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NATIONAL CALL LETTER



Real Property Branch



Building Management Plans 2014-2015



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada

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1 Introduction

The National Building Management Plan (BMP) Call Letter identifies national objectives and priorities to be completed and guidelines to be followed for the development of 2014-2015 BMPs for Public Works and Government Services Canada (PWGSC) facilities within the Real Property Program.

BMPs are comprehensive plans that lay out the management of the asset over the next five years. They should reflect the current Asset Management Plan (AMP) and support the National Investment Strategy (NIS), which outlines the objectives, guiding principles and overall strategic direction for the investment activities of the PWGSC Real Property Program as well as the Departmental Integrated Investment Plan.

To obtain a copy of the NIS, National Investment Strategy or the Departmental Integrated Investment Plan, please contact "National Portfolio Management."

The BMP is the annual culmination of: the Property and Facility Manager's (PFM) and Asset Manager's (AM)/Technical Authority's (TA) knowledge and experience about an asset; their professional expertise in the property management field; and the recognition of the current climate within PWGSC and the Government as a whole.

Consultation is crucial to a good BMP. The PFM should ensure current information is reviewed and that whoever plays a part in the management of their building is consulted, i.e., **Project Management should review the project plan.**

Asset Managers and Technical Authorities should ensure that all PWGSC Intranet documents are provided to the Real Property Service Provider (RPSP) contractor by September 1st. [Appendix A](#) has a complete list of all Intranet links contained within this document.

It is expected that the BMP planning information not be a cut and paste exercise of current year's planning to establish future years' projections, but become an accurate 5-year BMP that includes operating, repair and capital projections for each asset and thus the entire portfolio. The BMP planning exercise must pay particular attention to both those big-ticket items associated with life cycle replacements and items that are identified as very high priorities as identified in the Building Condition Reports (BCR).

In order to assist you in preparing project plans that span five years, we have included instructions on how to use the Capital Asset Planning System (CAPS) to generate life cycle activity reports compiled from BCR and BPR information ([Appendix C](#)). CAPS is available to both PWGSC and RPSP. This report should be used by the PFM to identify projects for the BMP and to forecast a Class D estimate in the appropriate year. All class D estimates include all soft costs and service provider fees. As such, deviation from costs should be explained. The CAPS list should also be used by the Asset Manager's & TA's in carrying out quality assurance reviews of the proposed BMP plan in preparation for directors sign off, per the Asset Integrity Procedure, <http://source.tpsgc-pwgsc.gc.ca/bi-rp/fichiers-files/pdf/gi-fm102-eng.pdf>

More information on how to prepare your strategic project plan can be found in [section 4.2.5.1](#).

1.1 The Real Property Business Plan

BMPs should be developed in support of the Real Property's Integrated Branch Business Plan, dated April 1, 2013.

The Real Property Branch 2013-2014 Business Plan outlines the Branch's commitments and action plans designed to guide business operations in 2013-2014 and beyond. In the current global environment, change is the new norm. Innovation and adaptation are key to any successful organization and are instrumental in moving forward. Our Branch has demonstrated an ability to effectively adapt to business and market changes in responding to our own needs as well as our clients'. Our business plan provides a strategic direction for our Branch as we continue to improve in our role as a modern Corporate Real Estate (CRE) organization and the service provider of choice across the federal government.

At the forefront of the 2013-2014 agenda are six commitments highlighted below. Our Branch continues to focus on five key priorities: People, Portfolio, Performance, Partners and Project Delivery and will move these priority areas forward by supporting our employees, aiming for excellence, and strengthening the organization to excel in real property and service management.

In 2013-2014, the Branch will:

- Support our employees, aim for excellence, and strengthen our organization to excel in real property management and service management,
- Evolve our higher performing organization through continuous improvement,
- Provide modern federal accommodation solutions,
- Address specialized federal portfolio requirements,

- Be an effective service provider for other government departments and PWGSC real property programs,
- Administer the Payments in Lieu of Taxes Program

You are strongly encouraged to read the Real Property 2013-2014 Integrated Branch Business Plan, soon to be available on [My Source](#), in advance of completing your BMPs. A draft can be obtained from the Branch Planning and Performance Team at [Planification Activites DGBI - RPB Business Planning](#).

1.2 PWGSC Integrated Investment Plan

To comply with the [Treasury Board \(TB\) Policies on Investment Planning – Assets and Acquired Services](#) and [Management](#) of Policies, PWGSC has developed a departmental Integrated Investment Plan (IIP). The departmental IIP was approved by Treasury Board on July 28th 2011 and resulted in PWGSC receiving a level 3 Organizational Project Management Capacity Assessment.

With the approval and implementation of the IIP, PWGSC now complies with both of the new TB policies on the Management of Projects and Investment Planning – Assets and Acquired Services, Real Property and Materiel Management. These build upon existing practices and establish further opportunities to integrate investment planning processes at PWGSC. Other sources of information such as the Regional Investment Strategy (RIS), Community Based Investment Strategy (CBIS), Asset Management Plan (AMP) and Engineering Asset Management Plan (E-AMP) (dams, bridges, etc...), Building Condition Report (BCR), and the BMP will continue to be used to develop the Department's Integrated Investment Plan.

To obtain a copy of the CBIS or equivalent document for your region, please contact your Regional Manager Owner Investor (RMOI):

Atlantic	Elizabeth Houghton	902-496-5434
Quebec	Alfonso Luponio	514-496-3779
NCA	David Brannan	819-956-6329
Ontario	Cindy Davidson	416-512-5940
Western	Ben Coppens	780-497-3597
Pacific	Gillian Stroyan	604-775-9315

1.3 Project Priority System

Real Property Branch provides healthy and safe work environments to its tenants through proper asset management which is achieved by ensuring compliance to codes affecting real property, and by ensuring that asset integrity and operational efficiency issues are appropriately managed.

The provision of a well managed portfolio prevents program delivery disruptions and productivity losses of our tenants and results in value to government.

The project priority system, established to assist operations in determining the appropriate priority of projects was revised in 2013 to include:

- changes to and expanded definitions for use, including the elimination of B3 & C3;
- creation of pre-defined project assessment questions in order to further prioritize B2 projects;
- quick reference guide for priorities on departmental priorities;
- clarification on required reviews by operations, audits carried out by NCOE and approvals required as directed by the Asset Integrity Procedure;
- In assets managed by RPSP, for AFDMS, codes B3 and C3 will be disabled upon request by AFD Service Management Coordination after confirmation that all relevant submissions of required B3 and C3 projects have been completed. The projects that are currently B3 and C3 will remain until completed. In addition, monitoring of 2014-2015 projects will be required to ensure that code B3 and C3 is not used for new projects until the code can actually be disabled in AFDMS.

The revised project priority system can be found in [Appendix F](#) of this Call Letter.

Should you require assistance interpreting the descriptions or instructions, please contact Angela McCarthy (613) 736-3132 or Angela Melanson (613) 736-2748.

1.4 NEW to the Call Letter and/or BMP Process

Although this section is meant to introduce new programs affecting your BMPs each year, this is to highlight the fact that every section of the BMP Call Letter is revised by business owners each year and updated to reflect

changes to programs and contacts. Please be sure to read each section carefully.

1.4.1 NEW - Changes to Programs Identified as National Priorities

Legionella Bacteria Control Management Program (LBCMP)

A new Legionella Bacteria Control Management Program has been approved to minimize the risk associated with any Legionella susceptible mechanical system such as cooling towers, HVAC system components, potable water systems and decorative water features that are present in Public Works and Government Services Canada (PWGSC) Crown-owned facilities. See section [\(2.2.7\)](#) for details.

1.4.2 NEW - Additional Criteria

Changes to Plants and Plant Maintenance

The revised Government of Canada Workplace 2.0 Fit-up Standards states that plants and associated maintenance costs are a tenant responsibility. Therefore, effective April 1st, 2012, no new plants or maintenance contracts will be taken on by PWGSC as part of a new fit-up. See section [\(3.5\)](#) for details.

1.4.3 NEW – Real Property Reprourement (RP2) Introduction

RP2 is the reprourement activity related to third party delivery of Property Management and Project Management Services targeted for implementation by August 2013 for the Carling Campus and April 2014 for the Tunney's Pasture Assets.

See section [\(4.1.4.1\)](#) for details.

1.4.4 NEW – Real Property Reprourement (RP1) Introduction

RP1 is the reprourement activity related to third party delivery of Property Management & Project Management services. Contract award is targeted for

Fall 2014, in order to secure an operational start date of April 2015. See section [\(4.1.2.2\)](#) for details.

1.4.5 NEW – NOVUS

As part of the Transformation project, NOVUS Phase 1 will decommission existing systems including WinFIS/TADS OIS/ and PBMS. As PBMS is used in the development of the Building Management Plan (BMP), this will lead to many changes in the development of future BMPs beginning in 2014. See section [\(4.1.4.1\)](#) for details.

1.4.6 NEW - BMP Checklist for RPSP and RP2 Contracts

This checklist highlights key due dates and information required from stakeholders to complete the BMP exercise by the service providers. See [\(Appendix I\)](#) for details.

1.4.7 NEW - BMP Project Priority System

The BMP Project Priority System has been updated to ensure its appropriate application and subsequent funding of projects. See Sections [\(1.3\)](#) and [\(Appendix F\)](#) for details.

1.4.8 NEW –Changes to BMP Development

Documenting Existing Services in Buildings Administered by PWGSC

The National BMP Call Letter now requires completion of a Service Checklist to capture existing property management service attributes and other special provisions for each asset, whether owned, leased, lease-purchase or subject to another arrangement, in the form of an Excel™ spreadsheet. See section [\(4.1.6.1\)](#) and [\(Appendix J\)](#) for details.

1.4.9 Project and Business Management System (PBMS) BMP Module

PBMS BMP Module Version 11.9.xx

The PBMS BMP module, version 11.9.xx is to be used across all regions to prepare the BMPs; it will be released tentatively September 19, 2013.

PBMS Suite Version 11.8, released on April 5, 2013, contained the following release notes relating to the BMP Module:

BMP - Building Management Plan:

PBMS condition filters "in", "like", "is null", "is not null" will now be translated in the French version of the application.

In the French version of the application, in the Revenue Planning window (Plan des Recettes), the last column header presently reads "année planifiée" in the second and third panes; it will now correctly read "année planifiée + 4".

All PBMS Suite filter windows that contain the "Reporting RC" field (Cost Centre Directories, etc) will now sort the Reporting RCs in numerical order.

In the AFD Project Planning window, the "Portfolio" column will now contain the portfolio ID, portfolio name, and service supplier name for each AFD project.

There will now be two distinct lists of cost categories: SIGMA and AFD.

In the AFD Project Planning window:

1. The "Cost Category" field will now contain the AFD cost category code and description;
2. A new "Type of Project" field will be added which will contain the code and description.

BMP Reports:

1. Criteria Changes In the "Report Selection – BMP" window:

1.1. Under "Select a Field", the "Project Type" field is already available for 4 of the 12 project related reports. The "Project Type" field will now be available for the remaining 8 project related reports.

1.2. Under "Additional Criteria", the "Cost Category" field and dropdown lists are already available for 4 of the 12 project related reports. The "Cost Category" field will now be available for the remaining 8 project related reports. Note that

the two distinct lists of cost categories, SIGMA and AFD, will be available for selection from the dropdown.

2. Report Changes:

All 12 project related reports presently contain the "Project Type" field, but only the "Project Workplan Detail" report now contains the "Cost Category" field.

For the other 11 project related reports, the "Cost Category" will be added (stacked) to the same column as the existing "Project Type" ("Cost Category" will be directly under "Project Type").

For PBMS BMP related issues, users should always contact their PBMS Regional Business Information Analyst (RBIA). They are:

National	Debbie Roots	613-736-3044
Atlantic	Mike Watt	902-496-5344
Quebec	Isabelle Chevrier	514-496-3302
NCA	Joanne Moore	819-956-7815
Ontario	Gabriella DeSimone	416-512-5737
Western	Bonnie Goulet	780-497-3528
Pacific	Martin Kwok	604-775-6654

1.5 Contact Information

Your National BMP team is:

- Angela Melanson 613-736-2748
- Angela McCarthy 613-736-3132

Subject Matter Experts (SMEs) are listed at the end of each issue. There is also a complete list of BMP contacts in [Appendix B](#).

2 Departmental Priorities

This section contains the Environmental and Sustainable Development Strategy (SDS) ([section 2.1](#)), and other programs identified as national priorities ([section 2.2](#)).

SDS is a departmental and ministerial priority, funded separately from the normal building vote 15 or vote 12.

The national priorities were arrived at using a program planning prioritization tool and were provided to Real Property Investment Board (RPIB). These programs are to be completed and funded in 2014-2015 through the normal building vote 15 or vote 12 annual allotments. They will be monitored throughout the fiscal year through national reports using the project group field in PBMS tombstone and operating and utility (O&U) qualifier reports. This section also includes programs/projects that are cyclical in nature which are required in the year they are due.

2.1 Environmental Priorities

[Departmental Policy 074](#) states that PWGSC must “carry out all its operations and activities in a manner that meets or exceeds all applicable environmental laws, codes, regulations, strive for excellence and continual improvement of its environmental performance, particularly in those areas outlined in the Departments SDS; and commit to the principles of environmental sustainable development and the prevention of pollution.

Green initiatives are under one policy, which came into effect on November 9, 2011 and is available on The Source <http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p074-eng.html>

.

This commitment is achieved through the departments Environmental Compliance Management Program and its Federal Sustainable Development Strategy objectives.

For non PWGSC Managed assets contact your Real Property Service Provider.

Environmental Management / Sustainable Development Strategy Contacts

National	Samir Basaria	613-993-4390
Atlantic	Erika Toby Wagner	902-496-5096
Québec	Martin Tetreault	514-496-3716
NCA	Suzie Lemyre	613-993-3162
Ontario	Mohammad Murtaza	416-590-8289
Western	Maria McGregor	204-984-4510
Pacific	Viera Veidner	604-775-9373

2.1.1 Regulatory Compliance

The Federal Government's commitment to greening its operations has grown in scope, depth and accountability since first established in the 1991 Code of Environmental Stewardship. The Code commits federal government departments to conform with the requirements of federal environmental legislation, and to make their operations compatible with other levels of government where appropriate.

The Real Property inventory must be managed to ensure compliance with all applicable environmental legislation. (Refer to [Departmental](#) Policy (DP) 074).

Environmental Compliance Management Program Process

On February 8, 2013, PWGSC Real Property launched the revised Environmental Compliance Management Program (ECMP) process. This process provides a new way of assessing the environmental impacts of real property projects. The revamped approach centres on the ECMP Checklist and Preliminary Identification of Environmental Support Required (PIESR) form, which together will allow project managers to work with Environmental Services to assess and solve their project's environmental issues. The ECMP Checklist replaces the PWGSC *Canadian Environmental Assessment Act* (CEAA) Checklist.

If the project is categorized under one of the applicable qualifiers (listed on the instruction page of the ECMP Checklist), an ECMP Checklist must be completed by the project manager. The project manager is responsible for the following:

1. Completing the ECMP Checklist located in ELF (form 183);

2. Sending the completed ECMP Checklist (via ELF mail or email) to Environmental Services.

It is then the responsibility of Environmental Services to review the completed ECMP Checklist and determine if environmental support is required, and return a completed PIESR form detailing the recommended actions to the project manager.

Canadian Environmental Assessment Act, 2012

The Canadian Environmental Assessment Act 2012 (CEAA2012) and its regulations are the legislative basis for the federal practice of environmental assessment. In order to determine if a project is subject to the CEAA 2012, project managers must fill out an Environmental Compliance Management Program (ECMP) Checklist (ELF form 183) and provide it to their Environmental Services regional coordinator. Environmental Services will review the project information under CEAA 2012 to determine if the proposed project will cause significant adverse environmental effects. Environmental Services will then provide one of the five risk determinations for applicable projects: not applicable, low, medium, high or designated project. The outcomes for each scenario are outlined below.

ES's Risk Determination	Recommended Action
Not applicable (not considered a project under CEAA 2012)	No further action required.
Low risk project	Save PIESR & ECMP Checklist in project file. No further action required.
Medium risk project	Completion of an Evaluation of Environmental Effects letter. The letter provides the project manager with relevant mitigation measures, standard operating procedures, and/or best management practices which should be included in the specifications for the project.
High risk project	Completion of an Evaluation of Environmental Effects report. This report will assess the projects potential environmental impacts and proposed mitigation measures to reduce the

	impacts of these effects.
Designated Project	For those projects listed under the <i>Regulations Designating Physical Activities</i> , the project description will be sent to the Canadian Environmental Assessment Agency.

When establishing the costs of projects, Property and Facility Managers and Asset Managers/TAs must consider that Evaluation of Environmental Effects costs may be incurred as described in the above scenarios

ECMP Process & CEAA 2012 Coordinators

National & NCA ECMP National CEAA 2012	Tamara Taub	613-993-5908
NCA CEAA 2012	Rachelle Besner	613-993-6795
Atlantic	Donald Maynard	902-566-7533
Québec	Yves Simpson	418-649-2899
Ontario	Suzanne LaPerrière	416-590-8301
Western	Peggy Bainard-Acheson	204-984-4029
Pacific	Katrina Johnston	250-363-8623

Species at Risk Act

The federal Species at Risk Act is part of the government's strategy for the protection of wildlife species at risk. The purposes of the Act are to prevent Canadian indigenous species, subspecies, and distinct populations from becoming extirpated or extinct to provide for the recovery of endangered or threatened species and encourage the management of other species to prevent them from becoming at risk.

The federal Species at Risk Act may also impact project costs. Implementing the requirements of the Species at Risk Act is addressed through the PWGSC National Species at Risk Act Protocol, which provides a framework and commitment to review, on an annual basis, the potential for Species at Risk on its properties and provides for the development of Species at Risk management plans.

It is recommended that you contact your regional Environmental Assessment or Species at Risk Coordinator within your regional Environmental Services office for further information.

For non PWGSC Managed assets contact your Real Property Service Provider.

Species at Risk Coordinators

National	Tamara Taub	613-993-5908
Atlantic	Stephen Barbour	902-496-5146
Québec	Marielle Fortin	418-649-2864
NCA	Rachelle Besner	613-993-6795
Ontario	Lee Chan	416-512-5948
Western	Chris Doupe-Edmonton Peggy Bainard-Acheson Winnipeg	780-497-3868 204-984-4029
Pacific	Katrina Johnston	250-363-8623

2.1.1.1 Due Diligence Review

RPSP Managed Sites

The Due Diligence Review (DDR) process began in 2008/2009 in AFD-managed facilities. In these AFD-managed facilities, the DDR self-assessments are completed by SNC Lavalin Operations and Maintenance on-site staff and then verified by Regional SNC Lavalin O&M environmental coordinators for one third of the facilities. The DDRs are then reviewed for completeness and quality by Regional PWGSC environmental services to ensure regulatory compliance and contractual agreements with the AFD service provider.

Over the course of a three-year cycle all assets will have to undergo the environmental compliance review process.

For non PWGSC Managed assets contact your Real Property Service Provider.

Non-RPSP Managed Sites

The DDR process and the Environmental Report Cards (ERCs) provide assessments and observation on regulatory compliance from which projects can be identified.

The PWGSC DDR process mimics the AFD system and uses the same questionnaire/audit protocol. Due Diligence Reviews will be conducted each year for one-third of PWGSC managed facilities.

The PWGSC Portfolio Manager is responsible for identifying facilities to undergo DDRs for fiscal year 2014-2015 and must ensure that all facilities have DDR's conducted within the three year cycle beginning in 2011-2012.

Applies to:	Crown-owned and Lease-purchase
Who should perform work:	PWGSC, RPSP Contractor
Suggested project priority:	C1
Qualifier:	Q2
Estimated cost:	\$6,000 per audit
Project Group Code:	22 – Environmental Study

For more information on Due Diligence Reviews, please contact Gilles Brasseur at 613-993-5735.

Due Diligence Review Contacts

National	Gilles Brasseur	613-993-5735
Atlantic	Deborah Clements	902-496-5465
Québec	Martin Tétreault	514-496-3716
NCA	Tina Hearty-Drummond	613-993-5743
Ontario	Mohammad Murtaza	416-590-8289
Western	Terrie Boulton	204-984-6289
Pacific	Amy Moizumi	604-666-6321

2.1.1.2 Petroleum Storage Tank Systems

Background:

Storage tank systems are regulated under the *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations* (SOR 2008-197) that came into force on June 12, 2008 pursuant to the *Canadian Environmental Protection Act 1999* (CEPA 1999). These regulations apply to owners and operators of all aboveground and underground storage tank systems that are on federal land or Aboriginal land and that contain petroleum products (e.g., fuel and used oil) or allied petroleum products (e.g., ethylene glycol). Under these regulations, PWGSC has a legal responsibility to properly manage department-owned fuel storage tank systems, whether they are managed by RPSP or PWGSC.

The *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations* apply to outdoor aboveground and underground storage tanks and containers that:

- have a capacity of more than 230 litres;
- operate at atmospheric pressure; and,
- are designed to be installed in a fixed location.

The Regulations also apply to all piping and ancillary equipment associated with *the tanks*. Some fuel storage tank systems may be exempted from the above Regulations under very specific sets of circumstances. A formal regulatory compliance assessment is required to make this determination.

Regulatory Requirements

As of June 12, 2012, owners and operators of storage tank systems on federal and Aboriginal land are required to:

- Register their storage tank systems with Environment Canada;
- Ensure that their tank system identification number is displayed in a readily visible location on or near the storage tank system;
- Complete a leak detection test for tanks installed before June 12, 2008, unless the storage tank system has an existing leak detection;
- Prepare an environmental emergency response plan
- Permanently withdraw from service high-risk systems, as defined by the regulations, and
- Install a product transfer area for all fuel storage tank systems designed to contain spills that may occur during the transfer process for fuel storage tank systems with an aggregate capacity of greater than 2,500 L.

In addition to the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations, other codes may apply, depending on the configuration, volume and year of installation of the system. These codes are:

- National Fire Code of Canada, 2010;
- Canadian Council of Ministers of the Environment (CCME) Environmental Code of Practice for Aboveground and Underground Storage Tank Systems containing Petroleum and Allied Petroleum Products (PB 1326), 2003; and
- CSA standard B139-09 - Installation Code for Oil-burning Equipment.

Description of Activities

(a) Storage Tank System Regulatory Compliance Assessment:

Assessments of PWGSC's storage tank systems will confirm regulatory compliance against all Regulations and codes as applicable. The cost for this service will be up to \$12,000 per storage tank system.

Applies to:	Crown-owned and Lease-purchase
Who should perform work:	PWGSC, RPSP Contractor
Suggested project priority:	C1
Qualifier:	P5
Estimated cost:	Up to \$12,000 per tank system
Project Group Code:	45

(b) Storage Tank System Corrective Activities:

Following a storage tank system compliance assessment, activities must be planned to implement corrective actions identified to address regulatory non-compliances. These corrective actions will be dependent on the result of the individual compliance assessment. Estimated costs for these services are provided in the storage tank systems' compliance assessment reports.

In accordance with Section 15 of the *Regulations*, a product transfer area (PTA) must be provided for all storage tank systems with an aggregate capacity greater than 2,500 L.

If a PTA risk assessment has been completed, the solution must be implemented. If a PTA risk assessment has not been completed, follow the PWGSC protocol to identify any physical and procedural improvements identified and implement the PTA solution. The cost of implementing the PTA solution will depend on its complexity.

Applies to:	Crown-owned and Lease-purchase
Who should perform work:	PWGSC, RPSP Contractor
Suggested project priority:	C1
Qualifier:	P5
Estimated cost:	Corrective actions: dependent on the work that needs to be done
Project Group Code:	45

For both the installation of new fuel storage tank systems and withdrawal from service of existing storage tank systems, it is highly recommended that the project manager and the asset manager engage the services of both Environmental Services (ES) and Professional Technical Services (PTS) at the start of the project due to its complex process requiring knowledge and understanding of multiple technical codes and regulations.

(c) Installation of new storage tank systems:

Ensure that new storage tank systems are installed in accordance with the various codes and regulations, and that the systems are registered with Environment Canada, if required.

Applies to:	Crown-owned and Lease-purchase
Who should perform work:	PWGSC, RPSP Contractor
Suggested project priority:	C1
Qualifier:	P5
Estimated cost:	Up to \$15,000 per tank system for ES and PTS services only
Project Group Code:	45

(d) Withdrawal from service and removal of fuel storage tank systems:

The withdrawal and removal of a fuel storage tank system is regulated by Sections 44 and 45 of the *Regulations*.

Applies to:	Crown-owned and Lease-purchase
Who should perform work:	PWGSC, RPSP Contractor
Suggested project priority:	C1
Qualifier:	P5
Estimated cost:	Up to \$5,000 per tank system for ES services only
Project Group Code:	45

(e) Environmental Emergency Response Plan (EERP) Update:

In accordance with Section 30 of the *Regulations*, an Environmental Emergency Response Plans (EERP) is required.

The EERP must be developed using the PWGSC template. Once a new EERP has been developed, it must be maintained and be kept up-to-date reflecting changes in personnel as well as changes in the systems and/or installations.

Applies to:	Crown-owned and Lease-purchase
Who should perform work:	PWGSC, RPSP Contractor
Suggested project priority:	C1
Qualifier:	P5
Estimated cost:	\$10,000 for developing a new EERP \$1,000 for EERP maintenance
Project Group Code:	45

f) Removal of High-Risk Storage Tank Systems:

High-Risk storage systems are defined by Environment Canada as:

- Leaking single-walled underground tanks and piping
- Aboveground tanks installed underground
- Underground tanks installed aboveground
- Partially buried tanks
- Single-walled underground tanks without corrosion protection and leak detection
- Single-walled underground piping without corrosion protection and leak detection, and
- Aboveground tanks installed below grade or encased within filled secondary containment

The costs for the complete removal of a high risk system and its replacement with a compliant tank system could be in excess of \$150,000 for underground storage tank systems and \$75,000 for above ground storage tank systems.

Contact your Regional Storage Tank Coordinator for more information and to confirm if your storage tank system meets the criteria of a high-risk system.

Applies To:	Crown-owned and Lease-purchased Assets
Who Should Perform Work:	PWGSC, RPSP Contractor
Suggested Project Priority:	C1
Qualifier:	P5
Estimated Cost:	Aboveground storage tank: \$75,000 Underground storage tank: \$150,000
Project Group:	44

For more information and for copies of the PWGSC storage tank systems registration form the PWGSC Product Transfer Area (PTA) risk assessment protocol the PWGSC Environmental Emergency Response Plan(EERP) template and product release reporting procedures as well as the Generic Statement of Work template for compliance assessments, please contact your regional Storage Tank Coordinator listed below.

For non PWGSC Managed assets contact your Real Property Service Provider.
Petroleum Storage Tank Coordinators

National	Patricia Godin Gilles Brasseur	613-993-5778 613-993-5735
Atlantic	John White Stephen Wentzell	902-496-5156 902-496-5109
Québec	Sébastien Côté	514-496-3671
NCA	Patricia Godin	613-993-5778
Ontario	Martin Bouwma	416-512-5721
Western	Joan LaRue-van Es	204-984-7668
Pacific	Heather McDermott	604-775-5116

2.1.1.3 Halocarbon Containing Equipment Standard Operating Procedures and Equipment Replacement

The current [Federal Halocarbon Regulations \(FHR\) 2003](#) under the Canadian Environmental Protection Act (CEPA) 1999 prohibits activities or practices that could cause the release of a halocarbon found in PWGSC's heating, ventilation and air conditioning (HVAC) equipment. In addition, the FHR 2003 has specific

administrative activities that must be strictly adhered to including record keeping and release reporting regardless of the equipment capacity.

Past Environment Canada inspections have resulted in the issuance of warning letters under the FHR 2003. One of the compliance management gaps noted by inspectors was the absence of appropriate site specific standard operating procedures (SOPs) for the management of halocarbon containing equipment. The current regulated requirements impact areas that fall within PWGSC's operations and maintenance activities.

The Action Plan for Improving Halocarbon Management, approved by the Deputy Minister (DM) in 2008, required the creation of site specific SOPs. This direction was reiterated on two other occasions. First, as a part of the Environmental Protection Alternatives Measure agreement signed with Environment Canada on September 22, 2009, and second, as direction issued by the A/Assistant Deputy Minister (ADM) and A/Associate Assistant Deputy Minister (AADM) on March 15, 2010.

Standard Operating Procedures

The Action Plan identified above requires the development of site specific standard operating procedures that seek to prevent inadvertent releases and instructs on-site and other service personnel how to maintain on-going compliance with the FHR 2003. The SOPs are to be completed for all sites and updated annually.

Equipment Containing Halocarbons Replacement and/or Upgrading

In addition, at the request of the DM, the Action Plan approved in 2008 was updated in November 2009 to include a requirement to evaluate equipment containing halocarbons and to replace those at high risk of leaking/releasing halocarbons into the environment.

All equipment containing halocarbons are to be evaluated against the attached risk assessment tool. Note that this is a screening tool only and is not the sole decision trigger for replacing or upgrading equipment. A qualified person must then assess in detail the equipment rated as high risk according to the assessment tool. The qualified person will determine if replacing or upgrading it will reduce the risk of a leak/release of occurring. Equipment still deemed as high risk must be replaced or upgraded as per the recommendations from the qualified person. Going forward, the equipment containing halocarbon assessment is expected to be a part of normal PWGSC operations. Equipment identified as being a risk for leaking/releasing halocarbons should be dealt with accordingly.

Risk Assessment Tool

Criterion	Description	Score	Weight Factor	Total Weighted Points
Age of Equipment	Less than 25% of life cycle = 0 Between 26% and 50% of life cycle = 3 Between 51% and 75% of life cycle = 6 Between 76% and 100% of life cycle = 9 Greater than 100% of life cycle = 10		6	
Type of Halocarbon	If contains halocarbon 1-9 of FHR = 10 If contains halocarbon 10 of FHR = 3 If contains halocarbon 11-13 of FHR = 0		5	
History of Leaks/Releases In Past Five Years	No history of leaks = 0 One leak = 3 Two leaks = 7 More than Two leaks = 10		6	
Size of Unit	Small (less than 2 tons) = 2 Medium (2.0 to 4.9 tons) = 5 Large (5 tons or greater) = 10		2	
Maintenance History	Meets Facility Maintenance Guideline requirements = 0 Does not meet Facility Maintenance Guideline requirements = 10		2	
More Reliable Technology Exists	Yes = 10 No = 0		1	
A More Green Alternative Exists	Yes = 10 No = 0		1	
Runtime of Equipment	Less than 4 hours/day = 2 Between 4 and 8 hours/day = 6 More than 8 hours/day = 10		3	
History of Problems with Similar Model	None = 0 Mechanical related problems = 5 Halocarbon system related problems = 10		4	
			Total	0

Risk Levels:

Total number of points available = 300
 High risk = Greater than 200 total points
 Medium = Greater than 100 total points
 Low = Less than 100 total points

CFC phase outs in Heating, Ventilation and Air Conditioning Systems

As per 2003 SDS Target, Action Plan 1.3.1, the HVAC inventory in PWGSC crown owned buildings should be free of CFCs since March 2010 unless no alternative solutions are available.

In accordance with the [FHR 2003](#), by January 1st, 2015, all chillers (defined in the FHR as air-conditioning systems or refrigeration systems that have a compressor, an evaporator and a secondary refrigerant) operating in Crown-owned buildings will be free of CFCs.

CFCs are one of the most detrimental ozone-depleting substances and greener alternatives exist. For example, CFC-11 has 50 times the ozone-depleting potential and 50 times the global warming potential of hydro chlorofluorocarbons (HCFCs)-123. PWGSC plans to eliminate CFC refrigerants from its inventory and to do so before the January 1st, 2015 deadline.

If a chiller containing a CFC leaks, loses its charge, breaks down, or otherwise goes off line and must be recharged, it cannot be recharged with a CFC. This means an immediate conversion or replacement is necessary and can be very expensive and inconvenient for building occupants.

Under the instruction of the Regional Asset Coordinator for halocarbons, managers should review their equipment containing halocarbons in order to update and determine whether any CFC or halon containing equipment targeted for phase-out would have to be accounted for in upcoming capital work plans in their BMPs.

For non PWGSC Managed assets contact your Real Property Service Provider. For more information on Halocarbon Containing Equipment, please contact Gilles Brasseur at 613-993-5735.

Applies to:	Crown-owned, Lease-purchase, Leased (where there is halocarbon containing equipment that falls under PWGSC responsibility)
Who should perform work:	PWGSC, RPSP Contractors, Consultants

Suggested project priority:	B1
Qualifier:	P5
Estimated cost:	1)SOPs-New SOPs- \$5,000 to \$7,000 per site – B1 -SOP Annual update \$1,000 to \$2,000 –B1 2)Equipment replacement/upgrade -Depending on the specific equipment - \$5,000 to \$100,000 –B1
Project Group:	SOPs - 61 - Halocarbon Mgmt and CFC Phase-Out Assessments and Plans - 62 - Halocarbon & CFC Implementation

Halocarbon Containing Equipment Coordinators

National	Gilles Brasseur Rachelle Besner	613-993-5735 613-993-6795
Atlantic	Deborah Clements Jim Williamson	902-496-5465 902-496-5221
Québec	Sébastien Côté Martin Tétreault	514-496-3671 514-496-3716
NCA	Rachelle Besner	613-993-6795
Ontario	Dan Burlac Brad Simpson Suzanne LaPerrière	416-512-5715 416-512-5732 416-590-8301
Western	John Hogg Terrie Boulton	780-497-3761 204-984-6289
Pacific	Amy Moizumi	604-666-6321

2.1.1.4 Polychlorinated Biphenyls (PCB) Management: Compliance Investigations and Removal of PCB Equipment

Background:

Polychlorinated Biphenyls (PCBs) are synthetic compounds present in a large number of consumer, commercial and industrial products that were manufactured before 1977. PCBs were used as coolants and insulating fluids (transformer oil) for transformers and capacitors, especially in components of early fluorescent light fittings and electrical transformers, and as plasticizers in paints and cements, stabilizing additives in flexible PVC coatings of electrical wiring and electronic components, pesticide extenders, cutting oils, reactive flame retardants, lubricating oils, hydraulic fluids, and sealants (for caulking in schools and commercial buildings), adhesives, wood floor finishes and paints.

The Government of Canada, under the *Canadian Environmental Protection Act 1999* (CEPA 1999), banned the production of PCBs and restricted the manner in which they are used and stored. PCBs are federally regulated under the federal *PCB Regulations* (SOR/2008-273) that came into effect in September 2008. These regulations were recently amended in March 2010 under the *Regulations Amending the PCB Regulations* (SOR/2010-57).

Much of the PWGSC equipment containing PCBs has been removed from service; however, the oil in some equipment currently in use has been contaminated with PCBs. The bulk of PWGSC's remaining PCB-containing equipment inventory is found in electrical transformers and light ballasts. Under the PCB regulations, PWGSC has legal responsibility for all department-owned equipment (whether managed by RPSP or PWGSC) as an "owner of PCBs or PCB-containing equipment".

Regulatory Requirements

Both the *PCB Regulations* and the *Regulations Amending the PCB Regulations* set specific requirements for labeling, reporting, disposal and use of contaminated equipment. The Regulations also introduce provisions for reporting the destruction of PCB's and the inventory of in-use PCB-containing equipment that is subject to an end-of-use target date.

Description of activity

(a) Update in labeling requirements:

Equipment, such as light ballasts, that are too small to bear a label are exempted from labeling requirements. However, containers used to store this equipment must bear a label in accordance with Section 29 (4) of the Regulations SOR/2010-57.

If PCB-containing equipment was already stored in a container on September 5, 2008, there may be a requirement to update the labeling in accordance with

Section 32 (4) of the Regulations. The adequacy of the labels should be verified and proper labels shall be installed where required.

Applies to:	Crown-owned, Lease-purchase, Leased and Sale Lease Back (where there is equipment that falls under PWGSC responsibility/control)
Who should perform work:	PWGSC, RPSP Contractors, Consultants
Suggested project priority:	C1
Qualifier:	P5
Estimated cost:	\$500 per building having PCB containing equipment
Project Group:	35 - Polychlorinated Biphenyl (PCB)

(b) PCB assessment:

In accordance with Section 30 of the Regulations, the owner of equipment containing PCBs must prepare an annual report to the Minister of the Environment. This report requires the quantity and concentration of liquids and solids containing PCBs. While the report to the minister is done centrally, the collection of information for the report may indicate the requirement for an assessment of this equipment. Please contact your Regional Coordinator for assistance in determining the need for concentration assessment.

Applies to:	Crown-owned, Lease-purchase, Leased and Sale Lease Back (where there is equipment that falls under PWGSC responsibility/control)
Who should perform work:	PWGSC, RPSP Contractors, Consultants
Suggested project priority:	C1
Qualifier:	P5
Estimated cost:	\$2,000 per building having PCB transformer or any other equipment containing PCBs in liquid or solid form
Project Group:	35- Polychlorinated Biphenyl (PCB), Assessments

(C) PCB-containing transformer decommissioning:

If a transformer exceeds the regulatory threshold limits, it must be registered immediately, replaced or decommissioned. The cost for the replacement or decommissioning could be over \$50K plus procurement of a new transformer.

Please contact your Regional Coordinator for assistance in determining specific requirements and costs.

Applies to:	Crown-owned, Lease-purchase, Leased and Sale Lease Back (where there is equipment that falls under PWGSC responsibility/control)
Who should perform work:	PWGSC, RPSP Contractors, Consultants
Suggested project priority:	B1 if transformer end-of-use deadline of Dec.31, 2009 ¹ C1 for all other.
Qualifier:	P5
Estimated cost:	\$50,000 per transformer to be decommissioned
Project Group:	34 - Polychlorinated Biphenyl (PCB), Implementation

For more information on PCB inventories and decommissioning, please contact Patricia Godin at 613-993-5778.

PCB Coordinators

National	Patricia Godin Gilles Brasseur	613-993-5778 613-993-5735
Atlantic	Christopher Major	902-496-5082
Québec	Isabelle Lampron	514-496-3579
NCA	Patricia Godin	613-993-5778
Ontario	Meagan Harison	416-512-5740
Western	John Hogg	780-497-3761
Pacific	Heather McDermott	604-775-5116

¹ In accordance with Section 16. (1) of the Regulations, a person may use, until December 31, 2009, equipment containing PCBs in a concentration of 500 mg/kg or more and equipment containing PCBs in a concentration of at least 50 mg/kg but less than 500 mg/kg that is located at or within 100 m of any one of the following facilities: drinking water treatment plant or food or feed processing plant, a child care facility, preschool, primary school, secondary school, hospital or senior citizens' care facility.

2.1.2 Fifth (2011) and Sixth (2013) Federal Sustainable Development Strategies (FSDS)

Sustainable Development, which includes those activities above and beyond environmental regulatory compliance, is a departmental priority at PWGSC. The Federal Sustainable Development Strategy (FSDS) involves shrinking the environmental footprint beginning with government. Elements of the FSDS are outlined below.

- 1-Greening of federal procurement activities
- 2-Reduce Greenhouse Gas (GHG) emissions from federal buildings
- 3-Reduce federal emissions from fleets
- 4-Improve performance of federal buildings through construction performance and operation
- 5-Ratio of departmental office employees to printing units
- 6-Reduce departments internal paper consumption
- 7-Management of contaminated sites under the Federal Contaminated Sites Action Plan (FCSAP)
- 8-Reuse and recycling of surplus electronic and electrical equipment
- 9-Reduce environmental impacts of federal government meetings

Under the (FSDS), the department has committed to reduce GHG emissions from existing facilities by 17% by year 2020 from 2005-06 baselines. These GHG emission reductions are achieved through the implementation of energy efficiency measures.

2.1.2.1 Energy Management Projects

For fiscal year 2014-2015, PWGSC will follow the commitments outlined in the Federal Sustainable Development Strategy 2011-2013.

Achievement of energy efficiencies, are through implementation of projects identified through energy audits, recommissioning assessments, etc., or through the continued application of the Federal Buildings Initiative (FBI). Projects should be in line with the GHG plan which identifies all buildings to be targeted for energy projects and all O&M activities to be undertaken.

NOTE: All energy efficiency measures should be identified in the BMP using the appropriate qualifiers and SDS fields:

Capital projects: Y2 and designate as SDS in project field
O&M projects: Q2 and designate as SDS in project field
Suggested Prioritization Code: C1

All energy efficiency measures should be identified in the BMP using the appropriate project group codes:

1. Energy Efficiency Audit - Project Group Code 20
2. Energy Efficiency Implementation - Project Group Code 55
3. Energy Recommissioning Assessment - Project Group Code 56
4. Energy Recommissioning Implementation - Project Group Code 57
5. Energy Metering - Project Group Code 58
6. Energy Federal Building Initiative - Project Group Code 02

It is extremely important that the proposed BMP projects provide complete technical and financial analysis and justification, including payback.

Refer to [Appendix D](#) for SDS Tables.

For non PWGSC Managed assets contact your Real Property Service Provider.
For more information on Energy Management Projects, please contact regional coordinators listed below.

Energy Management Project Coordinators

National	Greg Deernsted	613-993-6025
Atlantic	Jim Williamson	902-496-5221
Québec	Maxime St-Denis	514-496-3543
NCA	Greg Deernsted	613-993-6025
Ontario	Dan Burlac	416-512-5715
Western	John Hogg	780-497-3761
Pacific	Mike Gilbert	604-666-1468

2.1.2.2 Existing Building Operations Sustainability Analysis

A standing offer agreement (SOA) to provide existing building environmental performance assessments has been entered into with Genivar. Genivar will be using the BOMA BEST system.

PWGSC's SDS 2007-2009 committed to have 100% of existing Crown-owned office buildings assessed under the BOMA BEST by March 2010. This was completed. In response to the Federal Sustainable Development Strategy (FSDS) 2010, PWGSC has committed that starting in 2011-2012, and over the ensuing five years, all PWGSC Custodial Crown-owned and Lease-purchase office buildings over 1000 m2 in floor area will be reassessed using an industry recognized system under an open competitive system. The selected system has been identified as the BOMA BEST system.

Access to the system will be through a National Individual Standing Offer Agreement (NISOA) with Genivar or directly from BOMA Canada, BOMA BEST. Direction on using the standing offer and completing the program will be available in a guideline supporting the recently approved Strategic Framework for Sustainability in Buildings. As part of the NISOA, Genivar has also established a support service to facilitate completion of the assessment process. It is anticipated that the process to access the NISOA will be much the same as for the original program. Information bulletins will be issued to provide necessary updates. Please contact Craig Boyle at (613)993-3054 for the assessment guideline.

The BOMA BEST assessments have the same structure as the earlier BOMA Go Green Plus Assessments and review a building's performance in the following areas:

- Energy;
- Water;
- Waste Reduction;
- Site ;
- Emissions;
- Resources (materials, waste reduction and recycling);
- Indoor - Environment, Indoor Air Quality (IAQ) and Lighting;
- Sustainable Building Management.

Completing the assessments should be more efficient and simple for PFMs as the current assessment should be simply an update to the previous BOMA GO GREEN PLUS/BOMA BEST assessment.

The costs for assessments will be based on building size and the inclusive fees.

The fee structure with the NISOA is higher than in previous year reflecting an increase in BOMA Canada's charges and program administration costs. The cost of the annual national portfolio report is included in the assessment cost. In addition there are many enhancements including the development and retention of building operational sustainability scenarios for planning purposes. These items are not included if the assessment is completed through BOMA Canada directly.

Applies to:	Crown-owned, Lease-purchase assets with an area of 1,000m ² or greater.
Who should perform work:	PWGSC or RPSP Contractors
Suggested project priority:	C4 National Programs
Qualifier:	Q2
Estimated cost:	\$12,900 to \$17,950 per site NISOA \$2,900 to \$9,800 per site, BOMA Canada
Project Group:	68 – Existing Building Environmental Assessment

For non PWGSC Managed assets contact your Real Property Service Provider. For more information on the assessment program, please contact Craig Boyle at 613-993-3054.

Existing Building Environmental Assessment Coordinators

National	Craig Boyle	613-993-3054
Atlantic	Jim Williamson	902-496-5221
Québec	Martin Tétreault	514-496-3716
NCA	Chris Jalkotzy	613-993-5994
Ontario	Dan Burlac	416-512-5715
Western	John Hogg	780-497-3761
Pacific	Mike Gilbert	604-775-9373

2.1.2.3 Contaminated Sites Projects

Requests for budget allocations to implement contaminated sites projects are prepared regionally and managed nationally. The National contact is Laurent Lavergne. He can be reached at 613-993-5318. Projects will be reviewed by a national review committee and approved allocations will be sent by BAR (budget adjustment request) to the regional budgets.

For AFD managed facilities, contact your SNC Lavalin O&M Technical Support Manager.

Applies to:	Crown-owned and Lease Purchase
Who should perform work:	PWGSC or RPSP Contractors
Suggested project priority:	From B1 to C1
Qualifier:	Q2
Estimated cost:	\$7.3M Nationally
Project Group:	13 - Contaminated Sites Compliance
	14 - Contaminated Sites Study

For more information about Contaminated Sites Projects, please contact Laurent Lavergne at 613-993-5318 or Martin Brown at 819-956-7533.

Contaminated Sites Projects Coordinators

National	Laurent Lavergne	613-993-5318
Atlantic	Heather Robbins	709-772-5930
Québec	Sébastien Yelle	514-496-3646
NCA	Martine Lalande	819-956-2128
Ontario	Jennifer Shearn Lina Letiecq	416-512-5770 416-512-5717
Western	Chris Doupe	780-497-3868
Pacific	Erin Shankie	604-666-0193

2.1.2.4 Hazardous Materials

The [National Joint Council Directive on Occupational Health and Safety, specifically Part X, Section 10.1.4, a and b.](#) requires each facility to maintain records of hazardous materials present in the work place. Maintenance of these hazardous material inventories is on-going and they are to be updated annually. This is considered to be a minor activity and is part of the day-to-day operations of the facility.

Any hazardous substance that is not required for use in the workplace should be disposed of properly. Continued assessment and implementation of green alternatives for currently used hazardous products should be done to further reduce the amount of hazardous substance in the workplace. As in last fiscal year, specific funding should be requested under the umbrella of Occupational Health and Safety (OHS). The level of funding required will depend on the facility and product type. For example, cleaning products in office facilities should be a minor activity with a maximum cost of \$1.5K while a chemical used in a unique lab process or other special purpose facilities may require \$10K. Both the facility health and safety committees and your regional Environmental Services contact can assist in fine tuning the required funding level.

For non PWGSC Managed assets contact your Real Property Service Provider. For more information about Hazardous Materials, please contact Gilles Brasseur at 613-993-5735.

Hazardous Materials Coordinators

National	Gilles Brasseur	613-993-5735
Atlantic	Christopher Major	902-496-5082
Québec	Isabelle Lampron	514-496-3579
NCA	Gilles Brasseur	613-993-5735
Ontario	Stephanie Ciccone	416-512-5755
Western	Terrie Boulton	204-984-6289
Pacific	Heather McDermott	604-775-5116

2.2 Programs Identified as National Priorities

The following table represents the results of the BMP program planning prioritization exercise. It is presented in order of priority from highest to lowest which represents the reduction of risk when doing a program versus not doing the program. When planning your projects, please ensure that these program projects are assigned the appropriate project priority using the amended project priority system found in [Appendix F](#) of this document.

Priority	Program Title	Cost for 2014-2015	Cost for Future Years (4)
1	Building Cladding Inspection	1,280,000	5,140,000
2	Accessibility Projects	6,087,671	13,176,637
3	Threat & Risk Assessments	1,033,252	2,077,090
4	Halocarbon Containing Equipment Standing Operating Procedure (SOP)	350,000	150,000
5	Electrical Safety Site Specific Operation and Testing Process	25,000	100,000
6	Legionella	1,000,000	4,000,000
7	HVAC SOP	85,000	355,000
8	Asset Management Plans / BCRs	3,347,600	12,392,000
9	Counterfeit Labelled Moulded Case Circuit Breakers (MCCB's)	100,000	complete

The remainder of this section will provide some detail on each of these national program priorities.

Please note that Halocarbon Containing Equipment SOP can be found under Environmental Priorities, [section 2.1.1.3](#).

2.2.1 Heating, Ventilation and Air Conditioning (HVAC) Standard Operating Procedures (SOP)

The [Canadian Occupational Safety and Health Regulations \(COSHR\), Part II](#), was amended in September 2000. A new division, Division III, HVAC Systems, was added to ensure the quality of building environmental air. These amendments require the implementation of written instructions for the operation, maintenance, and testing/verification of HVAC systems and the calibration of all sensors, probes and gauges on which the systems depend for efficient operation.

In crown-owned facilities managed by PWGSC or a RPSP, the requirement for the written operating instructions is met through the implementation of Building Systems Standard Operating Procedures (SOP) manuals (HVAC related sections). A generic Building Systems SOP manual and implementation cost estimate is available from the Regional Maintenance Managers.

The COSHR, Part II, Division III, art. 2.2.4, required that these written instructions be completed and in place by **October 1, 2005**. The manuals must be revised under circumstances stipulated in the Canada Labour Code (CLC) amendment with a maximum interval of five years between revisions.

Due to exceptional circumstances such as major ventilation system upgrade, the HVAC SOP project has been delayed for some facilities. As a result, this activity is maintained as a BMP item for 2014-2015.

Please see Canada Labour Code (CLC) Amendment <http://www.laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/20060322/P1TT3xt3.html> for further details.

Applies to:	Crown-owned, Lease-purchase, Leased (where HVAC controls fall under PWGSC responsibility)
Who should perform work:	PWGSC or RPSP Contractors (may be contracted out)
Suggested project priority:	B1 (completion of SOP) or C4 National Program (for review of SOP)
Qualifier:	P1
Estimated cost:	Varies, however \$8K is average cost for an update
Project Group:	09 - Building Code Compliance

For non PWGSC Managed assets contact your Real Property Service Provider.

For more information about HVAC SOPs, please contact Alan Ham at 613-736-2878 or via email.

HVAC SOP Coordinators

National	Alan Ham	613-736-2878
Atlantic	Jim Williamson	902-496-4221
Quebec	Jean-François Breton	418-649-2841
NCA	Dave Ventura	819-775-4088
Ontario	Simon Wong	416-512-5911
Western	John Hogg	780-497-3761
Pacific	Peter Bosomworth	604-775-6884

2.2.2 Asset Management Plans (AMP) and Engineering Asset Management Plans (E-AMPs)

The Asset Management Plan (AMP) is a business plan that guides the management direction for an asset over its economic life and business planning period. The AMP provides a framework for optimizing an asset's financial, utilization, physical and functional performance and is a key document used in making investment decisions. Together with the BMP, the AMP is a crucial element of the PWGSC National Investment Strategy, contributing asset-level information that both reflects and supports national, regional, and community-based strategies for acquiring, managing, maintaining, renovating, restoring, and divesting assets, both owned and leased. All Capital Project Briefing Notes (CPBNs) must link to a specific AMP/E-AMP to obtain funding.

Policy mandates that AMPs are updated every five years. AMPs can also be updated within a shorter period if significant changes to the asset have been completed (e.g. a major renovation).

AMPs E/AMP's that are scheduled for an update in 2014-2015 are to be included in the BMP project plans with an estimate of cost (approx. \$75K) to cover the costs associated with preparing or updating the BCR, the appraisal and the financial performance and option analysis (commonly known as the AMP). This cost should also include internal review fees related to the DRAFT BCRs.

Where an AMP is scheduled for a building, a base building threat and risk assessment along with a fire life safety audit, sustainability assessment and a building capacity assessment must be included. In addition, deficiencies in compliance with federal accessibility, seismic screening and federal presence requirements must also be addressed.

Both the DRAFT BCR and final are to be reviewed to ensure technical and administrative compliance to the terms of reference and CAPS system. Reviews should be carried out by Technical Authorities together with the PFMs in regions. Administrative reviews are carried out by the NCOE AFM. Appraisal reviews are carried out by the National and Regional Appraisal Directorates. The financial performance and investment options are reviewed by Owner Investor.

The BMP should clearly detail additional technical studies required such as Functionality Assessments, level III inspections or Seismic Screening. These are additional studies completed if and when required.

Consideration should be given to producing a scaled down version of the appraisal report in order to eliminate duplication between the appraisal document and the AMP. The scaled down version should only include the three typical approaches to value these being, Direct Sales, Income Approach and Reproduction Cost New, with the latter approach being mandatory. Most of the appraisal information such as building description and market conditions are repeated and discussed in detail in the financial AMP section and therefore not needed. The Chief Appraiser can provide additional information on this matter.

When an AMP is scheduled, it must have its overall focus directed by the information provided by Regional Managers Owner Investor (RMOI). Regional reports are available from the RMOI. Also, where needed, a telecommunications audit, a base building threat and risk assessment, fire and life safety audit, sustainability assessment should be scheduled. In addition, deficiencies in compliance with federal accessibility, seismic screening and federal presence requirements must also be disclosed and addressed. For more information on telecommunications audits, please visit the following web address or consult your AMP Regional Coordinator.

For more information on Asset Management Plans, please refer to the Asset Management Plan Policy:

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/amp/amp354-eng.html>

The E-AMP is a business plan that provides the management framework for the engineering asset (bridges, dams, etc...) over its economic life. The plan is to provide basic, concise and reliable information and data on the financial, utilization, physical and functional performance including its strategic context to stakeholders and economic impact, and assessment of the risks related to the asset thereby providing the strategic framework for optimizing asset performance and business investment decisions. In other words, the objective of the E-AMP is to develop a viable strategy for both stewardship and, if appropriate, divestiture, including the maintenance and rehabilitation of the asset based on an asset's current condition and performance.

For more information on Engineering Asset Management Plans, please refer to the Engineering Asset Management Plan Policy:

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/ig-mi/ig-mi97-eng.html>

Applies to:	Crown-owned, Lease-purchase, and special properties where PWGSC is the custodian. AMPs may be prepared for leased assets at the discretion of Owner-Investor.
Who should perform work:	PWGSC, Consultant
Suggested project priority:	C4 National Programs
Qualifier:	P6
Estimated cost:	Please contact your regional AMP coordinator
Project Group:	08 - Asset Management Plan Document

Questions regarding possible future impacts on E-AMPs should be directed to Director, Engineering Asset Portfolio Management (604)666-8690.

Questions regarding possible future impacts on AMPs should be directed to Director: National Portfolio Management (819)956-7142

Any questions regarding preparation for E-AMPs and AMPs should be directed to the regional AMP Coordinators.

AMP Coordinators

Atlantic	John Counsel	902-496-5621
Québec	David Beauchesne	418-649-2735
NCA	Frank McCann (A)	819-956-6333
Ontario	Kevin Conner	416-512-5916
Western	Ben Coppens	780-497-3597
Pacific	Eric Swanson	604-658-8372

2.2.2.1 Seismic Screening

Crown-owned buildings are required by the [RPB Policy on Seismic Resistance of PWGSC Buildings](#) to be seismically screened as part of our efforts to mitigate risks from earthquakes in moderate to high seismic zones (applicable communities are listed in the Policy).

This screening was to be completed as part of the BCR cycle through the BCR contracting mechanisms commencing in March 2001, when the policy came into effect (estimated at \$3000 per building). As we have a policy requirement to report on seismic screening outcomes, fields were incorporated in the BPR process in 2011 to allow the PFMs to do so (see section [4.1.6](#) BPR for details). For BPRs that have not captured seismic screening results, it is imperative that Property Managers go back to the seismic screening report and enter the required information into the BPRs. If the required seismic screening information is not available, a seismic screening shall be undertaken as part of the next BCR cycle.

As part of PWGSCs due diligence on having a plan to deal with the seismic vulnerabilities of our infrastructure refer to the Policy for the requirement of a detailed seismic assessment when a seismic screening results in a Seismic Priority Index (SPI) greater than 30 for a building. This work is required to be done in a timely basis, in order to contribute to mitigating our risks and liabilities in our moderate to high seismic zones.

Results of the seismic screening are to be:

- submitted to the regional AER Discipline Manager for quality assurance, and then
- submitted to the Regional Asset Manager AFM for inventory of information
- results to be confirmed through the Building Performance Reviews submitted to the national Advisory & Practices (Asset & Facilities Management) directorate for collection of information nationally

Wording on terms of reference for the seismic screening, as well as the National Research Council (NRC) Screening manual are described in the Policy.

The Policy also requires that any planned major renovations should include seismic considerations (seismic assessment). This particular activity is a secondary initiative to assist in gathering preliminary data. When a seismic screening or assessment is done as defined in the Policy, the project information is:

Applies to:	Crown-owned, Lease-purchase, some leased assets at the discretion of Owner-Investor.
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	C4 National Programs
Qualifier:	C1
Estimated cost:	Varies
Project Group:	42 - Seismic Study

When projects are carried out to comply with seismic standards, the project information is:

Applies to:	Crown-owned, Lease-purchase, some leased assets at the discretion of Owner-Investor.
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	B1 or B2 - Varies
Qualifier:	P6
Estimated cost:	Varies
Project Group:	41 - Seismic compliance

For non PWGSC Managed assets contact your Real Property Service Provider. For more information on Seismic Screenings, please contact Simon Foo at 819-956-3402.

2.2.2.2 Building Condition Reports (BCRs)

BCRs are carried out by Engineers and technologists and are a critical element of the Asset Management Plan (AMP). They assess condition of assets through visual inspections, review of existing reports and consultation with Property Facility Managers to identify an assets repair and capital requirements over a 30 year horizon. All BCRs for PWGSC assets are completed using the Capital Asset Planning System (CAPS), Asset Validation Survey (AVS) tool and the Terms of Reference (TOR) updated Summer 2012. A costing tool is used to establish BCR event costs. **These costs include soft costs (contingency, location factor and PWGSC / RPSP fees).**

An industry benchmark known as the Facility Condition Index (FCI) is a reflection of an assets condition. It is based on the assets deferred maintenance. Deferred maintenance is repair and capital activities that were scheduled to be implemented but were deferred. The higher the deferred maintenance, the higher the FCI, our national FCI target is under 12%. This performance indicator is reported annually to senior management and published.

The mandatory use of CAPS and the BCR TOR is stipulated in the Asset Integrity Procedure which also ensures increased due diligence, follow up and documentation with regard to the recognition and implementation of compliance projects and mandated maintenance. Audits are carried out to confirm compliance.

If you have any questions on the application of the BCR TOR, please contact Wade Czajkowski at (613) 736-3163 or Karen Hammerli at (613) 736-3106.

Please note that for RPSP managed buildings, BCRs are a PWGSC-managed project.

BCR Coordinators

National	Karen Hammerli	613-736-3106
Atlantic	Jim Tucker	902-496-5467
Quebec	Paul Chan	514-496-3682
NCA	Veronica Silva	613-956-8648
Ontario	Colin Erwin	416-512-5685
Western	Garry Desroches	780-497-3756
Pacific	Stewart Drever	604-775-7693

2.2.3 Threat and Risk Assessments

The [Policy on Government Security \(PGS\)](#) requires departments to complete Threat and Risk Assessments (TRAs) for sensitive information and assets as part of the risk management approach to security.

PWGSC as a custodian of buildings shall perform or ensure Base Building Infrastructure (TRAs) are conducted on all assets under its custody.

Base Building Security

Security safeguards provided by the custodian departments are to protect a facility but not the assets contained in the building. Basic building security provides a base or starting point for other security requirements (i.e.: minimum and enhanced safeguards) to be added to protect the specific assets held by the tenant.

A complete and current assessment of the threat to information and assets under PWGSC's custodial responsibility is needed at each site to determine the adequacy of existing or proposed safeguards. A useful TRA is one that provides the Property and Facility Manager (PFM) or Asset Manager (AM)/Technical Authorities (TAs) with an appreciation of the security status of the site in question and what needs to be planned and implemented through the BMP that would raise the security status to fully satisfactory.

The TRA process involves defining what requires protection, analyzing the relevant threats, assessing the corresponding risk, and making recommendations for the management of risk. PWGSC's Corporate Security Directorate (CSD) or the Regional Security Chief (RSC) reviews and approves the relevant TRA recommendations in conjunction with the Technical Authority/Asset Manager. This includes the TRA's for PWGSC owned assets that are AFD managed; for more information please refer to the AFD Management Handbook (Base Building Security Section).

To maintain compliance with the policy, a Base Building Infrastructure TRA is to be completed at least once every five years, or when the level of threat changes for a particular asset, or when additional safeguards or removal of safeguards are considered. To confirm if one is required for a specific asset, contact your RSC or Joffré St-Martin, Manager, Base Building Security Operations Division at 819-965-6014.

Adequate funding for TRAs, must be considered for all building types in the BMP project plan. The cost is dependent on the size of the asset and procurement approach. PWGSC Security Analysts are available to complete TRAs and charge by the hour. Consult your RSC for rates. A Standing Offer is also available in NCA for completion of TRAs and is subject to the procurement regulations. The cost of having an RPSP contractor complete a TRA is to be established by the Asset Manager/TA in consultation with the contractor, subject to the relevant RPSP contract.

All draft TRAs shall be reviewed and approved by RSC or Base Building Security Operations Division in NCA. All signed TRAs are to be sent to CSD through your RSC for filing and follow-up if recommendations have been made. Hard and soft copies must be provided in a secure manner. TRAs shall be designed at a minimum level of "Protected B". Contact your RSC for more information on proper handling, storing and transmitting of sensitive documents.

Applies to:	Crown-owned, Lease-purchase, Sale Lease Back, Leased, all management types
Who should perform work:	PWGSC Security Analyst, Consultant or RPSP Contractor
Suggested project priority:	C4 National Programs B2 to correct security integrity issues found
Qualifier:	C1
Estimated cost:	\$10K is an estimation of associated costs to conduct a Base Building Infrastructure TRA. This amount is dependent on the size of the facility
Project Group:	47 - Threat and Risk Assessment

For further information on how to conduct a Base Building Infrastructure TRA, please contact your Regional Security Chief or Joffré St-Martin, Manager, Base Building Security Operations Division. For information on the NCA Standing Offer please contact Base Building Security Operations Division, at 819-956-6014.

For non PWGSC Managed assets contact your Real Property Service Provider.
Regional Security Contact (RSC)

Atlantic	Lucie Locas	902-496-5630
Quebec	Laurent Guérard	514-496-3612
NCA	Joffré St-Martin	819-956-6014
Ontario	John Von Zuban	416-512-5968
Western	Susan Nerbas	780-497-3512
Pacific	Cameron Brown	604-775-6639

Security Breaches and Violations

All actual or suspected breaches or violations of security are to be immediately reported. All persons subject to [Departmental Policy-053](#) are responsible for reporting all actual and suspected breaches and violations of security to a supervisor, and to their Regional Manager responsible for Safety and Security or the Director, Corporate Security Directorate, as appropriate. Initial reports can be made in person or by telephone (819-956-4776), however a formal written report will have to be filed within a reasonable time frame after the incident by letter, e-mail or by using the General Occurrence Report (ELF Form PWGSC-TPSGC 46 (03/1999) and forwarded to Daniel Desmarais, Manager, National Security Investigations Unit 819-956-4776.

Post Orders for Guards

If a building has security guard posts, each post must be provided with current, clear and concise post orders. In multi-tenant buildings, the Technical Authority/Asset Manager or Service Provider develops the post orders and the tenant's security organization can add any specific additional elements. In single tenant buildings, the tenant's security authorities develop the post orders. In both cases, these orders are approved by the Technical Authority/Asset Manager or Service Provider with input and authorization from PWGSC (CSD) as required. Upon request, CSD may assist in developing post orders.

There is no charge to the Technical Authority/Asset Manager for post orders that are written by PWGSC Corporate Security Directorate (CSD) personnel in the NCA as costs are included in an MOU between CSD and RPB NCA Operations.

2.2.4 Accessibility Projects

From 2005 to 2009, PWGSC undertook an Accessibility Audit Program to evaluate its Crown-owned, Leased and Lease-purchase facilities for compliance with the accessibility requirements of:

- The Treasury Board Accessibility Standard for Real Property. This policy identifies what elements of a federal facility are required to be accessible.
- The CAN CSA B651 95 "Barrier-Free Design" and the CANCSA B651 04 "Accessible Design for the Built Environment" standard. CSA B651 95 is the accessibility standard applicable to PWGSC Crown-owned facilities in the inventory prior to 2004 while CSA B651 04 is applicable to recently constructed facilities or facilities undergoing major renovations as well as leased facilities. Note that CSA Group has recently published Standard CAN/CSA B651-12. This version has not been approved by Treasury Board; the standard version CAN/CSA -04 is still active until further notice.

The Audit Program found a 78% level of compliance with CSA B651 95 and a 75% compliance with CSA B651 04.

The Regional Accessibility Specialists have entered the accessibility audit reports identifying the deficiencies related to the CSA B651 95 and 04 standards for the PWGSC facilities audited into the accessibility module of the Real Property Management System (RPMS) database.

To ensure remaining accessibility deficiencies in PWGSC facilities are corrected, Property and Facility Managers are to reference the Accessibility Audit reports and ensure the deficiencies are addressed through the BMP process.

In order that the accessibility module of RPMS can be kept up-to-date and used for accurate reporting on the status of accessibility in PWGSC facilities, the completed improvements are to be identified to the Regional Accessibility Specialists for entry into the RPMS database.

Property and Facility Managers are to ensure that funding for project review, quality assurance and/or data entry by the Regional Accessibility Specialist is covered under project funding allocations.

References:

[Treasury Board Accessibility Standard for Real Property](#)

[PWGSC Real Property Branch Accessibility Procedure](#)

[CAN/CSA-B651 Accessible Design for the Built Environment](#)[Treasury Board 4.3B Tactile Signage: Sign System and Installation Guide](#)

Applies to:	Crown-owned, Lease-purchase, Leased
Who should perform work:	PWGSC or RPSP contractor or Consultant
Suggested project priority:	varies
Qualifier:	varies
Estimated cost:	varies
Project Group:	04 - Accessibility Compliance

For non PWGSC Managed assets contact your Real Property Service Provider.
For further information on Accessibility please contact George Ens at 819-956-2649 or Jemal Djari at 819-956-7888.

[Accessibility Coordinators](#)

Atlantic	John Owen	902-496-5347
Quebec	Claude Langlois	514-496-3697
	Paul Chan	514-496-3682
NCA	Jean Turcotte	819-956-2474
	Jemal Djari	819-956-7888
Ontario	Colin Erwin	416-512-5685
Western	Linda Olson-Lipinski	780-497-3762
Pacific	Tom Lloyd	604-666-6960
	Bruce Tweddle	604-775-5920

2.2.5 Electrical Safety Site Specific Operation & Testing Process

The main purpose of the Departmental Policy DP-058 [Electrical](#) Safety is to ensure that only qualified persons, with required training and experience, are authorized to operate electrical equipment or installations.

In Crown-Owned and OGD facilities operated by PWGSC employees, PWGSC will provide site specific training on the operation and testing procedures to be used on electrical systems such as emergency generator, transfer switch, uninterrupted power supplies (UPS), etc., in their facilities.

This will also include the development of training procedures on electrical safety, including: single line diagrams, safety operation procedures, record keeping/log books, etc.

All facilities will be inspected in order to ensure that proper operating and isolating procedures for all electrical equipment are in place and that the building operators are familiar with them.

Applies to:	Crown-owned, Lease-purchase, OGD operated by PWGSC employees
Who should perform work:	PWGSC or consultant
Suggested project priority:	B2 Any Code defects found should be prioritized as B1
Qualifier:	P0
Estimated cost:	I&R ONLY: \$2,000 to \$10,000 depending on building size
Project Group:	16 - Electrical Code Compliance

For non PWGSC Managed assets contact your Real Property Service Provider.
For more information on Electrical Safety Site Specific Operation & Testing Process, please contact the National Coordinator Denis Cote at 613-736-3040.

Electrical Safety Site Specific Operation & Testing Process Coordinators

Atlantic	Robert Surette	902-496-5332
Quebec	Jacques Leblanc	514-496-3539
NCA	André Côté	819-957-1319
Ontario	Mark Beaulieu	416-512-5967
Western	Terry Baxter	780-497-3664
Pacific	Stewart Drever	604-502-5805

2.2.5.1 Counterfeit Labelled Moulded Case Circuit Breaker (MCCB) Replacement.

A National Management Action Plan has been approved to minimize the risk associated with any counterfeit-labelled moulded case circuit breakers (MCCBs) that may have been installed in Public Works and Government Services Canada (PWGSC) Crown-owned facilities.

The plan requires the inspection of all PWGSC Crown-owned facilities for the identification of counterfeit-labelled MCCB's by October 2013, and the replacement of any found to be counterfeit on a priority B1 basis.

Existing NMMS electrical inspection programs were modified to identify any such circuit breakers in accordance with the National Management Action Plan. Training on the inspection program was provided 18 April 2012. The inspections are being performed by internal resources where available, or by third party vendors under supervision.

Counterfeit Labelled Moulded Case Circuit Breakers (MCCB's) are generally used circuit breakers that have been cleaned, possibly modified, relabelled with imitation labels, and sold as new. Should any of these counterfeit breakers be identified, they should be removed from service and replaced with new in accordance with the National Management Action Plan. Use Electrical Code Compliance project group code # 16 for both the inspection and subsequent replacement if required.

Applies to:	Crown-owned, Lease-purchase, managed by PWGSC or RPSP
Who should perform work:	PWGSC or RPSP Contractor (may be contracted out)
Suggested project priority:	C4 National Programs Replacement of any counterfeit labelled moulded case circuit breakers discovered should be prioritized as B1
Qualifier:	P0
Estimated cost:	Inspection only: \$50 to \$13,750 depending on building size Replacement: \$2.5K - \$ 25K if counterfeit labelled breakers are found.
Project Group:	16 - Electrical Code Compliance

For non PWGSC Managed assets contact your Real Property Service Provider. For more information on Counterfeit Labelled Moulded Case Circuit Breaker (MCCB) Inspections and Replacement, please contact Paul Sra, at (819)956-3972.

2.2.6 Building Exterior Cladding Inspection

A significant number of RPB crown owned and leased purchase buildings are older than 25 years (the average being over 45 years).

A variety of site and building specific conditions have in some instances resulted in the progressive deterioration of walls and cladding systems; some resulting in visible deterioration. In other cases the deterioration, while not always visible, is such that it may affect the health and safety of the building occupants, visitors or pedestrian.

As a matter of exercising the due diligence required from a custodian department, an evaluation of the potential risks must be performed. This can only be accomplished through a rigorous periodical inspection program. These inspections identify the assets at risk and bring attention to those requiring further investigation and/or more immediate attention.

While all areas of a building must be periodically reviewed, specific, non typical areas (such as cladding above vehicular circulations and entranceways, or locations at air intake or exhaust) need to be examined as a priority.

Generally the program of inspection should follow these basic ground rules: Assets, particularly those that are clad in masonry or precast concrete panels, that have not had a level III study of the building envelope in the past 5 years and that fall within the following criteria need to have an Intermediate Level III screening conducted as a priority.

- Any asset built on a campus, or as a stand-alone in a suburban lot, that is older than 25 years,
- Any asset in a downtown area, facing a sidewalk, that is older than 20 years,
- Any asset with reported history of falling cladding, spalling or that have not been fully retrofitted, or,
- Assets with reported cladding safety or moisture issues.
- Any building where previous Building Condition Reports identified potential issues related to cladding deterioration should be scheduled for Intermediate Level III screening prior to full Level III inspections.

In 2010-2011, a TOR document was developed for intermediate Level III screening of all available buildings. In 2012-13 this Intermediate Level III TOR document was revised based on the review of previous years submission reports provided by regional managers. This revised document is to be used in order to ensure a more adequate level of quality, consistency and reporting. These Intermediate Level III reports are to provide a means of defining those buildings that required more detailed and costly full Level III investigations. Any building where previous Building Condition Reports identified potential issues related to cladding deterioration should be scheduled for Intermediate Level III screening prior to full Level III inspections. Buildings in which Intermediate Level III screenings have not been carried out in the past should be scheduled for such screenings. Once carried out, the frequency of re-inspection will be determined by the severity of faults found in the screenings and the risk level associated with the discovered faults. The information provided by periodic BCR's on cladding condition will also be used to determine the frequency of follow up Intermediate Level III screenings.

Full Level III investigations will be used in pilot projects that have been identified for further more intrusive investigations reporting and preliminary recommendations. Pilot sites will be identified to PFMs. The TOR document for full Level III investigations developed in previous years will be assessed based on its effectiveness and be subject to revisions in future years. Planning for Level III exterior cladding inspections other than pilot locations should be done for fiscal year 2014-2015 through 2017-2018. The scope of these inspections should be considered in the commissioning of future BCRs for those years to eliminate any duplication.

It is noted that this program focuses on inspections only. Capital expense planning for remediation activities is a secondary requirement as with any study.

Applies to:	Crown-owned, Lease-purchase, some leased assets at the discretion of Owner-Investor that fall within the defined parameters
Who should perform work:	PWGSC, RPSP Contractor or consultant
Suggested project priority:	B2 Any Code defects found should be prioritized as B1
Qualifier:	P5
Estimated cost:	Intermediate Level III Screening: \$25,000 to \$75,000 depending on building size Full Level III Inspection: \$50,000 to \$250,000 depending on building size and complexity
Project Group:	09 – Building Code Compliance

For non PWGSC Managed assets contact your Real Property Service Provider. For more information on Exterior Building Cladding Inspection, please contact Frederic Carrier at 819-956-8641 or Tony Colantonio at 819-956-3401.

2.2.7 Legionella Bacteria Control Management Program (LBCMP)

A new mechanical design and operation standard MD-15161 Control of Legionella in Mechanical Systems (2013) has been approved to minimize the risk associated with any Legionella susceptible mechanical system such as cooling towers, HVAC system components, potable water systems and decorative water features that are present in Public Works and Government Services Canada (PWGSC) Crown-owned facilities.

The standard requires the creation of a unique Legionella Bacteria Control Management Program (LBCMP) for all PWGSC Crown-owned facilities. High risk assets such as those that contain cooling towers or open water systems must be treated on a priority basis followed by assets that contain lower Legionella risk systems. All LBCMP's must be completed by October 2014.

Each facility's LBCMP is to be developed in accordance with the requirements of the PWGSC MD-15161 *Standard Control of Legionella in Mechanical Systems* and be certified by a Professional Engineer accredited in the facility's jurisdiction.

The LBCMP will include the identification of all Legionella susceptible mechanical systems in the facility, completion of a risk and hazard assessment for the identified systems, a contact list of key personnel and suppliers, preparation of system schematics indicating water sampling locations, procedures for maintaining the system water quality, list of water treatment products, inspection and maintenance requirements, maintenance log, bacterial testing protocol, bacterial testing log and reporting protocol.

The existing Real Property Management System (RPMS) will incorporate the inspection, testing and maintenance requirements of the new standard by the summer of 2013. Training on the standard and LBCMP requirements will be provided in the summer and fall of 2013.

Applies to:	Crown-owned, Lease-purchase, managed by PWGSC or RPSP
Who should perform work:	Third party consultant with a Professional Engineer to certify the program.
Suggested project priority:	B1 - Dev. Of Plans B2 - Testing
Qualifier:	P1 -HVAC
Estimated cost:	Development of LBCMP: \$5,000 to \$15,000 depending on building size and type of mechanical systems present. Annual Bacteria Testing: Approximately \$500 to \$5,000 per building. Varies depending on the type and quantity of mechanical systems present in the facility.
Project Group:	09- Building Code Compliance

For non PWGSC Managed assets contact your Real Property Service Provider. For more information on the Legionella Bacteria Control Management Program, please contact Paul Sra, at (819)956-3972.

3. Additional Criteria

This section includes other initiatives, procedures or policies that have a direct bearing on the development of your BMP.

3.1 Pressure Piping

This initiative consists of maintaining a national inventory of pressure piping systems and the requirements and priorities for testing the systems based on age, fluid type, operating conditions, etc., and if required, establish baselines. The National inventory shall include the building name, building location, type of system and brief system description.

The Canada Labour Code (CLC) does not specifically mention a requirement for high pressure piping inspection. The COSHR does not specifically address inspection frequency.

The testing, where required, will involve ultrasonic measurements to verify corrosion rates of the piping systems. Should site conditions and measurements indicate that no further testing is required for several years for a particular system, a knowledgeable technical specialist will have to analyze the risk involved and determine a testing interval, again according to the guidelines.

A guideline for the inspection of above ground pressure piping is being proposed to provide guidance in carrying out these inspections but not yet available.

The issue is one of due diligence, ensuring safety and integrity of our aging systems before a failure occurs. This may also become a planning tool for PFMs and Asset Managers/TAs to identify future funding requirements.

A proactive stance is to be employed to ensure that all exposed pressure piping is properly identified and inspected to meet the intent of the CLC and COSHR.

Applies to:	Crown-owned, Lease-purchase
Who should perform work:	Building Systems Technician
Suggested project priority:	C4 National Priorities B1 or B2 for corrections depending on integrity or code related
Qualifier:	P1
Estimated cost:	Varies
Project Group:	09 - Building Code Compliance

For non PWGSC Managed assets contact your Real Property Service Provider.
For further information about Pressure Piping, please contact Alan Ham@613-736-2878 or alan.ham@tpsgc-pwgsc.gc.ca.

3.2 Sprinkler Head Inventory and Replacement

Property Managers, Regional Maintenance Managers and Asset Managers/TAs are reminded to ensure that they have an up-to date inventory of the sprinkler systems in each facility. This is in compliance with the National Fire Code of Canada (NFCC), Section 6.5, and allows you to determine the number and types of spare sprinklers to have on site. This will also serve to identify any potentially defective sprinklers you may have in case of a product recall or advisory.

The replacement of potentially defective (voluntary recall) Omega, Star and Central sprinklers should have been completed in all facilities. For information and sprinkler identification, see link: <http://www.sprinklerreplacement.com>

A defect advisory was published in August 2001 by the US Dept. of Energy, regarding Grinnell F950 sprinklers following numerous accidental activations. So far, 7 such "unexplained" activations have occurred in our buildings, 6 in Ontario region and 1 in Western region. For more info, see link: <http://www.cpsc.gov/cpsc/pub/prerel/prhtml01/01201org.html>.

Should Grinnell F950 sprinklers be present, a risk analysis should be performed to identify the most vulnerable areas, i.e., electronic data processing areas, archived data/material storage, offices directly serving the public such as passports, etc., which may be adversely affected by an inadvertent sprinkler activation, and weigh the potential cost of loss or damage, embarrassment to the Crown, etc., against the immediate cost for replacement of the heads in these areas. The replacement of all Grinnell F-950 type heads should be identified in the BMPs over a long term period, (5-10 yrs.) depending on risk.

Attention should also be given to older facilities where sprinkler systems have been in use for 50 years or longer. The NFCC (6.5.4.13) requires sample testing to be performed after 50 years and every 10 years thereafter. Since the types and quantities of sprinklers vary greatly from building to building, it is recommended that an estimate be obtained from your sprinkler service provider.

All sprinklers should now be in the inventory database within the Real Property Management System (RPMS). This will allow our National Maintenance system to automatically generate work orders or inspection checklist sheets for maintenance and testing of all types of sprinklers that are managed by PWGSC. For more information on the maintenance system, see <http://rpms/content-rpms/index-e.html>.

Any inquiries about the sprinkler inventory should be sent to the following PWGSC email address at: <mailto:sgen-nmms@tpsgc-pwgsc.ca>

This activity remains a BMP item for 2014-15 in order to coordinate reporting of any outstanding buildings and closure of this item in the BMP call letter.

References:

<http://www.ul.com/canada/eng/pages/>

Applies to:	Crown-owned, Lease-purchase
Who should perform work:	PWGSC, RPSP Contractor or Contractor
Suggested project priority:	C4 Any Code defects found should be prioritized as B1
Qualifier:	P2 / 2G
Estimated cost:	varies
Project Group:	24 - Fire code compliance

For non PWGSC Managed assets contact your Real Property Service Provider.

For more information about Sprinkler Head Inventory and Replacement, please contact Alan Ham @ 613-736-2878 or via email at alan.ham@tpsgc-pwgsc.gc.ca.

3.3 Drinking Water Testing

3.3.1 Drinking Water Testing, Crown-Owned and Lease-Purchase Facilities

Drinking Water Quality Management helps to ensure appropriate measures are in place in buildings to adhere to applicable laws and federal government standards and policies. Potable water quality management provides for due diligence by the prevention, detection, response, recovery and investigation of water related incidents.

Drinking water quality sampling is required at PWGSC crown-owned and lease-purchase properties. PWGSC samples and pays for the annual testing.

Drinking water sampling applies to cold water drinking fountains and cold water used for drinking and food preparation. It does not apply to hot water systems or related system components, nor does it apply to the purchase of drinking water.

Annual drinking water quality sampling

Applies to:	Crown-owned, Lease-Purchase
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	B2
Qualifier:	2K
Estimated cost:	\$3,000 to \$5,500
Project Group:	39

For non PWGSC Managed assets contact your Real Property Service Provider. For more information about Drinking Water Testing in Crown, Lease-Purchase and Leased Facilities, please contact Amy Elder at 613-736-2844 or by email amy.elder@tpsgc-pwgsc.gc.ca

Drinking Water Coordinators

National	Amy Elder	613-736-2844
Atlantic	Cory Alexander	902-496-5212
Québec	Jean-Simon Sterlin Pantal	514-496-3836
NCA	Amy Elder	613-736-2844
Ontario	Maegan Harrison	416-512-5540
Western	John Hogg	780-497-3761
Pacific	Mike Gilbert	604-666-1468

3.3.2 Drinking Water Testing, Leased Facilities

The following information is provided to help define the PWGSC role as it pertains to drinking water testing in Leased facilities.

Some facts:

- The provision of drinking water is an employer responsibility under the Canadian Labour Code. Landlords also have responsibility for potable water as governed by the lease and provincial regulations;
- Most leases contain a clause that obligates the lessor/landlord to provide drinking water for drinking and food consumption, that meet the standards set-out in the Guidelines for Canadian Drinking Water.;
- The current lease clause does not specify the frequency of sampling. This is up to the landlord's discretion; and,
- When drinking water was audited by the Office of the Auditor General (OAG), Treasury Board was unwilling to support funding for testing at leased facilities where provision of potable water was a requirement of the lease.

Provisions:

- In Crown Assets: PWGSC samples and pays for the testing annually. PWGSC is responsible for the costs;
- In Leased premises: Where any existing lease contains the PWGSC drinking water clause, sampling and costs are the Landlord's responsibility; and,
- Any existing lease without the drinking water clause should include the clause at the time of lease renewal.

PWGSC has some responsibility in the case where buildings are leased on behalf of other government departments. PWGSC staff needs to be aware of the legislated testing requirements for drinking water in their geographic area and to communicate those requirements to tenant departments.

At some sites, provincial requirements may be more stringent than the standards set-out in the Guidelines for Canadian Drinking Water, such as The Ontario Minister of the Environment Safe Drinking Water Act, 2002 (testing at non-municipal sites). Therefore, facility managers should be familiar with current quality guidelines and initiatives in their geographic area. Leased space would fall mainly under provincial jurisdiction as the buildings are not Crown-owned by PWGSC.

In exercising our due diligence, PWGSC needs to ensure that drinking water testing in leased facilities is done on the same risk-based approach that we use in Crown-owned, RPSP-managed and Lease-Purchase buildings. PWGSC managers can demonstrate due diligence in leased facilities through on-going monitoring of complaints; encouraging inspections; documentation and communication with landlords and stakeholders regarding their responsibilities.

Should the occupant department have concerns regarding drinking water the landlord should be requested to prove due diligence by providing pertinent water test results. If the landlord refuses, PWGSC can negotiate on behalf of the occupant department to provide funds for sampling and if there are no issues and the results are negative, the occupant department will absorb the cost. If the results are positive, (above MAC) the Landlord shall be asked to pay for the testing if they have not already done so. The landlord will also be asked to provide measures needed to remediate the water distribution systems and to supply an alternative source of drinking water while the remediation is being carried out.

For non PWGSC Managed assets contact your Real Property Service Provider. For more information about drinking Water Testing in Leased Facilities, please contact Amy Elder at 613-736-2844.

Drinking Water Coordinators

National	Amy Elder	613-736-2844
Atlantic	Cory Alexander	902-496-5212
Quebec	Jean-Simon Sterlin Pantal	514-496-3836
NCA	Amy Elder	613-736-2844

Ontario	Maegan Harrison	416-512-5540
Western	John Hogg	780-497-3761
Pacific	Mike Gilbert	604-666-1468

3.4 Emergency Evacuation Plans and Procedures

The [Departmental Policy 078](#), Workplace Emergency Evacuation Plans and Procedures (WEEPP) outlines the roles and responsibilities to ensure compliance with the prescribed codes, standards and regulations regarding workplace emergency evacuation plans and procedures. This policy will be made a standard in 2013-2014.

Public Works and Government Services Canada (PWGSC) shall ensure that building emergency plans, are established in all Crown-owned, leased and lease-purchase buildings under its control . Emergency procedures and Building Emergency Organizations (BEOs) must be established by the senior departmental representatives of the major occupying tenant departments within all crown-owned, leased and leased-purchase buildings in accordance with the requirement set forth in the Canada Labour Code (CLC) (Part II), Canada Occupational Safety and Health Regulations (COSHR) (Part XVII - Safe Occupancy of the Workplace), the Treasury Board's Standard for Fire Safety Planning and Fire Emergency Organization (Chapter 3-1), and the National Fire Code of Canada (NFCC). Please see Departmental Policy 078:

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p078-eng.html>

The work involves the one time creation, and implementation of workplace Emergency Evacuation Plans. A note will be included in the new Terms and Conditions of the Occupancy Instruments confirming to tenants that they may be called upon to perform a new role including the creation of BEOs [at their work sites](#). For work sites where PWGSC is also the senior representative of the major occupying department, this will include the development of the emergency procedures (WEEPP) and the establishment of Building Emergency Organizations (BEOs). Both WEEPP and BEO must be completed as necessary to reflect current information. Please review the appendix contained within this policy: [Appendix Responsibility Matrix](#)

Applies to:	Crown-owned, Lease-Purchase, Leases
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	B1
Qualifier:	P2
Estimated First-time Cost:	varies
Project Group:	19 - Emergency Evacuation Plan

For non PWGSC Managed assets contact your Real Property Service Provider. For more information about Emergency Evacuation Plans and Procedures, please contact Eugène Francoeur at 819 956-6960.

3.5 Plants in the Workplace

The revised Government of Canada Workplace 2.0 Fit-up Standards states that plants and associated maintenance costs are a tenant responsibility. Therefore, effective April 1st, 2012, no new plants or maintenance contracts will be taken on by PWGSC as part of a new fit-up.

All plants and plant maintenance costs, with the few exceptions listed in PWGSC's *Guidance on Plants in the Workplace*, developed to support Workplace 2.0 implementation as well as the *Additional Building Services Policy*, will be transferred to tenant departments as an additional building service by April 1, 2015. This will be done by gradually converting existing subsidized plant services to reimbursing arrangements.

Where internal capacity permits, PWGSC or its real property service provider may accept to coordinate the purchase of plants and the establishment of the required service contracts on behalf of tenant departments as an optional service on a reimbursing, fee-for-service basis.

- ✓ Services such as the purchase of plants and planters can be provided as a tenant service and coded and charged as such.
- ✓ Contracting for an ongoing plant maintenance program will be coded and charged as an additional building service.

For more detailed information on approach, contact Lucie Roy at 613-736-3264.

3.6 Real Property Management System (RPMS)

All building owners are responsible and accountable for ensuring a safe and healthy work environment for their occupants. A number of codes and regulations, such as the National Fire Code, National Building Code, Canada Labour Code, and Treasury Board Policies, are in place to meet this requirement. PWGSC is responsible for its buildings as well as Other Government Departments (OGD) buildings maintained under management agreements with other departments.

The Real Property Management System (RPMS) is an integrated management system that incorporates the following modules:

- the National Service Call Centre (NSCC),
- RPSP Key Performance Indicators (KPI),
- Accessibility
- National Maintenance Management System (NMMS),
- Environmental Sustainable Development (ESD)
- BOMA Go Green Plus
- Water quality (not currently in use)

It is a tool to manage, monitor and document Real Property issues related to building equipment and systems. The documented history of the activities recorded in RPMS is the proof of code compliance and due diligence as required by the applicable codes, regulations and legislation. The history can be used for planning and budgeting activities for each building and to respond to audits and inspections by regulatory agencies.

Managers should ensure that all modules of the RPMS system are used to their fullest.

In NMMS, deferring maintenance activities is a big concern as it directly impacts the expected lifespan of the building and its systems. NMMS will allow Property Managers to identify and quantify deferred maintenance work and plan appropriate action.

In NMMS, all mandatory (code/regulation/legislation) inspections of equipment must be completed and documented in the appropriate time frame as dictated by the applicable code. Mandated work orders are normally generated for these works. All other types of work orders as well as service calls, from the NSCC, should be completed and closed in a timely fashion.

The [Real Property Asset Integrity Procedure](#), section 5.4 stipulates that all maintenance activities, especially mandated maintenance, for all PWGSC crown-owned and managed assets will be managed using the RPMS (NMMS) system. Property and Facilities Managers will ensure RPMS (NMMS) inventory information is accurate and complete. Upon completion of maintenance activities, PFMs are to update all information and ensure that work orders are closed. Automated notices for mandated work orders still open after scheduled closing date will be issued on a regular basis. Engineering and Technical Services National Centre of Expertise (NCOE) will audit open work orders on a quarterly basis for PWGSC-managed facilities. AFD Service Management Coordination will audit open work orders on a quarterly basis for RPSP-managed facilities.

For more information about RPMS, please contact Patric Renault at (613)736-2929 or go to [The Real Property Management System](#).

3.7 Service Management Agreements

The BMP Module was developed to provide all regions with an easy to use tool for entering, viewing and reporting building management planning data for PWGSC assets as well as Other Government Department (OGD) assets managed by PWGSC.

If preparation of an annual BMP is part of a Service Management Agreement between PWGSC and an OGD, the Project and Business Management System (PBMS) BMP Module should be used for planning and reporting whether at the national or at the regional level. This will provide PWGSC and the client department with systematic feedback on the status of the agreement by allowing regular reporting of resource utilization, physical progress and forecast year-end results. This activity can be carried out using PBMS Work Plan Monitoring (WPM) Module, if the PBMS BMP Module has been used.

First time users of PBMS BMP Module for OGD BMPs (i.e., new agreements) must ensure that financial structures (PWGSC vs. OGD) are properly aligned to support PWGSC reporting to the client at the appropriate level of detail. Manual input of historical data for the first year will also be necessary to permit expenditure trends and variances to be identified and reported.

For further information refer to the, [Building Management Planning Manual 2000](#), section 8.0 BMP Procedures for Buildings Managed by PWGSC for other OGDs.

Master Agreements are negotiated by Account Executives. Although these are not project specific, they serve as an umbrella for the overall program of works for client departments.

3.8 Asbestos Management

Asset Managers/TAs and Property and Facility Managers must ensure their facility complies with [Departmental Policy 057](#), Asbestos Management. This will minimize health risks that may result from exposure to asbestos.

To comply with the policy, all Asset Managers/TAs and Property and Facility Managers shall arrange through the Regional Asbestos Coordinator, the undertaking, planning and coordination of all asbestos surveys. An initial, detailed survey of each location within the region shall be undertaken in order to determine the presence of asbestos containing material (ACM), including all friable and non-friable asbestos materials. Once the survey has been done, Asset Managers/TAs and Property and Facility Managers, in consultation with their Regional Asbestos Coordinator, shall ensure that the requirements for departmental asbestos management are fully implemented. These requirements include addressing deficiencies noted in survey, and the annual reassessment of ACM in exposed locations noted in the survey.

Applies to:	Crown-owned, Lease-Purchase
Who should perform work:	PWGSC or RPSP contractor or Consultant
Suggested project priority:	B2
Qualifier:	varies
Estimated cost:	\$2,500 - \$5,000
Project Group:	06 - Asbestos Compliance
	07 - Asbestos Study

For non PWGSC Managed assets contact your Real Property Service Provider. Obtain a copy of the survey for your reference and forward electronic copy to PWGSC Regional Asbestos Coordinator

For more information about Asbestos, please contact Richard Farmer at 613-736-3218.

Asbestos Coordinators

Atlantic	Christopher Major	902-496-5082
Quebec	Eric Audet	514-496-3342
NCA	Richard Farmer	613-736-3218
Ontario	Lynn Kumita	416-512-5847
Western	John Hogg	780-497-3761
Pacific	Amy Moizumi	604-666-6321

3.9 Records Management and Information Holdings

All employees have a responsibility to ensure that corporate information is retained and disposed of in accordance with [DP 044 - Records Management and Information Holdings](#), Treasury Board Management of Government Information Holdings (MGIH) Policy, the Government Security Policy (GSP), and Royal Canadian Mounted Police (RCMP) guidelines. As such PWGSC must ensure the cost-effective and coordinated management of information holdings.

EDRM (Enterprise Document and Records Management) is a PWGSC initiative to provide a corporate record and document management application for the management of all documents. It automates the management and storage of documents and drawings and integrates the department's standard set of office automation tools such as Lotus Suite, Microsoft Outlook and standard Computer Assisted Design (CAD) tools such as AutoCAD.

Managers are to ensure that information is stored on EDRM where possible and that this system is utilized to its full capacity.

3.10 Heritage Conservation

Under the Treasury Board Secretariat's *Policy on the Management of Real Property*, all federally-owned buildings over 40 years of age are considered potential heritage buildings and must be evaluated by the Federal Heritage Buildings Review Office (FHBRO) of Parks Canada. Evaluation by FHBRO results in one of three outcomes: designation as a Classified Federal Heritage Building (higher level); designation as a Recognized Federal Heritage Building (lower level); or identification as being non-heritage.

Buildings over 40 years found to be non-heritage by the FHBRO require no additional consideration from a heritage standpoint. As explained in the Treasury Board Secretariat's *Guide to the Management of Real Property*, however, Classified Federal Heritage Buildings "are the best examples of built heritage in Canada" and Recognized Federal Heritage Buildings "represent some of the best buildings in the country that have significant heritage elements that require protection."

To facilitate this protection process within PWGSC, RPB has developed three departmental tools: the *Policy for the Stewardship of Federal Buildings*; the *Procedure for the Stewardship of Federal Buildings*; and a new National Project Management System (NPMS) *Procedure on Managing Projects for Heritage Properties*. These documents outline the key heritage roles and responsibilities of individuals working on federal buildings. Central to the application and understanding of these processes are the Regional Heritage Coordinators, who must be contacted to:

- Confirm the designation status of any building over 40 years old;
- Coordinate submissions to the FHBRO for initial evaluation; and any required Reviews of Intervention for projects;
- Assist in identifying what funds are to be included in the BMP to review planned projects, complete heritage recording, or develop a Conservation Plan; and
- Assist, in the context of disposal of a federal heritage building, with communications with FHBRO, and provide input to the development of the disposal strategy.

Regional Heritage Coordinators

Atlantic	Joan Parsons-Doehler	902-496-5244
Québec	Sophie Dufour	418-649-2767
NCA	Pascal Gendron	819-956-5507
Parliamentary Precinct	Donald Macdonald	819-775-7347
Ontario	Isabelle Massicotte	416-512-5742
Western	Janet Gourlay-Vallance	403-292-4502
Pacific	Billy Ng	604-666-4570

For non PWGSC Managed assets contact your Real Property Service Provider. In addition, in-house specialized technical heritage conservation expertise is available from Professional and Technical Services in all regions, and from the Heritage Conservation Directorate, which is the National Centre of Expertise within PTSM for functional direction in heritage conservation.

For information about heritage conservation, please contact DCP.HCD@pwgsc.tpgsc.gc.ca.

Refer to the following documents for additional information on heritage obligations, processes, and standards:

Treasury Board Policy on the Management of Real Property:
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12042>

Treasury Board Guide to the Management of Real Property:

<http://www.tbs-sct.gc.ca/rpm-gbi/doc/gmrp-ggbi/gmrp-ggbi-eng.asp>

RPB Policy for the Stewardship of Federal Heritage Buildings:

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/pa-he/pa-he24-eng.html>

RPB Procedure for the Stewardship of Federal Heritage Buildings:

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/pa-he/pa-he25-eng.html>

RPB National Project management System (NPMS) Policy:

<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/politique-policy-eng.html>

Standards and Guidelines for the Conservation of Historic Places in Canada:

<http://www.historicplaces.ca/en/pages/standards-normes.aspx>

3.11 Capital Asset Planning System (CAPS)

Asset and Facilities Management (AFM) uses the Capital Asset Planning System (CAPS) to facilitate the development of a National Portfolio Plan for all PWGSC assets.

A National Building Condition Report (BCR) Terms of Reference (TOR) is being used for the development of all BCRs nationally. As of August 2005, all BCRs are to be completed using the Asset Validation Survey (AVS), which is a component of the CAPS database. The BCRs will include all capital and repair life cycle events required over a 30 year horizon based on the theoretical life of the building components being assessed. **A costing tool is used to establish these costs which includes soft costs (contingency, location factor, PWGSC/RPSP fees).** See BCR TOR for details. Regional representatives have been named in each region to act as regional subject matter experts (SMEs) and to provide or arrange training as required.

As of 2007-2008, BMPs are to be developed by PFMs and reviewed by Asset Managers and TA's for quality assurance based on the data in CAPS which will cover the life cycle repair and capital requirements for the 5 year cycle. For instructions on producing the CAPS event listing refer to [section 4.2.5.1](#). Training is available through Regional CAPS Representatives or contact the CAPS-SPIB mailbox.

As a result of the integration of Building Performance Reviews (BPR) into CAPS, the listing of planned events for each asset will be updated annually. The completed events will be marked as such and remaining events will be carried forward. This will ensure an accurate calculation of deferred maintenance and the Facility Condition Index (FCI) for each asset. The FCI is a key performance indicator for Owner Investor - Asset Management, and Accommodation and Portfolio Management.

CAPS will allow Asset Managers/Technical Authorities to identify capital and repair expenditure requirements for the next 5 years by asset and by portfolio which may identify opportunities for bulk purchasing and developing program of works and other innovative management practices. CAPS will allow RPB to make national and regional portfolio decisions and to better manage the portfolio within limited annual funding levels.

CAPS Coordinators

Atlantic	Michele Chiasson	902-496-5182
Québec	Huguette Arseneau	514-496-3688
NCA	Liette Groulx	613-993-7328
Ontario	Chris Conrad	416-590-8257
Western	Chantal Umphrey	780-497-3759
Pacific	Susan Trejo-Quinonez	604-775-9306

3.12 Federal Presence

The Federal Identity Program (FIP) is a Treasury Board Secretariat program applicable to all institutions named in Schedules I, II and III of the Financial Administration Act (FAA), unless specifically exempted. Its objective is to clearly and consistently identify federal presence and consists of a policy and manuals that provide standards for various aspects of federal signage including tactile signage which is a requirement under the TB Accessibility Policy.

The FIP policy and signage manuals are available at: <http://www.tbs-sct.gc.ca/fip-pcim/pol-eng.asp>

All federal signage should be in good condition, compliant with FIP, and respectful of the Official Languages Policy, [Appendix A of the FIP policy](#).

Applies to:	Crown-owned, Lease-Purchase, Leased
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	C4 National Programs
Qualifier:	As appropriate for location of signage
Project Group:	23 - Federal Identity Program

The 'Canada' Wordmark is the global identifier of the Government of Canada and the TBS FIP office governs its use. In July 2011 TBS notified PWGSC that the 1998 Canada Wordmark Sign Initiative was considered complete. Requests will continue to be assessed on a site by site basis as the sale or purchase of assets or relocation of departments present the need to relocate, repair or upgrade existing signs. All 'Canada' word mark sign proposals, both exterior and interior, must be submitted to AFM, Amanda Ford for TBS FIP office consideration and approval prior to fabrication and installation.

Applies to:	Crown-owned, Lease-purchase, Leased
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	C4 National Programs
Qualifier:	As appropriate for location of signage
Project Group:	03 - FIP Canada Wordmark

Standing Offer Services:

PWGSC has a National Master Standing Offer (NMSO) with a professional signage firm for federal signage which is available to all federal departments and agencies. The mandate of the standing offer is to offer consistent, economical, and FIP compliant signage. The signage service provider is deemed knowledgeable and experienced with FIP and works closely with AFM and TBS FIP to ensure compliance. For these reasons, it is strongly recommended that the standing offer be used for all Federal Government signage requirements.

To view the standing offer, *Signage Goods & Related Services*, search the standing offer index by selecting PWGSC as the department, select a province/territory, and under the G SIN criteria enter 9905.

Flag of Canada:

The Real Property Branch Procedure for the Display of the Flag of Canada states that PWGSC will ensure that the Flag of Canada is prominently displayed in a dignified manner 24 hours a day, both on the exterior and in the interior, of all PWGSC facilities. This procedural document can be located on the Real Property Branch Documentation Centre under PTSM at <http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/ad/ad158-eng.html>.

Applies to:	Crown-owned, Lease-purchase, Leased
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	C4 National Programs
Qualifier:	P5, P6 or P7 dependent on the location of the installation or 4C-507053 for annual O&U replacement of flags.
Project Group:	25 - Flag of Canada Display

For non PWGSC Managed assets contact your Real Property Service Provider. For Federal Presence and Flag of Canada inquiries, please contact Amanda Ford at 613-736-3208.

3.13 Accrual Accounting - Capitalization of Assets and Betterments

As of April 1, 2001, all departments are required to capitalize the costs of their capital assets at the time of acquisition or construction. **It is the role of the Responsibility Centre (RC) Manager** to ensure that all acquisitions, transfers, betterments and disposals that meet the six capitalization criteria are captured and recorded.

The Policy on the Capitalization of Assets is available at:
<http://source.tpsgc-pwgsc.gc.ca/finance/text/ops/pdfs/Policy%20on%20the%20Capitalization%20of%20Assets.pdf>

Betterments

Crown-Owned, Lease Purchase Buildings and Work & Infrastructure

Definition:

Betterments are costs incurred to improve the service potential of an asset.

Criteria:

Expenditures for betterments (i.e., additions, improvements, replacements, rearrangements, and reinstallations) to an existing capital asset, which have minimum cost of \$25K, shall be capitalized as part of the historical cost of the asset when they significantly:

- i. extend the original life expectancy of the asset in question; or,
- ii. increase the service capacity, capability, efficiency or effectiveness of the capital asset; or,
- iii. lower the assets operating costs; or,
- iv. improve the quality of the assets output.

Process for recording of Betterments (Crown-owned and lease purchase)

"Inventory Data Sheets - Real Property Betterments" (Electronic Forms (ELF) # 285-1), must be completed, by the PFM or Project Leader, for all projects (minimum cost of \$25K) that could potentially extend the life of a facility. In order to facilitate the use of the form and its entry into the Betterment Life Tool (BLT), you are encouraged to use the component spreadsheet calculator available from your regional contact. Upon completion, these forms must be sent to the regional Accrual Accounting contact to calculate any extension of life. The Betterment Life Tool application has been sent to each region in order to streamline the process.

Betterments can be found in the following projects:

- Y1, Y2, and Y3 – Capital Projects
- X2 – Space Optimization in crown-owned and lease purchase,
- T1 – Improvements on lease purchase.

Leasehold Improvements

Definition:

Leasehold improvements are betterments made to a leased property. Betterments are expenditures relating to the alteration or modernization of an asset that appreciably prolong the item's useful life or improve its functionality.

Criteria:

A leasehold improvement must have the following characteristics:

- PWGSC is the lessee (rightly leased);

- PWGSC is paying for the improvements;
- The improvements are durable and bring benefits to PWGSC for at least 1 year;
- The improvements revert to the lessor at the end of the lease (cannot be detached from the leased property).

For an improvement to enhance the value of the leased property, the improvement should be "**inherently permanent**" and part of the structure.

Inherently permanent:

The following factors should be used to determine whether the improvement is inherently permanent:

- The added property is not capable of being moved;
- The added property is designed or constructed to remain permanently in place;
- The added property is not "readily" removable
- The added or existing property will sustain damage upon removal
- The added property is affixed to the land or the main asset

Leasehold improvements can be found in the following projects:

- X2 – Space optimization in leased buildings,
- X3 – Fit-up in renegotiation/replacement leases,
- X4 – Fit-up in expansion/temporary leases.

Inventory Data Sheets - Real Property Betterments" (Electronic Forms (ELF) # 285-2), must be completed, by the PFM or Project Leader, for all projects (minimum cost of \$25K), that could potentially extend the life of a facility.

For non PWGSC Managed assets contact your Real Property Service Provider. For more information about Accrual Accounting and Capitalization of Assets, please contact Wade Czajkowski at 613-736-3163.

Accrual Accounting Coordinators

National	Wade Czajkowski	613-736-3163
Atlantic	Michele Chiasson	902-496-5182
Quebec	Josée Dubeau	514-496-3655
NCA	Liette Groulx	613-993-7328
Ontario	Chris Conrad	416-590-8257
Western	Liz Richards	780-497-3595
Pacific	Carl Jung	604-836-2940

3.14 Cultural Property Inventory

PWGSC is the custodian of a significant collection of cultural property such as works of art and heritage, architectural and archaeological artifacts. All cultural property in the custody of RPB should be identified in the Cultural Property Inventory. Pertinent information on any PWGSC owned cultural property, which is not presently included in the inventory must be submitted for inclusion.

Asset Managers/TAs and Property and Facility Managers are to conduct annual inspections of the cultural property associated to their buildings and plan for any required maintenance, cleaning or preservation work. Such work is to be funded through the operating and utilities or repair budget of the building.

Information contained in the Cultural Property Inventory must be updated accordingly by May 1st each year. All significant changes in condition or physical location must be recorded. If no changes are required to the information, the 'examined by' and 'date' fields must be updated confirming that the cultural property has been inspected. Updated information should be submitted as follows:

PWGSC-managed facilities: Updates are to be inserted directly into the inventory by the responsible Property and Facility Manager.

RPSP-managed facilities: Updates are to be submitted, using spreadsheets provided, to GBIRBC.AFMCPi@tpsgc-pwgsc.gc.ca; with a copy to the responsible Technical Authority.

For more information, refer to the Management of Cultural Property Best Practice, online at: <http://source.pwgsc.gc.ca/rps/afms/cpi/content/index-e.html>

AFM is currently investigating options to make the Cultural Property Inventory accessible to RPSP contractors.

Applies to:	Crown-owned, Lease-Purchase, Leased
Who should perform work:	PWGSC or RPSP Contractor
Suggested project priority:	C4 National Programs
Qualifiers:	1B Cleaning of Furnishings 2I Preventive Maintenance (time)

	2H Other Building Maintenance/Supplies P6 or P7 repair
Estimated cost:	varies
Project Group:	51 - Cultural Property (for projects only)

If you have any questions about the Cultural Property Inventory, please contact the CPI Inbox at GBIRBC.AFMCPi@tpsgc-pwgsc.gc.ca.

3.15 Capital Project Briefing Notes / Lease-Purchase Project Briefing Notes

A Capital Project Briefing Note (CPBN) is required for all capital projects planned in the BMP where the total project cost is \$1 million or higher. Also, all projects in Lease-Purchase assets that have a base building component of a project valued at \$1 million or higher are required to have a CPBN.

A CPBN is a compact set of crucial project information including general information, project description, project status and issue identification, approvals, priority ranking, scheduling and key financial data. It is the sole project-specific source of information for Headquarters when reporting on capital expenditures. A CPBN must highlight the issues surrounding the project and identify any contentious or controversial aspects and tie into the most current AMP.

The CPBNs are the basis for regular reporting to the Branch as required on the Real Property Program capital expenditures including reports to the TBS, the Minister, the Deputy Minister (DM), and the Assistant Deputy Minister (ADM). CPBNs are used to summarize capital program activity in the Integrated Investment Plan and the Annual Reference Level Update (ARLU), and represent projects derived from portfolio strategies.

The creation of a CPBN should be done within the context of the control points of the National Project Management System (NPMS). The requirement for a new capital project should be determined within a facility's AMP and Asset Managers/TAs are responsible for creating asset driven CPBNs. However, it is important that all major capital projects over \$1 million have CPBNs and are captured in the BMP. Accommodation Manager/Accommodation Officers (AM/AO), PFMs, Asset Managers/TAs, Project Managers, and Project Leaders prepare and update the briefing notes (note that this list varies from region to region). Asset Managers/TAs must ensure that all projects are referenced in the BMP. A reference to the CPBN number should be in the BMP in the project tombstone.

Lease-purchase reinvestment projects are funded from the operating budget. Due to the nature of the Branch's interest in these assets, and the related funding mechanisms, major base building reinvestment has been difficult to manage. The discipline of using CPBNs for these projects is intended to facilitate appropriate management attention and decision making related to these assets.

The briefing notes are updated and submitted four (4) times per fiscal year (May, August, November and February which is the deadline for next fiscal year's submissions). CPBNs should also be updated as soon as significant changes are known as they are sometimes used to provide information to the Minister and DM. Updated data is used for funding allocation, reallocation, project prioritization, portfolio and program management as well as forming the basis for information provided for the Departmental Performance Report (DPR) and the Report on Plans & Priorities (RPP), as well as each Supplementary Estimate application made by PWGSC to Treasury Board each year.

For non PWGSC Managed assets contact your Real Property Service Provider. For further information about Capital Project Briefing Notes, please contact Quentin Nahum at 819-956-7409.

3.16 Infrastructure Continuity Plans

Infrastructure Continuity Plans (ICPs) deal with the protection of PWGSC assets during disruption of services by ensuring functionality of response systems in the event of a building based system emergency. They are developed through a series of operating protocols and are designed to ensure a systematic, consistent approach to emergency event management, meet policy requirements and demonstrate due diligence. Information in a completed ICP assists in assessing the emergency and provides access to emergency contact and mitigation processes. Remediation delays can have a significant impact on critical business lines or services and the preservation of PWGSC assets. Occupant health and safety could also be negatively impacted through delays or the lack of a current comprehensive plan.

In order to maintain the ICPs at an acceptable level of readiness, plans should be updated on an ongoing basis to reflect tenant, supplier, personnel and system changes. A live test verification of the ICP should be conducted every two years to ensure the plan is appropriate and continues to meet expectations and current requirements.

The Property Management team should ensure that they solicit client involvement in the ICP development process to ensure client program requirements are protected.

Applies to:	Crown-owned, Lease-purchase
Who should perform work:	PWGSC, Contractor, or consultant
Suggested project priority:	C4 National Programs
Qualifier:	C1
Estimated cost:	varies
Project Group:	31 - Infrastructure Continuity Plans

For non PWGSC Managed assets contact your Real Property Service Provider. Contact Denis Bastien (514) 868-2012 for additional details on ICP's in YOU RPSP assets.

For more information and to initiate an ICP, please contact Michelle Brault at 613-736-3053.

3.17 Fire Alarm Maintenance

Fire alarm system performance and maintenance in Government of Canada buildings are critical for the health and safety of our employees and the public.

Fire alarm system inspections are required by code and policy. These inspections ensure systems are functioning as they should and limit the risk of system failures. In the Building Condition Reports, the fire alarm systems are assessed and are scheduled for replacement based on life expectancy and condition through Annual Building Management Plans. These system replacement activities are rated at the highest priority possible for planned work associated to code. Audits are carried out annually by PTSM NCOE.

There is a need to remind all property and facility managers to use the Real Property Management System (RPMS) for the management of all maintenance activities, including contracted maintenance, in crown-owned and crown managed assets. This is in accordance with the Asset Integrity Procedure section 5.4 that states *"All maintenance activities, especially mandated maintenance, for all PWGSC Crown-owned, and -managed assets will be managed using the Real Property Management System (RPMS)"*. This will ensure maintenance activities for fire alarm systems are meeting code requirements, proper documentation for mandated maintenance and provide for easy departmental wide access to the information. Quarterly audits of mandated maintenance RPMS work orders are performed.

Codes followed by PWGSC for the fire alarms.

The National Building Code of Canada (NBCC) and the National Fire Code of Canada (NFCC) determine the requirements for Fire Alarm Systems. Both Codes refer to CAN/ULC Standard S536 for inspection and testing requirements of fire alarm systems and CAN/ULC Standard S524 for the installation of fire alarm systems. In addition, The National Building Code of Canada, Canadian Electrical Code and TB chapter 3.4 also contain fire alarm system requirements.

Fire alarm inspections frequency

There are daily, monthly and yearly inspection requirements. Each province/territory and municipality has various requirements for these inspections. In all instances, the work must be done by a qualified person, approved by the Authority Having Jurisdiction (AHJ). Some examples of qualified persons include but are not limited to Canadian Fire Alarm Technicians (CFAA), Electrician or manufacturer's representative who hold a valid and up to date license or certificate. Consult with the AHJ in your area to confirm minimum requirements .

Reference material only (AHJ):

<http://www.cfaa.ca/JurisdictionalRequirements.aspx>

All work must be done as per the various building and fire codes, departmental policies, NFPA, ULC and legal requirements. In the event of contradicting requirements the more stringent of the two shall apply.

This applies to all facilities.

In leased facilities, building owners carry out the required maintenance activities. Client equipment such as pre-action systems for IT centers can be done by the building owners or through the PWGSC or RPSP Property Facility Manager.

For more information on Fire Alarm Maintenance, please contact the National Coordinator Denis Cote at 613-736-3040.

3.18 PWGSC Elevating Devices Third Party Review

In April 2011, the Assistant Deputy Minister, Real property Branch, mandated a third party condition review of all elevating devices in PWGSC Crown owned buildings on a national basis. This was communicated to regions through an RPB ADM briefing note.

The third party reviews use a multi-phased approach. The first phase addresses high risk devices. These are the devices for which the National Service Call Centre (NSCC) received more than ten justified service calls in a 12 month period.

The second phase addresses the remaining devices that are classified into three groups:

- Medium risk devices-those that NSCC received between five and nine service calls.
- Low Risk devices -those that NSCC received between one and four service calls.
- No Risk devices -where no calls were received in the 12 month period.

Each region is responsible for the management, financing and reporting of this third party review. The third party evaluation is to report on the monitoring results, condition, repair history, maintenance practices, and recapitalization plans for elevating devices. This review should identify repairs, with cost estimates, that

would extend the useful life cycle of elevators and make recommendations on modernization requirements including cost estimates and timing.

Corrective process:

All maintenance issues that were identified and covered in our standard elevating devices maintenance contract should have been corrected by March 31, 2013.

The upgrades and modernization recommendations must be assessed for inclusion in the multi-year Building Management Plans for budgeting and downstream implementation. Regions will be asked to report annually on the progress of those recommendations. A national standard report is under development by PTSM NCOE and will be available for regions tentatively in June 2013.

All upgrades and modernization recommendations for high risk category equipment will be tracked on a regular basis by the PTSM NCOE and the RPB ADM has requested these be completed by March 31, 2013, with only a few exceptions where circumstances do not permit.

Applies to:	Crown-owned
Who should perform work:	Elevating device firms
Suggested project priority:	Varies B2/C2 deficiencies
Qualifier:	2B Vertical /Horizontal Transportation
Estimated cost:	varies
Project Group:	Code 56 or 57

For non PWGSC Managed assets contact your Real Property Service Provider.

For further information please contact: the National Coordinator: Patric Renault at 613-736-2929

Elevating Devices Coordinators

Atlantic	Robert Surette	902-496-5332
Québec	Jacques Leblanc	514-496-3539
NCA	Dave Ventura	819-775-4088
Ontario	Michael Barbu	416-512-5683
Western	John Hogg	780-497-3761
Pacific	Hector Chu-Joy	604-775-9368

4 BMP Development

4.1 General Information

This section contains information to guide you in developing your BMPs.

The BMPs for this cycle cover the planning years 2014-2015 through 2018-2019. They are to be prepared by the PFMs and Asset Managers/TAs for all Crown-owned, leased and lease-purchase facilities.

4.1.1 Data Gathering and Consultation

During the data gathering stage, it is important that PFMs and Asset Managers/TAs initiate communication with the Accommodation Managers (AM)/Accommodation Officers (AO) and Professional and Technical Service Management (PTSM) project managers for their buildings.

Specifically:

- AM/AOs are to ensure Occupancy Instrument (OI) data is accurate (i.e., rent, space calculations, etc...). Additionally, they are to provide PFMs and Asset Managers/TAs with information on Workplace 2.0 initiatives and fit-up² of existing space for reuse (previously referred to as refit) projects from the Client Accommodation Demand Strategy (CADS) exercise.
- PTSM project managers are to provide Asset Managers/TAs and PFMs with information on projects to be managed in-house.
- Regional Real Estate Services Managers are consulted on disposal process and the potential costs associated to asset disposal if applicable.

4.1.2 AFD-Managed Facilities

In accordance with the Alternate Form of Delivery (AFD) and RP2 contracts, the National BMP Call Letter is to be provided to the Real Property Service Providers (RPSP) by August through the Asset Manager/Technical Authority (AM/TA). Other information, listed in Appendix I, also needs to be provided to the AM/TA who is responsible for transmitting the information to the RPSP.

²Fit-up occurs when work is required to alter space previously occupied by one federal organization, to meet the requirements of a different federal organization. The scope of the fit-up for reuse is determined by taking into consideration the life cycle approach, the functional requirements of the new client, existing conditions of the previously occupied space, PWGSC fit-up standards, and the duration of the new occupancy. The fit-up of existing space is not always directly associated with the term of an Occupancy Instrument (i.e. is not considered an entitlement at the end of a five year occupancy term).

The RPSP will prepare Building Management Plans (BMPs) and Portfolio Management Plans (PMPs) in accordance with the contract (including the 5th planning year), and then submit them to PWGSC AM/TA for review and preliminary approval.

In order to accomplish this, AMs/TAs for AFD- and RP2-managed facilities are to meet with the RPSP to review the National Call Letter and any regional instructions with regard to PWGSC objectives, priorities and procedures relative to the preparation of BMPs and PMPs. The AM/TA and RPSP should continue to meet throughout the development of the BMPs to minimize any need for revisions upon submission of final plans.

RPSP are to pull the required CAPS-BCR information from CAPS and the AMP in order to populate project information for the 5 planning years, including information on all projects (see [section 4.2.5.1](#) for more information). AMs/TAs are to provide the RPSP with information for the completion of the BMP. A list of such information is provided in [Annex I](#). This list indicates who is the responsible sector to provide the information to the TAs. All information is to be provided to the Contractor before October 1, 2013. AMs/TAs should also ensure that all PWGSC Intranet documents are provided to the RPSP.

4.1.2.1 Real Property Reprocurement (RP#2)

The RP-2 contract replaces the expiring real property services contract for the Carling Campus by August 2013 and incorporates the transfer of the Tunney's Pasture assets in April 2014 from the existing Alternative Forms of Delivery (AFD) contract with SNC-Lavalin O&M. The four-year contract includes the possibility of four additional two-year options for a total period of twelve years.

The RP-2 contract also includes provision for project delivery services up to \$1M, with optional building-related services including: preparation of asset management plans and building condition reports, facilities management services, delivery of projects over \$1M, and leasing services for commercial operations-related space.

4.1.2.2 Real Property Reprocurement (RP#1)

The National Alternative Forms of Delivery (AFD) contracts for Property Management and Project Delivery Services are set to expire on March 31, 2015. RP-1 is the name of the procurement initiative currently underway to replace the 8 contracts under the management of SNC Lavalin O &M. Consultation with Industry has been ongoing in the form of Requests for Information and the development of the solicitation documents are preceding as planned. It is intended that the solicitation would be posted in the Fall of 2013, with Contract

Award by the Fall of 2014 in order to secure an Operational Start Date of April 01, 2015. The RP-1 contract will have an initial term of 7 years with the possibility of three additional 2 year extensions, resulting in a possible 13 year contract if all options were to be exercised.

The scope of standard services includes the provisions of Property Management Services, including associated Management Services such as Managing Quality, Managing Stakeholder Relationships and Planning, as well as Project Delivery, Lease Administration and the Management of 3rd party Agreements. Optional Services include the delivery of projects over \$1M, Asset Management Plan (AMP) and Building Condition Report (BCR) preparation, Facilities Management Services and Space Measurement Services.

4.1.3 PWGSC-Managed Facilities

The procedure for preparation of BMPs for PWGSC facilities managed by in-house resources accommodates five (5) planning years. PFMs are to use CAPS to identify future projects and costs. If you have a facility that is not in CAPS, you will have to consult your latest BCR to identify those projects. See [section 4.2.5.1](#) for further instructions. As in the past, PWGSC PFMs are responsible for the preparation of BMPs in accordance with the established process and format.

4.1.4 BMP Training

PBMS BMP Training will be available to Real Property staff as in previous years. This will be coordinated through the Resource Management Training Directorate. The fall release of PBMS will occur on September 19th, and training in the National Capital Area (NCA) is scheduled for September/October. Users are encouraged to use the Teacher in a Book (TIAB). Please contact your regional BMP Contact for the latest version ([Appendix B](#)).

Training sessions are also available to those managing the RPSP contract to highlight what is required to carry out oversight of the project plan.

If you have any difficulties using the module, please contact Angela Melanson (613)736-2748. If you have any questions related to training, please contact Angela McCarthy (613)736-3132.

4.1.4.1 NOVUS Transformation Project

The upcoming BMP development for 2014-2015 will be done in PBMS from September 2013 through December 2013. The NOVUS solution is being planned for roll-out starting in January 2014. Since the roll-out timing for the NOVUS solution does not align with our BMP planning cycle, the NOVUS team will run a script to pull approved BMPs from PBMS into the new SAP solution in January 2014.

SAP NOVUS training on how to facilitate in year forecasting will be made available to operations, March through April 2014. This will equip operations personnel to use this functionality from April 2014 forward.

Subsequent training on the development of BMPs for future years in NOVUS will be developed and made available to operations prior to September 2014.

For more information about the NOVUS project, please contact your National NOVUS Network member as follows:

National	Elizabeth Tough	(613) 736-3032
Atlantic	Joan MacKinnon	(902) 407-8426
Quebec	Julie Cavanaugh	(514) 496-3406
NCA	Andre Bouchard	(613) 946-9540
Ontario	Silvano Mason	(416) 512-5908
Western	Kevin Turner	(587) 783-9099
Pacific	Rocky Domingo	(604) 666-2664

4.1.5 BMP Resources

The BMP Manual 2000, revised May 2001, is to be used as the detailed guide in the preparation of BMPs for RPB existing and planned assets. This manual includes definitions of terminology used in this Call Letter. In some instances, Call Letter instructions may differ from those in the BMP Manual. In such cases, the terms of the Call Letter will apply. The BMP Manual is available on the Asset & Facilities Management Services (AFMS) website.

http://source.pwgsc.gc.ca/rps/afms/docs/pdf/bmp_manual-e.pdf

For additional information concerning roles and responsibilities with respect to the preparation of BMPs for AFD-managed facilities, please contact Helene Gauthier (A) at 613-736-3230.

There is also a complete list of references in [Appendix A](#). Should you require additional reference information; the RPB Docs Centre can be accessed at: <http://source.pwgsc.gc.ca/rps/docentre/>

4.1.6 Building Performance Reviews (BPRs)

The BPR process was established to ensure a nationally consistent standard of evaluation for building performance on a regular basis. It is a primary source of input for the development of the BMP, as well as serving to update the BCR annually.

BPRs in crown owned assets are critical in both identifying changes in building performance that may influence an asset's project plan, and in accurately determining deferred maintenance in an asset. Deferred maintenance are planned major repair and capital activities that are deferred. Building Performance Reviews (BPRs), carried out by the Property Facility Managers (PFM) annually in Crown-owned assets, allow for the identification of new performance issues or Health & Safety issues to be added or adjusted within the identified program of works, in preparation for the development of the annual Building Management Plan. It also allows for the PFM to update information pertaining to items such as seismic assessments, life safety projects and the asset's deferred maintenance annually, by identifying completed projects from the past year.

BPRs are critical in leased assets as well. They offer an opportunity to ensure due diligence in asset stewardship and report non-performances, which influence lease renewals and may influence an assets project plan.

The RPSP and PFMs for PWGSC-managed facilities will use the Capital Asset Planning System (CAPS), Asset Validation Survey (AVS) tool, to complete their BPRs for all crown-owned, leased and lease-purchase facilities. BPRs for crown-owned and lease-purchase facilities shall be completed annually and leased facilities are to be completed every two years. A BPR Call Letter will be issued in March of each year providing instruction and information on the completion of BPRs.

For more information on BPRs, please contact Wade Czajkowski at (613) 736-3163 or Karen Hammerli at (613)736-3106.

BPR Coordinators

National	Karen Hammerli	613-736-3106
Atlantic	Michele Chiasson	902-496-5182
Québec	Huguette Arseneau	514-496-3688

NCA	Liette Groulx	613-993-7328
Ontario	Chris Conrad	416-590-8257
Western	Chantal Umphrey	780-497-3759
Pacific	Susan Trejo-Quinonez	604-775-9306

4.1.6.1. Documenting Existing Service Levels in Buildings Administered by PWGSC

Historically, although needed for effective service management, it has been challenging and at times not possible to objectively compare property management services provided for different buildings, whether Crown-owned, lease-purchase or leased, or subject to another arrangement. Consistently gathered information about performance across our portfolios has not been available.

PWGSC needs to be able to conduct meaningful benchmarking of our buildings' performance in relation to other Corporate Real Estate organizations' buildings, to show that we are providing accommodation in a manner that provides best value, and this requires a standard basis of comparison.

The National BMP Call Letter now requires completion of a Service Level Checklist to capture existing property management service levels and other special provisions for each asset, whether owned, leased, lease-purchase or subject to another arrangement, in the form of an Excel™ spreadsheet. See [Appendix J](#) for details.

4.1.7 Your Guide to Qualifiers

For the preparation of the BMP, any of the qualifiers found in the guide can be used with the exception of J1, X1 and series E.

Projects with the following qualifiers will be capitalized: **T1, X2, X3, X4, Y1, Y2, Y3**

Refit projects (**X5**) are to be expensed.

The Guide to Qualifiers can be found on the following address:
<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/md/md92-eng.html>,
or search for "Guide to Qualifiers" from the Source at:

<http://source.tpsgc-pwgsc.gc.ca/>

4.1.8 Payroll Costs

The mark-up of 1.8 times the Hourly Billable Rate (HBR) must be applied to Federal Accommodation and Federal Holdings (FA&H) payroll and O&U costs, FA&H projects, as well as projects conducted on behalf of Other Government Departments (OGD).

02-12 Expenditures

In accordance with the Financial Framework, 02-12 expenditures associated with services delivery, services coordination, and services management as well as administration positions are charged directly to responsibility centres in the Appropriation Federal Accommodation and Federal Holdings programs (FA&H). Where it is reasonable and practical to do so, 02-12 expenditures should be included in the BMP. This ensures that we are capturing, at the asset level, all the relevant operation and maintenance costs. As well, expenditures that are directly attributable to a specific project and have traditionally been charged against the project will continue to be charged to the project.

4.1.9 Revenues

Effective program management requires that we manage revenues forecast as accurately as possible to reduce any need for incremental funding.

PFMs and Asset Managers/TAs are required to be particularly diligent in the budgeting of revenue by asset from reimbursing tenants (Federal OI, TRP), commercial and retail lettings, parking and temporary occupancy licenses, (Third party OIs), and vacancies. Consultation with AM/AOs, the RPSP, Leasing or Commercial Operations Leasing Officers may be required.

Much of the revenue information will be drawn into the BMP, Management Analysis, and Revenue Planning section from other corporate systems. Because this data cannot be modified in the BMP, it is important to verify the accuracy of the data within these other systems and request any necessary corrections, before beginning BMP Revenue Planning.

PFMs should maintain files and retain copies of all OIs, commercial letting documents, letting control sheets and any other related financial correspondence for their records and future verification.

The revenue data is compiled in multiple sections as follows:

Federal OIs / TRPs tab

Revenue data for both reimbursing and non-reimbursing client tenants is retrieved from the Occupancy Instrument System (OIS). It also contains data from Tenant Accommodation Demand System (TADS) and displays the details of the requests for space as described in clients forecasted Tenant Requirement Packages (TRP). Validate this data with the respective AM/AOs and request they make any necessary changes in the OIS / TADS system (s).

Third Party OIs

All assets other than AFD- SNC Lavalin managed buildings (i.e. PWGSC managed, Crown Owned, Leased, Lease-Purchase, Sale Leaseback (MLPM), 73 Leikin Drive, Ottawa, (Minto) and 3500 Carling Campus, Ottawa).

When verifying the commercial revenues also ascertain if the Leasing or Commercial Operations Officers will require funding for their billable time related to commercial lettings.

The Third Party OIs tab is available only if the selected cost centre is a non-AFD facility. Revenue data for commercial lettings is retrieved from the Windows Facilities Inventory System (WinFIS). Only the revenue data with determined rates, amounts and durations will be drawn into the BMP, therefore all variable revenue amounts such as percentage rents and parking will need to be forecasted in the Other Revenues module of Revenue Planning, further explained below.

For each asset containing commercial and retail lettings, PFMs should run a Lettings, Rent Roll report obtained from the Office Accommodation Services Reporting (OASRep, the WinFIS reporting program) and validate the data. PFMs should direct their requests for changes in WinFIS to their respective Leasing or Commercial Operation Officers.

Validation should ensure that all third party commercial letting occupancies within the asset are included in the Rent Roll report and all revenue components (base rent, operating costs, realty tax information etc) are correct and up to date in accordance with their respective letting agreements.

In the case of Sale Leaseback and 3500 Carling Avenue, information contained within the monthly reporting provided to PWGSC should be compared with the OASRep Rent Roll, and WinFIS updated to match the managers reporting on revenue components.

Questions on commercial revenues should be directed to Cyndee Hughes at (613)736-3056.

Other Revenues - contained in Revenue Planning BMP Module

PFMs shall manually enter commercial revenue data which was not drawn into the BMP because it is not captured in WinFIS. These revenues may include percentage rent, ATM or bank machine transaction fees (sometimes also referred to as percentage rent), parking revenues, temporary occupancy license fees (for park rentals, bake sales, United Way craft sales, etc.) or utility and/or operating cost recoveries collected apart from the rent. Avoid replicating revenue data already contained in Third Party OIs, as this will incorrectly duplicate the revenue forecast for that item.

For each Other Revenue entry, it is recommended you use the actual received revenue amount from the previous fiscal year as this year's forecast, unless there is information to the contrary (i.e. planned vacancy, replacement tenant, parking rate increase etc.). Depending upon your Region, your Business Managers, Business Clerk and/or Finance can assist you in retrieving this historical information in SIGMA.

BMP Revenue data is entered identified by a qualifier of "00" and the LOBJ (line object) identifies the source of revenue.

AFD Revenue Plan – AFDMS Commercial AFD – SNC Lavalin managed buildings

Revenue data for commercial lettings is retrieved from the Alternate Forms of Delivery Management System (AFDMS). Third Party OIs tab is not available in AFD facilities. TAs or Asset Managers should discuss and validate this information with the AFD contractor, and AFD will make any necessary changes in their system which will be drawn into the BMP.

Vacant

Vacant data and potential revenue for vacant Marketable space as well as Non-Marketable space data is retrieved from OAS Rep reporting from the WinFIS system. Validate this data with the respective AM/AOs or Manager, Space Assignment, and request they make any necessary changes in the system.

Questions on revenues should be directed to Cyndee Hughes at (613)736-3056.

4.1.10 Hourly Billable Rates

Hourly Billable Rates (HBR) for 2014-2015 will be issued in the Fall of 2013 by Program Management Sector.

We continue to set the aggregate pricing objective for each Director General (DG) and Regional Director General (RDG) at 1.8 times direct labour costs. In order to achieve this objective, DGs and RDGs are expected to continue to implement practices conducive to its realization.

4.1.11 Assumptions

Inflationary Increases - In accordance with established budgetary procedures, inflationary increases are not to be broadly applied for any planning years. However, if increases to such things as utilities, contracts, etc., are known, you should use this information, provided all assumptions are clearly documented. See [section 4.2.4](#) for further information.

Consumer Price Index (CPI) - To obtain CPI rates, please access the following website: <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/cpis01a-eng.htm>

4.1.12 Tenant Involvement in the BMP Process

As client input is an integral part of the development of BPRs and BMPs, PFMs and Asset Managers/TAs must obtain input from the AM/AOs. It is essential that the BMP include a global analysis of how the building responds to the functional requirements of the tenants (quality and quantity of space) and identify opportunities for implementation of Workplace 2.0 within the building to optimize space, improve the flexibility of the working environment and reduce overall costs. Client investments via tenant services projects and RPB investments via the BMP should be harmonized and targeted towards cost reduction. This overall assessment should be referenced in the Strategic Overview section of the BMP Management Analysis. While it is essential that the client understands the RPB plan for the asset and is assured their concerns and priorities have been fully considered, it is not the intention that clients formally approve BMPs.

4.1.13 Annual Reference Level Update (ARLU) and Budget Allocation

Real Property Branch (RPB) is accountable for the overall financial management of the Real Property Program Activities. Program Management Sector (PMS) is responsible for the preparation of the ARLU and the National budget allocation.

The ARLU submission is presented to Treasury Board Secretariat (TBS) at the end of the summer to secure funding at the program level. It is used as a financial and technical update of the reference levels for the next three fiscal years and gives PWGSC the opportunity to request adjustments for the current fiscal year through Supplementary Estimates.

Synchronized with the new Reference Levels approval, PMS undertakes a budget allocation exercise for the operation, maintenance, and recapitalization of facilities and assets under the administration of PWGSC. As a result of this exercise, each region receives an Original Net Operating Budget (indirect costs and building), a Revenue Target, a Capital Budget and an allocation for revenues to be collected in addition to their revenue target.

The objective of this exercise is to distribute the funding received in the most equitable and transparent manner while recognizing regional inventory, economic and geographic differences. The distribution of funds takes into account regional input to the ARLU, revisions made to the initial regional ARLU submission to reflect major changes, trends in previous fiscal years' expenditures, revenues and inventory as well as the availability of funds.

Once the regions receive their budget envelope, each RDG/DG is accountable to allocate the funds to individual buildings and projects in accordance with approved BMPs, starting from contractual obligations and critical essential building repairs before considering less time sensitive repairs or preventive maintenance work. Budgets for major capital projects (over \$1M) are allocated based on the national priority ranking system and managed on a project by project basis.

For more details on the ARLU and the Budget Allocation exercises, please refer to the annual ARLU call letter and the Budget Allocation Guide available from Claudie Gibeau at 819-956-6442.

4.1.14 BMP Review and Approval

All BMP project work plan listings will be reviewed for quality assurance by respective Asset Managers/Technical Authorities and signed off by the AM/TA for recommendation each December.

It is recommended that this oversight be carried through a review of the BMP project plan against the recommended CAPS event listing to ensure all big ticket items and high priorities are correctly captured. (For instructions please refer to section [4.2.5.1 Planning Projects for Future Years](#)). This review should also serve to ensure that all health and safety related projects are prioritized appropriately and include associated reference from the original identifying process or person and that justification and risk mitigation measures are addressed if and as required. For more information on project priorities and requirements, refer to [Appendix F](#) – Project Priority System and also to the Asset Integrity Procedure.

Copies of the project work plan listing and BMP cover page are to be signed-off by the Real Property Team Directors in NCA, and the Regional Directors PTS in the Regions, with the cover page signed and dated, pages of the work plan listing initialed and dated, and retained by the Real Property Team (RPT) for audit purposes.

Real Property Team (RPT) Directors are responsible for the overall review and approval of all BMPs and for recommending funding approval of BMPs to the Regional Directors General (RDGs) or Directors General (DG), Real Property NCA (RPNCA) in the National Capital Area (NCA).

RDGs and the DG NCA are also responsible to ensure assets in their region are classified according to established processes in each region and reviewed during the BMP process, [see section 4.2.2](#).

For Sale/Leaseback Buildings, the Landlord should be part of the approval process.

4.2 BMP Instructions

This section provides instructions on completing the management analysis, the operating and utilities (O&U) plan and the project plan. It also contains a section containing special instructions for sale/leaseback properties.

For additional information, please visit the Teacher in a Book or the BMP Manual 2000 [see sections \(4.1.4\)](#) [and \(4.1.5\)](#). You can also contact either Angela Melanson at 613-736-2748 or Angela McCarthy at 613-736-3132. Please contact Sandy Warda at 613-736-2752 or Cyndee Hughes at 613-736-3056 for questions related to Sale Lease Back.

4.2.1 BMP Format

The BMP is to be organized as follows:

- Management Analysis - A narrative summary and assessment to support the BMP, including strategic overview, financial performance and key issues;
- Operating and Utilities Plan;
- Project Plan;
- Revenue Plan; and,
- AMP Summary.

4.2.2 Asset Classification Review

PWGSC Property Managers must review the Asset Information in the BMP Module to ensure that all details are correct. Special attention needs to be paid to the asset classification as compliance requirements differ between different types of assets, i.e., office buildings have less complex requirements than do laboratories and engineering structures.

Regional Directors General (RDGs) and the Director General National Capital Area (DG NCA) are responsible to ensure assets in their region are classified according to established processes in each region and reviewed during the BMP process.

Asset Classification is identified as RPU - (Real Property Unit) Type in the asset information window. As indicated in the paragraph, please ensure that you accurately verify your assets. Below are the five RPU Types, with structures being further defined

RPU Types:

- 1) Building
- 2) Land
- 3) Parking Lot
- 4) Structure
- 5) Dwelling

Structures are further broken down into the following types:

1. Antenna
2. Satellite

3. Bridge
4. Tunnel
5. Wharf
6. Breakwater
7. Moorage
8. Dam
9. Generators

Should the information within the Asset Information screen be incorrect, please contact your local Windows Facilities Inventory System (WinFIS) group and consult your regional call letter for directions on how to have the information corrected.

4.2.3 Management Analysis

A Management Analysis is required for all Crown-owned and lease-purchase assets. It provides a narrative summary and assessment to support the contents of the BMP and includes:

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 AMP.

Financial Performance - A summary and analysis of O&U and project plans, unit costs, revenue and expense plans, and Return on Investment (ROI).

For Crown-owned office facilities, unit cost and revenue data (per square meter) is to be identified at the asset level based on previous year actual costs. This information is available through the Asset Performance Monitoring Reports. Unit cost data is to be used to evaluate the relative performance of PWGSC assets as well as benchmark against Canadian public and private sectors through various benchmarking organizations. Significant variances are to be explained and any proposed corrective measures identified. The *Building Classification of Accounts* (BCA) was developed to facilitate these comparisons.

Unit cost and revenue data for Crown-owned office facilities can be obtained from the Asset Performance Monitoring Reports (APMR). Please contact your regional representative to obtain a copy of the APMR.

APMR Coordinators

Atlantic	Michele Chiasson	902-496-5182
Quebec	Mario Arés	514-496-3518
NCA	Liette Groux	819-775-4068
Ontario	Kevin Conner	416-512--5916
Western	Ken Stepan	780-497-3594
Pacific	Albert DeSiena	604-775-6884

For information about the Asset Performance Monitoring Report, please contact Chris Rose at 613-736-2836.

When developing BMPs for Crown-owned office facilities, strategies must be identified to achieve positive Return on Investments (ROIs). ROIs of less than 2% are to be explained and corrective measures identified. PFMs and Asset Managers/TAs are to calculate ROIs and compare these figures with those included in the APMR.

The Mass Appraisal Tool (MAT) is used to calculate market values. The BMP Module automatically calculates the market value using the annually updated MAT tables.

The Valuation Program of the Valuation and Payment in lieu of taxes (V&PILT) Programs Directorate is responsible for ensuring that the most current appraisal values for all properties are provided to the Windows Facilities Inventory System (WinFIS) for input into the system. PFMs and Asset Managers/TAs are responsible for verifying that WinFIS contains the most recent appraisal values and that the WinFIS appraisal date corresponds with or is more recent than the last AMP completion date. If necessary, PFMs and Asset Managers/TAs should contact their regional appraisal contacts as listed below, to verify the most recent appraisal date and market value.

For verification of PILT values, please contact Jennifer Harvey at 819-956-7444.

Appraisal Coordinators

Atlantic	Mark Freeze	902-496-5268
Quebec	Alain Paradis	514-496-3316
NCA	Gérard D'Aoust	819-956-7484
Ontario	Ken Lau	416-512-5569
Western	Mark Gislason	780-497-3752
Pacific	Gary Nakagawa	604-775-6231

For further information on ROIs refer to the [Asset Performance Monitoring Policy](#).

Operational Profile - includes compliance, environmental management, government program requirements, occupant satisfaction, etc.

For RPSP-managed facilities, the RPSP contractor will prepare a Management Analysis for each BMP in accordance with the terms of the contract. This Management Analysis report will be submitted by the contractor through each scheduled BMP file transfer. PWGSC Asset Managers/TAs will be responsible to review information and advise their Contractor of any changes.

Please access the following link for a model and writer's guide to preparing the Management Analysis.

http://source.pwgsc.gc.ca/rps/afms/content/man_analysis-e.html

4.2.4 Operating and Utilities Plan

The O&U costs are to be coded in accordance with the Building Classification of Accounts (BCA). For PWGSC-managed facilities, costs are to be coded at the Qualifier/General Ledger Account (GLA) level, while the costs for AFD-managed facilities are to be coded by the AFD contractor at the qualifier level. Consistent and accurate application of the BCA allows RPB to monitor performance, report nationally on a consistent basis and compare building O&U costs with industry norms. It is therefore important that no other qualifier/GLA combinations be used.

For AFD-managed facilities, RPB Labour (5E), Contractor Incentive Program Award (5F), PILT (6A), rent (K), other fixed expenses (6B), and Central Heating Plant charge rates are to be provided to the AFD contractor by the end of the first week of October for input through the BMP. Labour and 02-12 costs are to be planned for the overall cost of the AFD portfolio ("PWGSC Core Activities" and "AFD Contract Oversight") at the AFD asset level against qualifier 5E - RPS Management of AFD Contract, using the following formula: the total 02-12 and labour costs for the portfolio, divided by the portfolio rentable area, then multiplied by the building's rentable area. Please see Helene Gauthier (A) for a copy of the WinFIS AFD asset listing which will provide the building's rentable area. Although planned for at the asset level, payroll and 02-12 costs for the management of the AFD contracts are actually charged against the AFD portfolio during the year. Asset Managers/TAs are to provide both the portfolio and building square meter information to the AFD contractor so that they are able to calculate their 5E costs. Please contact Helene Gauthier (A) to obtain a copy of the breakdown for the allocation of AFD wages and benefits.

Once a dollar amount for a qualifier/GLA combination is entered into the BMP module, the same amount will automatically populate the four future year columns. Although you should not add an inflationary increase to the future years, you are expected to amend any dollar values where a definite increase or decrease is known. For example, you should **not** add a straight 2% cost of living increase in operating and utility costs in the out years (planning years +1, +2, etc....). In addition, your O&U projections should not reflect a cut and paste exercise of the costs in your 2014-2015 planning year. Your O&U plan should show known costs in contract changes, utility costs and other O&U line items. A look at the trend analysis over the past few years will show what, if any increase a particular line item is subject to in an average year. You should also show O&U increases if, for example, a vacant space in your building is to be occupied in any of the out years. Most O&U costs should reflect the increased occupancy. Please remember to note all of these assumptions in the comment box of each line item.

NOT FOR EXTERNAL DISTRIBUTION to MLPM - PWGSC STAFF ONLY

Sale Leaseback Buildings Managed by Maple Leaf Property Management

Please use the following Qualifiers:

- K1- Basic Rent, Operating Costs and Parking Rent
- 3A- Electricity - For Harry Hays and Canada Place only, payments are made directly to Enmax Corporation
- 5B - Management fee of 2% of **rent** should be coded to 5B-504076
- 6B- Insurance (paid directly to Aon Reed Stenhouse by AFM NCOE and recovered from the regions)

PWGSC PFMs are responsible to respond to PWGSCs BMP Call Letter and to ensure the accurate data is entered into the BMP module. Please note that the landlord will provide their budget submission to PWGSC 120 days before the beginning of the fiscal year (end of November) as per the lease requirement. This includes a budget for operating costs and a capital budget. PWGSC PFMs are responsible to enter the rent including parking, property taxes, and the 2% management fee.

NOTE: PFMs must also plan for insurance, audit and parking appraisal costs. PWGSC labour and any other items such as but not limited to potable water testing, special studies etc.

Management fee of 2% of **rent** is based on the following rent items: Basic Rent, O&M including amortization expense and Property Taxes. Rent paid for parking should not be included in the base rent for calculation of the management fee.

All rent costs should be programmed under K qualifiers and the following should be used: K1-505006 basic rent or K1-505021 for parking garages/K1-505001 for parking lots.

Property taxes are to be paid to landlord ten days prior to the municipal due date. This should be coded to K1-505008 basic tax.

Insurance premiums are paid by AFM NCOE directly to Aon Reed Stenhouse and recovered from the regions. This expense should be coded to 6B.

NOTE RE PARKING THAT DOES NOT FORM PART OF THE LEASE: Operating costs are not to be paid for parking facilities that do not form part of the lease.

4.2.5 Project Plan

The BMP project plan is to identify all projects, **for the next five years**, other than tenant service work, planned for the building, regardless of the funding source, including repair projects >\$5K, capital projects, space optimization and refit/retrofit projects.

Project work plans should also identify funding required to develop projects to the shelf-ready stage (i.e., seed money) associated with preliminary project approvals (PPA). In fact, in order to deliver our repair program and avoid lapsing funds, larger projects should be seed-funded and brought to the shelf-ready stage in the year before the planned implementation.

Disposal Costs for real property interest or asset

As part of PWGSC's contribution to the 2011 Strategic Review exercise, the department will streamline its financial framework by winding down the Disposition Incentive Program and the Real Property Disposition Revolving Fund (RPDRF). No new disposal projects may be added to the Real Property Disposition Revolving Fund after March 2012. New disposals where PWGSC is the custodian will be funded through the Special Purpose Allotment. These projects must be planned in the BMP using the C2 qualifier.

In planning the BMP budget, consideration must be given to including costs for any real property interest or asset to be disposed. Regional Real Estate Managers are available to discuss disposal process and determine potential costs.

Note that disposal projects where Other Government Departments (OGDs) are the custodian, disposal projects will be recorded against the PTS Program using the Real Property Revolving Fund and funded via an OGD SSA.

Regional Real Estate Managers

National	Denis Plamondon	613-956-1598
Atlantic	Janice Snair	902-496-5265
Québec	Daniel Dufour	514-496-3443
NCA	Christine Taschereau	819-956-2779
Ontario	Bob Brick	416-512-5790
Western	Tracy Hayden	780-497-3768
Pacific	Lisa Banxachai	604-666-7401

It is important to note that the five year project plan is not **just** an exercise of completing one project over consecutive years but a balancing of five years' worth of project costs. The entire plan should be spread out as much as possible, over the five year window in order to lessen the financial impact in any given year. For example, if your project plan totals \$15 million over five years, the ideal five year plan would show a total of \$3 million in project work each year, rather than \$10 million in the planning year, then \$2 million in planning year +1, then \$1 million for each of the remaining planning years. The more balanced the five year project plans are, the easier it should be to ensure that all regions are allocated the resources they need to complete their project plans. Please refer to the life cycle event listing in CAPS. Instructions contained in [section 4.2.5.1](#).

Real Property projects managed by PWGSC are to follow the National Project Management System policies and principles as applicable to ensure that all projects undertaken are planned, managed and delivered in a nationally-consistent manner. Guidelines and templates can be found on the NPMS website: <http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/index-eng.html>.

Costs associated with the provision of swing space should be included in the cost of the project. Please ensure that the projects meeting the criteria for capitalization are captured according to accrual accounting guidelines. See [section 3.13](#) of this Call Letter for more information.

Sufficient resource costs should be identified within project funding to ensure the Department's Health and Safety compliance with CLC Part II and the contractor's compliance with the respective provincial/territorial Occupational Safety and Health (OSH) mandatory legislation for construction and maintenance projects. Corporate Environment, Safety, and Health (CESH) is involved in the health and safety element of the project as per the Department Policies, to ensure the Occupational Safety and Health (OSH) regulatory requirements are met on behalf of the Department, in all applications including RPSP and lease-purchase.

For all projects involving expertise from PTSM, Accommodation Portfolio Management (APM) and Client Consultancy Services Directorate (CCSD), clarification should be given as to whether Project Leaders are to be chargeable to projects. As part of the project requirements, PTSM project managers are required to budget their fees following a set of guidelines. Ensure that all projects are reviewed with the Senior Project Manager early in the process to allow sufficient time for the definition and costing of new projects. Projects should be identified in accordance with the Project Priority System included in [Appendix F](#).

For all billable projects in Other Government Departments (OGD) managed, in PWGSC-managed and RPSP-managed buildings that are carried out by in-house resources, payroll costs are calculated based on 1.8 x Hourly Billable Rate. For more information on project mark-up, see [section 4.1.8](#) of this Call Letter. It is critical that all associated project fees are charged to the project and not the building budgets.

When entering your project into SIGMA, please ensure that the project group code field is filled out correctly. This is to allow reporting on BMP projects. In order to ensure consistency of reporting over historical years, please select your project group code based on the description. With the release of version 10.6 of PBMS all Project Group Codes have been changed to reflect the SIGMA codes. Therefore, when inputting project group codes for projects, ensure that you utilize the newer SIGMA codes and not the older version. In [Appendix E](#) all project group codes are cross-walked from the PBMS codes to the SIGMA codes.

For RPSP-managed buildings, the RPSP contractor shall identify capital (Vote 12) and repair (Vote 15) projects based on the qualifier definition. All repair projects need to be reflected under the proper funding allocation. The application of the qualifier according to the Guide to Qualifiers (<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/md/md92-eng.html>) will ensure correct coding application. Please contact Helene Gauthier (A) for the AFD project coding chart.

Please ensure that the projects meeting the criteria for capitalization are captured according to accrual accounting guidelines. See [section 3.13](#) of this Call Letter for more information.

Carry-Over

All PWGSC-managed carry-over projects should have an associated SIGMA project number. This project number should be given to the RPSP Contractor to include as part of their electronic project information. A carry over project is a project that will not be completed in the original planning year. The "Project Planning Status" field must be identified using code 5 -- Carry-over Project. This applies to both PWGSC-managed carry-over projects and the RPSP baseline carry-over projects.

NOTE: For carry-over projects, the same project number used in the previous year by the contractor should be used in the next BMP year in order to capture the full dollar value through the entire life of the project.

Multi-year project

All PWGSC projects planned over more than one year, (i.e.-mid life refit over 5 years) or a project that started in the original planning year that has multi year funding must be entered for planning purposes to obtain seed money for planning "Project Planning Status" field must be identified using code 3 Preplanning in Progress.

Repairs - Repairs are defined as those works and services, **valued in excess of \$5,000**, required by virtue of normal wear and tear or normal deterioration to the building, its service systems and the environs. As in previous years, a listing of projects over \$5,000 is to be provided. These projects should be coded to the appropriate qualifier (P0 to P9).

Capital - Capital improvements are defined as investments intended to acquire or improve a capital asset where the performance, value and capability of the asset are significantly increased or its useful or economic life is extended by more than one year as a result. Included are improvements to the structure of the building or systems, such as air conditioning, heating, lighting, elevators, sprinkler systems, etc.

4.2.5.1 Planning Projects for Future Years

As identified in the [introduction](#), this section provides instructions on populating the project plan for the BMP future years. It is laid out in steps, taking into account the differences between RPSP-Managed and PWGSC-managed buildings, and based on a building that has BCR data in CAPS.

STEP 1: The CAPS Report

The first thing you need to do is ensure you have access to CAPS.

To obtain access to CAPS, please contact the National Administrator by email at SPIB.CAPS@tpsgc-pwgsc.gc.ca for a username and password. The National Administrator will send you instructions for first time entry into the system.

If you already had access to CAPS in the past, please cut and paste this link <https://recapp.pwgsc.gc.ca/tcps20> into Internet Explorer (CAPS does not function in other browsers), and login as you had before.

Instructions on how to print the appropriate report are available in [Appendix C](#).

For RPSP-managed facilities, it is up to the RPSP Contractor to enter CAPS and produce their own reports. CAPS information sessions have been, or can be provided to the RPSP Contractor.

For assets not currently in CAPS, you will have to consult the latest Building Condition Report (BCR) to obtain the recommended project listing.

STEP 2: Reviewing the Event Listing to Create Projects

CAPS provides a listing of events that are "component" based. It does not always make sense to create one project per event. For example, look at the following events:

- Complete an Asset Management Report, 2014, \$15,690
- Complete an Appraisal, 2014 \$10,460
- Complete a Functionality Assessment, 2014, \$2,092
- Complete an Accessibility Audit, 2014, \$10,460
- Complete a Building Condition Report, 2014, \$57,530
- Complete a Water Quality Audit, 2014, \$5,230
- Complete a Telecommunications Audit, 2014, \$5,230

Since these seven events are due in the same year and can all be done together, it makes sense to group them under one project, "Asset Management Plan" with a cumulative estimate of \$106,692. In addition, contracting these events as one project will be more economical in terms of both cost and time.

With this example in mind, go through the event listing and group the events to create projects. Although it is important to consider the suggested implementation year, the year is not cast in stone. A short visit to look at the component in question can help determine if it will last a year or two longer so that economies can be achieved through event grouping. Please ensure that the projects meeting the criteria for capitalization are captured according to accrual accounting guidelines. See [section 3.13](#) of this Call Letter for more information.

STEP 3: Entering Projects into SIGMA and the Link to PBMS BMP

Now that you have your projects identified for the next five years, you need to enter them into SIGMA. The only fields available in the BMP project planning screen will be the "actuals to date" field where actual costs to date for the project should be entered, and the "non-PWGSC funding" field, where cost estimates for Schedule G, Larco funded projects are to be entered. All other fields and any changes must be done through SIGMA. The BMP Inclusion indicator still works in BMP.

Information entered into SIGMA will bridge to the BMP Module. Funding for projects, whether for planning or future years, needs to be done in the SIGMA funding module.

For AFD-managed facilities, the projects will bridge from AFDMS to BMP in their proper future years with the proper estimated funding. There will be no link to SIGMA.

For PWGSC-managed facilities, once you have the projects entered with the correct years and correct funding, as a final step, make sure that the BMP inclusion indicator is checked for each project.

4.3 Schedule of Activities

This section outlines in general terms the schedule and responsibilities for the 2014-2015 BMP exercise. Keep in mind that regional variances will occur. This section also includes the RPSP schedule for data transfer.

Completion Date	Activity	By
30 June annually	Complete BPRs for incorporation into the BMP	RPSP Contractor PWGSC PFMs
July 2013	Issue National Call Letter	AFM
July 2013	Provide copy of National Call Letter to RPSP contractor	AFM PWGSC Asset Managers/TAs
1 November 2013	Submit BMPs/PMPs for RPSP - managed facilities	RPSP Contractor
November 2013	Review and approve BMPs/PMPs for RPSP -managed facilities	PWGSC Asset Managers/Technical Authorities
November 2013	Prepare BMPs for PWGSC- managed facilities	PWGSC Property & Facility Managers
December 2013	Finalize BMPs for RPSP -managed facilities	PWGSC Asset Managers/TAs
Mid-December 2013	Approve BMPs in principle for both PWGSC and RPSP -managed facilities	RPT Directors
Mid-December 2013	Ensure assets in their region are classified according to established processes in each region and reviewed during the BMP process (see section 4.2.2.)	RDGs and the DG NCA
January 2014	SME review and analysis of BMP projects before BMP projects are finalized	Subject Matter Experts (SMEs)

March 2014	Copies of the project work plan listing and BMP cover page are to be signed-off by the Real Property Team Directors in NCA, and the Regional Directors PTS in the Regions, with the cover page signed and dated, pages of the work plan listing initialed and dated, and retained by the Real Property Team (RPT) for audit purposes.	Real Property Team Directors in NCA Regional Directors PTS in the Regions Real Property Team (RPT)
31 March 2014	Allocate budget	PMS/RDGs & RPNCA
1 April 2014	Approve workplans and implement BMPs for both PWGSC and RPSP -managed facilities	PWGSC PFMs and RPSP Contractor

4.3.1 RPSP Schedule for Data Transfer

The following schedule provides cut-off dates for PWGSC information to be given to the Contractor Property Managers and the date when you can expect the updated information to appear in the BMP Module. If all parties in PWGSC and the Contractor adhere to this schedule, the BMP module should reflect accurate and timely information which Technical Authorities/Asset Managers and PFMs can use during BMP preparation. **Please remember that Management Analysis information will come in with each scheduled BMP file transfer.** The Contractor PMs, coordinated by the PFMs, are responsible for all Management Analysis revisions and analysis during the BMP exercise.

The Management Analysis information will be transferred with the November 1 BMP file transfer. The need for future submission for this file (January 9, 2014 and March 20, 2014) will be determined by the Technical Authority. During the BMP exercise, responsibility for the Management Analysis review and revisions, are to be coordinated between the contractor Portfolio Manager, and the Facility Managers.

All systems will be unlocked for a short time in March to allow for final BMP adjustments.

Action	Party Responsible	Date
<u>Contractor Cut-off Date</u> PFM to ensure clear changes are given to the RPSP Contractor PM by this date.	PWGSC/Contractor	October 1, 2013
<u>File Transfer Protocol (FTP) Transfer Date</u> This is the date that the Contractor transfers their information into AFDMS.	Contractor	November 1, 2013
Information Appears in BMP Module	AFDMS/PBMS	November 2, 2013
Contractor Cut-off Date	PWGSC/Contractor	December 15, 2013
FTP Transfer Date	Contractor	January 9, 2014
Information Appears in BMP Module	AFDMS/PBMS	January 10, 2014
Contractor Cut-off Date	PWGSC/Contractor	March 1, 2014
FTP Transfer Date	Contractor	March 20, 2014
Information Appears in BMP Module	AFDMS/PBMS	March 21, 2014

Appendix A - References

Please note that Asset Managers and Technical Authorities should ensure that all PWGSC Intranet documents are provided to the RPSP Contractor.

My Source

<http://source.tpsgc-pwgsc.gc.ca/>

TB Policy on Investment Planning – Assets and Acquired Services

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18225>

Real Property Asset Integrity Procedure

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/fichiers-files/pdf/gi-fm102-eng.pdf>

PWGSC Environmental Policy

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p074-eng.html>

Canadian Environmental Protection Act, Storage Tank Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2008-197/index.html>

CEPA 1999 Federal Halocarbon regulations (FHR) 2003

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/index.html>

Hazardous Substances

http://www.njc-cnm.gc.ca/directive/index.php?sid=56&hl=1&lang=eng#tc-tm_2

Sustainable Office Buildings:

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p100-eng.html>

Federal Sustainable Development Strategy:

<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/publications/renouvelable-sustainable-eng.html>

Canadian Occupational Safety and Health Regulations

<http://www.njc-cnm.gc.ca/directive/index.php?did=7&lang=eng>

Canada Labour Code Amendment for HVAC SYSTEMS

<http://www.laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/20060322/P1TT3xt3.html>

Asset Management Plans,

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/amp/amp354-eng.html>

Engineering Asset Management Plan Policy

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/ig-mi/ig-mi97-eng.html>

Seismic Resistance of PWGSC Buildings

<http://source.pwgsc.gc.ca/rps/docentre/docs/pn/pn115-e.pdf>

Government Security Policy

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

Treasury Board Accessibility Standard for Real Property

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12044>

PWGSC Real Property Branch Accessibility Procedure

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/gl-am/gl-am14-eng.html>

Office Accommodation and Real Estate Services' Best Practice on Accessibility:
Custodian/Client Responsibilities.

http://source.tpsgc-pwgsc.gc.ca/si/oares/content/historical/pno_19e.html

Departmental Policy on Electrical Safety

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p058-eng.html>

Information on Sprinkler Identification and Replacement

[Http://www.sprinklerreplacement.com](http://www.sprinklerreplacement.com)

Sprinkler Voluntary Recall Information

<http://www.cpsc.gov/cpsc/pub/prerel/prhtml01/01201org.html>

Underwriters Laboratory Information on Sprinklers

<http://www.ul.com/canada/eng/pages/>

Real Property Management System

[Http://rpms/content-rpms/index-e.html](http://rpms/content-rpms/index-e.html)

Workplace Emergency Evacuation Plans

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p078-eng.html>

Appendix E – Responsibility Matrix

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p078-app-eng.html>

Building Management Planning Manual, 2000 (revised May 2001)

http://source.pwgsc.gc.ca/rps/afms/docs/pdf/bmp_manual-e.pdf

Asbestos Management

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p057-eng.html>

Records Management and Information Holdings

<http://publiservice.tpsgc-pwgsc.gc.ca/ipm-dpi/politique-policy/p044-eng.html>

RPB Policy on the Stewardship of Federal Heritage Buildings

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/pa-he/pa-he24-eng.html>

RPB Procedure for the Stewardship of Federal Heritage Buildings

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/pa-he/pa-he25-eng.html>

Treasury Board Policy on the Management of Real Property:

http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/aas-gasa/pmrp-pgbi/pmrp-pgbi_e.asp

Treasury Board Guide to the Management of Real Property:

<http://www.tbs-sct.gc.ca/rpm-gbi/doc/gmrp-ggbi/gmrp-ggbi-eng.asp>

Standards and Guidelines for the Conservation of Historic Places in Canada:

<http://www.historicplaces.ca/en/pages/standards-normes.aspx>

Federal Identity Program

<http://www.tbs-sct.gc.ca/fip-pcim>

Official Languages Policy as it pertains to FIP

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12314§ion=text#appA>

Real Property Branch Procedure for the Display of the Flag of Canada

<http://webdev.tpsgc-pwgsc.gc.ca/bi-rp/docs/ad/ad158-eng.html>

Standing Offer for Signage

http://soi.pwgsc.gc.ca/news/pdf_library/EJ116-055434001FE.pdf

On-Line Signage Catalogue

<http://www.epattison.com/psgcatalogs/IndexCCG1.aspx?id=CCG1>

Tactile Signage

http://www.tbs-sct.gc.ca/fip-pcim/man_4_b_3b-eng.asp

Policy on the Capitalization of Assets

<http://source.tpsgc-pwgsc.gc.ca/finance/text/ops/pdfs/Policy%20on%20the%20Capitalization%20of%20Assets.pdf>

Cultural Property Inventory

<http://source.pwgsc.gc.ca/rps/afms/cpi/content/index-e.html>

RPS Documentation Centre

<http://source.pwgsc.gc.ca/rps/docentre/>

RPS Guide to Qualifiers

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/md/md92-eng.html>

Consumer Price Index (CPI)

<http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/cpis01a-eng.htm>

Asset Performance Monitoring Policy

<http://source.tpsgc-pwgsc.gc.ca/bi-rp/docs/gi-fm/gi-fm96-eng.html>

Writer's Guide to preparing the Management Analysis.

http://source.pwgsc.gc.ca/rps/afms/content/man_analysis-e.html

National Project Management System

<http://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/index-eng.html>

Note: RPB documents are generally available through the [RPB Documentation Centre](#).

Appendix B – Contacts

Angela McCarthy
Program Manager
Advisory & Practices (A&P) - AFM, Professional & Technical Services Management
613-736-3132

Angela Melanson
Program Officer
Advisory & Practices (A&P) - AFM, Professional & Technical Services Management
613-736-2748

Helene Gauthier (A)
AFD SM CoordinationAFD, AFM, Professional & Technical Services Management
613-736-3230

Regional BMP Contacts

Atlantic -	Michele Chiasson-	(902) 496-5182
Quebec -	Christiane Bourbeau	(514) 496-3816
Ontario -	Matthew Brady -	(416) 512-5722
NCA -	Liette Groulx -	(613) 993-7328
Western -	Rolly Melanson-	(403) 292-5715
Pacific -	Heather Avon-	(604) 775-6694

Appendix C - How to Print the BMP CAPS Report

In the CAPS application a standard report has been created in each official language under the "user" "National Reports/Rapports nationaux". This report, labeled "BMP Event Listing" in English and "Liste des événements pour les PGI" in French, creates a list of events from the latest BCR, which has been updated by the annual BPR process (see 4.1.6). See the instructions below, to generate these reports.

- Login to CAPS To obtain access to CAPS, please contact the National Administrator by email at SPIB.CAPS@tpsgc-pwgsc.gc.ca for a username and password. The National Administrator will send you instructions for first time entry into the system. (see section 4.2.5.1 for further details)
- Click on RECAPP Active X. Then enter your username and password as instructed in the introductory email. Click OK.
- Click on "Report Manager."
- If you receive any prompts from Capital Planning Software Inc., click yes.
- Select the "Saved Setting" tab at the top right of the screen.
- In the user list on the left hand side, find the user National Reports/Rapports nationaux.
- Click on the small + sign to the left of this user and you will see a report labeled BMP Event Listing or Liste des événements pour les PGI.
- Click on the report you want to select and when the details display in the right hand window select the Structure/Instance tab at the top centre of the screen.
- By default, all office buildings in your region will be listed in the right hand column.
- If your asset has a different classification, select the appropriate classification from the "All Assets" classification list just to the left of the asset list. The asset listing on the right will update accordingly. Locate your asset and click on it once to highlight it.
- To run the report, click "Preview" at the bottom right corner of the screen.
- In a moment your report will display on screen.

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- To print the report, go to “file print” and select “landscape” and “OK.” If you simply use the print icon, you may lose the cost and cumulative cost columns.
 - You can also save it electronically by clicking on the PDF button arrow on the toolbar. You will be prompted to select either a, .PDF, Excel, or rich text format for the file, a location to save to and a name for the file.
 - To return to Report Manager, you must close (not minimize) the current report.

If you have any difficulties printing the report, please contact your regional CAPS AFM administrator.

Atlantic - AFM	Michele Chiasson	902-496-5182
Quebec - AFM	Huguette Arseneau	514-496-3688
NCA - AFM	Liette Groulx	613-993-7328
Ontario - AFM	Chris Conrad	416-590-8257
Western - AFM	Chantal Umphrey	780-497-3759
Pacific - AFM	Susan Trejo-Quinonez	604-775-9306

Appendix D - SDS Tables

At the time of this BMP Call Letter, the commitments in the Federal Sustainable Development Strategy V (FSDS) 2011-2013 will be completed and FSDS 2013-2015 will be in its first year of implementation through the Report on Plans and Priorities process (anticipated spring/summer 2013). Targets from FSDS 2011-2013 will continue to be tracked and reported through the Departmental Performance Report.

This appendix contains two tables. Table 1 identifies the Federal Sustainable Development Strategy targets for 2011-2013. It identifies all the environmental and energy targets to achieve and the action plan to implement at the facility level under O&M and Minor Capital.

Table 2 identifies BMP planning information for FSDS projects from 2011-2013 under operations and maintenance (O&M) and Minor Capital. It identifies what the project name should be, what the work includes, which project group code to use, the estimated costs and who should do the project.

Table 1: Targets to achieve and action plan to implement at facility level under O&M or Minor Capital	
FSDS 2011- 2013 Target	Action Plan
<p>8.5 The federal government will take action now to reduce levels of greenhouse gas emissions from its operations to match the national target of 17% below 2005 by 2020.</p> <p>Performance Measure</p> <p>Percentage change in GHG emissions from fiscal year 2005-2006 to fiscal year 2012-2013</p>	<p>3.1.1.1 Where existing audits are outdated or do not exist, Energy Audits will be done in buildings over 1000 m² to identify energy conservation opportunities. Project Group Code # 20</p> <p>3.1.1.2 Buildings over 10,000 m² will go through Recommissioning Assessment Studies to find energy conservation opportunities in building control systems, etc. Project Group Code # 56</p> <p>3.1.1.3 All energy conservation opportunities identified in Energy Audits, Recommissioning and on-site assessments will be considered for implementation. The scope of work should meet the operational requirements and have a maximum payback period of ten years. Project Group Code # 55 or 57</p>

Table 1: Targets to achieve and action plan to implement at facility level under O&M or Minor Capital	
FSDS 2011- 2013 Target	Action Plan
	<p>3.1.1.4 Federal Buildings Initiative (FBI) projects shall be implemented where economically feasible. Project Group Code # 02</p> <p>3.1.1.5 Replacement of building or system components impacting energy consumption (base building lighting, boilers, chillers, envelope, ventilation systems etc) shall be based on a life cycle costing approach on the complete life of the new equipment.</p> <p>3.1.1.6 Renovations and mid-life refits of buildings where major HVAC renovation, significant envelope modification and major interior rehabilitation is required shall be designed to achieve a minimum energy efficiency of 10% better than the MNECB (1997) and shall use a life cycle costing approach on the complete life of the assessed building as required in an IAR. This activity includes buildings where floors are renovated on a time-phased basis.</p> <p>3.1.1.7 New construction: New (constructed) office buildings shall at a minimum be certified to LEED Gold and be 35% more energy efficient than the Model National Energy Code for Buildings (MNECB) (1997)</p> <p>3.1.1.8 Buildings undergoing major renovation: where these are stripped to the original structure, the renovated building shall meet LEED Gold and be 30% more energy efficient than the MNECB (1997).</p> <p>3.1.1.9 Where PWGSC is acquiring an existing building: The minimum standard of energy efficiency shall be 30% less than the MNECB (1997). The cost to bring the building to this standard shall be considered in the selection process.</p> <p>3.1.1.10 Separate energy studies will be conducted for all data centers and server rooms that have a</p>

Table 1: Targets to achieve and action plan to implement at facility level under O&M or Minor Capital	
FSDS 2011- 2013 Target	Action Plan
	<p>cooling requirement larger than 20 tonnes. Based on the cost effectiveness of recommendations, the implementation shall be planned with the acceptance of the client department.</p> <p>3.1.1.11 Replacement of major equipment (boilers, chillers etc.) to be designed to meet current building requirements as efficiently as possible, and at the lowest life cycle-cost.</p>

Table 2: BMP planning information for FSDS 2011-2013 Projects under O&M and Minor Capital ENERGY TARGETS					
Full Project Name to include in BMP	What the work includes	To enter in PBMS module	Estimated cost	Who should do project	Contact Names
Name identifying action identified in Energy Efficiency Audit <i>*Indicate payback period in the BMP module comments box</i>	Projects recommended by energy audits. Projects will be prioritized according to the "Guideline for Prioritization of Energy Projects.	Project Group Code 55 Energy: Energy Efficiency Implementation	Based on individual Energy Audit recommendations.	PWGSC or RPSP Contractor	PTS National Energy Contact: Greg Deernsted Regional Energy Contacts: Jim Williamson (Atl)

**Table 2: BMP planning information for FSDS 2011-2013
Projects under O&M and Minor Capital
ENERGY TARGETS**

Full Project Name to include in BMP	What the work includes	To enter in PBMS module	Estimated cost	Who should do project	Contact Names
FBI project for XXXXXX facility (Only 4 projects in NCA)	A federal program which allows third party Energy Saving Companies to provide front-end capital for the implementation of energy saving measures during a determined time period.	Project Group Code 02 Energy: Federal Buildings Initiative (FBI)	PWGSC fees for the development and management of the FBI contract (based on contract cost). Monitoring cost to be maintained in future BMPs until end of contract. <i>Communicate with regional contact.</i>	PWGSC	Maxime St. Denis (Que) Greg Deernsted (NCA) Dan Burlac (Ont) John Hogg (West) Mike Gilbert (Pac) Communication with your respective Maintenance Management branch is strongly recommended to determine what type of facilities can benefit the most from these projects.
Energy Efficiency Audit	A thorough and professional examination and review of the existing energy systems	Project Group Code 37 Energy: Energy Efficiency Audit	\$9,000 to \$60,000 depending on size of building.	PWGSC or RPSP Contractor	
Systematic building tune-up or recommissioning assessment of XXXXXX facility	Process for restoring systems/system components performance.	Project Group: Code 56 Energy: Recommissioning Assessment	Assessment \$20,000 to \$80,000 depending on size of building.	PWGSC or RPSP Contractor	
Systematic building tune-up or Recommissioning	Process for restoring systems/system components	Project Group: Code 57 Energy: Recommissioning	Implementation based on recommendation of the assessment.	PWGSC or RPSP Contractor	

Table 2: BMP planning information for FSDS 2011-2013
Projects under O&M and Minor Capital
ENERGY TARGETS

Full Project Name to include in BMP	What the work includes	To enter in PBMS module	Estimated cost	Who should do project	Contact Names
implementation	performance.	Implementation Comments: Expected energy savings			
Utility metering or sub metering for facility XXXXXX	Installation of energy meters to monitor facility or areas of significant use	Project Group Code 58 Energy: Energy Metering	Based on type of meter.	PWGSC or RPSP Contractor	

Contact Persons:

Energy, Target 3.1.1 – Greg Deernsted , 613-993-6025

Appendix E - Project Group Codes and Descriptions

Project Group	SIGMA Code	Description	Old PBMS Code
Accessibility Compliance	04	All project work that impacts on some accessibility component has to comply with the new CAN CSA B-651-04 Barrier-Free Design Standard or get an exemption approval.	21
Accessibility Study	05	Studies/Audits or surveys that determine a building's accessibility compliance. The technical standard (CAN/CSA-B651-04) has applied to the accessibility requirements of real property acquired (including lease renewal), under construction or undergoing major refit since October 1st, 2004. It does not apply retroactively to accessibility requirements of real property in the inventory prior to 1 October 2004. They have to comply with the CAN/CSA-B651-95.	22
Appraisal	01	Completion of an appraisal to determine the value of an asset. Note: If the appraisal is done as part of an Asset Management Plan (AMP) document, it should be costed and grouped with the AMP.	2
Asbestos Compliance	06	Projects that ensure a building complies with the Departmental Policy on asbestos.	23
Asbestos Study	07	Studies/surveys that determine a building's compliance with the asbestos policy.	24
Asset Management Plan Document	08	This project group is to be used for the completion or update of a building's AMP. It should not be used to identify projects that stem from the AMP Document.	25
Building Owners and Managers Association (BOMA) BEST (formerly Go Green Plus)	68	Project Group Code to be used for the completion of the assessment of a Crown-owned office building using the BOMA BEST (formerly Go Green Plus), including the third party verification. This project group code should not be used to identify projects that stem from the BOMA BEST assessment.	89
Building Code Compliance	09	Projects that ensure compliance with Building Codes, the CLC or COSHR which are not Asbestos related or covered under another, more specific Project Group Code.	26
Building Condition Report	10	BCRs that are completed separately from the AMP Document must be identified within the BCR Project Group.	27

Project Group	SIGMA Code	Description	Old PBMS Code
Capital Planning Software	11	Projects related to data entry or updates to CAPS. It should not be used to identify projects that stem from CAPS.	28
Chilled Water Study	12	Chilled water studies or surveys.	29
Contaminated Sites Compliance	13	Project costs and liabilities related to the management and restoration of environmentally contaminated sites.	30
Contaminated Sites Study	14	Studies/surveys that determine the level of contamination of sites or identify potential projects to clean up contaminated sites.	31
Cultural property	51	Cultural Property includes movable and fixed works of art and heritage, architectural and archaeological artifacts. Maintenance, cleaning, or preservation work of cultural property should be coded to this project group.	71
Deferred maintenance	15	Any projects resulting from Deferred Maintenance would be captured with this Project Group code.	32
Electrical Code Compliance	16	Projects which ensure electrical compliance with: All Provincial Codes; The National Building Code (NBC); The Canadian Electrical Code; The Canada Labour Code (CLC); and, the National Fire Code of Canada (NFCC). Counterfeit Labelled Moulded Case Circuit Breaker (MCCB) Replacement.	33
Elevator Code Compliance	17	Projects ensuring elevator compliance with the: Building Access Handbook; Elevating Devices Directive; Elevating Devices Safety Act; Elevators And Lifts Act; and, Elevator & Escalator Codes.	34
Elevator Study	18	Studies/surveys relating to elevators or elevator compliance. This is not to be used for projects stemming from an elevator study.	35
Emergency Evacuation Plan	19	Development of a building's Emergency Evacuation Plan.	36
Energy: Energy Efficiency Audit	20	Completion of an Energy Audit. This is not to be used for projects stemming from an Energy Audit. This is in support of SDS 2007-09 Activity 3.1.1.1: "Where existing audits are outdated or do not exist, Energy Audits will be done in buildings over 1000m2 to identify energy conservation opportunities".	37
Energy: Energy Efficiency Implementation	55	An energy measure implementation will be a reviewed and approved program to implement a project resulting from an Energy Audit Report, or based on I&R recommendations of operational staff or the Energy Task Group.	76

Project Group	SIGMA Code	Description	Old PBMS Code
Energy: Federal Building Initiative	02	The FBI assists federal departments and agencies to reduce energy and water consumption and greenhouse gas emissions in their facilities. Under the FBI's innovative saving financing arrangement, clients have the option of overcoming tight capital budgets by transferring the upfront expense and risk of projects to pre-qualified energy management firms. Following energy efficiency retrofits, departments or agencies pay the lower bills that result to utility companies and then pay their energy management firms the savings that result until project costs are recovered. Future savings are retained by the client.	13
Energy: Recommissioning Assessment	56	An Energy Recommissioning Assessment is the process of assessing buildings systems and operations, with a focus on items that will result in significant reductions in energy use and greenhouse gas emissions. Energy recommissioning entails the examination of original design and intent, existing systems operation and maintenance procedures, and recommends improvements based on the current operational requirements of the facility. As building systems are likely to evolve due to a multitude of changes in occupancy and minor building modernization projects, energy and operating performance may suffer and indoor air quality may degrade. Recommissioning can be viewed as a tune-up to optimize the performance of the systems. This is in support of SDS 2007-09 Activity 3.1.1.2: "Buildings over 5000m ² will go through Recommissioning Assessment Studies to find energy conservation opportunities in the control of systems, etc.:	77
Energy: Recommissioning Implementation	57	Energy Recommissioning Implementation will be a reviewed and approved program of measures identified in the Energy recommissioning assessment. While re-visiting the original design intentions for a facility, the approved program will encompass a series of measures that will directly improve the operation of a facility in terms of meeting the present day requirements of the occupants, in an economical and energy efficient manner.	78

Project Group	SIGMA Code	Description	Old PBMS Code
Energy: Energy Metering	58	Energy Metering involves the installation, adjustment and software/telephone connection of monitoring devices to determine how much energy a facility uses and to evaluate the progress of energy management measures. This process may involve both meters to measure the overall use of utilities by a facility or the use of meters to monitor specific areas of utility consumption anywhere within a facility.	79
Environmental Emergency Response Plan (EERP)	21	EERP is a requirement under the Canadian Environmental Protection Act (CEPA). This project group code should be used only if an EERP is being completed separately from of an Infrastructure Continuity Plan (ICP).	38
Environmental Study	22	Any Environmental studies/surveys should be identified using this Project Group code. This is not to be used for projects stemming from an Environmental Study.	39
Federal Identity Program (FIP)	23	The FIP is a government wide signage policy issued by the Treasury Board Secretariat (TBS). Projects associated with this program should be identified using this Project Group Code.	40
FIP Canada Wordmark	03	The Canada Wordmark is governed by the Federal Identity Program (FIP). Projects to install or upgrade a Canada Wordmark, should use this Project Group code.	19
Fire Code Compliance	24	Projects ensuring compliance with the National Fire Code should use this Project Group code unless the project is better identified under a more specific project group code.	41
Flag of Canada Display	25	All projects that ensure the Flag of Canada is prominently displayed in a dignified manner 24 hours a day both on the exterior and in the interior of all PWGSC Crown-owned, lease-purchase, and leased facilities.	42
Functionality Assessment	26	The development of Functionality Assessment. This is not to be used for projects stemming from a Functionality Assessment.	43
Hazardous Materials Compliance	27	Projects leading to compliance with the Canada Labour Code (CLC), and the Canada Occupational Safety and Health Regulations (COSHR) on Hazardous Materials should use this Project Group code.	44
Hazardous Materials Study	28	Studies/surveys relating to Hazardous Material Compliance should use this Project Group Code. This is not to be used for projects stemming from a Hazardous Materials Study.	45

Project Group	SIGMA Code	Description	Old PBMS Code
Indoor Air Quality Improvements	29	Projects leading to improvement of indoor air quality. This should include HVAC projects that have a direct relation to improvements in indoor air quality (IAQ).	46
Indoor Air Quality Study	30	Studies/surveys to determine Indoor Air Quality, including Radon testing, should use this Project Group code. This is not to be used for projects stemming from an IAQ study.	47
Infrastructure Continuity Plans	31	A project to develop an Infrastructure Continuity Plan.	48
Leaseback - Larco	69	Sale/Leaseback Buildings - Projects that are being funded by the landlord/owner, Larco.	90
Major Crown Projects	67	Projects being managed by the Major Crown Project sector	88
National Tenant Satisfaction Survey	32	Costs relating to the completion of the National Tenant Satisfaction. This is not to be used for projects stemming from issues identified in the NTSS.	49
Not Applicable	33	Any project that does not fall into any of the other categories.	50
Ozone Depleting Substances (ODS): Halon System Assessment	59	No description being provided as these project types are no longer supported.	80
ODS: Halon Implementation	60	Plan for the removal, and where necessary, the replacement of halon containing fire extinguishing systems and portable fire extinguishers. These activities support completion of the halon target established in SDS 2000.	81
Halocarbon Management and Chlorofluorocarbon (CFC) Phase-out Assessments and Plans	61	Halocarbon containing equipment must be managed according to the Federal Halocarbon Regulation (FHR) (FHR - 2003). Additionally, the FHR (as well as SDS 2003) requires that specific ODS containing equipment be phased out by regulated target dates. Maintain a halocarbon containing equipment inventory for each building, where PWGSC has operational control, which includes FHR compliance registration audits with phase-out plan and risk analysis, evaluating issues such as equipment age, condition, compliance corrective options, annual leak test results, reports of spill/releases, etc.	82

Project Group	SIGMA Code	Description	Old PBMS Code
ODS: CFC Implementation	62	Phase-outs of specific ODS containing equipment are required under the Federal Halocarbon Regulation (FHR-2003) as well as SDS 2003. A prioritized list based on a regulatory compliance, risk assessment and cost benefit analysis shall be developed for resource commitments and corrective activity. Ensure phase-out plans have been included in the Asset Management Plans for the building and the status of this plan is reported within the Building Condition Report or Building Performance Review.	83
Polychlorinated Biphenyl (PCB): Implementation	34	Removal and/or replacement of PCB transformers. "All liquid filled transformers should have their dielectric sampled and tested to confirm PCB content in parts per million (PPM). All PCB Transformers with dielectric test results over 50 PPM will have to be replaced or decommissioned prior to March 31, 2008."	53
PCB: Assessment	35	Includes assessment of transformer dielectric to determine that each is PCB free and preparation of a standard I&R for PCB transformer removal and/or replacement. "All liquid filled transformers should have their dielectric sampled and tested to confirm PCB content in PPM. All PCB Transformers with dielectric test results over 50 PPM will have to be replaced or decommissioned prior to March 31, 2008".	54
Integrated Pest Management (IPM) Implementation	36	Implement a National Integrated Pest Management Plan (IPM) in a Facility – SDS target.	55
Integrated Pest Management Compliance	37	Establish methods to maintain and improve pest management processes after implementation of the National IPM Plan. This will include sanitation; building maintenance; and building modifications – SDS target.	56
Plumbing Code Compliance	38	Plumbing projects leading to compliance with the plumbing code.	57
Recycling Program: Implementation	52	Includes all work necessary to collect new or additional recyclable waste material streams (i.e. it's possible to have a paper collection in place, but there is a requirement to recycle glass bottles). Work includes educating not only the tenants but also changes to service contractors. Work may also include expansion of collection systems to different areas of the building including exterior.	73
Recycling Program: Ongoing Maintenance	53	After the collection system(s) has been installed, items such as signage need replacement, refresher education is required by the tenant and service providers, or containers go missing. Painting and repair of broken equipment is also a potential item.	74

Project Group	SIGMA Code	Description	Old PBMS Code
Seismic Compliance	41	Projects leading to compliance with the CSA-S832-06 Standard for Seismic Risk Reduction of Operational and Functional Components (OFCs) of Buildings.	61
Seismic Study	42	Studies/surveys to determine a building's level of compliance with Seismic Guidelines. This is not to be used for projects stemming from issues identified in a Seismic study.	62
Space Measurement	43	Space Measurement Projects. This is not to be used for space optimization projects.	63
High-Risk Storage Tank System Decommissioning	44	Cost must be determined to decommission a registered high-risk storage tank system in compliance with SOR 2008-197 requirements. All high-risk storage tanks systems (ASTs and USTs) belonging to PWGSC or on PWGSC-owned land must comply with applicable requirements of SOR 2008-197. All required storage tank system decommissioning costs resulting from this type of project should be identified and estimated, as well as included in the BMP.	64
Storage Tank Compliance Assessment	45	The <i>Petroleum Products and Allied Petroleum Products Regulations (SOR 2008-197)</i> under the <i>Canadian Environmental Protection Act 1999</i> require that applicable storage tank systems be registered, identified and made compliant to technical regulatory requirements. As a result, all storage tanks systems (Aboveground Storage Tanks (AST) and Underground Storage Tanks (UST)) belonging to PWGSC or on PWGSC-owned land must comply with applicable requirements of federal design and installation codes, as well as regulatory requirements of the <i>Petroleum Products and Allied Petroleum Products Regulations (SOR 2008-197)</i> . All required storage tank system upgrades resulting from compliance assessments should be identified and their cost estimated and included in the BMP	65
Telecommunications Infrastructure Audit	46	Audits or studies to assess a building's telecommunications infrastructure. This project group code should be used only if a Telecommunications Infrastructure Audit is being completed separately from an Asset Management Plan. This is not to be used for projects stemming from issues identified in a telecommunications audit.	66
Threat and Risk Assessment	47	Threat and Risk Assessments for a facility at the base building level. This is not to be used for projects stemming from issues identified in a TRA, or for projects that are being done to reduce the threat or risk to a facility.	67

Project Group	SIGMA Code	Description	Old PBMS Code
Threat and Risk Management	48	All projects which stem from a Threat and Risk Assessment or projects being done to reduce the threat or risk to a facility should use this project group code.	68
Waste Management Study/Audit	49	Waste Management Studies/Audits. This is not to be used for projects stemming from issues identified in a waste management audit.	69
Water Conservation Audit	63	Evaluation that identifies whether there is potential to implement cost effective water saving initiatives in a facility.	84
Water Conservation Audit Implementation	64	Water saving projects recommended in a water audit with a payback of 3 to 5 years which will not be implemented through the FBI program.	85
Water Audit Phase III	50	As per changes above, for future reference, this code is now covered under project group code 63.	70
Water Audit Implementation Phase IV	65	As per changes above, for future reference, this code is now covered under project group code 64.	86
Water Quality Sampling (drinking water/potable water)	39	Drinking water sampling applies to cold water drinking fountains and cold water used from kitchenette faucets for drinking and food preparation. It does not apply to hot water systems or related system components. Nor does it apply to the purchase of drinking water. This type of testing is usually part of the operating budget for a facility and should be coded to this project group code only when cost is extensive enough to justify coding it to a project.	58
Water Quality Comprehensive Study	66	As per changes above, for future reference, this code is now covered under project group code 39.	87
Water Quality Remediation (Drinking water/potable water)	40	Contaminated potable water distribution system needs remediation due to lead or other factors.	59

Appendix F - Project Priority System

When preparing your BMP Project Plan, please refer to the below instructions to determine the priority of each project.

A quick reference guide, Prioritizing Departmental Priorities, has been included on the final page of this appendix. Pre-defined project assessment questions have also been provided and must be used to further prioritize B2 projects.

Additionally Please Note:

- As referenced in section [4.2.5.1](#) BMP Project Plan, this project plan is based primarily on the AMP/BCR and BPR for each asset. As provided by the Real Property Asset Integrity Procedure (RPAIP), all BCRs were to have been reviewed by the Regional Managers, Maintenance Management, Asset Managers, and/or Technical Authority for quality assurance and BPRs reviewed by the Asset Manager before submission into CAPS. In RPSP-managed buildings, BPRs are the responsibility of the Facility Manager and Portfolio Manager of the RPSP contractor. They are responsible for the content, and quality assurance of the BPR. The RPSP service provider shall ensure that the completed BPR is submitted into CAPS, a copy of which is provided to the Technical Authority. In RPSP-managed buildings BPRs will be reviewed on a random sampling basis as part of PWGSC's Quality Monitoring evaluation, to ensure conformance to the RPAIP.
- All BMP project work plan listings will be reviewed for quality assurance by respective Asset Managers/Technical Authorities and signed off by the AM/TA for recommendation each December. This includes the priorities set for each project.
- Copies of the project work plan listing and BMP cover page are to be signed-off by the Real Property Team Directors in NCA, and the Regional Directors PTS in the Regions, with the cover page signed and dated, pages of the work plan listing initialed and dated, and retained by the Real Property Team (RPT) for audit purposes.
- All A1 priority projects will be subject to full audits by Asset Managers and /or Technical Authorities.
- Audits will be conducted on B1 projects by the National Centre of Expertise (NCOE) Asset and Facilities Management advisory and practices. Audits will ensure that B1 projects are progressing as required within the one year time frame and have been appropriately coded.

- B3 and C3 codes have been eliminated in SIGMA. These projects will have to be reprioritized. In RPSP Assets, for AFDMS, codes B3 and C3 will be disabled upon request by AFD Service Management Coordination after confirmation that all relevant submissions of required B3 and C3 projects have been completed. The projects that are currently B3 and C3 will remain until completed. In addition, monitoring of 2014-2015 projects will be required to ensure that code B3 and C3 is not used for new projects until the code can actually be disabled in AFDMS.
- Use pre-defined project assessment questions in order to further prioritize B2 projects.

Priority A

A1 Emergency - A condition/deficiency that has occurred. The condition/deficiency has already or will very shortly result in the shutdown of a building/support system or in an incident or discovered condition that will threaten human health, safety, and/or the environment. Emergency projects require immediate action and are not reflected in the BMPs, but rather are dealt with upon discovery or the deficiency occurring.

Examples of emergencies:

A critical building system has suddenly become inoperative (fire alarm panel and the building needs to be shut down);

Broken asbestos insulation has been discovered scattered on the floor;

A serious deficiency in a storage tank system is uncovered and if not addressed immediately will pose a health and safety risk to the environment;

Water line ruptures due to freezing and causes extensive water damage to carpet and wall partitions;

Appearance of mold detected upon relocation of furniture - need for immediate investigation;

Fire damage in electrical room.

At the completion (or partial completion) of any and all A1 Emergency projects, PFM and RPSP will provide sufficient evidence that all required actions were carried out and demonstrate that there is no further risk to human health, safety and/or the environment. Any partially completed work will be fully documented and justified, i.e., temporary measures have been taken to remove the immediate health and safety risk to the building occupants and the environment, with permanent repairs to be completed upon receipt of full replacement parts/equipment. **All A1 priority projects will be subject to full audits by AM/TAs.**

Full disclosure is required where the project was identified and categorized as a lower priority in the BMP, but then recategorized to emergency category A1. In the most extreme instance that no project was forecast, i.e., it would have been planned to address the potential deficiency/condition as a lower level priority, then all BMP projects slated for completion in the current planning year must be reviewed and be re-evaluated to ensure proper funding for the balance of the year is available.

Priority B

A condition/deficiency that if left uncorrected next fiscal year, risks becoming a Priority A1 Emergency project. All BMP Priority B projects require completion in the year planned. While many projects will take more than one year to complete due to complexity and scale, incomplete projects will require detailed descriptions with justification as to why the projects will not be completed/performed.

B1 Compliance - A condition/deficiency that currently constitutes a regulatory violation,

Examples for compliance:

No leakage testing of Ozone Depleting Substances (ODS) equipment;
Large quantities of hazardous chemicals stored close to open floor drains with no spill containment;
No fire stops in mechanical room;
No Pressure Piping Inventory and Inspection log.
Fire Alarm System non compliant

If a project meets the criteria of a B1 priority but cannot be completed within the current BMP planning year, it can still be identified as a B1. However, in addition to being justified through the BPR process and the risk mitigation explained, it must carry the proper and very strong justification in both the project comment field in SIGMA (next to the name of the Work Breakdown Structure Element (WBSE)) and in the project comment field in the BMP module project work plan. For RPSP-managed buildings, the justification is to be identified into the AFDMS project justification field of the proposed project transactions - 0 (PPTO). This should not be a regular occurrence but rather an exception and all B1 projects will be audited annually against this criteria to ensure its proper application.

As provided by the Real Property Asset Integrity Procedure (RPAIP), all BCRs were to have been reviewed by the Regional Managers, Maintenance Management, Asset Managers, and/or Technical Authority for quality assurance and BPRs reviewed by the Asset Manager before submission into CAPS. Additionally, audits will be conducted of B1 projects by the National Centre of Expertise (NCOE). Audits will ensure that priority coding and project titles are correct. In RPSP-managed buildings, BPRs are the responsibility of the Facility Manager and Portfolio Manager of the RPSP contractor. They are responsible for the content, and quality assurance of the BPR. The RPSP service provider shall ensure that the completed BPR is submitted into CAPS, a copy of which is provided to the Technical Authority. In RPSP-managed buildings BPRs will be reviewed on a random sampling basis as part of PWGSC's Quality Monitoring evaluation, to ensure conformance to the RPAIP.

The Capital Asset Planning System (CAPS), which has been populated using the BCRs and BPRs, provides an event listing of conditions/deficiencies/projects and prioritizes them, from Low priority to Very High priority. All Very High priority projects in the CAPS Event Listing (values between 80.01 - 100.00), which should contain a corresponding description in the Narrative area (in the CAPS System), that is a regulatory compliance violation, are to be classified in the BMP using the B1 classification. All projects in the BMP with the B1 project priority must be cross-referenced to the original identifying process or person IE: (BCR, Cladding Inspection). PFM's are to use due diligence when classifying BMP Projects; they are not to disregard High Priority Events (values between 60.01 - 80.00) or Medium Priority Events (values between 40.01 - 60.00), as B1 classifications are not specifically restricted to Very High Priority Events in the CAPS System. PFM's are to remain the knowledgeable authority for their respective building and use discretion when classifying BMP Project Priorities.

Applying the B1 classification to a BMP project, a B1 priority project must be completed within the year or timeframe planned. If a B1 project, in whole or in part, cannot be completed within the year or timeframe planned, there must be a valid reason. Those B1 projects that cannot be completed, or are deferred, require detailed documentation outlining how any potential risks are being mitigated, i.e., aggressive preventive maintenance is being introduced, temporary repairs/solutions are being completed until permanent parts are obtained.

By making information readily available to the employer(s) for their respective Workplace Health and Safety Committee or Representatives, PFM's support employers in PWGSC facilities in meeting the Canada Labour Code Part II requirement 125(1) (s) stating that *the employer shall ensure that each employee is made aware of every known or foreseeable health or safety hazard in the area where the employee works; and (z.11) that the employer will provide to the policy committee, if any, and to the workplace committee or the health*

and safety representative, a copy of any report on hazards in the workplace, including an assessment of those hazards.

B2 System Integrity/Operational Efficiency - A condition/deficiency that , if left uncorrected next fiscal year, may result in the shutdown of a critical support system of a building and could result in program delivery disruptions and productivity losses by the tenants of Real Property Services. Every effort should be made to ensure that no B2 projects are delayed so as to become B1 or A1 priority projects.

Examples for B2 system integrity:

Fire alarm panel - parts becoming obsolete (age but presently in good condition);

Upgrade Security Access System - system no longer reliable;

Update building HVAC Standard Operating Procedures (SOP) - out of date/inaccurate;

Overhaul Diesel Generator - (age but presently in good condition);

Modernize Elevator - parts no longer available.

Lack of Seismic Bracing of Mechanical Equipment;

*Overdue AMPs/BCRs which are needed to identify causes of asset integrity issues

* If an AMP/BCR is more than 7 years overdue and there are known asset integrity issues that may be critical in nature, it has been identified in ([Appendix K](#)) by Asset Portfolio Management and it is to be classified as a B2.

Examples for B2 operational efficiency:

Lack of Security Elevator Card Access;

Requirement for a Lighting Retrofit Program;

Requirement for HVAC duct cleaning.

B2 Project Assessment

Please use Appendix F1, Mandatory B2 Project Assessment questions excel spreadsheet, to accurately prioritize all B2 projects. All high priority B2 projects must come second to B1 for recommended funding. Lower priority B2 projects should be assessed against all C level priority projects for recommended funding. i.e.: C1/C2/C4

Utilizing the Capital Asset Planning System (CAPS), the listing of events that are categorized as High and Very High priority items (values between 60.01 - 100.00) with the Narrative area (in the CAPS System) descriptions reflecting that the event threatens the current building's operating efficiencies, these events are to be classified in the BMP at a B2 priority project. Further, as a B-level priority event, the project should be completed in the year it is planned. All BMP project work plan listings will be reviewed for quality assurance by respective Asset Managers/Technical Authorities and signed off by the AM/TA for recommendation each December.

If a B2 project cannot be completed within the year it is planned, there must be a valid reason. Not completing a high-priority project, or deferring it, requires detailed documentation with valid justification and a description outlining how any potential risk is being mitigated, i.e., strengthen preventive maintenance procedures, provide individual task lighting while delaying the plan for lighting retrofit so that work can be performed simultaneously with the renovation of three floors planned by tenant next year.

Priority C

A condition/deficiency that is not yet a B Priority but, if left uncorrected beyond next fiscal year, may result in regulatory violations, operational inefficiencies and increased costs. Corrective action, including investigation and analysis, would demonstrate prudence and due diligence. The resulting findings of any investigation will likely result in projects being recommended that may fall into B Priority classification.

C1 Environmental - A deficiency/condition that does not comply with PWGSC Sustainable Development Strategy Commitments. A project that is determined to not be a regulatory violation or comply with SDS commitments in the immediate planning year should be coded to C1, Environmental.

Examples for C1 environmental;

No energy, water or waste audits on file;
Small quantities of hazardous chemicals stored close to open floor drains with no spill containment;
Install catalytic converter to reduce diesel generator exhaust emissions.

Utilizing CAPS, Medium to High priority items in the Event Listing (values between 40.01 - 80.00); events related to the environment may be coded in the BMP as a C1 classification.

- C2 **System Integrity /Operational Efficiency** - A condition/deficiency that is likely to result in increasing costs and will not improve if left uncorrected next fiscal year, or a condition/deficiency that is certainly known to hamper operational efficiency and will not likely improve if continued to be left uncorrected, resulting in a higher priority project in future fiscal periods .

Examples for operational efficiency:

Undertake study to review loading dock access for better security control;
Installation of lighting controls in unoccupied areas of a building;
Institute a re-lamping program over a three year period;
Replace washroom exhaust system with more energy efficient unit.

Examples for system integrity:

Replace garbage compactor - seals are worn and oil leaks are noticeable;
Bring generator emergency power to CCTV and card access system;
Inspect all VAV boxes in HVAC system and Balance HVAC system;
Inspection and report on humidification system.

Utilizing CAPS, Medium to High priority items in the Event Listing (values between 40.01 - 80.00); system integrity or operational efficiency associated events can be coded in the BMP as a C2 classification.

- C4 **National Programs** - Specific National Programs as clearly identified by Treasury Board or PWGSC Directives. Examples: Canada Wordmark, Tactile Signage, and Asset Management Plans, except for those that are designated high priority due to possible asset integrity issues and identified in [Appendix K](#) by Asset Portfolio Management.

Examples for national programs:

Asset Management Plans (every 5 years);
Building Condition Report (every 5 years);
Telecommunication Audit;
Signage.

Many of the reviews noted above may uncover potential or immediate risk; these projects should be coded to respective B priority categories.

Priority D

A condition/deficiency that could be improved/corrected for the general benefit of the asset and the occupants of federal buildings. The condition/deficiency does not threaten building systems, operations, human health, safety and/or the environment. Action should be taken where funding can be made available. Utilizing the Capital Asset Planning System (CAPS), Low to Medium priority items in the Event Listing (values between 0.00 - 40.00); these events may be coded in the BMP as a D classification.

D1 Asset Maintenance - A condition/deficiency that could be improved/corrected by repair or replacement but does not threaten building systems, operations, human health, safety and/or the environment.

Examples for general asset maintenance:

- Removal of vegetation from roof top;
- Replace loading dock bumpers;
- Installation of door kick plates;
- Replace sealant in expansion joints;
- Power wash building fascia.

D2 Appearance/Image - A condition for which work would improve the appearance or image of the building.

Examples for appearance/image:

- Replacement of worn/stained carpet in common areas;
- Relocation of trash compactor to rear of property;
- Refurbish elevator cabs, including improved lighting;
- Replace stained ceiling tiles in common corridors;
- Cyclical painting of stairwells.

D3 Environmental benefits - A non-emergency/regulatory situation that could be improved by the application of environmental best practices.

Example for environmental benefits:

Replacement of hazardous chemical cleaning products by non-WHMIS green products.

D4 Other - Any other condition/deficiency that could be improved/corrected but does not threaten building systems, operations, human health, safety and/or the environment.

Example for other projects:

Installation of picnic tables on grounds.

Priority X

Projects for which the key factor is a significant financial benefit to the Real Property Services Branch, including retention of current financial performance, where the work may not produce its own identifiable ROI. This priority may also include application of environmental best practices.

Examples for environment: energy/water/waste conservation practices and programs.

X1 Return within one year

X2 Return within two years

X3 Return within three years or more

Quick Reference Guide for Departmental Priorities

BMP Section	Program Title		Existing Priority	New Priority
2.1.1.3	Halocarbon Containing Equipment Standard Operating Procedures and Equipment Replacement		B1	B1 1)SOPs-New SOPs- \$5,000 to \$7,000 per site – B1 -SOP Annual update \$1,000 to \$2,000 –B1 2)Equipment replacement/upgrade -Depending on the specific equipment - \$5,000 to \$100,000 –B1
2.2.1	Heating, Ventilation and Air Conditioning (HVAC) Standard Operating Procedures (SOP)		B1 (completion of SOP) or C1 (for review of SOP)	B1 (completion of SOP) or C4 National Programs (for review of SOP)
2.2.3	Threat and Risk Assessments		B2	C4National programs B2 to correct security integrity issues found
2.2.5	Electrical Safety Site Specific Operation & Testing Process		C1 Any Code defects found should be prioritized as B1	B2 Any Code defects found should be prioritized as B1
2.2.5.1	Counterfeit Labelled Moulded Case Circuit Breaker (MCCB) Replacement.		C1, Replacement of any counterfeit labelled moulded case circuit breakers discovered should be prioritized as B1	C4 Replacement of any counterfeit labelled moulded case circuit breakers discovered should be prioritized as B1
2.2.6	Building Exterior Cladding Inspection		B2 Any Code defects found should be prioritized as B1	B2 Any Code defects found should be prioritized as B1
3.1	Pressure Piping		C1 Any H&S defects found should be prioritized as B1	C4National programs B1 or B2 for corrections depending on integrity or code related
3.2	Sprinkler Head Inventory and Replacement		C1 Any H&S defects found should be prioritized as B1	C4 Any Code defects found should be prioritized as B1
3.3.1	Drinking Water Testing, Crown-Owned and Lease-Purchase Facilities		C1	B2
3.16	Infrastructure Continuity Plans		B2	C4
3.18	PWGSC Elevating Devices Third Party Review		B3	Varies B2/C2

Appendix G - Glossary

A&P	Advisory and Practices
ACM	Asbestos Containing Material
ADM	Assistant Deputy Minister
AADM	Associate Assistant Deputy Minister
AER	Architecture and Engineering Resources
AFD	Alternative Forms of Delivery
AFDMS	Alternative Forms of Delivery Management System
AFM	Asset Facilities Management
AFMS	Asset Facilities Management Services
AM	Asset Manager
AM/AO	Accommodation Manager / Accommodation Officer
AMP	Asset Management Plan
APM	Accommodation Portfolio Management
APMR	Asset Performance Monitoring Report
ARLU	Annual Reference Level Update
AVS	Asset Validation Survey
BAR	Budget Adjustment Request
BCA	Building Classification of Accounts for Building O&U Costs
BCR	Building Condition Report
BEO	Building Emergency Organization
BI Tools	Business Intelligence Tools
BLJC	Brookfield Lepage Johnson Controls
BLT	Betterment Life Tool
BMP	Building Management Plan
BOL	Buildings Online
BOMA	Building Owners and Managers Association
BPR	Building Performance Review
Bq/m ³	Becquerels per cubic metre
CAD	Computer Assisted Design
CADS	Client Accommodation Demand Strategy
CAM	Common Area Maintenance
CAPS	Capital Asset Planning System
CBIS	Community Based Investment Strategy
CC	Cost Centre
CCME	Canadian Council of Ministers of the Environment
CCSD	Client Consultancy Services Directorate
CEAA	Canadian Environmental Assessment Act
CEPA	Canadian Environmental Protection Act
CESH	Corporate Environment, Safety, and Health
CFC	Chlorofluorocarbon
CLC	Canada Labour Code
COSHR	Canada Occupational Health and Safety Regulations

CPBN	Capital Project Briefing Note
CPI	Consumer Price Index
CRE	Corporate Real Estate
CSD	Corporate Security Directorate
CSU	Client Service Unit
DDR	Due Diligence Review
DG	Director General
DM	Deputy Minister
DP	Departmental Policy
DPR	Departmental Performance Report
EA	Environmental Assessment
E-AMP	Engineering Asset Management Plan
ECMP	Environmental Compliance Management Program
EDRM	Enterprise Document and Records Management
EERP	Environmental Emergency Response Plan
ELF	Electronic Forms
ERC	Environmental Report Card
ESD	Environmental Services Directorate
FAA	Financial Administration Act
FA&H	Federal Accommodation and Holdings
FBI	Federal Buildings Initiative
FCI	Facility Condition Index
FCSAP	Federal Contaminated Sites Action Plan
FHBRO	Federal Heritage Building Review Office
FHiO	Federal House-in-Order
FHR	Federal Halocarbon Regulation
FIP	Federal Identity Program
FSDS	Federal Sustainable Development Strategies
FTP	File Transfer Protocol
FY	Fiscal Year
GhG	Greenhouse Gases
GLA	General Ledger Account
GSP	Government Security Policy
H&S	Health and Safety
HBR	Hourly Billable Rate
HC	Health Canada
HCFC	Hydro chlorofluorocarbons
HVAC	Heating, Ventilation, and Air Conditioning
I&R	Investigate and Report
IAQ	Indoor Air Quality
ICP	Infrastructure Continuity Plan
IIP	Integrated Investment Plan
IPM	Integrated Pest Management
KPI	Key Performance Indicator
LTCP	Long-Term Capital Plan

MAT	Mass Appraisal Tool
MCCB	Moulded Case Circuit Breaker
MGIH	Management of Government Information Holdings
MLPM	Maple Leaf Property Management
MM	Maintenance Management
MNECB	Model National Energy Code for Buildings
MOU	Memo of Understanding
NBCC	National Building Code of Canada
NCA	National Capital Area
NCOE	National Centre of Expertise
NFCC	National Fire Code of Canada
NIS	National Investment Strategy
NISOA	National Individual Standing Offer Agreement
NMMS	National Maintenance Management System
NMSO	National Master Standing Offer
NPMS	National Project Management System
NPP	National Portfolio Plan
NRC	National Research Council
NRT	National Round Table
NSCC	National Service Call Centre
NTSS	National Tenant Satisfaction Survey
O&M	Operations and Maintenance
O&U	Operating and Utilities
OAG	Office of the Auditor General
OGD	Other Government Departments
OI	Occupancy Instrument
OIS	Occupancy Instrument System
OSH	Occupational Safety and Health
P&T	Professional and Technical
PBMS	Project and Business Management System
PCB	Polychlorinated Biphenyls
PDF	Portable document format
PIESR	Preliminary Identification of Environmental Support Required
PFM	Property and Facility Manager
PGC	Project Group Code
PGS	Policy Government Security
PILT	Payment in lieu of Taxes
PMP	Portfolio Management Plan
PMS	Program Management Sector
PPA	Preliminary Project Approval
PPM	Parts per million
PTA	Product transfer area
PTSM	Professional and Technical Service Management
PWGSC	Public Works and Government Services Canada
PY	Planning Year

RBIA	Regional Business Information Analyst
RC	Responsibility Centre
RCMP	Royal Canadian Mounted Police
RDG	Regional Director General
RIS	Regional Investment Strategy
RMOI	Regional Managers Owner Investor
ROI	Return on Investment
RP	Real Property
RPAIP	Real Property Asset Integrity Procedure
RPB	Real Property Branch
RPDRF	Real Property Disposition Revolving Fund
RPIB	Real Property Investment Board
RPMS	Real Property Management System
RPNCA	Real Property National Capital Area
RPP	Report on Plans and Priorities
RPS	Real Property Services
RPSP	Real Property Service Provider
RPT	Real Property Team
RPV	Real Property Unit
RSC	Regional Security Chief
SOA	Standing Offer Agreement
SAP	Strategic Action Plan
SDS	Sustainable Development Strategy
SME	Subject Matter Expert
SOP	Standard Operating Procedure
TA	Technical Authority
TADS/OIS	Tenant Accommodation Demand System/Occupancy Instrument System
TB	Treasury Board
TBS	Treasury Board Secretariat
TOR	Terms of Reference
TRP	Tenant Requirement Packages
TRA	Threat and Risk Assessment
UPS	Uninterrupted Power Supply
V&PILT	Valuation and Payment in Lieu of Taxes
WEPP	Workplace Emergency Evacuation Plans and Procedures
WinFIS	Windows Facilities Inventory System
WPM	Workplan Monitoring

Appendix H - BMP Checklist

#	Ref	Question	Yes	No	N/A
1	1.0 Appendix I	Have you provided copies of intranet documents to the RPSP Contractor?			
2	1.1	Have you read the Real Property Business Plan in order to familiarize yourself with the key priorities?			
3	2.1.1	Have you reviewed Departmental Policy 074 and planned for your ERC?			
4	2.1.1.1	Have you complied with the Due Diligence review by planning the annual assessment for one third of your buildings?			
5	2.1.1.2	Have you planned for your emergency response plans and product release reporting procedures for your storage tank systems?			
6	2.1.1.3	Have you planned for your site specific halocarbon SOPs at all of your sites where there are halocarbon containing equipment which fall under PWGSC responsibility and accountability?			
7	2.1.1.3	If you have completed your halocarbon SOP, have you planned for its annual update?			
8	2.1.1.3	Have you evaluated your halocarbon containing equipment using the risk assessment tool?			
9	2.1.1.4	Have you reviewed the PCB regulatory compliance?			
10	2.1.2 App. D	Have you reviewed the SDS targets and action plans and included any projects that are required for your facility to meet these targets?			
11	2.1.2.1	Have you planned your energy projects and submitted them to Greg Deernsted?			
12	2.1.2.2	Have you planned your BOMA "BEST" assessment and identified the completion date in your project plan?			
13	2.1.2.3	Do you have any contaminated sites projects? If so, you need to contact Laurent Lavergne at 613-993-5318			
14	2.1.2.4	Have you completed your inventory of Hazardous Materials? Have you included funding to assess your inventory for alternative materials?			
15	2.2.1	Have you completed your HVAC Standard Operating Procedures? Will you be reviewing them to ensure they are up-to-date?			
16	2.2.2	Is your facility due for an Asset Management Plan or			

#	Ref	Question	Yes	No	N/A
	2.2.2.1 2.2.2.2	an E-AMP? If so, have you identified funding in your project plan? Have you included the seismic screening in the AMP requirements? Have you reviewed the BCR Terms of Reference?			
17	2.2.3	Is your facility due for a Threat and Risk Assessment? If so, have you included funding?			
18	2.2.4	Have you reviewed your accessibility report in RPMS?			
19	2.2.4	Does your facility meet accessibility requirements? If not, have you planned projects to meet the accessibility requirements? Have you informed your Regional Accessibility Specialist about any completed renovations that need to be updated in RPMS?			
20	2.2.5	Have you planned your electrical safety site specific operation and testing for all sites that are operated by PWGSC employees?			
21	2.2.5.1	Have you identified any counterfeit-labelled MCCB's?			
22	2.2.6	Have you planned for your building cladding inspections in years 2014-2015, through to 2017-2018?			
23	3.1	Do you have an inventory of your pressure piping? If not, have you included funding to inventory and examine your pressure piping?			
24	3.2	Is your sprinkler head inventory completed? Do you have any outstanding sprinkler head replacement costs? Did you plan for these items in your BMP?			
25	3.3	Have you identified funding for Drinking Water testing?			
26	3.4	Have you reviewed the amended Departmental Policy 078 and the responsibility matrix? If your emergency evacuation plan needs to be created or updated, have you included funding to do so?			
27	3.7	Do you have a Service/Management Agreement that includes the preparation of a BMP? If so, are you using the BMP module?			
28	3.8	Have you completed an initial survey of your facility to determine the presence of asbestos containing material? Have you included any required funding to perform your annual reassessment?			
29	3.10	If you have heritage assets, have you reviewed the policy on those assets to ensure any work done conforms to the policy?			

#	Ref	Question	Yes	No	N/A
30	3.12	Have you installed tactile signage? If not, have you included tactile signage in your project plan?			
31`	3.12	Does your facility meet FIP signage requirements? If not, have you planned projects to meet FIP requirements?			
32	3.12	Have you included funding for a Canada Wordmark sign?			
33	3.12	Do you require any flags or flagpoles to meet Departmental Policy No. 65?			
34	3.13	Have you ensured that projects meeting the criteria for capitalization are captured according to accrual accounting guidelines?			
35	3.14	Have you inspected and updated the inventory for Cultural Property?			
36	3.15	Do any of your projects, planned or active, require a Capital Project Briefing Note? Have you referenced your CPBN numbers in your project plan and project tombstone?			
37	3.16	Have you identified funding for your Infrastructure Continuity Plan?			
38	3.17	Have all upgrades and modernization recommendations been included in your BMP?			
39	4.1.6	Have you included projects identified in the BPR exercise in your BMP project plan?			
40	4.1.6.1 Appendix J	Have you documented your service levels in buildings administered by PWGSC?			
41	4.1.9	Have you walked your building to determine physical existence and the number of commercial and retail letting occupants? Have you compared your inspection results, against the OASRep Rent Roll report to ensure all commercial and retail lettings are contained in the Rent Roll report?			
42	4.1.9	Have you compared the OASRep Rent Roll revenues to the letting agreement or in the case of other managers, to their reporting, to ensure the revenues are true and accurate?			
43	4.1.9	Have you provided information required to update other systems to the AMs/AOs, Manager, Space Accommodation, Leasing or Commercial Operations Officers, before beginning BMP Revenue Planning?			
44	4.1.9	Have you determined if your commercial letting agreements have Other Revenue (e.g. percentage			

#	Ref	Question	Yes	No	N/A
		rent or parking) which requires manual entry?			
45	4.2.2	Have you done your Asset Classification Review?			
46	4.2.3	Management Analysis - Does your BMP reflect the strategies identified in your AMP?			
47	4.2.3	Have you done your Unit Cost Analysis and compared it to last year's numbers?			
48	4.2.3	Have you explained, and identified corrective measures for ROIs of less than 2%?			
49	4.2.4	Have you examined your O&U plan to ensure that it correctly reflects the estimated and known increases over the next five years? Have you noted your assumptions in the comment field of each line item?			
50	4.2.5	Have you seed funded larger projects to bring them to shelf-ready stage for next year?			
51	4.2.5	Have you looked at your entire project plan over the five year horizon and tried to balance the workload and cost as evenly as possible over the five year window?			
52	4.2.5	Have you included the cost of swing space in your projects?			
53	4.2.5	Do your projects allow for the cost of compliance with CLC regulations?			
54	4.2.5 4.1.8	Are your project leaders chargeable to your projects? If so, is that reflected in your projects? If not, see section 4.1.8.			
55	4.2.5	Have your projects been reviewed by a Senior Project Manager?			
56	4.2.5	RPSP-Managed facilities: Has the PWGSC representative identified, to the contractor, all projects, regardless of cost, for entry into the BMP?			
57	4.2.5.1	Have you used your CAPS report to plan your BMP?			

Appendix I – BMP Checklist (RPSP and RP2 Contracts)

For all RPSP and RP2-managed facilities, Subject Matter Experts are responsible for providing the following information to the Asset Managers/Technical Authorities (AM/TA) no later than the date indicated below.

For OGD Custodian Facilities, all this information is to be provided by the Custodian.

The AM/TA is, in turn, responsible for transmitting the information to the Real Property Service Provider. This table consolidates the documents that must be consulted in the preparation of the BMP and PMP (Portfolio Management Plan).

Information Required	Sector responsible for providing information to AM/TA	Date to be provided to RPSP	√
Real Property Program Information			
PWGSC National Call Letter	PTSM	July	
PWGSC Regional Call Letter	PTSM - regions	August	
Building Information			
Building Market Values	Valuation Program/PILT (to obtain information find national contact list in BMP Call Letter section 4.2.3)	October 1st	
Community Based Investment Strategy (CBIS) and/or Building Management Strategies	Owner-Investor (to obtain information find national contact list in BMP Call Letter section 1.2)	October 1st	
Real Property Disposition Plan	Regional Real Estate Management (to obtain information find national contact list in BMP Call Letter section 4.2.5)	October 1st	
Species at Risk Act	Environment Services (to obtain information find national contact list in BMP Call Letter section 2.1.1)	October 1st	
Occupancy Costs (<i>Cost of Occupancy</i> report ³ for all BMP years)	Business and Systems Management	October 1st	
Property Management Services			
Vertical /Horizontal Transportation <i>Increases</i> (2B)	PTSM MOA in NCA PTSM in other Regions (to obtain information find national contact list in BMP Call Letter section 3.18)	October 1st	
Drinking Water Compliance/Water Management (2K)	Environmental Services – Part of Regional Call Letter ((to obtain information find national contact list in BMP Call Letter section 3.3)	October 1st	

³ OASREP : Regional\Occupancy\Cost of Accommodation\Cost of Occupancy

Information Required	Sector responsible for providing information to AM/TA	Date to be provided to RPSP	√
Environmental Recommendations (O&U including 2J)	Environmental Services - Regional Call Letter	October 1st	
Central Heating Plants charges Rates (3)	PTSM MOA in NCA	October 1st	
Contract Management (HR costs for oversight of contract) (5E) – Including oversight services obtained from all sectors.	AM/TA	October 1st	
Contractor Incentive Program Award (5F)	AM/TA	October 1st	
Payment in Lieu of Taxes (PILT) (6A)	Valuation and Payment in lieu of taxes (V&PILT) Programs Directorate (to obtain information find national contact list in BMP Call Letter section 4.2.3)	1st Week of October	
Fixed Expenses (6B)	TA and/or V&PILT	October 1st	

Lease Administration

Lease Planning (options, renewals, new leases, additional space, space reduction)	Accommodation Management	October 1st	
Occupancy Costs (Cost of Occupancy report ⁴ for every BMP years)	Business and Systems Management	October 1st	
Drinking Water Compliance/Water Management (2K)	Environmental Services – Part of Regional Call Letter (to obtain information find national contact list in BMP Call Letter section 3.3)	October 1st	
Environmental Recommendations (O&U including 2J)	Environmental Services - Regional Call Letter	October 1st	
Contract Management (HR costs for oversight of contract) (5E) – Including oversight services obtained from all sectors. Lease Administration to be provided separately.	AM/TA	October 1st	
Fixed Expenses (6B)	TA and/or V&PILT	October 1st	

Project Delivery Services

The RPSP is responsible for identifying all projects for the buildings it manages. At BMP initiation, for every program that the RPSP is not responsible for, project leaders are responsible for ensuring that the RPSP has the most current information about PWGSC-initiated or -managed projects, including but not limited to:			
PWGSC-Managed Projects or Studies	Project Leaders	October 1st	
Leasehold Improvements Projects (X2-X5)	Project Leaders – Accommodation Managers	October 1st	
Accommodation Service Leasing/Letting Projects (V1)	Project Leaders – Accommodation Managers	October 1st	

⁴ OASREP : Regional\Occupancy\Cost of Accommodation\Cost of Occupancy

Information Required	Sector responsible for providing information to AM/TA	Date to be provided to RPSP	√
Threat and Risk Assessments (TRA) Cost Planning	Corporate H&S ((to obtain information find national contact list in BMP Call Letter section 2.2.3)	October 1st	
AMP/BCR Planning including costs	AMP Coordinator (to obtain information find national contact list in BMP Call Letter section 2.2.2)	October 1st	
Environmental recommendations (projects) including BOMA BEST, recycling, SDS, energy-saving, as required.	Environmental Services - Regional Call Letter	October 1st	
Accessibility Audits	PTSM (to obtain information find national contact list in BMP Call Letter section 2.2.4)	October 1st	
Any other project that should be included in the BMP that is not covered by the BMP Call Letter.	Project Leaders	October 1st	

Appendix J - Documenting Existing Service Levels in Buildings Administered by PWGSC

Background

1. Historically, although needed for effective service management, it has been challenging and at times not possible to objectively compare levels of property management services in our buildings, whether Crown-owned, lease-purchase or leased. Consistently gathered information about performance across our portfolios has not been available.
2. PWGSC needs to be able to conduct meaningful benchmarking of our buildings' performance in relation to other Corporate Real Estate organizations' buildings, to show that we are providing accommodation in a manner that provides best value, and this requires a standard basis of comparison.
3. The National BMP Call Letter now requires completion of a Service Level Checklist to capture existing property management service levels and other special provisions for each asset, whether owned, leased, lease-purchase or subject to another arrangement, in the form of an Excel™ spreadsheet.

Completion of the Service Level Checklist

4. The Property Manager or other individual responsible for the BMP must submit completed checklists to the dedicated email account: INSERT@tpsgc-pwgsc.gc.ca, by the BMP submission date.
5. Identify the building according to its Asset Class, as:
 - general purpose office building;
 - enforcement or detachment building;
 - laboratory or non-office research facility;
 - special purpose facility or structure, such as:
 - facility that serves multi-building sites, such as Central Heating and Cooling Plants (CHCPs), distribution network or other associated infrastructure,
 - monument or gravesite,
 - warehouse or hangar,
 - workshop,
 - utility tunnel, or
 - storage building;
 - housing;
 - managed land; or
 - parking or road.
6. Complete the checklist:
 - indicate if the building is managed under an RPSP arrangement, is Crown-managed or is otherwise supported.

- identify adjustments to service standards and other special provisions for the asset in relation to those typically applicable to general purpose office space considering the functional purpose of the building, additional tenant services and the needs of unique tenant equipment and operating environments.
- the service standard may be enhanced, for example in the case of special legislative or Tenant equipment requirements, or it may be reduced in the case of remote or isolated assets, unoccupied assets or assets nearing the end of their lifecycle or slated for disposal.
- describe adjusted service standards or special provisions in sufficient detail to enable subsequent comparison of the service levels with those of other buildings, by explaining the nature of, and rationale for any modifications from service standards typically associated with general purpose office space.
- identify the associated service standards being met by services being provided by others, in addition to those being met by the landlord in completing checklists for leases and lease-purchase assets.

Service Checklist

Building Name			
Name of Multi-Building Site (If applicable)			
Asset Class (refer to Note 2)			
Nature of Interest (refer to Note 3)			
Custodian:			
Property Management Regime (refer to Note 4)			
Asset Management Plan / BCR Year			
Prepared by			
Submission Date			
Service or Service Attribute	Service Level Relative to Standard (refer to Note 5)	Additional Building Service (refer to Note 6)	Notes (refer to Note 7)
Incident Reponse			
Health and Safety Provisions			
Service Call Handling			
Cleaning			
Building Systems and Equipment Operation			
Maintenance			
Environmental Management Provisions			
Energy and Utility Supply			
Grounds Upkeep and Landscaping			
Security Measures			
Inventory Management Provisions			
Other Building Services, including:			
Signage			
Flag Duty			
Ceremonial support			
Pest Management			
Cultural Property Provisions			
Interior Landscaping			

Other			
Presence of Third-party Leases			
Presence of Other Third-party Agreements (e.g. Easements, Rooftop Lettings)			
Presence of Excess Parking			
Facilities Management Services Provided to Tenants			

Notes

1. The purpose of the checklist is to document existing levels of service and special service provisions compared to those for general purpose office space, for each asset, whether owned, leased, lease-purchase or otherwise available, and to identify Additional Building Services (ABS) requested by a tenant during the term of its occupancy.
2. Choose one of the following Asset Classes:
 - a) general purpose office buildings
 - b) enforcement and detachment buildings
 - c) laboratories and non-office research facilities
 - d) special purpose facilities and structures, including:
 - i. facilities that serve multi-building sites, such as Central Heating and Cooling Plants (CHCPs), distribution networks and other associated infrastructure
 - ii. monuments and gravesites
 - iii. warehouses and hangars
 - iv. workshops
 - v. utility tunnels
 - vi. storage buildings
 - e) housing
 - f) managed land
 - g) parking and roads
3. Indicate if the building or space is Leased, Lease-Purchase, Crown-owned or otherwise available, e.g. through a Public-Private Partnership.
4. Indicate if the building is -managed, Crown-managed or is supported otherwise, e.g. through a dedicated contract
5. Indicate, in the 'Service Level Relative to Standard' column, the service levels compared with those for General Purpose Office Space and the Standard Terms and Conditions of PWGSC-administered Accommodation, as: S - Standard, E - Enhanced, R - Reduced or N/A - Not Applicable

6. Indicate, in the 'Additional Building Service' column, as Y=Yes or N=No

7. Provide an abbreviated note or a reference in the 'Notes' column, explaining the nature of, and rationale

for the modification, if the service level is indicated as Enhanced or Reduced. For example, service levels

may be enhanced, as in the case of special legislative or Tenant equipment requirements, or reduced as in the

case of remote or isolated assets, unoccupied assets or assets nearing the end of their lifecycle.

Examples of

enhanced service levels include:

a) increased frequency of cleaning

b) extended hours of operation of building systems and equipment

c) maintenance contract or other agreement for client equipment

d) services to remove hazardous waste or for composting

e) high levels of energy supply availability and supply of special utilities, for example for mission-critical

buildings

f) special landscaping requirements for publically sensitive monuments, exterior ornamental arrangements

or client fixtures such as ashtrays, bike racks or picnic tables

g) provision of additional security measures and escorts

Appendix K – Designated AMP/BCR

The following buildings have been identified as requiring an Asset Management Plan (AMP)/ Building Condition Report (BCR) for the 2014/2015 planning year.

Please see sections [2.2.2](#) and [2.2.2.2](#) for details and contact information.

Pacific region

Surrey Taxation Data Centre – 9755 King George (P700022)

Ontario Region

Arthur Meighen - 25 St. Clair, Toronto (P500069)

GOCB Greater Sudbury - 19 Lisgar (P500057)

John Norton Building -15 Duke, Kitchener (P500035)

GOCB Belleville -1 North Front, Belleville (P500095)

Water St Park – Cornwall - 111 Water Street (P500182)

Judy Lamarsh - 65 William, Chatham (P501209)

Sir Isaac Brock Building - 55 Bay, Hamilton (P501258)

GOCB Toronto -1 Front Street, Toronto (P500068)

Canada Centre Toronto - 200 Town Centre (P500074A)

Government of Canada Building (National Revenue) 201 May Street, Thunder Bay (P500062)