



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

*Asbestos Reports available
on Web Central*

1. Buildings with ACM

A quick way to see the number of ACM's per Building/College area.

This report will only show Buildings where the Material score is greater than 0. It excludes No Access Records and excludes where the Extraction Date is not null.

The screenshot displays the ARCHIBUS web application interface. The top navigation bar includes 'ARCHIBUS', 'Hide Navigator', 'My Activities', 'My Home', 'My Profile', and 'Logout'. The left sidebar contains 'Space Management' and 'Asbestos Reports' sections. Under 'Asbestos Reports', there is a 'Tasks:' list with several options, including 'Buildings with ACM' which is selected. The main content area is titled 'Buildings with ACM' and features a table with columns: 'Asbestos Type', 'Condition Description', 'Product Group Description', 'Survey Date', 'Material Assessment', 'Priority', and 'Asse per'. Below this table is a summary table with columns: 'Building Zone Id', 'Building Name', and 'Count'. The summary table lists various zones such as ACCOM, CENTRAL, KB, and MED-VET, along with building zones like ALISON HOUSE, APPLETON TOWER, and BUCC PLACE.02 through BUCC PLACE.12.

Asbestos Type	Condition Description	Product Group Description	Survey Date	Material Assessment	Priority	Asse per
Amosite (Brown)	Good Condition	Insulation Board	09/11/2006	5.00	5.00	
Amosite (Brown)	Good Condition	Composite	09/11/2006	3.00	3.00	
Anthophyllite	Good Condition	Composite		3.00	5.00	
Chrysotile (White)	Good Condition	Cement		3.00	4.00	
Anthophyllite	Good Condition	Composite		3.00	4.00	
Chrysotile (White)	Good Condition	Cement		3.00	3.00	
Chrysotile (White)	Good Condition	Cement	09/11/2006	3.00	4.00	
Chrysotile (White)	Good Condition	Cement		3.00	4.00	

Building Zone Id	Building Name	Count
110	ALISON HOUSE	34
201	APPLETON TOWER	351
232	BUCC PLACE.02	17
233	BUCC PLACE.03-03A	2
234	BUCC PLACE.04	3
235	BUCC PLACE.05	4
237	BUCC PLACE.07	8
238	BUCC PLACE.08	11
239	BUCC PLACE.09	2
240	BUCC PLACE.10	8
241	BUCC PLACE.11	3
242	BUCC PLACE.12	3

2. Buildings by Material Assessment

When sorted by Risk Assessment score report provides an overview for work priority in a particular building. This Report excludes where Extraction Date is not null.

The screenshot displays the ARCHIBUS Web Central interface. On the left, there is a 'Tasks' menu with options like 'Buildings with ACM', 'Buildings with Material Assessments', and 'Asbestos by Risk Ratings'. The main content area is titled 'Buildings with Material Assessment' and contains a table of asbestos data. Below the table is a list of zones/areas with their respective counts.

Building Code	Building Name	Floor ID	Room ID	Room Function	Asbestos Code	Asbestos Type	Condition Description	Proc Des
206	GEORGE SQ,59	00	G.Z2	CIRCULATION	16763	Amosite (Brown)	Good Condition	Insu
206	GEORGE SQ,59	01	1.F8	FLAs	16773	Amosite (Brown)	Low Damage	Insu

Building Zone Id	Count	
264	BUCC PLACE,34	1
558	CHARTERIS LAND	38
559	CHESSLS LAND	64
552	DALHOUSE LAND	7
228	DAVID HUME TOWER	63
219	GEORGE SQ,21	15
220	GEORGE SQ,22	10
221	GEORGE SQ,27-29	25
202	GEORGE SQ,55	19
203	GEORGE SQ,56	11
204	GEORGE SQ,57	9
206	GEORGE SQ,59	2
207	GEORGE SQ,60	6
271	HOPE PARK SQ,01	2
272	HOPE PARK SQ,02-05	4
278	HOPE PARK SQ,08-09	2
8	MINTO HOUSE	78
401	NEW COLLEGE	11
1	OLD COLLEGE	3
556	OLD MORAY HOUSE	10
551	PATERSONS LAND	3
551	SIMON LAURE HOUSE	3
555	THOMSONS LAND	35
227	WILLIAM ROBERTSON BLD	45

3. No Access Records

An easy way to see all the areas that were not accessed during the initial survey. These areas need to be treated as high scoring for the purpose of asbestos management and highlighting them in a report means that they can be identified for resurvey or further investigation quickly.

This report brings back all the asbestos records where the Asbestos Type= No Access and excludes where the Extraction Date is not null.

The screenshot shows the ARCHIBUS Web Central interface. The main content area displays a report titled "Buildings with NO ACCESS Records (Asbestos)". The report is presented as a table with the following data:

Building Code	Building Name	Floor ID	Room ID	Room Function	Asbestos Code	Asbestos Type	Product Group Description	Condition Description
234	BUCC PLACE,04	-1	B.2	OFFICE	10272	No Access	No Access	No Access
234	BUCC PLACE,04	-1	B.4B	STORE	10276	No Access	No Access	No Access
234	BUCC PLACE,04	-1	B.26A	ELECTRIC METER	10282	No Access	No Access	No Access
234	BUCC PLACE,04	00	G.3A	STORE	10302	No Access	No Access	No Access
234	BUCC PLACE,04	00	G.24	CLEANERS STORE	10311	No Access	No Access	No Access

Below the main table, there is a summary table titled "Buildings (NO ACCESS)":

Building Code	Building Name	Asbestos Count
226	ADAM FERGUSON BLD	25
110	ALISON HOUSE	16
201	APPLETON TOWER	64
231	BUCC PLACE,01	2
232	BUCC PLACE,02	29
233	BUCC PLACE,03-03A	3
234	BUCC PLACE,04	5
235	BUCC PLACE,05	37
236	BUCC PLACE,06	4
237	BUCC PLACE,07	71
238	BUCC PLACE,08	18
239	BUCC PLACE,09	8
240	BUCC PLACE,10	12
241	BUCC PLACE,11	2
242	BUCC PLACE,12	36
243	BUCC PLACE,13	6
244	BUCC PLACE,14	2
245	BUCC PLACE,15	45
246	BUCC PLACE,16	4
248	BUCC PLACE,18	18
249	BUCC PLACE,19	3

The interface also shows a left-hand navigation menu with options like "Space Management", "Asbestos Reports", and "Tasks". The status bar at the bottom indicates "Done, but with errors on page." and "Trusted sites".

4. Asbestos Permit to Work

Sometimes when ACMs are identified in poor condition or highlighted by the Surveyors as requiring remediation there can be a lag time between the initial identification of an ACM and the remedial works; in order that we prevent exposure to asbestos it is sometimes necessary to apply restrictions of access or work practices until we can carry out the required works. The permit to work report allows us to see which rooms/building are under the Permit To Work system and what materials are involved.

Details from this report could then be used on the Permit To Work to explain the restrictions.

This report brings back all the asbestos records where the Asbestos Type = No Access and excludes where Extraction Date is not null

The screenshot displays the ARCHIBUS Web Central interface in a Windows Internet Explorer browser. The main content area is divided into two sections:

- Asbestos Reports:** A sidebar menu with various task options, including "Asbestos Permit to Work" (which is selected).
- Buildings (Asbestos Permits Required):** A table showing the following data:

Building Code	Building Name	Floor ID	Room ID	Room Function	Asbestos Code	Risk Assessment per ACM	Comments
201	APPLETON TOWER	00	G.04	SERVITORS	13	11.00	AWS 29. Plaster m
201	APPLETON TOWER	00	G.01	BOOKABLE ROOM	4	11.00	AWS 29. Plaster m

Below this table, there is a smaller summary table:

Building Code	Building Name	Asbestos Count
201	APPLETON TOWER	2

This report shows all asbestos records where a room has a permit required = Yes.

Rooms will only show if there are asbestos record for that room.

This report excludes 'No Access' even if 'Permit required' is set to 'Yes and excludes where the Extraction Date is not null.

5. Removed ACM

Gives us an overview of the progress of removals across the Estate zone by zone. If we could also store other documents such as clearance certificates/air monitoring reports etc we would have a better resource.

Report looks to where Extraction Date is not null and excludes No Access.
Where there is an Extract Date all records should show regardless of Scores

On report check for Risk Assessment per ACM has been removed but the field is still displayed on the report along with Comments (asb.comments)

The screenshot displays the ARCHIBUS Web Central interface in a Windows Internet Explorer browser. The main content area is titled "Removed ACM" and contains two data tables. The top table, "Asbestos", lists records with columns for Building Code, Building Name, Floor ID, Room ID, Room Function, Asbestos Code, Extraction Date, Extraction Certificate No., and Asbestos Name. The bottom table, "Removed ACM", lists records with columns for Building Code, Building Name, and Asbestos Count.

Building Code	Building Name	Floor ID	Room ID	Room Function	Asbestos Code	Extraction Date	Extraction Certificate No.	Asbestos Name
648	ROGER LAND BUILDING	01	1.279	OFFICE	20269	07/04/2009		Anthophy
648	ROGER LAND BUILDING	01	1.279	OFFICE	8444	30/04/2009		Amosite

Building Code	Building Name	Asbestos Count
648	ROGER LAND BUILDING	2

6. Remediation of ACM

The screenshot shows the ARCHIBUS Web Central interface. The main data table is titled "Remediation of ACM" and contains the following data:

Floor ID	Room ID	Room Function	Asbestos Code	Extraction Date	Action Description	Asbestos Type	Product Group Description
00	G.22	UNDER STAIRS	10009		Enclose	Crocidolite (Blue)	Insulation Board

Below the main table, there is a summary table titled "Remediation of ACM":

Building Code	Building Name	Asbestos Count
254	BUCC PLACE.34	1
1	OLD COLLEGE	1

Record will show where :-
Risk Assessment is greater than zero
The Report excludes No Access.
The Report includes Action ID where it is not null.

Mohan - This Report should exclude where Extraction Date is not null. Remove Extraction date field from the report

A meeting was held on 19th February where changes were requested to the Asbestos Management Screen

Action ID to be renamed as Reinspect Yes/No
Action to be renamed as Recommendation
Action By to be renamed as Reinspection

Once this work has been done by Mohan this will be used in the Remediation Report in Web Central.

7. Asbestos By Room Function

Allows the User to see ACMs by room function so we can see an overview for each building of the types of rooms that have asbestos. Useful to us as we currently have a programme of cleaning and tidying plant rooms, the asbestos by room function report allows us to see just the plantroom information for the selected building without us having to know the room number or asbestos code

The report excludes No Access and No Asbestos. The report is sorted by Room Function and excludes where the Extraction Date is not null.

The screenshot displays the ARCHIBUS Web Central interface. The main content area shows the 'Asbestos by Room function' report. The table below represents the data shown in the report:

Building Code	Building Name	Floor ID	Room ID	Room Function	Asbestos Code	Asbestos Type	Condition Description	Extraction Date
8	MINTO HOUSE	-1	8.Z25	CIRCULATION	14144	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	-1	8.Z25	CIRCULATION	14533	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	-1	8.Z25	CIRCULATION	14146	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	-1	8.Z26	CIRCULATION	14094	Amosite (Brown)	High damage	C
8	MINTO HOUSE	-1	8.Z25(M)	CIRCULATION	14125	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	-1	8.Z25(M)	CIRCULATION	14124	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	-1	8.Z25A(M)	CIRCULATION	14128	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	-1	8.Z25A(M)	CIRCULATION	14127	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	00	G.Z19	CIRCULATION	14084	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	00	G.Z25	CIRCULATION	14065	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	00	G.Z25	CIRCULATION	14063	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	00	G.Z25	CIRCULATION	14085	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	00M	G.Z7A	CIRCULATION	14265	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	01	1.301	CIRCULATION	14268	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	01	1.301	CIRCULATION	14269	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	01	1.23(M)	CIRCULATION	14270	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	01	1.23(M)	CIRCULATION	14267	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	01	1.23A(M)	CIRCULATION	14272	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	01	1.23A(M)	CIRCULATION	14271	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	02	2.214	CIRCULATION	14171	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	02	2.214	CIRCULATION	14170	Chrysotile (White)	Good Condition	T
8	MINTO HOUSE	03	3.27A	CIRCULATION	14208	Chrysotile (White)	Good Condition	C
8	MINTO HOUSE	03	3.27A	CIRCULATION	14207	Chrysotile (White)	Good Condition	T

8. Asbestos by Risk Ratings

This Report uses the Risk Standard field in asb and excludes where the Extraction Date is not null, it makes priorities for work and budget allocation easier to identify, and could be used to demonstrate that we are using a rational system to prioritise work.

The screenshot displays the ARCHIBUS Web Central interface. The main content area is titled "Asbestos by Risk Ratings" and contains two tables. The top table is a detailed view of asbestos findings, and the bottom table is a summary view of asbestos by risk ratings.

Building Code	Building Name	Floor ID	Room ID	Room Function	Asbestos Code	Asbestos Type	Risk Standard Description	Survey Date
633	GEOLOGY/GEOPHYSICS	01	1.2118	PLANTROOM	2515	Amosite (Brown)	High Risk >17	31/07/2008
633	GEOLOGY/GEOPHYSICS	RF	Z.01		6031	Crocidolite (Blue)	High Risk >17	27/09/2006

Building Code	Building Name	Risk Description
621	CREW BUILDING	High Risk >17
601	ENG SANDERSON BLD	High Risk >17
633	GEOLOGY/GEOPHYSICS	High Risk >17
613	JCMB	High Risk >17
616	ALRICK BUILDING	Low Risk 8-12
644	ASHWORTH EXTENSION	Low Risk 8-12
621	CREW BUILDING	Low Risk 8-12
608	DAN RUTHERFORD BLD	Low Risk 8-12
610	DARWIN BLD - OUTHSES	Low Risk 8-12
601	ENG SANDERSON BLD	Low Risk 8-12
604	ENG STRUCTURES LAB	Low Risk 8-12
603	FARADAY BUILDING	Low Risk 8-12
615	FLEEING JENKIN BUILDING	Low Risk 8-12
635	FORMER SCI FAC OFF	Low Risk 8-12
633	GEOLOGY/GEOPHYSICS	Low Risk 8-12
602	HUDSON BEARE BLD	Low Risk 8-12
628	ISLAMIC PRAYER HOUSE	Low Risk 8-12
613	JCMB	Low Risk 8-12
605	JOHN MUIR BUILDING	Low Risk 8-12
645	JOHN MURRAY BLDG	Low Risk 8-12
632	JOSEPH BLACK BLD	Low Risk 8-12

9. Asbestos Work Priorities

When sorted by risk assessment score the report provides an overview for work priority in that building. Records show where the material assessment is greater than zero and excludes where the extraction date is not null.

The screenshot displays the ARCHIBUS Web Central interface. The main content area shows a table of Asbestos Work Priorities. The table has columns for Building Code, Building Name, Floor ID, Room ID, Asbestos Code, Room Function, Position In Room Description, Position In Room Level, Asbestos Type, and Cor Det. Below this table is a summary table titled 'Asbestos Buildings (Work Priorities)' with columns for Building Code, Building Name, and Asbestos Count.

Building Code	Building Name	Floor ID	Room ID	Asbestos Code	Room Function	Position In Room Description	Position In Room Level	Asbestos Type	Cor Det
BUCC PLACE,07		-1	B.Z3	8632	WC	Storage Vessel	W/C Cistern	Amosite (Brown)	Goc
BUCC PLACE,07		-1	B.02	8633	Y. STURT	Boiler/Plant/Equipment	Other	Amosite (Brown)	Goc
BUCC PLACE,07		00	G.Z2	11999	STAIRS	Floor	Covering	Anthophyllite	Goc
BUCC PLACE,07		00	G.01	20265	Prof Brockington			Anthophyllite	
BUCC PLACE,07		00	G.Z4	12000	CORRIDOR	Door	Head Reveal	Chrysotile (White)	Goc
BUCC PLACE,07		00	G.01	20266	Prof Brockington			Crocidolite (Blue)	Higl
BUCC PLACE,07		01	1.Z12	12019	CIRC	Door	Head Reveal	Chrysotile (White)	Goc
BUCC PLACE,07		01	1.Z12	12018	CIRC	Floor	Covering	Anthophyllite	Goc
BUCC PLACE,07		02	2.Z4	11959	STAIRS	Door	Head Reveal	Chrysotile (White)	Goc
BUCC PLACE,07		02	2.Z3	8645	CIRCULATION	Door	Head Reveal	Chrysotile (White)	Goc

Building Code	Building Name	Asbestos Count
226	ADAM FERGUSON BLD	66
110	ALISON HOUSE	34
201	APPLETON TOWER	352
232	BUCC PLACE.02	17
233	BUCC PLACE.03-03A	2
234	BUCC PLACE.04	3
235	BUCC PLACE.05	4
237	BUCC PLACE.07	10
238	BUCC PLACE.08	11
239	BUCC PLACE.09	2
240	BUCC PLACE.10	8
241	BUCC PLACE.11	3
242	BUCC PLACE.12	3
243	BUCC PLACE.13	1
247	BUCC PLACE.17	1
248	BUCC PLACE.18	19
251	BUCC PLACE.21	5
252	BUCC PLACE.22	1
253	BUCC PLACE.23	6
254	BUCC PLACE.24	15
255	BUCC PLACE.25	5