

Schedule 18  
Appendix 18H – Asset Registry

## SECTION A. DEFINITIONS

### A.1 Capitalized Terms

A.1.1 Capitalized terms used in this Appendix 18H have the meanings given in Schedule 18 – Technical Requirements unless otherwise expressed in this Schedule 18H.

### A.2 Definitions

A.2.1 “**Asset Registry**” has the meaning as set out in Section B.1.1;

A.2.2 “**Phase 1 Asset Registry**” has the meaning as set out in Section B.3.2;

A.2.3 “**Phase 2 Asset Registry**” has the meaning as set out in Section B.3.3.

## SECTION B. ASSET REGISTRY

### B.1 General Requirements

B.1.1 Design Builder shall provide to the City detailed information for all Project Assets and decommissioned Assets (the “**Asset Registry**”) to allow the City to upload and maintain current Asset information in the City’s OWAM system.

B.1.2 The Asset Registry shall be provided in Microsoft Excel format, in accordance with Appendix 18H Attachment 1 - Guideline to Document Asset Registry. The Asset Registry shall incorporate all equipment listed in the Master Equipment Schedule submitted with the As-Built Submittal.

B.1.3 The City will maintain the OWAM system and upload the Asset Registry provided by Design Builder.

B.1.4 The Asset Registry requirements in this Appendix 18H are subject to revision based upon the City’s continuous improvement of the OWAM system. Design Builder shall coordinate with the City to ensure that the Asset Registry requirements are current and provide the Asset Registry in accordance with the direction provided by the City.

### B.2 Asset Registry Format and Deliverables

B.2.1 Asset Specification Templates for each Asset Type associated with a project are provided in Appendix 18H Attachment 1 – Guideline to Document Asset Registry.

(a) the Asset Specification Templates identify the typical level of attributes required.

(b) Design Builder shall request Asset Specification Templates required by the Design Builder and not included in this Appendix 18H.

B.2.2 The City will provide a Microsoft Excel file of existing Assets within the NEWPCC facility that relates to the Project upon request.

(a) Design Builder shall review the existing Asset list and use it to include decommissioned Assets into the Asset Registry.

- B.2.3 Design Builder shall prepare and deliver to the City, in accordance with Schedule 5 – Review Procedure, the Asset Registry utilizing the specific Microsoft Excel based Asset Specification Template.
- B.2.4 Each Asset Specification Template shall include both:
- (a) common Asset Registry record fields, as detailed in Appendix 18H Attachment 1 – Guideline to Document Asset Registry; and
  - (b) Asset Type specific attributes, with samples indicated in Appendix 18H Attachment 1 – Guideline to Document Asset Registry.
- B.2.5 Design Builder shall complete all fields in the Asset Registry as indicated in Appendix 18H Attachment 1 – Guideline to Document Asset Registry.
- B.2.6 Design Builder shall utilize the codes indicated in Table 1 to complete the *BUILDING* field within the Asset Registry record.
- B.2.7 In the event an appropriate code is not indicated in Table 1, the Design Builder shall issue an RFI in accordance with Schedule 18 – Technical Requirements.

**Table 1: Building Codes**

<b>Building Code</b>	<b>Building Description</b>
NEWPCC ADMIN	NEWPCC Main Administration
NEWPCC DEWATERING	NEWPCC Dewatering (existing building)
NEWPCC DIGESTER	NEWPCC Digester
NEWPCC ELECTRICAL	NEWPCC Electrical Building and Substation.
NEWPCC GARAGE	NEWPCC Main Garage
NEWPCC GAS TREATMENT	NEWPCC Gas Treatment
NEWPCC HEADWORKS	NEWPCC Headworks
NEWPCC HAULED WASTE	NEWPCC Hauled Waste
NEWPCC LAB	NEWPCC Main Lab
NEWPCC LEACHATE	NEWPCC Leachate
NEWPCC CENTRATE	NEWPCC Centrate Treatment
NEWPCC FERRIC	NEWPCC Ferric Receiving and Dosing
NEWPCC PRIMARY	NEWPCC Primary Clarifiers
NEWPCC BLOWER	NEWPCC Blowers and Primary Effluent Pumping
NEWPCC RAS	NEWPCC RAS Pumping Stations
NEWPCC UV	NEWPCC Ultra Violet/Tertiary
NEWPCC WWF	NEWPCC Wet Weather Flow Sludge Storage
NEWPCC FERMENTER	NEWPCC Fermenter and Phosphorus Release
NEWPCC PREDIGESTION	NEWPCC Predigestion Treatment
NEWPCC BIOSOLIDS	NEWPCC Biosolids Processing and Loading

Building Code	Building Description
NEWPCC STANDBY	NEWPCC Standby Power
NEWPCC HAULED SLUDGE	NEWPCC Hauled Sludge Receiving

B.2.8 Design Builder shall ensure that the Asset Registry is error-free and based upon actual equipment installed. In no instance shall the equipment nameplate data deviate from the Asset Registry.

**B.3 Phasing of Asset Registry**

B.3.1 The Asset Registry shall be prepared and submitted to the City in 2 phases.

B.3.2 The first phase of Asset Registry (the “**Phase 1 Asset Registry**”) shall be comprised of all Assets that are to be incorporated into the Works by Substantial Completion.

- (a) the Phase 1 Asset Registry shall be submitted in accordance with Schedule 5 – Review Procedure and shall receive a “Received” endorsement a minimum of 60 Calendar Days prior to Substantial Completion.

B.3.3 The second phase of Asset Registry (the “**Phase 2 Asset Registry**”) shall include updates to the Phase 1 Asset Registry as required.

- (a) the Phase 2 Asset Registry shall be submitted in accordance with Schedule 5 – Review Procedure prior to Final Completion and shall receive a “Received” endorsement.
- (b) for clarity, the Phase 2 Asset Registry should be similar to the Phase 1 Asset Registry; however, it shall include any assets added or modified, or new information that becomes available subsequent to the issuance of the Phase 1 Asset Registry.

Attachment 1  
Guideline to Document Asset Registry

Attachment 2  
Supplemental Forms