ASSET CONDITION REPORTING SYSTEM MANUAL

(ACRS)

Ontario Version 2.0

March 2018

Highlights of Changes to 2018 Manual

- New Inspection Requirements:

  1) Life Safety & Fire Protection to be completed on Public Access Buildings (defined by Asset Code A1A, A3A, A3H, A4I, A4L, A6A, A6B, A6C & A6E) – See Section 16.

  2) At the request of Health Canada, all On-Reserve Health Canada Facilities (noted on separate Asset List) are to undergo a formal ACRS Inspection (including Life Safety & Fire Protection). The cost to complete Health Canada Facility Inspections must be identified separately.

  3) At the request of the Social Service Branch, FVPP (Family Violence Protection Program) Shelters (noted on separate Asset List) are to undergo a formal ACRS Inspection (including Life Safety & Fire Protection). The cost to complete FVPP Inspections must be identified separately.

- In the proposal, the Consultant must identify and separate the cost to conduct ACRS on ISC funded Assets, the cost to conduct ACRS on Health Canada Facilities and where applicable, the cost to complete ACRS Inspections on FVPP Shelters.
- All reports must be in by **October 15, 2018.** Reports that fail to be on time and allow for a reviewing officer to approve, run the risk of not obtaining funding after February 15, 2019.
- Provide a computer drafted detailed site plan/drawing for each asset. Provide details such as buildings, road names and surrounding features that tie into the asset. Include sufficient dimensions to support the quantity of the asset.
- Provide an overview plan for each asset type. (i.e.) - one plan that displays all roads with their name and asset number, showing location and surrounding features and landmarks. This overview plan to be inserted at the beginning of the section for that asset type. General/Overview plans are required for roads, municipal services, water main, sewer (sanitary & storm), and streetlights.
- All funded assets are to be inspected; otherwise the report **will** be considered non-compliant.
- Only assets currently listed on the "Funded Asset List" (Section 15.0 Appendix A) shall be inspected. New assets or additions are not to be added through formal ACRS inspections. A separate process is to be followed, which is outside the scope of this assignment. Consultants are therefore only obliged to inspect/prepare a report on a defined asset base.
- All funded assets to be physically measured or counted in metric units. Further clarification to definition of Streetlights.
- For each asset inspected, include a minimum of one or more full view of exterior and interior colour photographs to depict the principal characteristics of the asset. Interior photo to clearly represent building function.
- All assets that have a need identified on the asset component checklist (Appendix C) must have the details related to the deficiency noted on the "Needs Identification" form.
- Upon acceptance of the final report by ISC, the consultant shall submit three digital copies. One PDF copy of the ACRS report (bookmarked) covering only ISC Funded Assets, one PDF for only FVPP Assets and one Excel version covering only Health Canada Assets.
- Identify in large bold print "**DCI #460649 – Triennial ACRS"** on the binder cover (top right corner) and on the binder spline. The DCI # shall also be noted/ referenced in a visible location on the cover letter.
- **ISC Disclaimer:** Highlights are provided as a quick reference tool. The Consultant/TC and FN are responsible to familiarize themselves with the manual, to ensure compliance. Not meeting the terms/condition & requirements are grounds on which a submission will be rejected.

ASSET CONDITION REPORTING SYSTEM (ACRS) - MANUAL

ONTARIO VERSION 1.9

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ACRS - SECTION 1

INTRODUCTION

1.1 Purpose and Use of the Manual

The Asset Condition Reporting System, (ACRS), was developed in response to the Treasury Board request for a better method of determining asset recapitalization requirements, i.e., based on actual asset condition, rather than being formula driven. ACRS involved an inspection of all on-reserve non-residential, O&M funded assets. It was implemented nationally during 1990 and 1991.

In June, 1997, the then Assistant Deputy Minister, Corporate Services, INAC issued an interim directive on "Compliance Guideline for the Operation and Maintenance of First Nations Assets". The guideline articulated INAC's strategy with respect to the **proper operation and maintenance (O&M) of on-reserve, departmentally-funded assets**. The key focus of the guideline is to ensure that community assets are operated and maintained to provide necessary services and prevent premature recapitalization. The focus led to a new requirement for O&M Effort assessment of these assets by ACRS inspectors.

This version has included instructions and the report format for Maintenance Management Plan assessment and adequacy of Community Fire Protection. It supersedes all earlier versions of the Manual.

1.2 Disclaimer

EDITOR'S NOTE: Every effort has been made to advise consultants that the manual when submitted becomes the property of the First Nation/ ISC. Dimensional plans will be reissued in subsequent years for validation, if there are no changes then the plan will form part of the New ACRS Report regardless if the same consultant is hired. The consultant hired in subsequent years is required to confirm asset is unchanged (validation of quantity/ dimensional plan & function). If the quantity has changed (+/-) the consultant is then responsible to replace the current plan with a new detailed version. The dimensional plan is the only component extracted from a current ACRS Report to be reissued for use by others in subsequent years. Even though the plan is reissued, consultants must develop/ identify needs based on their inspection, rate O&M effort and submit current photographs.

ACRS - SECTION 2

INSPECTION POLICY

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ACRS - INSPECTION POLICY

1.0 ACRS INSPECTIONS

1.1 **Indigenous Services Canada (ISC)** shall prepare and have in place a program to carry out formal ACRS inspections for all ISC O&M funded non-residential on-reserve assets. **ISC CID Asset Management will manage this program.**

1.2 As a minimum, each non-residential on-reserve asset which receives O&M funding shall receive an ACRS inspection once every three **(3)** years. In order to achieve a cyclical inspection, regions will ensure that approximately a third of the non-residential assets, on a geographic basis, are inspected annually.

1.3 In the course of the ACRS inspection all information will be completely reviewed and updated.

1.4 ACRS Inspections are to occur between April and October when assets are "fully visible" (Spring, Summer, Fall), free of snow. Exterior inspections conducted during the Winter will not be considered valid and the report will be rejected/ returned.

1.5 An annual O&M effort assessment of all ISC funded assets shall be made during the ACRS inspections. O&M check lists are provided (Appendix "F" - Section 15 Appendices, digital file provided on CD). **An O&M check list will be submitted along with each asset.**

1.6 The updated data will be sent to H.Q. annually along with the ICMS update.

2.0 ANNUAL UPDATING

2.1 Ontario Region will ensure data remains current in ACRS by providing annual updates.

2.2 These annual updates will ensure that:

a) maintenance projects identified in ACRS, that have been completed and the ACRS is updated accordingly;

b) any additional urgent maintenance or major maintenance project needs identified from the 3 year cycle inspections are identified and the ACRS is updated accordingly; and

c) a revised General Condition Rating (GCR) along with updated cost information is entered into ACRS to reflect (2.2 a) or (2.2 b).

3.0 RESPONSIBILITIES

3.1 ISC regions (or CID Asset Management) will be responsible for:

a) co-ordinating ACRS inspections, preferably through First Nations and/ or Tribal Councils, and providing advice and assistance as required;

b) providing First Nations or Tribal Councils with an annual listing of assets to be inspected.

c) ensuring the integrity of the information provided by First Nations and Tribal Councils and inputting the data into the ICMS system;

d) submitting an annual update of ICMS and ACRS (on disks) to Headquarters no later than May 15 of each year;

3.2 ISC Headquarters (or ISC CID Headquarters) will be responsible for:

a) the provision of ACRS advice and assistance to regions as required;

b) system development and revisions to meet the client's needs;

c) co-ordinating the updating of the national system;

d) compiling national data providing national asset condition information as required;

e) providing input into the Long Term Capital Plan (LTCP) and the Multi-Year Operational Plan (MYOP) as required by the client.

4.0 RESULTS STATEMENT

This policy will ensure that high quality information is maintained in the Asset Condition Reporting System and that it would be a useful tool for management decision-making and budget forecasts.

ACRS - SECTION 3

TERMS OF REFERENCE

FOR PROVISION OF

PROFESSIONAL AND TECHNICAL SERVICES FOR

ASSET CONDITION REPORTING

AT (NAME) FIRST NATION(S)

TERMS OF REFERENCE
FOR PROVISION OF
PROFESSIONAL AND TECHNICAL SERVICES FOR
ASSET CONDITION REPORTING
AT (NAME) FIRST NATION(S)

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1.0 BACKGROUND

It is the policy of Indigenous Services Canada (ISC) to preserve the capital asset investment on First Nations reserves throughout Canada.

ISC's capital budget provides funds for new capital projects and for all maintenance and asset replacement projects. Prior to 1990, there was no formal system to identify the maintenance and asset replacement projects. During 1990 and 1991, the ASSET CONDITION REPORTING SYSTEM (ACRS) was implemented in response to the Treasury Board request for a better method of determining asset recapitalization requirements. The information in the ACRS was used for the first time in 1991 in the preparation of the five year capital program for submission to Treasury Board. The five year capital program was prepared based on an assessment of asset condition on reserves including repair and rehabilitation projects identified in ACRS.

Since 1991, information in the ACRS has been used for assessing long term recapitalization needs as well as for updating Multi-Year Operational Plans. The system being used to collect this vital information, namely the ACRS, is the subject of these Terms of Reference.

2.0 OBJECTIVES

The objectives of this project are:

a) to obtain condition ratings of all on-reserve assets funded by ISC O&M budgets.

b) to identify maintenance needs required to protect the health and safety of the users of the assets and to prolong the life of the assets.

c) to obtain relevant data to measure progress against key performance indicators for the Capital Facilities and Maintenance program (CFMP).

3.0 PROJECT MANAGER

The contract will be between the Consultant and the First Nation or Tribal Council. The First Nation Project Manager is:

Name: _____

Address: _____

Telephone No.: _____

4.0 SCOPE OF WORK

The Consultant shall:

4.1 Review all existing information, including the document(s) (List of Assets from ICMS) in the attached Appendix "A" - Section 15 Appendices. Verify ICMS data (on ISC Operation and Maintenance funded assets **only**) during ACRS inspections. See Section 5, General User Instructions for the data to be verified. Only assets currently listed on the "Funded Asset List" (Section 15.0 Appendix A) shall be inspected. The inspector is required to confirm quantity, validate coding and make necessary change, (i.e.) revise quantity, revise coding and delete as applicable affecting assets currently listed. New assets or additions are not to be added through formal ACRS inspections. A separate process is to be followed, which is outside the scope of this assignment. Consultants are therefore only obliged to inspect/prepare a report on a defined asset base.

4.2 Visit the reserve, meet with the Project Manager and become acquainted with the community and its assets.

4.3 (a) Inspect each asset for which ISC O&M funding is provided and record its condition. There are standard ACRS inspection report forms (see Appendix "C" - Section 15 Appendices) which must be completed for each asset. Inspection procedures are described in Appendix "D" - Section 15 Appendices.

(b) In addition to requirements noted in 4.3(a), Inspect Public Access Buildings in accordance with section 16 (Addendum to Terms of Reference).

4.4 As a result of the inspection of assets, identify maintenance needs in accordance with the rating system(s) contained in Appendix "D" - Inspection Procedures - Section 15 Appendices.

4.5 Produce as a minimum, Class "D" estimates (see Appendix "B" - Classes of Cost Estimate - Section 15 Appendices) for all proposed maintenance needs.

4.6 Estimate the remaining service life and indicate the year of construction of all assets for purposes of programming asset recapitalization requirements.

4.7 Indicate which asset records are to be deleted and identify revisions to assets using the **I**ntegrated **C**apital **M**anagement **S**ystem (I.C.M.S.) Data Collection Forms contained in Appendix "G" - Section 15 Appendices (digital file on CD).

4.8a. Using an O&M checklist, inspect each asset for which O&M funding is provided and assess its O&M Effort Rating in prescribed formats (ACRS Manual Appendix "F" - O&M Check Sheets - Section 15 Appendices and CD for digital file). Check list is to be included in the report for each asset.

4.8b. Using the appropriate component code checklist, inspect each asset (Appendix C – Component Check List – Section 15 appendices and cd for digital copy).

4.9 For **Schools** and **Community Fire Protection assets**, assess the implementation of the Maintenance Management Plan (MMP) using standard evaluation questionnaires (Section 11 Appendix 1 - refer to CD for Digital file)

4.10 Provide an evaluation of the adequacy of Community Fire Protection using standard evaluation questionnaires (Section 12 Appendix 1 - refer to CD for Digital file).

4.11 Provide at least one (1) representative color full view of **exterior** and one (1) representative color **interior** photograph of the asset that demonstrate/support the function.

4.12 If any Maintenance Management Plan is rated unsuccessfully implemented, provide for the First Nation an action plan identifying steps which must be taken to successfully implement a Maintenance Management Plan.

4.13 Provide detailed site plans/drawings in a letter size insertion folder for **Buildings, Roads, Bridges, & Municipal Services**. Asset to be fully dimensional with other nearby features shown to clarify location of the asset. Plans and drawings to be easily readable and well laid out. Layout to show First Nation boundaries, and defined limits of responsibilities for Operation & Maintenance (O&M). If not available, consultant to **"produce"** a general plan. This should be cross referenced with the Integrated Capital Management System (ICMS) data and ACRS data sheets.

4.14 Provide a general plan of the community showing approximate location of all **street lights** and the names of the roads/streets. On the general form, note the road/street name and identify number of lights.

5.0 REQUIREMENTS

5.1 The Consultant shall be licensed to practice as a Professional Engineer and/ or Architect in the Province of Ontario.

5.2 The Consultant shall provide all information obtained from the inspection of assets on **Standard Departmental ACRS forms,** copies are enclosed in Appendix "C" - ACRS Inspection Report Forms - Section 15 Appendices, the digital file is provided on ACRS CD.

5.3 Unless otherwise specified, all meetings will be held at the First Nation Administration Offices.

The following meetings with the Project Manager will be a minimum requirement.

- Briefing Meeting
- Review of work on completion of all items in the Scope of Work.

The Consultant shall forward to the Project Manager one copy of all inspection forms, or other material to be presented at the above meetings at least one week prior to the applicable meeting.

A copy of the minutes of all meetings shall be inserted into the Final ACRS report, under a separate heading.

5.4 Prior to any site visit, the Consultant shall obtain the permission of the First Nation.

5.5 The Consultant shall apply his or her professional stamp or seal and signature to identify his or her professional responsibility for the information contained in the inspection forms.

Provide 3 copies of the Final Report (1 copy to ISC, 2 copies for the First Nation). The reports are to have a Table of Contents, Total Survey Needs Cost - Maintenance Projects and a separate section for each site/asset.

The report shall be bound in the following manner:

- ✓ DCI # 460649 – Triennial ACRS to be identified in large bold print on the binder cover (top right) and on the binder spline
- ✓ First Nation Title Page
- ✓ Cover letter - signed/ sealed/ stamped by consultant – DCI #460649 shall be noted/referenced in a visible location on cover letter
- ✓ Table of Contents - Tabs (numbered). Binder is to be broken into the following section headings (as applicable). All assets are to have a unique identifier numbering sequence (tab numbering).
  Sections
  - Buildings
  - Water Supply & Treatment
  - Wastewater
  - Solid Waste
  - Electrical
  - Roads
  - Bridges & Culverts
  - Vehicles
- ✓ Maintenance Management Plan (MMP) Assessment
- ✓ Community Fire Protection Assessment
- ✓ Total Survey Needs Cost
- ✓ Summary of Changes (Additions/ Deletions/ Revisions)
- ✓ ICMS Data Collection Forms supporting additions/ deletions/ revisions to Asset Information (to be included within the appropriate asset section/ tab with the exceptions of deletions – Assets to be deleted only require a data collection form deleting asset. All deleted assets can be contained within a separate section titled “Deleted Assets”)
- ✓ Departmental List of Funded Assets
- ✓ Minutes of all Meetings
- ✓ All required inspection forms for each asset (complete)
  - ✓ Needs Identification Forms
  - ✓ General Form - Asset Description including function
  - ✓ General Form - Site Plan/ floor plans (fully dimensioned)
  - ✓ Photographs (colour - minimum 1 exterior, 1 interior)
  - ✓ O&M Check sheet for all assets
  - ✓ Asset Component Check List for all Assets
  - ✓ Building Template – Specific to Public Access Buildings (Life Safety & Fire Protection – see Addendum Section 16)
- ✓ General (overall plan) required for roads, bridges, municipal services (water & sewer) & street lights.

Each report is to be bound in a three ring binder, labeled on the spine & front cover.

6.0 CONSULTANT PROPOSAL

The Consultant shall submit five copies of a proposal in response to these Terms of Reference; the proposal shall include:

6.1 An "Introduction" giving a description of the Consultant's relevant experience, his or her comments on the proposed scope of work, his or her overall approach to the work and identification of any sub-consultants; Acknowledgement that they have read the ACRS document and fully understand the inspection/ reporting requirements.

6.2 A "Work Plan" demonstrating that the requirements of the scope of work will be met and showing the assignment of specific team members to tasks and the number of person-hours that each team member will spend on each task. The use of specialized services should also be shown.

6.3 A "Study Management" section that will include an organization chart and a schedule in bar chart form.

6.4 A "Study Costs" section showing the estimated costs based on the person-hours and corresponding charge-out rate for each member of the study team plus the cost of disbursements for such items as travel, accommodation, printing and long distance telephone calls. A ceiling cost shall be quoted for the work.

6.5 An appendix showing the curricula vitae of professional staff of the Consultant and any sub-consultants.

6.6 A letter of transmittal, separate from the proposal, signed by an authorized officer.

6.7 Consultants will be evaluated based on their understanding of the Terms of Reference. The evaluation process will be two fold; the first step will utilize evaluation form (Appendix “E” - Proposal Evaluation Criteria - Section 15 Appendices). The second will compare results from step 1 with the statement high lighted under methodology (page 1of 9) Section 5 - General User Instructions ACRS Manual, to determine successful consultant.

7.0 TERMS OF PAYMENT

7.1 Payments will be based on an hourly rate plus disbursements.

7.2 The Consultant will, on a monthly or other approved interval, as determined by the project manager, submit an invoice detailing the services performed by him or her. The consultant is advised that they are only entitled to a maximum of 50% of the total T.E.C. on acceptance of the Final Report by the First Nation/ First Nation Technical Advisor. The balance of funds will only be disbursed upon receipt, review and acceptance of the Final ACRS report by ISC Ontario Region.

7.3 Formal ACRS inspections/reports are to be completed/ submitted to ISC no later than October 15th. This is not a target date, but an end date, 7 months from the start of the fiscal year (April 1st – March 31st). All parties involved in the ACRS process should be aware that reports not submitted by October 15th, are deemed “Overdue” and may impact on First Nation Funding in accordance with the Management Control

Frame Work for the Receipt of Reporting Requirements, in the form of a financial halt (affect other programs).

Reporting is one issue; the second is the availability of funding. Funds to complete this assignment are only guaranteed until Feb 15th, at which time unspent ACRS budgets are returned to general accounts. If the submission/approval process extends past year end (March 31st) for various reasons (reporting deficiencies, failure to submit, etc), funding is at risk (balance remaining).

ACRS is a three year cycle, hence submissions/approval within a given year is crucial, and not only to maintain the ACRS cycle but to ensure First Nation information is current. The next reporting cycle comes up quickly. At year end, any balance being held by program is returned to Treasury board. It is in the best interest of all parties to complete the ACRS assignment within the specified time frame, given tight budgetary constraints, funding projects scheduled for completion in prior years is problematic, a situation that is best avoided.

8.0 COST CONTROL

AT NO TIME SHALL THE CONTRACT FEE (i.e. the ceiling cost figure) BE EXCEEDED WITHOUT PRIOR WRITTEN AUTHORIZATION OF THE PROJECT MANAGER AND PRIOR CONCURRENCE BY ISC.

9.0 SCHEDULE

The work will commence upon award of the contract. The Final approved report is due into ISC Ontario Region, no later than **October 15**. At this stage, final approval acceptance refers to First Nation/ First Nation Technical Advisor approval of ACRS report, **NOT** ISC's.

10. SITE VISITS

All site visits shall be arranged by contacting the Project Manager so that the First Nation can be given adequate prior notice. Notice will be required for site visits including proposal preparation purposes and after award of the contract. ISC will not accept excuses that entry into a particular asset was unavailable at the time of the inspection, given it is the Consultant's responsibility to communicate/ arrange inspections in advance with the First Nation/ First Nation contact. All Funded assets are to be inspected; otherwise the report will be considered to be non-compliant.

ACRS - SECTION 4

TECHNICAL TERMS & CONDITIONS

FOR

ASSET CONDITION REPORTING

TECHNICAL TERMS & CONDITIONS

FOR

ASSET CONDITION REPORTING

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1.0 SCOPE OF WORK

1.1 Provide professional and technical services required to complete the condition inspection and reporting of assets on the _____ First Nation(s) in accordance with the attached Terms of Reference (See Section 3).

1.2 Submit to the Department one copy of the final condition inspection report including all inspection sheets no later than October 15, 2018.

2.0 BASIC REQUIREMENTS

2.1 The Project Manager appointed by the funding Recipient (_____ First Nation/ Tribal Council), will be responsible for ensuring that all work is carried out in accordance with quality, time and budget requirements.

2.2 The Recipient shall prepare and submit for the Department's approval, a project submission detailing the management regime, the approach, the budget and schedule pertaining to the work covered under this arrangement by ____(Date)

3.0 CONSULTANTS

3.1 Consultant shall be hired through a competitive contracting process.

3.2 Consultant proposals shall be solicited based on the attached Terms of Reference (Section 3) and assessed against pre-established evaluation criteria.

4.0 TERMS OF PAYMENT

4.1 Advance Payment

Upon receipt and approval by the Department of the Recipient's Project Submission, an advance payment equal to fifty percent (50%) of the total estimated project cost (contract amount) and fifty percent (50%) of the administration allowance will be provided to the managing authority (Tribal council or First Nation), depending on situation. The balance of funds will be disbursed upon receipt, review and acceptance of the Final ACRS report by the First Nation/ First Nation Technical Advisor and ISC.

4.2 Progress Payments

Progress payments will be made upon receipt and approval by the First Nation Project Manager and shall be submitted in accordance with terms and condition of the contract (between First Nation/ Tribal Council and Consultant).

4.3 Final Payment

Final payment (remaining 50% of Project T.E.C/ remaining 50% of Project Administration allowance) shall be made upon approval/ acceptance by the Department (I.S.C.) of one copy of the Recipient's Final ACRS inspection report including all inspection sheets.

ACRS - SECTION 5

GENERAL USER INSTRUCTIONS

ASSET CONDITION REPORTING SYSTEM

GENERAL USER INSTRUCTIONS

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1.0 GENERAL

Indigenous Services Canada (ISC) has received direction from Treasury Board that future Multi-Year Operational Plans must contain improved information about its major maintenance projects (both repair and rehabilitation projects). The Asset Condition Reporting System (ACRS) has been developed to meet this requirement.

1.1 Objectives

The objectives of the system are to:

a. Identify ACRS needs which are required to protect the health and safety of the users of the assets and to prolong the life of the assets;

b. Identify on an ongoing basis the condition of federally funded assets on First Nation lands;

c. Improve the financial forecasting of recapitalization costs;

d. Generate a consistent and accurate condition assessment of all ISC funded assets on First Nation lands; and

e. Set needs priorities based on sound and current asset condition information.

2.0 METHODOLOGY

The ACRS inspections shall be coordinated by the Regional Offices. It is intended that First Nations and/ or Tribal Councils be responsible for the contracting of the ACRS site evaluations within their jurisdiction.

> **Note:** The lowest acceptable bid meeting the conditions as set out in the Terms of Reference will be selected to complete the ACRS assignment. Consultants should note, that the lowest bid may be rejected even if it meets all of the terms and conditions, if they have failed to dedicate technically qualified personnel to complete the assignment

Any deviation from the selection criteria will have to be substantiated and agreed to by ISC. Due to the technical nature of this exercise it is expected that only technically qualified inspectors will be used to assess asset condition. ISC Asset Management will be available to manage the work on the Department's behalf and provide ACRS advice and assistance as required.

First Nations Public Works Managers or Maintenance Supervisors shall accompany inspectors, or as a minimum provide background information, e.g. history of maintenance activities on assets being inspected.

A list of ICMS assets for each site to be inspected in the fiscal year will be provided to First Nations and Tribal Councils.

2.1 ICMS Data Quality

To ensure all information for O & M funded assets is accurate and current, **all** ICMS data elements, are to be confirmed by the consultant paying attention to, (1) Location, (2) Actual Usage of the asset (i.e., Asset Code) and (3) Asset Quantity. Quantities are to be physically verified by the inspector (checked against existing information).

Location

The location of assets recorded on the ICMS list should be checked against a map, and/ or visually confirmed on-site.

Actual Usage

The asset subclass recorded on the ICMS list should be checked against the current actual usage of the asset, not the original purpose for which the asset was designed.

Quantity

All Departmentally funded assets (applies to ISC operation and maintenance funded assets only) are to be **physically measured** or **counted** in metric units.

> **Note:** Unless Existing Assets have been physically altered (increased or decreased), there should be no change in reported quantity. The exception being, the identification/ substantiation of a gross error (previous). Minor revisions/ variances resulting from measuring tolerances/ technique/ protocol, will not be entertained.

2.2 Inspection Philosophy

In carrying out inspections, inspectors are to identify the ACRS needs to restore the functional integrity and the original levels of service of the facility or service.

Estimates for repair or replacement of components or facilities should be at the class "D" level (see ACRS Definitions in Section 2.3 below). The inspection should identify problems which are visually apparent. Maintenance personnel should accompany the inspector in order to provide background information on the operation and maintenance of the facilities being inspected. If, during the inspection process, conditions indicate the need for a more comprehensive evaluation, a study and associated study costs should be identified on the "Needs Identification" sheet (See Appendix “C” - Section 15 Appendices).

2.3 ACRS Definitions

The following definitions are provided to give the inspector a clear understanding of the terminology used in carrying out ACRS inspections. These definitions shall apply to the inspection of all assets.

ACRS Need Any proposal related to:

- O&M/Minor Repairs
- Major Repairs
- Component Replacement/ Reconstruction
- Study
- Asset Replacement/ Reconstruction
- Upgrade

These proposals are intended to protect the health and safety of the asset users, and prolong the life, or maintain the operation of the assets. They are **not** formal projects.

Asset Replacement/ Reconstruction

This proposal is defined as the replacement/ reconstruction of an asset **to the original design or capacity** but in respect of the requirement to meet new or updated codes. In estimating the cost for asset replacement/ reconstruction, **no other factors such as "growth" (see definition) increased levels of service or other additional uses are to be considered.**

Class "D" Cost Estimates

A class "D" estimate is defined as a preliminary estimate, which due to little site information indicates the approximate magnitude of the cost of the proposed project. This overall cost estimate may be derived from lump sum or unit costs for a similar project.

Needs costs are to be identified in current ($) dollars, i.e. dollars tied to the fiscal year in which the expenditure will be made.

Conform to Code

Any need required to ensure an asset conforms to current codes.

Growth

Growth is defined as any additional or increased demand on the facility or service beyond the original intended design of the asset.

Maintenance Project

An approved proposal intended to restore the functional integrity and established levels of service of the asset in respect of the requirement to meet new or updated codes, which includes major repairs and component replacement/ reconstruction. No other factors such as "growth" (see definition); increased levels of service or other additional uses are to be included. This approved proposal will be carried out as a formal maintenance project.

Operation and Maintenance (O&M)

To provide for operating expenses, labour, equipment, material, routine and preventative maintenance, and minor repairs required to operate an asset at its original level of service.

Study

A detailed review of a problem or problems to generate a technical solution with a "Class D" cost estimate. These studies are to be carried out on problems that cannot be readily assessed by on-site visual inspection.

Examples where studies may be required are:

Building Envelope:

Water leaking into interior space during rain storms.

Electrical:

The electrical circuit is experiencing a power surge during electrical storms.

Bridges:

A structural problem may require an in-depth review of drawings, load calculations, etc.

Roads:

A road section in poor condition requires a soil analysis.

Municipal:

A video inspection of a sewer line

Upgrade

A need which will improve the effectiveness and/ or efficiency of the existing asset and its operation. This need may be associated with ”Conform to Code”, but does not include growth.

Urgency

All ACRS needs should be scheduled depending on the level of urgency.

For example:

Code 0 is for work scheduled as "Immediate"
Code 1 is for work scheduled in "Current Fiscal Year + 1 year"
Code 2 is for work scheduled in "Current Fiscal Year + 2 years"
Code 3 is for work scheduled in "Current Fiscal Year + 3 years"
Code 4 is for work scheduled in "Current Fiscal Year + 4 years"

Current Fiscal Year is from April 1 of the year noted to March 31 of the following year.

2.4 ACRS Documentation

The Asset Condition Reporting System is divided into five separate ISCiplines:

a. BUILDINGS AND GROUNDS
b. MUNICIPAL SERVICES (Water Supply/ Waste Water/ Solid Waste)
c. ROADS (Streetlights included)
d. BRIDGES
e. VEHICLES

Each Discipline contains specific instructions for the evaluation of assets within that Discipline.

There is a requirement for other O&M funded assets to be inspected under ACRS. These include vehicles (fire fighting & water delivery). Since these asset types only represent a small proportion of the asset base, and their applicability will vary within

regions, there are no specific instructions or documentation. Standard forms should be completed with all information. Regions may develop their own guidelines for component codes for these assets.

2.5 ACRS Inspection Forms

The following explanations are intended to help inspectors familiarize themselves with completing the asset identification information on the top portion of the ACRS Inspection Forms. All areas on the top portion of the form "header" are compulsory fields which must be completed.

It is important to note that each asset shall be inspected separately.

As the asset inspection forms will be used as data entry forms in the ACRS Module, **it is imperative that all "header data" along with pertinent asset inspection data be completed for each asset.** It is also important that the information be presented in a legible manner for ease of data entry.

Site Number

A unique five **(5) digit** number assigned to First Nations lands and sites and used in the Integrated Capital Management System (ICMS). This number will be provided by Regions as part of the general information for a particular reserve where asset inspections are scheduled.

Asset Number

A six **(6) digit** number assigned to a given physical asset in ICMS.

Asset Extension Number

A two **(2) digit** number assigned to an existing asset. This number is used where additional facilities or services have been added to the original asset. During the inspection of an asset, each extension should be inspected independently. Various calculations in the ACRS depend upon this information being available. This is particularly true in the case of roads.

Asset Code

A three **(3) digit** *(alpha-numeric-alpha*) classification system used to identify assets. For example, a typical school would be classified as "**A3A**" for the purposes of ACRS. Refer to following Appendices for asset code designations/ descriptions:

Appendix H - Generic Listing of O&M Funded Assets
Appendix I - Asset Code Listing (Complete)
Appendix J - Asset Definitions

Inspection Date

The actual date the asset was inspected.

Year of Construction

The year the asset was constructed based on as-built drawings or other historical records. If the year of construction is unobtainable, the inspector should estimate the age of the asset to the **nearest five (5) years.**

Estimated Remaining Life

A time estimated in years and based on current usage for the remaining design life or service of an asset which can be determined based on a knowledge of:

- the year the facility was constructed or installed.
- the average life span of the facility or service.
- records of any major maintenance work that extends the life or service of a facility.
- the general overall condition of the asset.

The Estimated Remaining Life of the asset should be based on its current state of operation with the assumption being made that the **current level of O&M is to be continued** with no maintenance projects being implemented.

2.6 General Condition Rating (GCR)

The General Condition Rating for a facility or service is based on an overall assessment of all components of the facility. The inspector is to use his/her experience and knowledge in determining the rating.

The GCR for all assets is rated on a scale of (0 - 10), where:

0	denotes CLOSED (to the general public)
1 - 3	denotes POOR condition
4 - 6	denotes FAIR condition
7 - 9	denotes GOOD condition
10	denotes NEW

2.7 Categories of Need

ACRS needs are divided into six categories and Group Specific:

(1) **O&M/MINOR REPAIRS:** (Applicable to Group 1)

A condition of a component that requires regular programmed maintenance. The costs for this maintenance would normally be covered within the O&M budget.

(2) **MAJOR REPAIRS:** (Applicable to Group 2)

The condition of a component/element which requires major repairs that would NOT be covered under normal O&M.

(3) **COMPONENT REPLACEMENT/RECONSTRUCTION:** (Applicable to Group 2)

The condition of a component/element that requires replacement/reconstruction that would NOT be covered under normal O&M.

(4) **STUDY:** (Applicable to Group 3)

An in-depth review to generate a technical solution to a problem that cannot be readily assessed by an on-site visual inspection.

(5) **ASSET REPLACEMENT/ RECONSTRUCTION:** (Applicable to Group 3)

Only assets with a **General Condition Rating of 3 or less** and/or with an **Estimated Remaining Life of 5 years or less** shall be identified for asset replacement/ reconstruction to the original design or capacity. In estimating the cost (Class "D" Cost Estimate) for asset replacement/ reconstruction no other factor such as growth, increased levels of service or other additional uses are to be considered.

In addition, the inspector should identify needs necessary to enable the asset to remain serviceable during the asset's remaining life. Rationale for the asset replacement/ reconstruction must be provided.

(6) **UPGRADE:** (Applicable to Group 3)

Needs which improve the effectiveness and/ or efficiency of the existing asset and its operation. This does not include increased needs due to growth.

The six categories of need are broken into **three groups** to assist computerized sorting. The relationship is shown below:

GROUP	CATEGORIES
1. O&M	1. O&M/ Minor repairs
2. Maintenance Project	2. Major repairs 3. Component Replacement/ Reconstruction
3. Other	4. Study 5. Asset Replacement/ Reconstruction 6. Upgrade

2.8 Types of Need

The intent of identifying the type is to provide justification for the needs. ACRS needs have been divided into five types.

(1) **HEALTH AND SAFETY:**

Is classified as any activity required to eliminate "imminent" danger to life and limb. This type of need has one level of urgency - **immediate**. Immediate Health & Safety Needs should be rectified as soon as possible and shall be assigned an urgency of Year "0" (immediate).

(2) **RESTORATION OF UTILITY:**

Includes needs required to put the facility or service back into operation to meet the normal service demands.

(3) **ARREST DETERIORATION:**

Includes any activity required which in itself does not substantially affect the ongoing use of the service or facility but which, if not attended to, will result in continued deterioration and would lead to complete breakdown of the facility.

(4) **OPERATIONAL**:

Includes any activity which is required to maintain both the appearance and the utility of the service or facility but which is not necessarily critical to its ongoing use.

(5) **CONFORM TO CODE:**

Is any activity which is required to ensure an asset conforms to current codes.

It is very important that each **component** of an asset be properly assessed **before** determining the overall GENERAL CONDITION RATING (GCR) of the **asset.**

2.9 Pre-Inspection Documentation

The contracting authority (First Nation Technical Advisor AND/ OR First Nation) will provide the inspector with all relevant ACRS inspection documentation associated with the asset being inspected including:

- most recent ACRS inspection reports, particularly the needs list for year 3 and 4 of last ACRS inspection,
- most recent listing of associated maintenance projects, and
- any associated inspection certificates.

2.10 Summary of Changes

Produce a summary list, noting all deletions, additions, modifications or changes by asset, excluding ACRS Needs (handled separately).

ACRS - SECTION 6

BUILDINGS AND GROUNDS

USER INSTRUCTIONS

ASSET CONDITION REPORTING SYSTEM (ACRS)

BUILDINGS AND GROUNDS

USER INSTRUCTIONS

TABLE OF CONTENTS

ASSET CONDITION REPORTING SYSTEM (ACRS)
BUILDINGS AND GROUNDS
USER INSTRUCTIONS

1.0 GENERAL

This section describes the ACRS user's instructions for conducting inspections of buildings and grounds.

These instructions should be read in conjunction with the General Users Instructions (Section 5).

The inspector should be familiar with the objectives of the system, the inspection philosophy, the definitions, and the terminology.

2.0 METHODOLOGY

2.1 Overview

A list of the assets to be inspected by site will be provided by the contracting authority. Each asset shall be inspected individually as a unique entity.

Each asset listed shall be inspected and inspection forms shall be completed and submitted to the contracting authority on a site by site basis, with an individual documentation package covering each asset inspected.

An inspection of the asset would normally consist of a walk-through inspection, a review of those inspection certificates and reports available, and discussions with maintenance personnel familiar with the operation of the asset. It is mandatory that the inspection team interview First Nations Works Managers or Maintenance Supervisors, review "as-built" documents and reports if available, and discuss the operation of the facilities to obtain first hand information on operational deficiencies, and current and past maintenance problems.

As a result of the inspection, "needs" are identified, described and arranged under the following **Groups** and **categories**:

Group 1, Cat. 1 - O&M/Minor repairs
Group 2, Cat. 2 - Major repairs
Group 2, Cat. 3 - Component replacement/reconstruction
Group 3, Cat. 4 - Study
Group 3, Cat. 5 - Asset replacement/reconstruction
Group 3, Cat. 6 - Upgrade

Justification of the "needs" is required. Areas of justification are identified by the following **types**:

1. Health & Safety
2. Restore Utility
3. Asset deterioration
4. Operational
5. Conform to Code

All ACRS needs shall be scheduled depending upon the level of urgency. Specify the year when the need should be scheduled, within the next five years. If the need is considered "immediate", the need should be identified with an "O" on the ACRS inspection forms.

A class "D" cost estimate of each need shall be given. Cost estimates are prepared in current dollars.

Based on the information gathered during the inspection and the overall assessment of all components of the asset, the general condition rating and the remaining life of the asset are estimated.

The general description of the asset including its components and condition summary must also be provided. This information should provide a background to the component assessment and the needs that are identified.

2.1.1 Building Component Codes

There are six building components.

1. grounds
2. building exterior
3. roof
4. building interior
5. mechanical
6. electrical

Each component is divided into various elements as shown in Appendix 1. The component/element codes have been prepared to cover all types of buildings that may require inspection. As a result, some buildings may not have all the elements listed under a particular component. The overall assessment will involve inspecting each asset by component and by element.

Note: All component codes (Appendix 1 – Section 6) are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the “Needs Identification” form. Failing to complete the check list and/or not completing the “Needs Identification Form” where applicable will result in rejection of the report.

2.2 Inspection Forms

2.2.1 “Needs Identification” Form

It is important that the general condition of each component or element of a component be assessed. Should the assessment indicate a condition other than satisfactory, the ACRS needs should be identified and described.

The description of the work should include:

- component/ element code number and associated name as per asset component codes sheet,
- proposed action to be taken,
- reasons for the proposed work,
- an adequate description of the work location by reference to a photo, a site plan, or simple pencil sketch. (Refer to the "General" forms). It should be stressed that only components/ elements that have an identified "need" are entered on the form.

Once the needs are described, identify the following:

- Group, by placing the appropriate number in the "Group" column;
- Category, by placing the appropriate number in the "category" column;
- Type, by placing the appropriate number in the "type" column;
- Urgency, by placing 0 for immediate, or 1 to 4 specifying the year in which the work is required;
- Amount, the Class D cost estimate of the work.

All needs associated with a particular asset should be assigned a unique **Needs Number** within the appropriate column on the inspection form. The needs number should be assigned in consecutive order for reference purposes only. There is no priority rating associated with the needs number.

On completion of the "Needs Identification" form, the General Condition Rating should be selected and entered in the appropriate boxes at the top of each page.

A note should be made where a component is not inspected due to the situation at the time of inspection, and special notation made where indicators are that there **may** be serious problems with the un-inspected component.

2.2.2 "General" Form

2.2.2.1 Site Plan

A computer drafted site plan of the building should be provided on the "General" form. Show only the outside dimensions of the building and relate the building to nearby streets or other buildings. If the building has grounds associated with it, such as a school playground or a parking lot, include these with dimensions. Site plan must be fully dimensioned. Where an asset is part of a multi-function facility, the site plan must show the entire facility fully dimensioned, delineating one asset from another within the building envelope. The Consultant is to ensure that the sum of the individual assets within a multi-use facility, does not exceed the building Gross Floor Area (GFA).

2.2.2.2 Sketch

Provide a simple pencil sketch on the "General" form, as required, to assist with description of the identified need. For example, to identify the location of a classroom in relation to the overall floor plan.

2.2.2.3 General Description of Asset & Condition Summary

The general description of the asset and condition summary should be provided on the "General" form. It should include a description of the structural, mechanical and electrical systems, and the current use of building. This information should provide a background to the component assessment and the needs that are identified.

General Condition Rating

Based on information gathered during the inspection and the overall assessment of all components of the facility, the general condition of the asset should be assessed on a scale of 10 to 0, where:

10	✓	would equate to a new asset
7 - 9	✓	would indicate a good condition
4 - 6	✓	would indicate fair condition
1 - 3	✓	would indicate poor condition
0	✓	would indicate that the asset should be closed.

The rating assigned should reflect the general integrity of the facility at the time of inspection and the level of service being provided by that facility.

Note: GCR and O&M rating for Public Access Buildings (Asset Codes A1A, A3A, A3H, A4I, A4L, A6A, A6B, A6C & A6E) to be determined by using Public Access Building Template. See Section 16 for instructions.

2.2.2.4 Asset Replacement/ Reconstruction

Justification and rationale for this need should be provided on the "General" form.

2.2.2.5 Other

Any pertinent comments associated with the general condition rating, estimated remaining life and needs should be provided on the "General" form.

2.2.3 Photo Form

For each asset inspected, include a minimum of one or more full view of exterior and interior colour photographs to show the principal characteristics of the asset. Describe each photo e.g. North Elevation etc.

Provide photographs as required to assist with description of the identified needs, showing the need number.

Original colour photographs or colour photocopies of the "photo" forms is required to be submitted in the report.

2.2.4 Header Data (All forms)

All header data shall be entered on each form to ensure that the detailed inspection information can be properly captured and filed.

The asset identification information is available from the Capital Asset Inventory System (ICMS) listing for each site.

The asset inspection information, i.e. inspection date, estimated remaining life, General Condition Rating, etc., is provided as a result of the inspection.

3.0 CONFORMITY WITH CODES

The inspector shall assess the degree to which the buildings conform to codes and regulations, and identify ACRS needs necessary to meet code or regulation requirements understanding that some codes do not require for asset to comply until renovations work is undertaken. Some examples of the codes and regulations are noted below; however examples noted below are by no means comprehensive. Professional judgement is required when determining what applies. The latest version of codes, regulations, standards, bylaws and guidelines will be observed. In the cases of overlaps, the most stringent will apply:

a) Real Property Accessibility

It is government policy to ensure that persons with disabilities can gain access to, and use, federal real property. Refer to Treasury Board Manual, Accessibility Standard for Real Property and apply the Technical Standard found in publication entitled “Accessible Design for the Built Environment” (CAN/ CSA B651-04).

The scheduling of needs to provide barrier free access should be spread over a five year period. Barrier Free access should be given priority.

Use Group 3, Category 6, Type 5.

b) Underground and Aboveground Tanks Containing Petroleum Products, Environmental Code of Practice:

Where an underground or aboveground tank containing petroleum products is supplying fuel to an asset or various assets, the inventory data should be obtained so that the tank can be registered and a registration form completed. Notation should be made under component A5.1d.

Based on the Environmental Code of Practice, Canadian Council of Ministers of the Environment (C.C.M.E. - latest edition), identify upgrading or study needs. Study needs should be identified only when upgrading requirements are not apparent, i.e. site assessment, tests, etc.

Where both Type 1 - Health & Safety, and Type 5 - Conform to Code are applicable, use Type 1.

c) **Occupational Safety and Health**

Occupational safety and health requirements are specified in the Canada Labour Code, Part II, and are outlined in the Treasury Board Publication "Occupational Safety & Health Directive (Effective: 2006-01-01)". The building inspection must include the determination of conformance to occupational safety and health regulations. Specific areas to be reviewed are:

- Use and Occupancy of Buildings (Permanent Structures), Part II
- Boilers and Pressure Vessels, Part V (where applicable)
- Levels of Lighting, Part VI
- Electrical Safety, Part VIII
- Sanitation, Part IX
- Hazardous Substances, Part X

Needs should be identified where the facilities do not meet the Canada Labour Regulations.

Where both Type 1 - Health & Safety, and Type 5 - Conform to Code are applicable, use Type 1.

d) **National Building Code and National Fire Code**

It is important to note that Occupational Safety and Health Regulations require that existing buildings meet the standards set out in the current edition of Codes, i.e., identify those needs that are essential for the safety and health of users.

4.0 BUILDING APPENDICES

- Building Appendix 1 - Component Codes.
- Building Appendix 2 - Example

5.0 ADDITION OF HEALTH CANADA BUILDING INSPECTIONS

At the request of Health Canada, all On-Reserve Health Canada Facilities are to undergo an ACRS Inspection. All ACRS inspection reporting requirements apply to Health Canada Facilities. These assets are considered Public Access Buildings and therefore Life Safety and Fire Protection reporting apply (refer to sect 16.0). When reporting, use Health Canada facility naming and numbering protocol on the ACRS forms. Provide a separate report for Health Canada Facilities. Health Canada is responsible to review/approve their own asset inspections. A standalone Excel document is required for Health Canada Facilities.

6.0 ADDITION OF FVPP SHELTERS BUILDING INSPECTIONS

At the request of the Social Service Branch, FVPP (Family Violence Protection Program) Shelters are to undergo an ACRS Inspection. All ACRS inspection reporting requirements apply to FVPP Facilities. These assets are to undergo Life Safety and Fire Protection reporting (refer to sect 16.0). Use Social Services Branch facility naming protocol when reporting. Provide a separate FVPP Facilities report. The Social Service Branch is responsible to review/approve their asset inspections. A standalone PDF is required for FVPP Shelter Assets.

BUILDING & GROUNDS

APPENDIX 1

COMPONENT CODES

ASSET CONDITION REPORTING SYSTEM

BUILDINGS AND GROUNDS

COMPONENT CODES

COMPONENT 1 - GROUNDS

A 1.1 Landscaping
A 1.2 Fences/ Gates/ Railings
A 1.3 Retaining Walls
A 1.4 Pedestrian Surfaces
A 1.5 Parking Areas
A 1.6 Drainage
A 1.7 Playground Equipment
A 1.8 Paved Play Areas
A 1.9 Play Area Surface
A 1.10 Other

COMPONENT 2 - BUILDING EXTERIOR

A 2.1 Steps/ Platforms/ Ramps
A 2.2 Structure
A 2.3 Foundations/ Basement
A 2.4 Exterior Walls
A 2.5 Caulking
A 2.6 Chimney and Stacks
A 2.7 Painting
A 2.8 Doors
A 2.9 Windows
A 2.10 Handicapped Access
A 2.11 Other

COMPONENT 3 - ROOF

A 3.1 Surface
A 3.2 Flashing
A 3.3 Drains
A 3.4 Skylights
A 3.5 Vents
A 3.6 Roof Mounted Equip.
A 3.7 Insulation
A 3.8 Other

COMPONENT 4 - BUILDING INTERIOR

A 4.1 Ceilings
A 4.2 Floor Covering
A 4.3 Painting
A 4.4 Fitments
A 4.5 Walls
A 4.6 Doors
A 4.7 Fire Exits
A 4.8 Stairs
A 4.9 Signage
A 4.10 Garbage Hand/ Storage
A 4.11 Handicapped Access
A 4.12 Other

COMPONENT 5 - MECHANICAL

A 5.1 Heating
a Heating Unit
b Distribution
c Controls
d Fuel Oil Tank
A 5.2 Ventilation
a Fans
b Ducts
A 5.3 Plumbing
a Water Supply
b Water Distribution
c Fixtures
d Drains
A 5.4 Fire System
a Fire Pump
b Standpipe
c Hose Cabinets
d Extinguishers
e Sprinkler systems
A 5.5 Other

COMPONENT 6 - ELECTRICAL

A 6.1 Electrical Distribution
- a Services
- b Panels
- c Wiring
- d Emergency Power

A 6.2 Lighting
- a Exterior
- b Interior
- c Emergency/ Exit

A 6.3 Communications

A 6.4 Alarm Systems
- a Alarm Systems
- b Fire

A 6.5 Other

A 50.1 Replacement for any building components.

BUILDING & GROUNDS

APPENDIX 2

EXAMPLE

Note: Examples are for illustrative purpose & demonstrate the minimum level of detail required. Examples shown are missing the General Plan and Photos that would typically be required in a submission.

Note: All component codes are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

ASSET CONDITION REPORTING SYSTEM
NEEDS IDENTIFICATION

Page 1 of 8

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
000040	01	A3A	MAIN SCHOOL	R. CODES

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1975	30

Quantity: 444.31 [X] square meters [ ] meters [ ] Kilometres [ ] each

General Condition Rating (0 - 10)			O & M Rating (0 - 3)	
	0	= Closed		0 = Non-existent
	1 - 3	= Poor		1 = Substandard
8	4 - 6	= Fair	2	2 = Acceptable
	7 - 9	= Good		3 = Exemplary
	10	= New		

Asset / Component Code No.	Description of Needs	Grp (*1)	Cat (*2)	Typ (*3)	Urg (*4)	Amount ($)	Needs No.
A 1.1	Backfill needed along North wall	2	2	2	1	$ 4,500.00	1
A 1.3	Minor patching of retaining wall needed on NE side of School	2	2	3	3	$ 2,500.00	2
A 1.4	Crack sealing required	2	2	3	4	$ 1,500.00	3
A 1.5	Curb stops should be replaced, due to deterioration	2	2	3	4	$ 3,500.00	4
A 1.6	landscaping perimeter for drainage control	2	2	3	2	$ 4,000.00	5
A 1.7	Safety inspection of connections and structure	2	2	1	0	$ 1,500.00	6
A 1.9	Add pea gravel to swings area	2	2	3	1	$ 1,500.00	7
A 1.10	Bicycle stand needs new anchoring	3	6	3	4	$ 500.00	8
A 2.1	Steps require concrete finishing. Concrete is deteriorated	2	2	3	2	$ 1,500.00	9
A 2.3	Large cracks on foundation require filling/repair, North wall location	2	2	3	2	$ 5,000.00	10
A 2.4	Replace four (4) damaged exterior architectural stucco panels	2	2	3	0	$ 2,500.00	11
	below windows on South elevation						
A 2.5	All caulking around windows (total 8) and exterior doors (total 4)	2	2	3	0	$ 750.00	12
	have deteriorated and requires replacement						
A 2.6	clean and inspect stacks	1	1	3	3	$ 250.00	13
A 2.8	Exterior door needed for South main entrance	2	2	3	2	$ 800.00	14
A 2.10	Handicapped access required at exterior South elevation	3	6	5	1	$ 2,000.00	15
A 3.1	Asphalt shingles required	2	2	3	2	$ 5,000.00	16
A 3.3	NW elevation drain replacement required	2	3	3	1	$ 1,500.00	17
A 3.5	A total of four (4) roof mounted or gable end vents are required to	3	6	5	1	$ 1,000.00	18
	provide adequate attic ventilation. Presently, only ventilation from						
	soffit is provided. No apparent or reported condensation						

*1 - Group	*2 - Category (Group Specific)	*3 - Type (Applicable to **All** Groups)	*4 - Urgency (Applicable to **All** Groups)
1. O&M	1. O&M / Minor Repairs	1. Health/Safety	0. Immediate
2. Maintenance Projects	2. Major Repairs	2. Restore Utility	1. Current Year +1
	3. Component Replacement/Reconstruction	3. Arrest Deterioration	2. Current Year +2
3. Other	4. Study	4. Operational	3. Current Year +3
	5. Asset Replacement Reconstruction	5. Conform to Code	4. Current Year +4
	6. Upgrade		

Indigenous Services Canada / Services aux Autochtones Canada

Canada

ASSET CONDITION REPORTING SYSTEM
NEEDS IDENTIFICATION

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 000040 | Ext. No.: 01 | Asset Code: A3A | Asset Name: MAIN SCHOOL | Inspected By: R. CODES

Inspection Date (Y Y M M D D): 14 08 21 | Year of Construction: 1975 | Est. Remaining Life (years): 30

Quantity: 444.31 [X] square meters [ ] meters [ ] Kilometres [ ] each

General Condition Rating (0 - 10)	
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New

O & M Rating (0 - 3)	
2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

Asset / Component Code No.	Description of Needs	Grp (*1)	Cat (*2)	Typ (*3)	Urg (*4)	Amount ($)	Needs No.
A 3.6	Air conditioner support brackets are cracked. Install new	1	1	2	1	$ 250.00	19
	brackets.						
A 4.1	Ceiling tile cracked and fallen out in places	2	3	3	1	$ 1,000.00	20
A 4.2	Asbestos tiles identified. Remediation of tiles. Install non-slip	3	6	1	0	$ 3,000.00	21
	tiles						
A 4.3	Repaint all walls. This includes some drywall repairs	2	2	2	1	$ 4,000.00	22
A 4.5	Casing needed along bottom and door frame	1	1	3	4	$ 500.00	23
A 4.6	Install door closures on all interior doors to classrooms	3	6	1	0	$ 3,000.00	24
	(total 6) which form part of fire separation						
A 4.7	Fire exit signage required at 3 exits	3	6	1	0	$ 600.00	25
A 4.8	Bull nose protective strips on stairs to upper band room	1	1	3	2	$ 500.00	26
	require replacing						
A 4.11	Automated door push button control unit requires replacement.	2	3	5	0	$ 800.00	27
	Currently not operational						
A 5.1a	Furnace inspection required. Last inspection completed 6	1	1	4	2	$ 500.00	28
	years ago						
A 5.2a	Exhaust fans for the washrooms require repair or replacement	2	2	1	0	$ 1,000.00	29
	(total 4)						
A 5.3a	Bottom of the electric hot water tank is rusting out and will	2	2	2	1	$ 1,000.00	30
	eventually require replacement						

*1 - Group	*2 - Category **(Group Specific)**	*3 - Type (Applicable to **All** Groups)	*4 - Urgency (Applicable to **All** Groups)
1. O&M	1. O&M / Minor Repairs	1. Health/Safety	0. Immediate
2. Maintenance Projects	2. Major Repairs	2. Restore Utility	1. Current Year +1
	3. Component Replacement/Reconstruction	3. Arrest Deterioration	2. Current Year +2
3. Other	4. Study	4. Operational	3. Current Year +3
	5. Asset Replacement Reconstruction	5. Conform to Code	4. Current Year +4
	6. Upgrade		

Indigenous Services Canada / Services aux Autochtones Canada — Canada

ASSET CONDITION REPORTING SYSTEM
NEEDS IDENTIFICATION

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 000040 | Ext. No.: 01 | Asset Code: A3A | Asset Name: MAIN SCHOOL | Inspected By: R. CODES

Inspection Date (Y Y M M D D): 14 08 21 | Year of Construction: 1975 | Est. Remaining Life (years): 30

Quantity: 444.31 [X] square meters [ ] meters [ ] Kilometres [ ] each

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

Asset / Component Code No.	Description of Needs	Grp (*1)	Cat (*2)	Typ (*3)	Urg (*4)	Amount ($)	Needs No.
A 5.4d	Missing one extinguisher on East exit. Replace with new one	1	1	1	0	$ 300.00	31
A 6.2a	Flood light damaged on West entrance. Replace	2	3	3	1	$ 500.00	32
A 6.4b	Two smoke detectors are disconnected. Replace or reconnect	1	1	1	0	$ 1,000.00	33
	and test fire alarm system. Located in main corridor						

*1 - Group	*2 - Category **(Group Specific)**	*3 - Type (Applicable to **All** Groups)	*4 - Urgency (Applicable to **All** Groups)
1. O&M	1. O&M / Minor Repairs	1. Health/Safety	0. Immediate
2. Maintenance Projects	2. Major Repairs 3. Component Replacement/Reconstruction	2. Restore Utility 3. Arrest Deterioration	1. Current Year +1 2. Current Year +2
3. Other	4. Study 5. Asset Replacement Reconstruction 6. Upgrade	4. Operational 5. Conform to Code	3. Current Year +3 4. Current Year +4

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Canada

ASSET CONDITION REPORTING SYSTEM
GENERAL

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
000040	01	A3A	MAIN SCHOOL	R. CODES

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1975	30

Quantity: 444.31 [X] square meters [ ] meters [ ] Kilometres [ ] each

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

GENERAL DESCRIPTION OF ASSET:

THE SCHOOL IS WOOD FRAME CONSTRUCTION, SLAB ON GRADE WITH A PITCHED ASPHALT ROOF AND BRICK VENEER.

THE INTERIOR HAS MAINLY SUSPENDED CEILING TILES. FLOORS ARE TILED AND CARPETED.
HEATING IS PROVIDED VIA PERIMETER CONVECTOR ELECTRICAL HEATERS.
NEW VENTILATION UNITS WERE PROVIDED 5 YEARS AGO SERVING THE SCHOOL IN TWO ZONES.
LIGHTING IS MAINLY FLUORESCENT EXCEPT FOR THE GYM WHICH UTILIZES HIGH PRESSURE SODIUM.
FIRE ALARM AND SECURITY SYSTEMS WERE FOUND TO BE OPERATIONAL.

CONDITION SUMMARY:

THE BUILDING IS IN GOOD CONDITION, REQUIRING A FEW MAINTENANCE PROJECTS.

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ASSET CONDITION REPORTING SYSTEM
GENERAL

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name	Site No.	Site Name (Reserve)
ONTARIO	92525	FIRST NATION #1

F.N. No.	First Nation Name
527	FIRST NATION

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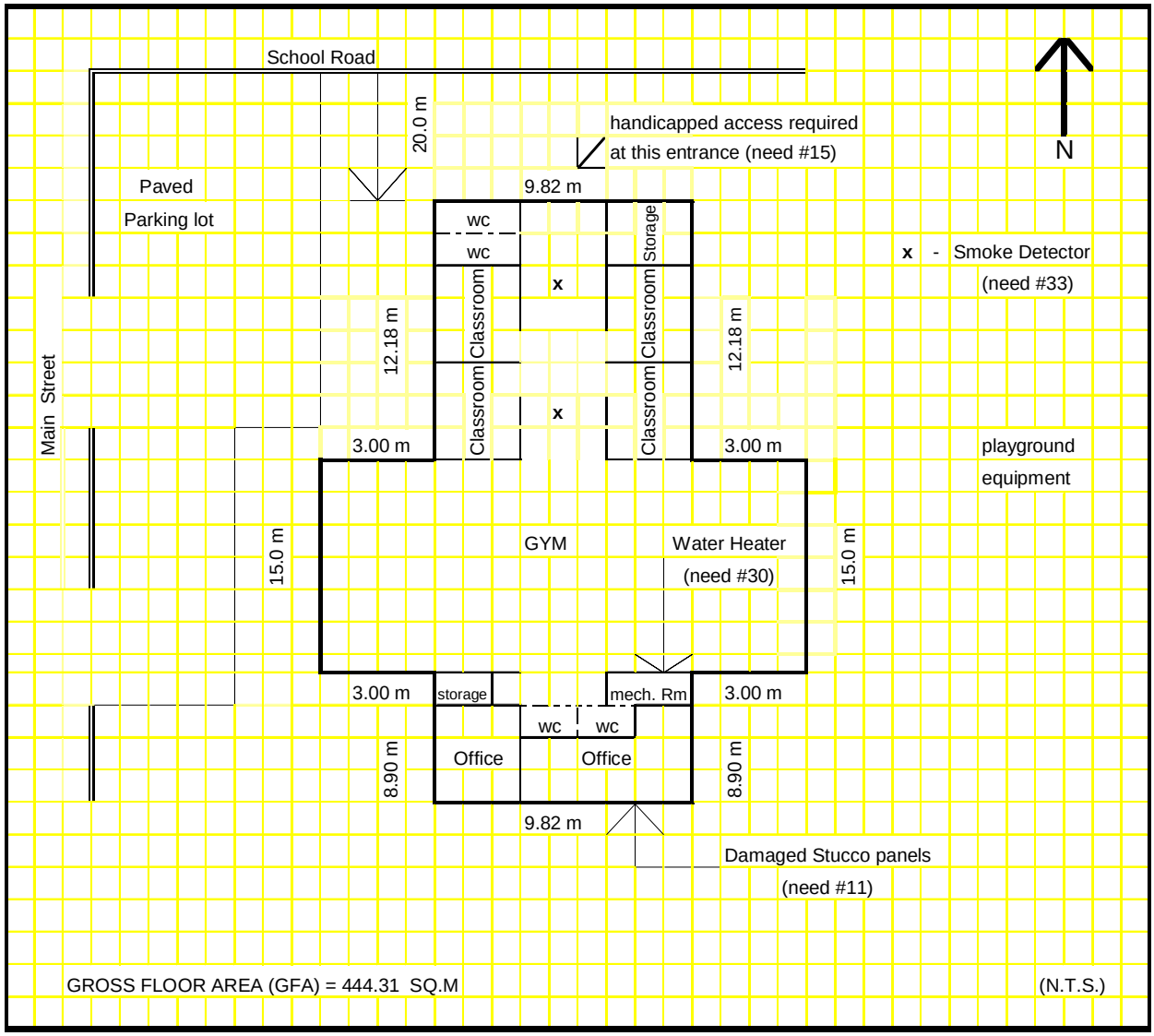
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary



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Canada

ASSET CONDITION REPORTING SYSTEM
PHOTOS

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
000040	01	A3A	MAIN SCHOOL	R. CODES

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1975	30

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

COLOUR PHOTOGRAPHS / REPRODUCTIONS **(MINIMUM ONE FULL EXTERIOR PHOTO)**	Photo No.: Description:
COLOUR PHOTOGRAPHS/ REPRODUCTIONS **(MINIMUM ONE INTERIOR PHOTO REPRESENTATIVE OF BUILDING FUNCTION)**	Photo No.: Description:

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ASSET COMPONENT CHECK-LIST

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 000040 | Ext. No.: 01 | Asset Code: A3A | Asset Name: MAIN SCHOOL | Inspected By: R. CODES

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Grounds			
A 1.1 Landscaping			X
A 1.2 Fences/Gates/Railings	X		
A 1.3 Retaining Walls			X
A 1.4 Pedestrian Surfaces			X
A 1.5 Parking Areas			X
A 1.6 Drainage			X
A 1.7 Playground Equipment			X
A 1.8 Paved Play Areas	X		
A 1.9 Play Area Surface			X
A 1.10 Other			X
Building Exterior			
A 2.1 Steps/Platforms/Ramps			X
A 2.2 Structure		X	
A 2.3 Foundations/Basement			X
A 2.4 Exterior Walls			X
A 2.5 Caulking			X
A 2.6 Chimney and Stacks			X
A 2.7 Painting		X	
A 2.8 Doors			X
A 2.9 Windows		X	
A 2.10 Handicapped Access			X
A 2.11 Other	X		
Roof			
A 3.1 Surface			X
A 3.2 Flashing		X	
A 3.3 Drains			X
A 3.4 Skylights	X		
A 3.5 Vents			X
A 3.6 Roof Mounted Equipment			X
A 3.7 Insulation		X	
A 3.8 Other	X		
Building Interior			
A 4.1 Ceilings			X
A 4.2 Floor Covering			X
A 4.3 Painting			X
A 4.4 Fitments	X		
A 4.5 Walls			X
A 4.6 Doors			X
A 4.7 Fire Exits			X
A 4.8 Stairs			X
A 4.9 Signage		X	
A 4.10 Garbage Hand/Storage		X	
A 4.11 Handicapped Access			X
A 4.12 Other	X		

* For all identified needs details to be described on Needs Identification Form with comments

Indigenous Services Canada / Services aux Autochtones Canada

Canada

ASSET COMPONENT CHECK-LIST

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: First Nation

Asset No.: 000040 | Ext. No.: 01 | Asset Code: A3A | Asset Name: MAIN SCHOOL | Inspected By: R. CODES

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Mechanical			
A 5.1 Heating			X
A 5.1a Heating Unit			X
A 5.1b Distribution		X	
A 5.1c Controls		X	
A 5.1d Fuel Oil Tank	X		
A 5.2 Ventilation			X
A 5.2a Fans			X
A 5.2b Ducts		X	
A 5.3 Plumbing			X
A 5.3a Water Supply			X
A 5.3b Water Distribution		X	
A 5.3c Fixtures		X	
A 5.3d Drains		X	
A 5.4 Fire System		X	
A 5.4a Fire Pump		X	
A 5.4b Standpipe		X	
A 5.4c Hose Cabinets		X	
A 5.4d Extinguishers			X
A 5.4e Sprinkler systems		X	
A 5.5 Other	X		
Electrical			
A 6.1 Electrical Distribution			X
A 6.1a Services		X	
A 6.1b Panels		X	
A 6.1c Wiring		X	
A 6.1d Emergency Power	X		
A 6.2 Lighting		X	
A 6.2a Exterior		X	
A 6.2b Interior		X	
A 6.2c Emergency/Exit		X	
A 6.3 Communications		X	
A 6.4 Alarm Systems		X	
A 6.4a Alarm Systems		X	
A 6.4b Fire			X
A 6.5 Other	X		
A 50.1 Replacement for any building components	X		

* For all identified needs details to be described on Needs Identification Form with comments

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Canada

Note:

Example - School (A3A) - Classified as a Public Access Building

Insert Here – A Hard Copy of

Public Access Building

Life Safety & Fire Inspection Questionnaire

Public Access Building Template used to determine

GCR and O&M Rating for facility

See Section 16 of ACRS Manual for details

Applicable to Public Access Buildings "Only"

All Other Building Assets use Standard O&M Checklist provided in Section 15 – Appendix "F"

ACRS - SECTION 7

MUNICIPAL SYSTEMS - USER INSTRUCTIONS

ASSET CONDITION REPORTING SYSTEM (ACRS)

MUNICIPAL SYSTEMS

USER INSTRUCTIONS

TABLE OF CONTENTS

ASSET CONDITION REPORTING SYSTEM (ACRS)

MUNICIPAL SYSTEMS

(USER INSTRUCTIONS)

1.0 GENERAL

This section addresses the Asset Condition Reporting System (ACRS) procedures for conducting asset condition inspections of municipal systems. Municipal assets covered include water supply, wastewater disposal and solid waste disposal systems.

It is essential to have an up to date, detailed plan of the First Nation's municipal services layout showing First Nation boundaries, types of municipal services, and defined limits of responsibilities for Operation & Maintenance (O&M). If not available, consultant to **"produce"** a general plan. This should be cross referenced with the Integrated Capital Management System (ICMS) data and ACRS data sheets.

This inspection does not replace the annual inspection to assess the effective operation of water supply system and waste water system, but instead complements it.

These instructions should be read in conjunction with the ACRS General User Instructions (Section 5).

The inspector should become familiar with the municipal systems (water supply, wastewater and solid waste disposal) to be inspected and obtain "as-built" plans from the operator as well as previous year and current year, if available, annual inspections. The inspector should also ISCuss the operation of the asset with the operator to obtain first-hand information on operational deficiencies and current and past maintenance problems.

The inspector will, in addition to identifying asset needs, also provide an overall General Condition Rating of the asset. The inspector should also note any items of an environmental concern or any conditions that pose a safety hazard but are not related to defective equipment.

Both water and sewer mains lines shall be identified by location, linked to a road name/ asset number and size identified.

1.1 Water Supply System

This includes all assets and their components necessary to pump and treat raw water and to store and distribute potable water for domestic and fire fighting purposes. This encompasses wells, intakes, surface supply, low lift pumping stations, valves, piping, pumps, pressure tanks, treatment units (chlorination, ion exchange units, carbon and gravity filters), standby power, chemical feed and mixing apparatus, settling tanks, reservoirs, high lift pumping stations, distribution system piping with fire hydrants, valves, etc. and elevated storage tanks, etc.

1.2 Wastewater Disposal System

This includes all assets and their components necessary to collect and treat domestic sewage and would encompass sanitary mains, lift stations, lagoons, mechanical plants, aerated lagoons, community size septic tanks and tile fields.

Sanitary mains will include sewers, manholes and lift stations with associated force main. Storm mains will include piping, catch basins, and manholes.

Mechanical plants may have as their components screens, primary and final settling tanks, reactors, chemical feeders and chlorinators, pumps, piping and valves, aerators, timers, emergency power, outfall lines, filter media and in the case of RBC's, drive shafts and suspended growth media.

Lagoons will include berms, inlet and outlet structures, fencing, valve chambers, aerators, chlorination units, and outfall lines.

Community size septic tank and tile fields will include tanks, pumps, siphon chambers, grease traps and tile fields.

1.3 Solid Waste Disposal System

This includes all assets and their components necessary to dispose of domestic solid waste and covers sanitary landfill sites and solid waste incinerators & trucks.

2.0 METHODOLOGY

2.1 Condition Reporting Procedure

The condition of each inspected asset shall be reported on the basis of the detailed forms provided. The common major elements of each reporting form are:

(a) a categorization of each asset's needs;

(b) a quantitative rating of the general overall condition of the complete asset;

(c) a Class 'D' cost estimate of each asset's needs;

(d) an estimate of the remaining service life of the asset for establishing when replacement/ reconstruction is being recommended.

Each asset should be inspected on an individual basis and ACRS forms should be completed at the time of inspection. Refer to Municipal Systems Appendix 1 for component codes and Appendix 2 for an example of completed inspection forms:

- Municipal Asset/ Component Codes
- ACRS Needs Identification Form
- Photo Form
- General Form

2.2 Municipal Asset/ Component Codes

Component code numbers have been established for each asset and are shown in Municipal Systems - Appendix 1. The applicable code is to be used to identify the location of an ACRS need. The municipal assets must be reviewed in an organized manner and each component inspected. Municipal assets covered include:

Municipal Systems		Assets
Water Supply (B1)	1	Watermains – All piping 100mm dia. Or larger used to convey water from source of supply to service line connection at the main
	2	Standpipes (Watering points)
	3	Community Wells (servicing a minimum of 5 individual residential housing assets)
	4	Water Storage (Above & Underground reservoirs)
	5	Low level Liftstation
	6	Treatment System/ Unit
Wastewater System (B2)	1	Sanitary/ Storm Mains
	2	Liftstation/ Forcemain
	3	Lagoons
	4	Community Septic Tank & Field (servicing a minimum of 5 individual residential housing assets)
	5	Extended Aeration/ Sequencing Batch Reactor (SBR)
	6	RBC/ Trickling Filter
Solid Waste Disposal (B4)	1	Landfill Site
	2	Incinerator
	3	Refuse Size

Because the forms have been designed to cover all types of municipal assets involved in the Asset Condition Reporting System, some assets might not have all of their components listed on the forms. Those components not listed should be specified using the component code number for "other" as identified under the appropriate asset component.

2.3 ACRS Needs Identification Form

2.3.1 Header Data

It is necessary that all header data be entered on each asset form to ensure the detailed information that results from the inspection can be properly entered into the ACRS computer module. Most of the header data is available from the Capital Asset Inventory System (ICMS) listing for each site.

2.3.2 Asset/ Component Code Number

If a "need" is identified during the inspection of the asset, the asset component code associated with the particular "need" should be indicated on the ACRS Needs Identification Form.

Note: All component codes (Appendix 1 – Section 7 – Asset Based) are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

2.3.3 Description of Needs

Provide a description of the work to be undertaken by component code as the asset is reviewed and each component is inspected. A brief description of the needs should be provided with reference to a site plan or photo as required. The brief description should include:

- component name
- reasons for the proposed work
- proposed action to be taken
- adequate description of the work location by reference to a photo, site plan, or simple sketch as required.

2.3.4 Categorization of ACRS Needs

ACRS needs related to a component or asset are divided into 3 Groups and 6 Categories. Should the inspection of an asset/ component indicate a condition other than satisfactory, the following ACRS needs should be identified and described.

Grp. 1, Cat.1 O&M/ MINOR REPAIRS

A condition of a component that requires regular programmed maintenance. The costs for this maintenance would normally be covered within the O&M budget. Examples of this might be lagoon weed control, septic tank sludge removal, touch-

up painting and small parts repair.

The following definition of O&M applies:

Grp. 1, Cat 1 O&M/ MINOR REPAIRS

To provide for operating expenses, labour, equipment, material, routine and preventive maintenance, and the minor repairs required to operate an asset at its original level of service.

Grp. 2, Cat.2 MAJOR REPAIRS

A condition of a component that requires major repairs that would NOT be covered under normal O&M. An example of this might be complete repainting of an elevated storage tank.

Grp. 2, Cat.3 COMPONENT REPLACEMENT/ RECONSTRUCTION

A condition of a component that requires replacement/ reconstruction that would NOT be covered under normal O&M. Examples would be component replacements such as pumps or chlorinators.

Grp. 3, Cat.4 STUDY

An in-depth review to generate a technical solution to a problem that cannot be readily assessed by on-site visual inspection. An example could be a video inspection of a sewer line.

Grp. 3, Cat.5 ASSET REPLACEMENT/ RECONSTRUCTION

Only assets with a General Condition Rating (GCR) of 3 or less and an Estimated Remaining Life (ERL) of 5 years or less shall be identified for asset replacement/ reconstruction to the original design or capacity. In estimating the cost (Class 'D' estimate) for asset replacement/ reconstruction no other factors such as growth, increased levels of service or other additional uses are to be considered.
In addition, the inspector should identify the needs necessary to enable the asset to remain serviceable during the asset's remaining life.

Rationale for the asset reconstruction/ replacement must be provided.

Grp. 3, Cat.6 UPGRADE

A need which will improve the effectiveness and/ or efficiency of the existing asset and its operation. This does not include growth. Example might be the installation of a hoist to assist in pump removal.

If inspectors have difficulty identifying what **Needs** should be identified in ACRS or what major repairs are not funded by routine O&M, they should refer to the O&M Cost Definitions and Asset Definitions contained in the departmental Cost Reference Manual (TSD 19-1). These definitions identify what is included in an asset type as well as what activities are covered under normal O&M. The Standard Task Statements, from the Maintenance Management System can also provide clarification if required.

2.3.5 Identification of Types of Need

The inspector should also provide justification of the ACRS needs as they are identified on the ACRS form. ACRS needs have been classified into five types:

1- HEALTH AND SAFETY

Any activity required to eliminate "imminent" danger to life and limb.

This type of need has one level of urgency - immediate - when there is danger to life or limb.

Immediate Health and Safety Needs should be rectified as soon as possible and shall be assigned an urgency of “0” on the ACRS form.

2- RESTORATION OF UTILITY

Includes any activity required to put the facility or service back into operation to meet the normal service demands.

3- ARREST DETERIORATION

Includes any activity required which in itself does not substantially affect the ongoing use of the service or facility but which, if not attended to, will result in continued deterioration and would lead to complete breakdown of the facility.

4- OPERATIONAL

Includes any activity which is required to maintain either the appearance or the utility of the service or facility but which is not necessarily critical to its ongoing use.

5- CONFORM TO CODE

Is any activity required to ensure an asset conforms to current codes.

2.3.6 Urgency

All ACRS needs should be scheduled depending on the level of urgency. Specify year when work should be scheduled within the next five years unless urgency is considered “imminent”. Such an urgency should be identified with a “0” on the ACRS inspection forms indicating that the work must be done as soon as possible.

2.3.7 Dollar Amount

Where ACRS needs have been identified, a preliminary cost estimate should be provided at the Class "D" level of estimate. The definition of a Class "D" estimate is as follows:

Class "D" Estimate:

This is a preliminary estimate, which due to little or no site information indicates the approximate magnitude of the cost of the proposed project. This overall cost estimate may be derived from lump sum or unit costs for a similar project.

2.3.8 Needs Number

All ACRS identified needs associated with a particular asset should be assigned a unique needs number within the appropriate column on the ACRS inspection form. The needs number should be assigned in consecutive order for reference purposes only. There is no priority rating associated with the needs number.

2.4 Criteria for Establishing General Condition Rating (GCR)

Asset general condition is rated on a scale of 0 to 10, consistent with the defects observed and the inspector's overall assessment of the general condition and level of service provided by each asset. The rating assigned should reflect the general integrity of the asset at the time of inspection and the level of service being provided by that asset. For example, as a general rule, an asset with a general condition rating of 3 or less is providing a less than acceptable level of service and requires capital replacement/reconstruction in the near future.

2.5 Criteria for Establishing Estimated Remaining Life (ERL)

The remaining life of an asset is estimated on the basis of a knowledge of:

(a) when the asset was installed/constructed;

(b) the average life span for the asset;

(c) records of any recent maintenance projects that extend the life of the asset;

(d) the general overall condition of the asset.

If indications are that an asset's life is limited, replacement/ reconstruction of the entire asset (Needs Group 3, Category 5) should be identified along with the Class 'D' estimate. Assets with an estimated remaining life of five years or less and a GCR of 3 or less would be included in this category. The estimated remaining life and the ACRS needs necessary to enable the asset to remain viable during that time should also be identified.

2.6 Year of Construction

Enter the year the asset was constructed based on as-built drawings or other historical data. If the year of construction is unavailable, the inspector should estimate the age of the asset to the nearest 5 years.

2.7 Supporting Information

2.7.1 Photos

For each asset inspected, include one or more colour photograph (exterior) to show the principal characteristics of the asset. Provide additional photographs as required to assist with description of the identified ACRS need.

2.7.2 Sketch

Provide a sketch as required to assist with the description of the identified ACRS need. For example, to identify the location of a manhole in relation to nearby buildings or streets. Provide details such as buildings, roads and surrounding features that tie into the asset. Sufficiently dimensioned.

2.8 Building Condition Report

Where applicable, a copy of the latest Building Condition Report pertaining to municipal assets should be appended. Refer to Buildings and Grounds User Instructions (Section 6) for the applicable ACRS methodology.

3.0 MUNICIPAL SYSTEMS - APPENDICES

Refer to Municipal Systems - Appendix 1 for all the Component Codes referenced in Section 2.0, Methodology. Refer to Municipal Systems - Appendix 2 for an example of completed inspection forms for a wastewater lift station.

MUNICIPAL SYSTEMS

APPENDIX 1

COMPONENT CODES

ASSET CONDITION REPORTING SYSTEM
MUNICIPAL ASSET
WATER SYSTEM (B1) COMPONENT CODES*

ASSET 1 - WATERMAINS

Component	
B1 1.1	Mains
B1 1.2	Hydrants
B1 1.3	Valves
B1 1.4	Other (Specify)

ASSET 2 - STANDPIPE (WATERING POINT)

Component	
B1 2.1	Structure/ Housing
B1 2.2	Solenoid Switch
B1 2.3	Drawbar
B1 2.4	Faucet
B1 2.5	Interior Heater
B1 2.6	Other (Specify)

ASSET 3 - WELL

Component	
B1 3.1	Well Cap
B1 3.2	Pump
B1 3.3	Casing/ Well Screen
B1 3.4	Surface Drainage
B1 3.5	Chlorinator
B1 3.6	Controls/ Alarms
B1 3.7	Piping/ Valves
B1 3.8	Ventilation/ Heating
B1 3.9	Pressure Tank
B1 3.10	Meter/ Gauges
B1 3.11	Other (Specify)

ASSET 4 - WATER STORAGE

Component	
B1 4.1	Wall/ Roof
B1 4.2	Controls
B1 4.3	Piping/ Valves
B1 4.4	Access Hatch/ Ladder
B1 4.5	Vent Screens
B1 4.6	Overflow Outlet Screen
B1 4.7	Other (Specify)

ASSET 5 - PUMPHOUSE/ LIFT STATION

Component	
B1 5.1	Domestic Pump
B1 5.2	Fire Pump
B1 5.3	Controls/ Alarm
B1 5.4	Piping/ Valves
B1 5.5	Stand-by Power
B1 5.6	Fuel Storage
B1 5.7	pressure Tank
B1 5.8	Meter/ Gauges
B1 5.9	Chlorinator
B1 5.10	Structure
B1 5.11	Ventilation/ Heating
B1 5.12	Other (Specify)

ASSET 6 - TREATMENT SYSTEM/UNIT

Component	
B1 6.1	Pumps
B1 6.2	Piping/ Valves
B1 6.3	Controls/ Alarms
B1 6.4	Meters/ Gauges
B1 6.5	Screens
B1 6.6	Chemical Feed & Mixing
B1 6.7	Tanks
B1 6.8	Flocculation
B1 6.9	Settling Tank
B1 6.10	Gravity Filter
B1 6.11	Pressure Filter
B1 6.12	Carbon Filter
B1 6.13	Slow Sand Filter
B1 6.14	Ion Exchange
B1 6.15	Iron Removal
B1 6.16	Aerators
B1 6.17	Reverse Osmosis
B1 6.18	Chlorinator
B1 6.19	Stand-by Power
B1 6.20	Structure
B1 6.21	Heating/ Ventilation
B1 6.22	Other (Specify)

* Note: Buildings component sheet to be used to inspect utility buildings where applicable.

ASSET CONDITION REPORTING SYSTEM

MUNICIPAL ASSET
WASTEWATER SYSTEM (B2) COMPONENT CODES*

ASSET 1 - SANITARY/STORM MAINS

Component	
B2 1.1	Mains
B2 1.2	Manholes
B2 1.3	Catchbasins
B2 1.4	Other (Specify)

ASSET 2 - LIFT STATIONS/ FORCEMAINS B2 5.6

Component	
B2 2.1	Screens
B2 2.2	Pumps
B2 2.3	Floats
B2 2.4	Controls
B2 2.5	Piping/ Valves
B2 2.6	Hoist Equipment
B2 2.7	Ventilation Equipment
B2 2.8	Alarms
B2 2.9	Structure
B2 2.10	Ladder
B2 2.11	Forcemain
B2 2.12	Other (Specify)

ASSET 3 - LAGOON

Component	
B2 3.1	Ponds
B2 3.2	Berms
B2 3.3	Inlet Structure
B2 3.4	Controls
B2 3.5	Outlet Structure
B2 3.6	Fencing
B2 3.7	Piping/ Valves
B2 3.8	Aeration Equipment
B2 3.9	Other (Specify)

ASSET 4 - SEPTIC TANK/ TILE FIELD B2 6.13

Component	
B2 4.1	Septic Tank
B2 4.2	Siphon Chamber
B2 4.3	Distribution Box
B2 4.4	Pumping
B2 4.5	Piping
B2 4.6	Tile Field

ASSET 5 - EXTENDED AERATION/ SEQUENCING BATCH REACTORS

Component	
B2 5.1	Screens
B2 5.2	Comminutor
B2 5.3	Reactor Tank
B2 5.4	Diffusers/ Aerators
B2 5.5	Compressor
Controls	
B2 5.7	Piping
B2 5.8	Valves
B2 5.9	Ventilation
B2 5.10	Secondary Tank
B2 5.11	Sludge Return
B2 5.12	Chlorinator
B2 5.13	Chlorine Contact Chamber
B2 5.14	Outfall Line
B2 5.15	Flow Measurement
B2 5.16	Sludge Disposal
B2 5.17	Other (Specify)

ASSET 6 - ROTATING BIOLOGICAL CONTACTOR/ TRICKLING FILTER PLANT

Component	
B2 6.1	Screens
B2 6.2	Comminutor
B2 6.3	Primary Tank
B2 6.4	Reactor Tank
B2 6.5	RBC/ Trickling Filter/ Drive
B2 6.6	RBC/ Trickling Filter/ Media
B2 6.7	Pumps
B2 6.8	Control Panel
B2 6.9	Piping
B2 6.10	Valves
B2 6.11	Ventilation
B2 6.12	Secondary Tank
Sludge Return	
B2 6.14	Chlorinator
B2 6.15	Chlorine Contact Chamber
B2 6.16	Outfall Line
B2 6.17	Flow Measurement
B2 6.18	Sludge Disposal
B2 6.19	Other (Specify)

*** Note**: Buildings component sheet to be used to inspect utility buildings where applicable.

ASSET CONDITION REPORTING SYSTEM

MUNICIPAL ASSET
SOLID WASTE SYSTEM (B4) COMPONENT CODES*

ASSET 1 - LANDFILL SITE

Component	
B4 1.1	Soil Covering
B4 1.2	Compaction
B4 1.3	Fencing
B4 1.4	Access Road (attach roads form)
B4 1.5	Other (Specify)

ASSET 2 - INCINERATOR

Component	
B4 2.1	Incinerator
B4 2.2	Controls
B4 2.3	Fuel Tank
B4 2.4	Ash Disposal
B4 2.5	Other

ASSET 3 - REFUSE SITE

Component

B4 3.1	Fencing
B4 3.2	Access Road (Attach Roads form)
B4 3.3	Other (Specify)

All Municipal Components

B50. 1	Replacement (applicable to any Municipal components)

*NOTE:

Roads - component sheet to be used to inspect access road.

Buildings - component sheet to be used to inspect utility buildings where applicable.

MUNICIPAL SYSTEMS

APPENDIX 2

EXAMPLE

Note: Examples are for illustrative purpose & demonstrate the minimum level of detail required. Examples shown are missing the General Plan and Photos that would typically be required in a submission.

Note: All component codes are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

ASSET CONDITION REPORTING SYSTEM
NEEDS IDENTIFICATION

[ ] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [X] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 006823 | Ext. No.: 01 | Asset Code: B2H | Asset Name: LIFT STATION | Inspected By: J. BIKER

Inspection Date (Y Y M M D D): 14 08 21 | Year of Construction: 1995 | Est. Remaining Life (years): 10

Quantity: 1.00 [ ] square meters [ ] meters [ ] Kilometres [X] each

General Condition Rating (0 - 10)					O & M Rating (0 - 3)	
	0	=	Closed			0 = Non-existent
	1 - 3	=	Poor			1 = Substandard
4	4 - 6	=	Fair		2	2 = Acceptable
	7 - 9	=	Good			3 = Exemplary
	10	=	New			

Asset / Component Code No.	Description of Needs	Grp (*1)	Cat (*2)	Typ (*3)	Urg (*4)	Amount ($)	Needs No.
B2 1.2	One manhole cover missing. Replacement required	2	3	2	0	$ 500.00	1
B2 2.1	Screen requires cleaning to remove debris	1	1	4	0		2
B2 2.2	Based on reviews of past maintenance reports and service	2	3	2	2	$ 2,500.00	3
	life assessment, the existing pumps will require replacement						
	within the next 3 years. Two 5 H.P. submersible pumps req'd						
B2 2.7	Ventilation equipment has been removed from station and is	2	3	1	0	$ 500.00	4
	in disrepair. Requires immediate repair						
B2 2.10	Ladder is broken and needs bottom two steps repaired	2	3	1	0	$ 500.00	5
B2 3.6	Perimeter fencing requires mending and post straightening	2	3	3	3	$ 1,500.00	6
B2 6.1	Screen needs cleaning	1	1	4	1	$ 300.00	7
B2 6.9	Extensive corrosion noticed on pipes. Testing and cleaning	1	1	3	2	$ 500.00	8
	required						

*1 - Group	*2 - Category **(Group Specific)**	*3 - Type (Applicable to **All** Groups)	*4 - Urgency (Applicable to **All** Groups)
1. O&M	1. O&M / Minor Repairs	1. Health/Safety	0. Immediate
2. Maintenance Projects	2. Major Repairs	2. Restore Utility	1. Current Year +1
	3. Component Replacement/Reconstruction	3. Arrest Deterioration	2. Current Year +2
3. Other	4. Study	4. Operational	3. Current Year +3
	5. Asset Replacement Reconstruction	5. Conform to Code	4. Current Year +4
	6. Upgrade		

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ASSET CONDITION REPORTING SYSTEM
GENERAL

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☒ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

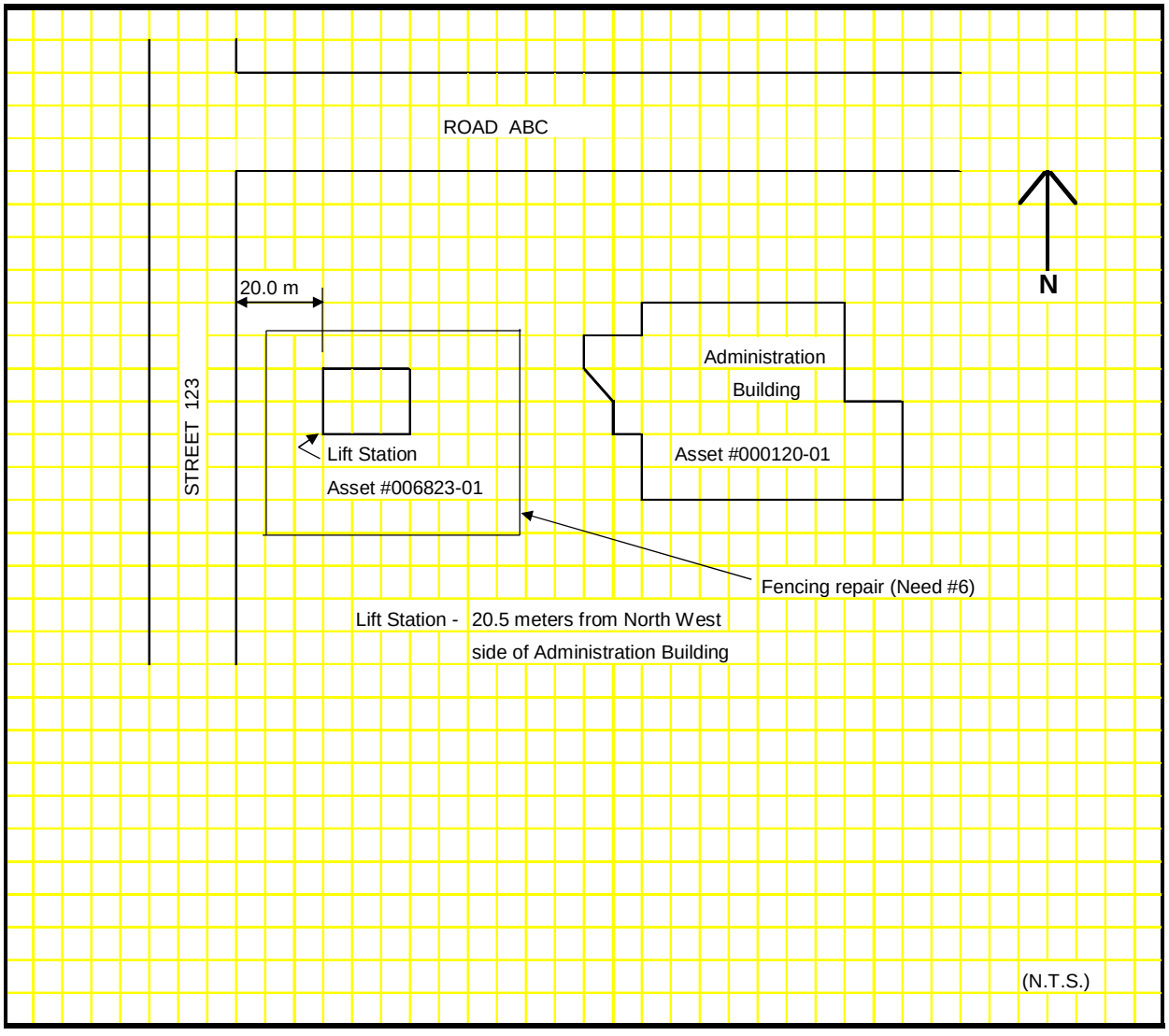
Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
006823	01	B2H	LIFT STATION	J. BIKER

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1995	10

Quantity: 1.00

☐ square meters ☐ meters ☐ Kilometres ☒ each

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
4	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary



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Canada

ASSET CONDITION REPORTING SYSTEM
PHOTOS

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☒ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
006823	01	B2H	LIFT STATION	J. BIKER

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1995	10

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
4	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

COLOUR PHOTOGRAPHS/ REPRODUCTIONS	Photo No.: Description:
	Photo No.: Description:

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ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☒ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 006823 | Ext. No.: 01 | Asset Code: B2H | Asset Name: LIFT STATION | Inspected By: J. BIKER

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Sanitary/Storm Mains			
B2 1.1 Mains	X		
B2 1.2 Manholes			X
B2 1.3 Catchbasins	X		
B2 1.4 Other	X		
Lift Stations/Forcemains			
B2 2.1 Screens			X
B2 2.2 Pumps			X
B2 2.3 Floats		X	
B2 2.4 Controls		X	
B2 2.5 Piping/Valves		X	
B2 2.6 Hoist Equipment	X		
B2 2.7 Ventilation Equipment			X
B2 2.8 Alarms		X	
B2 2.9 Structure		X	
B2 2.10 Ladder			X
B2 2.11 Forcemain		X	
B2 2.12 Other	X		
Lagoon			
B2 3.1 Ponds		X	
B2 3.2 Berms		X	
B2 3.3 Inlet Structure		X	
B2 3.4 Controls		X	
B2 3.5 Outlet Structure		X	
B2 3.6 Fencing			X
B2 3.7 Piping/Valves		X	
B2 3.8 Aeration Equipment		X	
B2 3.9 Other	X		
Septic Tank/Tile Field			
B2 4.1 Septic Tank	X		
B2 4.2 Siphon Chamber	X		
B2 4.3 Distribution Box	X		
B2 4.4 Pumping	X		
B2 4.5 Piping	X		
B2 4.6 Tile Field	X		
Extended Aeration/Sequencing Batch Reactors			
B2 5.1 Screens	X		
B2 5.2 Comminutor	X		
B2 5.3 Reactor Tank	X		
B2 5.4 Diffusers/Aerators	X		
B2 5.5 Compressor Controls	X		
B2 5.7 Piping	X		
B2 5.8 Valves	X		
B2 5.9 Ventilation	X		
B2 5.10 Secondary Tank	X		

* For all identified needs details to be described on Needs Identification Form with comments

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Canada

O & M Checklist - Waste Water

Year: 2014/ 15

Site No. 92525 Site Name (Reserve) First Nation #1

F.N. No.: 527 First Nation Name: First Nation

Asset Name: Lift Station

Asset Code: B2H Asset No.: 006823 Ext. No. 01

Item	Sewage Collection/Treatment	Y	N	N/A
1	Are manholes properly covered?	✔		
2	Are lift stations locked?	✔		
3	Is any treatment building locked when not occupied?	✔		
4	Is the treatment building clean and in generally good condition?	✔		
5	Does the process equipment appear to be in good condition?	✔		
6	If there is a lagoon, is access to it controlled (fence with gate in place)?			✔
7	Is the lagoon neat with vegetation controlled, etc.?			✔
8	Have effluent samples been sent to INAC regularly as required?	✔		
9	Is the effluent satisfactory? (take sample for test if no recent data available from INAC)	✔		
10	If sewage collection trucks are used, are they operable?	✔		

Based on inspections, some details of which are shown above, it appears that for First Nation sewage facilities (circle appropriate rating):

O & M effort is: (0)-non-existent (1)- sub-standard (2)-acceptable (3)-exemplary

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ACRS - SECTION 8

ROADS

USER INSTRUCTIONS

ASSET CONDITION REPORTING SYSTEM (ACRS)

ROADS

USER INSTRUCTIONS

TABLE OF CONTENTS

ASSET CONDITION REPORTING SYSTEM (ACRS)

ROADS

USER INSTRUCTIONS

1.0 GENERAL

It is essential to have an up to date, detailed plan of the First Nation's road layout showing First Nation boundaries, road notation, types of construction, and defined limits of responsibilities for Operation & Maintenance (O&M). If not available, consultant to **"produce"** a general plan. This should be cross referenced with the Integrated Capital Management System (ICMS) data and ACRS data sheets.

The inspector should be fully conversant with road construction and maintenance procedures. All road inspections should be done in conjunction with the First Nation Roads Superintendent/ Foreman who will be able to provide both background information on the roads and general assistance. These instructions should be read in conjunction with the ACRS General User Instructions (Section 5). The inspector should be familiar with the objectives of the system, the inspection philosophy, the definitions, and the terminology.

2.0 METHODOLOGY

In the course of an inspection, there are three forms that require completion:

1) Needs Identification

2) Photo

3) General

2.1 Header Data

Each form has identical header data (location and identification information) which must be completed (including name). Each road should be assigned its own asset number, consistent with ICMS, and each section of that road be assigned an asset extension number.

For each road section, record all header information. Road sections should be consistent with uniform traffic flow, physical characteristics and their environment. Where possible, sections should be from one physical reference point to another. Sections should be of a reasonable length to warrant a separate section (at least 0.5 km). Sections should not exceed 10 km, and longer ones should be subdivided.

Distance should be defined as increasing from South to North and from East to West.

2.2 Road Asset Component Codes

A list of component codes is shown in Roads Appendix 1. These are used to identify the location of "needs", on the Needs Identification Form.

Note: All component codes (Appendix 1 – Section 8) are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

2.3 Needs Identification Form

Initially, completion of this form involves filling in the header data. During the course of the inspection, on a component by component basis, any ACRS need is identified, described and an appropriate component code allocated, in the left hand column, and a description of the need noted in the central area. The appropriate "Group" and "Category" for the need is then selected from the following:

Grp. 1, Cat. 1 - O&M/ Minor Repairs
Grp. 2, Cat. 2 - Major Repairs
Grp. 2, Cat. 3 - Component Replacement/ Reconstruction
Grp. 3, Cat. 4 - Study
Grp. 3, Cat. 5 - Asset Replacement/ Reconstruction
Grp. 3, Cat. 6 - Upgrade

Justification for the need is then provided by selecting one of the following types:

1. Health & Safety
2. Restore Utility
3. Arrest Deterioration
4. Operational
5. Conform to Code

The "urgency" of the need must then be selected. A code is used, with "0" defining immediate, and 1,2,3,4 for future years.

A cost estimate of the proposed "need" is required, as well as a "need number" to be allocated consecutively for reference purposes. On completion of the form, the estimated remaining life (ERL) and general condition rating (GCR) should be assessed and entered in the appropriate boxes at the top of each page. Additional background information and definitions are given in the ACRS General Users Instructions (Section 5).

2.4 General Condition Rating (GCR)

To assist in the assessment of GCR, the following is a number of sample descriptions:

Rating	*Description*
0	The section of road needs to be driven with a 4 wheel drive truck or contains sections that are an immediate danger to the motoring public and the road may be subject to closure in some weather conditions.
1 - 3	The section of road should be driven with a pickup and is not recommended for private cars or heavy trucks, or the road contains elements that pose a serious danger to a motorist unfamiliar with the road.
4 - 6	The section of road, if maintained with a higher than normal level of effort, could be driven comfortably at no less than 10 kilometers/ hour below the posted speed limit. Hazardous areas can be and are appropriately signed.
7 - 9	With normal maintenance the road could be driven at the posted speed. There are only minor geometric deficiencies.
10	The road is in excellent condition with a comfortable ride and no geometric deficiencies.

2.5 Estimated Remaining Life

Note that it is estimated remaining life of the roadway as a whole that is to be estimated, **not** the estimated remaining life of the gravel or paved surface. The terms of reference of this study exclude growth and changes in the level of service. If the road needs to be reconstructed, then the estimated remaining life should be assumed to be "0" years. If the road does not need to be reconstructed, then the remaining life should be estimated, assuming:

a) no change in the level of operation;

b) the current level of O&M is continued; and

c) no maintenance projects are implemented.

2.6 General Form

This form is used for sketches to describe the road location and its condition in general terms, to enable it to be readily identified in future inspections, and to bring out any detailed aspects of the condition that require dimensioning. Include surrounding features on the drawing to clarify positioning of the asset.

Another important part of the inspection is to identify any special problems, such as the following:

a. dangerous intersections;
b. dangerous horizontal or vertical alignment;
c. proximity and access to schools, churches, band offices etc.;
d. areas subject to flooding;
e. special problem areas.
f. The general form should confirm if Asset meets definition of a Public Road (funded) or Service Road as defined in Section 15 – Appendix J.
(i.e.) minimum of (3) existing detached houses (or equivalent) or an existing public facility. If not, describe purpose, (i.e.) Part of Greater Road Network, etc.

2.7 Photo Form

Photographs of each road asset and/ or extension must be provided in the inspection report. These will both aid in future identification of the asset and draw attention to any special details or "needs" that have been identified. Additional photograph sheets may be used if required.

3.0 Roads - Appendices

- Roads Appendix 1 - Component Codes
- Roads Appendix 2 – Example

ROADS

APPENDIX 1

COMPONENT CODES

ASSET CONDITION REPORTING SYSTEM
ROAD ASSET
COMPONENT CODES

ASSET 1.0 - ROADS

COMPONENT

D1 1.1	Driving Surface
D1 1.2	Shoulders
D1 1.3	Curb & Gutter
D1 1.4	Sidewalks
D1 1.5	Street Lights
D1 1.6	Traffic Signals
D1 1.7	Signing
D1 1.8	Cross-Section
D1 1.9	Ditches
D1 1.10	Culverts less than 3.0 m Span
D1 1.11	Culverts greater than 3.0 m Span
D1 1.12	Barricades/ Guardrails
D1 1.13	Lateral Clearances
D1 1.14	Intersections
D1 1.15	Railroad Crossings
D1 1.16	Horizontal Alignment
D1 1.17	Vertical Alignment
D1 1.18	Other (Specify)
D50. 1	Replacement (for any transportation components)

ROADS

APPENDIX 2

EXAMPLE

Note: Examples are for illustrative purpose & demonstrate the minimum level of detail required. Examples shown are missing the General Plan and Photos that would typically be required in a submission.

Note: All component codes are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

ASSET CONDITION REPORTING SYSTEM
NEEDS IDENTIFICATION

[ ] BUILDINGS [X] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 006004 | Ext. No.: 01 | Asset Code: D1B | Asset Name: JAMES ROAD | Inspected By: C. INSPECTOR

Inspection Date (Y Y M M D D): 14 08 21 | Year of Construction: 1995 | Est. Remaining Life (years): 10

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

Quantity: 1.30 [ ] square meters [ ] meters [X] Kilometres [ ] each

Asset / Component Code No.	Description of Needs	Grp (*1)	Cat (*2)	Typ (*3)	Urg (*4)	Amount ($)	Needs No.
D1 1.1	Regravel Road Surface	2	2	2	0	$ 3,000.00	1
D1 1.2	Cut brush and vegetation back from shoulder	1	1	1	0	$ 500.00	2
D1 1.5	one streetlight requires bulb replacement	1	1	3	1	$ 1,200.00	3
D1 1.9	Reconstruct road side ditches	2	2	2	1	$ 6,000.00	4
D1 1.10	Two culverts require replacement	2	2	2	1	$ 4,000.00	5
D1 1.12	Guardrail post rotten and needs replacing	2	2	2	1	$ 1,000.00	6

*1 - Group	*2 - Category **(Group Specific)**	*3 - Type (Applicable to **All** Groups)	*4 - Urgency (Applicable to **All** Groups)
1. O&M	1. O&M / Minor Repairs	1. Health/Safety	0. Immediate
2. Maintenance Projects	2. Major Repairs	2. Restore Utility	1. Current Year +1
	3. Component Replacement/Reconstruction	3. Arrest Deterioration	2. Current Year +2
3. Other	4. Study	4. Operational	3. Current Year +3
	5. Asset Replacement Reconstruction	5. Conform to Code	4. Current Year +4
	6. Upgrade		

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ASSET CONDITION REPORTING SYSTEM
GENERAL

☐ BUILDINGS ☒ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

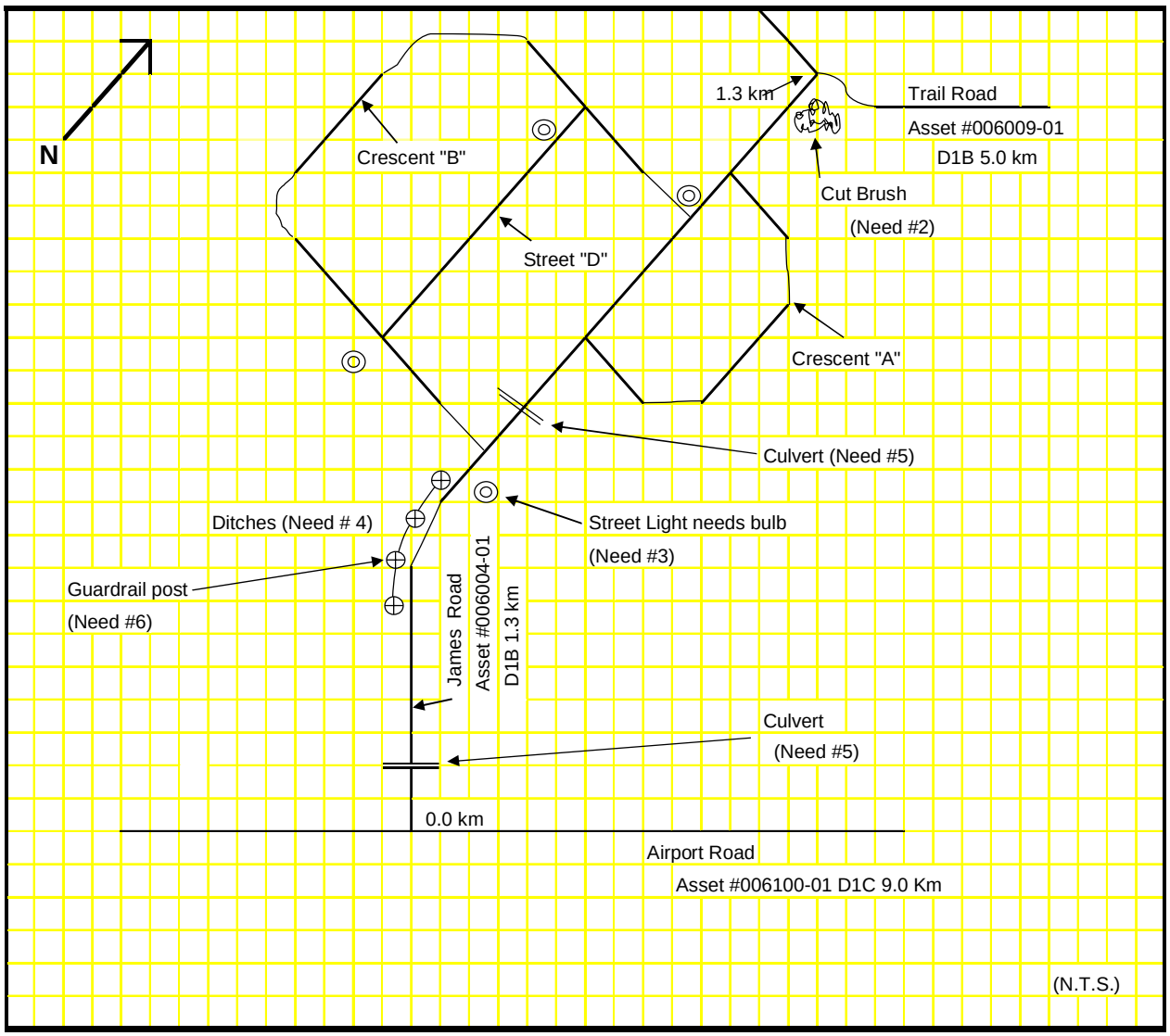
F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
006004	01	D1B	JAMES ROAD	C. INSPECTOR

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1995	10

Quantity: 1.30 ☐ square meters ☐ meters ☒ Kilometres ☐ each

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary



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ASSET CONDITION REPORTING SYSTEM
PHOTOS

☐ BUILDINGS ☒ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
006004	01	D1B	JAMES ROAD	C. INSPECTOR

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1995	10

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
8	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

COLOUR PHOTOGRAPHS/ REPRODUCTIONS	Photo No.: Description: James Road - View North
	Photo No.: Description:

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ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☒ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 006004 | Ext. No.: 01 | Asset Code: D1B | Asset Name: JAMES ROAD | Inspected By: C. INSPECTOR

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
D1 1.1 Driving Surface			X
D1 1.2 Shoulders			X
D1 1.3 Curb & Gutter	X		
D1 1.4 Sidewalks	X		
D1 1.5 Street Lights			X
D1 1.6 Traffic Signals	X		
D1 1.7 Signing		X	
D1 1.8 Cross-Section	X		
D1 1.9 Ditches			X
D1 1.10 Culverts less than 3.0m Span			X
D1 1.11 Culverts greater than 3.0m Span	X		
D1 1.12 Barricades/Guardrails			X
D1 1.13 Lateral Clearances	X		
D1 1.14 Intersections		X	
D1 1.15 Railroad Crossings	X		
D1 1.16 Horizontal Alignment		X	
D1 1.17 Vertical Aligm,emt		X	
D1 1.18 Other	X		
D50.1 Replacement	X		

* For all identified needs details to be described on Needs Identification Form with comments

Indigenous Services Canada / Services aux Autochtones Canada

Canada

O & M Checklist - Roads

Year: 2014/ 15

Site No. 92525 Site Name (Reserve) First Nation #1

F.N. No.: 527 First Nation Name: First Nation

Asset Name: James Road

Asset Code: D1B Asset No.: 006004 Ext. No. 01

Item	Roads	Y	N	N/A
1	Have unpaved roads been recently graded?	✔		
2	Do unpaved roads generally have enough gravel (commensurate with there use)?		✔	
3	Are paved roads free of unacceptable unfixed pot holes or cracks?			✔
4	Are culverts generally unblocked and free running?	✔		
5	Are ditches generally free of significant standing water?	✔		
6	Are the ditches generally clean (not grown in with trees, etc.)?		✔	
7	Are there stop of yield signs at intersections at which there is limited visibility?	✔		
8	Do roads appear properly crowned/ super elevated?	✔		

Based on inspections, some details of which are shown above, it appears that for First Nation Roads (circle appropriate rating):

O & M effort is: (0)-non-existent (1)- sub-standard (2)-acceptable (3)-exemplary

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Section 8 - Roads

ACRS - SECTION 9

BRIDGES

USER INSTRUCTIONS

ASSET CONDITION REPORTING SYSTEM (ACRS)
BRIDGES
USER INSTRUCTIONS

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ASSET CONDITION REPORTING SYSTEM (ACRS)
BRIDGES
USER INSTRUCTIONS

1.0 GENERAL

It is essential to have an up to date, detailed plan of the First Nation's Bridge layout showing First Nation boundaries, road notation, types of construction, and defined limits of responsibilities for Operation & Maintenance (O&M). If not available, consultant to produce a general plan. This should be cross referenced with the Integrated Capital Management System (ICMS) data and ACRS data sheets.

A First Nations bridges inspection program has been underway since 1985. As with all processes, the program has evolved with time, and the original bridge inspection procedures, presented in TSD-63-2, "Bridge Inspection", have been modified in some regions to suit their own requirements. As a result, a revised procedure has now been adopted for the bridge ACRS system.

Prior to undertaking the inspection exercise, it is necessary for the inspector to be fully conversant with bridge inspection procedures. The inspection must be undertaken with the First Nation Roads/ Bridge Superintendent/ Foreman, who will be able to provide both background information on the asset and general assistance. These instructions should be read in conjunction with the general user's instructions. The inspector should be familiar with the objectives of the system, the inspection philosophy, the definitions and the terminology.

1.1 Objective

An additional objective to the general objectives set out in the General User Instructions, (Section 5) is:

To ensure the bridge has been constructed and has been maintained so that it is in a condition to allow the safe passage of vehicular and/or pedestrian traffic, as applicable. A vehicular bridge **must** meet applicable highway loading standards or be posted with a suitable load restriction and have a reasonable alternative route signed. Any **dangerous situation must be reported immediately** to the band office, other government department with shared jurisdiction and ISC Regional Director General.

2.0 METHODOLOGY

There are four forms requiring completion in the course of an inspection:

1) Needs Identification
2) Photo
3) General
4) Bridges

2.1 Header Data

Each form has identical header data (location and identification information) which must be completed. Each bridge should be named and must be assigned its own asset number from the Integrated Capital Management System (ICMS). Additional information is required on the bridge form, such as details of its use and loading. Ultimately, the Estimated Remaining Life (ERL) and the General Condition Rating (GCR) must be assessed and noted.

2.2 Bridge Asset Component Codes

A list of component codes is shown in Appendix 1. These are used to identify the location of "needs", on the Needs Identification Form; and to expand on the type of construction, and comment on problems, on the Bridges Form.

Note: All component codes (Appendix 1 – Section 9) are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the “Needs Identification” form. Failing to complete the check list and/or not completing the “Needs Identification Form” where applicable will result in rejection of the report.

2.3 Needs Identification Form

Completion of the "Needs Identification Form" initially involves filling in the header data. During the course of the bridge inspection on a component by component basis, any ACRS need is identified, described and an appropriate component code allocated, in the left hand column, and a description of the need noted in the central area. The appropriate "Group" and "Category" for the need is then selected from the following:

Grp. 1, Cat. 1 - O&M/ Minor Repairs
Grp. 2, Cat. 2 - Major Repairs
Grp. 2, Cat. 3 - Component Replacement/ Reconstruction
Grp. 3, Cat. 4 - Study
Grp. 3, Cat. 5 - Asset Replacement/ Reconstruction
Grp. 3, Cat. 6 - Upgrade

Justification for the need is then provided by selecting one of the following types:

1. Health and Safety
2. Restore Utility
3. Arrest Deterioration
4. Operational
5. Conform to Code

The "urgency" of the need must then be selected. A code is used, with "0" defining immediate, and 1,2,3,4 for future years.

A cost estimate of the proposed "need" is required, as well as a "need number" to be allocated consecutively for reference purposes. On completion of the needs identification form, the ERL (Estimated Remaining Life) and GCR (General Condition Rating) should be assessed and entered in the appropriate boxes at the top of each page.

Additional background information and definitions are given in the General User Instructions (Section 5).

2.4 General Condition Rating (GCR)

The General Condition Rating of a bridge is not the average of the component ratings but rather an assessment based on the rating of the components with consideration of their relative importance interacting as a whole, within the structure. This rating requires a knowledge of bridge design, construction, and inspection techniques.

A note should be made where a component is not inspected due to the situation at the time of the inspection (e.g. snow covered, high water level, etc.) and special notation made where there are indications that there may be serious problems with the uninspected component. A degree of urgency for the next inspection should be specified if the bridge is in poor condition (e.g. in the fall or spring).

2.5 General Form

The General Form should be used for a sketch orientation layout of the bridge and sketches of any details that cannot be photographed or require dimensioning. A sketch layout may also clarify the inter-relationship between bridges on the same river on a reserve. Frequently, bridges have hazardous approaches and care should be taken to ensure that these are noted with sketches and not overlooked during the bridge inspection.

2.6 Photo Form

Photographs of the bridge being inspected shall be provided in the inspection report. They will both aid in future identification of the bridge, and draw attention to any special details or aspects of the condition that are noted. There should be a photograph of each need identified. Specific faults of a major nature should be noted and photographed. Additional photograph sheets should be used as required. Previous inspection reports and photographs should always be taken along on an inspection.

2.7 Bridges Form

There are a number of aspects of reserve bridges that have lead to the requirement for a "bridges" form.

- Bridges have often been found to be in poor to fair condition.
- The nature of their construction is very varied.
- Bridges have been relocated, rebuilt and modified from their original site.
- There are a number of important consistent factors that require noting, such as design loading; and other variables that need checking, such as "special vehicle use" and "traffic count".
- Inspections may be required at frequent intervals due to poor condition and rapid deterioration.

All details are to be completed where possible as it will assist in future inspections.

If a bridge is in poor condition, it may require inspecting at frequent intervals, say in the spring and fall, and after any storms. This **must** be recommended in the report.

3.0 Bridge - Appendices

- Bridge Appendix 1 - Component Codes
- Bridge Appendix 2 – Example

BRIDGES

APPENDIX 1

COMPONENT CODES

ASSET CONDITION REPORTING SYSTEM
BRIDGE ASSET
COMPONENT CODES

ASSET 2.0 - BRIDGES

COMPONENT

D2 2.1	Deck
D2 2.2	Running Boards
D2 2.3	Curbs
D2 2.4	Railings
D2 2.5	Drainage
D2 2.6	Lighting
D2 2.7	Pedestrian Walks
D2 2.8	Expansion Joints
D2 2.9	Superstructure
D2 2.10	Foundation
D2 2.11	Abutments
D2 2.12	Piers
D2 2.13	Bearings
D2 2.14	Width
D2 2.15	Approach Barriers
D2 2.16	Channel
D2 2.17	Erosion Protection
D2 2.18	Alignment
D2 2.19	Signing
D2 2.20	Other (Specify)
D50. 1	Replacement (for any Transportation components)

BRIDGES

APPENDIX 2

EXAMPLE

Note: Examples are for illustrative purpose & demonstrate the minimum level of detail required. Examples shown are missing the General Plan and Photos that would typically be required in a submission.

Note: All component codes are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

ASSET CONDITION REPORTING SYSTEM
NEEDS IDENTIFICATION

[ ] BUILDINGS [ ] ROADS [X] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 008510 | Ext. No.: 01 | Asset Code: D2A | Asset Name: BROWN BRIDGE | Inspected By: T. CIPOWITZ

Inspection Date (Y Y M M D D): 14 08 21 | Year of Construction: 1965 | Est. Remaining Life (years): 10

Quantity: 28.50 [X] square meters [ ] meters [ ] Kilometres [ ] each

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
7	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

Asset / Component Code No.	Description of Needs	Grp (*1)	Cat (*2)	Typ (*3)	Urg (*4)	Amount ($)	Needs No.
D2 2.1	Clean Gravel off deck	1	1	4	0	$ 100.00	1
D2 2.2	Replace running boards	2	2	2	1	$ 1,000.00	2
D2 2.15	Install approach barrier	3	6	1	0	$ 2,000.00	3
D2 2.17	Riprap needed on both upstream sides	2	2	3	1	$ 3,000.00	4
D2 2.18	Correct vertical alignment by grading smooth	1	1	4	0	$ 200.00	5
D2 2.19	Replace signs	1	1	1	0	$ 200.00	6

*1 - Group	*2 - Category **(Group Specific)**	*3 - Type (Applicable to **All** Groups)	*4 - Urgency (Applicable to **All** Groups)
1. O&M	1. O&M / Minor Repairs	1. Health/Safety	0. Immediate
2. Maintenance Projects	2. Major Repairs	2. Restore Utility	1. Current Year +1
	3. Component Replacement/Reconstruction	3. Arrest Deterioration	2. Current Year +2
3. Other	4. Study	4. Operational	3. Current Year +3
	5. Asset Replacement Reconstruction	5. Conform to Code	4. Current Year +4
	6. Upgrade		

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ASSET CONDITION REPORTING SYSTEM
BRIDGES

[ ] BUILDINGS [ ] ROADS [X] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
008510	01	D2A	BROWN BRIDGE	T. CIPOWITZ

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1965	10

Quantity: 28.50 [X] Square meters [ ] meters [ ] Kilometres [ ] each

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
7	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

Location	Current Use	Design dwgs.	Design Loading	No. of Spans	Span Length (m)
BEACH ROAD	MAIN ACCESS	N.A.	H.S. 20	1	5.0

Vertical Road Clearance	Approach Road Width (m)	Approach Road Surface	Bridge road Width (m)	Water Clearance (m)	Traffic Count (v.p.d.)	Total Length (m)
N.A.	5.5	GRAVEL	5.3	2.0	100	5.0

Skew	Crossing	Special Vehicle Use	Est. Replacement Cost ($000's)
0	SMALL CREEK	WATER DELIVERY TRUCK	100.0

Maintained By	Inspected By
FIRST NATION	T. CIPOWITZ

Quantity: 28.50 [X] square meters

Component:	Type of Construction / Comments:
D2 2.1 Deck	Wood Plank (untreated)
D2 2.2 Running Boards	Wood Board
D2 2.3 Curbs	N.A.
D2 2.4 Railings	Wood Plank and Wheel Guard
D2 2.5 Drainage	N.A.
D2 2.6 Lighting	N.A.
D2 2.7 Pedestrian Walks	N.A.
D2 2.8 Expansion Joints	N.A.
D2 2.9 Superstructure	Wood Beam (350 x 150 mm) Untreated
D2 2.10 Foundation	Unknown
D2 2.11 Abutments	Reinforced Concrete - Fair Condition
D2 2.12 Piers	N.A.
D2 2.13 Bearings	N.A.
D2 2.14 Width	Satisfactory
D2 2.15 Approach Barriers	N.A. - But are Required
D2 2.16 Channel	Satisfactory
D2 2.17 Erosion Protection	Nominal - But Low Flows
D2 2.18 Alignment	Vertical Alignment Poor - Approach Ramp
D2 2.19 Signing	None - But Required For Load Restrictions
D2 2.20 Other (Specify	
D 50.1 Replacement	

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ASSET CONDITION REPORTING SYSTEM
GENERAL

☐ BUILDINGS ☐ ROADS ☒ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

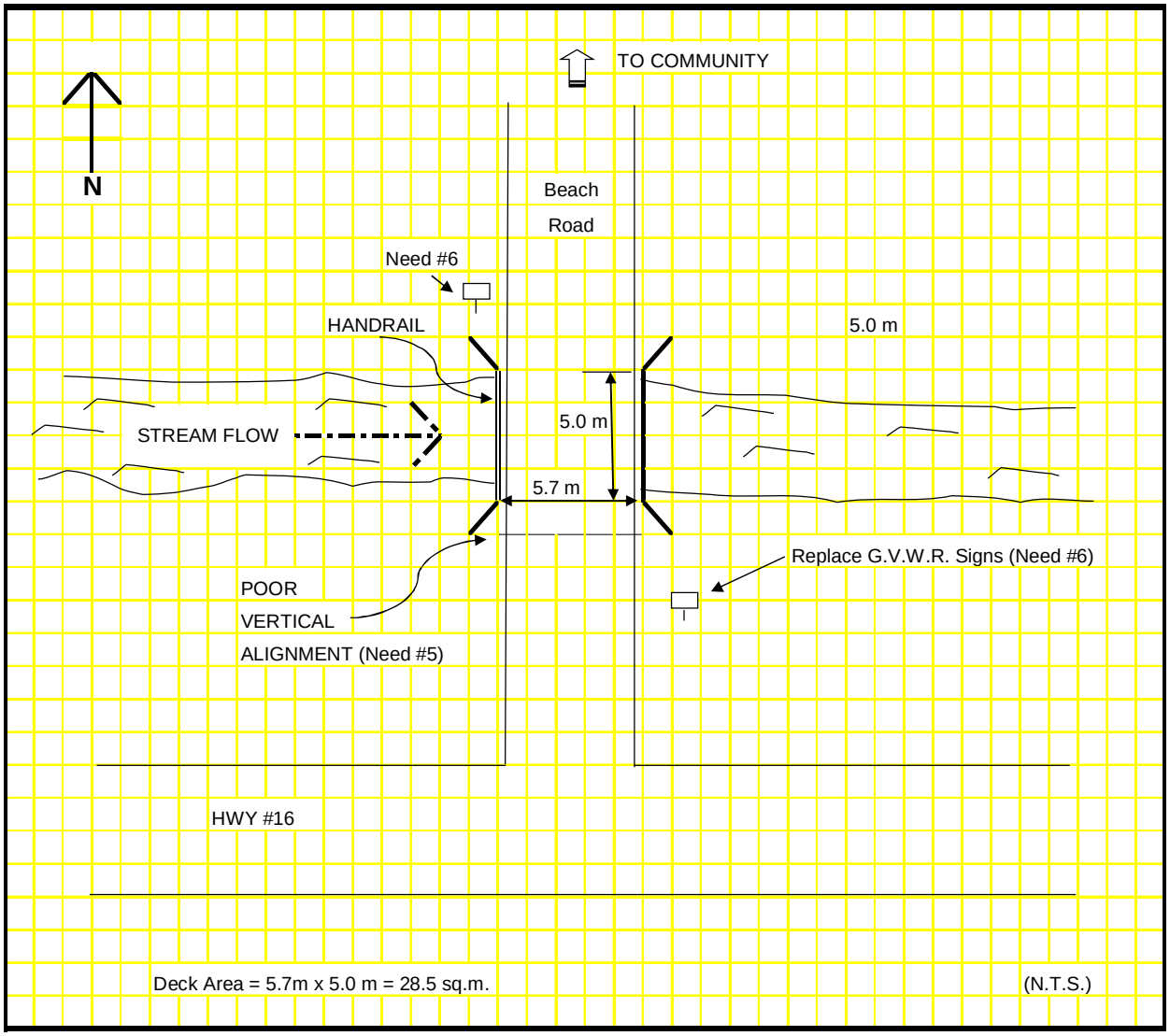
F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
008510	01	D2A	BROWN BRIDGE	T. CIPOWITZ

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1965	10

Quantity: 28.50 ☒ square meters ☐ meters ☐ Kilometres ☐ each

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
7	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary



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ASSET CONDITION REPORTING SYSTEM
PHOTOS

☐ BUILDINGS ☐ ROADS ☒ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name:	Site No.:	Site Name (Reserve):
ONTARIO	92525	FIRST NATION #1

F.N. No.:	First Nation Name:
527	FIRST NATION

Asset No.:	Ext. No.:	Asset Code:	Asset Name:	Inspected By:
008510	01	D2A	BROWN BRIDGE	T. CIPOWITZ

Inspection Date (Y Y M M D D)	Year of Construction	Est. Remaining Life (years)
14 08 21	1965	10

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
7	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	2	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

COLOUR PHOTOGRAPHS/ REPRODUCTIONS

Photo No.:
Description:
WEST ELEVATION

Photo No.:
Description:

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Canada

ASSET COMPONENT CHECK-LIST

[ ] BUILDINGS [ ] ROADS [X] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: ONTARIO | Site No.: 92525 | Site Name (Reserve): FIRST NATION #1

F.N. No.: 527 | First Nation Name: FIRST NATION

Asset No.: 008510 | Ext. No.: 01 | Asset Code: D2A | Asset Name: BROWN BRIDGE | Inspected By: T. CIPOWITZ

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
D2 2.1 Deck			X
D2 2.2 Running Boards			X
D2 2.3 Curbs		X	
D2 2.4 Railings		X	
D2 2.5 Drainage		X	
D2 2.6 Lighting	X		
D2 2.7 Pedestrian Walks	X		
D2 2.8 Expansion Joints		X	
D2 2.9 Superstructure		X	
D2 2.10 Foundation		X	
D2 2.11 Abutments		X	
D2 2.12 Piers	X		
D2 2.13 Bearings		X	
D2 2.14 Width		X	
D2 2.15 Approach Barriers			X
D2 2.16 Channel		X	
D2 2.17 Erosion Protection			X
D2 2.18 Alignment			X
D2 2.19 Signing			X
D2 2.20 Other	X		
D50.1 Replacement	X		

* For all identified needs details to be described on Needs Identification Form with comments

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O & M Checklist - Bridges

Year: 2014/ 15

Site No. 92525 Site Name (Reserve): First Nation #1

F.N. No.: 527 First Nation Name: First Nation

Asset Name: Brown Bridge

Asset Code: D2A Asset No.: 008510 Ext. No. 01

Item	Bridges	Y	N	N/A
1	Have the bridges been inspected (not necessarily by a specialist) in the last 12 months?	✔		
2	Have any bridges been inspected by a bridge specialist in the past 24 months?		✔	
3	Is the deck free of excess sand/ gravel?		✔	
4	Is the guard rail in good condition?	✔		
5	Are there load limit/ clearance signs where required?	✔		
6	Is the structure (piles/ piers, abutments, stringers, deck, etc.) free of any obvious structural damage?	✔		

Based on inspections, some details of which are shown above, it appears that for First Nation Bridges (circle appropriate rating):

O & M effort is: (0)-non-existent (1)- sub-standard (2)-acceptable (3)-exemplary

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Section 9 - Bridges

ACRS - SECTION 10

VEHICLES

USER INSTRUCTIONS

REFER TO USER INSTRUCTIONS SECTION 6.0
BUILDING & GROUNDS ACRS MANUAL
FOR GENERAL GUIDANCE

Component Codes Attached

ASSET CONDITION REPORTING SYSTEM
FIRE TRUCK COMPONENT CODES

COMPONENT - ACCESSORIES

E1.1 Fire Extinguishers
E1.2 Hoses
E1.3 Lighting Equipment
E1.4 Entry Tools
E1.5 Ladders
E1.6 Salvage Equipment
E1.7 First Aid
E1.8 Spares
E1.9 Protective Gear
E1.10 Portable Gear
E1.11Tool Kit
E1.12 Other

COMPONENT - APPARATUS

E3.1 Pump Lever/ Lock/ Controls
E3.2 Pump Governor
E3.3 Pump/ Drain Valve/ Nozzles
E3.4 Controls
E3.5 Visible Strainers
E3.6 Pressure Gauges
E3.7 Oil Leaks/ Gaskets
E3.8 Oil Levels
E3.9 Tank Suction/ Discharge/ Hydrant Ports
E3.10 Bolts
E3.11 Transfer Relief Valve
E3.12 Other

COMPONENT - TRUCK

E2.1 Steering
E2.2 Brakes
E2.3 Transmission
E2.4 Clutch
E2.5 Starter
E2.6 Lights
E2.7 Wipers
E2.8 Battery
E2.9 Leaks
E2.10 Doors
E2.11 Body
E2.12 Radiator
E2.13 Belts
E2.14 Tires
E2.15 Mirrors
E2.16 Oil Level
E2.17 Heaters
E2.18 Fuel Gauge
E2.19 Sirens
E2.20 Chassis
E2.21 Other

Note: All component codes (Section 10) are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

ASSET CONDITION REPORTING SYSTEM
WATER/ SEWER TRUCK COMPONENT CODES

COMPONENT - APPARATUS

E1.1 Pump Operation, Noise Pressure, Oil Level and Starting
E1.2 Tank Overall, Valves and Ports Meter
E1.3 Meter
E1.4 Other

COMPONENT - TRUCK

E2.1 Steering
E2.2 Brakes
E2.3 Transmission
E2.4 Clutch
E2.5 Starter
E2.6 Lights
E2.7 Wipers
E2.8 Battery
E2.9 Leaks
E2.10 Doors
E2.11 Body
E2.12 Radiator
E2.13 Belts
E2.14 Tires
E2.15 Mirrors
E2.16 Oil Level
E2.17 Heaters
E2.18 Fuel Gauge
E2.19 Sirens
E2.20 Chassis
E2.21 Other

Note: All component codes (Section 10) are to be inspected. To assist in this endeavour, a check list was developed for each asset class (Buildings & Grounds, Municipal Systems, Roads, Bridges & Vehicles), copies are found in Appendix C. A copy of the completed check list is required for each asset. When a need is identified on the check list, the details/comments related to the deficiency must be noted on the "Needs Identification" form. Failing to complete the check list and/or not completing the "Needs Identification Form" where applicable will result in rejection of the report.

ACRS - SECTION 11

MAINTENANCE MANAGEMENT PLAN (MMP) ASSESSMENT

USER INSTRUCTIONS

ASSET CONDITION REPORTING SYSTEM (ACRS)

MAINTENANCE MANAGEMENT PLAN (MMP) ASSESSMENT USER INSTRUCTIONS

TABLE OF CONTENTS

ASSET CONDITION REPORTING SYSTEM (ACRS)
MAINTENANCE MANAGEMENT PLAN ASSESSMENT
USER INSTRUCTIONS

1.0 GENERAL

In June 1997, then Assistant Deputy Minister, Corporate Services, INAC issued an interim directive on "Compliance Guideline for the Operation and Maintenance of First Nations Assets". The guideline articulated INAC's strategy with respect to the proper operation and maintenance of on-reserve, departmentally-funded assets. Its goal is to ensure that the appropriate level of accountability of both First Nations and the Department can be achieved.

The key focus of the guideline is to ensure that community assets are **operated and maintained** to provide necessary services and prevent premature recapitalization by ensuring that:

- ✓ O&M funds are spent for their intended purpose;
- ✓ the condition of facilities is assessed annually and status and/ or condition reports are actioned as required; and
- ✓ advice and assistance on maintenance is provided to First Nations.

The last two items require the assessment of O&M Effort spent on the assets. For cost-effectiveness and efficiency, it was decided in 2004 that the assessment of Maintenance Management Plans (MMP) would be conducted only on four asset categories that affect health and safety and in which significant investment are made by the department: Drinking Water Systems, Waste Water Systems, Schools and Fire Protection Facilities. The assessment for the two first categories, Drinking Water and Waste Water Systems will be done through a separate annual inspection to be carried out on these systems. The assessment for schools and fire protection facilities would best be carried out while the inspector is on site doing the ACRS Needs and General Condition Rating (GCR) inspections. The required information and the format on which it is to be reported are presented in this section.

1.1 Objectives

The objectives of the MMP assessment are:

a) identify whether on-reserve public facilities are being operated and maintained adequately with the proper budget and qualified personnel; and

b) To provide a basic action plan to get band operation and maintenance activities back on track, where deficiencies in operation and maintenance are identified.

1.2 Results

The results of this assessment would be used by INAC management in developing maintenance advice and assistance to First Nations and to report on O&M efforts as one of the Key Performance Indicators of the Capital and Facilities Maintenance Program.

Some of this advice and assistance may include the establishment of or adjustment to a Maintenance Management Plan and the development of the First Nation's O&M management capacity. The latter may include: a) Encouraging First Nation Councils and Tribal Councils to support O&M activities; b) Utilizing the "Best Practices" of First Nations or Tribal Councils with successful O&M programs; c) Assisting First Nations to attain minimum O&M standards as set by other government sources (Provincial and Federal) or the private sector; d) Utilizing the "Circuit Rider Concept" which provides expert hands-on training; and e) Providing awareness training.

2.0 METHODOLOGY

The MMP assessment should be carried out while the inspector is checking the asset and doing the ACRS Needs and Condition inspections. The inspector would have the MAINTENANCE MANAGEMENT PLAN form, provided in appendix 1, prepared in advance. The walk through assessment must be carried out with the First Nation's Maintenance Manager or Supervisor to find out the details of current and past problems, review maintenance records and assess whether the assets have been maintained regularly.

2.1 Maintenance Management Plan Form

It is important to understand that one form is to be completed per site, giving an overall assessment of the MMP for all schools and fire protection facilities on the site identified in the form header.

2.1.1 Header

Details on how to complete the header data may be found in the ACRS General User Instructions (Section 5).

2.1.2 O&M Effort Assessment

O&M Effort is to be rated between **0 to 3**, with **Zero** = Non-existent; **1** = Sub-Standard; **2** = Acceptable; and **3** = Exemplary. In rating the O&M Effort, consideration must be given to the overall effort spent on the whole asset group. Items attributable to Health and Safety, impact to the community (e.g. magnitude of service interruption), and potential replacement cost should be weighted with higher significance than minor O&M items such as re-painting.

If any O&M elements are rated "non-existent" or "sub-standard", provide in the comments box some indications or reasons for the rating. It would also be suitable to provide for the First Nation an action plan (recommendations) identifying steps which must be taken to upgrade O&M ratings to "acceptable" level.

2.1.3 Maintenance Activities Planned and Scheduled

The objective here is to gauge whether a list of required regular, preventive maintenance and minor repair activities was established and if a schedule was developed for their execution.

2.1.4 Budget

The objective is to assess if a budget has been developed to implement the maintenance and operation of the asset.

2.1.5 Qualified Maintenance Worker

The objective is to evaluate if the person executing the maintenance on the asset is properly qualified.

2.1.6 Maintenance Management Plan Successfully Implemented

For a MMP to be considered successfully implemented, the maintenance activities must be planned and scheduled, the budget must be appropriate, the operator/ maintenance worker qualified for the task and the O&M effort rated acceptable or exemplary.

2.1.7 Comments

This area is to be used to provide any relevant information that would justify or qualify the rating or to further explain the situation. It should also be used to give a summary of corrective measure especially in the case of an unsatisfactory rating. Comments should refer to questions using the corresponding question number.

3.0 MMP - Appendices

Refer to MMP - Appendix 1, for the Maintenance Management Plan Form

MMP

APPENDIX 1

MAINTENANCE MANAGEMENT PLAN FORM

(Refer to CD for Digital File)

ASSET CONDITION REPORTING SYSTEM
MAINTENANCE MANAGEMENT PLAN (MMP)

Page of

Region name | Site No. | Site name (Reserve)

Band No. | Band name

Inspected by | Inspection date (YYMMDD)

	School	Fire Protection Facilities
1. The level of O&M effort is best rated as: *0 = Non-existent, 1 = Sub-standard, 2 = Acceptable, 3 = Exemplary*	0 ☐ 1 ☐ 2 ☐ 3 ☐	0 ☐ 1 ☐ 2 ☐ 3 ☐
2. Are maintenance activities planned and scheduled?	Yes ☐ No ☐	Yes ☐ No ☐
3. Is there an annual budget provided for the operation and maintenance of physical assets?	Yes ☐ No ☐	Yes ☐ No ☐
4. Is there a responsible and qualified party to ensure maintenance is being carried out?	Yes ☐ No ☐	Yes ☐ No ☐
5. Is the MMP successfully implemented? *An MMP is considered as successfully implemented if the answer to all three questions above is "Yes" **AND** the level of O&M effort is "2" or greater*	Yes ☐ No ☐	Yes ☐ No ☐

Comments

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ACRS - SECTION 12

COMMUNITY FIRE PROTECTION ASSESSMENT

USER INSTRUCTIONS

COMMUNITY FIRE PROTECTION (CFP) ASSESSMENT

USER INSTRUCTIONS

TABLE OF CONTENTS

ASSET CONDITION REPORTING SYSTEM (ACRS)
COMMUNITY FIRE PROTECTION ASSESSMENT
USER INSTRUCTIONS

1.0 GENERAL

Good fire protection is a prerequisite to a safe and healthy environment for communities to develop and progress. ISC recognized this in its funding efforts and is committed to assess the progress made in providing effective fire protection to communities. This assessment is to be conducted as part of the regular ACRS inspection and the results will be used to provide the First Nation with an action plan (recommendations) identifying steps which must be taken to upgrade Community Fire Protection, and to report on Community Fire Protection as one of the Key Performance Indicator of the Capital and Facilities Maintenance Program.

2.0 METHODOLOGY

The Community Fire Protection assessment should be carried out while the inspector is checking the asset and doing the ACRS Needs and Condition inspections. The inspector would have the COMMUNITY FIRE PROTECTION form, provided in appendix 1, prepared in advance. The walk through assessment must be carried out with the First Nation's Fire Chief or responsible officer, to find out the details of current and past problems.

2.1 COMMUNITY FIRE PROTECTION FORM

It is important to understand that one form is to be completed per site, giving an overall assessment of the fire protection for the whole community on the site identified in the form header. In assessing the community fire protection consideration must be given to the overall protection on the whole community or the whole site. Items attributable to Health and Safety, impact to the community (e.g. magnitude of service interruption or deficiencies), readiness and efficiency, and potential replacement cost should be weighted with higher significance than minor items such as minor lack of maintenance.

2.1.1 HEADER

Details on how to complete the header data may be found in the ACRS General User Instructions (Section 5).

2.1.2 FIRE SUPPRESSION SERVICES AVAILABLE

This is to indicate how the fire suppression is provided to the community, and not to provide an assessment of the effectiveness of the service. Four options are possible;

- ✓ No service available
- ✓ Community Volunteer
- ✓ Via a Municipal Type Service Agreement (MTSA) with neighboring municipalities
- ✓ A combination of Community Volunteer and Municipal Service Type Agreement

If volunteer force is used the following sections should be completed

2.1.3 TRAINING

The objective here is to indicate if the people active in the fire suppression activities, Fire Chief and/ or Fire Fighters, have been participating in training program equivalent to the National Fire Protection Association programs or other nationally recognized standards.

2.1.4 WATER SUPPLY

Indicate if the community is serviced with fire hydrants, if the fire flow is verified and tested by a fire suppression expert to ensure it meet design flows.

2.1.5 EVALUATION OF THE OPERATIONAL CONDITION OF CRITICAL FIRE SUPPRESSION ELEMENT

The objective is to assess the operational condition of the following 4 fire suppression elements: Fire Hall and/ or garage, Fire Vehicles, Tools and equipment, and Protective clothing.

The rating is to be established as follow:

- **0** - if the elements are non-operational or non-existent.
- **1** - if the elements are in poor operational condition. The elements are there but in poor condition or could not be used effectively in case of emergency.
- **2** - if the elements are in a fair operational condition. All the elements are there and operational, but some improvements should be made to render their use more efficient in case of emergency
- **3** - if the elements are in good operational condition. All elements are there and ready for an efficient use in case of emergency.

If any elements are rated “non operational” or “poor” provide in the comments box some indications or reasons for the rating. It would also be suitable to provide for the First Nation an action plan (recommendations) identifying steps which must be taken to upgrade deficient elements to “fair” or “good” level.

2.1.5 OVERALL ASSESSMENT - FUNCTIONAL FIRE DEPARTMENT

This is a global rating summing up the results of the previous ratings. To be deemed a FUNCTIONAL FIRE DEPARTMENT, the community must have fire services available through an MTSA or in the case of Volunteer Fire Fighters, fire fighters must be properly trained, the water supply verified for fire flow by an expert, and all operational condition of the 4 major elements of fire suppression must be fair (rating of 2) or good (rating of 3).

2.1.6 COMMENTS

This area is to be used to provide any relevant information that would justify or qualify the ratings or to further explain the situation. It should also be used to give a summary

of corrective measure especially in the case of an unsatisfactory rating. Comments should refer to questions using the corresponding question number.

3.0 FIRE PROTECTION - APPENDICES

Refer to Fire Protection - Appendix 1 for the COMMUNITY FIRE PROTECTION FORM

FIRE PROTECTION

APPENDIX 1

COMMUNITY FIRE PROTECTION FORM

(Refer to CD for Digital File)

ASSET CONDITION REPORTING SYSTEM
COMMUNITY FIRE PROTECTION

Page of

Region name **Site No.** **Site name (Reserve)**

Band No. **Band name**

Inspected by **Inspection date (YYMMDD)**

1. Type of fire suppression service available to the community

None ☐ Volunteer Force ☐ Municipal Type Service Agreement (MTSA) ☐ MTSA and Volunteer Force ☐

Please provide the following information if a volunteer force is used.

2. Do the fire chief / volunteer fire fighters participate in training programs?
(National Fire Protection Association or equivalent)
Yes ☐ No ☐

3. Has the water supply been verified by a fire suppression expert for fire flow requirements?
Yes ☐ No ☐

4. The operational condition of the following fire protection assets are best rated as:
0 = Non-operational, 1 = Poor, 2 = Fair, 3 = Good

a) Fire hall and / or garage 0 ☐ 1 ☐ 2 ☐ 3 ☐

b) Fire vehicles / trailers 0 ☐ 1 ☐ 2 ☐ 3 ☐

c) Tools and equipment 0 ☐ 1 ☐ 2 ☐ 3 ☐

d) Protective clothing 0 ☐ 1 ☐ 2 ☐ 3 ☐

5. Is the community fire suppression service functional?
*A fire suppression service is considered functional if an MTA exists **OR** the answer to the above questions is "Yes" **AND** all fire protection assets have an operational condition rating of "2" or greater.*
Yes ☐ No ☐

Comments

Indigenous Services Canada / Services aux Autochtones Canada

ACRS - SECTION 13

O & M REVIEW

CAPITAL ASSETS

ASSET OPERATION AND MAINTENANCE (O&M) REVIEW - ACRS REPORT*

DUE DATE: for previous fiscal year ending October 15. ***This reporting requirement is applicable only to First Nations funded under CFA.***

INSTRUCTIONS:

- ✓ Fill out the First Nation and Reserve Information. Include a form for each Reserve.
- ✓ Fill out the date and the page number if there is more than one page.
- ✓ For each asset group that has received an Asset Condition Reporting (ACRS) Inspection, fill out the rating of O&M effort as rated by the ACRS inspector Ratings scales are:

  0 = non-existent
  1 = substandard
  2 = acceptable
  3 = exemplary

- ✓ Fill out any remarks relating specifically to the O&M effort rating of the particular asset group being reported on.
- ✓ Using an identical rating scale and based on an assessment of the ACRS or annual O&M rating of the individual asset groups, fill out the overall O&M effort rating for the site. Provide remarks as required.
- ✓ Write the name of the person completing the form.
- ✓ Refer to Appendix “F” - Section 15 Appendices for forms, digital file provided on CD with the exception of Public Access Building Assets. For Public Access Buildings - Refer to Section 16 Annex “C” - for forms, digital file provided on CD.

* First Nations can fulfill their reporting requirements by submitting this data in response to the Asset Condition Reporting System (ACRS) call package sent to the First Nation.

ACRS - SECTION - 14

TECHNICAL SIGN-OFF

TECHNICAL SIGN-OFF

Instruction: Technical Sign-Off is to be completed by First Nation Technical Advisor (Tribal Council Technical Unit, First Nation Technical Unit (in case of Large First Nations)) or other providing ACRS Project Administration Services to the First Nation in this regard and Consultant.

This sign-off page is to be attached to the ACRS report.

I the undersigned, acting in the capacity of First Nation Technical Advisor in regards to the Formal ACRS Inspection, hereby declare/ confirm, that I have completed a *"**thorough comprehensive"*** Technical review of the ACRS report, as submitted by:

Consultant: _____

Dated: _____

For: _____

Based on my review, I am in concurrence with said report, in that the report was completed in accordance with the Terms of Reference, meeting all terms and conditions with respect to level of information provided and reporting format/ requirements.

Print Name: _____

Signature: _____

Date: _____

ACRS - Section 15

APPENDICES

APPENDIX A

LIST OF ASSETS FROM ICMS

1) List of all departmentally funded Assets - List Applicable To Formal ACRS Inspections

(Refer to CD for Appendix A Files)

APPENDIX B

CLASSES OF COST ESTIMATES

CLASS A

CLASS B

CLASS C

CLASS D

CLASSES OF COST ESTIMATES

(Departmental Definitions)

Class "A" Estimate:

This is a detailed estimate based on quantity take-off from final drawings and specifications. It is used to evaluate tenders or as a basis of cost control during day-labour construction.

Class "B" Estimate:

This is prepared after site investigations and studies have been completed and the major systems defined. It is based on a project brief and preliminary design. It is used for obtaining effective project approval and for budgetary control.

Class "C" Estimate:

This is prepared with limited site information, and is based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval.

Class "D" Estimate: **(Level of Estimate Required by ACRS)**

This is preliminary estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used from lump sum or unit costs for a similar project. It may be used in developing long term capital plans for preliminary discussion of proposed capital projects.

APPENDIX C

ACRS INSPECTION REPORT FORMS

NEEDS IDENTIFICATION

GENERAL

BRIDGES

PHOTO

ASSET COMPONENT CHECK-LIST

(Refer to CD for Digital File)

ASSET CONDITION REPORTING SYSTEM
NEEDS IDENTIFICATION

Page of

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: ONTARIO | Site No.: | Site Name (Reserve):

F.N. No.: | First Nation Name:

Asset No.: | Ext. No.: | Asset Code: | Asset Name: | Inspected By:

Inspection Date (Y Y M M D D) | Year of Construction | Est. Remaining Life (years)

General Condition Rating (0 - 10)	
☐	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New

O & M Rating (0 - 3)	
☐	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

Quantity: | ☐ square meters ☐ meters | ☐ Kilometres ☐ each

Asset / Component Code No.	Description of Needs	Grp (*1)	Cat (*2)	Typ (*3)	Urg (*4)	Amount ($)	Needs No.

*1 - Group	*2 - Category **(Group Specific)**	*3 - Type (Applicable to **All** Groups)	*4 - Urgency (Applicable to **All** Groups)
1. O&M	1. O&M / Minor Repairs	1. Health/Safety	0. Immediate
2. Maintenance Projects	2. Major Repairs 3. Component Replacement/Reconstruction	2. Restore Utility 3. Arrest Deterioration	1. Current Year +1 2. Current Year +2
3. Other	4. Study 5. Asset Replacement Reconstruction 6. Upgrade	4. Operational 5. Conform to Code	3. Current Year +3 4. Current Year +4

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Canada

ASSET CONDITION REPORTING SYSTEM
GENERAL

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☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: ONTARIO | Site No.: | Site Name (Reserve):

F.N. No.: | First Nation Name:

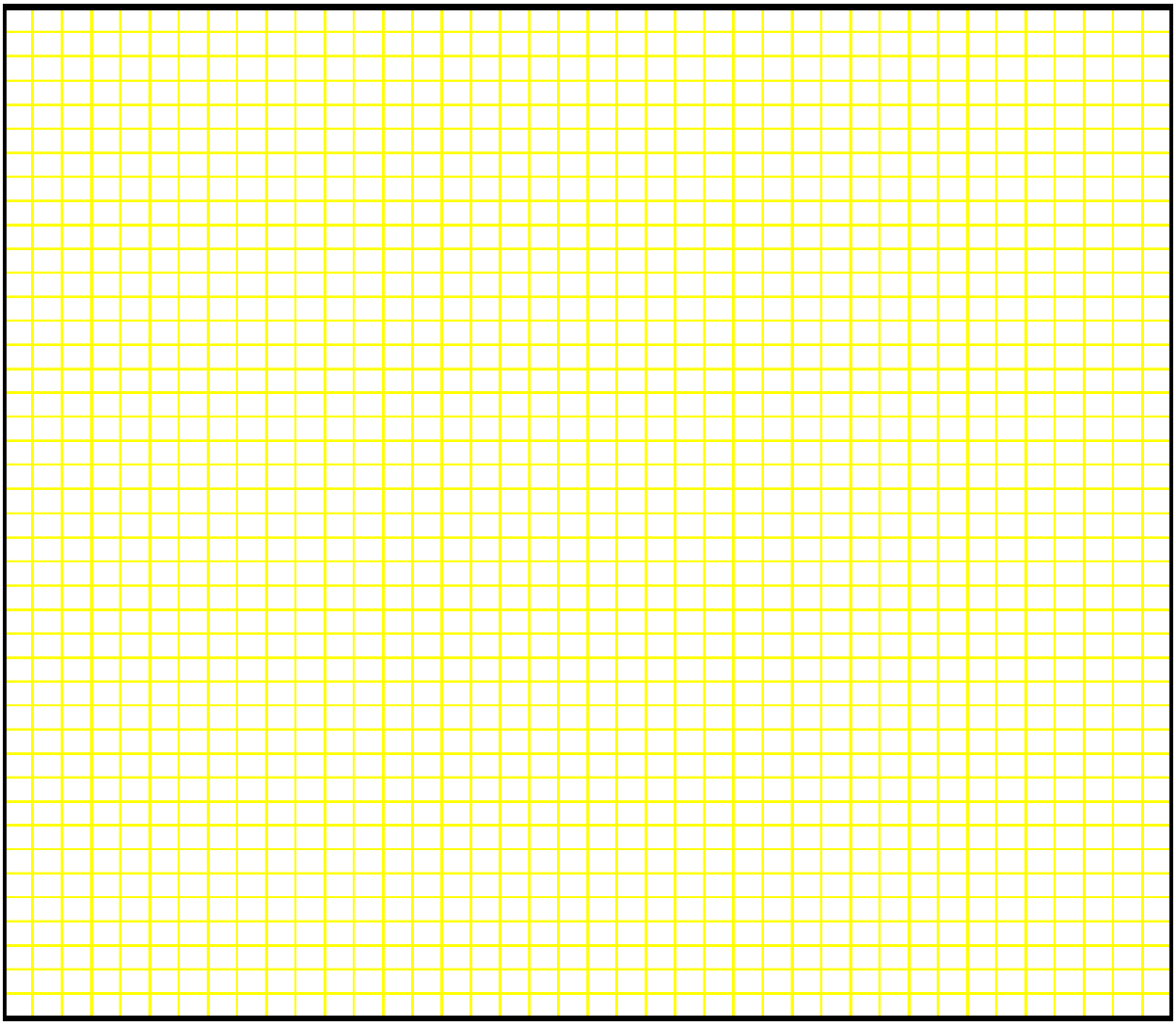
Asset No.: | Ext. No.: | Asset Code: | Asset Name: | Inspected By:

Inspection Date (Y Y M M D D) | Year of Construction | Est. Remaining Life (years)

Quantity: ☐ square meters ☐ meters ☐ Kilometres ☐ each

General Condition Rating (0 - 10)	
☐	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New

O & M Rating (0 - 3)	
☐	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary



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Canada

ASSET CONDITION REPORTING SYSTEM
BRIDGES

Page of

☐ BUILDINGS ☐ ROADS ☒ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: ONTARIO | Site No.: | Site Name (Reserve):

F.N. No.: | First Nation Name:

Asset No.: | Ext. No.: | Asset Code: | Asset Name: | Inspected By:

Inspection Date (Y Y M M D D) | Year of Construction | Est. Remaining Life (years)

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
☐	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	☐	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

Quantity: | ☐ Square meters

Location | Current Use | Design dwgs. | Design Loading | No. of Spans | Span Length (m)

Vertical Road Clearance | Approach Road Width (m) | Approach Road Surface | Bridge road Width (m) | Water Clearance (m) | Traffic Count (v.p.d.) | Total Length (m)

Skew | Crossing | Special Vehicle Use | Est. Replacement Cost ($000's)

Maintained By | Inspected By

Quantity: | ☐ square meters

Component:	Type of Construction / Comments:
D2 2.1 Deck	
D2 2.2 Running Boards	
D2 2.3 Curbs	
D2 2.4 Railings	
D2 2.5 Drainage	
D2 2.6 Lighting	
D2 2.7 Pedestrian Walks	
D2 2.8 Expansion Joints	
D2 2.9 Superstructure	
D2 2.10 Foundation	
D2 2.11 Abutments	
D2 2.12 Piers	
D2 2.13 Bearings	
D2 2.14 Width	
D2 2.15 Approach Barriers	
D2 2.16 Channel	
D2 2.17 Erosion Protection	
D2 2.18 Alignment	
D2 2.19 Signing	
D2 2.20 Other (Specify	
D 50.1 Replacement	

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ASSET CONDITION REPORTING SYSTEM
PHOTOS

Page of

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: ONTARIO | Site No.: | Site Name (Reserve):

F.N. No.: | First Nation Name:

Asset No.: | Ext. No.: | Asset Code: | Asset Name: | Inspected By:

Inspection Date (Y Y M M D D) | Year of Construction | Est. Remaining Life (years)

General Condition Rating (0 - 10)		O & M Rating (0 - 3)	
☐	0 = Closed 1 - 3 = Poor 4 - 6 = Fair 7 - 9 = Good 10 = New	☐	0 = Non-existent 1 = Substandard 2 = Acceptable 3 = Exemplary

	Photo No.: Description:
	Photo No.: Description:

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Canada

ASSET COMPONENT CHECK-LIST

X BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: | Site No.: | Site Name (Reserve):

F.N. No.: | First Nation Name:

Asset No.: | Ext. No.: | Asset Code: | Asset Name: | Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Grounds			
A 1.1 Landscaping	☐	☐	☐
A 1.2 Fences/Gates/Railings	☐	☐	☐
A 1.3 Retaining Walls	☐	☐	☐
A 1.4 Pedestrian Surfaces	☐	☐	☐
A 1.5 Parking Areas	☐	☐	☐
A 1.6 Drainage	☐	☐	☐
A 1.7 Playground Equipment	☐	☐	☐
A 1.8 Paved Play Areas	☐	☐	☐
A 1.9 Play Area Surface	☐	☐	☐
A 1.10 Other (specify)	☐	☐	☐
Building Exterior			
A 2.1 Steps/Platforms/Ramps	☐	☐	☐
A 2.2 Structure	☐	☐	☐
A 2.3 Foundations/Basement	☐	☐	☐
A 2.4 Exterior Walls	☐	☐	☐
A 2.5 Caulking	☐	☐	☐
A 2.6 Chimney and Stacks	☐	☐	☐
A 2.7 Painting	☐	☐	☐
A 2.8 Doors	☐	☐	☐
A 2.9 Windows	☐	☐	☐
A 2.10 Handicapped Access	☐	☐	☐
A 2.11 Other (specify)	☐	☐	☐
Roof			
A 3.1 Surface	☐	☐	☐
A 3.2 Flashing	☐	☐	☐
A 3.3 Drains	☐	☐	☐
A 3.4 Skylights	☐	☐	☐
A 3.5 Vents	☐	☐	☐
A 3.6 Roof Mounted Equipment	☐	☐	☐
A 3.7 Insulation	☐	☐	☐
A 3.8 Other (specify)	☐	☐	☐
Building Interior			
A 4.1 Ceilings	☐	☐	☐
A 4.2 Floor Covering	☐	☐	☐
A 4.3 Painting	☐	☐	☐
A 4.4 Fitments	☐	☐	☐
A 4.5 Walls	☐	☐	☐
A 4.6 Doors	☐	☐	☐
A 4.7 Fire Exits	☐	☐	☐
A 4.8 Stairs	☐	☐	☐
A 4.9 Signage	☐	☐	☐
A 4.10 Garbage Hand/Storage	☐	☐	☐
A 4.11 Handicapped Access	☐	☐	☐
A 4.12 Other (specify)	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments

Indigenous Services Canada / Services aux Autochtones Canada — Canada

ASSET COMPONENT CHECK-LIST

[X] BUILDINGS [ ] ROADS [ ] BRIDGES [ ] WATER [ ] WASTEWATER [ ] SOLID WASTE [ ] VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Mechanical			
A 5.1 Heating	☐	☐	☐
A 5.1a Heating Unit	☐	☐	☐
A 5.1b Distribution	☐	☐	☐
A 5.1c Controls	☐	☐	☐
A 5.1d Fuel Oil Tank	☐	☐	☐
A 5.2 Ventilation	☐	☐	☐
A 5.2a Fans	☐	☐	☐
A 5.2b Ducts	☐	☐	☐
A 5.3 Plumbing	☐	☐	☐
A 5.3a Water Supply	☐	☐	☐
A 5.3b Water Distribution	☐	☐	☐
A 5.3c Fixtures	☐	☐	☐
A 5.3d Drains	☐	☐	☐
A 5.4 Fire System	☐	☐	☐
A 5.4a Fire Pump	☐	☐	☐
A 5.4b Standpipe	☐	☐	☐
A 5.4c Hose Cabinets	☐	☐	☐
A 5.4d Extinguishers	☐	☐	☐
A 5.4e Sprinkler systems	☐	☐	☐
A 5.5 Other (specify)	☐	☐	☐
Electrical			
A 6.1 Electrical Distribution	☐	☐	☐
A 6.1a Services	☐	☐	☐
A 6.1b Panels	☐	☐	☐
A 6.1c Wiring	☐	☐	☐
A 6.1d Emergency Power	☐	☐	☐
A 6.2 Lighting	☐	☐	☐
A 6.2a Exterior	☐	☐	☐
A 6.2b Interior	☐	☐	☐
A 6.2c Emergency/Exit	☐	☐	☐
A 6.3 Communications	☐	☐	☐
A 6.4 Alarm Systems	☐	☐	☐
A 6.4a Alarm Systems	☐	☐	☐
A 6.4b Fire	☐	☐	☐
A 6.5 Other (specify)	☐	☐	☐
A 50.1 Replacement for any building components	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments

Indigenous Services Canada / Services aux Autochtones Canada

Canada

ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☒ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Watermains			
B1 1.1 Mains	☐	☐	☐
B1 1.2 Hydrants	☐	☐	☐
B1 1.3 Valves	☐	☐	☐
B1 1.4 Other (specify)	☐	☐	☐
Standpipe (watering point)			
B1 2.1 Structure/Housing	☐	☐	☐
B1 2.2 Solenoid Switch	☐	☐	☐
B1 2.3 Drawbar	☐	☐	☐
B1 2.4 Faucet	☐	☐	☐
B1 2.5 Interior Heater	☐	☐	☐
B1 2.6 Other (specify)	☐	☐	☐
Well			
B1 3.1 Well Cap	☐	☐	☐
B1 3.2 Pump	☐	☐	☐
B1 3.3 Casing/Well Screen	☐	☐	☐
B1 3.4 Surface Drainage	☐	☐	☐
B1 3.5 Chlorinator	☐	☐	☐
B1 3.6 Controls/Alarms	☐	☐	☐
B1 3.7 Piping/Valves	☐	☐	☐
B1 3.8 Ventilation/Heating	☐	☐	☐
B1 3.9 Pressure Tank	☐	☐	☐
B1 3.10 Meter/Gauges	☐	☐	☐
B1 3.11 Other (specify)	☐	☐	☐
Water Storage			
B1 4.1 Wall/Roof	☐	☐	☐
B1 4.2 Controls	☐	☐	☐
B1 4.3 Piping/Valves	☐	☐	☐
B1 4.4 Access Hatch/Ladder	☐	☐	☐
B1 4.5 Vent Screens	☐	☐	☐
B1 4.6 Overflow Outlet Screen	☐	☐	☐
B1 4.7 Other (specify)	☐	☐	☐
Pumphouse/Lift Station			
B1 5.1 Domestic Pump	☐	☐	☐
B1 5.2 Fire Pump	☐	☐	☐
B1 5.3 Controls/Alarm	☐	☐	☐
B1 5.4 Piping/Valves	☐	☐	☐
B1 5.5 Stand-by Power	☐	☐	☐
B1 5.6 Fuel Storage	☐	☐	☐
B1 5.7 Pressure Tank	☐	☐	☐
B1 5.8 Meter/Gauges	☐	☐	☐
B1 5.9 Chlorinator	☐	☐	☐
B1 5.10 Structure	☐	☐	☐
B1 5.11 Ventilation	☐	☐	☐
B1 5.12 Other (specify)	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments
* Only complete applicable section related to Asset

Indigenous Services Canada Services aux Autochtones Canada

Canada

ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☒ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Treatment System/Unit			
B1 6.1 Pumps	☐	☐	☐
B1 6.2 Piping/Valves	☐	☐	☐
B1 6.3 Controls/Alarms	☐	☐	☐
B1 6.4 Meters/Gauges	☐	☐	☐
B1 6.5 Screens	☐	☐	☐
B1 6.6 Chemical Feed & Mixing	☐	☐	☐
B1 6.7 Tanks	☐	☐	☐
B1 6.8 Flocculation	☐	☐	☐
B1 6.9 Settling Tank	☐	☐	☐
B1 6.10 Gravity Filter	☐	☐	☐
B1 6.11 Pressure Filter	☐	☐	☐
B1 6.12 Carbon Filter	☐	☐	☐
B1 6.13 Slow Sand Filter	☐	☐	☐
B1 6.14 Ion Exchange	☐	☐	☐
B1 6.15 Iron Removal	☐	☐	☐
B1 6.16 Aerators	☐	☐	☐
B1 6.17 Reverse Osmosis	☐	☐	☐
B1 6.18 Chlorinator	☐	☐	☐
B1 6.19 Stand-by Power	☐	☐	☐
B1 6.20 Structure	☐	☐	☐
B1 6.21 Heating/Ventilation	☐	☐	☐
B1 6.22 Other (specify)	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments
* Only complete applicable section related to Asset

* Note : Buildings component sheet to be used to inspect Utility Buildings

Indigenous Services Canada / Services aux Autochtones Canada

Canada

ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☒ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Sanitary/Storm Mains			
B2 1.1 Mains	☐	☐	☐
B2 1.2 Manholes	☐	☐	☐
B2 1.3 Catchbasins	☐	☐	☐
B2 1.4 Other (specify)	☐	☐	☐
Lift Stations/Forcemains			
B2 2.1 Screens	☐	☐	☐
B2 2.2 Pumps	☐	☐	☐
B2 2.3 Floats	☐	☐	☐
B2 2.4 Controls	☐	☐	☐
B2 2.5 Piping/Valves	☐	☐	☐
B2 2.6 Hoist Equipment	☐	☐	☐
B2 2.7 Ventilation Equipment	☐	☐	☐
B2 2.8 Alarms	☐	☐	☐
B2 2.9 Structure	☐	☐	☐
B2 2.10 Ladder	☐	☐	☐
B2 2.11 Forcemain	☐	☐	☐
B2 2.12 Other (specify)	☐	☐	☐
Lagoon			
B2 3.1 Ponds	☐	☐	☐
B2 3.2 Berms	☐	☐	☐
B2 3.3 Inlet Structure	☐	☐	☐
B2 3.4 Controls	☐	☐	☐
B2 3.5 Outlet Structure	☐	☐	☐
B2 3.6 Fencing	☐	☐	☐
B2 3.7 Piping/Valves	☐	☐	☐
B2 3.8 Aeration Equipment	☐	☐	☐
B2 3.9 Other (specify)	☐	☐	☐
Septic Tank/Tile Field			
B2 4.1 Septic Tank	☐	☐	☐
B2 4.2 Siphon Chamber	☐	☐	☐
B2 4.3 Distribution Box	☐	☐	☐
B2 4.4 Pumping	☐	☐	☐
B2 4.5 Piping	☐	☐	☐
B2 4.6 Tile Field	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments
* Only complete applicable section related to Asset

Indigenous Services Canada / Services aux Autochtones Canada

Canada

ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☒ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: | Site No.: | Site Name (Reserve):

F.N. No.: | First Nation Name:

Asset No.: | Ext. No.: | Asset Code: | Asset Name: | Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Extended Aeration/Sequencing Batch Reactors			
B2 5.1 Screens	☐	☐	☐
B2 5.2 Comminutor	☐	☐	☐
B2 5.3 Reactor Tank	☐	☐	☐
B2 5.4 Diffusers/Aerators	☐	☐	☐
B2 5.5 Compressor Controls	☐	☐	☐
B2 5.7 Piping	☐	☐	☐
B2 5.8 Valves	☐	☐	☐
B2 5.9 Ventilation	☐	☐	☐
B2 5.10 Secondary Tank	☐	☐	☐
B2 5.11 Sludge Return	☐	☐	☐
B2 5.12 Chlorinator	☐	☐	☐
B2 5.13 Chlorine Contact Chamber	☐	☐	☐
B2 5.14 Outfall Line	☐	☐	☐
B2 5.15 Flow Measurement	☐	☐	☐
B2 5.16 Sludge Disposal	☐	☐	☐
B2 5.17 Other (specify)	☐	☐	☐
Rotating Biological Contactor/Trickling Filter Plant			
B2 6.1 Screens	☐	☐	☐
B2 6.2 Comminutor	☐	☐	☐
B2 6.3 Primary Tank	☐	☐	☐
B2 6.4 Reactor Tank	☐	☐	☐
B2 6.5 RBC/Trickling Filter/Drive	☐	☐	☐
B2 6.6 RBC/Trickling Filter/Media	☐	☐	☐
B2 6.7 Pumps	☐	☐	☐
B2 6.8 Control Panel	☐	☐	☐
B2 6.9 Piping	☐	☐	☐
B2 6.10 Valves	☐	☐	☐
B2 6.11 Ventilation	☐	☐	☐
B2 6.12 Secondary Tank	☐	☐	☐
Sludge Return			
B2 6.14 Chlorinator	☐	☐	☐
B2 6.15 Chlorine Contact Chamber	☐	☐	☐
B2 6.16 Outfall Line	☐	☐	☐
B2 6.17 Flow Measurement	☐	☐	☐
B2 6.18 Sludge Disposal	☐	☐	☐
B2 6.19 Other (specify)	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments
* Only complete applicable section related to Asset

* Note : Buildings component sheet to be used to inspect Buildings

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ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☒ SOLID WASTE ☐ VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Landfill Site			
B4 1.1 Soil Covering	☐	☐	☐
B4 1.2 Compaction	☐	☐	☐
B4 1.3 Fencing	☐	☐	☐
B4 1.4 Access Road	☐	☐	☐
B4 1.5 Other (specify)	☐	☐	☐
Incinerator			
B4 2.1 Incinerator	☐	☐	☐
B4 2.2 Controls	☐	☐	☐
B4 2.3 Fuel Tank	☐	☐	☐
B4 2.4 Ash Disposal	☐	☐	☐
B4 2.5 Other (specify)	☐	☐	☐
Refuse Site			
B4 3.1 Fencing	☐	☐	☐
B4 3.2 Access Road	☐	☐	☐
B4 3.3 Other (specify)	☐	☐	☐
All Municipal Components			
B50.1 Replacement	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments

* Note : Buildings component sheet to be used to inspect Buildings

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ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☒ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
D1 1.1 Driving Surface	☐	☐	☐
D1 1.2 Shoulders	☐	☐	☐
D1 1.3 Curb & Gutter	☐	☐	☐
D1 1.4 Sidewalks	☐	☐	☐
D1 1.5 Street Lights	☐	☐	☐
D1 1.6 Traffic Signals	☐	☐	☐
D1 1.7 Signing	☐	☐	☐
D1 1.8 Cross-Section	☐	☐	☐
D1 1.9 Ditches	☐	☐	☐
D1 1.10 Culverts less than 3.0m Span	☐	☐	☐
D1 1.11 Culverts greater than 3.0m Span	☐	☐	☐
D1 1.12 Barricades/Guardrails	☐	☐	☐
D1 1.13 Lateral Clearances	☐	☐	☐
D1 1.14 Intersections	☐	☐	☐
D1 1.15 Railroad Crossings	☐	☐	☐
D1 1.16 Horizontal Alignment	☐	☐	☐
D1 1.17 Vertical Alignment	☐	☐	☐
D1 1.18 Other (specify)	☐	☐	☐
D50.1 Replacement for any transportation components)	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments

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ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☒ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☐ VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
D2 2.1 Deck	☐	☐	☐
D2 2.2 Running Boards	☐	☐	☐
D2 2.3 Curbs	☐	☐	☐
D2 2.4 Railings	☐	☐	☐
D2 2.5 Drainage	☐	☐	☐
D2 2.6 Lighting	☐	☐	☐
D2 2.7 Pedestrian Walks	☐	☐	☐
D2 2.8 Expansion Joints	☐	☐	☐
D2 2.9 Superstructure	☐	☐	☐
D2 2.10 Foundation	☐	☐	☐
D2 2.11 Abutments	☐	☐	☐
D2 2.12 Piers	☐	☐	☐
D2 2.13 Bearings	☐	☐	☐
D2 2.14 Width	☐	☐	☐
D2 2.15 Approach Barriers	☐	☐	☐
D2 2.16 Channel	☐	☐	☐
D2 2.17 Erosion Protection	☐	☐	☐
D2 2.18 Alignment	☐	☐	☐
D2 2.19 Signing	☐	☐	☐
D2 2.20 Other (specify)	☐	☐	☐
D50.1 Replacement for any transportation components)	☐	☐	☐

* For all identified needs details to be described on Needs Identification Form with comments

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Canada

ASSET COMPONENT CHECK-LIST

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☒ VEHICLES

Region Name: Site No.: Site Name (Reserve):

F.N. No.: First Nation Name:

Asset No.: Ext. No.: Asset Code: Asset Name: Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Fire Truck - Accessories			
E1.1 Fire Extinguishers	☐	☐	☐
E1.2 Hoses	☐	☐	☐
E1.3 Lighting Equipment	☐	☐	☐
E1.4 Entry Tools	☐	☐	☐
E1.5 Ladders	☐	☐	☐
E1.6 Salvage Equipment	☐	☐	☐
E1.7 First Aid	☐	☐	☐
E1.8 Spares	☐	☐	☐
E1.9 Protective Gear	☐	☐	☐
E1.10 Portable Gear	☐	☐	☐
E1.11 Tool Kit	☐	☐	☐
E1.12 Other (specify)	☐	☐	☐
Fire Truck - Truck			
E2.1 Steering	☐	☐	☐
E2.2 Brakes	☐	☐	☐
E2.3 Transmission	☐	☐	☐
E2.4 Clutch	☐	☐	☐
E2.5 Starter	☐	☐	☐
E2.6 Lights	☐	☐	☐
E2.7 Wipers	☐	☐	☐
E2.8 Battery	☐	☐	☐
E2.9 Leaks	☐	☐	☐
E2.10 Doors	☐	☐	☐
E2.11 Body	☐	☐	☐
E2.12 Radiator	☐	☐	☐
E2.13 Belts	☐	☐	☐
E2.14 Tires	☐	☐	☐
E2.15 Mirrors	☐	☐	☐
E2.16 Oil Level	☐	☐	☐
E2.17 Heaters	☐	☐	☐
E2.18 Fuel Gauge	☐	☐	☐
E2.19 Sirens	☐	☐	☐
E2.20 Chassis	☐	☐	☐
E2.21 Other (specify)	☐	☐	☐
Fire Truck - Apparatus			
E3.1 Pump Lever/Lock/Controls	☐	☐	☐
E3.2 Pump Governor	☐	☐	☐
E3.3 Pump/Drain Valve/Nozzles	☐	☐	☐
E3.4 Controls	☐	☐	☐
E3.5 Visible Strainers	☐	☐	☐
E3.6 Pressure Gauges	☐	☐	☐
E3.7 Oil Leaks/Gaskets	☐	☐	☐
E3.8 Oil Levels	☐	☐	☐
E3.9 Tank Suction/ Discharge/ Hydrant Ports	☐	☐	☐
E3.10 Bolts	☐	☐	☐
E3.11 Transfer Relief Valve	☐	☐	☐
E3.12 Other (specify)	☐	☐	☐

* For all identified needs details to be described on with comments

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ASSET COMPONENT CHECK-LIST

Page 1 of 1

☐ BUILDINGS ☐ ROADS ☐ BRIDGES ☐ WATER ☐ WASTEWATER ☐ SOLID WASTE ☒ VEHICLES

Region Name: | Site No.: | Site Name (Reserve):

F.N. No.: | First Nation Name:

Asset No.: | Ext. No.: | Asset Code: | Asset Name: | Inspected By:

Component Code	N/A (Does not apply)	No Deficiencies (component inspected)	Deficiencies identified *
Water/Sewer Truck - Apparatus			
E4.1 Pump Operation, Noise Pressure, Oil Level and starting			
E4.2 Tank Overall, Valves, Ports, Meter			
E4.4 Other (specify)			
Water/Sewer Truck - Truck			
E2.1 Steering			
E2.2 Brakes			
E2.3 Transmission			
E2.4 Clutch			
E2.5 Starter			
E2.6 Lights			
E2.7 Wipers			
E2.8 Battery			
E2.9 Leaks			
E2.10 Doors			
E2.11 Body			
E2.12 Radiator			
E2.13 Belts			
E2.14 Tires			
E2.15 Mirrors			
E2.16 Oil Level			
E2.17 Heaters			
E2.18 Fuel Gauge			
E2.19 Sirens			
E2.20 Chassis			
E2.21 Other (specify)			

* For all identified needs details to be described on Needs Identification Form with comments

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APPENDIX D

INSPECTION PROCEDURES:

Refer to General User Instructions and specialist user instructions for each type of asset.

APPENDIX E

PROPOSAL EVALUATION CRITERIA

Ontario Region: ACRS Proposal Evaluation Form

Project:

Date:

Evaluated by:

Score: weight multiplied by rating
highest possible score is 1000

Rating: **Poor** (1-3)
Average (4-6)
Good (7-8)
Excellent (9-10)

		Consultants							
	Weight	Rating	Score	Rating	Score	Rating	Score	Rating	Score
1.0 Firm Demonstrates experience to satisfactorily perform the work.	5								
2.0 Project Team The number, qualifications and experience of personnel to be assigned and allocated to the job are clearly outlined.	10								
3.0 Proposal The depth and detail of the submission demonstrates a thorough understanding of the Terms of Reference.	25								
4.0 Schedule The proposed schedule is realistic and takes into consideration the First Nations deadline to submit an approved ACRS Report in compliance with the First Nation National Reporting Guidelines.	15								
5.0 Cost and Quality Control The proposal demonstrates good management, delegation of responsibility, work plans, scheduling and cost control, reporting and quality control.	15								
6.0 Methodology The assignment has been broken into logical tasks; all technical methods essential to address the Terms of Reference have been disclosed. Innovative and constructive ideas have been highlighted.	15								
7.0 Costs The total cost of the work and the proposed fees have been presented in detailed Work Breakdown Units consisting of staff time and charge out rates for each task item.	15								
Total	100								

APPENDIX F

O & M CHECK SHEETS

(Refer to CD for Digital File)

O & M Checklist - Fire Protection

Year: _____

Site No. _____ Site Name (Reserve) _____

F.N. No.: _____ First Nation Name: _____

Asset Name: _____

Asset Code: _____ Asset No.: _____ Ext. No. _____

Item	Fire Protection	Y	N	N/A
1	Is the fire truck filled with water and stored in a heated garage/ fire hall?			
2	Is there evidence of the truck being regularly maintained?			
3	Is the truck operational?			
4	Is the entrance to the fire station clear?			
5	Is other fire equipment stored neatly?			
6	Is there evidence of regular Voluntary Fire Department training?			
7	Is the fire hall space being used only for its intended purpose?			
8	Is there a fire alerting system in place?			
9	Have any fire prevention activities been undertaken in the past 12 months?			

Based on the inspection, some details of which are shown above, it appears that for fire protection facilities (circle appropriate rating):

O & M effort is: **(0)-non-existent (1)- sub-standard (2)-acceptable (3)-exemplary**

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O & M Checklist - Buildings (excluding Public Access)

Year: _____

Site No. _____ Site Name (Reserve): _____

F.N. No.: _____ First Nation Name: _____

Asset Name: _____

Asset Code: _____ Asset No.: _____ Ext. No. _____

Item	Buildings	Y	N	N/A
1	Are there "Exit" signs where required and are they illuminated?			
2	Is there operable panic hardware on the doors?			
3	Is the building generally clean?			
4	Are broken windows few in number?			
5	Are burnt out (or otherwise inoperative) lights few in number?			
6	Are any air filters clean?			
7	Are exterior walkways/steps in good condition?			
8	Is the building generally (interior and exterior walls, floors) in good condition?			
9	Are there adequate supplies (light bulbs, filters, cleaning supplies, etc.) on hand?			

Based on inspections, some details of which are shown above, it appears that for First Nation public buildings (circle appropriate rating):

O & M effort is: **(0)-non-existent (1)- sub-standard (2)-acceptable (3)-exemplary**

Indigenous Services Canada Services aux Autochtones Canada

Canada

O & M Checklist - Water Supply

Year: _____

Site No. _____ Site Name (Reserve): _____

F.N. No.: _____ First Nation Name: _____

Asset Name: _____

Asset Code: _____ Asset No.: _____ Ext. No. _____

Item	Water Supply/ Distribution	Y	N	N/A
1	Is the treatment plant/ pump house clean and in generally good condition?			
2	Is the equipment generally appear to be in good condition?			
3	Is the process/ pump control cabinet closed?			
4	Is the treatment building locked when not occupied?			
5	Is the building free of unrelated supplies/ materials/ equipment?			
6	Is there a log of daily chlorination results?			
7	Is the current chlorine level correct?			
8	Does the treatment system appear to be working?			
9	Is there an adequate supply of chlorine and any other chemicals required?			
10	If there are backup diesel generators, is there a record of them being tested regularly?			
11	Are any backup diesel generators operational?			
12	Is there evidence of regular maintenance of any water trucks?			
13	Are all reported water trucks operable and in regular use?			
14	Do any fire hydrants appear to be maintained and serviceable?			
15	Are recent Health Canada water test results consistent with expectations?			

Based on inspections, some details of which are shown above, it appears that for First Nation water facilities (circle appropriate rating):

O & M effort is: **(0)-non-existent** **(1)- sub-standard** **(2)-acceptable** **(3)-exemplary**

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O & M Checklist - Solid Waste

Year: _____

Site No. _____ Site Name (Reserve): _____

F.N. No.: _____ First Nation Name: _____

Asset Name: _____

Asset Code: _____ Asset No.: _____ Ext. No. _____

Item	Solid Waste Collection/ Disposal	Y	N	N/A
1	Is there a regular garbage collection service?			
2	Is the community generally free of garbage?			
3	If there is a First Nation operated landfill, is it operated properly with garbage being buried periodically?			
4	Is the landfill site fence in good condition?			

Based on inspections, some details of which are shown above, it appears that for First Nation sewage facilities (circle appropriate rating):

O & M effort is: **(0)-non-existent (1)- sub-standard (2)-acceptable (3)-exemplary**

O & M Checklist - Waste Water

Year: _____

Site No. _____ Site Name (Reserve): _____

F.N. No.: _____ First Nation Name: _____

Asset Name: _____

Asset Code: _____ Asset No.: _____ Ext. No. _____

Item	Waste Water Collection/ Treatment	Y	N	N/A
1	Are manholes properly covered?			
2	Are lift stations locked?			
3	Is any treatment building locked when not occupied?			
4	Is the treatment building clean and in generally good condition?			
5	Does the process equipment appear to be in good condition?			
6	If there is a lagoon, is access to it controlled (fence with gate in place)?			
7	Is the lagoon neat with vegetation controlled, etc.?			
8	Have effluent samples been sent to INAC regularly as required?			
9	Is the effluent satisfactory? (take sample for test if no recent data available from INAC)			
10	If sewage collection trucks are used, are they operable?			

Based on inspections, some details of which are shown above, it appears that for First Nation sewage facilities (circle appropriate rating):

O & M effort is: **(0)-non-existent** **(1)- sub-standard** **(2)-acceptable** **(3)-exemplary**

O & M Checklist - Bridges

Year: _____

Site No. _____ Site Name (Reserve) _____

F.N. No.: _____ First Nation Name: _____

Asset Name: _____

Asset Code: _____ Asset No.: _____ Ext. No. _____

Item	Bridges	Y	N	N/A
1	Have the bridges been inspected (not necessarily by a specialist) in the last 12 months?			
2	Have any bridges been inspected by a bridge specialist in the past 24 months?			
3	Is the deck free of excess sand/ gravel?			
4	Is the guard rail in good condition?			
5	Are there load limit/ clearance signs where required?			
6	Is the structure (piles/ piers, abutments, stringers, deck, etc.) free of any obvious structural damage?			

Based on inspections, some details of which are shown above, it appears that for First Nation Bridges (circle appropriate rating):

O & M effort is: **(0)-non-existent** **(1)- sub-standard** **(2)-acceptable** **(3)-exemplary**

O & M Checklist - Roads

Year: _____

Site No. _____ Site Name (Reserve) _____

F.N. No.: _____ First Nation Name: _____

Asset Name: _____

Asset Code: _____ Asset No.: _____ Ext. No. _____

Item	Roads	Y	N	N/A
1	Have unpaved roads been recently graded?			
2	Do unpaved roads generally have enough gravel (commensurate with there use)?			
3	Are paved roads free of unacceptable unfixed pot holes or cracks?			
4	Are any culverts generally unblocked and free running?			
5	Are ditches generally free of significant standing water?			
6	Are the ditches generally clean (not grown in with trees, etc.)?			
7	Are there stop of yield signs at intersections at which there is limited visibility?			
8	Do roads appear properly crowned/ super elevated?			

Based on inspections, some details of which are shown above, it appears that for First Nation Roads (circle appropriate rating):

O & M effort is: **(0)-non-existent** **(1)- sub-standard** **(2)-acceptable** **(3)-exemplary**

O & M Checklist - General Overall Assessment

Year: _____

Site No. _____ Site Name (Reserve) _____

F.N. No.: _____ First Nation Name: _____

Item	General O & M Management/ Overall Assessment	Y	N	N/A
1	Is there a Band Maintenance Management Plan?			
2	Is there evidence that the Maintenance Management Plan is being followed?			

Based on the inspection, some details of which are shown above, it appears that overall (circle appropriate rating):

O & M effort is: **(0)-non-existent (1)- sub-standard (2)-acceptable (3)-exemplary**

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APPENDIX G

DATA COLLECTION FORMS (I.C.M.S.)

(Refer to CD for Digital File)

INTEGRATED CAPITAL MANAGEMENT SYSTEM
DATA COLLECTION FORM

Prepared by: ☐ First Nation ☐ Tribal Council ☐ Other	Signature: _____ Firm: _____ Date: _____
First Nation Number:	First Nation Name:
Site Number:	Site Name:

ASSET - (PREVIOUS INFORMATION)

Asset Number	Extension	Asset Code	Asset Name

Quantity _____ ☐ square meters ☐ kilometers ☐ meters ☐ each

ASSET - (PROPOSED UPDATE)

Asset Number	Extension	Asset Code	Asset Name

Subcategory: Applicable to New School Assets (A3A) Only – Check Appropriate Box:

☐ Main Building ☐ Addition ☐ Portable ☐ Gym ☐ Other

Use	Maintenance by	Design Life / Year of Construction	Condition Rating
0 – Out of Use ☐ 1 – Permanent ☐ 2 – Temporary ☐	1 – First Nation ☐ 2 – Department ☐ 3 – Other ☐	_____ **Year of Construction** _____	0 = Closed 7-9 = Good 1-3 = Poor _____ 4-6 = Fair 10 = New

Quantity _____ ☐ square meters ☐ kilometers ☐ meters ☐ each

Capital Cost

$ _____ x 1000 (eg. $125,000 = 125.0)

Contribution by ISC

☐ 100% ☐ 75% ☐ 50% ☐ 25% ☐ 0%

REMARKS:

REASON

ADD	MODIFY	DELETE
1 – New Construction ☐	5 – Quantity ☐	8 – Delete Asset ☐
2 – Not Previously Inventoried ☐	6 – Asset Code ☐	15 – 'ACRS' Inspection ☐
3 – Re-Entry of Deleted Asset ☐	7 – Other Reason ☐	
4 – Other Reason ☐	9 – Comments, Typing Errors ☐	
10 – 'ACRS' Inspection ☐	12 – 'ACRS' Site Change ☐	
11 – 'ACRS' Site Change ☐	13 – 'ACRS' Asset Code ☐	
	14 – 'ACRS' Quantity ☐	

ASSET NUMBER RANGES

Buildings	Utilities	Grounds	Roads	Bridges	Vehicles
(0001-3999)	(4000-4999)	(5000-5999)	(6000-7999)	(8000-8999)	(9000-9999)

DEPARTMENTAL USE

Technical Review:	Date:	Data Entry:	Date:

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INTEGRATED CAPITAL MANAGEMENT SYSTEM
SKETCH FORM

F.N. No.

First Nation Name

Asset No.	Ext. No.	Asset Code	Asset Name	Inspected By

INTEGRATED CAPITAL MANAGEMENT SYSTEM
PHOTOS

F.N. No.	First Nation Name

Asset No.	Ext. No.	Asset Code	Asset Name	Inspected By

	Photo No.: Description
	Photo No.: Description

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APPENDIX H

GENERIC LISTING OF O&M FUNDED ASSETS

ISC - CAPITAL ASSET MANAGEMENT SYSTEM
GENERIC LISTING OF O & M FUNDED ASSETS

Subclass	Asset Code
OFFICE	A1A
TRADE SHOP/WORKSHOP (MUN.)	A2A
GARAGE (MUNICIPAL)	A2B
WAREHOUSE (BAND OR SCHOOL)	A2C
SCHOOL	A3A
FIRE STATION	A3H
STUDENT RESIDENCE	A4I
TEACHERAGE	A4L
WATER SUPPLY/TREATMENT	A5A
WASTEWATER TREATMENT DISPOSAL	A5B
SOLID WASTE DISPOSAL	A5D
CTTY REC CTR/HALL/CULT CTR	A6A
ARENA	A6B
GYMNASIUM	A6C
INDOOR SWIMMING POOL	A6D
CLUB HS/YTH CTR/SR CIT/DROP-IN	A6E
HEATED WATER MAINS	B1A
WATER MAINS	B1B
WATER TREATMENT SYSTEM	B1C
WATER TREATMENT UNIT	B1D
WATER STORAGE	B1E
COMMUNITY WELLS	B1F
WATER STANDPIPES	B1G
HIGH LEVEL LIFTSTATION	B1H
LOW LEVEL LIFTSTATION	B1I
SANITARY MAIN	B2A
STORM MAIN	B2B
RBC/TRICKLING FILTER	B2C
EXTENDED AERATION PLANT	B2D
LAGOON	B2E
CTTY SEPTIC TANK AND FIELD	B2F
JET-PUMP DISPOSAL	B2G
LIFTSTATION	B2H
AERATED LAGOON	B2I
LOW PRESSURE CONNECTION	B2Q
STREET LIGHTS	B3C
REFUSE SITE	B4A
LANDFILL SITE	B4B
INCINERATOR	B4C
EARTH ROADS	D1A
GRAVEL ROADS	D1B
SURFACE TREATED ROADS	D1C
PAVED ROADS	D1D
VEHICULAR BRIDGES	D2A
PEDESTRIAN BRIDGES	D2B
LARGE CULVERTS	D2C
MINI-PUMPER	E1A
TRIPLE COMBINATION PUMPER	E1B
COMMERCIAL PUMPER	E3A
UNMODIFIED VEHICLE	E3B
COMMERCIAL TANKER	E4A
UNMODIFIED VEHICLE	E4B

APPENDIX I

ASSET CODE LISTING (COMPLETE)

INTEGRATED CAPITAL MANAGEMENT SYSTEM
ASSET CODES

Category	Cat	Class	Cl	Subclass	Sub	Asset Code	Units
BUILDINGS	A	ADMINISTRATION	1	OFFICE	A	A1A	SQ.M.
BUILDINGS	A	ADMINISTRATION	1	OTHER	Z	A1Z	SQ.M.
BUILDINGS	A	OPERATIVE	2	TRADE SHOP/WORKSHOP (MUN.)	A	A2A	SQ.M.
BUILDINGS	A	OPERATIVE	2	GARAGE (MUNICIPAL)	B	A2B	SQ.M.
BUILDINGS	A	OPERATIVE	2	WAREHOUSE (BAND OR SCHOOL)	C	A2C	SQ.M.
BUILDINGS	A	OPERATIVE	2	NURSERY/GREENHOUSE	D	A2D	SQ.M.
BUILDINGS	A	OPERATIVE	2	BARN/STABLE	E	A2E	SQ.M.
BUILDINGS	A	OPERATIVE	2	FOREST FIRE TOWER	F	A2F	SQ.M.
BUILDINGS	A	OPERATIVE	2	OTHER	Z	A2Z	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	SCHOOL	A	A3A	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	DAYCARE CENTRE	B	A3B	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	CLINIC	C	A3C	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	NURSING STATION	D	A3D	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	LIBRARY	E	A3E	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	MUSEUM	F	A3F	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	POLICE STATION	G	A3G	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	FIRE STATION	H	A3H	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	CHURCH/CHAPEL	I	A3I	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	LABORATORY	J	A3J	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	TRAINING CTR (TRADES/HANDICAP)	K	A3K	SQ.M.
BUILDINGS	A	INSTITUTIONAL	3	OTHER	Z	A3Z	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	SINGLE FAMILY HOUSE	A	A4A	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	SEMI-DET. HOUSE (SIDE/SIDE)	B	A4B	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	ROW HOUSE	C	A4C	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	APARTMENT BUILDING	D	A4D	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	MOBILE HOME/TRAILER	E	A4E	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	BUNKHOUSE	F	A4F	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	GROUP HOME	G	A4G	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	DORMITORY	H	A4H	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	STUDENT RESIDENCE	I	A4I	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	DUPLEX (UP/DOWN)	J	A4J	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	TEACHERAGE	L	A4L	SQ.M.
BUILDINGS	A	RESIDENTIAL	4	OTHER	Z	A4Z	SQ.M.
BUILDINGS	A	UTILITY	5	WATER SUPPLY/TREATMENT	A	A5A	SQ.M.
BUILDINGS	A	UTILITY	5	WASTEWATER TREATMENT DISPOSAL	B	A5B	SQ.M.
BUILDINGS	A	UTILITY	5	ELECTRIC POWER GENERATION	C	A5C	SQ.M.
BUILDINGS	A	UTILITY	5	SOLID WASTE DISPOSAL	D	A5D	SQ.M.
BUILDINGS	A	UTILITY	5	CENTRAL HEATING PLANT	E	A5E	SQ.M.
BUILDINGS	A	UTILITY	5	OTHER	Z	A5Z	SQ.M.
BUILDINGS	A	RECREATIONAL	6	CTTY REC CTR/HALL/CULT CTR	A	A6A	SQ.M.
BUILDINGS	A	RECREATIONAL	6	ARENA	B	A6B	SQ.M.
BUILDINGS	A	RECREATIONAL	6	GYMNASIUM	C	A6C	SQ.M.
BUILDINGS	A	RECREATIONAL	6	INDOOR SWIMMING POOL	D	A6D	SQ.M.
BUILDINGS	A	RECREATIONAL	6	CLUB HS/YTH CTR/SR CIT/DROP-IN	E	A6E	SQ.M.
BUILDINGS	A	RECREATIONAL	6	THEATRE	F	A6F	SQ.M.

INTEGRATED CAPITAL MANAGEMENT SYSTEM
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Category	Cat	Class	Cl	Subclass	Sub	Asset Code	Units
BUILDINGS	A	RECREATIONAL	6	KITCHEN SHELTER	G	A6G	SQ.M.
BUILDINGS	A	RECREATIONAL	6	SHELTER/HUT/SKATE/BALL/PLAYGRD	H	A6H	SQ.M.
BUILDINGS	A	RECREATIONAL	6	OTHER	Z	A6Z	SQ.M.
BUILDINGS	A	COMMERCIAL	7	STORE	A	A7A	SQ.M.
BUILDINGS	A	COMMERCIAL	7	RESTAURANT	B	A7B	SQ.M.
BUILDINGS	A	COMMERCIAL	7	TAVERN	C	A7C	SQ.M.
BUILDINGS	A	COMMERCIAL	7	LAUNDROMAT	D	A7D	SQ.M.
BUILDINGS	A	COMMERCIAL	7	ARTS AND CRAFT CENTRE	E	A7E	SQ.M.
BUILDINGS	A	COMMERCIAL	7	RADIO/TV SATELITE	F	A7F	SQ.M.
BUILDINGS	A	COMMERCIAL	7	MOTEL	G	A7G	SQ.M.
BUILDINGS	A	COMMERCIAL	7	HOTEL	H	A7H	SQ.M.
BUILDINGS	A	COMMERCIAL	7	OTHER	Z	A7Z	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	FISH PROCESSING	A	A8A	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	TANNERY	B	A8B	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	MACHINE SHOP	C	A8C	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	FURNITURE REPAIR/FABRICATION	D	A8D	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	INDUSTRIAL WAREHOUSE	E	A8E	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	SAWMILL	F	A8F	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	SCHOOL BUS GARAGE	G	A8G	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	HIGHWAY DEPARTMENT BUILDING	H	A8H	SQ.M.
BUILDINGS	A	INDUSTRIAL	8	OTHER	Z	A8Z	SQ.M.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	HEATED WATER MAINS	A	B1A	M.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	WATER MAINS	B	B1B	M.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	WATER TREATMENT SYSTEM	C	B1C	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	WATER TREATMENT UNIT	D	B1D	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	WATER STORAGE	E	B1E	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	COMMUNITY WELLS	F	B1F	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	WATER STANDPIPES	G	B1G	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	HIGH LEVEL LIFTSTATION	H	B1H	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	LOW LEVEL LIFTSTATION	I	B1I	EA.
UTILITY	B	WATER SUPPLY & DISTRIBUTION	1	GRAVITY INTAKE	J	B1J	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	PRESSURE REDUCTION STATION	L	B1L	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	WATER DELIVERY TYPE A - PLUMBE	M	B1M	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	WATER DELIVERY TYPE B - NON-PL	N	B1N	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	COMMUNITY WATER SYSTEM	P	B1P	EA.
UTILITY	B	WATER SUPPLY AND DISTRIBUTION SYSTEM	1	OTHER	Z	B1Z	
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	SANITARY MAIN	A	B2A	M.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	STORM MAIN	B	B2B	M.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	RBC/TRICKLING FILTER	C	B2C	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	EXTENDED AERATION PLANT	D	B2D	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	LAGOON	E	B2E	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	CTTY SEPTIC TANK AND FIELD	F	B2F	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	JET-PUMP DISPOSAL	G	B2G	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	LIFTSTATION	H	B2H	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	AERATED LAGOON	I	B2I	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	FORCEMAIN	J	B2J	M.

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Category	Cat	Class	Cl	Subclass	Sub	Asset Code	Units
UTILITY	B	WASTE COLLECTION AND DISPOSAL COLLECTION	2	SEWAGE OUTFALL	K	B2K	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL COLLECTION	2	OTHER	L	B2L	
UTILITY	B	WASTE COLLECTION AND DISPOSAL COLLECTION	2	SEWAGE PUMPOUT SERVICE	M	B2M	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL COLLECTION	2	COMMUNITY SEWER SYSTEM	P	B2P	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	LOW PRESSURE CONNECTION	Q	B2Q	EA.
UTILITY	B	WASTE COLLECTION AND DISPOSAL SYSTEM	2	OTHER	Z	B2Z	
UTILITY	B	ELECTRICAL POWER SUPPLY AND DIST. SYS.	3	MINI-HYDRO	A	B3A	EA.
UTILITY	B	ELECTRICAL POWER SUPPLY AND DIST. SYS.	3	DIESEL GENERATORS	B	B3B	EA.
UTILITY	B	ELECTRICAL POWER SUPPLY AND DIST. SYS.	3	STREET LIGHTS	C	B3C	EA.
UTILITY	B	ELECTRICAL POWER SUPPLY AND DIST. SYS.	3	TRANSMISSION LINES	D	B3D	KM.
UTILITY	B	ELECTRICAL POWER SUPPLY AND DIST. SYS.	3	DISTRIBUTION LINES	E	B3E	KM.
UTILITY	B	ELECTRICAL POWER SUPPLY AND DIST. SYS.	3	OTHER	Z	B3Z	
UTILITY	B	SOLID WASTE COLLECTION AND DISPOSAL SYST	4	REFUSE SITE	A	B4A	EA.
UTILITY	B	SOLID WASTE COLLECTION AND DISPOSAL SYST	4	LANDFILL SITE	B	B4B	EA.
UTILITY	B	SOLID WASTE COLLECTION AND DISPOSAL SYST	4	INCINERATOR	C	B4C	EA.
UTILITY	B	SOLID WASTE COLLECTION AND DISPOSAL SYS	4	GARBAGE COLLECTION SERVICE	M	B4M	EA.
UTILITY	B	SOLID WASTE COLLECTION AND DISPOSAL SYST	4	OTHER	Z	B4Z	
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - NON BERMED	A	B5A	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	DISTRIBUTION	B	B5B	M.
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - BERMED	C	B5C	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - BERMED AND LINED	D	B5D	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - SELF CONTAINED	E	B5E	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - UNDERGROUND TANKS	F	B5F	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - DAY TANKS	G	B5G	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - COMMERICAL	H	B5H	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	STORAGE - THIRD PARTY	I	B5I	LITRE
UTILITY	B	BULK FUEL STORAGE AND DISTRIBUTION SYSTE	5	OTHER	Z	B5Z	
UTILITY	B	CENTRAL HEATING AND DISTRIBUTION SYSTEM	6	GENERATION	A	B6A	
UTILITY	B	CENTRAL HEATING AND DISTRIBUTION SYSTEM	6	DISTRIBUTION	B	B6B	
UTILITY	B	CENTRAL HEATING AND DISTRIBUTION SYSTEM	6	OTHER	Z	B6Z	
GROUNDS	C	PORTS	0	WHARF - NON REC	A	C0A	SQ.M.
GROUNDS	C	PORTS	0	FLOAT - NON REC	B	C0B	SQ.M.
GROUNDS	C	PORTS	0	WHARF - REC	C	C0C	SQ.M.
GROUNDS	C	PORTS	0	OTHER	Z	C0Z	
GROUNDS	C	GRASS	1	UNMAINTAINED	A	C1A	SQ.M.
GROUNDS	C	GRASS	1	MAINTAINED	B	C1B	SQ.M.
GROUNDS	C	GRASS	1	OTHER	Z	C1Z	SQ.M.
GROUNDS	C	PARKING/COMPOUNDS	2	PAVED	A	C2A	SQ.M.
GROUNDS	C	PARKING/COMPOUNDS	2	GRAVEL	B	C2B	SQ.M.
GROUNDS	C	PARKING/COMPOUNDS	2	UNMAINTAINED	C	C2C	SQ.M.
GROUNDS	C	PARKING/COMPOUNDS	2	OTHER	Z	C2Z	SQ.M.
GROUNDS	C	TREES	3	ORNAMENTAL	A	C3A	EA.
GROUNDS	C	TREES	3	FOREST	B	C3B	SQ.M.
GROUNDS	C	TREES	3	OTHER	Z	C3Z	EA.
GROUNDS	C	SIDEWALKS	4	CONCRETE	A	C4A	SQ.M.
GROUNDS	C	SIDEWALKS	4	ASPHALT	B	C4B	SQ.M.

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Category	Cat	Class	Cl	Subclass	Sub	Asset Code	Units
GROUNDS	C	SIDEWALKS	4	GRAVEL	C	C4C	SQ.M.
GROUNDS	C	SIDEWALKS	4	TRAIL	D	C4D	SQ.M.
GROUNDS	C	SIDEWALKS	4	OTHER	Z	C4Z	SQ.M.
GROUNDS	C	PLAYGROUNDS	5	TOTLOTS	A	C5A	EA.
GROUNDS	C	PLAYGROUNDS	5	BALL DIAMOND	B	C5B	EA.
GROUNDS	C	PLAYGROUNDS	5	SOCCER/FOOTBALL	C	C5C	EA.
GROUNDS	C	PLAYGROUNDS	5	OUTDOOR HOCKEY	D	C5D	EA.
GROUNDS	C	PLAYGROUNDS	5	OUTDOOR POOL	E	C5E	EA.
GROUNDS	C	PLAYGROUNDS	5	PICNIC AREA	F	C5F	SQ.M.
GROUNDS	C	PLAYGROUNDS	5	DEVELOPED BEACH AREA	G	C5G	SQ.M.
GROUNDS	C	PLAYGROUNDS	5	TENNIS COURT	H	C5H	EA.
GROUNDS	C	PLAYGROUNDS	5	TRACK AND FIELD	I	C5I	EA.
GROUNDS	C	PLAYGROUNDS	5	OTHER	Z	C5Z	EA.
GROUNDS	C	CEMETARY	6	NO SUBCLASS	A	C6A	SQ.M.
GROUNDS	C	CEMETARY	6	OTHER	Z	C6Z	SQ.M.
GROUNDS	C	AIRFIELD	7	GRASS	A	C7A	SQ.M.
GROUNDS	C	AIRFIELD	7	PAVED	B	C7B	SQ.M.
GROUNDS	C	AIRFIELD	7	OTHER	Z	C7Z	SQ.M.
GROUNDS	C	FIRE BREAKS	8	NO SUBCLASS	A	C8A	SQ.M.
GROUNDS	C	FIRE BREAKS	8	OTHER	Z	C8Z	SQ.M.
GROUNDS	C	CAMPING GROUNDS	9	SITES	A	C9A	EA.
GROUNDS	C	CAMPING GROUNDS	9	OTHER	Z	C9Z	EA.
TRANSPORTATION	D	ROADS	1	EARTH ROADS	A	D1A	KM.
TRANSPORTATION	D	ROAD	1	GRAVEL ROADS	B	D1B	KM.
TRANSPORTATION	D	ROADS	1	SURFACE TREATED ROADS	C	D1C	KM
TRANSPORTATION	D	ROADS	1	PAVED ROADS	D	D1D	KM.
TRANSPORTATION	D	BRIDGES	2	VEHICULAR BRIDGES	A	D2A	SQ.M.
TRANSPORTATION	D	BRIDGES	2	PEDESTRIAN BRIDGES	B	D2B	SQ.M.
TRANSPORTATION	D	BRIDGES	2	LARGE CULVERTS	C	D2C	SQ.M.
TRANSPORTATION	D	RESERVE BRIDGES	2	BOARDWALK	D	D2D	SQ.M.
TRANSPORTATION	D	RESERVE BRIDGES	2	HIGH BOARDWALK	E	D2E	SQ.M.
TRANSPORTATION	D	CULVERTS	3	LONGITUDINAL	A	D3A	SQ.M.
TRANSPORTATION	D	CULVERTS	3	TRANSVERSE	B	D3B	SQ.M.
TRANSPORTATION	D	CULVERTS	3	OTHER	Z	D3Z	SQ.M.
TRANSPORTATION	D	DITCHES	4	ROADSIDE	A	D4A	SQ.M.
TRANSPORTATION	D	DITCHES	4	DRAINAGE	B	D4B	M.
TRANSPORTATION	D	DITCHES	4	OTHER	Z	D4Z	SQ.M.
TRANSPORTATION	D	TRAFFIC CONTROL DEVICES	5	SIGNS	A	D5A	EA.
TRANSPORTATION	D	TRAFFIC CONTROL DEVICES	5	TRAFFIC LIGHTS	B	D5B	EA.
TRANSPORTATION	D	TRAFFIC CONTROL DEVICES	5	OTHER	Z	D5Z	EA.
TRANSPORTATION	D	FERRIES	6	VEHICULAR	A	D6A	EA.
TRANSPORTATION	D	FERRIES	6	PEDESTRIAN	B	D6B	EA.
TRANSPORTATION	D	FERRIES	6	OTHER	Z	D6Z	EA.
TRANSPORTATION	D	OTHER ROADS	7	THIRD PARTY ROADS	A	D7A	KM.
TRANSPORTATION	D	OTHER ROADS	7	PRIVATE ACCESS ROADS	B	D7B	KM.
TRANSPORTATION	D	OTHER ROADS	7	PRIVATE ENTRANCES	C	D7C	KM.

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Category	Cat	Class	Cl	Subclass	Sub	Asset Code	Units
TRANSPORTATION	D	OTHER ROADS	7	OFF-RESERVE ROADS	D	D7D	KM.
TRANSPORTATION	D	OTHER ROADS	7	CAUSEWAY	E	D7E	KM.
TRANSPORTATION	D	OTHER BRIDGES	8	THIRD PARTY BRIDGES	A	D8A	SQ.M.
TRANSPORTATION	D	OTHER BRIDGES	8	PRIVATE ACCESS BRIDGES	B	D8B	SQ.M.
TRANSPORTATION	D	OTHER BRIDGES	8	PRIVATE ENTRANCE BRIDGES	C	D8C	SQ.M.
TRANSPORTATION	D	OTHER BRIDGES	8	OFF-RESERVE BRIDGES	D	D8D	SQ.M.
TRANSPORTATION	D	OTHER STRUCTURES	9	DYKE	A	D9A	M.
TRANSPORTATION	D	OTHER STRUCTURES	9	SEAWALL	B	D9B	M.
TRANSPORTATION	D	OTHER STRUCTURES	9	RETAINING WALL	C	D9C	SQ.M.
TRANSPORTATION	D	OTHER STRUCTURES	9	OTHER	Z	D9Z	
VEHICLES	E	FIRE	1	MINI-PUMPER	A	E1A	EA.
VEHICLES	E	FIRE	1	TRIPLE COMBINATION PUMPER	B	E1B	EA.
VEHICLES	E	FIRE	1	PORT. FIRE PUMP TRAILER	C	E1C	EA.
VEHICLES	E	FIRE	1	OTHER	Z	E1Z	EA.
VEHICLES	E	SOLID WASTE	2	COMPACTOR	A	E2A	EA.
VEHICLES	E	SOLID WASTE	2	UNMODIFIED VEHICLE	B	E2B	EA.
VEHICLES	E	SOLID WASTE	2	OTHER	Z	E2Z	EA.
VEHICLES	E	LIQUID WASTE	3	COMMERCIAL PUMPER	A	E3A	EA.
VEHICLES	E	LIQUID WASTE	3	UNMODIFIED VEHICLE	B	E3B	EA.
VEHICLES	E	LIQUID WASTE	3	OTHER	Z	E3Z	EA.
VEHICLES	E	WATER DELIVERY	4	COMMERCIAL TANKER	A	E4A	EA.
VEHICLES	E	WATER DELIVERY	4	UNMODIFIED VEHICLE	B	E4B	EA.
VEHICLES	E	WATER DELIVERY	4	OTHER	Z	E4Z	EA.
VEHICLES	E	EDUCATION	5	SCHOOL BUS 12	A	E5A	EA.
VEHICLES	E	EDUCATION	5	SCHOOL BUS 25	B	E5B	EA.
VEHICLES	E	EDUCATION	5	SCHOOL BUS 40	C	E5C	EA.
VEHICLES	E	EDUCATION	5	SCHOOL BUS 72	D	E5D	EA.
VEHICLES	E	EDUCATION	5	OTHER	Z	E5Z	EA.
VEHICLES	E	BAND ADMINISTRATION	6	CAR, SEDAN	A	E6A	EA.
VEHICLES	E	BAND ADMINISTRATION	6	CAR, STATION WAGON	B	E6B	EA.
VEHICLES	E	BAND ADMINISTRATION	6	TRUCK 1/2 TON	C	E6C	EA.
VEHICLES	E	BAND ADMINISTRATION	6	TRUCK 3/4 TON	D	E6D	EA.
VEHICLES	E	BAND ADMINISTRATION	6	VAN	E	E6E	EA.
VEHICLES	E	BAND ADMINISTRATION	6	OTHER	Z	E6Z	EA.
VEHICLES	E	CONSTRUCTION	7	BACKHOE	A	E7A	EA.
VEHICLES	E	CONSTRUCTION	7	BULLDOZER D4	B	E7B	EA.
VEHICLES	E	CONSTRUCTION	7	BULLDOZER D6	C	E7C	EA.
VEHICLES	E	CONSTRUCTION	7	BULLDOZER D7	D	E7D	EA.
VEHICLES	E	CONSTRUCTION	7	BULLDOZER OTHER	E	E7E	EA.
VEHICLES	E	CONSTRUCTION	7	COMPACTOR, PLATE	F	E7F	EA.
VEHICLES	E	CONSTRUCTION	7	COMPACTOR, ROLLER	G	E7G	EA.
VEHICLES	E	CONSTRUCTION	7	COMPRESSOR, PORTABLE	H	E7H	EA.
VEHICLES	E	CONSTRUCTION	7	EQUIPMENT, THAWING	I	E7I	EA.
VEHICLES	E	CONSTRUCTION	7	FRONT END LOADER	J	E7J	EA.
VEHICLES	E	CONSTRUCTION	7	GENERATOR, PORTABLE	K	E7K	EA.
VEHICLES	E	CONSTRUCTION	7	GRADER	L	E7L	EA.

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Category	Cat	Class	Cl	Subclass	Sub	Asset Code	Units
VEHICLES	E	CONSTRUCTION	7	MISCELLANEOUS	M	E7M	EA.
VEHICLES	E	CONSTRUCTION	7	PUMP, PORTABLE	N	E7N	EA.
VEHICLES	E	CONSTRUCTION	7	TRAILER	O	E7O	EA.
VEHICLES	E	CONSTRUCTION	7	TRAILER	P	E7P	EA.
VEHICLES	E	CONSTRUCTION	7	TRUCK, 1/2 TON	Q	E7Q	EA.
VEHICLES	E	CONSTRUCTION	7	TRUCK, 3/4 TON	R	E7R	EA.
VEHICLES	E	CONSTRUCTION	7	TRUCK, DUMP 3 TON	S	E7S	EA.
VEHICLES	E	CONSTRUCTION	7	TRUCK, DUMP 5 TON	T	E7T	EA.
VEHICLES	E	CONSTRUCTION	7	TRUCK, DUMP OTHER	U	E7U	EA.
VEHICLES	E	CONSTRUCTION	7	OTHER	Z	E7Z	EA.
VEHICLES	E	COMMERCIAL	8	BACKHOE	A	E8A	EA.
VEHICLES	E	COMMERCIAL	8	BULLDOZER	B	E8B	EA.
VEHICLES	E	COMMERCIAL	8	CAR, SEDAN	C	E8C	EA.
VEHICLES	E	COMMERCIAL	8	CAR, STATION WAGON	D	E8D	EA.
VEHICLES	E	COMMERCIAL	8	COMPACTOR, PLATE	E	E8E	EA.
VEHICLES	E	COMMERCIAL	8	COMPACTOR, ROLLER	F	E8F	EA.
VEHICLES	E	COMMERCIAL	8	COMPRESSOR, PORTABLE	G	E8G	EA.
VEHICLES	E	COMMERCIAL	8	EQUIPMENT, THAWING	H	E8H	EA.
VEHICLES	E	COMMERCIAL	8	FRONT END LOADER	I	E8I	EA.
VEHICLES	E	COMMERCIAL	8	GENERATOR, PORTABLE	J	E8J	EA.
VEHICLES	E	COMMERCIAL	8	GRADER	K	E8K	EA.
VEHICLES	E	COMMERCIAL	8	MISCELLANEOUS	L	E8L	EA.
VEHICLES	E	COMMERCIAL	8	PUMP, PORTABLE	M	E8M	EA.
VEHICLES	E	COMMERCIAL	8	TRAILER	N	E8N	EA.
VEHICLES	E	COMMERCIAL	8	TRUCK, 1/2 TON	O	E8O	EA.
VEHICLES	E	COMMERCIAL	8	TRUCK, 3/4 TON	P	E8P	EA.
VEHICLES	E	COMMERCIAL	8	TRUCK, DUMP	Q	E8Q	EA.
VEHICLES	E	COMMERCIAL	8	OTHER	Z	E8Z	EA.

APPENDIX J

ASSET DEFINITIONS

(Definitions - Funded Assets)

CATEGORY - BUILDINGS

Note: In completing the ACRS exercise, a brief description of the buildings function shall be included under general description. In order to qualify under the *"building designation",* structures must be enclosed, not open to the elements.

CLASS: ADMINISTRATIVE

A1A OFFICE

Definition: A building or space in a building used as office space in which departmental programs (ISC) or band administrative and managerial activities take place.

Unit of Measurement: Square metre, gross floor area (external dimension).

Typical Inclusion: Band offices, and administration buildings, band council buildings.

Typical Exclusions: Construction supervisor offices, rented office space, economic ventures, foreman-type offices in other classes of building (e.g. A2B garages), district offices not owned by the Department.

CLASS: OPERATIVE

A2A TRADE SHOP/ WORKSHOP MUNICIPAL

A2B GARAGE (MUNICIPAL)

A2C WAREHOUSE (BAND OR SCHOOL)

Definition: A building in excess of 9.29 m^2 (100 ft^2) constructed on a permanent foundation system or space in a building where operation and maintenance activities are carried out. These would include equipment and vehicle repair, supplies, equipment and vehicle storage. Buildings that support a non-funded asset(s) are themselves considered to be non-funded asset (i.e.) – Daycare storage buildings

Unit of Measurement: Square metre, gross floor area (external dimension).

Typical Inclusions: Buildings used as workshops, storage or warehouses, including storage of educational supplies, equipment and vehicles; community freezer and ice storage houses; and boat houses when used for band O & M activities.

Typical Exclusions: Nursery or green houses, garden shed type structures, barns or stables, forest fire towers; operative type buildings used for commercial or industrial purposes. Facilities that support a non-funded asset.

CLASS: INSTITUTIONAL

A3A SCHOOL

Definition: A building or space in a building where a curriculum at the kindergarten, primary, elementary or secondary level is taught which could include space for classrooms, industrial arts, home economics, computer science, commercial, library, gymnasium and directly associated support space (e.g. principal's office, staff room, washrooms, storage, etc.).

Unit of Measurement: Square metre, gross floor area (external dimension).

Typical Inclusions: Kindergarten, elementary and secondary schools including portable or temporary accommodation for school.

Typical Exclusions: Adult training centres, space used for post secondary education, space that support non-funded programs/ curriculum, museums, buildings used for storage of educational supplies and equipment which come under the operative class A2.

A3H FIRE STATION

Definition: A building or part of a building which accommodates fire suppression, prevention and inspection activities. Activities taking place in the building would include storage and minor maintenance of fire fighting equipment and trucks, training, administration, control and dispatch of equipment. The building may include space for storage, workshop, office staff and training rooms/facilities.

Unit of Measurement: Square metre, gross floor area (external dimension).

Typical Inclusions: A single building or portion of a multi-purpose building which must contain fire suppression apparatus.

Typical Exclusions: Material storage buildings, office space for fire inspector in band administration buildings.

CLASS: RESIDENTIAL

A4I STUDENT RESIDENCE

Definition: A building or part of a building where students reside who are attending school as described in the asset definition, School A3A. The facility serves as accommodation for the students in order for them to attend school.

The accommodation could include sleeping quarters (rooms), dining facilities including cafeterias, washrooms, office space, recreational and storage rooms.

Unit of Measurement: Square metre, gross floor area (external dimension).

Typical Exclusions: Group homes, bunkhouses, hostels, transient centres.

A4L TEACHERAGE

Definition:	A housing unit furnished by the band or department located on a reserve which is used to provide living accommodation for teachers employed at departmental or band operated schools. The accommodation would include those facilities normally associated with a residential unit. Assets that contain more than one housing unit, such as multiplexes must be identified individually (i.e.) - a triplex, three housing units (attached) are all part of one asset, hence the asset number would remain constant, the extension number would differentiate the unit (extension # 01 through 03). Each housing unit is to be identified individually in ACRS and tabbed accordingly.
Unit of Measurement:	Square metre, gross floor area.
Typical Inclusions:	Single family houses, semi-detached houses, multi-family houses, portables, mobile homes or trailers.
Typical Exclusions:	Band housing, group homes, motels, student centres.

CLASS: UTILITY

A5A WATER SUPPLY/ TREATMENT

A5B WASTEWATER TREATMENT DISPOSAL

A5D SOLID WASTE DISPOSAL

Definition:	A building which contains equipment and materials to support the municipal services, (Category B - Utility) function. The building may contain pumps, piping, tanks, water and wastewater treatment equipment, power generation equipment as well as office, washroom, laboratory and storage space.
Unit of Measurement:	Square metre, gross floor area (external dimension).
Typical Inclusions:	Water supply, distribution and treatment buildings, wastewater collection treatment and disposal buildings, electrical power generating plants.
Typical Exclusions:	Buildings used strictly for storage (e.g. treatment materials), reservoirs, wells, stand pipes, garages for the storage and maintenance of water and waste disposal vehicles. These buildings are to be included in the operative classification (A2).

CLASS: RECREATIONAL

A6A **COMMUNITY RECREATION CENTRE/HALL/CULTURAL CENTRE**

A6B **ARENA**

A6C **GYMNASIUM**

A6D **INDOOR SWIMMING POOL**

A6E **CLUBHOUSE/YOUTH CENTRE SENIOR CITIZEN/DROP-IN**

Definition:	A building or space in a building where band or community cultural recreation and cultural activities take place. These could include facilities for sports, exercise activities, community meetings, adult education cultural programs.
Unit of Measurement:	Square metre, gross floor area (external dimension).
Typical Inclusions:	Types of buildings as listed above, curling rinks.
Typical Exclusions:	Churches, museums, marina, outdoor rinks and outdoor swimming pools; camp grounds, booths, shelters, sports fields, rodeo grounds, common areas within senior residences.

CATEGORY - UTILITY

CLASS: WATER SUPPLY, TREATMENT AND DISTRIBUTION

B1A HEATED WATER MAINS

Definition: All heat traced piping used to convey water from source of supply to service line connection at the main.

Unit of Measurement: Metre.

Typical Inclusions: All associated valves and hydrants.

Typical Exclusion: Service lines from the service line connection at the main to the user.

B1B WATER MAINS

Definition: All piping (except heat traced - see B1A) of 100 mm dia. Or larger used to convey water from source of supply to service line connection at the main.

Unit of Measurement: Metre.

Typical Inclusions: All associated valves and hydrants.

Typical Exclusion: Service lines from the service line connect at the main to the user**.**

B1C WATER TREATMENT SYSTEM

Definition: All equipment used for conventional water treatment.

Unit of Measurement: Each.

Typical Inclusions: Coagulation, flocculation, sedimentation, filtration equipment, and a high level lift station.

Typical Exclusion: Host building.

B1D WATER TREATMENT UNIT

Definition: All equipment used for treating community water supply.

Unit of Measurement: Each.

Typical Inclusions: Softening unit, iron removal unit (greensand filter), pressure filter or equivalent treatment. Each of the above items is one treatment unit.

Typical Exclusion: Host building.

B1E WATER STORAGE

Definition: All above or below ground facilities 20,000 L or larger to store water for community use.

Unit of Measurement: Each.

Typical Inclusions: All drains, vents, overflows and related equipment.

Typical Exclusion: Pressure tanks - these are considered to be included in B1F and B1H.

B1F COMMUNITY WELLS

Definition: All ground water wells servicing a minimum of 5 individual residential housing assets.

Unit of Measurement: Each.

Typical Inclusions: Well pump, pressure tanks and chlorination equipment.

Typical Exclusion: Host building.

B1G WATER STANDPIPES

Definition: All equipment used for community watering points (standpipes). These would normally be provided on a piped water distribution system to enable users to collect their own water. Standpipes are not water storage assets, but water access points. It is an individual structure designed to support/ supply community pail fill operations and or truck fill accessibility.

Unit of Measurement: Each.

Typical Inclusion: Heat traced supply line, spring release mechanical valve and related equipment.

Typical Exclusion: Host building or shed; heated mains.

B1H HIGH-LEVEL LIFT STATION

Definition: All pumping facilities used to pressurize the main distribution system. In this case the source of raw water is usually either a community well or a low level pumphouse.

Unit of Measurement: Each.

Typical Inclusions: Pressure tanks, pumps and chlorination equipment.

Typical Exclusion: Host building.

B1I **LOW-LEVEL LIFT STATION**

Definition: All equipment to pump water from a surface water supply to treatment facilities or storage.

Unit of Measurement: Each.

Typical Inclusions: Intake line, clear well, pumps and chlorination equipment.

Typical Exclusion: Host building.

CLASS: WASTEWATER COLLECTION, TREATMENT & DISPOSAL SYSTEM

B2A **SANITARY MAIN**

Definition: All piping used to transport wastewater from the service line connection at the main to a community treatment plant or adjacent municipal connection.

Unit of Measurement: Metre.

Typical Inclusion: Network of gravity mains, manholes, and appurtenances associated with wastewater collection.

Typical Exclusion: Service lines from the user to the service line connection at the main; lift stations and forcemains.

B2B **STORM MAIN**

Definition: All piping used to collect surface drainage from storm runoff.

Unit of measurement: Metre.

Typical Inclusion: Network of gravity mains, manholes and catch basins located within designated road allowances or designated easements.

Typical Exclusion: Ditches and culverts. Site specific drainage requirements (Internal drainage) are excluded.

B2C **RBC/TRICKLING FILTER**

Definition: Mechanical treatment plant designed to treat community wastewater.

Unit of Measurement: Each.

Typical Inclusion: All equipment, tanks, filter media and processes associated with biological treatment; gravity outfall lines.

Typical Exclusion: Host building.

B2D EXTENDED AERATION PLANT

Definition: Mechanical treatment plant designed to treat community wastewater.

Unit of Measurement: Each.

Typical Inclusion: All equipment, tanks, aeration system and processes associated with biological treatment; gravity outfall lines.

Typical Exclusion: Host building.

B2E LAGOON

Definition: Earthen basin (s) designed to treat community wastewater.

Unit of Measurement: Each.

Typical Inclusions: All lagoon cells, inlet and outlet devices, piping and processes associated with biological treatment; gravity outfall lines.

Typical Exclusion: Lift Station and forcemain.

B2F COMMUNITY SEPTIC TANK AND FIELD

Definition: Community septic tank/ holding tank designed for wastewater disposal, servicing a minimum of 5 individual residential housing assets.

Unit of Measurement: Each.

Typical Inclusion: Disposal field.

B2G JET-PUMP DISPOSAL

Definition: Community septic tank designed for wastewater disposal by means of a sewage ejector system.

Unit of Measurement: Each.

B2H LIFT STATION

Definition: All equipment used to lift wastewater from a low point in a municipal/ community collection system to a higher elevation.

Unit of Measurement: Each.

Typical Inclusion: Dry well, wet well, pumps, piping and valves.

Typical Exclusion: Host building.

B2I **AERATED LAGOON**

Definition: Lagoon designed to treat community wastewater by means of mechanical aeration.

Unit of Measurement: Each.

Typical Inclusions: All lagoon cells, piping, aeration equipment and processes associated with biological treatment; gravity outfall lines.

Typical Exclusion: Buildings housing mechanical treatment equipment.

B2Q **LOW PRESSURE SEWER**

Definition: System to transport wastewater from user to community treatment plant or adjacent municipal connection through low pressure mains, septic tanks to settle the solids and pumps to pump liquid from the septic tank to the mains.

Unit of Measurement: Each

Typical inclusions: Septic tanks, pumps and piping.

CLASS: ELECTRICAL POWER SUPPLY AND DISTRIBUTION SYSTEM

B3C **STREET LIGHTS**

Definition: ISC/ First Nation owned street lights, usually installed on existing power distribution poles, and typically consisting of 150 watt "High Intensity Discharge" lamps and luminaries. Street lights must be within street/ road allowance or designated easements and positioned/focused to illuminate the road.

Unit of Measurement: Each.

Typical Inclusions: Lighting fixtures, mounting hardware, power connection, control and grounding.

Typical Exclusions: Street lights provided under contract by Power Supply Authority or individual yard lights that are metered to private residential and commercial ventures. Site specific lighting requirements.

CLASS: SOLID WASTE DISPOSAL SYSTEM

B4A REFUSE SITE

Definition: An area used for the disposal of solid waste (garbage dump/pit).

Unit of Measurement: Each.

Typical Exclusion: Vehicles associated with operation.

B4B LANDFILL SITE

Definition: An area assigned to receive solid waste (Trench Backfill Operation) including spreading, compaction and covering waste with soil.

Unit of Measurement: Each.

Typical Exclusion: Garbage dump/pit. Vehicles associated with operation.

B4C INCINERATOR

Definition: All equipment used in the incineration of community solid waste.

Unit of Measurement: Each.

Typical Exclusion: Incinerators servicing individual facilities such as schools. Excludes 45 gallon drum.

CATEGORY - TRANSPORTATION

CLASS: RESERVE ROADS

Roads are defined/ classified based on the Corporate Manual Systems (CMS), Indian Programs Manual Volume 1 – "Capital Facilities and Maintenance Chap. 1-4, Roads and Bridges", in conjunction with asset descriptions found within the Cost Reference Manual (CRM). Further in this regard, Ontario Region provides additional clarification/ guidance with respect to defining road assets, by improving/ expanding current CRM descriptions as noted below.

The Corporate Manual System document states the policy of Indigenous Services Canada (servicing & design standards) and must be read in conjunction with the Cost Reference Manual in order to classify roads. The CMS document can be viewed @http://www.aadnc-aandc.gc.ca/eng/1100100010628/1100100010630, the CRM is currently not accessible visa via ISC's web site. Extracts/ portions of CMS Chap. 1-4 are noted below as Item 1, Item 2 contain asset descriptions (revised/ modified CRM descriptions).

ITEM 1 (Extracted from CMS Chap 1-4)

5.0 Definitions

5.2 Road: A planned and constructed facility (excluding trails) which provides for land vehicular traffic such as automobiles, buses, or trucks, and includes the following classifications.

- Off-Reserve Access Road (Non-Funded): Any road outside the boundary of a reserve which permits access to the reserve from a provincial, territorial, regional or municipal transportation system.

- Special Use Access Road (Non-Funded): A farm road or any other access road to businesses or facilities located on reserve (e.g. sawmills, campgrounds, logging operations, stores).

- Public Road (Funded): A road designed and constructed (or proposed to be upgraded), to approved standards, that provides for public vehicular access to a residential area having a minimum of (3) existing detached houses (or *equivalent) or an existing or planned public facility such as a school, band office or fire hall.

  * *Equivalent - a combination of 1 or 2 detached houses in conjunction with public facility*

- Service Road (Funded only if meets definitions) A road that provides access and services to controlled areas and facilities on reserve such as sewage lagoons and water treatment plants. The Road will have limited use and may be a single lane.

5.3 Private entrance/ private access road (Non-Funded): An entrance, driveway, laneway or access road (within a site) to a private dwelling or economic venture for the use or benefit of the occupant/ business.

Note: *The definitions noted above (CMS – Chap. 1-4) are "general" in nature and are not indicative as to their funding classification. Asset codes are found in the Cost Reference Manual, which determines their funding eligibility based on the Policy/ Design Standards outlined in the CMS document. A comprehensive list of all asset coding (funded & non-funded) is provided in the CRM as well as in the ACRS Manual.*

6.0 Policy

6.4 All roads on reserve will be required to meet or exceed standards based on the current Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads (TAC) Guide

ITEM 2 (Extracted from CRM with Regional clarification)

Asset descriptions noted below are for funded assets only. Assets that do not meet the criteria noted in the CMS and CRM (Regionally modified) are to receive a non-funded asset code designation. A list of funded and non funded asset codes are provide in the ACRS Manual Appendix H (Generic Listing of O&M Funded Assets) and Appendix I (Asset Code Listing (Complete) – Funded and non-funded).

In Terms of General Requirements, to qualify as a road, there must be a designated right-of–way or road allowance. Any access route leading from the main road into a site, is not considered a road but an entrance/ drive/ or site access. Roads within a specific site are site specific access, not public roads. (i.e.) a road to a landfill site ends at the site boundary; internal network is site specific, similar to service routes around lagoons (site specific - not roads). Roads or access routes leading/ deviating from a main road for the purpose of economic ventures, such as cottage leased areas, are not considered to be public access roads unless it leads to a public facility and/ or First Nation housing development. If the sole purpose of the road is to service cottages leases, then it is viewed as an economic venture. If cottages are located over "roads in common" then it would qualify. Roads in common, refer to an asset (road) that was constructed to provide access to other community interests, such as FN housing or community assts. A side benefit realized by the First Nation in this scenario, was an opportunity to create cottage leased lots along the existing road allowance (road in common). A road deviating from the main road (road in common), to expand or establish additional cottage leases would not qualify as a public road. ISC provides O&M subsidy for the benefit of First Nation members, subsidising access routes for the benefit/ enjoyment of non members is not ISC's mandate.

In order for a Road to qualify as a funded asset, it must meet the serving requirements/ design standards as stipulated in CMS Chap. 1-4, serve a purpose and are part of the greater grid network.

Class Definition (links to CMS section 5.2 – Description)

Public roads including service access roads located on reserve for the benefit of the entire community and for the purpose of providing vehicular access to provincial road systems, residential areas and to public facilities such as schools, band offices, sewage treatment plants, landfill sites, etc. Reserve Roads exclude third-party roads, off-reserve roads, private entrances and access roads to private economic ventures, site entrances (site specific) & driveways.

D1A EARTH ROADS

Definition: Roads constructed of native materials without the addition of surface improvement materials such as gravel. Roads must be maintained/ accessible year round.

Minimum Standards:

1) Length - 150 metre or greater, in addition to meeting Level of Service Standards as outlined in Item 1& 2 above
2) have a defined travel surface with a minimum width of 3.0 metres
3) be accessible to vehicles other than ATVs and 4 wheel drives
4) provide access to residential areas or public facilities
5) Minimum depth from crown of road to bottom of ditch – 0.5 m. All ditches to be carried to sufficient outlet
6) Minimum design speed 50 Kph

Unit of Measurement: Kilometre.

Exclusion: Seasonal Roads

D1B GRAVEL ROADS

Definition: Roads with a riding surface constructed of crushed, screened or native gravel.

Minimum Standards:

1) Length - 150 metre or greater in addition to meeting Level of Service Standards as outlined in Item 1& 2 above.
2) Travel Surface:
   - Minimum width - 6.0 m
   - Minimum depth - 100 mm
   - Type - crushed gravel or stone
   - Shoulder Width (including rounding) - 1.0 m (ea. Side)
3) Ditches – Minimum depth from crown of road to bottom of ditch – 0.5 m. All ditches to be carried to sufficient outlet.
4) Culverts – CSP, concrete or plastic. Minimum 400mm diameter, larger as required.
5) Geometrics such that maintenance equipment can work effectively. Turning areas to be provided at the terminus of dead end streets.
6) Roads must access residential areas or public facilities that benefit the entire community.

Unit of Measurement: Kilometre.

D1C SURFACE TREATED ROADS

Definition: Roads with a low class asphaltic surface such as chipseals, bituminous surface treatments, oil treatments, etc.

Unit of Measurement: Kilometre.

D1D PAVED ROADS

Definition: Roads with a riding surface paved with a hot mixed asphaltic concrete.

Unit of Measurement: Kilometre.

CLASS: RESERVE BRIDGES

Class Definition

Public structures located on reserve for the benefit of the entire community and for the purpose of carrying vehicular and pedestrian traffic across depressions and obstacles such a gullies, roadways, waterways, railways, etc. Reserve Bridges include large culverts whose span exceeds 3 metres, and are located on roads defined in D1 - Reserve Roads.

D2A VEHICULAR

Definition: Bridges designed to carry vehicular traffic.

Unit of Measurement: Square metres of deck area.

D2B PEDESTRIAN BRIDGES

Definition: Bridges designed to carry pedestrian traffic only.

Unit of Measurement: Square metres of deck area.

D2C LARGE CULVERTS

Definition: Structures with a span (width of opening) exceeding 3 metres which are placed under a road embankment for the passage of surface water, livestock or pedestrians.

Unit of Measurement: Square metres of plan.

CATEGORY - VEHICLES

CLASS: FIRE FIGHTING

E1A MINI PUMPER

Definition: Truck with either 4 X 2 or 4 X 4 wheel drive. Gross Vehicle Weight Rating (GVWR) 4,889 to 5,896 kg (11,000 to 13,000 lbs.). Fire fighting pump rated at 1,363 litres per minute (300 gpm). Water tank capacity 1,591 litres (350 gallons) or smaller.

Unit of Measurement: Each.

E1B TRIPLE COMBINATION PUMPER

Definition: Truck with either 4 X 2 or 4 X 4 wheel drive. Gross Vehicle Weight Rating (GVWR) 6,550 to 15,876 kg. (14,000 to 35,000 lbs.) With a fire fighting capability to:

a. pump water from its own reservoir;
b. draft water from a source; and
c. increase water pressure from a source such as a hydrant, or to a source such as building sprinkler system.
d. vehicles that spray foam for fire suppression

The fire fighting pump may have a rating from 1,932 to 3,750 litres per minute (425 to 825 gpm). Water tank capacity from 2,279 litres to 9,092 litres (500 to 2,000 gallons).

Unit of Measurement: Each.

CLASS: LIQUID WASTE

E3A LIQUID WASTE - COMMERCIAL TANKER

Definition: A motor vehicle chassis ranging from 7,711 to 15,876 kg (17,000 to 35,000 lbs.) Gross Vehicle Weight (GVWR), commercially designed with special tanks with a capacity ranging from 2,273 to 6,819 litres (500 to 1,500 gallons) or more to be used for the purpose of pumping liquid waste.

Pump capacity and type may vary.

Unit of Measurement: Each.

E3B LIQUID WASTE - UNMODIFIED CHASSIS

Definition: A motor vehicle of any unmodified chassis size on to which a portable tank and pump has been temporarily mounted for the purpose of pumping and collecting waste water as required.

Unit of Measurement: Each.

CLASS: WATER DELIVERY

E4A WATER DELIVERY COMMERCIAL TANKER

Definition: A motor vehicle chassis ranging from 7,712 to 15,876kg (17,000 to 35,000 lbs.) Gross Vehicle Weight (GVWR), fitted with a permanently mounted tank with a capacity ranging from 2,954 to 6,819 litres (650 to 1,500 gallons) either with a pump or gravity dispensing system.

Note: Some of these vehicles may have a fire fighting capability by the use of an extra pump for pressurizing water (i.e. combination water delivery, fire fighting vehicle).

Unit of Measurement: Each.

E4B WATER DELIVERY UNMODIFIED CHASSIS

Definition: A motor vehicle of any unmodified chassis size onto which a portable tank is temporarily mounted for the purpose of delivering potable water; using either a pump or gravity for delivery.

Unit of Measurement: Each.

ACRS - SECTION 16

LIFE SAFETY & FIRE INSPECTIONS

"Addendum to Regional ACRS Terms of Reference"

Assets to Be Inspected:

1) ISC Asset Classifications to under-go Life Safety & Fire Inspections:

A1A	Offices
A3A	Schools
A3H	Fire Stations
A4I	Student Residences
A4L	Teacherages
A6A	Community/ Recreation /Hall / Cultural Centers
A6B	Arena
A6C	Gymnasium
A6E	Youth/Senior Citizen Centers and Drop In

2) Heath Canada Facilities to under-go Life Safety & Fire Inspections:

- Asset List provided by Health Canada

3) Social Service Branch - FVPP (Family Violence Protection Program) Shelters Life Safety & Fire Inspections:

- Asset List provided by Social Service Branch

PUBLIC-ACCESS BUILDINGS

LIFE SAFETY & FIRE INSPECTIONS QUESTIONNAIRE

TABLE OF CONTENTS

Annex

ANNEX "A"

Addendum to Regional ACRS Terms of Reference

Objective

The purpose of this addendum is to assist with the incorporation of new requirements for inspection of life safety and fire protection components in "**ISC-Funded Public-Access Building Assets"** – including schools – into regional Asset Condition and Reporting System (ACRS) Terms of Reference. This addition merely highlights the requirement of the knowledge of the Fire Code (something a Building Inspector should already have). The impact in completing the Public Access questionnaire should be negligible.

Application

This document provides operational instructions for data collection with respect to the inspection of life safety and fire protection components in ISC-funded public-access buildings.

The purpose of these changes is to fill the gap created by ESDC's cessation of fire safety inspection starting in 2014-15. ISC will use its existing ACRS inspection process to cover this gap by adding guidance points specifically related to Life Safety and Fire Protection covering systems such as fire alarm system, sprinkler system, fire extinguishers, exterior exits, audio communication, etc. This will help ensure that there is a comparable level of coverage as the inspections previously performed by ESDC in the past.

Changes to ACRS Terms of Reference

The following bullets represent terms and/or conditions now part of the regional ACRS ToR since 2014-15.

- Off the assets scheduled to be inspected, those with the following access codes are defined as "Public-Access Buildings" (see Table "A"):

Table "A" - List of Public-Access Buildings Assets

	ISC Asset Codes	Building Type
1	A1A	Offices
2	A3A	Schools
3	A3H	Fire Stations
4	A4I	Student Residences
5	A4L	Teacherages
6	A6A	Community/ Recreation /Hall / Cultural Centers
7	A6B	Arena
8	A6C	Gymnasium
9	A6E	Youth/Senior Citizen Centers and Drop In

- When inspecting a Public-Access Buildings (as defined in Table "A"), the inspector will be required to answer the additional questions provided in Annex "B". This questionnaire asks specific questions related to Life Safety and Fire Protection, and requires an assessment of General Condition Rating and an assessment of the overall effort of O&M for each major building component (e.g., grounds, roof, mechanical, electrical, etc.).

- The additional questions must be answered in the Microsoft Excel spreadsheet generated by the Integrated Capital Management System (ICMS) that will be provided to the inspector; ***the format of the ICMS Excel spreadsheet is to remain unmodified***. The Excel spreadsheet is included in the ACRS CD, a print version is included as Annex "C".

- Once all the questions are answered, created as many Deficiencies – which are used to measure follow-up - as required to ensure that actions are taken to address all the answers which denote an unsatisfactory condition or performance.

- It is expected that an inspector hired to perform the inspection of Public-Access Building assets has sufficient qualifications and knowledge of the appropriate National/Provincial Building Code and Fire Code, and that his/her qualifications enable him/her to develop:

    a) Recommendations and plans to address physical deficiencies related to the structural integrity of the asset; and

    b) Recommendations and plans to address a combination of management, operational, and performance deficiencies related to the operation of the facility or system.

- In addition, with respect to answering the questions related to the *National Fire Code of Canada (NFCC)*, it is preferable, but not required, that the inspector also has work experience as a provincially approved fire safety inspector, meeting all the requirements of the appropriate jurisdiction.

- Within 24 hours of completing the inspection and/or leaving the site, the Inspector shall provide a written list – whether hard copy or electronic copy – of all identified imminent health and safety deficiencies to the Band representative. Provide documentation within ACRS report that written list was provided to First Nation, noting date, recipient's name & title.

ANNEX "B"

ACRS Building Questionnaire

Purpose

This document lists the questions that must be answered when inspecting a public-access building asset as part of the ACRS inspection. This is not the form that must be filled in; use the provided Excel Spreadsheet so that the answers can be imported back into ISC's Integrated Capital Management System (ICMS). Rather, this document is intended to inform the inspectors as to the nature of the questions so that they can determine the nature of the work and requirements for fulfilling the terms of their inspections.
These questions are meant for "Public Access Building" assets only, which are defined as: Schools; Offices; Fire Stations; Student Residences; Teacherages; Community/Cultural Centers; Arenas; Gymnasiums; and Youth/Senior Citizen Centers and Drop Ins.
Inspect only the assets that require inspection, as defined by the Terms and Conditions of your contract and restrict the new requirements for inspection of life safety and fire protection to Public-Access Building Assets as defined in table "A".

Questionnaire

Management Plans:

Note: These are existing ACRS questions that have been included in this questionnaire so as to have consolidated building questionnaire. No additional work compared to previous years is required with this section.

1. Is there a Maintenance Management Plan (MMP) for the facility that is being properly implemented (defined as maintenance activities being planned, scheduled, and budgeted)?
    - Yes
    - No

2. Is there a responsible and qualified party implementing the activities of the MMP, and ensuring that the MMP is updated at least annually?
    - Yes
    - No

3. Is there evidence (preferably written such as logs, work orders, etc., but visual may be acceptable in some circumstances) that most of the MMP activities that were scheduled for the previous year have been successfully implemented?
    - Yes
    - No

4. Is there an Emergency Response Plan - including a Fire Safety Plan - in place for this facility?
    - Yes
    - No

Component Performance Scores:

Note: *These are new questions/requirements compared to previous year ACRS inspections.* The Performance Scores use the existing ACRS definitions for GCR (scores of 0 to 10) and O&M Scores (0 to 3).

1. Grounds: Please visually inspect all aspects of the grounds including, but not limited to: landscaping; fences/gates/railings; retaining walls; pedestrian surfaces; parking areas; drainage; playground equipment; paved areas; play area surfaces, etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: dumpsters are located outside travel areas; grounds are free of rubbish; directional and safety signs are clearly visible and in good condition; vegetation does not pose a threat to the substructure or exterior walls; records are kept confirming required inspections are being done (e.g., monthly inspections of play grounds), etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Grounds of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Grounds?
    c. Comments on the Grounds.

2. Building Exterior: Please visually inspect all aspects of the building exterior including, but not limited to: steps; platforms; ramps; super structure; exterior cladding; caulking; chimney and stacks; doors; windows; sidewalks; handicapped access, etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: entrances are secured to prevent unauthorized access (while still allowing egress); gutters and down-pipes are clear; sidewalks are clear of tripping hazards, etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Building Exterior?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Building Exterior?
    c. Comments on the Building Exterior.

3. Roof: Please visually inspect all aspects of the roof including, but not limited to: surface; flashing; drains; skylights; vents; and roof mounted equipment. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Roof of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Roof?
    c. Comments on the Roof.

4. Building Interior: Please visually inspect all aspects of the building interior including, but not limited to: ceilings; floor coverings; floors; painting; walls; doors; safety signage; handicapped access; lighting, etc. Inspect all interior rooms, including but not limited to: halls; offices; cafeteria; library; mechanical rooms; storage areas; shops; labs; washrooms; etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: hallways are clear of hazards and clutter; directional and safety signs are clearly visible and in good condition; records are kept confirming required inspections are being done, etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Building Interior?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Building Interior?
    c. Comments on the Building Interior.

5. Mechanical: Please visually inspect all aspects of the mechanical system including, but not limited to: heating; ventilation; air conditioning systems and distribution; controls; fuel tanks; propane tanks; ducts; plumbing; sprinkler system; water supply and distribution systems , etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: the mechanical room is dedicated to its intended purpose and free of clutter; records are kept confirming required inspections are being done and all components have, where appropriate, up to date certification (for components such as exhaust fans, fuel-fired equipment, emergency generators, air handling units, hydraulic lifting devices, fume hoods, eye wash devices, etc.); etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Mechanical systems of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Mechanical systems?
    c. Comments on the Mechanical systems.

6. Electrical Systems: Please visually inspect all aspects of the electrical system including, but not limited to: electrical distribution; panels; wiring; emergency power, etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: electrical panels are unobstructed and have a 3-foot clearance; no exposed wires creating tripping hazards; no overloaded circuits; records are kept confirming required inspections are being done and all components have, where appropriate, up to date certification (for components such as Ground Fault Circuit Interrupters (GFCI), etc.); etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Electrical systems of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Electrical systems?
    c. Comments on the Electrical systems.

7. Substructure: Please visually inspect the substructure of the building, looking for signs of floor slab cracks and other physical deficiencies. In addition to assessing the physical condition of these components, look for signs of proper care and maintenance. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Substructure of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Substructure?
    c. Comments on the Substructure.

8. Vertical Movement: Please visually inspect all aspects of the vertical movement components within the building including, but not limited to: elevators; stair lifts; stairwells; and ladders. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: are all vertical movement systems and stairwells clear of obstructions and debris; are capacity signs clearly posted for elevators and chair lifts; are maintenance contracts in place for elevators and wheel chair lifts; do the elevators have emergency communication equipment; is there sufficient clearance and access to elevators and wheel chair lifts; are proper safety measures in place (railings for stairs, seat belts and lights for wheel chair lift, etc.); etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions: *[N/A is a valid answer for this question]*
    a. What is the physical General Condition Rating of the elements and components of the Vertical Movement systems of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Vertical Movement systems?
    c. Comments on the Vertical Movement systems.

9. Specialty Rooms: Please visually inspect specialty rooms within the building, such as but not limited to: labs; auto shops; trade shops; computer server rooms. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management including, but not limited to: evident of safety measures in place for specialized equipment; WHMIS data sheets are properly posted; rooms are used for intended purpose and free of clutter. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions: *[N/A is a valid answer for this question]*
    a. What is the physical General Condition Rating of the elements and components of the Specialty Rooms of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed on the Specialty Rooms?
    c. Comments on the Specialty Rooms.

10. Life Safety and Fire Protection: Based on the health and safety requirements of the *National Building Code of Canada (NBCC)* and the *National Fire Code of Canada (NFCC),* please visually inspect main aspects of the fire protection and life safety equipment and features of the building, including **but not limited to**: fire alarm systems (smoke/fire detectors, pull stations, alarm gongs, CO detectors, annunciator panel, etc.); sprinkler and fire suppression systems; standpipe and hose systems; fire pump; fire separation integrity; emergency exit signs; door releasing hardware; emergency lighting systems; emergency back-up power; and fire extinguishers. In this case, also please take note of what systems or components are required but either missing, insufficient in number, and/or not properly installed according to the *NBCC* and *NFCC*. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: is there a fire safety plan and are emergency procedure prominently posted on each floor area; is there evidence of fire drills being conducted; all components and systems are being inspected, tested, and maintained as required by the *NFCC/NBCC* and have appropriate records to confirm it; are the exit paths free of clutter, obstructions, or hazards (e.g., ice), both inside and outside the building; are all doors clear of evidence indicating illegal locking hardware that would prevent egress of the building; are combustible and/or flammable materials properly stored; etc. Note all Deficiencies found in the Deficiencies Tab. Use your observations to answer the following questions:
    a. What is the physical General Condition Rating of the elements and components of the Life Safety and Fire Protection systems of the building?
    b. What is the Operations and Maintenance Management Score of the maintenance activities performed related to Life Safety and Fire Protection?
    c. Comments on Life Safety and Fire Protection.

Overall Building Performance Scores

11. Based on the performance scores of all of building's main components and elements provided above, determine overall scores for the entire facility:
    a. What is the overall physical General Condition Rating of the entire building?
    b. What is the overall Operations and Maintenance Management Score of the maintenance activities performed on the entire building?
    c. What is the estimated remaining life of the facility?
    d. Date Inspected? (YYYY/MM/DD).
    e. Inspector's Remarks.

Annex "C"

Program Generated Data Block
No manual input

TEMPLATE FOR ALL PUBLIC ACCESS BUILDINGS ASSETS (A1A, A3A, A3H, A4I, A4L, A6A, A6B, A6C, and A6E)

BUILDING ASSET CONDITION

Band No.	
Band Name	
Site No.	
Site Name	
Asset Number-Extension (ie) 450000-01	
Asset Name	
Asset Code	
Facility No.	
Facility Name	
GIS Latitude	
GIS Longitude	
Quantity	
Unit	
Construction Year	
Estimate Remaining Life	
Asset Condition Remarks	
General Remarks	

GENERAL QUESTIONS:

Should any of the question in this questionnaire have an unsastifactory answer as a result, please ensure to create an appropriate deficiency on the "Deficiencies" Tab to address the situation.

Note: All boxes below have drop down menus excluding remarks - select appropriate rating

Management Plans:

G-1	Is there a Maintenance Management Plan (MMP) for the facility that is being properly implemented (defined as maintenance activities being planned, scheduled, and budgeted)?	
G-2	Is there a responsible and qualified party to implement the activities of the MMP and ensure it is updated at least annually?	
G-3	Is there evidence (logs, work orders, etc.) that most of the MMP activities that were scheduled for the previous year have been successfully implemented?	
G-4	Is there an Emergency Response Plan - including a Fire Safety Plan - in place for this facility?	

PERFORMANCE SCORES:

Grounds: Please visually inspect all aspects of the grounds including, but not limited to: landscaping; fences/gates/railings; retaining walls; pedestrian surfaces; parking areas; drainage; playground equipment; paved areas; play area surfaces, etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: dumpsters are located outside travel areas; grounds are free of rubbish; directional and safety signs are clearly visible and in good condition; vegetation does not pose a threat to the substructure or exterior walls; records are kept confirming required inspections are being done (e.g., monthly inspections of play grounds), etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-1a	Grounds GCR:	
P-1b	Grounds O&M Score:	
P-1c	Grounds Comments/Remarks:	

Building Exterior: Please visually inspect all aspects of the building exterior including, but not limited to: steps; platforms; ramps; super structure; exterior cladding; caulking; chimney and stacks; doors; windows; sidewalks; handicapped access, etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: entrances are secured to prevent unauthorized access (while still allowing egress); gutters and down-pipes are clear; sidewalks are clear of tripping hazards, etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-2a	Building Exterior GCR:	
P-2b	Building Exterior O&M Score:	
P-2c	Building Exeterior Comments/Remarks:	

Roof: Please visually inspect all aspects of the roof including, but not limited to: surface; flashing; drains; skylights; vents; and roof mounted equipment. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-3a	Roof GCR:	
P-3b	Roof O&M Score:	
P-3c	Roof Comments/Remarks:	

Building Interior: Please visually inspect all aspects of the building interior including, but not limited to: ceilings; floor coverings; floors; painting; walls; doors; safety signage; handicapped access; lighting, etc. Inspect all interior rooms, including but not limited to: halls; offices; cafeteria; library; mechanical rooms; storage areas; shops; labs; washrooms; etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: hallways are clear of hazards and clutter; directional and safety signs are clearly visible and in good condition; records are kept confirming required inspections are being done, etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-4a	Building Interior GCR:	
P-4b	Building Interior O&M Score:	
P-4c	Building Interior Comments/Remarks:	

Program Generated Data Block
No manual input

Mechanical: Please visually inspect all aspects of the mechanical system including, but not limited to: heating; ventilation; air conditioning systems and distribution; controls; fuel tanks; propane tanks; ducts; plumbing; sprinkler system; water supply and distribution systems , etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: the mechanical room is dedicated to its intended purpose and free of clutter; records are kept confirming required inspections are being done and all components have, where appropriate, up to date certification (for components such as exhaust fans, fuel-fired equipment, emergency generators, air handling units, hydraulic lifting devices, fume hoods, eye wash devices, etc.); etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-5a Mechanical GCR:
P-5b Mechanical O&M Score:
P-5c Mechanical Comments/Remarks:

Electrical Systems: Please visually inspect all aspects of the electrical system including, but not limited to: electrical distribution; panels; wiring; emergency power, etc. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: electrical panels are unobstructed and have a 3-foot clearance; no exposed wires creating tripping hazards; no overloaded circuits; records are kept confirming required inspections are being done and all components have, where appropriate, up to date certification (for components such as Ground Fault Circuit Interrupters (GFCI), etc.); etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-6a Electrical Systems GCR:
P-6b Electrical Systems O&M Score:
P-6c Electrical Systems Comments/Remarks:

Substructure: Please visually inspect the substructure of the building, looking for signs of floor slab cracks and other physical deficiencies. In addition to assessing the physical condition of these components, look for signs of proper care and maintenance. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-7a Substructure GCR:
P-7b Substructure O&M Score:
P-7c Substructures Comments/Remarks:

Vertical Movement: Please visually inspect all aspects of the vertical movement components within the building including, but not limited to: elevators; stair lifts; stairwells; and ladders. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: are all vertical movement systems and stairwells clear of obstructions and debris; are capacity signs clearly posted for elevators and chair lifts; are maintenance contracts in place for elevators and wheel chair lifts; do the elevators have emergency communication equipment; is there sufficient clearance and access to elevators and wheel chair lifts; are proper safety measures in place (railings for stairs, seat belts and lights for wheel chair lift, etc.); etc. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-8a Vertical Movement GCR:
P-8b Vertical Movement O&M Score:
P-8c Vertical Movement Comments/Remarks:

Specialty Rooms: Please visually inspect specialty rooms within the building, such as but not limited to: labs; auto shops; trade shops; computer server rooms. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management including, but not limited to: evident of safety measures in place for specialized equipment; WHMIS data sheets are properly posted; rooms are used for intended purpose and free of clutter. Note all Deficiencies found on the Deficiencies Tab. Use your observations to answer the following questions:

P-9a Specialty Rooms GCR:
P-9b Specialty Rooms O&M Score:
P-9c Specialty Rooms Comments/Remarks:

Life Safety and Fire Protection: Based on the health and safety requirements of the National Building Code of Canada (NBCC) and the National Fire Code of Canada (NFCC), please visually inspect main aspects of the fire protection and life safety equipment and features of the building, including but not limited to: fire alarm systems (smoke/fire detectors, pull stations, alarm gongs, CO detectors, annunciator panel, etc.); sprinkler and fire suppression systems; standpipe and hose systems; fire pump; fire separation integrity; emergency exit signs; door releasing hardware; emergency lighting systems; emergency back-up power; and fire extinguishers. In this case, also please take note of what systems or components are required but either missing, insufficient in number, and/or not properly installed according to the NBCC and NFCC. In addition to assessing the physical condition of these components, look for signs of proper operation, maintenance, and management such as, but not limited to: is there a fire safety plan and are emergency procedure prominently posted on each floor area; is there evidence of fire drills being conducted; all components and systems are being inspected, tested, and maintained as required by the NFCC/NBCC and have appropriate records to confirm it; are the exit paths free of clutter, obstructions, or hazards (e.g., ice), both inside and outside the building; are all doors clear of evidence indicating illegal locking hardware that would prevent egress of the building; are combustible and/or flammable materials properly stored; etc. Note all Deficiencies found in the Deficiencies Tab. Use your observations to answer the following questions:

P-10a Life Safety and Fire Protection GCR:
P-10b Life Safety and Fire Protection O&M Score:
P-10c Life Safety and Fire Protection Comments/Remarks:

Overall Facility: Based on the performance scores of all of the building's main components and elements provided above, determine overall scores for the entire facility. Overall GCR and O&M scores entered manually not calculated - use drop down menu.

P-11a What is the physical General Condition Rating for the entire facility:
P-11b What is the O&M Score of the maintenance activities performed for the entire facility:
P-11c What is the estimated remaing life of the facility: (Years 0-99)
P-11d Date Inspected: (YYYY/MM/DD)
P-11e Inspector's Remarks (Conditional):