See individual transactions for specific information. Voir les transactions individuelles pour de l'information plus précise.
110	HAL	CFC-12	CFC-12	
115	HAL	CFC-500	CFC-500	
120	HAL	CFC-502	CFC-502	
125	HAL	HCFC-22	HCFC-22	
130	HAL	HCFC-123	HCFC-123	
135	HAL	HFC-134A	HFC-134A	
140	HAL	Halon-1301	Halon-1301	
145	HAL	Halon-1211	Halon-1211	
150	HAL	R401a	R401a	
155	HAL	R404a	R404a	
160	HAL	R409a	R409a	
165	HAL	LiBr	LiBr	
170	HAL	Inergen	Inergen	
195	HAL	Other halocarbons	Autres halocarbures	
510	PCB	PCB in Solids	Solides contenant des BPC	
520	PCB	PCB in Liquid	Liquides contenant des BPC	
600	CHE	Glycol	Glycol	
700	CHE	Chemical product	Produit chimique	
800	CHE	Waste oil	Huiles usées	

Table A10.02 Material Codes – Utility Types
Tableau A10.02 Codes des matériaux – types de services publics

Referred to in transactions/ Code utilisé pour les transactions :	UCT0; CET1; EIT0
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Used in conjunction with "UTL" Material Types.

Normalement utilisés conjointement avec les types de matériaux « UTL ».

Code	Material Type / Type de matériau Table/Tableau A9	UTILITIES Normally used to describe sources of energy or fuel for machinery and equipment.	UTILITÉS Normalement utilisé pour décrire des sources énergétiques, des carburants pour la machinerie et les équipements	Associated Qualifier Qualificateur associé Table/Tableau A5.1	Standard Unit of Measure Unité de mesure standard Table/Tableau A1.4
100	UTL	Electricity	Électricité	3A	KwH (code 40)
200	UTL	Natural Gas	Gaz naturel	3B	M ³ (code 32)
300	UTL	Fuel Oil (No 2 Oil)	Mazout n° 2	3C	Litre (code 22)
320	UTL	Fuel Oil (No 6 Oil)	Mazout n° 6	3C	Litre (code 23)
400	UTL	Diesel Fuel	Carburant diesel	3C	Litre (code 24)
450	UTL	Propane Gas	Gaz propane	3B	M ³ (code 33)
500	UTL	Steam/Hot Water	Vapeur/eau chaude	3D	GJ (GigaJoule) (code 42)
510	UTL	Chilled Water	Eau refroidie	3E	GJ (code 42)
550	UTL	Water and Sewage	Eau et égouts	3F	M3 (code 31)

Table A10.03 Material Codes – Waste Material Types
Tableau A10.03 Codes des matériaux – types de déchets de matériaux

Referred to in transactions/ Code utilisé pour les transactions :	RMQ0
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Used in conjunction with "RCY" and "NRM" Material types.

Normalement utilisés conjointement avec les types de matériaux « RCY » et « NRM ».

Code	Material Type / Type de matériau Table/Tableau A9	RECYCLABLE MATERIAL TYPES Used mainly to describe recyclable and non-recyclable material and building material.	TYPES DE MATÉRIAUX RECYCLABLES Utilisés principalement pour décrire les matériaux recyclables et non recyclables	Unit Of Measure/ Unité de mesure Table/Tableau A1.4
100	RCY	All recyclable materials	Tous les matériaux recyclables	Referred to in RMQ0. Recycled material is measured in metric tonnes. Utilisé dans RMQ0. Les matériaux recyclables sont mesurés en tonnes métriques.
110	RCY	Paper, including fine paper, newsprint and other paper fibres	Papier, y compris le papier fin, le papier journal et d'autres fibres de papier	
120	RCY	Cardboard	Carton	
130	RCY	Glass	Verre	
140	RCY	Metal	Métal	
150	RCY	Plastic	Plastique	
160	RCY	Composted materials	Matériaux compostés	
195	RCY	All other recyclable materials	6.5.1 Tous autres matériaux recyclables	
200	NRM	Waste sent to landfill	Perte envoyée au remblai	

Table A11.01 Asbestos Management Plan Component
Tableau A11.01 Volets du plan de gestion de l'amiante

Referred to in transactions/ Code utilisé pour les transactions :	AMP0
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Code	English description	Description française
1	Surveys, assessments and inventories	Inspections, évaluations et répertoires
2	Notification of friable asbestos	Avis concernant l'amiante friable
3	Training requirements	Besoins en formation
4	Reassessment program	Programme de réévaluation
5	Record-keeping	Tenue de dossiers

Table A11.02 Asbestos Reasons Code
Tableau A11.02 Codes des raisons de l'amiante

Referred to in transactions/ Code utilisé pour les transactions :	AMP1
--	------

Code	English description	Description française
1	Asbestos Containing Material (ACM) was never installed at the building	Il n'y a jamais eu d'installation de matériaux contenant de l'amiante dans l'immeuble
2	All known Asbestos Containing Material (ACM) was removed from the building	Tous les matériaux contenant de l'amiante ont été retirés de l'immeuble

Table A11.03 Asbestos Type
Tableau A11.03 Type de l'amiante

Referred to in transactions/ Code utilisé pour les transactions :	AMP1
--	------

Code	English description	Description française
1	Friable asbestos	Amiante friable
2	Non-friable asbestos	Amiante non-friable
3	Both friable and non-friable asbestos	Amiante friable et non-friable

Table A11.04 Asbestos Location
Tableau A11.04 Emplacement de l'amiante

Referred to in transactions/ Code utilisé pour les transactions :	AMP1
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Code	English description	Description française
1	Accessible to all building users	Accessible aux utilisateurs du bâtiment
2	Accessible to maintenance staff only	Accessible au personnel d'entretien seulement

Table A11.05 PCB Storage Site Location
Tableau A11.05 Emplacement de stockage des BPC

Referred to in transactions/ Code utilisé pour les transactions :	ENV0
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Code	English description	Description française
1	Indoor	Intérieur
2	Outdoor	Extérieur
3	Both indoor and outdoor	Intérieur et extérieur

Table A11.06 PCB Service Status
Tableau A11.06 Utilisation des BPC

Referred to in transactions/ Code utilisé pour les transactions :	HAZO
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Code	English description	Description française
1	In-Use	En usage
2	Out of service (including storage)	Non utilisés (y compris l'entreposage)

Table A11.07 Pesticide Usage Justification Code
Tableau A11.07 Codes de justification de l'utilisation de pesticides

Referred to in transactions/ Code utilisé pour les transactions :	PUT0
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Refers to a standard classification of building areas where pesticides or pest control activities are likely to be conducted.

Renvoient à la classification type des locaux qui pourraient donner lieu à l'utilisation de produits antiparasitaires ou de pesticides.

Code	English description	Description française
10	Pests in kitchen, cafeteria or food preparation area	Infestation des cuisines, cafétérias ou aires de préparation alimentaire
20	Pests in garbage collection area (including recycling)	Infestation dans les aires de cueillette des ordures ménagères (incluant recyclage)
30	Pests in office areas	Infestation des espaces à bureaux
40	Pests in landscaping around building (including grounds)	Infestation des aménagements paysagers autour de l'immeuble (incluant les terrains)
50	Pests in atriums	Infestation des atriums
90	Pests in a combination of areas (simultaneous application)	Infestation dans une combinaison d'aires (application simultanée)

Table A11.08 Tenant Run Recyclable Materials Program Indicator

Tableau A11.08 Indicateur du programme de recyclage de matériaux exécuté par le locataire

Referred to in transactions/ Code utilisé pour les transactions :	RMQ0
--	------

Code	English short description/ Standard usage	Description abrégée française/ Utilisation
1	No	Non
	<i>(no tenant run program in the building)</i>	<i>(aucun programme exécuté par le locataire dans l'immeuble)</i>
2	Full	Complet
	<i>(all recycling programs in the building are tenant run)</i>	<i>(tous les programmes dans l'immeuble sont exécutés par le locataire)</i>
3	Partial	Partiel
	<i>(some recycling programs in the building are tenant run)</i>	<i>(quelques programmes de recyclage dans l'immeuble sont exécutés par le locataire)</i>

Table A11.09 Service Status of Storage Tank
Tableau A11.09 Utilisation d'un réservoir de stockage

Referred to in transactions/ Code utilisé pour les transactions :	STR0
--	------

Code	English description	Description française
1	In-Use	En usage
2	Temporarily withdrawn from service	Mis hors service temporaire
3	Abandoned in place	Abandonné sur place
4	Removed	Retiré

Table A11.10 Storage Tank Technical Guideline Deficiency Area Code

Tableau A11.10 Directives techniques sur les réservoirs de stockage - Codes des lacunes

Referred to in transactions/ Code utilisé pour les transactions :	STR1
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Code	English description	Description française
1	Secondary containment or vapour/groundwater monitoring	Enceinte de confinement secondaire ou surveillance de vapeur/eau souterraine
2	Piping	Canalisation
3	Overfill prevention	Prévention des débordements
4	Spill protection	Protection contre les déversements
5	Leak detection	Détection des fuites
6	Maintenance practices	Pratiques d'entretien
7	Other	Autres

Table A12.01 Municipal Sewer Connection Type
Tableau A12.01 [Need translation]

Referred to in transactions/ Code utilisé pour les transactions :	WTR0
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Code	English description	Description française
1	Connection to municipal combined sanitary and storm sewer <i>Combined sewer is a sewer that is designed to collect surface runoff, rainwater and wastewater including blackwater (from toilets and urinals), greywater (wash water) and used water from an industrial, commercial or institutional facility that is mixed with blackwater.</i>	Égouts municipaux
2	Connection to municipal separate sanitary and storm sewers	[Need translation]
3	Connection to municipal sanitary sewer, but unknown if separate or combined sewer	[Need translation]
4	Connection to municipal sanitary sewer, but no storm sewer connection <i>Select this option if the building has a sanitary sewer connection, but the stormwater does not discharge to the municipal sewer, but instead to a ditch or stormwater retention pond, for example.</i>	[Need translation]
5	Connection to municipal storm sewer, but no sanitary sewer connection	[Need translation]
6	No connection to municipal sanitary or storm sewers	[Need translation]
7	Not applicable <i>Select this option only if there is no sanitary wastewater effluent generated by the building (i.e. no toilets/urinals or sinks; no effluent).</i>	[Need translation]

Table A12.02 Wastewater System Type
Tableau A12.02 [Need translation]

Referred to in transactions/ Code utilisé pour les transactions :		WTR0
Code	English description	Description française
1	Holding tank requiring pump out	[Need translation]
2	Septic tank and field	[Need translation]
3	Other	[Need translation]
	<p><i>Select this option if the wastewater system is a type other than the two options listed above, whether the wastewater is treated or not.</i></p> <p><i>Examples of wastewater systems with treatment include: three cell lagoon; constructed wetland; sedimentation tank; etc.</i></p> <p><i>If there is no treatment, the wastewater system may simply consist of an effluent pipe with a discharge point.</i></p> <p><i>If this option is selected, a description of the other type of wastewater system will be requested in the subsequent question.</i></p>	

Table A12.03 Wastewater System Discharge Type
Tableau A12.03 [Need translation]

Referred to in transactions/ Code utilisé pour les transactions :		WTR0
Code	English description	Description française
1	Yes - Direct discharge to surface water	[Need translation]
	<i>Select this option if the wastewater is discharged directly into surface water (e.g. stream, creek, lake, river, ocean), whether the wastewater is treated or not.</i>	
2	Yes - Eventual discharge to surface water	[Need translation]
	<i>Select this option if the wastewater is discharged in any place (e.g. ditch, man-made channel, impervious surface) where the wastewater eventually enters the surface water, whether the wastewater is treated or not.</i>	
3	No direct or eventual discharge to surface water	[Need translation]
	<i>Select this option if no wastewater is discharged to the environment (e.g. holding tank requiring pump out) or if the wastewater is discharged to another location that does not reach any surface water (e.g. septic tank and field).</i>	

Table A13.01 Category of Incident Code
Tableau A13.01 Codes des catégories d'incident

Referred to in transactions/ Code utilisé pour les transactions :	CETO
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Code	English description	Description française
1	Failure	Défaillance
2	Spill	Déversement accidentel
3	Accident	Accident
4	Release	Fuite de gaz
5	Security	Sécurité
6	Other	Autres
7	Non-compliance violations, including regulatory violations and warning letters (disabled 1 April 2008)	Infractions liées à la non-conformité, y compris infractions liées au règlement et lettres d'avertissement

Table A13.02 Corrective Action Type
Tableau A13.02 Types de mesures correctives

Referred to in transactions/ Code utilisé pour les transactions :	CET3
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Code	English description	Description française
1	Immediate	Immédiat(e)
2	Follow-up/remediation (<i>for example, monitoring; risk management</i>)	Suivi/action corrective (<i>par exemple, surveillance, gestion des risques</i>)

Table A13.03 Critical Incident Impact
Tableau A13.03 Répercussion de l'incident critique

Referred to in transactions/ Code utilisé pour les transactions :	CET2
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Code	English description	Description française
1	Occupants	Occupants
2	General public	Grand public
3	Eco-system	Écosystèmes
4	Building asset	Biens immobiliers
5	Land asset	Biens fonciers

Table A13.04 Aspect Code
Tableau A13.04 Code d'aspect

Referred to in transactions/ Code utilisé pour les transactions :	CET4
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Code	English description	Description française
1	Storage tanks	Réservoirs de stockage
2	PCB	BPC
3	Halocarbons	Halocarbures
4	Hazardous Materials and Wastes	Matières dangereuses et déchets
5	Asbestos	Amiante
6	Species at Risk Act (SARA)	Loi sur les espèces en péril (LEP)

Table A13.05 Regulatory Violation or Warning Letter Type
Tableau A13.05 Violation des règlements ou type de lettre d'avertissement

Referred to in transactions/ Code utilisé pour les transactions :	CET4
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Code	English description/ Standard usage	Description française/ Utilisation
10	Lapses in regulatory reporting or registration	Retard de signalement et d'inscription
	<i>Including requirements under FHR, Storage of PCB's, PCB Regulation and Storage Tank Regulations</i>	<i>Y compris les exigences relatives aux RFH, le stockage des BPC et les règlements relatifs aux réservoirs de stockage et aux BPC</i>
12	Lapses in regulatory record keeping	Retard dans la tenue de dossiers des règlements
	<i>Including requirements under FHR, Storage of PCB's, PCB Regulation and Storage Tank Regulations</i>	<i>Y compris les exigences relatives aux RFH, le stockage des BPC et les règlements relatifs aux réservoirs de stockage et aux BPC</i>
14	Lapses in the regulated requirement for adequate Environmental Emergency Response Planning	Retard dans les règlements aux fins d'une bonne planification d'intervention en cas d'urgence environnementale
	<i>Including requirements under Storage Tank Regulations</i>	<i>Y compris les règlements relatifs aux réservoirs de stockage</i>
16	Lapses in regulatory labelling/ identification of equipment	Retard dans l'étiquetage et dans l'identification de l'équipement
	<i>Including requirements under Storage of PCB's, PCB Regulation and Storage Tank Regulations</i>	<i>Y compris les exigences relatives au stockage des BPC, aux règlements relatifs aux BPC et aux réservoirs de stockage de BPC</i>
18	Lapses in regulatory leak detection testing	Retard dans la réglementation des essais de détection des fuites
	<i>Including requirements under FHR and Storage Tank Regulations</i>	<i>Y compris les règlements relatifs aux RFH et aux réservoirs de stockage</i>
20	Non-compliant use beyond the regulated phase-out date	Utilisation non conforme après la date d'élimination progressive réglementée
	<i>Including requirements under FHR (CFC's, Halons) and PCB Regulation</i>	<i>Y compris les règlements relatifs aux RFH (CFC et halons) et les règlements relatifs aux BPC</i>
22	Lapses in appropriate storage tank system inspections	Retard dans les inspections appropriées des systèmes de réservoirs de stockage

Code	English description/ Standard usage	Description française/ Utilisation
	<i>Per requirements under Storage Tank Regulations</i>	<i>Selon les exigences des règlements relatifs aux réservoirs de stockage</i>
24	Non-compliant storage tank system installation	Installation des systèmes de réservoirs de stockage non conformes
	<i>Per requirements under Storage Tank Regulations</i>	<i>Selon les exigences des règlements relatifs aux réservoirs de stockage</i>
26	Lapses in appropriate storage tank withdrawal from service	Retard dans l'interruption appropriée de service des réservoirs de stockage
	<i>Per requirements under Storage Tank Regulations</i>	<i>Selon les exigences des règlements relatifs aux réservoirs de stockage</i>

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Project Planning and Delivery Code Tables

Tableaux des codes de planification et d'exécution des projets

Table A14.01 Project Priority Code

Tableau A14.01 Codes de priorité des projets

Referred to in transactions/ Code utilisé pour les transactions :	PPT0 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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This value is used in the context of the project planning activities and the submission of the proposed projects transaction. It is intended to categorize projects according to a ranking of priority.

Cette donnée est employée dans la planification de projets et dans la soumission de la transactions relative aux projets proposés. Elle permet de classer les projets en ordre de priorité.

Code	English short description/ Standard usage	Description abrégée française/ Utilisation
A1	Emergency <i>A condition/deficiency which has already occurred and has already or will very shortly result in the shut-down of a building/support system or in an incident that could threaten human health, safety, and/or the environment. Emergency projects require immediate action and are therefore not normally planned in the Building Management Plan (BMP).</i>	Urgence <i>S'entend d'une situation ou d'un problème qui s'est produit antérieurement et qui a déjà causé ou qui causera sous peu l'arrêt d'un système d'immeuble ou d'appui de celui-ci. Il peut aussi s'agir d'un incident qui pourrait poser une menace pour la santé et la sécurité des personnes ou nuire à l'environnement. Les projets urgents nécessitent une attention immédiate et, par conséquent, ne sont pas normalement prévus dans les plans de gestion des immeubles (PGI).</i>
B1	Health, Safety and Environment	Santé, sécurité et environnement

Code	English short description/ Standard usage	Description abrégée française/ Utilisation
	<i>A condition/deficiency which constitutes a regulatory violation or, if left uncorrected next fiscal year, poses a risk to human health, safety and/or the environment.</i>	<i>Il s'agit d'une situation ou d'une défaillance qui contrevient un règlement ou qui, si elle n'est pas corrigée au cours du prochain exercice, pose un risque pour la santé ou la sécurité des personnes ou pour l'environnement.</i>
B2	Operational Efficiency <i>A condition/deficiency which threatens operational objectives and, if left uncorrected next fiscal year, could result in the tenants of PWGSC incurring productivity losses which would outweigh the cost of the corrective work.</i>	Déficiences opérationnelles <i>Il s'agit d'une situation ou d'une défaillance qui peut porter atteinte aux objectifs opérationnels et qui, si elle n'est pas corrigée au cours du prochain exercice, pourrait résulter en une perte de productivité pour les locataires des TPSGC, ce qui pourrait contrebalancer le coût des travaux correctifs.</i>
B3	System Integrity <i>A condition/deficiency which, if left uncorrected next fiscal year, will result in the shutdown of a critical support system of a building.</i>	Intégrité du système <i>S'entend d'une situation ou d'une défaillance qui, si elle n'est pas corrigée au cours du prochain exercice, résultera en la fermeture d'un système de soutien essentiel dans un immeuble, si celui-ci n'est pas corrigé au cours de cet exercice financier.</i>
C1	Health, Safety and Environment <i>A condition/deficiency which poses a potential threat to human health, safety and/or the environment and could lead to a regulatory violation if left uncorrected next fiscal year OR a deficiency/condition which does not comply with PWGSC Sustainable Development Strategy Commitments.</i>	Santé, sécurité et environnement <i>Il s'agit d'une situation et d'une défaillance qui pourrait constituer une menace pour la santé et la sécurité des personnes ou nuire à l'environnement et qui pourrait contrevir à un règlement si elle n'est pas réglée au cours du prochain exercice OU il peut s'agir d'une situation ou d'une défaillance qui n'est pas conforme aux engagements de TPSGC en fait de développement durable.</i>
C2	Operational Efficiency <i>A condition/deficiency that hampers operational efficiency if left uncorrected next fiscal year.</i>	Efficacité opérationnelle <i>S'entend d'une situation ou d'une défaillance qui nuira à l'efficacité opérationnelle si elle n'est pas corrigée au cours du prochain exercice.</i>
C3	System Integrity	Intégrité du système

Code	English short description/ Standard usage	Description abrégée française/ Utilisation
	<i>A condition/deficiency that will result in increasing costs if left uncorrected next fiscal year.</i>	<i>Il s'agit d'une situation ou d'une défaillance qui résultera en un accroissement des coûts si elle n'est pas corrigée au cours du prochain exercice.</i>
C4	National Programs <i>Specific National Programs as clearly identified by Treasury Board or PWGSC Directives, such as Canada Wordmark, Accessibility, Tactile Signage</i>	Programmes nationaux <i>Programmes nationaux précis clairement identifiés par les directives du Conseil du Trésor et de TPSGC, p. ex. mot-symbole Canada, accessibilité, panneaux tactiles.</i>
D1	Asset Maintenance <i>A condition/deficiency that could be improved/corrected by repair or replacement but does threaten building systems, operations, human health, safety and/or the environment.</i>	Entretien du bien <i>S'entend d'une situation ou d'une défaillance qui pourrait être améliorée ou corrigée par la réparation ou le remplacement mais qui ne nuit ni aux systèmes ni aux opérations de l'immeuble, ni à la santé et à la sécurité des personnes, ni à l'environnement.</i>
D2	Appearance and Image <i>A condition for which work would improve the appearance or image of the building.</i>	Apparence et image <i>S'entend d'une situation dans le cadre de laquelle le travail effectué permettra d'améliorer l'apparence ou l'image de l'immeuble.</i>
D3	Environmental Benefits <i>A non-emergency/regulatory situation that could be improved by the application of environmental best practices.</i>	Avantages sur le plan environnemental <i>Il s'agit d'une situation non urgente ou non conforme à un règlement qui pourrait être améliorée par la mise en oeuvre de meilleures pratiques sur le plan de l'environnement.</i>
D4	Other <i>Any other condition/ deficiency that could be improved/corrected but does not threaten building systems, operations, human health, safety and/or the environment.</i>	Autres <i>S'entend de toute autre situation ou défaillance qui pourrait être améliorée ou corrigée mais qui ne nuit ni aux systèmes ou aux opérations de l'immeuble, ni à la santé ou à la sécurité des personnes, ni à l'environnement.</i>
X1	Return within One Year	Rendement au cours de l'année

Code	English short description/ Standard usage	Description abrégée française/ Utilisation
	<i>Used for projects for which the key factor is a significant financial benefit to PWGSC with priority according to PAYBACK period on project costs WITHIN ONE YEAR.</i>	<i>Utilisé pour les projets pour lesquels le facteur clé est un gain économique important pour TPSGC en priorisant en fonction d'une période de recouvrement des coûts de projet INFÉRIEURE À UN AN.</i>
X2	Return within two years <i>Used for projects for which the key factor is a significant financial benefit to PWGSC with priority according to PAYBACK period on project cost WITHIN TWO YEARS.</i>	Rendement dans deux ans <i>Utilisé pour les projets pour lesquels le facteur clé est un gain économique important pour TPSGC en accordant la priorité à la période de recouvrement des coûts de projet INFÉRIEURE À DEUX ANS.</i>
X3	Return within three or more years <i>Used for projects for which the key factor is a significant financial benefit to PWGSC with priority according to PAYBACK period on project cost WITHIN THREE OR MORE YEARS.</i>	Rendement dans trois ans ou plus <i>Utilisé pour les projets pour lesquels le facteur clé est un gain économique important pour TPSGC en accordant la priorité à la période de recouvrement des coûts de projet DANS TROIS ANS OU PLUS.</i>

Table A14.02 Project Status
Tableau A14.02 État d'avancement du projet

Referred to in transactions/ Code utilisé pour les transactions :	PPT0 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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Code	English description/ Standard usage	Description française/ Utilisation
P	Proposed/planned <i>The project has been identified and is waiting for approval.</i>	Proposé / planifié <i>Le projet a été établi, et on attend qu'il soit approuvé.</i>
A	Approved <i>The project has been approved and/or work is progressing/underway.</i>	Approuvé <i>Le projet a été approuvé et/ou on a entrepris les travaux.</i>
B	Completed <i>The project work has been completed but is not yet "closed" – that is, all construction work has been completed from a KPI perspective, but the administrative details and invoicing need to be finalized.</i>	Achévé <i>Bien que les travaux liés au projet soient achevés, ils ne sont pas encore « terminés ». C'est-à-dire que tous les travaux de construction sont achevés du point de vue des indicateurs de rendement clés (IRC), mais qu'il reste encore à clore la facturation et les détails administratifs.</i>
C	Closed <i>The project has been completed.</i>	Terminé <i>Le projet est terminé.</i>
D	Discontinued <i>The project started but has been discontinued or cancelled. Costs and completion status information may have been incurred on the project.</i>	Abandonné <i>Le projet a débuté, mais il a été interrompu ou annulé. Il se peut que des coûts aient été imputés au projet, et qu'il y ait des renseignements sur son état d'avancement.</i>
F	Deferred <i>The project was planned for the current fiscal planning year, but has been moved to a future planning year. There cannot be any cost or completion status information for the project.</i>	Différé <i>Le projet était prévu pour l'exercice actuel, mais il a été reporté à une autre année de planification. On ne peut pas imputer de coûts au projet, et il n'y a pas de données sur son état d'avancement.</i>
I	Incomplete at yearend <i>The project is incomplete as of the fiscal yearend of March 31st and was not anticipated to be carried over during the BMP planning process. These projects are excluded for KPI evaluation purposes.</i>	Non terminé à la fin de l'exercice financier <i>Le projet n'est pas terminé à la fin de l'exercice, soit en date du 31 mars, et on ne prévoit pas le reporter pendant le processus de planification des Plans de gestion des immeubles (PGI). Ces projets sont exclus du processus d'évaluation au moyen des indicateurs de rendement clés (IRC).</i>

Table A14.03 Project Planning Status
Tableau A14.03 État de planification du projet

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English description	Description française
1	Project identified	Identification du projet
2	Preplanning recommended	Planification préliminaire recommandée
3	Preplanning in progress	Planification préliminaire en cours
4	Shelf-ready	Exécution
5	Carry-over project	Projet de report

Table A14.04 Project Initiation Process
Tableau A14.04 Processus de lancement de projets

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English short description/ Long description	Description abrégée française/ Description détaillée
100	ABI <i>Annual Building Inspection</i>	IAI <i>Inspection annuelle des immeubles</i>
101	AMP <i>Asset Management Plan</i>	PGBI <i>Plan de gestion des biens immobiliers</i>
102	BCR <i>Building Condition Report</i>	RCI <i>Rapport sur la condition des immeubles</i>
103	BPR <i>Building Performance Review</i>	ERI <i>Examen du rendement des immeubles</i>
110	SIT <i>Service Integration Team</i>	EIS <i>Équipe d'intégration des services</i>
115	EMR <i>Emergency measure requirement</i>	URG <i>Réponse à une situation d'urgence</i>
120	NCL <i>National Call Letter</i>	LAN <i>Lettre d'appel nationale</i>
130	NSCC <i>National Service Call Centre</i>	CNAS <i>Centre national d'appels de service</i>
150	HSC <i>Health & Safety Committee</i>	CSS <i>Le comité de santé et sécurité de l'immeuble</i>
160	L/C <i>Legislative / Code issue</i>	L/C <i>Un problème lié à l'application d'un code</i>
200	TRP <i>Tenant requested project</i>	PRL <i>Projet demandé par le locataire</i>
999	NAR <i>Non-anticipated requirement</i>	BNA <i>Besoin non anticipé</i>

Table A14.05 Project Type Code
Tableau A14.05 Codes des types de projet

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English description	Description française
1	Tenant Services Project (TSP)	Projet de services aux locataires (PSL)
2	Tenant Requested/Direct Project (TRP)	Projet demandé par le locataire (PRL)
7	Phase-Out	Élimination de l'équipement
8	Corrective action	Mesure corrective
9	Other	Autres

Table A14.06 Project Impact Assessment
Tableau A14.06 Évaluation des incidences du projet

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English description	Description française
1	Asset integrity	Intégrité de l'immeuble
2	Client satisfaction	Satisfaction du client
3	Contravention to OI/MOU	Contravention aux AO/protocole d'entente
4	None	Aucun

Table A14.07 Cost Category Code
Tableau A14.07 Code des catégories de coût

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English description/ Standard usage	Description française/ Utilisation
1	Tenant Service Project (TSP) or Tenant Requested/Direct Project (TRP) <i>Used for all projects that are either a Tenant Service Project (TSP) or a Tenant Requested Project (TRP).</i>	Projet de services aux locataires (PSL) ou Projet demandé par le locataire (PRL) <i>Utilisé pour tous les projets qui sont soit un Projet de services aux locataires (PSL) soit un Projet demandé par le locataire (PDL).</i>
2	\$5,000.00 to \$24,999.99 <i>Used for projects that are paid on either a time-phased basis or a cost-recovery basis (for example, Sustainable Development Strategy (SDS) and RP funded projects).</i>	5 000,00 \$ à 24 999,99 \$ <i>Utilisé pour les projets qui sont payés par versements échelonnés ou en régime de recouvrement des coûts (par exemple, les projets liés à la Stratégie de développement durable (SDD) et les projets placés par SI).</i>
10	\$25,000.00 to \$999,999.99 <i>Used for projects that are paid on a cost-recovery basis.</i>	25.000,00 \$ 4999 999,99 \$ <i>Utilisé pour les projets payés en régime de recouvrement des coûts.</i>
15	\$1,000,000.00 to \$9,999,999.00 <i>Used for projects that are paid on a cost-recovery basis.</i>	1 000 000,00 \$ et plus -à 9 999 999,99\$5 <i>Utilisé pour les projets payés en régime de recouvrement des coûts.</i>
20	\$10,000,000.00 to \$24,999,999.99 <i>Used for projects that are paid on a cost-recovery basis.</i>	10 000 000,00\$ à 24 999 999,99\$ <i>Utilisé pour les projets payés en régime de recouvrement des coûts.</i>
25	\$25,000,000.00 and over <i>Used for projects that are paid on a cost-recovery basis.</i>	25 000 000,00 \$ et plus <i>Utilisé pour les projets payés en régime de recouvrement des coûts.</i>

Table A14.08 Estimate Class
Tableau A14.08 Code des catégories d'estimation

Referred to in transactions/ Code utilisé pour les transactions :	PPT0 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
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Code	English short description/ Standard usage	Description abrégée française/ Utilisation
A	Class A <i>Based upon a complete description of the end item sought, such as would exist when the working drawings and specifications, and other significant conditions of production or construction, are available.</i>	Catégorie A <i>Fondée sur une description complète de l'article final recherché, qui existerait si les plans et les devis et autres conditions importantes de production ou de construction étaient disponibles.</i>
B	Class B <i>Based upon data (relative to cost, timing and production or construction) of quality such as would exist when the design of the major systems and sub-systems of the end item (including an outline of specifications and preliminary drawings and models), as well as the results of all site/installation investigations, are available. A Class "B" estimate should provide for the establishment of realistic project objectives to obtain effective project approval.</i>	Catégorie B <i>Fondée sur les données de qualité (en matière de coût, de moment, de production ou de construction) qui existeraient si la conception des principaux systèmes et sous-systèmes de l'article final (y compris un aperçu des devis et des plans et modèles préliminaires) de même que les résultats de toutes les enquêtes sur le site où l'installation était disponible. Une estimation de catégorie « B » doit prévoir l'établissement d'objectifs réalistes de projet d'obtenir une autorisation efficace de projet.</i>
C	Class C <i>Based on the general description of the end item sought (e.g. equipment, facility), the production/construction experience, and the market condition. A Class "C" estimate should be sufficient for making the correct investment decision, that is, the selection of a preferred option (sub-option), and for obtaining preliminary project approval.</i>	Catégorie C <i>Fondée sur la description générale de l'article final recherché (p. ex. du matériel, une installation), sur l'expérience de production ou de construction et sur les conditions du marché. Une estimation de catégorie « C » doit suffire pour prendre une décision correcte en matière d'investissement, c'est-à-dire choisir une option préférée (sous-option) et pour obtenir une autorisation préliminaire de projet.</i>
D	Class D <i>Based upon a comprehensive statement of requirements in mission terms and an outline of potential solutions. Such an estimate is strictly an indication (rough order of magnitude) of the final project cost and completion date.</i>	Catégorie D <i>Fondée sur un énoncé détaillé des besoins en termes de mission et un aperçu des solutions potentielles. Ce genre d'estimation constitue seulement une indication (ordre de grandeur approximatif) du coût final et de la date d'achèvement des travaux.</i>

Table A14.09 Project Group Codes
Tableau A14.09 Codes de groupes de projet

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English description	Description française
01	Appraisal	Évaluation
02	Energy: Federal Building Initiative	Énergie: Initiative des bâtiments fédéraux
03	FIP Canada Wordmark	Mot-symbole « Canada » du PCIM
04	Accessibility Compliance	Conformité aux exigences d'accessibilité
05	Accessibility Study	Étude sur l'accessibilité
06	Asbestos Compliance	Respect de la politique sur l'amiante
07	Asbestos Study	Étude sur l'amiante
08	Asset Management Plan Document	Document du plan de gestion des biens immobiliers
09	Building Code Compliance	Respect du code du bâtiment
10	Building Condition Report	Rapport sur l'état de l'immeuble (REI)
11	Capital Planning Software	Logiciel de planification des immobilisations
12	Chilled Water Study	Étude sur le refroidissement de l'eau
13	Contaminated Sites Compliance	Conformité des sites contaminés
14	Contaminated Sites Study	Étude sur les sites contaminés
15	Deferred maintenance	Entretien différé
16	Electrical Code Compliance	Respect du code de l'électricité
17	Elevator Code Compliance	Respect du code canadien des ascenseurs
18	Elevator Study	Étude sur les ascenseurs
19	Emergency Evacuation Plan	Plans d'évacuation d'urgence
20	Energy: Efficiency Audit	Énergie: Vérification du rendement énergétique
21	Environmental Emergency Response Plan (EERP)	Plan d'intervention en cas d'urgence environnementale (PIUE)
22	Environmental Study	Étude environnementale
23	Federal Identity Program (FIP)	Programme de coordination de l'image de marque (PCIM)
24	Fire Code Compliance	Respect du code de prévention des incendies
25	Flag of Canada Display	Déploiement du drapeau du Canada
26	Functionality assessment	Évaluation de la fonctionnalité
27	Hazardous Materials Compliance	Respect des exigences relatives aux matières dangereuses
28	Hazardous Materials Study	Étude sur les matières dangereuses

Code	English description	Description française
29	Indoor Air Quality Improvements	Amélioration de la qualité de l'air ambiant
30	Indoor Air Quality Study	Étude sur la qualité de l'air ambiant
31	Infrastructure Continuity Plans	Plans de continuité des infrastructures
32	National Tenant Satisfaction Survey (NTSS)	Sondage national sur la satisfaction des locataires (SNSI)
33	NOT APPLICABLE	SANS OBJET
34	PCB: Implementation	BPC: Mise en oeuvre
35	PCB: Assessment	BPC: Évaluation
36	Integrated Pest Management Implementation	Lutte antiparasitaire intégrée - mise en oeuvre
37	Integrated Pest Management Compliance	Procédures de gestion intégrée des parasites
38	Plumbing Code Compliance	Respect du code de plomberie
39	Water Quality Sampling (drinking/potable water)	Échantillonnage de la qualité de l'eau (eau potable)
40	Water Quality Remediation (drinking/potable water)	Restauration de la qualité de l'eau (eau potable)
41	Seismic Compliance	Conformité sismique
42	Seismic Study	Étude sismique
43	Space Measurement	Gestion de l'espace
44	Storage Tank Compliance Implementation	Conformité des réservoirs de stockage - mise en oeuvre
45	Storage Tank Study	Étude sur les réservoirs de stockage
46	Telecommunications Infrastructure Audit	Vérification de l'infrastructure de télécommunications
47	Threat and Risk Assessment	Évaluation de la menace et des risques
48	Threat and Risk Management	Gestion de la menace et des risques
49	Waste Management Study/Audit	Vérification ou étude sur la gestion des déchets
50	Water Audit Phase III (note that this code already had a disable date in AFDMS when it was requested to have a new SIGMA code number assigned. It will remain disabled until specifically requested to be activated by business)	Vérification de l'utilisation de l'eau - Phase III
51	Cultural Property	Biens culturels
52	Recycling Program Implementation	programme de recyclage: mise en oeuvre
53	Recycling Program On-going Maintenance	Programme de recyclage: entretien continu
54	Buildings Online	Bâtiments en direct
55	Energy: Efficiency Implementation	Énergie: Adoption des recommandations découlant d'une vérification
56	Energy: Recommissioning	Énergie: Évaluation des rénovations

Code	English description	Description française
	Assessment	énergétiques
57	Energy: Recommissioning Implementation	Énergie: Réalisation des rénovations énergétiques
58	Energy: Metering	Énergie: Utilisation de compteurs d'énergie
59	ODS: Halon System Assessment (note that this code already had a disable date in AFDMS when it was requested to have a new SIGMA code number assigned. It will remain disabled until specifically requested to be activated by business)	SACO: Évaluation du système au halon
60	ODS: Halon Implementation	SACO: Manipulation du halon
61	Halocarbon Management and CFC Phase-out Assessments and Plans	Gestion des halocarbures et plans et évaluations sur l'élimination progressive des CFC
62	ODS: CFC Implementation	SACO: Mise en œuvre de CFC
63	Water Conservation Audit	Vérification de la conservation de l'eau
64	Water Conservation Audit Implementation	Réalisation des recommandations découlant de la vérification de la conservation de l'eau
65	Water Audit Implementation Phase IV (note that this code already had a disable date in AFDMS when it was requested to have a new SIGMA code number assigned. It will remain disabled until specifically requested to be activated by business)	Mise en oeuvre des recommandations des vérifications de l'utilisation de l'eau - Phase IV
66	Water Quality Comprehensive Study (note that this code already had a disable date in AFDMS when it was requested to have a new SIGMA code number assigned. It will remain disabled until specifically requested to be activated by business)	Étude approfondie sur la qualité de l'eau
67	Major Crown project	Grand projet de l'État
68	BOMA Go Green Plus	Visez vert Plus de la BOMA

Table A14.10 Funding Source Code
Tableau A14.10 Codes des sources de financement

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English description	Description française
1	RP	SI
2	Baseline	

Table A14.11 Project Completion/Corrective Action Status Code

Tableau A14.11 Codes d'état d'avancement du projet/mesures correctives

Referred to in transactions/ Code utilisé pour les transactions :	PCS0; CET3
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Code	English description/ Standard usage	Description française/ Utilisation
1	On Schedule <i>The project is proceeding according to plan and is expected to finish on the original estimated construction completion date.</i>	En temps <i>Le projet suit son cours selon le plan établi. Il devrait prendre fin à la date initialement prévue pour l'achèvement des travaux de construction.</i>
2	In Progress <i>The project has been initiated but a determination as to whether or not the project is on schedule cannot yet be made.</i>	En cours <i>Le projet a été lancé, mais on ne peut pas encore déterminer si le projet progresse selon le calendrier établi.</i>
3	Completed <i>The project work has been completed but is not yet "closed" – that is, all construction work has been completed from a KPI perspective, but the administrative details and invoicing need to be finalized.</i>	Achévé <i>Bien que les travaux liés au projet soient achevés, ils ne sont pas encore « terminés ». C'est-à-dire que tous les travaux de construction sont achevés du point de vue des IRC, mais qu'il reste encore à clore la facturation et les détails administratifs.</i>
4	Aborted / Cancelled <i>The project may or may not have started but has been discontinued or cancelled. Costs may have been incurred on the project. The project status has been set to "D" (discontinued).</i>	Avorté / Annulé <i>Que le projet ait été lancé ou non, il a été abandonné ou annulé. Il se peut que des coûts aient été engagés dans le cadre du projet. Le code « D » (« discontinued », qui signifie « abandonné ») a été attribué à l'état d'avancement du projet.</i>
6	On-hold <i>The project has started but has been suspended while another related task is awaiting completion (for example, an environmental assessment).</i>	Suspendu <i>Le projet, bien qu'il ait été lancé, a été interrompu dans l'attente de l'achèvement d'une autre tâche connexe (comme une évaluation environnementale).</i>
7	Ahead of schedule <i>The project is underway and is expected to finish ahead of the original estimated construction completion date.</i>	En avance sur le calendrier <i>Le projet est en cours. Il devrait prendre fin avant la date initialement prévue pour l'achèvement des travaux de construction.</i>
8	Behind schedule	En retard sur le calendrier

Code	English description/ Standard usage	Description française/ Utilisation
	<i>The project is underway and is expected to finish after the original estimated construction completion date.</i>	<i>Le projet est en cours. Il devrait prendre fin après la date initialement prévue pour l'achèvement des travaux de construction</i>
9	Postponed <i>The project has not started according to the original estimated construction start date. It is still planned to start but has been delayed.</i>	Reporté <i>Le projet n'a pas été lancé à la date prévue initialement pour le commencement des travaux. Son lancement, bien qu'il soit toujours prévu, a été reporté.</i>

Table A14.12 Project Cost Type
Tableau A14.12 Codes des types de coûts des projets

Referred to in transactions/ Code utilisé pour les transactions :	PAC0
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Code	English description	Description française
1	Design costs	Coûts de conception
2	Construction costs	Coûts de construction
3	Disbursements	Débours
4	Project management labour	Gestion du projet – main-d'oeuvre
5	Non-construction/design costs	Coûts non liés à des travaux de conception ou de construction
6	Property management services (PMS) labour	Services de gestion immobilière (SGI) – main-d'œuvre
7	Commissioning costs	Coûts de mise-en-service
9	Performance fee	Frais liés au rendement

Table A14.13 SDS Code

Tableau A14.13 Codes de la SDD

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
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Code	English description	Description française		
1	SDS2003 – SDS budget	SDD2003 – budget SDD		
2	SDS2006 – SDS budget	SDD2006 – budget SDD		
3	SDS2009 – SDS budget	SDD2009 – budget SDD		Effective April 1, 2010
4	SDS2003 – building budget	SDD2003 – budget d'immeuble		Effective April 1, 2008
5	SDS2006 – building budget	SDD2006 – budget d'immeuble		Effective April 1, 2008
6	SDS2009 – building budget	SDD2009 – budget d'immeuble		Effective April 1, 2010

Table A14.14 CRD Waste Management Reason
Tableau A14.14 Raison de la gestion des déchets de CRD

Referred to in transactions/ Code utilisé pour les transactions :	PPT2
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Code	English description	Description française
10	Project is over \$1M and in a community where industrial recycling is supported	Le projet dépasse 1 000 000 \$ au sein des collectivités offrant des services de recyclage industriel
	<i>Primary SDS target</i>	<i>Objectif principal de la SDD</i>
20	Project is for 2000m ² or greater	Le projet est d'une superficie de 2 000 m ² ou plus
	<i>Ontario regulation</i>	<i>Règlement de l'Ontario</i>
30	Material specific landfill ban	Bannir certaines matières des sites d'enfouissement
	<i>Municipal by-law</i>	<i>Règlement municipal</i>
80	Departmental Policy	Politique ministérielle
90	Best practice	Pratiques exemplaires

Table A14.15 Accelerated Infrastructure Program
Tableau A14.15 Programme accéléré d'infrastructures

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
--	------

Code	English Description	Description Française
000	Non AIP Projects	Non reliés au PAI
002	AIP Federal Buildings - AFD	PAI Immeubles fédéraux - AFPS
005	AIP Construction Management - AFD	PAI Gérance de construction - AFPS
007	AIP Accessibility - AFD	PAI Accessibilité - AFPS
011	AIP Contaminated Sites - AFD	PAI Sites contaminés - AFPS
013	AIP Environment - AFD	PAI Environnement - AFPS
016	AIP OGD - AFD	PAI AMG – AFPS
018	AIP Labs - AFD	PAI Laboratoires - AFPS

Table A14.16 Type of Project Code
Tableau A14.16 Codes des types de projet

Referred to in transactions/ Code utilisé pour les transactions :	PPT0
--	------

Code	English description	Description française
01	Capital Project	Projet d'immobilisation
02	Repair	Réparation
03	Leasing Activities	Activités de location à bail
04	Disposal activities	Activité d'aliénation
05	Tenant Service	Service aux locataires
06	R & D	R&D
07	Accommodation project	Projet de gestion de locaux
08	OGD Accommodation	Locaux AMF
09	O&U	F&SP
10	Studies, Investigation	Études et enquêtes
11	Infrastructure	Infrastructure
12	Major Crown Project	Grand projet de l'État

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Commercial Letting and Lease Administration Code Tables

Tableaux des codes de location de locaux commerciaux et administration des contrats de location

Table A19.01 Space Usage Code
Tableau A19.01 Codes d'utilisation des locaux

Referred to in transactions/ Code utilisé pour les transactions :	SCIO; CON0; CON2; LAS0 Note : code value is case sensitive Note: la valeur du code est sensible à la casse
--	--

This table is a classification of space usage according to the principal activity of the tenant if rented, or the proposed usage, if vacant.

Le tableau des codes d'utilisation des locaux présente les différentes catégories établies à cet égard en fonction de l'activité principale du locataire ou, si les locaux sont inoccupés, en fonction de l'utilisation proposée.

Code	English description	Description française
OFFICE SPACE/BUREAUX		
A	Office	Locaux à bureaux
RETAIL SPACE/ESPACE COMMERCIAL		
B	Retail	Locaux commerciaux
COMMERCIAL (NON-RETAIL)/ LOCAUX COMMERCIAUX (PAS POUR DES COMMERCES AU DÉTAIL)		
C	SPS – Inside storage	LDP – Entreposage intérieur
D	SPS - Residential	LDP - Résidences
E	SPS - Computer	LDP - Informatique
F	SPS - Processing facilities	LDP - Traitement
G	SPS - Educational	LDP - Enseignement
H	SPS - Conference Centre	LDP - Centre de conférences
I	SPS – Kiosk/public contact	LDP – Kiosque/contact avec le public
J	SPS – Library/resource centre	LDP – Bibliothèque/centre de ressources
K	SPS – Judicial/legislative/official residence/ministerial area	LDP – Juridique/législative/résidence officielle/aire ministériel
L	SPS – Cultural/national heritage/translation/media room	LDP – Culturelle/patrimoine national/traduction/salle des médias
M	SPS – Laboratory/weather office	LDP - Laboratoire/bureau météorologique
N	SPS - Daycare	LDP - Garderie

Code	English description	Description française
O	SPS – Inside telecommunication/emergency facilities	LDP - Télécommunications (intérieur)/installations d'urgence
P	SPS - Fitness centre/showers/lockers	LDP - Conditionnement physique/douches/casiers
Q	SPS - Warehouse	LDP - Entrepôt
R	SPS - Recreational/social/hospital/medical	LDP - Loisir/sociale/hôpital/médical
S	Accessory A	Auxiliaire A
T	Accessory B	Auxiliaire B
U	Building service area	Aire de service de l'immeuble
V	SPS – Outside telecommunication	LDP - Télécommunications (extérieur)
W	SPS - Outdoor storage	LDP - Entreposage extérieur
X	Waterfront lots	Lots riverains
Y	Land	Terrain
Z	Parking	Stationnement

Table A19.02 Agreement Type Code
Tableau A19.02 Code du type d'accord

Referred to in transactions/ Code utilisé pour les transactions :	CON0
--	------

Code	English description	Description française
1	Letting	Accord commercial
2	License	Licence
3	Sub Lease (Letting)	Sous-bail (accord commercial)
4	Service Agreement	Entente de service

Table A19.03 Agreement Status Code
Tableau A19.03 Code de l'état de l'accord

Referred to in transactions/ Code utilisé pour les transactions :	CON0
--	------

Code	English description	Description française
6	Active	Actif
8	Expired	Expiré
9	Terminated/cancelled	Terminé/annulé

Table A19.04 Contract Type Code
Tableau A19.04 Code du type de contrat

Referred to in transactions/ Code utilisé pour les transactions :	CON0 Note : code value must be 2 digits Note: la valeur du code doit être de 2 chiffres
--	---

Code	English description	Description française
01	New	Nouveau
02	Amendment	Modification
03	Assignment	Cession du contrat
04	Renewal	Renouvellement
05	Overhold	Occupation au-delà du terme du bail
06	Option	Option

Table A19.05 Term Type Code
Tableau A19.05 Code du type de terme

Referred to in transactions/ Code utilisé pour les transactions :	CON0 Note : code value must be 2 digits Note: la valeur du code doit être de 2 chiffres
--	---

Code	English description	Description française
01	Term Certain	Term établi
02	Month to Month	Mois à mois
03	Termination	Résiliation

Table A19.06 Not Linked to Space Reason Code
Tableau A19.06 Code des raisons pour surperficie non-liée à l'emplacement

Referred to in transactions/ Code utilisé pour les transactions :	CON0
--	------

Code	English description	Description française
1	Short Term	Court terme
2	Space covered by another OI	Superficie assujéti à un autre AO
3	Phone booth	Cabine téléphonique
4	Automated teller machine	Guichet automatique bancaire
5	Telecommunication room	Salle des télécommunications
6	Vending machine	Distributeur automatique

Table A19.07 Option Status Code
Tableau A19.07 Code d'état de l'option

Referred to in transactions/ Code utilisé pour les transactions :	CON1
--	------

Code	English short description/ <i>Standard usage</i>	Description abrégée française/ <i>Utilisation</i>
1	Available <i>Options that are available in the future</i>	Option offerte <i>Options offertes dans l'avenir</i>
3	Exercised <i>Option that has been exercised but is not yet active</i>	Option exercée <i>Option exercée mais non encore active</i>
4	Cancelled	Annulé
5	Expired/Declined	Option expirée/décliné
6	<i>Option that has lapsed or has been declined</i>	<i>Option périmée</i>

Table A19.08 Revenue Type Code
Tableau A19.08 Codes des types de revenus

Referred to in transactions/ Code utilisé pour les transactions :	RAP0, CON3, CON4, CON5
--	------------------------

Code	English short description/ <i>Standard usage</i>	Description abrégée française/ <i>Utilisation</i>
10	Minimum/base rent	Loyer minimum/de base
20	Percentage rent	Loyer procentuel
30	Common Area Maintenance (CAM)	Entretien des aires communes
35	O&M escalation	Augmentation des frais F&E
40	Realty taxes	Taxes financières
50	Utilities	Services publics
	<i>Utilities specifically associated with leased premises</i>	<i>Services publics associés aux locaux loués</i>
55	Gross rent	Loyer brut
60	Parking	Stationnement
65	Temporary Occupancy License/Revenue (TOL)	Permis d'occupation temporaire (POT)/revenus
	<i>These are handled through a bulk lease number per building. For example, kiosks.</i>	<i>Ceux-ci sont traités par le biais d'un certain nombre de baux collectifs par immeuble. Les stands, par exemple.</i>
70	Miscellaneous	Divers
	<i>For example: Sinclair Centre promotion fund</i>	<i>Par exemple : fonds pour la promotion du Sinclair Centre</i>
73	Small Balance Adjustments	Ajustement minime de compte
75	Interest on overdue accounts	Intérêt prélevé sur les comptes en souffrance
76	Administration fees	Frais administratifs
	<i>Includes NSF charges and late fees</i>	<i>Comprend les frais imposés pour les chèques sans provision et les frais de retard</i>
80	Revenue from recycled materials	Revenus provenant de matériaux recyclés
88	Receivable transferred to PWGSC	Recevable transféré à TPSGC
	<i>To be used to report receivables that have been transferred to PWGSC for collection; or recommended for bad debt write-off</i>	<i>À être utilisé pour rapporter les recevables transférés à TPSGC pour collection ou recommandés pour radiation de mauvaise dette.</i>
89	Recovery of receivable previously transferred to PWGSC	Recouvrement de dette antérieurement transféré à TPSGC

Code	English short description/ <i>Standard usage</i>	Description abrégée française/ <i>Utilisation</i>
	<i>To be used to report the collection of receivables previously transferred to PWGSC for collection or bad debt write-off</i>	<i>À être utilisé pour rapporter la collection des recevables antérieurement transférés à TPSGC pour collection ou radiation de mauvaise dette.</i>
90	Rent-free period	Période gratuite
92	Unapplied receipts	Reçus non-appliqués
	<i>To be used :</i> a) <i>to report the deposit of monies when specific identification of the receipt is temporarily unknown.</i> b) <i>to reverse a previously unknown deposit amount.</i>	<i>À utiliser :</i> a) <i>pour signaler le dépôt de sommes lorsqu'il est temporairement impossible de déterminer le reçu de façon spécifique.</i> b) <i>pour renverser un montant déposé qui était inconnu auparavant.</i>
95	Receipts relating to Pre-April 1, 2005 revenues	Reçus liés aux revenus datant d'avant le 1 ^{er} avril 2005
	<i>To be used to report the deposit of monies associated with revenue invoiced prior to April 1, 2005</i>	<i>À utiliser pour signaler le dépôt de sommes liées aux revenus facturés avant le 1^{er} avril 2005.</i>
97	PST/QST	TVP/TVQ
98	HST	TVH
99	GST	TPS

Table A19.09 Revenue / Rent Expense Type Frequency Code
Tableau A19.09 Codes de fréquence des revenus / frais de location

Referred to in transactions/ Code utilisé pour les transactions :	CON3, LSE1
--	------------

Code	English description	Description française	Equivalent Days
1	Annual	Annuel	365.25
2	Monthly	Mensuel	30.44
3	Quarterly	Trimestriel	91.31
4	Semi-annually	Semi-annuel	182.63
5	Weekly	Hebdomadaire	7
6	Daily	Quotidien	1

Table A19.10 Leasing Activity Status Code
Tableau A19.10 Codes d'état des activités de location

Referred to in transactions/ Code utilisé pour les transactions :	LAS0
--	------

Code	English description	Description française
1	Space being marketed	Locaux en commercialisation
2	Tenant identified	Locataire identifié
3	In negotiation	En cours de négociation
4	Offer made to tenant	Offre faite au locataire
5	Offer signed	Offre signée
6	Lease to PWGSC for signature	Bail envoyé à TPSGC pour signature
7	Lease to tenant for signature	Bail envoyé au locataire pour signature
8	Completed	Complété
9	Cancelled/aborted	Annulé/avorté
10	No planned leasing activity	Aucune activité de location prévue

Table A19.11 Lease Type Code
Tableau A19.11 Codes des types de location

Referred to in transactions/ Code utilisé pour les transactions :	LSE0
--	------

Code	English description	Description française
1	<p>Operating Lease</p> <p><i>A lease where the benefits and risks of ownership related to the leased property are substantially retained by the lessor should be accounted for as an operating lease by the lessee.</i></p>	<p>Contrat de location-exploitation</p> <p><i>Lorsque, aux termes d'un bail, pratiquement tous les avantages et les risques inhérents à la propriété sont laissés au locateur, ce bail doit être comptabilisé comme un contrat de location-exploitation par le locataire.</i></p>
2	<p>Capital Lease</p> <p><i>A lease that transfers substantially all of the benefits and risks of ownership related to the leased property from the lessor to the lessee should be accounted for as a capital lease by the lessee.</i></p>	<p>Contrat de location-acquisition</p> <p><i>Lorsque, aux termes d'un bail, pratiquement tous les avantages et les risques inhérents à la propriété du bien loué sont transférés du locateur au locataire, ce bail doit être comptabilisé comme un contrat de location-acquisition par le locataire.</i></p>
3	<p>Planning Lease</p> <p><i>A lease that is in the planning stage and has not yet materialized.</i></p>	<p>Contrat de location en développement</p> <p><i>Un bail en processus de planification et développement qui n'a pas encore été conclu.</i></p>

Table A19.12 Rent Expense Type Code
Tableau A19.12 Codes des types des frais de location

Referred to in transactions/ Code utilisé pour les transactions :	LSE1, LSE2
--	------------

Code	English short description/ <i>Standard usage</i>	Description abrégée française/ <i>Utilisation</i>	Qualifier Association
10	Base Rent – Carry over or option <i>Carry over or options are leases which commenced in a previous fiscal year and are carried over to the current fiscal year. Options are regarded as an extension of a carry-over lease.</i>	Loyer de base – report et option <i>Les reports et options sont des baux mis en vigueur pendant une année financière antérieure et continués jusqu'à l'année financière actuelle. Les options sont des clauses exercées de renouvellements des reports.</i>	K1
20	Base Rent – Renegotiation or replacement lease <i>New leases are leases that commence in the current fiscal year and become carry-over leases at the beginning of the following fiscal year. All expenditures associated with the lease in the fiscal year it commences (or any preceding year) are classified as new lease expenditures.</i>	Loyer de base – renégociation et remplacement <i>Les nouveaux baux sont ceux qui commencent dans l'année financière actuelle et deviennent des reports au début de l'année financière suivante. Tout les dépens associés au bail dans l'année financière de début (ou toutes années précédentes) sont considérés comme dépens de bail.</i>	K2
30	Base Rent – Expansion space <i>New leases are further subdivided into existing inventory, which are renegotiated, renewed or are replacement leases, where there is no increase in the total lease inventory as a result of the new leases; and new inventory, which are expansion or temporary leases, where there is an increase in the total lease inventory as a result of the new leases.</i>	Loyer de base – agrandissement <i>Les nouveaux baux sont davantage subdivisés en inventaire existante. Ils sont alors renégociés, renouvelés ou sont des baux de remplacement, où il n'y a pas d'augmentation dans l'inventaire total des baux résultant des nouveaux baux; et nouvel inventaire, qui est constitué des expansions ou des baux temporaires, où il y a une augmentation dans l'inventaire total des baux résultant des nouveaux baux..</i>	K3
40	Escalation – Carry over or option	Indexation – report et option	K4

Code	English short description/ Standard usage	Description abrégée française/ Utilisation	Qualifier Association
50	Escalation – Renegotiation or replacement lease	Indexation – renégociation et remplacement	K5
60	Escalation – Expansion space	Indexation – agrandissement	K6
70	Escalation - Previous years' Cost	Indexation – dépenses des années antérieures	K7
97	PST/QST	TVP/TVQ	
98	HST	TVH	
99	GST	TPS	

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CHAPTER 3

KEY PERFORMANCE INDICATORS

AND

QUALITY MANAGEMENT

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Key Performance Indicators and Quality Management

1. Introduction

- 1.1 This document provides Contractors with the specifications for the electronic processing of Key Performance Indicator (KPI) and Quality Management System (QMS) information.
- 1.2 The PWGSC KPI/QMS Application environment uses Microsoft ActiveX Data Objects (ADO) to process submitted XML files. ADO uses UTF-8 encoding for the persisted XML stream. The ADO XML format is broken into two sections, a schema section followed by the data section. Schema definitions conform to the W3C XML-Data specification.
- 1.3 Sample XML files can be provided upon request. As well, PWGSC developed a utility to generate test XML files for each of the KPI/QMS datasets. This utility can be made available to Contractors upon request.

2 Data Submission Schedule

2.1 The scheduled submission date for each of the KPI transaction files is shown below:

Dataset	Description	Related PI	Submission Frequency	Frequency of Transmission	Initial Send Date
DS01	Energy Consumption Trend	APM1	Monthly	17 th of each month, with January as the first month to be reported Re-submissions for previous months are permitted	17-Jan-14
DS03	Project File Audit	APD1	Monthly	17 th of each month for the preceding month	17-Oct-13
DS04	Project Quality	APD2	Monthly	17 th of each month for the preceding month	17-Oct-13
DS05	PMS Quality Management	SPM1	Monthly	17 th of each month for the preceding month	17-Oct-13
DS06	Critical Incidents	SPM2	As incidents occur	Weekly, every Friday	16-Aug-13
DS07	Cleaning Inspection Results	SPM4A	Monthly	17 th of each month for the preceding month	17-Oct-13
DS08	Commercial Operations	SPM5	Annually	After fiscal year end for preceding fiscal year (April 17 th)	17-Apr-14
DS09A	Planning O&M Expenditures	FPM1	Annually	Contract start and Annually (April 17 th)	14-Aug-13
DS09B	Planning O&M Expenditures	FPM1	Annually	After fiscal year end for preceding fiscal year (April 17 th)	14-Aug-13
DS10A	O&M Period 8 Expenditure Forecast	FPM2	Annually	December 5 th each year	05-Dec-13
DS10B	O&M Period 8 Expenditure Forecast	FPM2	Annually	After fiscal year end for preceding year (April 17 th)	17 Apr 14
DS11A	Planning Commercial Revenues	FPM3	Annually	Contract start and Annually (April 17 th)	14-Apr-13
DS11B	Planning Commercial Revenues	FPM3	Annually	After fiscal year end for preceding fiscal year (April 17 th)	17-Apr-14
DS12	Commercial Accounts Over 15 Days	FPM4	Monthly	17 th of each month for the preceding month	17-Oct-13
DS13	PDS Quality Management	SPD1	Monthly	17 th of each month for the preceding month	17-Oct-13
DS14	Project Completion Survey	SPD2	Monthly	17 th of each month for the preceding month	17-Oct-13
DS15	Project Timeliness	SPD3	Quarterly	17 th of the month following the end of the quarter (July 17 th , October 17 th , January 17 th , April 17 th)	17-Oct-13
DS16A	Project Period 8 Expenditure Forecast	FPD1	Annually	December 5 th each year	05-Dec-13

Dataset	Description	Related PI	Submission Frequency	Frequency of Transmission	Initial Send Date
DS16B	Project Period 8 Expenditure Forecast	FPD1	Annually	After fiscal year end for preceding fiscal year (April 17 th)	17-Apr-14
DS17	Construction Cost Control	FPD2	Monthly	17 th of each month for the preceding month	17-Oct-13
DS18	Project Cost Efficiency	FPD3	Monthly	17 th of each month for the preceding month	17 Oct 13
DS19	Environmental Stewardship	APM2	Annually	After fiscal year end for preceding fiscal year (April 17 th)	17-Apr-14
DS20	Completion of Scheduled Mandated Maintenance	APM3A-1	Monthly	17 th of each month for the preceding month	17-Oct-13
DS21	Completion of Scheduled Life Cycle Maintenance	APM3A-2	Monthly	17 th of each month for the preceding month	17-Oct-13

2.2 The scheduled submission date for each of the QMS transaction files is shown below:

Dataset	Description	QMS Reference	Submission Frequency	Frequency of Transmission	Initial Send Date
DS52	Continual Improvement Initiative	QM2	Quarterly	Quarterly (July 17th, Oct 17th, January 17, April 17)	17 Oct 13
DS53	External ISO Audit	QM3	Annually	After fiscal year end for preceding fiscal year (April 17 th)	17-Apr-14
DS54	Internal Audit	QM4	Monthly	17th of each month for the preceding month	17-Oct-13
DS56	Contractor QMS Management Review	QM6	Annually	After fiscal year end for preceding fiscal year (April 17 th)	17-Oct-13

3. General Submission Rules

3.1 PWGSC provides and administers a File Transfer Protocol (FTP) server for the receipt of submissions and for the exchange of documents and information. Within the KPI/QMS folder, each Contractor has a directory with two sub-directories. The “In” sub-folder is the repository for files deposited by the Contractor. The “Out” sub-folder contains files posted by PWGSC for retrieval by the Contractor.

- 3.2 The Contractor is responsible for depositing files in the “In” folder and retrieving files from the “Out” folder. Files will be retained in the “Out” folder for a period of 30 days after which the files will be archived.
- 3.3 All Contractor files submitted to the PWGSC FTP site will be compressed. Compression software will be WinZip (WinZip Consulting Inc.)
- 3.4 All files posted on the FTP site by PWGSC for retrieval by the Contractor will be compressed using WinZip (WinZip Consulting Inc.)

4. File Submission Rules

4.1 The Contractor can submit a single, compressed file containing the relevant transactions. The naming convention for the contractor submission file is as follows:

“C”	A literal identifying a contractor submitted file
NN	A two digit indicator assigned to each Contractor by PWGSC
YYYYMM	The year and month of the submitted file. This is not the applicable year and month for the transactions contained in the submitted file.
NNNN	A numerical sequence incremented each time a file is submitted to PWGSC.

Important: In order to avoid a file being processed before it has been completely transferred, the contractor must change the file extension to “.tmp” and when the FTP transfer is complete, re-name it “.zip”. Only files with a “.zip” extension will be processed by RPMS.

4.2 Based upon the above conventions, for example a file submitted by Contractor number 01 in October 2013 would have the following file name:

C012005100400001.tmp

After confirming that the file has been completely transferred, the Contractor would rename the file:

C012013100001.zip

A subsequent file submitted by the same Contractor in April 2013 would have the following name:

C012013100002.tmp

After confirming that the file has been completely transferred, the Contractor would rename the file:

C012013100002.zip

The next file, submitted in November 2013 by the same Contractor, would have the following name:

C012013110003.tmp

After confirming that the file has been completely transferred, the Contractor would rename the file:

C012012110003.zip

- 4.3 There are no fiscal year restrictions on the files submitted by the Contractor. This is necessary as new fiscal year transactions may be submitted prior to the close-off of the prior fiscal year. The only restriction is that the sequence number on each file submitted by the Contractor must be higher than the previous file submitted by the same Contractor.
- 4.4 The host compressed file may contain one or more Performance Indicator/Quality Management report XML transaction files. Individual Performance Indicator transaction files can contain transactions from different fiscal years since each transaction identifies the applicable fiscal year. There are no restrictions on the files contained with the host files except that a host file must contain one or more Performance Indicator or Quality Management files. It is the responsibility of the Contractor to decide which Performance Indicator or Quality Management files will be included in a particular host file.
- 4.5 PWGSC uses a fully automated, Microsoft MSMQ-based environment to process Contractor files. This environment operates on a 24 hour, 7 days a week basis. Time-based triggers check for the existence of Contractor submitted files on the designated FTP sites. When found, files are migrated to the KPI/QMS repository, de-compressed, and forwarded to separate queues for subsequent processing.
- 4.6 Processing update reports are issued automatically to designated PWGSC staff by email. As well, the processing results are available within the Real Property Management System application. Email notifications are issued to PWGSC staff in the event that files are not submitted as scheduled.
- 4.7 PWGSC will provide to each Contractor a file processing report site that will contain:
- The host file processed including file identification, size, date/time received, and date/time processed;
 - A list of the Performance Indicator/Quality Management files contained within the host file;
 - The transaction count by fiscal year for each Performance Indicator/Quality Management file;
 - The total number of valid and invalid transactions contained in each Performance Indicator/Quality Management file;
 - A list of the transactions successfully processed; and
 - A list of the transactions not successfully processed.
- 4.8 The file transaction reports will be posted to the Contractor's "Out" box on the FTP site. The file transaction reports can also be forwarded to the Contractor by email at the request of the Contractor.
- 4.9 The format for the compressed file containing the processing reports mirrors the naming convention for the Contractor submitted files except that the leading "C" is replaced with a leading "P" as shown in the following example:
- | | |
|-------------------------------|-------------------|
| Contractor Submission File | C012013050003.zip |
| PWGSC Processing Results File | P012013050003.zip |
- 4.10 All host files and individual Performance Indicator transaction files will be retained by PWGSC in a repository.

- 4.11 The KPI/QMS data transition environment has been designed to accept, in any Performance Indicator/Quality Management file, all transactions in accordance with the Data Submission Schedule in Section 2.1. Any corrections to previously submitted files will be made solely with the approval of the Technical Authority (with the exception of DS01) by use of the override mechanism or by a pre-approved one-time data submission for the affected transaction.
- 4.12 All data validation is performed at the row level within an XML data set so that valid transactions are accepted for update purposes. Invalid transactions within an XML file for which no updates are performed are returned to the Contractor for correction and resubmission.
- 4.13 Data submission files may be submitted until 11:59 pm the day they are due (example, 11:59 pm on the 17th of each month). It is the responsibility of the Contractor to resubmit transaction files to correct processing and/or update errors subject to the data submission schedule.

5. Transaction Names and File Formats

5.1 The layout of each of the KPI/QMS Transaction Files is provided in subsequent pages. It should be noted that the column names used in each of the PI/QMS transactions are irrelevant. Contractors can use any column name. However, the column type and precision must be as indicated in the individual layouts and the submitted XML file columns must be in the same sequence as specified in the attached layouts. PWGSC processes the submitted PI/QMS files by the ordinal position of the column and not the column name.

5.2 The file name for the KPI XML transaction files is identical to the Indicator code as shown in the following table:

Code	Performance Indicator	XML File Name
DS01	Energy Consumption Trend	DS01.xml
DS03	Project File Audit	DS03.xml
DS04	Project Quality	DS04.xml
DS05	PMS Quality Management	DS05.xml
DS06	Critical Incidents	DS06.xml
DS07	Cleaning Inspection Results	DS07.xml
DS08	Commercial Operations	DS08.xml
DS09A	Planning O&M Expenditures	DS09A.xml
DS09B	Planning O&M Expenditures	DS9B.xml
DS10A	O&M Period 8 Expenditure Forecast	DS10A.xml
DS10B	O&M Period 8 Expenditure Forecast	DS10B.xml
DS11A	Planning Commercial Revenues	DS11A.xml
DS11B	Planning Commercial Revenues	DS11B.xml
DS12	Commercial Accounts Over 15 Days	DS12.xml
DS13	PDS Quality Management	DS13.xml
DS14	Project Completion Survey	DS14.xml
DS15	Project Timeliness	DS15.xml
DS16A	Project Period 8 Expenditure Forecast	DS16A.xml
DS16B	Project Period 8 Expenditure Forecast	DS16B.xml
DS17	Construction Cost Control	DS17.xml
DS18	Project Cost Efficiency	DS18.xml
DS19	Environmental Stewardship	DS19.xml
DS20	Completion of Scheduled Mandated Maintenance	DS20.xml

Code	Performance Indicator	XML File Name
DS21	Completion of Scheduled Life Cycle Maintenance	DS21.xml

5.3 The file name for the QMS XML transaction files is identical to the Indicator code as shown in the following table:

Code	QMS Report	XML File Name
DS52	Continual Improvement Initiative	DS52.xml
DS53	External ISO Audit	DS53.xml
DS54	Internal Audit	DS54.xml
DS56	Contractor QMS Management Review	DS56.xml

5.4 The transaction details for each of the KPI transactions follow in the next section. The QMS transaction details are currently being reviewed and are subject to change.

5.5 The QMS DS52, DS53 and DS54 transactions will be accompanied by separate document files in PDF format. The document name identified in the DS52 or DS53 or DS54 transaction will be used to associate a transaction with a document. The document file name will include the file extension, pdf, as appropriate.

DS01: APM1 - Energy Consumption Trend

PERFORMANCE INDICATOR			Submission	Due	Reference
DS01: APM1 Energy Consumption Trend			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.20.3
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in the Chapter 2 Portfolio Table A3.1
2.	PROPERTY CODE	A property code is used to associate all assets located within a specific geographic location		TBD	The property code will be determined and implemented at a future date.
3.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It Must match a valid code supplied by PWGSC
4.	CALENDAR YEAR	The calendar year that the data supplied is assigned to.	M	'yyyy'	The calendar year - validation where the calendar year is greater than 2013.
5.	REPORTING MONTH	The month that the data supplied is assigned to.	M	Numeric (2)	'99' Values from 01 to 12
6.	BUILDING ENERGY CONSUMPTION IN MEGAJOULES	The reporting month's actual building consumption in Mega Joules for the month.	M	Numeric (12,2)	'999999999999.99' Positive values only
7.	ADJUSTED BUILDING ENERGY CONSUMPTION IN MEGAJOULES	The adjusted baseline building energy consumption in Mega Joules for the month.	M	Numeric (12,2)	'999999999999.99' Positive values only

Calendar/Fiscal Year Submissions & Reporting:

Submissions for the months of January 2014 through December 2014 will be used to calculate APM1 performance for fiscal year 2014/15. The submission made on May 17, 2014 will be reporting on January 2014 consumption. The submission made on June 17, 2014 will be reporting on February 2014 consumption, etc.

Submissions for the months of January 2015 through December 2015 will be used to calculate APM1 performance for fiscal year 2015/16. The submission made on May 17, 2015 will be reporting on January 2016 consumption. The submission made on June 17, 2015 will be reporting on February 20, 2016 consumption, etc.

DS01:APM1 Building List: The building list that is used to calculate this PI is a subset of the KPI eligible buildings. The contractor is responsible for supplying the list of buildings to the RPMS team in the spreadsheet format shown below. RPMS maintains a list for each contract year and at the end of the contract year, the current list is copied to the new year. The contractor may add or remove buildings upon approval from the PWGSC National KPI Coordinator. Changes to the DS01:APM1 building list should be communicated to the PWGSC KPI/QM Business Analyst.

Sample spreadsheet:

Asset Code	Cost Centre	Internal Gross Area (m2)
301177	3520141	4178.9

DS03: APD1 - Project File Audit

This transaction monitors the Contractor's administration and diligence in completing, gathering and maintaining required project file documentation.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS03: APD1 Project file Audit			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.3
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROJECT IDENTIFIER	A unique identifier identifying the project. The project identifier must remain constant throughout the life of the project, even if it spans multiple fiscal years.	M	Alphanumeric (255)	Project must already exist.
3.	PROPERTY CODE	.A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
4.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC.
5.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
6.	PROJECT FILE AUDIT DATE	The actual date when the project was audited.	M	'mm/dd/yyyy'	Date format validation where the date must be greater than 08/13/2013
7.	PROJECT FILE AUDIT RESULT	The audit file for the project.	M	Numeric (3,2)	999.99 Maximum 100, Positive values only

DS04: APD2 - Project Quality

This transaction indicates the effectiveness of the Contractor's ability to manage project delivery services in terms of overall project quality, including planning, design and implementation.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS04: APD2 Project Quality			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.4
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROJECT IDENTIFIER	A unique identifier identifying the project. The project identifier must remain constant throughout the life of the project, even if it spans multiple fiscal years.	M	Alphanumeric (255)	Project must already exist.
3.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date.
4.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC.
5.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
6.	PROJECT QUALITY AUDIT DATE	The actual date when the project was audited.	M	'mm/dd/yyyy'	Date format validation where the date must be greater than 08/13/2013
7.	PROJECT QUALITY RESULT	The quality audit result for the project.	M	Numeric (3,2)	999.99 Maximum 100, Positive values only

DS05: SPM1 - Property Management Services (PMS) Quality Management

This transaction indicates the Contractor's success in identifying, reporting and resolving non-conformances, improving service delivery and committing to continual improvement with respect to Property Management.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS05: SPM1 Property Management Services (PMS) Quality Management			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.20.9
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes		TBD	The property code will be determined and implemented at a future date
3.	ASSET CODE	Unique Asset Identifier	Mandatory if at a Building Level Otherwise Null	Numeric (8)	It must match a valid asset code supplied by PWGSC. If Building code provided then Portfolio identifier = Null.
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
5.	REPORTING MONTH	The month within the fiscal year that the data supplied is assigned to.	M	Numeric (2)	'99' Values from 01 to 12
6.	PMS NON-CONFORMANCE CATEGORY	The type of PMS non-conformance: 1 – PWGSC Major PMS quality non-conformances identified for month 2 – PWGSC Minor PMS quality non-conformances identified for month 3 - Major outstanding PMS quality non-conformances for month	M	Numeric (1)	Valid values are: 1, 2, 3, 4. See PMS Non-conformance Category Code Table

PERFORMANCE INDICATOR			Submission	Due	Reference
DS05: SPM1 Property Management Services (PMS) Quality Management			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.20.9
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
		4 - Minor outstanding PMS quality non-conformances for month			
7.	INITIATOR OF NON-CONFORMANCE	The initiator of the Non-conformance, either PWGSC or the Contractor P=PWGSC C=Contractor	M		Valid values are P or C
8.	UNIQUE IDENTIFIER	The unique identifier assigned to the quality non-conformance with respect to the PWGSC contract	M	Number (12)	999999999999. Positive values only
9.	INPUT DATE	The date the non-conformance was entered into the non-conformance tracking application	M	‘mm/dd/yyyy’	Date format where the date must be greater than 08/13/2013
10.	DESCRIPTION	A description of the non-conformance entered into the non-conformance tracking application	M	Alphanumeric (1000)	No validation

PMS NON-CONFORMANCE CATEGORIES CODES	
ID	DESCRIPTION
1	Major PWGSC PMS quality non-conformances identified for month
2	Minor PMS PWGSC quality non-conformances identified for month
3	Major outstanding PMS quality non-conformances for month
4	Minor outstanding PMS quality non-conformances for month

DS06: SPM2 - Critical Incidents

This transaction indicates the Contractor's success in preventing and responding to Critical Incidents and compliance with established procedures for reporting and documenting these events.

Name DS06: SPM2 Critical Incidents		Reference Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.10.			Submission: Contractor
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
3.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 6or greater
5.	DATE OF INCIDENT	The actual date of the Critical Incident reported.	M	'mm/dd/yyyy'	Date format validation where the date must be greater than 08/13//2013
6.	INCIDENT DESCRIPTION	The description of the Critical Incident being reported.	M	Alphanumeric (4000)	No validation

Name DS06: SPM2 Critical Incidents					Submission: Contractor
<u>Reference</u> Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.10.					
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
7.	INJURY TO INDIVIDUALS	In the Critical Incident reported, was there any injury to individuals (For example: Tenants, public, or contractors).	M	Numeric (1)	'9' 0 = false 1 = true
8.	LOSS OF PRODUCTIVITY (PERSON HOURS)	In the Critical Incident reported, was there any Loss of Productivity (For example: Person Hours).	M	Numeric (1)	'9' 0 = false 1 = true
9.	DAMAGE TO PROPERTY OR ASSET INTEGRITY	In the Critical Incident reported, was there any Damage to Property or Asset Integrity (For example: Equipment or Furnishings).	M	Numeric (1)	'9' 0 = false 1 = true
10.	DAMAGE TO THE ENVIRONMENT	In the Critical Incident reported, was there any Damage to the Environment.	M	Numeric (1)	'9' 0 = false 1 = true
11.	Contractor's Unique Critical Incident number	The unique number that identifies the critical incident, as assigned by the contractor. The number must be unique throughout the life of the contract and each critical incident must have the same number in both RPMS and AFDMS.	M	Numeric (10)	'9999999999' Positive values only

DS07: SPM4A - Cleaning Inspection Results

This transaction indicates the Contractor's success in cleaning and its commitment to continuous improvement.

Name :DS07:SPM4-A - Cleaning Inspection Results		Reference			Submission:
		Statement of Work, Annex "C",			Contractor
		Performance Measurement Framework,			
		Sub-section 2.20.14			
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
3.	ASSET CODE	Unique Asset Identifier	M	Numeric(8)	It must match a valid asset code supplied by PWGSC.
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
5.	REPORTING MONTH	The month within the fiscal year that the data supplied is reported on.	M	Numeric (2)	'99' Values from 01 to 12
6.	DATE OF INSPECTION	The actual date of the Cleaning Inspection.	M	'mm/dd/yyyy'	Date format validation where the date must be greater than 08/13/2013
7.	INSPECTED BY	The name of the inspector reporting the Cleaning result.		Alphanumeric (255)	

Name :DS07:SPM4-A - Cleaning Inspection Results		Reference			
		Statement of Work, Annex "C",			Submission:
		Performance Measurement Framework,			Contractor
		Sub-section 2.20.14			
8.	EXTERIOR RESULT	The monthly building cleaning result for the Exterior (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
9.	ENTRANCE RESULT	The monthly building cleaning result for the Entrance (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
10.	ELEVATORS RESULT	The monthly building cleaning result for the Elevators (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
11.	ESCALATORS RESULT	The monthly building cleaning result for the Escalators (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
12.	STAIRS AND LANDING RESULT	The monthly building cleaning result for the Stairs and Landing (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
13.	CORRIDORS RESULT	The monthly building cleaning result for the Corridors (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
14.	WASHROOMS RESULT	The monthly building cleaning result for the Washrooms (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
15.	SHOWERS RESULT	The monthly building cleaning result for the Showers (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
16.	LOCKER ROOM RESULT	The monthly building cleaning result for the Locker Room (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
17.	OFFICES RESULT	The monthly building cleaning result for the Offices (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
18.	BOARD ROOMS RESULT	The monthly building cleaning result for the Board Rooms (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
19.	LABORATORIES RESULT	The monthly building cleaning result for the Laboratories (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
20.	CAFETERIA RESULT	The monthly building cleaning result for the Cafeteria (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.

Name :DS07:SPM4-A - Cleaning Inspection Results		Reference			
		Statement of Work, Annex "C",			Submission:
		Performance Measurement Framework,			Contractor
		Sub-section 2.20.14			
21.	LUNCH ROOMS RESULT	The monthly building cleaning result for the Lunch Rooms (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
22.	GARBAGE ROOMS RESULT	The monthly building cleaning result for the Garbage (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
23.	STORAGE AREA RESULT	The monthly building cleaning result for the Storage Area (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
24.	JANITORS CONTRACTOR AREA RESULT	The monthly building cleaning result for the Janitors Contractor Area (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
25.	FREIGHT RECEIVING AREA RESULT	The monthly building cleaning result for the Freight Receiving Area (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
26.	HEALTH UNIT RESULT	The monthly building cleaning result for the Health Unit (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
27.	EDP AREA RESULT	The monthly building cleaning result for the EDP Area (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
28.	GARAGE RESULT	The monthly building cleaning result for the Garage (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.
29.	OTHER AREAS RESULT	The monthly building cleaning result for the Other Areas (Where Applicable).		Numeric(1,2)	'9.99' Maximum 1.00, Positive Values only. NULL if not applicable.

DS08: SPM5 - Commercial Operations

This transaction indicates the effectiveness of the Contractor's success in managing third-party operations and attaining commercial operations objectives.

<p style="text-align: center;">Reference Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.16.16.</p>					
Name: DS08: SPM5 - Commercial Operations					Submission: Contractor
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date
3.	ASSET CODE	Unique Asset Identifier	M	Numeric(8)	It must match a valid asset code supplied by PWGSC
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater.
5.	BUILDING CATEGORY	The Building Category (A, B, C, D or E) associated to the building	M		Valid values are one of: A, B, C, D, E See Building Category Type Table at the end of this table.
6.	OBJECTIVE 1 (2.16.16.2)	Providing a business environment that attracts and retains prosperous businesses, enhances rentable value of the adjacent space, and creates an ambiance and atmosphere that is complimentary to the federal government from a public perspective To be submitted for buildings in Categories A or B,	M, if building is a Category A or B	Numeric (3,2)	999.99 Maximum 100, Positive values only. Building must be in Category A or B.

Name: DS08: SPM5 - Commercial Operations		Reference Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.16.16.			Submission: Contractor
7.	OBJECTIVE 2 (2.16.16.2)	Monitoring and enforcing tenant activities in accordance with covenants and conditions of the lease, including tenant dispute resolution and timeliness of reporting tenant sales figures. To be submitted for buildings in Categories A, B, C, D,	M, if building is a Category A, B, C, D	Numeric (3,2)	999.99 Maximum 100, Positive values only. Building must be in Category A, B, C, D.
8.	OBJECTIVE 3 (2.16.16.2)	Apportioning, where applicable, fair and equitable common-area costs To be submitted for buildings in Categories A or B	M, if building is a Category A or B	Numeric (3,2)	999.99 Maximum 100, Positive values only. Building must be in Category A or B.
9.	OBJECTIVE 5 (2.16.16.2)	Ensuring rent escalations are accurately calculated and allocated to tenants in accordance with the covenants and conditions of the lease, and that tenants are provided with sufficient notice regarding lease escalations and the collection of rent inclusive of escalations To be submitted for buildings in Categories A, B or C	M, if building is a Category A, B, C	Numeric (3,2)	999.99 Maximum 100, Positive values only. Building must be in Category A, B, C.
10.	OBJECTIVE 7 (2.16.16.2)	Pursuing the creative use of space and the development of promotional and marketing opportunities to enhance sales. To be submitted for buildings in Category A	M, if building is a Category A	Numeric (3,2)	999.99 Maximum 100, Positive values only. Building must be in Category A.

BUILDING CATEGORY TYPE CODES

Building Type ID	Description
A	Major malls, requiring all 5 objectives to be measured
B	Buildings with retail office presence & CAM determination requirements
C	Buildings with/without sales reporting
D	Buildings having lettings with no market rate requirements
E	Buildings with no 3 rd party letting

DS09A: FPM1 - Planning O and M Expenditures

This transaction indicates the Contractor's ability to prepare accurate O&M estimates during the annual planning cycle and deliver services in accordance with the approved Portfolio Management Plan (PMP).

<u>Reference</u>					Submission: Contractor
Name: DS09A:FPM1 - Planning O and M Expenditures Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.17					
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
3	O&M BUDGET FOR CATEGORY 1	At the start of the Fiscal Year, the O&M estimates at the portfolio level for Category 1 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'
4	O&M BUDGET FOR CATEGORY 2	At the start of the Fiscal Year, the O&M estimates at the portfolio level for Category 2 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'
5	O&M BUDGET FOR CATEGORY 3	At the start of the Fiscal Year, the O&M estimates at the portfolio level for Category 3 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'
6	O&M BUDGET FOR CATEGORY 4	At the start of the Fiscal Year, the O&M estimates at the portfolio level for Category 4 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'

<p style="text-align: center;">Reference</p> <p style="text-align: center;">Statement of Work, Annex "C",</p> <p style="text-align: center;">Performance Measurement Framework,</p> <p style="text-align: center;">Sub-section 2.20.17</p>					<p>Submission:</p> <p>Contractor</p>
<p>Name:DS09A:FPM1 - Planning O and M Expenditures</p>					
7	O&M BUDGET FOR CATEGORY 5	At the start of the Fiscal Year, the O&M estimates at the portfolio level for Category 5 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'

DS09B: FPM1 - Planning O and M Expenditures

This transaction indicates the Contractor's ability to prepare accurate O&M estimates during the annual planning cycle and deliver services in accordance with the approved Portfolio Management Plan (PMP).

Name DS09B : FPM1 - Planning O and M Expenditures		<u>Reference</u> Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.17			Submission: Contractor
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
3	YEAR-END ACTUALS FOR CATEGORY 1	At the end of the Fiscal Year, the O&M expenditures at the portfolio level for Category 1 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'
4	YEAR-END ACTUALS FOR CATEGORY 2	At the end of the Fiscal Year, the O&M expenditures at the portfolio level for Category 2 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'
5	YEAR-END ACTUALS FOR CATEGORY 3	At the end of the Fiscal Year, the O&M expenditures at the portfolio level for Category 3 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'

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Name DS09B : FPM1 - Planning O and M Expenditures		<u>Reference</u> Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.17			Submission: Contractor
6	YEAR-END ACTUALS FOR CATEGORY 4	At the end of the Fiscal Year, the O&M expenditures at the portfolio level for Category 4 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'
7	YEAR-END ACTUALS FOR CATEGORY 5	At the end of the Fiscal Year, the O&M expenditures at the portfolio level for Category 5 of the five financial O&M categories listed in the Building Classification of Accounts.	M	Numeric (12,2)	'999999999999.99'

DS10A: FPM2 - Forecasting PMS Year End O & M Expenditures at Period 8 (November 30th)

This transaction indicates the Contractor's ability to forecast year-end O&M expenditures at period 8.

Name: DS10A:FPM2 - Forecasting Year End O & Expenditures at Period 8 (November 30th)					Reference Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.18	Submission: Contractor
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation	
1	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1	
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater	
3	TOTAL O&M FORECAST PERIOD 8	At the end of period 8 (November 30) each Fiscal Year, the Contractor prepares a forecast of the total O&M costs expected for the entire Fiscal Year ending March 31.	M	Numeric (12,2)	'999999999999.99'	

DS10B: FPM2 - Forecasting PMS Year End O & M Expenditures at Period 8 (November 30th)

This transaction indicates the Contractor's ability to forecast year-end O&M expenditures at period 8.

<p style="text-align: center;">Reference</p> <p>Name DS10B: FPM2 - Forecasting Year End O&M Expenditures at Period 8 (November 30th)</p> <p style="text-align: center;">Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.18</p> <p style="text-align: right;">Submission: Contractor</p>					
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
3	TOTAL O&M FORECAST PERIOD 8	At the end of period 8 (November 30) each Fiscal Year, the Contractor prepares a forecast of the total O&M costs expected for the entire Fiscal Year ending March 31.	M	Numeric (12,2)	'999999999999.99'

DS11A: FPM3 - Planning Commercial Revenues

This transaction indicates the Contractor's ability to accurately estimate commercial revenues during the annual planning cycle.

Name DS11A: FPM3 - Planning Commercial Revenues		<u>Reference</u> Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.19			Submission: Contractor
No.	Statement of Work, Annex "C",	Long Description	Key/ Mandatory	Format	Validation
1	Performance Measurement Framework,	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2005/2006or greater
3	TOTAL PMP COMMERCIAL REVENUE FORECAST	At the start of the Fiscal Year, a Portfolio Management Plan (PMP) amount for commercial revenues is established at the portfolio level for commercial leases in place.	M	Numeric (12,2)	'999999999999.99'

DS11B: FPM3 - Planning Commercial Revenues

This transaction indicates the Contractor's ability to accurately estimate commercial revenues during the annual planning cycle.

Name DS11B: FPM3 - Planning Commercial Revenues		Reference Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.19			Submission: Contractor
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
3	TOTAL PMP COMMERCIAL REVENUE ACTUALS	At the end of the Fiscal Year, PWGSC will compare actual revenue to the approved Portfolio Management Plan (PMP) amounts.	M	Numeric (12,2)	'999999999999.99'

DS12: FPM4 - Commercial Accounts Over 15 days

This transaction monitors the Contractor's ability to manage and collect commercial revenue overdue by over 15 days.

Reference Name: DS12 FPM4 - Commercial Accounts Over 15 days Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.20.20					Submission: Contractor
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	PORTFOLIO IDENTIFIER	The Portfolio code used in chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
3	REPORTING MONTH	The month within the fiscal year that the data supplied is reported on.	M	Numeric (2)	'99' Values from 01 to 12
4	MONTHLY RENT DUE	Total of monthly rents due for the portfolio.	M	Numeric (12,2)	'999999999999.99'
5	MONTHLY DOLLAR TOTAL OF COMMERCIAL RECEIVABLES OVERDUE BY 15 DAYS	The monthly rent overdue at month end.	M	Numeric (12,2)	'999999999999.99'

DS13: SPD1 - Project Delivery Services (PDS) Quality Management

This transaction indicates the Contractor's ability in identifying, reporting and resolving non-conformances in order to improve service delivery and commit to continual improvement with respect to Project Delivery Services.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS13: SPD1 Project Delivery Services (PDS) Quality Management			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.6
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1.
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
3.	ASSET CODE	Unique Asset Identifier	Mandatory if at a Building Level Otherwise Null	Numeric (8)	It must match a valid asset code supplied by PWGSC. If Building code provided then Portfolio identifier = Null.
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
5.	REPORTING MONTH	The month within the fiscal year that the data supplied is reported.	M	Numeric (2)	'99' Values from 01 to 12
6.	PDS NON-CONFORMANCE CATEGORY	The type of PDS non-conformance: 1 – PWGSC Major PDS quality non-conformances identified for month 2 – PWGSC Minor PDS quality non-	M	Numeric (1)	Valid values are: 1, 2, 3, 4. See PDS Non-conformance Category Code Table at the end of this table

PERFORMANCE INDICATOR			Submission	Due	Reference
DS13: SPD1 Project Delivery Services (PDS) Quality Management			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.6
		conformances identified for month 3 - Major outstanding PDS quality non-conformances for month 4 - Minor outstanding PDS quality non-conformances for month			
7.	INITIATOR OF NON-CONFORMANCE	The initiator of the Non-conformance, either PWGSC or the Contractor P=PWGSC C=Contractor	M		Valid values are P or C
8.	UNIQUE IDENTIFIER	The unique identifier (Intelex Record No.) assigned to the quality non-conformance with respect to the PWGSC contract	M	Number (12)	999999999999. Positive values only
9.	INPUT DATE	The date the non-conformance was entered into the non-conformance tracking application	M	‘mm/dd/yyyy’	Date format where the date must be greater than 08/13/2013
10.	DESCRIPTION	A description of the non-conformance entered into the non-conformance tracking application	M	Alphanumeric (1000)	No validation

PDS NON-CONFORMANCE CATEGORY CODES	
ID	DESCRIPTION
1	Major PWGSC PDS quality non-conformances identified for month

2	Minor PDS PWGSC quality non-conformances identified for month
3	Major outstanding PDS quality non-conformances for month
4	Minor outstanding PDS quality non-conformances for month

DS14: SPD2 - Project Completion Survey

This transaction indicates the Contractor's ability in managing PWGSC and tenant satisfaction with respect to Project Delivery Services, using the project completion survey results.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS14: SPD2 Project Completion Survey			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.7
No	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROJECT IDENTIFIER	A unique identifier identifying the project. The project identifier must remain constant throughout the life of the project, even if it spans multiple fiscal years.	M	Alphanumeric (255)	Project must already exist.
3.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
4.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC.
5.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
6.	PROJECT SURVEY DATE	The actual date when the survey was conducted on the reported project.	M	'mm/dd/yyyy'	Date format validation where the date must be greater than 08/13/2013
7.	PROJECT COMPLETION SURVEY RESULT	The performance data results from survey questions about the overall level of satisfaction with project delivery services at project completion.	M	Numeric (3,2)	'999.99' Maximum 100

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PERFORMANCE INDICATOR		Submission	Due	Reference
DS14: SPD2 Project Completion Survey		Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.7
8.	NAME OF PWGSC OR CLIENT REPRESENTATIVE WHO COMPLETED SURVEY	The name of the PWGSC representative or client representative who completed the survey.		Alphanumeric (255) No validation.

DS15: SPD3 - Project Timeliness

This transaction indicates the Contractor's ability to successfully deliver projects in a timely manner.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS15: SPD3 Project Timeliness			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.8
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyy y'	Contract Year validation where the Contract Year must be 2013/2014 or greater.
3.	BUDGET TYPE	The type of budget that the submitted data is associated to.	M	Numeric (1)	Valid values are 1 or 2: 1 = AIP Budget 2 = Baseline Budget
4.	QUARTER	The quarter of the fiscal year the data supplied is assigned to	M		Valid values are 1, 2 or 3
5.	COST CATEGORY 2 ACTUAL EXPENDITURE	The actual total project expenditure for projects greater than or equal to \$5,000.00 and less than or equal to \$ 24,999.99	M	Numeric (12,2)	Greater than or equal to 0.999999999999.99
6.	COST CATEGORY 3,4,5,6 ACTUAL EXPENDITURE	The actual total project expenditure for projects equal to or greater than \$25,000.00	M	Numeric (12,2)	Greater than or equal to 0.999999999999.99

PERFORMANCE INDICATOR		Submission	Due	Reference
DS15: SPD3 Project Timeliness		Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.8
7.	BUDGET	The total of BMP baseline or Accelerated Infrastructure Projects from \$ 5, 000.00 to \$5 million	M	Numeric (12,2) Greater than or equal to 0.999999999999.99

DS16A: FPD1 - Forecasting PDS Year End Project Expenditures at Period 8 (Nov. 30th)

This transaction measures the Contractor's success in forecasting Fiscal Year end project expenditures at Period 8.

Reference Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.21.10					
Name DS16A : FPD1 - Forecasting Year End Project Expenditures at Period 8 (Nov. 30th)			Submission: Contractor		
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
3	TOTAL PDS FORECAST	At the end of period 8 (November 30), the Contractor uses a forecast of the total project delivery costs expected for the entire fiscal year ending March 31st.	M	Numeric (12,2)	'999999999999.99'

DS16B: FPD1 - Forecasting PDS Year End Project Expenditures at Period 8 (Nov. 30th)

This transaction measures the Contractor's success in forecasting Fiscal Year end project expenditures at Period 8.

Reference Statement of Work, Annex "C", Performance Measurement Framework, Sub-section 2.21.10					Submission: Contractor
Name :DS16B: FPD1 - Forecasting Year End Project Expenditures at Period 8 (Nov. 30th)					
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
3	TOTAL ACTUAL PDS COSTS	At the end of the fiscal year, the actual amount of the total project delivery costs.	M	Numeric (12,2)	'999999999999.99'

DS17: FPD2 - Construction Cost Control

This transaction indicates the Contractor's performance ability to plan and deliver work within estimated project costs

PERFORMANCE INDICATOR			Submission	Due	Reference
DS17: FPD2 Project Estimates			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.17
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Chapter 2 Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in the Chapter 2 Portfolio Table A3.1
2.	PROJECT IDENTIFIER	A unique identifier identifying the project. The project identifier must remain constant throughout the life of the project, even if it spans multiple fiscal years.	M	Alphanumeric (255)	Project must already exist.
3.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date
4.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC
5.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
6.	APPROVED WORK ORDER AMOUNT	Final Work Order amount approved by PWGSC (Final IAR Stage 2, EPA)	M	Numeric (12,2)	'999999999999.99'
7.	ACTUAL PROJECT COST	The actual total project costs.	M	Numeric (12,2)	'999999999999.99'

DS18: FPD3 - Project Costs Efficiency

This transaction indicates the Contractor's ability to manage the efficient use of funds related to soft project costs.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS18: FPD3 Project Costs Efficiency			Contractor	Monthly – 17 th of each month	Statement of Work, Annex “C”, Performance Measurement Framework, Subsection 2.21.12
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROJECT IDENTIFIER	A unique identifier identifying the project. The project identifier must remain constant throughout the life of the project, even if it spans multiple fiscal years.	M	Alphanumeric (255)	Project must already exist.
3.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
4.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC
5.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
6.	TOTAL PROJECT COSTS	The Total Project Costs (in dollars).	M	Numeric (12,2)	'999999999999.99'
7.	TOTAL CONSTRUCTION COSTS	The Total Construction Cost (in dollars).	M	Numeric (12,2)	'999999999999.99'

DS19: APM2 - Environmental Stewardship

This performance indicator measures the Contractors' success in addressing Regulatory requirements and PWGSC's environmental objectives.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS19: APM2 Environmental Stewardship			Contractor	Yearly-by April 17 th	Statement of Work, Annex "C", Performance Measurement Framework, Subsection 2.20.4
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in the Portfolio Table A3.1
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
3.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC.
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater

DS20: APM3A-1 - Completion of Scheduled Mandated Maintenance

This transaction component will be used to measure the Contractor's ability to deliver mandated maintenance activities in compliance with PWGSC's Facility Maintenance Policy and Guidelines.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS20: APM3A-1 Completion of Scheduled Mandated Maintenance			Contractor	Monthly by the 17 th	Statement of Work, Annex "C", Performance Measurement Framework, Subsection 2.20.5
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Portfolio Table A3.1
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
3.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
5.	REPORTING MONTH	The month within the fiscal year that the data supplied is reported.	M	Numeric (2)	'99' Values from 01 to 12
6.	NUMBER OF UNCOMPLETED MANDATED MAINTENANCE ACTIVITIES (UMM)	The quantity of mandated predictive/preventive maintenance activities identified by planning frequency that were not completed within 30 days of their targeted start date.	M	Numeric (5)	'99999' Send "0" if there are none

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PERFORMANCE INDICATOR			Submission	Due	Reference
DS20: APM3A-1 Completion of Scheduled Mandated Maintenance			Contractor	Monthly by the 17 th	Statement of Work, Annex "C", Performance Measurement Framework, Subsection 2.20.5
7.	TOTAL NUMBER OF SCHEDULED MANDATED MAINTENANCE ACTIVITIES (REQUIRED BY CODE) (TSM)	The total number of all scheduled mandated maintenance activities	M	Numeric (5)	'99999' Positive values only

DS21: APM3A-2 - Completion of Scheduled Life Cycle Maintenance

This transaction component will be used to measure the Contractor's ability to deliver life cycle maintenance activities in compliance with PWGSC's Facility Maintenance Policy and Guidelines.

PERFORMANCE INDICATOR			Submission	Due	Reference
DS21: APM3A-2 Completion of Scheduled Life Cycle Maintenance			Contractor	Monthly by the 17th	Statement of Work, Annex "C", Performance Measurement Framework, Subsection 2.20.5
No.	Short Description	Long Description	Key / Mandatory	Format	Validation
1.	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1
2.	PROPERTY CODE	A code used to associate all assets within a geographic area for financial and non financial reporting purposes.		TBD	The property code will be determined and implemented at a future date.
3.	ASSET CODE	Unique Asset Identifier	M	Numeric (8)	It must match a valid asset code supplied by PWGSC
4.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater

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PERFORMANCE INDICATOR			Submission	Due	Reference
DS21: APM3A-2 Completion of Scheduled Life Cycle Maintenance			Contractor	Monthly by the 17th	Statement of Work, Annex "C", Performance Measurement Framework, Subsection 2.20.5
5.	REPORTING MONTH	The month within the fiscal year that the data supplied is reported.	M	Numeric (2)	'99' Values from 01 to 12
6.	NUMBER OF UNCOMPLETED LIFE CYCLE MAINTENANCE ACTIVITIES (ULM)	The quantity of life cycle predictive maintenance activities that were not completed within 45 days of their targeted start date.	M	Numeric (5)	'99999' Send "0" if there are none
7.	TOTAL NUMBER OF SCHEDULED LIFE CYCLE MAINTENANCE ACTIVITIES (TSLM)	The total number of all scheduled life cycle maintenance activities.	M	Numeric (5)	'99999' Positive values only

DS52: QM2 - Continual Improvement Initiative Report

(Including changes, corrective & preventive actions and suggestions)

This report identifies any Contractor or PWGSC raised Continual Improvement Initiatives related to the services provided by the Contractor. The Contractor reports this information on a quarterly basis for each portfolio. The objective of this report is to track the progress of all Continual Improvement Initiatives related to the Continual Improvement of the Contractor's QMS

Name: DS52:QM2- Continual Improvement Initiative Report Reference Statement of Work Sub-section 2.8.4 Quality Management and Sub-section 2.11.1., Information Management and Reporting Submission: Quarterly Contractor					
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1.	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
2.	GROUP	The Group code used in the Group Table specified below. This code represents any level of submission (National, Portfolio Grouping, or individual portfolios.)	M	Numeric (2)	See Group table below. The portfolio codes must match the existing portfolio codes.
3.	CONTINUAL IMPROVEMENT INITIATIVE REPORT INFORMATION	A short description of the continual improvement initiative.	M	Alphanumeric (4,000)	No validation
4.	STATUS	The current status of each improvement: (active, outstanding, on hold, cancelled, and closed).	M	Numeric (2)	See QMS Status types table below
5.	REPORT DATE	The date when the Continual Improvement Report was completed.	M	'mm/dd/yyyy'	Date format validation where the date must be greater than 08/13/2013
6.	CONTINUAL IMPROVEMENT FILE NAME	The file name of the Continual Improvement report.	M	Alphanumeric (255)	Mandatory if a pdf file is attached. The file name must be unique to the portfolio and match the name of an accompanying pdf document including the extension.
7.	ACTION	Indicates I – Insert, U – Replace The Replace action will use the fiscal year and the file name as a key. The replace action will update Group, Continual Improvement Initiative Report Information, Status, Report	M	Alphanumeric (1)	Valid values are I or U, upper or lower case. Mandatory if a file is attached.

Name: DS52:QM2- Continual Improvement Initiative Report		Reference Statement of Work Sub-section 2.8.4 Quality Management and Sub-section 2.11.1., Information Management and Reporting		Submission: Quarterly Contractor	
		Date, and will replace the pdf file.			

QMS STATUS TYPES	
ID	NAME
3	Active
52	Outstanding
24	On Hold
2	Closed
7	Cancelled

DS53: QM3 - External ISO Audit

This report provides external ISO audit information related to the Contractor's QMS. The scope of the audit must include the PWGSC Contract. The Contractor reports this information on an annual basis.

The objective of this report is to provide PWGSC with a means to validate the occurrence of an accredited registrar ISO audit on the Contractor's QMS. As well as, provide PWGSC with a third party assessment of the effectiveness of the Contractor's QMS and status of their registration

<u>Reference</u>					
Name: DS53: QM3 - External ISO Audit		Statement of Work		Submission: Annually	
		Sub-section 2.8.4., Quality Management and		Contractor	
		Sub-section 2.11.1, Information Management			
and Reporting					
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
2	EXTERNAL ISO AUDIT FILE NAME	The file name of the External ISO Audit Report	M	Alphanumeric (255)	The file name must match the name of an accompanying pdf document including the extension

Management and Operational Information

3	ACTION	Indicates I - Insert, U - Replace	M	Alphanumeric (1)	Valid values are I or U
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Part 7: DS54: QM4 - Internal Audit

This report provides internal audit information on the Contractor's QMS with respect to each portfolio in the PWGSC Contract.

The Contractor reports this information on a monthly basis for each portfolio.

The objective of this report is to track the results of the Contractor's internal audit as well as provide PWGSC with a means to validate the Contractor's internal audit activities and findings.

<u>Reference</u>					
Name DS54 : QM4 - Internal Audit		Statement of Work		<i>Submission: Monthly</i>	
		Sub-section 2.8.4 Quality Management and		Contractor	
		Sub-section 2.11.1., Information Management			
		and Reporting			
No.	Short Description	Long Description	Key/ Mandatory	Format	Validation
1	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	<i>M</i>	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
2	REPORTING MONTH	The month within the fiscal year that the data supplied is reported.	M	Numeric(2)	'99' Values from 01 to 12
3	PORTFOLIO IDENTIFIER	The Portfolio code used in Chapter 2 Portfolio Table A3.1.	M	Numeric (2)	It must match an existing portfolio code in Chapter 2 Portfolio Table A3.1

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4	INTERNAL AUDIT FILE NAME	The file name of the Internal Audit Report for each portfolio	M	Alphanumeric (255)	The file name must match the name of an accompanying pdf document including the extension
5	ACTION	Indicates I - Insert, U - Replace	M	Alphanumeric (1)	Valid values are I or U

Part 8: DS56: QM6 - Contractor QMS Management Review

This report identifies PWGSC related Contractor QMS Management Review information for each portfolio included in the management review.

The Contractor reports this information on an annual basis.

The objective of this report is to track findings, decisions, and actions associated to each Contractor QMS Management Review in order to ensure corporate commitment to the Contractor's QMS.

Reference Name :DS56:QM6 - Contractor QMS Management Review Statement of Work Sub-section 2.8.4., Quality Management and Sub-section 2.11.1., Information Management and Reporting Submission: Annually Contractor					
No.	Short Description	Long Description	Key/Mandatory	Format	Validation
1	CONTRACT YEAR	The fiscal year that the data supplied is assigned to.	M	'yyyy/yyyy'	Contract Year validation where the Contract Year must be 2013/2014 or greater
2	PORTFOLIO IDENTIFIER	The Portfolio code used in the Chapter 2 Portfolio Table A3.1.	M	Numeric(2)	It must match an existing portfolio code in Portfolio Table A3.1
3	DATE	The date when the Contractor QMS management review took place for each portfolio.	M	'mm/dd/yyyy'	Date format validation where the date must be greater than 08/13/2013

<p>Reference</p> <p>Name : DS56:QM6 - Contractor QMS Management Review</p> <p>Statement of Work Sub-section 2.8.4., Quality Management and Sub-section 2.11.1., Information Management and Reporting</p> <p>Submission: Annually Contractor</p>					
4	CONTRACTOR QMS MANAGEMENT REVIEW INFORMATION	The Contractor QMS Management Review Information must at a minimum include: NAME OF ATTENDANTS (The name of each participant.), TITLE (The corresponding title of each participant), OVERALL AUDIT FINDINGS (A summary audit findings with respect to the PWGSC contract), CUSTOMER FEEDBACK INFORMATION (The customer feedback information reviewed with respect to the PWGSC contract), PROCESS PERFORMANCE INFORMATION (The effectiveness of processes to achieve compliance with respect to the PWGSC contract), STATUS OF PREVENTATIVE AND CORRECTIVE ACTIONS (A summary of preventative and corrective action information reviewed with respect to the PWGSC contract), MEASUREMENT & STATISTICAL ANALYSIS (The general conclusions based on measurement and statistical analysis with respect to PWGSC contract), DECISIONS RELATED TO IMPROVEMENT OF THE EFFECTIVENESS OF THE QMS AND ITS PROCESSES THAT IMPACT PWGSC CONTRACTS (Decisions related to improvement of the effectiveness of the QMS and its processes with respect to the PWGSC contract), ACTIONS RELATED TO IMPROVEMENT OF THE EFFECTIVENESS OF QMS AND ITS PROCESSES (with respect to the PWGSC Contract), SET UP OF NEW QUALITY OBJECTIVES (The new objectives that will support the continuous improvement process in the next year with respect to the PWGSC contract), and any additional pertinent information.	M	Alphaumeric (4000)	No validation. If information requested is contained in PDF file, submit text that indicates this is the case.
5	COMMENTS	Additional pertinent information.		Alphaumeric (4000)	No validation

<p><u>Reference</u></p> <p>Name :DS56:QM6 - Contractor QMS Management Review</p> <p>Statement of Work Sub-section 2.8.4., Quality Management and Sub-section 2.11.1., Information Management and Reporting</p> <p>Submission: Annually Contractor</p>					
6	REVIEW FILE NAME	The file name of the Management Review report.		Alphanumeric (255)	Mandatory if a pdf file is attached. The file name must match the name of an accompanying pdf document including the extension.
7	ACTION	Indicates I – Insert, U - Replace		Alphanumeric (1)	Valid values are I or U. Mandatory if a file is attached.