

National Manual of Assets and Facilities Management

Volume 1, Chapter 1

National Manual of Assets and Facilities Management User's Guide



Document No. EOM-Z00-GL-000001 Rev 001



National Manual of Assets and Facilities Management User's Guide

Document Submittal History:

Revision:	Date:	Reason For Issue
000	28/03/2020	For Use
001	18/08/2021	For Use



National Manual of Assets and Facilities Management User's Guide

THIS NOTICE MUST ACCOMPANY EVERY COPY OF THIS DOCUMENT

IMPORTANT NOTICE

This document (the "Document") is the exclusive property of the Government Expenditure and Projects Efficiency Authority. It was created solely for Government Expenditure and Projects Efficiency Authority for use in its ordinary course of business and is not intended to have any wider application, function or purpose. Neither Serco nor its employees, agents, representatives or nominees shall be responsible for the use of, or reliance upon, this Document or its content by any third party.

This Document should be read in its entirety, including the terms of this Important Notice. The government entities to which Government Expenditure and Projects Efficiency Authority has elected to disclose this Document may disclose all this Document or extracts from it to their respective consultants, advisors and/or contractors with which they have formal terms of engagement from time to time, provided that such disclosure includes this Important Notice.

Any use of, or reliance upon, this Document (or extracts thereof) or its contents by any party (including, without limitation, government entities, regulatory authorities, enforcement agencies and the respective consultants, advisors or contractors of any of them) is at that third party's sole risk and responsibility. Government Expenditure and Projects Efficiency Authority, to the maximum extent permitted by any applicable laws, disclaims all liability (including for losses, costs, fines, sanctions, abatement or damages of whatsoever nature claimed on whatsoever basis, including negligence or otherwise) to any third party howsoever arising with respect to or in connection with the use of this Document or its contents.

This Document and its contents are valid only pursuant to, and to the extent of, the conditions reported in it as of the date of this Document.



National Manual of Assets and Facilities Management User's Guide

Table of Contents

1.0 PURPOSE	5
2.0 SCOPE	5
3.0 DEFINITIONS.....	6
4.0 REFERENCES	6
5.0 RESPONSIBILITIES	6
6.0 PROCESS	7
6.1 NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, SUMMARY	7
7.0 METHODOLOGY	9
8.0 ATTACHMENTS	10
ATTACHMENT 1: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 1 - INTRODUCTION	11
ATTACHMENT 2: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 2, 3 AND 4: ASSET MANAGEMENT	11
ATTACHMENT 3: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 5 - OPERATIONS MANAGEMENT	12
ATTACHMENT 4: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 6 AND 7 - MAINTENANCE MANAGEMENT AND WORK CONTROL	15
ATTACHMENT 5: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 8 AND 9 - SUPPLY CHAIN AND CONTRACTS MANAGEMENT	18
ATTACHMENT 6: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 10, 11 AND 12 – HEALTH, SAFETY, ENVIRONMENT (HSE), QUALITY AND RISK MANAGEMENT.....	19
ATTACHMENT 7: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 13 AND 14 – DOCUMENT AND EMERGENCY MANAGEMENT.....	21
ATTACHMENT 8: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 15 AND 16 – PERFORMANCE MONITORING AND CONSTRUCTION INTERFACE	22
ATTACHMENT 9: NATIONAL MANUAL OF ASSET AND FACILITY MANAGEMENT, CONTENT LIST VOLUME 17 – ENERGY AND SUSTAINABILITY MANAGEMENT.....	22



National Manual of Assets and Facilities Management User's Guide

1.0 PURPOSE

Under the Kingdom of Saudi Arabia (KSA) Council of Ministers Resolution No. (485) issued on 16/11/1436H, the decree No. (666) and Decree No. (485) dated on 16/11/1436H; Expro was mandated with a Vision to become the enabling engine contributing in elevating National infrastructure efficiency, effectiveness, and sustainability to international levels. For embracing the Mission to lead a transformation process to enable Public Entities' Projects and Facility Management Organizations and create a dynamic ecosystem to manage projects and facilities at the highest levels of efficiency and effectiveness. Expro, as mandated to this Mission, have had set the following Objectives:

- Contribute to improving efficiency and quality of infrastructure and facility management across public entities.
- Enhance transparency levels through performance monitoring and evaluation of Public Entities' Projects and Facility Management Organization.
- Contribute to building capability and skills of Entity nationals through a robust training and knowledge transfer process. And
- Build internal capacity within the program to deliver project and facility management services.

The purpose of this series of volumes is to follow on from the directive above in the standardization of Assets and Facilities Management procedures across all government entities and to help in the smooth and efficient operation of the facilities. The following volumes will provide guidance to be used by all entities in the best utilization of resources, both physical and financial, in a drive towards cost-effective and efficient services to facility employees, occupiers and visitors. The use of these volumes will assist in the safe operations of the facilities by providing advice on the methodology to be employed in ensuring that the facilities remain compliant with the legislation in place through Royal Decree and associated regulations.

The intention is to provide a robust reference for entities in providing their own documents and processes when engaging with external parties for the delivery of services. These volumes will also cover instances where self-delivered services are provided. Suitable methodologies towards the audit of facilities are provided within the volumes which are intended to assist in ensuring that the lifespan of services provided to all parties are used in the correct manner and avoid additional expense wherever possible.

The volumes included within the National Manual of Assets and Facilities Management will be updated periodically to reflect changes that are likely to occur. The changes will be incorporated either through updated or new legislation or through feedback received by their continued use. Where possible, references have been provided within the documents to direct users to the 'specific' requirements of any decree or regulation as a point of reference. Where only a summary is provided within the volume, the actual reference should always be the standard that shall be employed.

2.0 SCOPE

The volumes of the National Manual of Assets and Facilities Management (NMA&FM) should be used for post construction activity following previously provided documentation, known as the "Expro Projects White Book". The entity shall use the Manual as the basis for developing the Entity's own internal documents (Procedures, Templates, Checklists, Standards etc.), in addition to the formulation of external communication. For example, the compilation of Request for Proposal in relation to tendered services, which will constitute the Entity's own self-standing, self-contained and comprehensive Assets and Facilities Management regime for managing the diverse nature of services across all entities. The NMA&FM defines the minimum requirements to be followed in the planning, execution and delivery of services. An Entity may choose to develop the requirements further to reflect any unique specialized systems or industry-driven requirements, while maintaining the purpose and intent of the NMA&FM.

A summary description of the purpose of each of the 17 volumes of the National Manual of Assets and Facilities Management is provided in section 6.0 of this document.



National Manual of Assets and Facilities Management User's Guide

3.0 DEFINITIONS

Term	Definition
AMS	Asset Management System
BMS	Building Management Systems
HSE	Health, Safety & Environment
HVAC	Heating, Ventilation & Air Conditioning
NMA&FM	National Manual of Assets and Facility Management
Expro	Government Expenditure & Projects Efficiency Authority
O&M	Operation & Maintenance

Table 1: Definitions

4.0 REFERENCES

The National Manual of Assets and Facilities Management Volume and Chapters have been prepared using relevant Standards, Legislation, and best practice at the time of production. References are provided within each chapter for further reading. As far as is reasonably practicable, Standards and Legislation referenced within each chapter should be followed, as a minimum. Standards and Legislation may become outdated due to the following:

- Latest Royal Decree
- Regulatory changes
- Revised Standards
- Innovative practices
- New technologies.

Therefore, Expro should be consulted by each Entity during any change process, to ensure that the most up-to-date and accurate information is used.

5.0 RESPONSIBILITIES

Role	Description
• Entity	Responsible for the management of government funded Assets and Facilities.

Table 2: Responsibilities



National Manual of Assets and Facilities Management User's Guide

6.0 PROCESS

6.1 National Manual of Asset and Facility Management, Summary

The table below gives a brief outline of the contents within each Volume.

Further information about the content of the NMA&FM Volumes are contained within the Attachments of this document.

Volume No	Title	Brief Description
Volume 1	Introduction	Purpose and user's guide to the Assets and Facilities Management Manual.
Volume 2	Asset Management	Provides the Asset Management framework requirements while balancing Risk, Performance and Cost to ensure all assets are properly utilized and effectively controlled during its lifecycle.
Volume 3	Condition Assessment	Provides the guiding procedures to establish a comprehensive understanding of the Asset Condition supporting the determination of suitable lifecycle and forward maintenance requirements.
Volume 4	Financial Planning	Provides the guidelines to framing the financial policies including the lifecycle plans in relation to assets required funds to maintain its operations at required level of service.
Volume 5	Operations Management	Overall guidance of the services and systems contained within a facility and the proposed method of operating these systems to ensure continued availability and prolong useful life.
Volume 6	Maintenance Management	Policies to be adopted to ensure that facilities and services are kept to their optimum level of service and operate without increased use of resources.
Volume 7	Work Control	Guidance on a process that evaluates and improves the process, by which work is identified, planned, approved, scheduled, controlled and executed.
Volume 8	Supply Chain Management	Guidance on the control and supply of consumables, spare parts, and critical spares that are key to efficient running of a facility and the process of maintenance.
Volume 9	Contracts Management	Guidance on the preparation of A&FM service contracts (scope, responsibilities, financials and governance) and the management of contracting parties.
Volume 10	Health, Safety & Environment (HSE)	A guide to the measures and controls to be engaged to protect staff, visitors, property, public, and the environment.



National Manual of Assets and Facilities Management User's Guide

Volume 11	Quality	Quality Management Systems, QMS, are key to ensure that the facility is operated and maintained in a measurable manner by issue prevention and detection through Quality Assurance and Quality Control means.
Volume 12	Risk Management	The guidance to be used to control the risks from all sources including the avoidance of reputational risk affecting the entity.
Volume 13	Document Management	The volume provides guidance on ensuring that the facility is compliant with current legislation and the documents associated are retained and stored in a robust system or technology platform.
Volume 14	Emergency Management	The volume covers guidance on the formation of Emergency Action Plans relative to the entity to be used in the event of an incident, including methodologies for training and analyzing outcomes.
Volume 15	Performance Monitoring	The volume provides guidance on the formation of systems to measure the performance of the facility against agreed objectives. Also, for the monitoring of contractors and service providers' contractual obligations against defined measures.
Volume 16	Operations and Maintenance -Project Interface	The volume defines the actions required by the Assets & Facilities Management (A&FM) team during initial planning, concept design, detailed design, construction tendering, and construction, commissioning also handover and decommissioning in order to ensure the best outcomes for operability and maintenance over the asset lifecycle for a new construction or refurbishment project.
Volume 17	Energy Management & Sustainability	The volume describes processes and procedures that should be considered to reduce the operating costs associated with operations. Additionally, to assist the entity with a commitment towards protecting the environment and the impact upon local and national targets.

Table2: NMA&FM Volume Summary



National Manual of Assets and Facilities Management User's Guide

7.0 METHODOLOGY

The volumes of the Assets and Facilities Management Manual have been compiled utilizing the principles mentioned below.

To ensure that the entity is compliant with any National decree or local standard, four tiers of classification have been used and utilized as requirements in the decision-making process, for both the operation and the continuous maintenance of a facility. The four tiers are further described below.

Each document has been compiled utilizing the latest references available for inclusion within the manual and may be subject to change throughout the lifetime of the Assets and Facilities Management Manual. The document author will maintain their record of research tracker during the initial creation of an O&M document, which will be included for future reference and audit purposes. The research completed by the author shall be documented using the core knowledge record of the research procedure.

The author should follow the agreed hierarchy when choosing references to utilize within the document. The method of preference should follow a simple "Shall, Should, Consider, Advise" process.



- **Shall:** This is a mandated instruction which must be followed or adhered to. For example, a Royal Decree in country standards such as the Saudi Building Code.



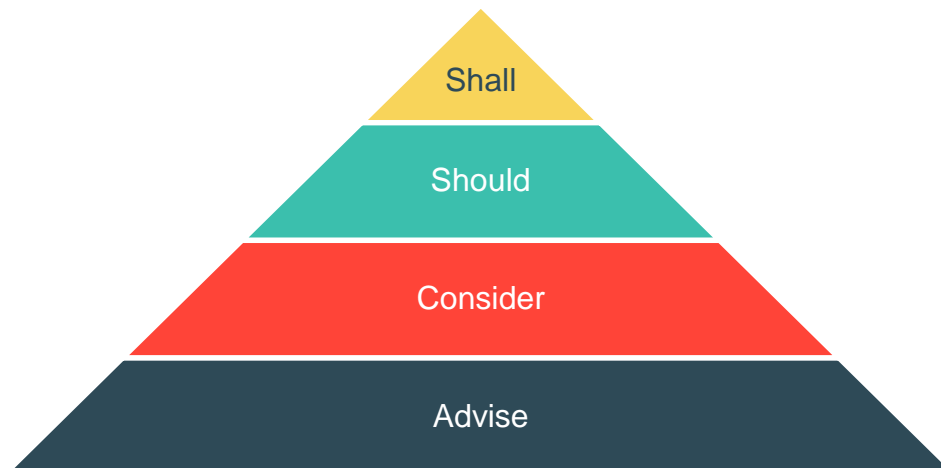
- **Should:** This is an instruction or piece of information which is important, and whilst it may not be mandated to follow the advice, it is advisable to follow. For example, international standards which are considered legislation in other countries.



- **Consider:** This is advice which is important and fits well with the purpose. It is advisable to consider this as an instruction worth following.



- **Advise:** This is generally good practice and practical advice intended to raise the standards and provide quality.



The use of the Assets and Facilities Management Manual will assist entities in achieving external professional accreditation of the services provided. Further details on how this may be achieved can be found in the associated Quality Volume of the Expro Assets and Facilities Management Manual, Volume 11.



8.0 ATTACHMENTS

1. National Manual of Asset and Facility Management, Content List Volume 1 - Introduction
2. National Manual of Asset and Facility Management, Content List Volume 2, 3 and 4: Asset Management
3. National Manual of Asset and Facility Management, Content List Volume 5 - Operations Management
4. National Manual of Asset and Facility Management, Content List Volume 6 and 7 - Maintenance Management and Work Control
5. National Manual of Asset and Facility Management, Content List Volume 8 and 9 - Supply Chain and Contracts Management
6. National Manual of Asset and Facility Management, Content List Volume 10, 11 and 12 – Health, Safety and Environment (HSE), Quality and Risk Management
7. National Manual of Asset and Facility Management, Content List Volume 13 and 14 – Document and Emergency Management
8. National Manual of Asset and Facility Management, Content List Volume 15 and 16 – Performance Monitoring and Construction Interface
9. National Manual of Asset and Facility Management, Content List Volume 17 – Energy and Sustainability Management



National Manual of Assets and Facilities Management User's Guide

Attachment 1: National Manual of Asset and Facility Management, Content List Volume 1 - Introduction

National Manual of Assets & Facilities Management Contents List	Doc. No.
Volume 1: Introduction	
Chapter 1: Introduction	
National Manual for Assets and Facilities Management (Blue Book) User's Guide	EOM-Z00-GL-000001

Attachment 2: National Manual of Asset and Facility Management, Content List Volume 2, 3 and 4: Asset Management

National Manual of Assets and Facilities Management Contents List	Doc. No.
Volume 2: Asset Management	
Chapter 1: Introduction	
Asset Management Introduction Guideline	EOM-ZA0-GL-000001
Chapter 2: Policy and Planning	
Asset Management Plan and Implementation Procedure	EOM-ZA0-PR-000002
Continuous Improvement	EOM-ZA0-PR-000003
Asset Register Procedure	EOM-ZA0-PR-000004
Asset Management Software	EOM-ZA0-PR-000005
Asset Management Policy Procedure	EOM-ZA0-PR-000007
Volume 3: Condition Assessment	
Chapter 1: Introduction	
Condition Assessment Introduction Guideline	EOM-ZC0-GL-000001
Chapter 2: Condition Assessment Requirements	
Condition Assessment Planning	EOM-ZC0-PR-000008
Chapter 3: Conducting Condition Assessments	
Condition Assessment Survey (CAS)	EOM-ZC0-PR-000009
Chapter 4: Analysis and Reporting	
Condition Assessment – Analysis and Reports (CAA & CAR)	EOM-ZC0-PR-000010
Volume 4: Financial Planning	
Chapter 1: Introduction	
Financial Planning Introduction Guideline	EOM-ZL0-GL-000001
Chapter 2: Life Cycle Planning	
Life Cycle Costing Procedure	EOM-ZL0-PR-000001
Design Reviews Procedure	EOM-ZL0-PR-000002
Obsolescence Management Procedure	EOM-ZL0-PR-000003
Chapter 3: Budgeting	
Budget Principles Procedure	EOM-ZL0-PR-000004
Cost Indices Procedure	EOM-ZL0-PR-000005



National Manual of Assets and Facilities Management User's Guide

Attachment 3: National Manual of Asset and Facility Management, Content List Volume 5 - Operations Management

National Manual of Assets and Facilities Management Contents List	Doc. No.
Volume 5: Operations Management	
Chapter 1: Introduction	
Operations Management Introduction Guideline	EOM-ZO0-GL-000001
Chapter 2: Facility Management	
Facility Safety Procedure	EOM-ZO0-PR-000001
Space Planning & Utilization Procedure	EOM-ZO0-PR-000002
Facility Surveillances Procedure	EOM-ZO0-PR-000003
Natural Phenomena Hazards Mitigation Procedure	EOM-ZO0-PR-000004
Seasonal Planning Procedure	EOM-ZO0-PR-000006
Customer Service Procedure	EOM-ZO0-PR-000007
Chapter 3: Developing System Operating Procedures	
Procedure Development	EOM-ZO0-PR-000008
Procedure Writers Guide	EOM-ZO0-PR-000009
Chapter 4: HVAC System Operations	
HVAC Systems Operations - Healthcare Procedure	EOM-ZO0-PR-000010
HVAC Systems Operations - Schools & Universities Procedure	EOM-ZO0-PR-000011
HVAC Systems Operations - Offices Procedure	EOM-ZO0-PR-000012
HVAC Systems Operations - Municipal Procedure	EOM-ZO0-PR-000013
HVAC Systems Operations - Housing Procedure	EOM-ZO0-PR-000014
HVAC Systems Operations - Parks and Recreation Procedure	EOM-ZO0-PR-000015
Chapter 5: Building Management Systems (BMS) Operations	
BMS Operations – Healthcare Procedure	EOM-ZO0-PR-000016
BMS Operations - Schools and Universities Procedure	EOM-ZO0-PR-000017
BMS Operations - Offices Procedure	EOM-ZO0-PR-000018
BMS Operations – Municipal Facilities Procedure	EOM-ZO0-PR-000019
BMS Operations - Housing Procedure	EOM-ZO0-PR-000020
BMS Operations - Parks and Recreation Procedure	EOM-ZO0-PR-000021
Chapter 6: Instrumentation Systems Operations	
Instrumentation Systems Operations - Healthcare Procedure	EOM-ZO0-PR-000022
Instrumentation Systems Operations - Schools & Universities Procedure	EOM-ZO0-PR-000023
Instrumentation Systems Operations - Offices Procedure	EOM-ZO0-PR-000024
Instrumentation Systems Operations - Municipal Procedure	EOM-ZO0-PR-000025
Instrumentation Systems Operations - Housing Procedure	EOM-ZO0-PR-000026
Instrumentation Systems Operations - Parks & Recreation Procedure	EOM-ZO0-PR-000027
Chapter 7: Mechanical Systems Operations	
Mechanical Systems Operations - Healthcare Procedure	EOM-ZO0-PR-000028
Mechanical Systems Operations - Schools & Universities Procedure	EOM-ZO0-PR-000029
Mechanical Systems Operations - Offices Procedure	EOM-ZO0-PR-000030
Mechanical Systems Operations - Municipal Procedure	EOM-ZO0-PR-000031
Mechanical Systems Operations - Housing Procedure	EOM-ZO0-PR-000032
Mechanical Systems Operations - Parks & Recreation Procedure	EOM-ZO0-PR-000033
Chapter 8: Electrical Systems Operations	



National Manual of Assets and Facilities Management User's Guide

Electrical Systems Operations - Healthcare Procedure	EOM-ZO0-PR-000034
Electrical Systems Operations - Schools & Universities Procedure	EOM-ZO0-PR-000035
Electrical Systems Operations - Offices Procedure	EOM-ZO0-PR-000036
Electrical Systems Operations - Municipal Procedure	EOM-ZO0-PR-000037
Electrical Systems Operations - Housing Procedure	EOM-ZO0-PR-000038
Electrical Systems Operations - Parks & Recreation Procedure	EOM-ZO0-PR-000039
Chapter 9: Security Systems Operations	
Security Systems Operations - Healthcare Procedure	EOM-ZO0-PR-000040
Security Systems Operations - Schools and Universities Procedure	EOM-ZO0-PR-000041
Security Systems Operations - Offices Procedure	EOM-ZO0-PR-000042
Security Systems Operations - Municipal Procedure	EOM-ZO0-PR-000043
Security Systems Operations - Housing Procedure	EOM-ZO0-PR-000044
Security Systems Operations - Parks & Recreation Procedure	EOM-ZO0-PR-000045
Manned Security Procedure	EOM-ZO0-PR-000100
Chapter 10: Life Safety Systems Operations	
Life Safety Systems Operations - Healthcare Procedure	EOM-ZO0-PR-000046
Life Safety Systems Operations - Schools & Universities Procedure	EOM-ZO0-PR-000047
Life Safety Systems Operations - Offices Procedure	EOM-ZO0-PR-000048
Life Safety Systems Operations - Municipal Procedure	EOM-ZO0-PR-000049
Life Safety Systems Operations - Housing Procedure	EOM-ZO0-PR-000050
Life Safety Systems Operations - Parks & Recreation Procedure	EOM-ZO0-PR-000051
Chapter 11: Communication Systems Operations	
Communications Systems Operations – Healthcare	EOM-ZO0-PR-000052
Communications Systems Operations – Schools & Universities	EOM-ZO0-PR-000053
Communications Systems Operations – Offices	EOM-ZO0-PR-000054
Communications Systems Operations – Municipal	EOM-ZO0-PR-000055
Communications Systems Operations – Housing	EOM-ZO0-PR-000056
Communications Systems Operations – Parks & Recreation	EOM-ZO0-PR-000057
Chapter 12: Escalators & Elevators Operations	
Escalators & Elevators Operations Procedure	EOM-ZO0-PR-000058
Chapter 13: Roadway Operations	
Roadway Operations Procedure	EOM-ZO0-PR-000064
Chapter 14: Soft Services Operations	
Soft Services Operations Guideline	EOM-ZO0-GL-000002
Chapter 15: Cleaning Horizontal / Vertical Operations	
Cleaning Horizontal / Vertical Procedure for Healthcare	EOM-ZO0-PR-000065
Cleaning Horizontal / Vertical Procedure for Schools & Universities	EOM-ZO0-PR-000066
Cleaning Horizontal / Vertical Procedure for Offices	EOM-ZO0-PR-000067
Cleaning Horizontal / Vertical Procedure for Municipal	EOM-ZO0-PR-000068
Cleaning Horizontal / Vertical Procedure for Housing	EOM-ZO0-PR-000069
Cleaning Horizontal / Vertical Procedure for Parks & Recreation	EOM-ZO0-PR-000070
Chapter 16: Pest Control Operations	
Pest Control Procedure for Healthcare	EOM-ZO0-PR-000071
Pest Control Procedure for Schools & Universities	EOM-ZO0-PR-000072
Pest Control Procedure for Offices	EOM-ZO0-PR-000073
Pest Control Procedure for Municipal	EOM-ZO0-PR-000074



National Manual of Assets and Facilities Management User's Guide

Pest Control Procedure for Housing	EOM-ZO0-PR-000075
Pest Control Procedure for Parks & Recreation	EOM-ZO0-PR-000076
Chapter 17: Waste Management Operations	
Waste Management Procedure for Healthcare	EOM-ZO0-PR-000077
Waste Management Procedure for Schools and Universities	EOM-ZO0-PR-000078
Waste Management Procedure for Offices	EOM-ZO0-PR-000079
Waste Management Procedure for Municipalities	EOM-ZO0-PR-000080
Waste Management Procedure for Housing	EOM-ZO0-PR-000081
Waste Management Procedure for Parks & Recreation	EOM-ZO0-PR-000082
Chapter 18: Grounds & Landscaping Operations	
Grounds & Landscaping Procedure for Healthcare	EOM-ZO0-PR-000083
Grounds & Landscaping Procedure for Schools & Universities	EOM-ZO0-PR-000084
Grounds & Landscaping Procedure for Offices	EOM-ZO0-PR-000085
Grounds & Landscaping Procedure for Municipal	EOM-ZO0-PR-000086
Grounds & Landscaping Procedure for Housing	EOM-ZO0-PR-000087
Grounds & Landscaping Procedure for Parks & Recreation	EOM-ZO0-PR-000088
Chapter 19: Equipment Calibrations	
Equipment Calibrations Procedure	EOM-ZO0-PR-000089
Chapter 20: System Engineering Program	
System Engineering Program Description	EOM-ZO0-PR-000090
System Assessments & Monitoring	EOM-ZO0-PR-000091
System Knowledge Requirements Procedure	EOM-ZO0-PR-000092
Control of Maintenance Activities Procedure	EOM-ZO0-PR-000093
System Engineer Qualification Process	EOM-ZO0-PR-000096
Chapter 21: Configuration Management	
Configuration Management Program Procedure	EOM-ZO0-PR-000097
Change Control Process Procedure	EOM-ZO0-PR-000098
Control of Drawings	EOM-ZO0-PR-000099



National Manual of Assets and Facilities Management User's Guide

Attachment 4: National Manual of Asset and Facility Management, Content List Volume 6 and 7 - Maintenance Management and Work Control

National Manual of Assets and Facilities Management Contents List	Doc. No.
Volume 6: Maintenance Management	
Chapter 1: Introduction	
Maintenance Management Introduction Guideline	EOM-ZM0-GL-000001
Chapter 2: Conduct of Maintenance	
Formality of Maintenance Performance Procedure	EOM-ZM0-PR-000001
Chapter 3: Types of Maintenance	
Description and Definitions	EOM-ZM0-PR-000002
Preventive and Predictive Maintenance Program Procedure	EOM-ZM0-PR-000003
Chapter 4: Developing Maintenance Plans	
Development of Maintenance Plan Procedure	EOM-ZM0-PR-000005
Maintenance Plan Writers Guide Procedure	EOM-ZM0-PR-000006
Chapter 5: HVAC Maintenance Plans	
HVAC Maintenance Plan for Healthcare	EOM-ZM0-PL-000001
HVAC Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000002
HVAC Maintenance Plan for Offices	EOM-ZM0-PL-000003
HVAC Maintenance Plan for Municipal	EOM-ZM0-PL-000004
HVAC Maintenance Plan for Housing	EOM-ZM0-PL-000005
HVAC Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000006
Chapter 6: Building Management Systems (BMS) Maintenance Plans	
BMS Maintenance Plan for Healthcare	EOM-ZM0-PL-000007
BMS Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000008
BMS Maintenance Plan for Offices	EOM-ZM0-PL-000009
BMS Maintenance Plan for Municipal	EOM-ZM0-PL-000010
BMS Maintenance Plan for Housing	EOM-ZM0-PL-000011
BMS Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000012
Chapter 7: Instrumentation Systems Maintenance Plans	
Instrumentation Systems Maintenance Plan for Healthcare	EOM-ZM0-PL-000013
Instrumentation Systems Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000014
Instrumentation Systems Maintenance Plan for Offices	EOM-ZM0-PL-000015
Instrumentation Systems Maintenance Plan for Municipal	EOM-ZM0-PL-000016
Instrumentation Systems Maintenance Plan for Housing	EOM-ZM0-PL-000017
Instrumentation Systems Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000018
Chapter 8: Mechanical Systems Maintenance Plans	
Mechanical Systems Maintenance Plan for Healthcare	EOM-ZM0-PL-000019
Mechanical Systems Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000020
Mechanical Systems Maintenance Plan for Offices	EOM-ZM0-PL-000021
Mechanical Systems Maintenance Plan for Municipal	EOM-ZM0-PL-000022
Mechanical Systems Maintenance Plan for Housing	EOM-ZM0-PL-000023
Mechanical Systems Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000024
Chapter 9: Electrical Systems Maintenance Plans	
Electrical Systems Maintenance Plan for Healthcare	EOM-ZM0-PL-000025
Electrical Systems Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000026



National Manual of Assets and Facilities Management User's Guide

Electrical Systems Maintenance Plan for Offices	EOM-ZM0-PL-000027
Electrical Systems Maintenance Plan for Municipal	EOM-ZM0-PL-000028
Electrical Systems Maintenance Plan for Housing	EOM-ZM0-PL-000029
Electrical Systems Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000030
Chapter 10: Communication Systems Maintenance Plans	
Communication Systems Maintenance Plan for Healthcare	EOM-ZM0-PL-000031
Communication Systems Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000032
Communication Systems Maintenance Plan for Offices	EOM-ZM0-PL-000033
Communication Systems Maintenance Plan for Municipal	EOM-ZM0-PL-000034
Communication Systems Maintenance Plan for Housing	EOM-ZM0-PL-000035
Communication Systems Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000036
Chapter 11: Security Systems Maintenance Plans	
Security Systems Maintenance Plan for Healthcare	EOM-ZM0-PL-000037
Security Systems Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000038
Security Systems Maintenance Plan for Offices	EOM-ZM0-PL-000039
Security Systems Maintenance Plan for Municipal	EOM-ZM0-PL-000040
Security Systems Maintenance Plan for Housing	EOM-ZM0-PL-000041
Security Systems Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000042
Chapter 12: Life Safety Systems Maintenance Plans	
Life Safety Systems Maintenance Plan for Healthcare	EOM-ZM0-PL-000043
Life Safety Systems Maintenance Plan for Schools & Universities	EOM-ZM0-PL-000044
Life Safety Systems Maintenance Plan for Offices	EOM-ZM0-PL-000045
Life Safety Systems Maintenance Plan for Municipal	EOM-ZM0-PL-000046
Life Safety Systems Maintenance Plan for Housing	EOM-ZM0-PL-000047
Life Safety Systems Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000048
Chapter 13: Transportation Systems Maintenance Plan	
Roadway Safety Barriers and Signage Maintenance Plan	EOM-ZM0-PL-000049
Chapter 14: Roads Maintenance Plans	
Pavement Maintenance Plan	EOM-ZM0-PL-000050
Bridges Maintenance Plan	EOM-ZM0-PL-000051
Culverts / Drains Maintenance Plan	EOM-ZM0-PL-000052
Roadway Lighting Maintenance Plan	EOM-ZM0-PL-000053
Chapter 15: Fleet Maintenance Plans	
Fleet Maintenance Plan	EOM-ZM0-PL-000054
Chapter 16: Heavy Equipment Maintenance Plans	
Heavy Equipment Maintenance Plan	EOM-ZM0-PL-000060
Chapter 17: Escalators & Elevators Maintenance Plans	
Escalators & Elevators Maintenance Plan	EOM-ZM0-PL-000061
Chapter 18: Facility Structure Maintenance Plans	
Facility Structure Maintenance Plan	EOM-ZM0-PL-000067
Chapter 19: Soft Service Management Guideline	
Soft Services Management Guideline	EOM-ZM0-GL-000002
Chapter 20: Cleaning Horizontal / Vertical Plans	
Cleaning Horizontal / Vertical Plan for Healthcare	EOM-ZM0-PL-000068
Cleaning Horizontal / Vertical Plan for Schools & Universities	EOM-ZM0-PL-000069
Cleaning Horizontal / Vertical Plan for Offices	EOM-ZM0-PL-000070



National Manual of Assets and Facilities Management User's Guide

Cleaning Horizontal / Vertical Plan for Municipal	EOM-ZM0-PL-000071
Cleaning Horizontal / Vertical Plan for Housing	EOM-ZM0-PL-000072
Cleaning Horizontal / Vertical Plan for Parks & Recreation	EOM-ZM0-PL-000073
Chapter 21: Pest Control Plans	
Pest Control Plan for Healthcare	EOM-ZM0-PL-000074
Pest Control Plan for Schools & Universities	EOM-ZM0-PL-000075
Pest Control Plan for Offices	EOM-ZM0-PL-000076
Pest Control Plan for Municipal	EOM-ZM0-PL-000077
Pest Control Plan for Housing	EOM-ZM0-PL-000078
Pest Control Plan for Parks & Recreation	EOM-ZM0-PL-000079
Chapter 22: Waste Management Plans	
Waste Management Plan for Healthcare	EOM-ZM0-PL-000080
Waste Management Plan for Schools & Universities	EOM-ZM0-PL-000081
Waste Management Plan for Offices	EOM-ZM0-PL-000082
Waste Management Plan for Municipal	EOM-ZM0-PL-000083
Waste Management Plan for Housing	EOM-ZM0-PL-000084
Waste Management Plan for Parks & Recreation	EOM-ZM0-PL-000085
Chapter 23: Landscaping & Grounds Maintenance Plans	
Maintenance Plan for Parking	EOM-ZM0-PL-000086
Landscaping & Grounds Maintenance Plan for Pavements	EOM-ZM0-PL-000087
Landscaping & Grounds Maintenance Plan for Parks & Recreation	EOM-ZM0-PL-000088
Chapter 24: Building Fabric Maintenance	
Building Fabric Maintenance Plan	EOM-ZM0-PL-000097
Chapter 25: Hydraulic Structures (Dams)	
Hydraulic Structures (Dams) Plan	EOM-ZM0-PL-000095
Chapter 26: Maintenance History	
Maintenance History Procedure	EOM-ZM0-PR-000007
Chapter 27: Post Maintenance Testing	
Post Maintenance Testing Procedure	EOM-ZM0-PR-000008
Post Maintenance Testing Criteria Procedure	EOM-ZM0-PR-000009
Chapter 28: Equipment and Tool Control	
Equipment and Tool Control Procedure	EOM-ZM0-PR-000010
Volume 7: Work Control	
Chapter 1: Introduction	
Work Control Introduction Guideline	EOM-ZW0-GL-000001
Chapter 2: Work Control	
Requesting, Prioritizing, Planning and Scheduling Work Procedure	EOM-ZW0-PR-000001
Developing Maintenance Procedure	EOM-ZW0-PR-000005
Maintenance Procedure Writers Guide	EOM-ZW0-GL-000002
Estimating Work Procedure	EOM-ZW0-PR-000006
Equipment Troubleshooting Guide	EOM-ZW0-GL-000003
Performing Work Procedure	EOM-ZW0-PR-000007
Work Closeout Procedure	EOM-ZW0-PR-000009



National Manual of Assets and Facilities Management User's Guide

Attachment 5: National Manual of Asset and Facility Management, Content List Volume 8 and 9 - Supply Chain and Contracts Management

National Manual for Assets & Facilities Management Contents List	Doc. No.
Volume 8: Supply Chain Management	
Chapter 1: Introduction	
Supply Chain Management Introduction Guideline	EOM-ZIO-GL-000001
Chapter 2: Procurement General Guidelines	
Procurement General Guidelines	EOM-ZIO-GL-000002
Chapter 3: Responsibilities & Thresholds	
Responsibilities and Thresholds	EOM-ZIO-GL-000003
Chapter 4: Procurement Methods	
Procurement Methods	EOM-ZIO-PR-000001
Chapter 5: Category Management	
Category Management Guidance	EOM-ZIO-GL-000004
Chapter 6: Supplier Relationship Management	
Supplier Relationship Management	EOM-ZIO-GL-000005
Chapter 7: Logistics Management	
Logistics Management	EOM-ZIO-GL-000006
Chapter 8: Warehousing Management	
Warehousing Management Procedure	EOM-ZIO-PR-000006
Chapter 9: Inventory Control Management	
Inventory Control Management	EOM-ZIO-GL-000007
Chapter 10: AMS Inventory Integration	
AMS Inventory Integration Procedure	EOM-ZIO-PR-000014
Volume 9: Contracts Management	
Chapter 1: Introduction	
Contracts Management Introduction Guideline	EOM-KD0-GL-000001
Chapter 2: Assets & Facilities Management (A&FM) Contracting Strategies	
A&FM Contracting Strategies Procedure	EOM-KD0-PR-000001
Chapter 3: Standardized Prequalification	
Standard Prequalification Procedure	EOM-KD0-PR-000002
Chapter 4: Standardized Request for Proposal (RFP)	
Request for Proposal (RFP) Standard Procedure	EOM-KD0-PR-000003
Chapter 5: Standardized Proposals Evaluation	
A&FM Proposals Evaluation Procedure	EOM-KD0-PR-000004
Chapter 6: Contracts Conformity	
Contracts Conformity Procedure	EOM-KD0-PR-000005
Chapter 7: Performance Measurement	
Performance Measurement Procedure	EOM-KD0-PR-000006
Chapter 8: Contracts Administration	
Contracts Administration Procedure	EOM-KD0-PR-000007



National Manual of Assets and Facilities Management User's Guide

Attachment 6: National Manual of Asset and Facility Management, Content List Volume 10, 11 and 12 – Health, Safety, Environment (HSE), Quality and Risk Management

National Manual for Assets & Facilities Management Contents List	Doc. No.
Volume 10: Safety, Health and Environment	
Chapter 1: Introduction	
Health, Safety and Environment (HSE) Introduction Guideline	EOM-KSO-GL-000001
Chapter 2: General	
A&FM HSE Orientation and Training Plan	EOM-KSO-PL-000001
Incident Notification, Investigation and Reporting Procedure	EOM-KSO-PR-000001
Project HSE Assessment Process Procedure	EOM-KSO-PR-000002
New Employee HSE Summary Flyer Manual	EOM-KSO-MN-000001
Chapter 3: Safety Requirements	
A&FM General Safe Work Requirement Procedure	EOM-KSS-PR-000001
Night Work Procedure	EOM-KSS-PR-000010
Potable Ladders Inspection and Control Procedure	EOM-KSS-PR-000011
Drinking Water Procedure	EOM-KSS-PR-000012
Work On or Near Water Procedure	EOM-KSS-PR-000013
Emergency Preparedness Procedure	EOM-KSS-PR-000014
Suspended Personnel Platform Procedure	EOM-KSS-PR-000015
Hazardous Work Permit Procedure	EOM-KSS-PR-000016
Powered Industrial Trucks Procedure	EOM-KSS-PR-000017
Crane and Lifting Operation Procedure	EOM-KSS-PR-000018
Welding Operation Procedure	EOM-KSS-PR-000019
Housekeeping Requirements Procedure	EOM-KSS-PR-000002
Electrical Safety Procedure	EOM-KSS-PR-000020
Vehicle Safety Management System (VSMS) Procedure	EOM-KSS-PR-000021
Hazard Communication Procedure	EOM-KSS-PR-000022
Utility Clearance Procedure	EOM-KSS-PR-000023
Manual Material Handling Procedure	EOM-KSS-PR-000024
Floor and Wall Openings Procedure	EOM-KSS-PR-000025
Roofing Work Procedure	EOM-KSS-PR-000026
Safety Watches Procedure	EOM-KSS-PR-000027
Lockout/Tagout Procedure	EOM-KSS-PR-000028
Excavation and Trenching Procedure	EOM-KSS-PR-000029
Personal Protective Equipment Procedure	EOM-KSS-PR-000003
Scaffolding Control Management Procedure	EOM-KSS-PR-000030
Roadway and Traffic Control Procedure	EOM-KSS-PR-000031
Powder Actuated Tools Procedure	EOM-KSS-PR-000032
Supervisor Safety Pocket Book	EOM-KSS-MN-000001
Craft Safety Pocket Book	EOM-KSS-MN-000002
Job Hazards Analysis & Pre-Start Briefing Procedure	EOM-KSS-PR-000033
Fire Prevention and Protection Procedure	EOM-KSS-PR-000004
Fall Protection Procedure	EOM-KSS-PR-000005
Barricades and Signs Procedure	EOM-KSS-PR-000006



National Manual of Assets and Facilities Management User's Guide

Confined Space Entry Procedure	EOM-KSS-PR-000007
Elevated Work Platform Procedure	EOM-KSS-PR-000008
Compressed Gas Cylinder Procedure	EOM-KSS-PR-000009
Chapter 4: Health Requirements	
Medical Services and Medical Management Plan	EOM-KSH-PL-000001
Hearing Conservation Program Procedure	EOM-KSH-PR-000010
Medical Services and Medical Surveillance Procedure	EOM-KSH-PR-000001
Occupational Health and Industrial Hygiene Procedure	EOM-KSH-PR-000002
Occupational Health Records Maintenance System Procedure	EOM-KSH-PR-000003
Respiratory Protective Equipment Procedure	EOM-KSH-PR-000004
Air Surveillance Program Procedure	EOM-KSH-PR-000005
Control of Hazardous Materials Procedure	EOM-KSH-PR-000007
Heat and Cold Stress Management Procedure	EOM-KSH-PR-000008
Asbestos Management Procedure	EOM-KSH-PR-000009
Chapter 5: Environmental Requirements	
Pollution Control Procedure	EOM-KSE-PR-000001
Environmental Training and Awareness Procedure	EOM-KSE-PR-000003
Compliance Evaluation Procedure	EOM-KSE-PR-000004
Volume 11: Quality	
Chapter 1: Introduction	
Quality Introduction Guideline	EOM-EQ0-GL-000001
Chapter 2: Quality Assurance Audits	
Quality Assurance Audit Procedure	EOM-EQA-PR-000001
Chapter 3: Quality Corrective and Preventive Action	
Non-Conformance and Corrective Action Procedure	EOM-EQA-PR-000002
Chapter 5: Quality Control	
Quality Control Procedure	EOM-EQC-PR-000001
Volume 12: Risk Management	
Chapter 1: Introduction	
Risk Management Introduction Guideline	EOM-EM0-GL-000001
Chapter 2: Risk Management	
Risk Management Procedure	EOM-EM0-PR-000001



National Manual of Assets and Facilities Management User's Guide

Attachment 7: National Manual of Asset and Facility Management, Content List Volume 13 and 14 – Document and Emergency Management.

National Manual for Assets & Facilities Management Contents List	Doc. No.
Volume 13: Document Management	
Chapter 1: Introduction	
Document Management Introduction Guideline	EOM-ID0-GL-000001
Chapter 2: Document Management	
Asset and Facilities Management - Document Management Procedure	EOM-ID0-PR-000001
Chapter 3: Inter Department Review (IDR)	
Asset and Facilities Management - Inter Department Review (IDR) Procedure	EOM-ID0-PR-000003
Chapter 5: Hard Copy Filing	
Asset and Facilities Management - Hard Copy Filing Procedure	EOM-ID0-PR-000004
Chapter 6: Contractor Submittal Management	
Asset and Facilities Management - Contractor Submittal Management Procedure	EOM-ID0-PR-000005
Volume 14: Emergency Management	
Chapter 1: Introduction	
Emergency Management Introduction Guideline	EOM-ZE0-GL-000001
Chapter 2: Emergency Management	
Emergency Management Procedure	EOM-ZE0-PR-000001
Emergency Management Plan for Healthcare Facilities	EOM-ZE0-PL-000001
Emergency Management Plan - Schools and Universities	EOM-ZE0-PL-000002
Emergency Management Plan - Housing	EOM-ZE0-PL-000003
Emergency Management Plan - Parks and Recreation Facilities	EOM-ZE0-PL-000004
Emergency Management Plan - Municipal Facilities	EOM-ZE0-PL-000005
Emergency Management Plan - Office Facilities	EOM-ZE0-PL-000006
Emergency Exercise and Drills Procedure	EOM-ZE0-PR-000002



National Manual of Assets and Facilities Management User's Guide

Attachment 8: National Manual of Asset and Facility Management, Content List Volume 15 and 16 – Performance Monitoring and Construction Interface

National Manual for Assets & Facilities Management Contents List	Doc. No.
Volume 15: Performance Monitoring	
Chapter 1: Introduction	
Performance Monitoring Introduction Guideline	EOM-ZF0-GL-000001
Chapter 2: Key Performance Indicators	
Key Performance Indicators Procedure	EOM-ZF0-PR-000001
Chapter 3: Assets & Facilities Management Dashboard	
Dashboard User Guideline	EOM-ZF0-GL-000003
Dashboard Management Guideline	EOM-ZF0-GL-000002
Volume 16: Construction Projects Interface	
Chapter 1: Introduction	
Operations and Maintenance - Projects Interface	EOM-ZP0-PR-000004
Decommissioning of Built Assets - Guide	EOM-ZA0-GL-000002

Attachment 9: National Manual of Asset and Facility Management, Content List Volume 17 – Energy and Sustainability Management.

National Manual for Assets & Facilities Management Contents List	Doc. No.
Volume 17: Energy Management & Sustainability	
Chapter 1: Introduction	
Energy Management and Sustainability Introduction Guideline	EOM-ZN0-GL-000001
Chapter 2: Energy Management & Sustainability	
Energy Management Procedure	EOM-ZN0-PR-000001
Sustainability Procedure	EOM-ZN0-PR-000002