UoS/DH/24/25/QTR3/ Asset Management and Equipment Loan Software

Asset Management and Equipment Loan Software

University of Salford – Asset Management and Equipment Loan Software

The University of Salford are currently looking to purchase software to log, manage and loan a diverse range of science and engineering related assets.

Summary

The School of SEE is a multi-display hub with a diverse portfolio of programs, research activities and industry collaboration. The school has facilities located across Peel Park, Frederick Road and Media City and there is currently no single accessible solution for asset management. An accurate and comprehensive system of managing our diverse range of assets is needed as records are currently locally held, are incomplete and are not accessible to audit. Accountability for certain assets is still undefined due to unification, building moves and changing staff. This has resulted in inspection schedules not being set-up and maintenance work being duplicated. We are currently unable to produce a complete list of assets across SSEE with negative implications for Health and Safety, equipment budgets, sustainability, and space planning. A robust database is urgently needed to pull together all locally held information to support effective planning, responsible asset procurement, asset loans and internal and external auditing. Our current system for asset tracking, Asset Trac, is not accessible to technical staff, is out of date and doesn't have the functionality to support the needs of the school.

Minimum requirements:

- Ability to create an asset register
- Functionality to schedule and record asset maintenance
- Tools to track H&S compliance
- Equipment booking system

The school of SEE has over 100 specialist spaces and laboratories that couldn't operate without the accompanying range of assets used to underpin teaching, research, and commercial partnerships. The SSEE technical teams purchase, operate and maintain a

vast array of equipment and consumables however due to the reasons outlined in the summary there is a lack of transparency about exactly what we have within each building. This is impacting the school in three key areas:

- Health and Safety – The schools specialist workshops and laboratories house a unique range of assets that require regular inspection and maintenance and are subject to a range of health and safety legislation. These assets include materials or substances that fall under the Control of Substances Hazardous to Health Regulations (COSHH), machinery subject to the Provision and Use of Work Equipment Regulations 1998 (PUWER) and lifting equipment that must comply with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). We have no single system to list assets and locations, plan and record maintenance and schedule inspections relying on locally held spreadsheets and historic responsibilities.
- Financial Planning – It is not currently possible to view assets across multiple laboratories or buildings leading to inefficient management of equipment and consumables, avoidable waste, and unnecessary duplication. Asset lists are also incomplete, and we are unable to track aging assets leading to decisions being reactive rather than proactive when planning long term expenditure. Equipment is bought in multiples as its not known what equipment is already within the school increasing running and maintenance costs.
- Sustainability – As we are unable to track assets across SSEE we are unable to make bulk purchases of both services and consumables or investigate widespread implementation of more sustainable options. Re-use and recycle tends to be limited to subject groups rather than across SSEE and managers cannot easily audit responsible disposal of items and waste products. Space is highly sought after across our Estate with both SEE and Cockcroft Buildings in particular experiencing pressure, by reducing the number of assets we need to house through identifying duplicate assets and fostering a culture of shared resources we can reduce this pressure by releasing space as we streamline our facilities.

Our current solution, Asset Trac, is used by Security and technical staff cannot add, remove, or view assets. SEE Building, opened in Sept 2022, is not listed on Asset Trac which illustrates that the data is not kept up to date and there is no functionality to link information such as maintenance schedules, H&S documentation, levels of consumables and associated expenditure. This had led to duplication of information with various locally held spreadsheets in circulation and no single definitive way to access accurate asset information across individual buildings or SSEE. Historically there have been instances where team changes have meant information critical for the safe and continued operation of high valued assets have been lost as our current way of working allows for single points of failure. By logging our assets on a database accessible to a

range of stakeholders, including the SEE technical managers and HS&W, information would be recorded against the asset rather than residing with an individual allowing transparency and encouraging a 'one team' mentality across SSEE.

For any questions, please contact Chloe Nevitt, Technician Manger, c.nevitt@salford.ac.uk.