

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
  
REPORT RELATING TO THE CREATION  
OF A COMPREHENSIVE ASSET MANAGEMENT SYSTEM FOR  
PUBLIC LANDS AND FACILITIES  
  
PURSUANT TO ACT 110, SESSION LAWS OF HAWAII 2013

SUBMITTED TO  
  
THE TWENTY-SEVENTH STATE LEGISLATURE  
STATE OF HAWAII

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
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**Background**

Act 110, Session Laws of Hawaii 2013 (Act 110), was enacted as a result of the Legislature recognizing that a centralized inventory system was needed to enable the State to better manage and maintain its assets. Act 110 directed DAGS to "...expand the scope of the comprehensive information system established pursuant to Act 54, Session Laws of Hawaii 2011, to inventory and maintain information about the lands of the public land trust described in Section 5(f) of the Admission Act and Article XII, Section 4 of the Hawaii State Constitution to include public buildings, facilities and sites thereby creating a comprehensive asset management system for public lands and facilities." Act 110, which amended Act 54, Session Laws of Hawaii 2011, directed DAGS to "...coordinate efforts to establish a complete and accurate inventory of public buildings, facilities, and sites...by accepting information from State agencies on the inventory of public buildings owned or operated by each agency."

Specifically, Act 110 directs DAGS to work with all State agencies to incorporate a comprehensive and integrated system for asset management for the State. Further, Act 110 specified that all State agencies were to report their capital asset inventory to DAGS by December 1, 2013, and comply with all information or service requests from DAGS including, but not limited to, transferring all programs and hardware associated with their individual inventory systems.

In accordance with Act 110, DAGS shall submit a report to the Legislature of its progress made in implementing Section 2 of the Act no later than twenty (20) days before the commencement of the regular session of 2014. This report identifies the progress made to date.

**Planning and Implementation**

With the assistance of the Office of Information Management and Technology (OIMT), DAGS held individual meetings with those State agencies with significant capital assets (buildings, land, infrastructure, facilities, and equipment). In particular, we needed to understand their reporting needs based on the nature of their capital asset inventory and the current method of reporting and recordkeeping that was being employed. While some State agencies utilize an asset inventory software system, most are currently employing Excel spreadsheets.

DAGS, OIMT and representatives from other agencies reviewed several leading asset management solutions. The objective was to identify a system that would provide control and accountability over capital assets while also having the ability to gather and maintain financial information for the preparation of the State's Comprehensive Annual Financial Report (CAFR). In order to address the informational needs of the State and the Legislature relative to its capital asset inventory in a timely manner, this project has been divided into four phases described below. At this time, Phase 1 has been completed and Phase 2 is under way.

## **Deliverables, Milestones and Projected Schedule**

The following are the planned phases for the asset management project:

Phase 1: Identification, evaluation, selection and procurement of asset management database software

*Infor Public Sector (IPS) Asset Management was selected for this project and procured through the Western States Contracting Alliance (WSCA).*

Phase 2: Integrate all DAGS building information within database with required attributes to track and report.

*Integration of DAGS building information is currently under way. Completion is anticipated for April 2014.*

Phase 3: Conversion and migration of existing asset data from all other departments and agencies

*Projected completion fourth quarter 2014.*

Phase 4: Migrate all information currently being maintained on the Fixed Asset Information System (FAIS).

Establish new data capture processes on a Statewide level including integration of GIS to spatially interact with assets on a map.

Implement reporting capability for public, legislative and internal use including interface for CAFR.

*Projected completion of Phase 4 to be determined.*

## **Data Structure**

In addition to asset categories (e.g., land, buildings, equipment, vehicles, infrastructure, etc.), the asset management system will also maintain information relative to:

- Building information
  - Building Identification
  - Building Name
  - Street address
  - Building Type (construction, ceiling, floors, etc.)
- Area/Complex name
- TMK/Parcel/GIS Map
- Latitude and Longitude
- Asset Category
- Owned or Leased
- Owner Information (name, address, phone number, email, fax)
- Square Footage (land, building)

- Dates (acquisition, construction)
- Lease Information (terms, dates)
- Occupancy Data
  - Department
  - Division
  - Branch/Sections
  - Floor(s)
  - Room(s)
  - Personnel Capacity
  - Actual Personnel Occupancy
  - Square Footage
- Financial Data
  - Acquisition Cost
  - Assessed Value
  - Replacement Cost
  - Insurance
  - Maintenance schedules, work orders, recent inspections
  - Improvements
  - Depreciation Method and Expense
  - General Ledger Codes
  - Disposal or Sale Details
- Assets associated with building or structure (e.g., solar panels, air conditioning units, etc.)
- Equipment Detail
  - Location
  - Asset Category
  - Equipment Type
  - Date Manufactured
  - Date Purchased
  - Date Installed
  - Manufacturer
  - Model and Serial Number
  - Purchase Cost
  - Warranty Information
  - Expected Useful Life
  - Average Monthly Usage/Total Usage
  - Safety Information/Messages/Codes
  - Financial Data (see above for buildings)

Sample data input sheets are also attached for review.

### **Summary**

Upon the completion of Phase 2, DAGS will submit a copy of the building and facility information to the Legislature. DAGS and OIMT will keep the Legislature apprised of its progress relative to the achievement of the subsequent phases and milestones. We believe the amount of \$250,000 appropriated for this project will be sufficient to cover additional licensed seats to access the inventory software/database and data migration costs needed for rollout of all phases.





## Building Asset: Location tab

Building						
Building ID * Generic Building						
Asset Description						
<b>Location</b>   Associated   Associated Assets   Addresses   Floors   Rooms   Attachments   Comments   Components   Perf Indicators   Life History   Regulatory						
<b>Building Address</b>						
	Street #	Pre Dir	Street Name	Suffix	Post Dir	Subdesignation
Address						
	Cross Street					
	Cross Street					
	City, State, ZIP					
Location						
<b>Location Information</b>						
Area		Parcel				
Sub Area		X Coordinate		0.00000		
District		Y Coordinate		0.00000		
Location		Z Coordinate		0.00000		
Map #						





## Building Asset: Associated tab

**Building InfoViewer**

**Building**

Building ID

Asset Description

**Location** | **Associated** | **Associated Assets** | **Addresses** | **Floors** | **Rooms** | **Attachments** | **Comments** | **Components** | **Perf Indicators** | **Life History** | **Regulatory**

Building Type

Service Status

Constructed

Ownership

Expire Date

As Built

Segment  -

Usage Area

Complex

Site

Roadway  From  Miles To  Miles

**Safety Messages**







#	* Safety Code	Expire Date	Comments
No Information			





## Building Asset: Associated Assets tab

**Building InfoViewer**

    ACTION  

**Building**

Building ID \*

Asset Description

Location

Associated

**Associated Assets**

Addresses

Floors

Rooms

Attachments

Comments

Components

Perf Indicators



Life History

Regulatory

**Associated Assets**

(1 records)

Asset Type	ID	Description	Expired	Address Location
X Plant Equipment	AH-24TEC-01	Trane 2/4 TEC Air Handler		1st Floor Equipment Room



## Building Asset: Other Tabs

**Building InfoViewer**

Navigation icons: Back, Forward, Home, Search, ACTION, Print, Help

**Building**

Building ID:

Asset Description:

Location | Associated | **Associated Assets** | Addresses | Floors | Rooms | Attachments | Comments | Components | Perf Indicators | Life History | Regulatory

- **Addresses**
- **Floors**
- **Rooms**
- **Attachments**
- **Comments**
- **Performance Indicators**
- **Life History**
- **Additional Configured tabs (example: Regulatory)**





ASSET INFORMATION

Asset Building Bldg A

BookID

VALUATION DETAILS

Depreciation Method Straight Line

Acquisition Date 7/5/2012

Acquisition Type Purchase

Insurance Valuation \$500,365.20

Tax Valuation \$444,446.00

Initial Cost \$1,200,000.00

Residual Value \$666,666.00

Expected Life 40.00

Budget Number 02-10000

COMMENTS



DISPOSAL DETAILS

Disposal Date //

Disposal Budget #

Disposal Description

Disposal Value \$0.00

Profit Loss \$0.00

HELD FOR SALE DETAILS

Held for Sale Date //

Held for Sale Description

Asset Name 
 Suffix 
 Post Dir 
 Subdesignation 
 Asset Status **Active**

SubArea 
 District 
 Location

### Resource Usage

☐ View Costs

Charged  //  To  //

Room ID **C1**

Description **Building C Room 1**

Room Type	<b>Admin</b>	Floor ID	<b>1</b>
Building Use	<input type="text"/>	Construction Type	<input type="text"/>
Ceiling Type	<input type="text"/>	Floor Type	<input type="text"/>
Ceiling Height	<b>9.00</b>	Max Occupancy	<b>0</b>
Depth	<b>20.000</b>	Width	<b>40.000</b>
Area	<b>800.000</b>	<b>SQFT</b>	



N ▾



Attachments | Comments | Components | Associated Assets | Perf Indicators | Life History |

Street Name

Suffix

Post Dir

Subdesignation

N King Street

ulu

HI

96817

Parcel

X Coordinate

0.00000

Y Coordinate

0.00000

Z Coordinate

0.00000



N ▾



Asset  
Asset  
Inspection  
Work Order  
Service Request  
te Asset  
Case  
Use Permit

Attachments | Comments | Components | Associated Assets | Perf Indicators | Life History

▼ Recent Work Orders

☐ No recent work orders

a

aintenance schedules

i maintenance schedules

▼ Recent Inspections

☐ No recent service inspections





## ▼ Search & Options

### Search and Query

#### Layers

- ☐ DOE - Schools
- ☒ DOE - Playground
- ☐ DOE - Building
- ☐ DOE - Playground
- ☐ DOE - Elementary /
- ☐ HDWS - Gate Valu
- ☐ COH - Parcels
- ☐ COH - Centerlines
- ☐ HDOA - Agriculture
- ☐ SOH - Parks Loca
- ☐ SOH - Parks Boun
- ☐ HDOA - Agriculture
- ☐ SOH - Land Resol
- ☐ PDC - Emergency
- ☐ PDC - Emergency
- ☐ DLNR - Dams
- ☐ DLNR - Aquifers
- ☐ DOH - Aquifers
- ☐ USGS - Watersher
- ☐ COH - Zoning
- ☐ CCH - Zoning

Layers Basemaps

#### Tools

#### Contents






-1756963





## Equipment Asset: Location tab

**Plant Equipment InfoViewer**

 ACTION 

**Plant Equipment**

Equipment ID \*  Subunit Of

Asset Description

**Location** | Structural | Associated | Name Plate | Tires | Subunits | Attachments | Comments | Perf Indicators | Life History | Regulatory

**Plant Equipment Address**

	Street #	Pre Dir	Street Name	Suffix	Post Dir	Subdesignation
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cross Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cross Street	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City, State, ZIP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location

**Location Information**







Position	<input type="text" value="0"/>	Map #	<input type="text"/>	Site	<input type="text"/>
Area	<input type="text"/>	Parcel	<input type="text"/>	Modifier	<input type="text"/>
Sub Area	<input type="text"/>	X Coordinate	<input type="text" value="0.00000"/>	Element	<input type="text"/>
District	<input type="text"/>	Y Coordinate	<input type="text" value="0.00000"/>	Location	<input type="text"/>
Fct Loc	<input type="text"/>	Z Coordinate	<input type="text" value="0.00000"/>		





## Equipment Asset: Structural tab

**Plant Equipment InfoViewer**

 ACTION  

**Plant Equipment**

Equipment ID \*  Subunit Of

Asset Description

**Location** | **Structural** | **Associated** | **Name Plate** | **Tires** | **Subunits** | **Attachments** | **Comments** | **Perf Indicators** | **Life History** | **Regulatory**






Equipment Type	<input type="text"/>	Purchase Cost	<input type="text" value="\$0.00"/>
Manufacturer	<input type="text"/>	Warranty Expires	<input type="text" value="//"/>
Model #	<input type="text"/>	Warranty Usage	<input type="text" value="0.00"/>
Serial #	<input type="text"/>	Expected Life	<input type="text" value="0"/> <input type="text"/>
Operator License	<input type="text"/>	Average Monthly Usage	<input type="text" value="0.00"/> <input type="text"/>
		Total Usage	<input type="text" value="0.00"/> <input type="text"/>
		MTBF	<input type="text" value="0"/> <input type="text"/>





## Equipment Asset: Associated tab

**Plant Equipment InfoViewer**

    ACTION 

**Plant Equipment**

Equipment ID \*  Subunit Of

Asset Description

**Location** | **Structural** | **Associated** | **Name Plate** | **Tires** | **Subunits** | **Attachments** | **Comments** | **Perf Indicators** | **Life History** | **Regulatory**

Manufactured

Purchased

Installed

Expire Date

Intersection

Usage Area

Complex




Site

Service Status

Ownership

**Safety Messages**

#	* Safety Code	Expire Date	Comments
No information			







  





## Equipment Asset: Name Plate Tab

**Plant Equipment InfoViewer**

 ACTION 





**Plant Equipment**



Equipment ID  Subunit Of

Asset Description

**Location** | **Structural** | **Associated** | **Name Plate** | **Tires** | **Subunits** | **Attachments** | **Comments** | **Perf Indicators** | **Life History** | **Regulatory**

**Name Plate (2 records)**

	Name Plate	Description	Value
 	CYCLE	Cycle	4
 	HP	Horsepower	150







## Equipment Asset: Tires Tab

Plant Equipment InfoViewer

Plant Equipment

Equipment ID: Generic Equipment Subunit Of:

Asset Description:

Location | Structural | Associated | Name Plate | **Tires** | Subunits | Attachments | Comments | Perf Indicators | Life History

Position	Tire Type	Wheel Type	Install Date	Comments
No Information				

Add Asset Tire -- Webpage Dialog

Add Asset Tire

Position:

**Tire**

Tire Type: Tread Type: Size: Manufacturer: Model #: Serial #:

**Install**

Date: Pre-Existing Usage: Installed Usage: Total Usage:

**Wheel**

Wheel Type: Manufacturer: Size: Model #:

Warranty:



## Equipment Asset: Other Tabs

Plant Equipment InfoViewer

Navigation icons: Back, Print, Save, Edit, ACTION, Print, Help

Plant Equipment

Equipment ID: \*Generic Equipment      Subunit Of: [ ]

Asset Description: [ ]

Location: Structural | Associated | Name Plate | Tires | Subunits | Attachments | Comments | Perf Indicators | Life History | Regulatory

- Subunits
- Attachments
- Comments
- Performance Indicators
- Life History
- Additional Configured tabs (example: Regulatory)