



HM Government

Government Function: Property

Facilities Management Standard FMS 002: Asset Data

This document supports the Government Functional Standard for Property, [GovS 004](#) which sets expectations for the management of all government property, and is mandatory for central government organisations with property responsibilities.

The suite of functional standards, and associated guidance, can be found at [GOV.UK/government/collections/functional-standards](#).

Standards may include both mandatory and advisory elements. The following conventions are used to denote the intention:

Term	Intention
shall	denotes a requirement: a mandatory element.
should	denotes a recommendation: an advisory element.
may	denotes approval.
might	denotes a possibility.
can	denotes both capability and possibility.
is/are	denotes a description.

The meaning of words is as defined in the Shorter Oxford English Dictionary, except where defined in section 3.

It is assumed that legal and regulatory requirements are always met.



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1. About this government functional standard

1.1 Purpose of this standard

The aim of this standard is to improve the quality, consistency, interoperability and usage of facilities management (FM) asset data throughout the government estate.

The key principle that informs this standard is that public sector organisations must be able to produce an asset register of all their FM assets and be aware of the condition and maintenance requirements of each asset.

This standard sets the following minimum requirements:

- **1.1.1 Structure** – the requirements for FM asset registers and the parameters of assurance frameworks required to ensure ongoing validation of the data.

The aim is to ensure that across public sector organisations there is consistent FM asset data which is kept up to date.

- **1.1.2 Systems** – the requirements for ownership and accessibility of FM asset data, along with the minimum requirements to ensure flexibility, interoperability and security of the data.

The aim is to ensure that public sector FM asset data is portable between organisations and suppliers.

- **1.1.3 Usage** – the requirement that policies and procedures are in place to ensure the application of FM asset data to support decision-making and that facilities managers have the capacity, capability and responsibility to effectively utilise the FM asset data.

The aim is to ensure that public sector organisations leverage FM asset data to drive improvements in maintenance and service delivery.

The adoption of a standard across the public estate will help drive consistency and quality improvements via a common approach to FM asset data within the public sector.

1.2 Scope of this standard

The Government FM asset data standard applies to property across government. This FM asset data standard is mandatory for central government organisations with property responsibilities, including Departments and their arm's length bodies. Other public sector organisations might find it useful to assess themselves against the same framework. It provides the foundation for consistent and efficient use of asset data across all public sector bodies.

In this document, the term “**asset**” refers to an FM asset (that is, system/component) rather than a property asset (that is, building or land). Where property asset is meant, it will be clearly identified as such (see 3.1.1 for definition).

This standard covers the following elements related to asset data:

- **Data Structure** – the data field taxonomy and related asset hierarchies.
- **Data Quality and Assurance** – the process and governance around data coverage and completeness.

- **Data Ownership and Access** – the contractual data ownership and accessibility of data.
- **Data Systems** – the flexibility, interoperability and security of data systems.
- **Data Usage** – the application and decisions based on asset data.
- **Team Capacity and Capability** – the supporting teams' capacity, capability and responsibility.

1.3 Government standards references and related standards

This FM asset data standard has been developed alongside a maturity tool and supporting guidance. The maturity tool is not mandated and has been designed to support assessments against this standard and to provide evidence to support any required case for change.

This standard is designed to set the minimum requirements for asset data across the government estate and not to replace existing specifications or legal requirements.

The following hierarchy of legislation and standards should be applied:

- All applicable laws as relevant in the country where the asset is located.
- Organisational asset data standards that exceed this standard.
- Facilities Management Asset Data Standard (this document).

This FM asset data standard is associated with the Government Functional Standard Gov S004: Property and forms part of the Governance and Management Framework for the Government Property Function. It is also aligned with the Government Property Data Standard Gov S004 – PDS010, which details requirements related to property and building level data. In line with the functional standard, 'organisation' will be the generic term used to describe a government department, arm's length body or any other entity that is agreed to be within the scope of this standard.

Property organisations and the Government Commercial Function are expected to maintain detailed, up-to-date operational standards and specifications as technology and legislation evolves, including Annexes A and B of the Crown Commercial Service FM Framework, NHS and Ministry of Defence standards. This FM asset data standard is not intended to duplicate these operational standards and it is expected that they will develop as business requirements evolve.

2. Rationale

2.1 Context

The public sector estate contains over 300,000 properties. It covers a wide range of organisations ranging from departments and their arm's length bodies (ALBs), through non-departmental public bodies (NDPBs) to emergency services, local authorities and health authorities. Across the public sector estate there is a significant spend related to FM with many suppliers.

The government's FM Taskforce identified problems around departments' and their arm's length bodies' asset registers and signalled that they represented significant obstacles to improving FM.

Differing approaches on formats, ownership, management and governance of asset data lead to problems around incomplete asset transfers and the accuracy of data at contract expiry. In addition, they undermine the ability to compare and contrast between different departments, service providers, models of provision and to identify investment priorities.

The main risks that result are that decisions around asset maintenance and contract compliance, including poor delivery and performance relating to statutory, mandatory and health and safety tasks, will not be based on comprehensive, accurate and up-to-date information.

There is currently no estimate of the total number of FM assets, although it is likely to be several millions.

A common standard will address problems around asset data and will deliver improvements in how FM services are delivered.

2.2 Objectives of standard

To achieve a consistent cross-government FM asset data standard and to facilitate a range of benefits, objectives include but are not limited to the following:

- **2.2.1 Consistent reporting across government** – improving aggregation and collation of asset data across organisations to facilitate cross-government comparison and evidence-based decision-making.
- **2.2.2 Improving reporting within organisations** – suppliers applying consistent asset data standards to facilitate an improvement in FM reporting within organisations.
- **2.2.3 Improving data to support procurement** – increasing transparency and accuracy of asset data to support contract pricing discussions with FM suppliers; increasing interoperability and transferability of data between FM suppliers when changing service providers.
- **2.2.4 Compliance and safety** – enhancing transparency around mandatory and statutory maintenance to support safety and compliance monitoring.
- **2.2.5 Sustainability** – supporting the government's sustainability agenda through having more readily available asset data to support sustainability programmes.
- **2.2.6 Evidence-based investment decision-making** – increased data availability and quality to inform and support evidence-based decision-making for asset maintenance investment, backlog maintenance and replacement costs optimisation.

- **2.2.7 Collaboration and knowledge sharing** – a common standard and language across asset data will facilitate collaboration and knowledge sharing between organisations.
- **2.2.8 Improved visibility and confidence in suppliers** – increased data transparency between organisations and suppliers to reinforce confidence in the services being provided.
- **2.2.9 Improved user experience** – better asset data to contribute positively to FM delivery across the government estate, benefitting the service user and enhancing employee experience.

3. Definitions and Application

3.1 Definitions

This standard has been developed to support consistency and improvement in the use of asset data across government. The corresponding maturity tool and guidance (*FM_Asset_Data_Maturity_Tool_v1* and *FM_Asset_Data_Guidance_Document_v1*) are designed to support organisations in assessing their compliance against this standard and to provide evidence to support any required case for change.

When applying this standard, the following definitions and principles should be used:

- **3.1.1 Definition of an asset** – within this standard, assets are defined as components of buildings, for example, elements of the building fabric, a boiler or a fire alarm.

These are referred to as non-strategic assets in Government Functional Standard GovS 004: Property to differentiate them from strategic property assets (land and buildings).

- **3.1.2 Scope of asset data** – the scope of assets covered by this standard is the built environment, including building fabric and mechanical and electrical assets. This standard does not cover the natural and non-built environment on sites.
- **3.1.3 Asset Register** – an asset register is a list of all assets that contains information for all the data fields defined in this standard.
- **3.1.3 Space types** – this standard applies to all space types across government. It is noted that specific space types/estates will have specific requirements around asset data standards.
- **3.1.4 Delivery model neutral** – this standard has been developed to be delivery model neutral and as such is applicable to outsourced, in-house or mixed economy service provision.
- **3.1.5 System transferable** – this standard is transferable between data systems. The data structure can be assembled from multiple data tables within source systems. To be an asset register produced in accordance with this standard, the register shall include all core asset data fields from the table at 4.2.1.

3.2 Application

When applying this standard, the following circumstances should be considered:

- **3.2.1 Tailoring for specific organisation requirement** – this standard has been developed to promote consistency across organisations. If organisations have specific requirements which will require them to complement or deviate from this standard – for example, international estates, specialist space types and enhanced healthcare or service user focussed situations – they shall ensure that the structure will map back to the core asset data structure to maintain cross-government consistency.

- **3.2.2 Contract lifecycle** – the processes and specifications which are agreed during the contracting of FM suppliers shall be adjusted to this standard when renegotiating contracts (for example, data structure, ownership and access, systems). The other elements of this standard (for example, assurance and quality, usage, team capacity and capability) shall be adopted as soon as practicable.
- **3.2.3 Portfolio Estates** – this standard shall be applied to assets across the whole portfolio of the organisation's estate. Where this includes various business units or ALBs with different FM arrangements, organisations may find it useful to undertake separate maturity assessments for each one.
- **3.2.4 Data system** – this standard is not related to the creation of a centralised database. As stated in 6.5 of Gov S004 "information on non-strategic assets shall be recorded in their own property management data systems".

Note: Strategic property assets (land and buildings) shall be recorded in a central government database, in line with the information strategy (InSite platform).

4. Data Structure

4.1 Data Structure Overview

An asset register, containing complete and accurate data, forms the foundation of all FM services. Each organisation shall develop and maintain an asset register that includes a complete list of assets and is aligned to the data structure in this section. The asset register shall be available for organisations and suppliers to support the delivery and management of FM.

This section relates to the data structure of the asset register data.

The data structure shall be designed to work effectively with data capture systems, and with this standard, and to enable efficient handling within the asset data management system.

The asset data structure covers the core asset data fields in '4.2.1 Core Asset Data Fields' and additional suggested fields are listed in '4.2.2 'Non-Core' Asset Data Fields'.

The asset data structure is defined in the form of a table at 4.2.1 with the following headings:

- **Field reference** – a unique numeric reference for use within this standard.
- **Data fields** – the name of the data field.
- **Description** – a description of what the field is and what it relates to.
- **Data Values Examples** – an example value of the data which would be captured against each field.
- **Comments (including related specifications)** – additional comments relating to each field, including related specifications where relevant.
- **Rationale** – the reasons and uses behind the data captured in each field.

4.2 Data Structure

4.2.1 Core Asset Data Fields

Field Ref	Data Field	Description	Data Values Examples	Comments and Related specifications	Rationale
Asset Classification					
1	Asset Name	A name which identifies the asset.	BOILER - gas/oil fired.	Note - Asset descriptor from RICS NRM 3 and/or Uniclass classifications (as the property asset data standards harmonising the UK industry data classifications).	To provide a descriptive name of what the asset is. Note: Use the Asset Classification Description to contain consistent naming.
2	Asset ID	A unique asset ID number (unique within building and organisation).	Code for tagging or bar coding.	-	To provide a unique identifier for a specific asset. To enable linking data to other related asset data based on asset ID and to help find the assets on site.
3	System/Element Group	The system or element group the asset relates to.	5 SERVICES	Uniclass Systems code and RICS NRM Group Element Classification.	To provide consistent system group level grouping.
4	System Subgroup	The system subgroup the asset relates to.	5.7 VENTILATION SYSTEMS	Uniclass Systems code Description/RICS NRM sub-element description.	To provide consistent subsystem or sub-element level grouping.
5	System Description	The description of the system within the subgroup the asset relates to.	5.7.1 Central ventilation.	Uniclass Systems Description/RICS NRM sub-element.	To provide consistent system-level grouping.

6	Asset Classification Code	The asset classification code.	20-04	SFG20 code (or equivalent, for example, SFG20 Health Technical Memoranda Schedules).	To provide consistent asset level codes aligned to the level at which maintenance is being carried out.
7	Asset Classification Description	The asset classification description.	AXIAL FANS	“SFG20 Task Schedule Description/NRM 3 Maintain & Renewal Description”.	To provide consistent asset level descriptions aligned to the level at which maintenance is being carried out.
8	Asset Criticality	The level of criticality of this asset to the building/organisation (based on location or specific assets).	Red	SFG20 criticality codes (Red/Pink/Amber/Green). See <i>Appendix 3</i>	To provide consistent criticality ratings to inform prioritisation of maintenance activities and support investment decisions.
9	Asset Maintainer	Identification of who has responsibility for maintenance of this asset.	Supplier XX	Supplier Name/Landlord Name.	To provide details on parties responsible for maintaining assets to avoid either assets not being maintained or assets being maintained by multiple parties.
Location (See Appendix 2)					
10	Parent Organisation (InSite Reference)	The parent organisation/department who holds the estate.	MoD	<i>Note: Field 1.3.0009 in Property Data Standard</i>	To provide consistent organisation names to facilitate cross organisation analysis.
11	Organisation (InSite Reference)	The agency/organisation who holds the estate.	DIO	List per Office of National Statistics. <i>Note: Field 1.2.0004 in Property Data Standard</i>	To provide consistent sub-organisation names to facilitate analysis within organisations.

12	Site/ Establishment Name (InSite Reference)	The site the building is situated on.	ABC Estate/ Establishment	<i>Note: Field 1.1.0001 in Property Data Standard</i>	To identify the site the asset is located on.
13	Building/Block Name (InSite Reference)	The name of the building or block the asset is located in.	XYZ Office	<i>Note: Field 1.1.0002 in Property Data Standard</i>	To identify the building the asset is in.
14	Building/Block (UPRN - Insite Reference)	The unique property reference number of the building or block the asset is located in.	100000000001	UPRN. <i>Note: Field 1.3.0008 in Property Data Standard</i>	To identify the building the asset is in and provide a widely recognised identifier for the spatial address.
15	Building/ Space (InSite Reference)	The InSite ID of the building the asset is located in.	1111000000123456	InSite Asset ID at building level <i>Note: for some organisations this may be a site level ID</i> <i>Note: Field 1.3.0003 in Property Data Standard</i>	To provide a link between asset data and InSite data.
16	Floor	The floor of the building the asset is located in.	Floor 5	<i>See Appendix 4</i>	To provide the floor on which the asset is located.
17	Space/Room/ Zone	The room/zone on the floor the asset is located in.	Gym.	Uniclass Spaces/Locations table.	To provide the room/zone in which the asset is located.
Condition					
18	Asset Condition	The current condition of the asset.	B (Serviceable)	“Condition (A to FX, as BS 8544 definitions)”. <i>See Appendix 5</i>	To consistently capture asset condition to inform maintenance and investment decisions.
19	Asset Beyond Economic Repair	Whether or not the asset is beyond economic repair.	Yes/No	Determined in accordance with contractual provisions.	To support investment decision- making and contracting FM services.

20	Asset Operational Status	Whether or not the asset is currently in operational use.	Operational/Not in use.	Note: Depends on the department building specific retention strategy.	To inform required maintenance levels.
21	Date of last condition survey	The date the asset's condition was last assessed.	23/06/2020	DD/MM/YYYY	To inform how up-to-date the condition and life expectancy related data is.
22	Remaining Life Expectancy (Years)	The length of the asset's life expectancy in years.	10	CIBSE Life Expectancy Reference Service Life. Note: supported by the surveyors view of the actual physical asset remaining life assessment including history trends analysis.	To inform maintenance and investment decisions around replacement costs.
Maintenance Activity					
23	Last Activity Date	The date the asset was last inspected.	01/06/2020	Activity covers any maintenance, inspection or test.	To inform statutory and mandatory compliance, as well as the timing of the next maintenance activity.
24	Next Activity Date	The date when the asset is planned to be next inspected.	01/06/2022	Activity covers any maintenance, inspection or test.	To indicate the next required inspection date.
25	Inspection Report ID	An ID relating to the report for the latest inspection/activity completed on the asset.	RPT12345	-	To provide a link between the asset register and data held in the asset management system.

Asset Count					
26	Quantity	The count of assets at the specified location.	1	RICS NRM3. This is to enable multiple similar assets to be included in one entry. For example, emergency lights. Care needs to be taken if this option has been used to ensure clear guidance on pricing is provided for any relevant procurement.	To provide the number of asset units.
27	Unit of Measure	The unit of measure against which the quantity was measured.	m2	RICS NRM 3 rules of measurement for maintenance and renewal works.	To consistently capture the units of measure for assets (aligned to the RICS NRM 3 that is referenced in SFG20).

4.2.2 'Non-Core' Asset Data Fields

The following, non-exhaustive, list includes additional optional/non-core fields that should be captured within the asset register when and where appropriate to do so:

Location (see Appendix 2)

- Country
- Regional location
- Land
- Building primary use
- Zones/Assets
- Vertical spaces

Asset classification

- Component
- Sub-component

Condition and asset remaining life

- Last major refurbishment

Maintenance activity

- Maintenance tasks
- Maintenance frequency

Manufacture details

- Serial No.
- Make
- Model
- Warranty details
- Policy number

Further asset details and documentation

- Asset technical details/comments
- Asset barcode/tag

Further location details

- Space type
- Space type/Location criticality
- Asset working status

Maintenance activity and requirements

- Surveyor/Engineer
- Inspection frequency (months)
- No. of issues till date
- Inspection type
- Inspection sub-type
- Health & Safety issues
- Inspection notes
- Health & Safety compliance

Costs/Financials

- Purchase price (GBP)
- Operational cost (GBP/month)
- Replacement cost (GBP)

Sustainability/Energy usage

- Power source/Fuel type
- Duty/Rating/Capacity (kWh)
- Refrigerant type
- Heating/Cooling provision
- Battery type
- Emission
- Energy efficiency ratings

5. Data Assurance and Quality

Assurance is a systematic set of actions necessary to provide confidence to senior leaders and stakeholders that work is controlled, on track to deliver and aligned with policy or the organisation's strategy.

Each organisation shall have a strategy for assurance of their asset data. This might be overseen by a governance board or group in order to monitor the data assurance activity. This board should be responsible for defining and implementing actions to improve data quality in relation to assets. This board should include representatives from all relevant teams, these might include FM teams, data teams and supplier teams.

Organisations shall have a defined and consistent assurance framework which includes the following elements:

- **5.1 Initial asset verification** – to generate a complete asset register, a full asset verification exercise might be required. This should include the transition and verification of BIM asset data where possible.
- **5.2 Regular sampling of asset verifications** – regular sample surveys of assets to monitor the data quality, coverage and completeness (frequency to be determined by the organisation). These surveys should sample different assets each time they are completed. Over time, these surveys should cover the full asset register, reducing the requirement for multiple full asset verification surveys.
- **5.3 Change control/approvals processes for adding, removing or changing assets** – to maintain the asset register coverage, a documented, understood and consistently applied change control process is required when making changes to the asset data. This shall include a change log detailing the reason for the change, the date, the requestor, the approver and ensure all the required data fields are completed.
- **5.4 Data quality checks** – regular data quality checks (frequency to be determined by the organisation). These checks shall include data field completeness, data consistency, identifying outlier values, identifying missing data. These might be completed by automated data quality algorithms, applying a set of business rules, or reviewing data quality dashboards.
- **5.5 Data update assurance** – checks to verify and assure data prior to upload to data systems. This may be part of a data management process completed by suppliers or integrators.
- **5.6 Documentation** – organisations shall create and hold the relevant supporting documentation regarding the asset data. This shall include documented assurance processes, governance terms of reference, data dictionaries and data workflow schematics. This documentation shall support the application of a consistent approach around asset data and the onboarding of new team members/suppliers.

6. Data Ownership and Access

The following standards shall be in place with respect to the ownership of and access to asset data.

- **6.1 Data ownership** – the asset data shall be contractually owned by the organisation, regardless of whether this data is managed in-house or by a supplier or integrator.
- **6.2 Data accessibility** – the organisation shall have real-time access to the data within the asset management system to facilitate contract management, data assurance and evidence-based decision-making. This might either be via direct access to a supplier's asset management system or via a common data platform with regular data pulls from a supplier's systems. There shall be the ability to extract data from the asset management system either via manual data extracts or automated application programming interface (API) scripts.
- **6.3 Data access management** – an approval process shall be put in place to control user access to the data including controlled read/write/edit permissions. User lists shall be documented along with user permissions.

7. Data Systems

The following standards should be in place with respect to the supporting data systems used for asset data.

- **7.1 Data taxonomy/flexibility** – the asset management system shall be flexible enough to adjust the data fields and data values to align to cross-government and organisation-specific standards.
- **7.2 Data interoperability/transferability** – the asset management system shall facilitate interoperability of data between supplier and organisation data systems, both during the contract and upon completion of the contract, to facilitate readily transferring the data to new suppliers. This can be facilitated by adhering to the asset data structure standards to provide a consistent data structure between systems. The asset register should, as a minimum, be codified in line with this standard and be transferred using a Construction Operations Building information Exchange (COBie) file.
- **7.3 Common data platform** – where required, the asset management system shall allow for aggregation of data from across multiple supplier systems to support organisation decision-making.
- **7.4 Data security** – the data security requirements at a minimum shall meet ‘Service Continuity and Availability Management’ ISO 20000 standards or specific organisation data security standards where required. These shall be aligned to Digital, Data and Technology (GovS005) and Security (GovS007) functional standards.
- **7.5 Data management and backup** – The data backup process shall meet ‘Service Continuity and Availability Management’ ISO 20000 standards and specific organisation data management standards. These shall be aligned to Digital, Data and Technology (GovS005) and Security (GovS007) functional standards.

8. Data Usage

Each organisation shall develop policies and procedures to promote the active use of asset data to support the management of FM activities and maintenance of its property assets.

The policies and procedures shall support the following:

- **8.1 Management information** – utilising standardised reporting and interactive dashboards which are regularly updated to inform decision-making.
- **8.2 Contract management** – active monitoring of supplier performance against contract metrics. For further guidance, please see *FM Service Standards, 7.15 Contract Management*.
- **8.3 Mandatory and statutory compliance** – monitoring and tracking the required mandatory and statutory compliance requirements.
- **8.4 Planned preventative maintenance** – review and track the planned preventative maintenance (PPM) schedule against the maintenance delivered.
- **Unplanned maintenance activities** – monitor unplanned maintenance activities.
- **8.5 Investment prioritisation** – make informed evidence-based decisions on prioritising asset investment based on forward maintenance registers (based on condition and criticality), as well as understanding backlog maintenance pressures.

For further guidance, please see, *Facilities Management Standard FMS 001: Management and Services*

9. Team capacity and capability

Each organisation shall ensure that those whose work involves managing, analysing or making decisions based on asset data have the capacity and capability to deliver the requirements of this standard.

To support the use, assurance and management of the asset data, each organisation shall ensure that:

- **9.1 Accountability** – there are individuals identified with responsibility and accountability to manage and monitor asset data quality.
- **9.2 Capacity** – there is the required capacity in the team managing asset data within the organisation to assure and generate the required insights.
- **9.3 Capability** – there is capability in the team with the required mix of FM experience and data/technical skills to manipulate the data sets and draw the required insight. Capability shall be assessed in line with the Government Property Profession career framework
- **9.4 Training** – there is training in place, so that teams understand the structure of data, assurance process and accessibility requirements. The training shall be in line with the Government Property Profession career framework.
- **9.5 Training material** – the training is well documented with training material and regular training sessions held to support continued professional development and the onboarding of new team members. This might be delivered through a combination of organisation and supplier-led training.
- **9.6 Knowledge sharing** – there are knowledge sharing sessions held between organisations to facilitate sharing of leading practice.

Appendix 1

Glossary

The table below lists the terms found in this standard.

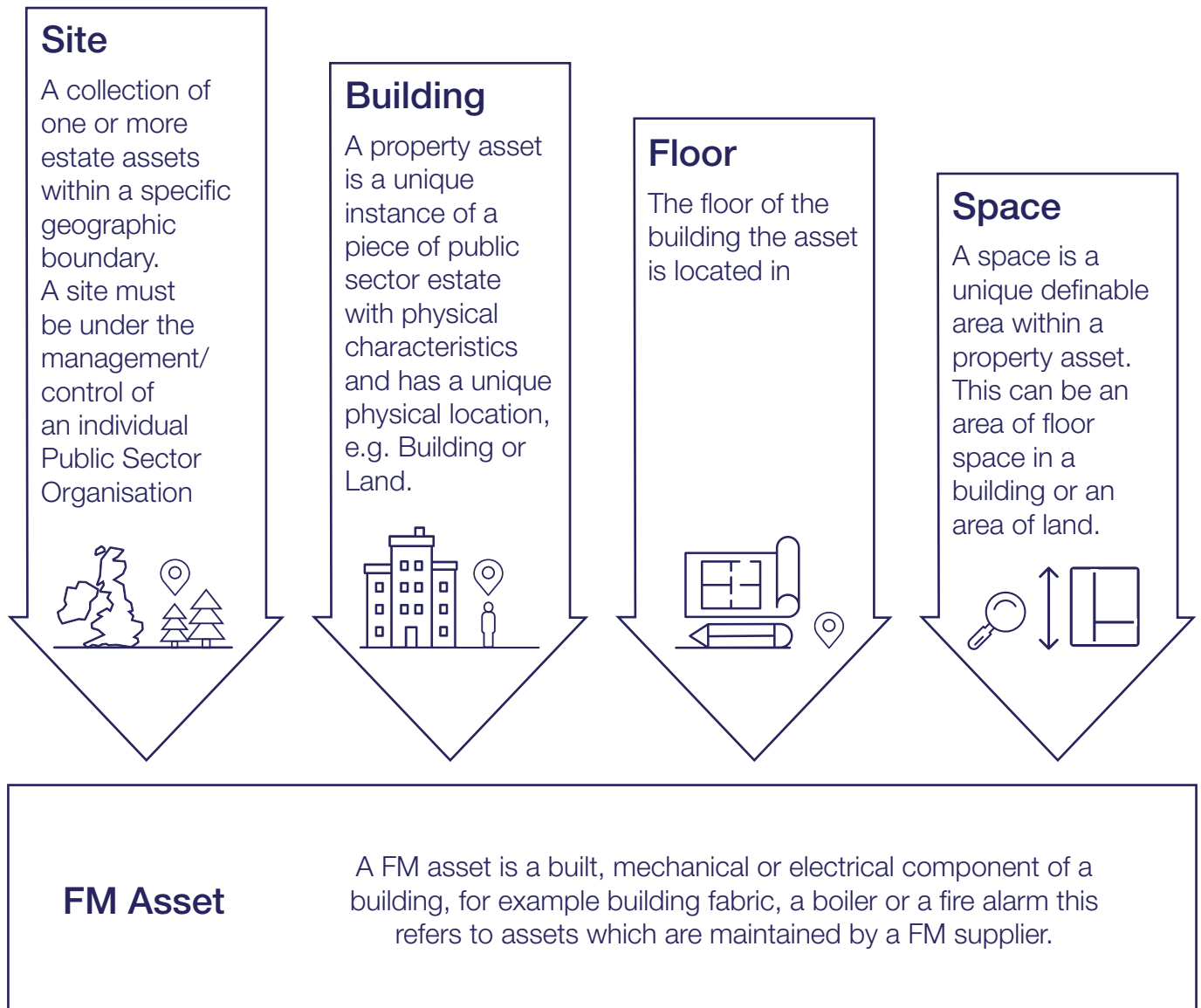
Term	Description
ALB	Arm's Length Body
API	Application Programming Interface
BI	Business Intelligence
BIM	Building Information Model
CAFM	Computer-Aided Facilities Management
CCS	Crown Commercial Services
CIBSE	Chartered Institution of Building Services Engineers
COBie	Construction Operations Building Information Exchange
FM	Facilities Management
FMR	Forward Maintenance Register
GovS	Government Functional Standard
ISO	International Organization for Standardisation
MOD	Ministry of Defence
NHS	National Health Service
NRM	New Rules of Measurement
PPM	Planned Preventative Maintenance
RICS	Royal Institution of Chartered Surveyors
SFG20	Standard maintenance specification for building engineering services
UPRN	Unique Property Reference Number

Appendix 2

Data Hierarchy

The diagram below illustrates the levels of hierarchy, from site to FM asset.

An asset may belong to any one or more of the location fields.



Appendix 3

Criticality Codes

The table below lists the [SFG20](#) general criticality code definitions as required to be completed in field reference 8, Section 4.2

These codes denote the level of criticality of an asset to the building/organisation, providing consistent criticality ratings to inform prioritisation of maintenance activities and support investment decisions.

Due to operational priorities and risk management, the definitions may be amended and expanded for assets deemed to be business critical. The [BS 8544](#) criticality method should be used when amending the definition from the general SFG20 code.

Criticality Code	Definition
Red	Statutory/Legal (To ensure legal compliance)
Pink	Mandatory – Business Critical (To ensure sector/organisation compliance)
Amber	Optimal – Function Critical and Industry Best Practice
Green	Discretionary (Non-Critical Maintenance)

Appendix 4

Floor Codes

The table below lists the floor codes from ISO 19650 which are required to be completed in field reference 16, Section 4.2. These codes denote a standard approach to the naming conventions for floors within buildings.

Floor Code	Floor Description
00	Ground Floor
01	First Floor
02	Second Floor
03	Third Floor
04	Fourth Floor
05	Fifth Floor
06	Sixth Floor
07	Seventh Floor
08	Eighth Floor
09	Ninth Floor
RF	Spaces at roof level with no ceiling
RS	Spaces at roof level with ceiling
M1	Mezzanine level above level one
M2	Mezzanine level above level two
B1	The first level below the ground level
B2	The second level below the ground level
B3	The third level below the ground level
EE	External Elevation (above the ground)
ES	External Spaces other than Elevation
WB	Whole Building
WS	Whole Site
ZZ	Lift/Stairs

Appendix 5

Condition Codes

The table below lists the condition codes and definitions as shown in [BS 8544](#) which are required to be completed in field reference 18, Section 4.2.

These codes denote the current condition of the asset, providing consistent condition ratings to inform prioritisation of maintenance activities and support investment decisions.

Condition Rating	Condition	Definition
A	As new	Requires only relevant PPM. No history of failure or excessive corrective maintenance on it.
B	Serviceable	Operational, but exhibiting some signs of ageing or deterioration. Requires PPM and infrequent corrective minor repairs to it.
C	Major repairs	Operational, but in need of major repairs to the asset or its sub-assets to make it serviceable and arrest frequent corrective intervention, negate business and operational risk.
D	Replacement advised	Inoperable or unsafe, considered at risk of imminent failure, requires an economically unviable major repair or is obsolete. Intervention would have little impact on prolonging asset life or reducing corrective repairs.
E	Upgrade	To meet changes in legislation or improve efficiency, energy or environmental performance.
F	Asset required	Does not currently exist, but is required for operational or health and safety reasons.
X	Unknown	Not found or is inaccessible.

