



TEFMA Benchmark Survey

Definitions & Guidelines

Updated 2022

(Version 2.17, April 2022)

GENERAL SURVEY GUIDELINES

Survey Guidelines:

These guidelines are provided to assist respondents in completing the data collection for this year's Benchmark Survey. Please read them carefully before you complete the questionnaire so that the data that you provide is more compatible with what is intended. If you have any queries about a particular term or definition please refer to Brian Fenn (brian.fenn@optusnet.com.au) for clarification before you enter and/or submit your data.

Survey Resources:

Tools and calculators (eg for energy, carbon and waste conversions), are available via the TEFMA Website. These include resources to calculate and/or convert energy, carbon and waste data, FM overheads, space definitions & guidelines, etc.

Institutional or Campus level reporting:

Survey respondents may opt to report at either the institutional (ie aggregate) level or on a campus-by-campus basis. Those choosing the latter will need to complete a separate return for each campus as well as an aggregate return for the institution.

Student housing/Student residences:

Wherever possible, respondents should **exclude** GFA and UFA data relating to student housing and, further, exclude from relevant data fields any costs relating to the provision of services to student housing facilities (eg if your maintenance or cleaning staff maintain or clean student residences you should **exclude both** the GFA of the residences and all costs apportioned to providing such services to these facilities).

Leased Space:

The preferred way of dealing with leased space is to include it in the reportable Gross Floor Area (GFA), Useable Floor Area (UFA) and various ARVs for the institution. (Note: the recommended way of calculating the ARV of spaces leased by your institution is to apply your institution's average ARV for institutionally owned buildings). Including leased space ensures that a more accurate measure of the space provided per student is reported. Then, depending on your lease agreements/arrangements, you may opt to **include or exclude** your leased GFA/UFA in the various operational cost sections of the survey (ie maintenance, cleaning, security, energy, carbon, water and waste). If you do opt to exclude the leased space from any or all operational cost sections you should also exclude any costs of services provided to these leased spaces.

Carpark Space:

Carpark GFA and/or UFA should be INCLUDED in your data set, unless directed otherwise. Further, where a carpark comprises >50% of the total GFA of a building then the "primary function" of the building is deemed by definition to be a carpark and the carpark space should be treated and reported as UFA. However, where the total carpark space comprises 50% or less of a building then the building's primary function is not that of a carpark and the carpark space should be recorded as non-UFA.

New GFA/UFA constructed during reporting period:

The general (simple) rule, for the purpose of reporting gross and useable institutional floor areas (m^2 GFA and m^2 UFA), is that NEW building space released into service prior to 30 June of the reporting period should be included in the total GFA/UFA figure. Space released into service after 30 June should be excluded. However, respondents may, if they so wish, adopt a pro-rata approach to new GFA/UFA. (eg a new $12,000m^2$ GFA building coming online on 1 April would equate to an effective $9,000m^2$ GFA for the reporting period). Care should be taken in dealing with new GFA/UFA under each section of the survey. If the GFA/UFA is included in the operational costs sections then all costs associated with servicing that space must also be included.

Cost Recoveries:

Most institutions recover costs for many of the services they provide. The simple rule to follow when completing the survey is that the transaction should apply to both sides of the ledger. That is, if you include the cost of the service provided, you should also include the UFA/GFA to which the service was provided. **Example:** if maintenance staff are used to do minor works, then deduct the value of their labour from your maintenance salaries.

Mothballed Space:

Mothballed space is space which has been taken completely off-line and which is contributing nothing towards the normal day-to-day business activities of the institution. Mothballed space should be **excluded** from reported GFA and UFA. **NOTE:** space which has been taken off-line to be **refurbished or remodelled** is NOT mothballed space and should be **included** in your GFA and UFA data.

FM overhead:

Respondents should apportion FM overhead (up to & including the Director FM level or equivalent) to the services provided by the FM Department (Note: this will include the costs of general (internal to FM) support staff in the administrative, financial, HR and IT/computing areas not normally assigned to a specific service area). The general rule is to allocate all relevant costs (direct and indirect) expended on providing a particular service. To assist in apportioning FM overhead costs, please refer to the Benchmark Survey resources available on the TEFMA website.

Materiality:

Given the breadth of the benchmark survey, and the areas/services covered, it is likely that some activities/costs may reasonably fall into more than one service area. In most cases these are immaterial (for example, the costs of cleaning rubbish/wheelie bins could be reported under Cleaning or under Waste without impacting on the benchmarks in any material way). The definitions and guidelines that support the survey do not cover every aspect of the services institutions provide. Where the cost of these is immaterial (ie <1% of the total cost of providing the service) please assign to the service area that you feel is most appropriate at your institution.

Survey Part	Survey Name	Sub-survey Name	Question #	Metric/Benchmark	Definition/Scope
1	Operating Costs and Environmental Metrics	Institutional Data	A1-A20		<i>This section of the survey is mandatory. Benchmarks can only be calculated if space (GFA/UFA), ARV, staff and students data is submitted. Your institutional data is used predominantly in the calculation of benchmarks</i>
1	Operating Costs and Environmental Metrics	Institutional Data	A1	Gross Floor Area Total Campus (GFA) m ²	<p>The sum of the Fully Enclosed Covered Area (FECA) and the Unenclosed Covered Area (UCA) of a building in square metres. GFA = FECA + UCA</p> <p>Include all spaces owned or used by the university for University Purposes. Do not include space held for investment purposes or non University Purposes (eg investment real estate, Shopping Centres, Technology Parks [where the tenants rent space for research activities not related to the institution's teaching and research activities. If you share Technology Park facilities with commercial tenants you may chose to include your space on a pro-rata basis provided you include the commensurate operating costs]). As a general rule, space leased to others should be excluded unless it is associated with the primary functions of the University. Therefore space leased to banks, post offices, cafes, bookshops, newsagents, hairdressers, food outlets, etc if the primary function of these commercial operations is to support teaching, research and the community service obligations of the institution</p> <p>FECA. Fully Enclosed Covered Area is the sum of all fully enclosed covered areas at all building levels, including basements (except unexcavated portions), floored roof spaces and attics, garages, penthouses, enclosed porches and attached enclosed covered ways alongside buildings, equipment rooms, lift shafts, vertical ducts, staircases and any other fully enclosed spaces and useable areas of the building, computed by measuring from the normal inside face of exterior walls but ignoring any projections such as plinths, columns, piers and the like which project from the normal inside face of exterior walls. It shall not include open courts, light wells, connecting or isolated covered ways and net open areas of upper portions of rooms, lobbies, halls, interstitial spaces and the like, which extend through the storey being computed: atriums and light wells are only measured at the base level. Do not include the area of the non-existent floor slab at upper levels</p> <p>UCA. Unenclosed Covered Area is the sum of all such areas at all building floor levels, including roofed balconies, open verandahs, porches and porticos, attached open covered ways alongside buildings, undercrofts and useable space under buildings, unenclosed access galleries (including ground floor) and any other trafficable covered areas of the building which are not totally enclosed by full height walls, computed by measuring the area between the enclosing walls or balustrade (ie from the inside face of the UCA excluding the wall or balustrade thickness). When the covering element (i.e. roof or upper floor) is supported by columns, is cantilevered or is suspended, or any combination of these, the measurements shall be taken to the edge of the paving or to the edge of the cover, whichever is the lesser. UCA shall not include eaves, overhangs, sun shading, awnings and the like where these do not relate to clearly defined trafficable covered areas, nor shall it include connecting or isolated covered ways. (Unit of measurement is</p>
1	Operating Costs and Environmental Metrics	Institutional Data	A2	Gross Floor Area (GFA) - parking space	Parking space (GFA) includes all fully-enclosed covered parking areas (eg basement carparks in buildings) and unenclosed covered areas (eg parking stations and structures) operated by the institution. Note: If you lease a carpark from others you can choose to report the GFA under A2 (parking space) or A3 (leased space) but not both.
1	Operating Costs and Environmental Metrics	Institutional Data	A3	Gross Floor Area (GFA) - leased space	Leased space (GFA) includes all spaces leased under a tenant/landlord arrangement, where the space is used by the institution for administrative, teaching, research and other related educational purposes. Note: If you lease a carpark from others you can choose to report the GFA under A2 (parking space) or A3 (leased space) but not both.
1	Operating Costs and Environmental Metrics	Institutional Data	A4	Useable Floor Area Total Campus (UFA) m ²	<p>Useable Floor Area. The sum of the floor areas measured at floor level from the general INSIDE face of walls of all spaces related to the Primary Function of the building. This will normally be computed by calculating the FECA and deducting Common Use Areas, Service Areas, and Non-habitable Areas. : in some cases the Useable Floor Area may include some external covered areas which relate to the Primary Function of the building. Note: where the primary function of the building is a carpark (eg parking station) the space should be treated as UFA.</p> <p>Example: a covered external play area is a Primary Functional requirement of a Child Care Centre and should be included although it is not part of the FECA. Similarly, an open but roofed hydraulics modelling laboratory associated with Civil Engineering should be counted as part of the UFA. Common Use Areas include corridors which are defined by partitions but do not include passages and secondary circulation areas which are part of open plan spaces. Further, foyers of large lecture theatres should be treated as UFA.</p> <p>Non-habitable Area is the area occupied by internal columns and other structural supports, internal walls and permanent partitions,</p>
1	Operating Costs and Environmental Metrics	Institutional Data	A5	Useable Floor Area (UFA) - parking space	Parking space (UFA) predominantly includes parking-specific assets such as parking stations and structures operated by the institution. If the primary purpose of the building is a carpark, the space should be treated as UFA for reporting purposes. By definition, building basement carparks in most instances will be non-UFA space. Note: If you lease a carpark from others you can choose to report the UFA under A5 (parking space) or A6 (leased space) but not both.
1	Operating Costs and Environmental Metrics	Institutional Data	A6	Useable Floor Area (UFA) - leased space	Leased space (UFA) includes all spaces leased under a tenant/landlord arrangement, where the space is used by the institution for administrative, teaching, research and other related educational purposes. Note: If you lease a carpark from others you can choose to report the UFA under A5 (parking space) or A6 (leased space) but not both.
1	Operating Costs and Environmental Metrics	Institutional Data	A7	UFA/GFA (Building efficiency)	Benchmark

1	Operating Costs and Environmental Metrics	Institutional Data	A8	ARV Buildings	<p>The Asset Replacement Value for buildings, fixed equipment, services and systems is the best estimate of current cost of designing, constructing & equipping for its original use, a new facility providing equal service potential as the original asset which meets currently accepted standards of construction and also complies with all contemporary environmental & other regulatory requirements (NCRB). ARV of student housing should be excluded from building ARV</p> <p>The cost shall include the cost of all building services and associated plant, finishes and built-in furniture but not the cost of relocating into the building (: exclude the cost of loose furniture and soft furnishings). The cost excludes all equipment other than that required for the normal functioning of the building. Costs associated with laboratory, scientific and loose equipment are not included in the cost. The cost includes all fees, approvals and other incidental expenditure associated with construction and initial occupation but excludes those costs normally included in the Insured Value such as demolition, site clearing and the provision of temporary accommodation. (NCRB).</p> <p>If insurance values are used as the basis of calculating ARV's, it is essential that the costs associated with demolitions and removal of debris is not included and appropriate adjustments made to exclude allowances for escalation in costs during the insurance and reconstruction periods.</p> <p>Where the original out-turn cost of facilities is used, it is recommended that these be initially updated by use of appropriate indices. It is however recommended that this method of assessment be used for a relatively short timeframe (up to five years after completion), as the accuracy of this method will decrease as market conditions change. Where ARV's are based on information obtained from financial reports and the like, it is essential that confirmation is obtained that the values reflect the gross cost (or gross service potential) of the facilities, not depreciated or written down values.</p>
1	Operating Costs and Environmental Metrics	Institutional Data	A9	ARV Infra-structure	Infrastructure is defined as the in-ground services (ie electrical, water, gas, sewerage, stormwater, etc) which support normal building operations plus above ground external assets such as street-lighting, roads and footpaths, signage, etc. Do not include infrastructure that is maintained from landscaping/grounds budgets (eg sports fields, soft landscaping, unsealed carparks and the like) or infrastructure associated with student housing.
1	<i>Operating Costs and Environmental Metrics</i>	<i>Institutional Data</i>	<i>A10</i>	<i>ARV Buildings & Infrastructure</i>	<i>Sum A8 and A9</i>
1	Operating Costs and Environmental Metrics	Institutional Data	A11	ARV Bldgs & Infrastructure Centrally Maintained	Should correspond to the value of external infrastructure and buildings, fixed equipment and internal systems and services maintained according to the GFA reported under Gross Floor Area maintained from these funds below. Do not include Student Housing/Residences in this category, even if owned and maintained by the University
1	<i>Operating Costs and Environmental Metrics</i>	<i>Institutional Data</i>	<i>A12</i>	<i>Replacement Cost of Buildings \$/m2</i>	Benchmark
1	Operating Costs and Environmental Metrics	Institutional Data	A13	EFTSL - internal on-shore	Use the definition adopted by your funding body to define equivalent full time load. The definition quoted (EFTSL) is the DEST definition for Australia (similar definitions exist in other TEFMA regions). Use agreed formulas to convert TAFE and Polytechnic students to FTS equivalents. This is your best estimate of EFTSL for the reporting year. Report official data as recorded by your institution at official census date (eg. 31 March or 31 August in Australia). If you opt to exclude any of your campuses from your return please ensure that EFTSL is adjusted accordingly.
1	Operating Costs and Environmental Metrics	Institutional Data	A14	EFTSL - external on-shore	Use the definition adopted by your funding body to define equivalent full time load. The definition quoted (EFTSL) is the DEST definition for Australia (similar definitions exist in other TEFMA regions). Use agreed formulas to convert TAFE and Polytechnic students to FTS equivalents. This is your best estimate of EFTSL for the reporting year. Report official data as recorded by your institution at official census date (eg. 31 March or 31 August in Australia). If you opt to exclude any of your campuses from your return please ensure that EFTSL is adjusted accordingly.
1	<i>Operating Costs and Environmental Metrics</i>	<i>Institutional Data</i>	<i>A15</i>	<i>Total EFTSL</i>	<i>A13 + A14</i>
1	<i>Operating Costs and Environmental Metrics</i>	<i>Institutional Data</i>	<i>A16</i>	<i>GFA provided per EFTSL (m²/EFTSL)</i>	Benchmark
1	<i>Operating Costs and Environmental Metrics</i>	<i>Institutional Data</i>	<i>A17</i>	<i>UFA provided per EFTSL (m²/EFTSL)</i>	Benchmark
1	Operating Costs and Environmental Metrics	Institutional Data	A18	Actual student enrolments	This is the total number of individual students enrolled, regardless of full-time equivalence (Note: this total excludes off-shore students)
1	Operating Costs and Environmental Metrics	Institutional Data	A19	FTE Staff (Acad, on-shore)	Obtain data from the Institution's statistics or planning dept. Note: report the FTE of ALL staff, including casuals, in total FTE
1	Operating Costs and Environmental Metrics	Institutional Data	A20	FTE Staff (General on-shore)	Obtain data from the Institution's statistics or planning dept. Note: report the FTE of ALL staff, including casuals, in total FTE
1	<i>Operating Costs and Environmental Metrics</i>	<i>Maintenance</i>	<i>A23-A34</i>	<i>General maintenance</i>	<i>All actions necessary for retaining an item or asset in or restoring it to its original condition. Include maintenance of locks and keys, maintenance of infrastructure (eg. underground services, above ground hydrants, power transformers, pumping equipment etc.), roads, pathways, external swimming pools, paved areas, maintenance of electronic security & access control systems, fixed external furniture, retaining walls, guard rails, water features etc. and external cleaning of buildings. Exclude pest control and window cleaning and the cost of grounds maintenance activities included in grounds maintenance section. Include the cost of cleaning kitchen extraction systems/hoods and replacing filters.</i>

1	Operating Costs and Environmental Metrics	Maintenance	A23-A34	Preventive maintenance	The actions performed to retain an item or asset in its original condition as far as practicable by providing systematic inspection, detection and prevention of incipient failure. Preventive maintenance is normally programmed. (NCRB)
1	Operating Costs and Environmental Metrics	Maintenance	A23-A34	Corrective maintenance	The actions performed, as a result of failure, to restore an item or asset to its original condition, as far as practicable. Corrective maintenance may or may not be programmed. (NCRB)
1	Operating Costs and Environmental Metrics	Maintenance	A23	Maintenance Staff Costs, Administrative and Professional Staff Salaries and on-costs	Include costs of professional & administrative staff directly & indirectly involved in maintenance operation. Where staff member spends only part of his or her time on maintenance activities, please estimate & apportion their time and costs accordingly. Include a provision for FM management overhead (ie the Director's Office - refer note on Page 1 of Guidelines). On-costs include payroll tax, allowances, superannuation, workers compensation, sick leave, annual leave & long service leave provisions. Include the cost of any redundancy payments made during the reporting period
1	Operating Costs and Environmental Metrics	Maintenance	A24	Trade Staff Wages & On-costs	Include all costs associated with maintenance trades staff working on maintenance activities only. Where maintenance staff also perform "new work" or alterations as part of their duties, please estimate their time and costs and apportion accordingly. The portion that relates to "new work" should be included in question A 37. Include the cost of any redundancy payments made during the reporting period
1	Operating Costs and Environmental Metrics	Maintenance	A25	Total Staff Salaries/wages & On-costs	A23 + A24
1	Operating Costs and Environmental Metrics	Maintenance	A26	Maintenance Materials & Contracts	This includes the costs of supplies & materials for in-house operatives and all contracted services. Note: show any expenditure specifically allocated for Capital Renewal (CR) works and for the reduction of Backlog Maintenance (BM) separately in A 33.
1	Operating Costs and Environmental Metrics	Maintenance	A27	Total Maint Expenditure (exclude CR/DM)	A25 + A26
1	Operating Costs and Environmental Metrics	Maintenance	A28	Gross Floor Area maintained from these funds	In most cases this cannot exceed the gross institutional GFA (A1) and should correspond to the GFA of the ARV quoted in A11. Exclude independent operations such as Student Unions, Guilds, Sports Unions, leased spaces and tenancies, student accommodation if these are maintained or funded by others.
1	Operating Costs and Environmental Metrics	Maintenance	A29	Cost of Maintenance per m2 (GFA) (\$ per m2)	Benchmark
1	Operating Costs and Environmental Metrics	Maintenance	A30	Cost of Maintenance per EFTSL (\$ per EFTSL)	Benchmark
1	Operating Costs and Environmental Metrics	Maintenance	A31	Cost of Maintenance as a % of ARV	Benchmark
1	Operating Costs and Environmental Metrics	Maintenance	A32	Customer Satisfaction Rating	Enter customer satisfaction rating as obtained from customer satisfaction surveys. If your ratings are not on a 0-5 point scale, normalise them accordingly.
1	Operating Costs and Environmental Metrics	Maintenance	A33	Backlog Maintenance Expenditure (\$)	The amount of budget your institution allocates specifically for Capital Renewal/Backlog Maintenance (CR/DM) works
1	Operating Costs and Environmental Metrics	Maintenance	A34	BM Expend as % Total BM Liability (Note: requires data from A 44 to compute benchmark)	Benchmark
1	Operating Costs and Environmental Metrics	Refurbishment	A37-A42	Refurbishment (aka Rehabilitation)	Extensive work intended to bring a room or building or services up to a new standard or alter it for a new use. (NCRB). Include costs associated with the capital replacement/upgrading of existing in-ground and above ground infrastructure if not included in maintenance. New capital infrastructure (eg a new gas or water main, additional streetlighting, etc) should be excluded. Exclude all capital costs associated with the creation of additional space. Refurbishment costs should include all sources of minor new work funding, including centrally funded and Faculty/Department funded new works. New work undertaken by in-house maintenance staff (including materials) also should be included in the total figure. Exclude the cost of any insurance works carried out to repair a building damaged by fire, water, etc.
1	Operating Costs and Environmental Metrics	Refurbishment	A37	Total Refurbishment Staff Salaries/Wages plus on-costs	Include the costs of staff involved in refurbishment works (including in-house maintenance staff who work on new works projects) plus the proportion of costs for time contributed directly by professional and other staff (eg Project Managers/Officers, in-house engineering staff). Include a provision for FM management overhead. Include the cost of any redundancy payments made during the reporting period
1	Operating Costs and Environmental Metrics	Refurbishment	A38	Refurbishment Materials & Contracts	Include all material costs, contracts for works, and services & consultancy fees.
1	Operating Costs and Environmental Metrics	Refurbishment	A39	Total Refurbishment Costs (\$)	A37 + A38
1	Operating Costs and Environmental Metrics	Refurbishment	A40	Expenditure on Refurbishment as a % of ARV	Benchmark
1	Operating Costs and Environmental Metrics	Refurbishment	A41	Expenditure on Refurbishment per m2 (GFA) (\$/m2)	Benchmark
1	Operating Costs and Environmental Metrics	Refurbishment	A42	Customer Satisfaction Rating (0-5)	Enter customer satisfaction rating as obtained from customer satisfaction surveys. If your ratings are not on a 0-5 point scale, normalise them accordingly.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A44-A59	Backlog Liability (All works)	Work that is necessary to prevent the deterioration of the asset or its function but which has not been carried out. Include all outstanding works listed on the institution's Backlog Maintenance Register. NOTE: if you have NIL backlog - record \$0 in this column. If backlog is not known, the cell MUST remain blank.

1	Operating Costs and Environmental Metrics	Backlog Liabilities	A44	Backlog Liability (Maintenance)	Maintenance that is necessary to prevent the deterioration of the asset or its function but which has not been carried out. Include all outstanding maintenance works listed on the institution's Backlog Maintenance Register. NOTE: if you have NIL backlog - record \$0 in this column. If backlog is not known, the cell MUST remain blank.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A45	Survey Type	Refer TEFMA website for definitions of survey types and further information on Facilities Audits. Select from drop-down options.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A46	Survey Year	The year in which the condition survey was undertaken
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A47	Backlog Liability (Refurbishment - statutory)	Refurbishments that are necessary due to a change in legislation or standards. Works that should be completed to satisfy legislative requirements (eg installing emergency lighting where none exists, fire egress provisions, fire stopping, fume extraction systems, seismic retrofits, asbestos removal, etc). Include all health and safety deficiencies. NOTE: if you have NIL backlog - record \$0 in this column. If backlog is not known, the cell MUST remain blank.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A48	Survey Type	Refer TEFMA website for definitions of survey types and further information on Facilities Audits. Select from drop-down options.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A49	Survey Year	The year in which the condition survey was undertaken
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A50	Backlog Liability (Refurbishment - non-statutory)	Refurbishments that are necessary to bring a room, building or service up to a new standard or alter it for a new use but which have not been carried out due to a lack of funding or other competing institutional priorities. Works necessary to address functionality issues. Institutions are not obliged to address these works on legislative or statutory grounds (eg converting office space into teaching space or laboratories, or converting a 400 seat lecture theatre into two smaller lecture theatres). NOTE: if you have NIL backlog - record \$0 in this column. If backlog is not known, the cell MUST remain blank.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A51	Survey Type	Refer TEFMA website for definitions of survey types and further information on Facilities Audits. Select from drop-down options.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A52	Survey Year	The year in which the condition survey was undertaken
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A53	Backlog Liability (Access & Equity of access)	All works necessary to meet current access codes or standards. Include all areas of non-compliance regardless of whether or not the building satisfied extant standards at the time of construction. NOTE: if you have NIL backlog - record \$0 in this column. If backlog is not known, the cell MUST remain blank.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A54	Survey Type	Refer TEFMA website for definitions of survey types and further information on Facilities Audits. Select from drop-down options.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A55	Survey Year	The year in which the condition survey was undertaken
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A56	Other Backlog Works (eg Heritage)	All other outstanding deferred works not included above. Include heritage, environmental and any other deferred works not included above. NOTE: if you have NIL backlog - record \$0 in this column. If backlog is not known, the cell MUST remain blank.
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A57	Total Deferred Liabilities	$A44 + A47 + A50 + A53 + A54$
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A58	(Facility Condition Index) FCI	Benchmark $[1 - (\text{Backlog Liability (Maintenance)}/\text{ARV})]$
1	Operating Costs and Environmental Metrics	Backlog Liabilities	A59	Facility Functionality IndexFFI	Benchmark $[1 - ((\text{Total Deferred Liabilities}-\text{Backlog Liability (Maintenance)})/\text{ARV})]$
1	Operating Costs and Environmental Metrics	Cleaning	A62-A73	Cleaning	Reducing contamination to an acceptable degree (NCRB). Graffiti removal, carpet cleaning & laundering (eg towels/tea-towels) should be treated as a cleaning expense.
1	Operating Costs and Environmental Metrics	Cleaning	A62	Cleaning Staff Cost, Admin & Professional Staff Salaries plus Cleaning Staff Wages & on-costs	Include all salaries and wages of in-house staff involved directly (eg cleaners, cleaning supervisors) and indirectly (FM support staff - refer note on Page 1 of these Guidelines) in cleaning activities. Include the cost of any redundancy payments made during the reporting period
1	Operating Costs and Environmental Metrics	Cleaning	A63	Cleaning Materials	All materials from stores or purchased directly for use by in-house staff or contractors. Include supplies of toilet paper, soap, paper towels and all cleaning consumables
1	Operating Costs and Environmental Metrics	Cleaning	A64	Building Cleaning Contracts	All cleaning contracts relating to the cleaning of buildings. Include general building cleaning, window cleaning, cleaning of curtains/soft furnishings and pest control. Exclude the costs of Non-building Cleaning Contracts (ie waste removal to land fill, land fill charges or other govt charges, grease trap cleaning, sanitary bin services)
1	Operating Costs and Environmental Metrics	Cleaning	A65	Non-Building - Gen Waste	Non-building cleaning contracts are contracts relating to the removal of general waste. Include waste removal to land fill, land fill charges or other govt charges, grease trap cleaning, sanitary bin services. Exclude pathological and chemical waste. Include any charges on your Rates Notices that relate to waste removal (eg charges for servicing 240L bins, etc). If you receive payment for any of your waste streams (eg clean office paper), you must report the net cost of the service.
1	Operating Costs and Environmental Metrics	Cleaning	A66	Non-building Cleaning Contracts (contaminated waste)	Non-building cleaning contracts are contracts relating to the removal of contaminated waste. Include pathological waste removal and chemical waste disposal only and include waste costs incurred directly by faculties, departments, schools and institutes. Note: pathological and chemical waste costs are excluded from all cleaning benchmarks. This data is collected for general informational purposes only
1	Operating Costs and Environmental Metrics	Cleaning	A67	Total Cleaning Expenditure	$A62 + A63 + A64 + A65$

1	Operating Costs and Environmental Metrics	Cleaning	A68	Gross Floor Area cleaned	Use GFA of buildings cleaned. This figure may be the GFA figure reported under Institutional Gross Floor Area (GFA) above or it may be less. Note: the figure will in all cases be greater than the area actually cleaned (due to plant rooms, lift wells and other uncleaned areas) but to allow a consistent measure for comparison across institutions survey respondents should use the GFA of buildings cleaned, not the actual area cleaned. Do not include costs of cleaning Student Residences.
1	Operating Costs and Environmental Metrics	Cleaning	A69	Cost of Cleaning Buildings per m ²	Benchmark . Note: this excludes General Waste (A 65) and Contaminated waste (A 66)
1	Operating Costs and Environmental Metrics	Cleaning	A70	Total Cost Cleaning per m ²	Benchmark . Note: this excludes contaminated waste (A 66)
1	Operating Costs and Environmental Metrics	Cleaning	A71	Total Cost Cleaning \$/EFTSL	Benchmark . Note: this excludes contaminated waste (A 66)
1	Operating Costs and Environmental Metrics	Cleaning	A72	In-house Staff Cost as % Total Clean Costs	Benchmark
1	Operating Costs and Environmental Metrics	Cleaning	A73	Customer Satisfaction Rating	Enter customer satisfaction rating as obtained from customer satisfaction surveys. If your ratings are not on a 0-5 point scale, normalise them accordingly.
1	Operating Costs and Environmental Metrics	Energy	A76-A100	Energy	Energy consumed in the operation of the institution's built assets/buildings, including electricity (including green energy purchases and renewables), natural gas, LPG, SNG, diesel and other energy sources. Convert all energy sources consumed to Giga-joules (GJ) using the calculator provided on the TEFMA Website. Include all energy sources (gas, steam, electricity) at point of purchase. If Gas is purchased & used to generate electricity do not count twice. Include net energy consumed from co-generation plant.
1	Operating Costs and Environmental Metrics	Energy	A76	Electricity (gross) (GJ)	Electricity purchased directly from your energy retailer, supplied directly from grid. Include ALL GJ purchased, including any green energy.
1	Operating Costs and Environmental Metrics	Energy	A77	Electricity retail- Green Energy %	Green energy or Green power content of the gross electricity purchased from your electricity retailer (as reported in A 76). Report as a percentage of gross kWh purchased (eg 10%, 20%) Note: this is NOT the green content of your retailer's energy. This is the contracted amount, if any, that you purchase at a premium price from your retailer.
1	Operating Costs and Environmental Metrics	Energy	A78	Natural gas (GJ)	Gas purchased directly from your energy retailer, supplied directly from grid.
1	Operating Costs and Environmental Metrics	Energy	A79	LPG (GJ)	LPG (propane, butane) purchased directly from your LPG gas supply companies and stored and consumed on-site.
1	Operating Costs and Environmental Metrics	Energy	A80	SNG (GJ)	Substitute (or synthetic) natural gas purchased directly from your gas retailer and stored and consumed on-site.
1	Operating Costs and Environmental Metrics	Energy	A81	Diesel (GJ)	Fuel used to operate generators (including routine testing)
1	Operating Costs and Environmental Metrics	Energy	A82	Other (TBA) (GJ)	Any other stationary energy consumed on-site and not included above (eg, coal, wood).
1	Operating Costs and Environmental Metrics	Energy	A83	On-site renewables (gross renewables generated on-site) (GJ)	Include all renewable GJ generated onsite using PV/solar, wind, geo-thermal, etc. This is gross renewables generated on-site and includes energy consumed by institution and exported to grid.
1	Operating Costs and Environmental Metrics	Energy	A84	On-site renewables (generated & exported) (GJ)	If institution exported renewable energy generated onsite during the reporting period, report total GJ exported here.
1	Operating Costs and Environmental Metrics	Energy	A85	Exported energy (non-renewables) (GJ)	Report here (in GJ) any other non-renewable energy generated onsite and exported from site. For example, if you burn gas to generate electricity (eg via co-generation or tri-generation) and export electricity or heat/steam, please estimate the total energy (GJ) exported and report here.
1	Operating Costs and Environmental Metrics	Energy	A86	Total Stationary Energy Consumed per annum	Annual consumption of energy must include all electricity (including green energy purchases), natural gas, LPG, SNG, diesel used in operating your buildings PLUS any renewable energy produced and consumed on-site.
1	Operating Costs and Environmental Metrics	Energy	A87	Annual Expenditure on Energy Purchase	Include only the cost of energy purchased from third parties. Exclude any operating or capital costs associated with producing energy onsite. Include the cost of all energy sources consumed and ensure that this amount relates to the reported "Total GFA supplied with Energy". Include ALL energy-related expenditure such as distribution and network costs and charges, fees and depreciation for capital invested in co-generation/tri-generation plant.
1	Operating Costs and Environmental Metrics	Energy	A88	Total GFA supplied with Energy	Ensure that the "Total GFA supplied with energy" matches the total reported energy consumed.
1	Operating Costs and Environmental Metrics	Energy	A89	Total UFA supplied with Energy	Ensure that the "Total UFA supplied with energy" matches the total reported energy consumed.
1	Operating Costs and Environmental Metrics	Energy	A90	Total renewable energy generated onsite as % of total energy consumed onsite	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A91	Total renewable energy (including any purchased "green" energy) as % of total energy consumed onsite	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A92	Energy Cost per m2 (GFA)	Benchmark

1	Operating Costs and Environmental Metrics	Energy	A93	Energy Cost per m2 (UFA)	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A94	Energy Cost per EFTSL	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A95	Energy Cost per EFTSL+FTE	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A96	Average Cost per KWh (cents/KWh)	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A97	Total Energy Consumed (GJ/m2GFA)	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A98	Total Energy Consumed (GJ/m2UFA)	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A99	Total Energy Consumed (GJ/EFTSL)	Benchmark
1	Operating Costs and Environmental Metrics	Energy	A100	Total Energy Consumed (GJ/EFTSL+FTE)	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	A103-A117	Carbon emissions	Equivalent emissions arising from the consumption of various stationary energy sources including, but not limited to, electricity (including green energy purchases), natural gas, LPG, SNG and diesel (Scope 1&2). Equivalent emissions arising from other activities undertaken by the institution (Scope 3)
1	Operating Costs and Environmental Metrics	Carbon	A103	Gross CO2-e (Scope 1&2)	This is a GROSS Scope 1 & 2 emissions and should include an allowance for carbon for ALL KWH consumed on site, including on-site renewables, using the same conversion factor as a KWH/GJ consumed directly from the grid. This figure represents the gross amount of carbon that your institution would have "emitted" had it not implemented carbon mitigation strategies or initiatives (eg "green" energy purchases, on-site renewables) or purchased accredited offsets. If you export energy to grid exclude this amount from your Gross CO2-e figure. For further information on what constitutes GROSS Scope 1 & 2 emissions please refer to the Benchmark Survey Resources available at the TEFMA web site.
1	Operating Costs and Environmental Metrics	Carbon	A104	On-site renewables (generated & consumed)	Carbon mitigated (in tCO2-e) by the gross production (ie energy generated & consumed) of onsite renewables (PV/solar, wind, geo-thermal, etc). Convert total kWh of renewable energy generated and consumed onsite to tCO2-e using the prevailing carbon equivalent conversion factor for electricity in your region, State or country.
1	Operating Costs and Environmental Metrics	Carbon	A105	On-site renewables (generated & exported)	Total kWh of renewable energy generated and exported to grid converted to tCO2-e using the prevailing carbon equivalent conversion factor for electricity in your region, State or country.
1	Operating Costs and Environmental Metrics	Carbon	A106	Green Power / Green Energy	Carbon mitigated (in tCO2-e) from the purchase of green energy/green power from your energy retailer.
1	Operating Costs and Environmental Metrics	Carbon	A107	Carbon offsets	TEFMA has opted for Australia's National Carbon Offset Standard (NCOS) and a draft revised version of the NCOS (Version 2) as the reference for the purposes of defining and reporting carbon offsets. The draft standard can be found at the TEFMA website. If your region has an alternative standard for defining and reporting carbon offsets, please feel free to use it.
1	Operating Costs and Environmental Metrics	Carbon	A108	Total Scope 1&2 CO2-e Offset t CO2-e	A104 + A105 + A106 + A107
1	Operating Costs and Environmental Metrics	Carbon	A109	Net CO2-e (Scope 1&2) t CO2-e	A103 - A108
1	Operating Costs and Environmental Metrics	Carbon	A110	Carbon mitigated as % of Total CO2-e (Scope 1&2) %	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	A111	Gross CO2-e (Scope 3) - optional	Reporting of Scope 3 emissions is optional. If you opt to report Scope 3 emissions please use emission factors and calculators relevant to your region and/or emissions data supplied by your service providers (eg for air travel). Note: reporting of Scope 3 emissions is not limited to Stationary Energy (ie transmission losses). Feel free to report any or all Scope 3 emissions data (eg air-travel, animal-related, waste-related, water-related, etc, etc) captured by your institution
1	Operating Costs and Environmental Metrics	Carbon	A112	GFA relating to CO2-e (Scope 1&2)	Total GFA relating to CO2-e (Scope 1&2) must align with reported "Gross CO2-e (Scope 1&2)" emissions. Note: if for any reason you elect to exclude some of your institution's GFA from your GFA relating to CO2-e (Scope 1&2)" then you must likewise exclude any emissions relating to that GFA.
1	Operating Costs and Environmental Metrics	Carbon	A113	UFA relating to CO2-e (Scope 1&2) m2UFA	Total UFA relating to CO2-e (Scope 1&2)" must align with reported Gross CO2-e (Scope 1&2) emissions. Note: if for any reason you elect to exclude some of your institution's UFA from your UFA relating to CO2-e (Scope 1&2) then you must likewise exclude any emissions relating to that UFA.
1	Operating Costs and Environmental Metrics	Carbon	Reporting Tool	Gross Carbon Emitted (kg/m2GFA/yr)	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	Reporting Tool	Gross Carbon Emitted (kg/m2UFA/yr)	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	Reporting Tool	Gross Carbon Emitted (kg/EFTSL/yr)	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	Reporting Tool	Gross Carbon Emitted (kg/EFTSL+FTE/yr)	Benchmark

1	Operating Costs and Environmental Metrics	Carbon	A114	Net Carbon Emitted (kg/m2GFA/yr)	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	A115	Net Carbon Emitted (kg/m2UFA/yr)	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	A116	Net Carbon Emitted (kg/EFTSL/yr)	Benchmark
1	Operating Costs and Environmental Metrics	Carbon	A117	Net Carbon Emitted (kg/EFTSL+FTE/yr)	Benchmark
1	Operating Costs and Environmental Metrics	Grounds Maintenance	A120-A125	Grounds maintenance	All actions necessary for retaining soft and hard landscaping in or restoring it to its original condition. (NCRB) Do not include construction or major redevelopment. Include grass cutting, garden bed maintenance, plant trimming, tree pruning, repairs to irrigation systems (excluding maintenance of pumping stations and other pumping systems), maintenance of grounds plant and equipment, litter removal, road sweeping, cleaning of open drains and chemical spraying of herbicides & pesticides. Exclude all items listed under "building maintenance". Include sporting ovals maintenance (if centrally funded) and include associated hectares under "Effective Area of grounds maintained from these funds".
1	Operating Costs and Environmental Metrics	Grounds Maintenance	A120	Grounds maintenance professional and field staff salaries, wages & on-costs	Include all salaries and wages of in-house staff involved directly (eg groundspersons, curators, supervisors) and indirectly (FM support staff - refer note on Page 1 of these Guidelines) in grounds maintenance activities. Include the cost of any redundancy payments made during the reporting period
1	Operating Costs and Environmental Metrics	Grounds Maintenance	A121	Materials and contracts for grounds maintenance	All materials, plant and equipment used by in-house staff plus all contract costs of maintaining soft and hard landscaping. Do not include landscape construction or major reconstruction
1	Operating Costs and Environmental Metrics	Grounds Maintenance	A122	Total Grounds Maintenance Expenditure(\$)	A120 + A121
1	Operating Costs and Environmental Metrics	Grounds Maintenance	A123	Effective Area of grounds maintained from these funds.	If a substantial part of the campus is not actively maintained on a regular basis, weight this area by an appropriate factor. For example, if your total grounds area is 80 Ha but only 20 Ha is actively maintained, you should "de-rate" the 60Ha by an appropriate factor, for example 0.3. Therefore, in this example, you may wish to record "Effective Area of Grounds maintained from these funds" (Column 71) as 20 Ha + [0.3 x 60] Ha (or 38 Ha in total). Do not deduct the footprint areas of buildings, roads, lakes, etc. If you maintain facilities such as farms or large pastoral holdings you may wish to exclude both the costs and areas associated with the maintenance of these altogether or "de-rate" them to a much higher degree (eg at a rate of 0.05 - 0.1, or de-rated by a factor of 90 to 95% percent)
1	Operating Costs and Environmental Metrics	Grounds Maintenance	A124	Maintenance Expenditure per Hectare (\$ per Ha)	Benchmark
1	Operating Costs and Environmental Metrics	Grounds Maintenance	A125	Customer Satisfaction Rating (0-5)	Enter customer satisfaction rating as obtained from customer satisfaction surveys. If your ratings are not on a 0-5 point scale, normalise them accordingly.
1	Operating Costs and Environmental Metrics	Security	A128-A137	Security	Actions & activities necessary to provide minimum risk to property and personnel at the institution. (Note: (i) do not include expenditure on major installations of or upgrades to mechanical or electronic security systems and (ii) the sections of the survey relating to Security and Parking are separate. It is appreciated that some institutions carry out these two functions under one organisational unit. If security & parking duties are shared among staff in the same section, please estimate the proportions of time & other costs spent on each and apportion accordingly.
1	Operating Costs and Environmental Metrics	Security	A128	Security Staff wages, Admin & Prof Staff Salaries plus on-costs	Include all salaries & wages of in-house staff involved directly (eg CMS operators, guards, supervisors) & indirectly (FM support staff - refer note on p1 of Guidelines) in security activities. Include the cost of any redundancy payments made during the reporting period
1	Operating Costs and Environmental Metrics	Security	A129	Security Contracts	Include the total costs of all contracts with external security patrol organisations
1	Operating Costs and Environmental Metrics	Security	A130	Other Security Costs	Include costs of any other security contracts (eg maint agreements on CMS equipment, comms hardware [eg radios], remote monitoring of alarms, etc). Do not include the costs of maintaining electronic access or monitoring systems (eg Cardax, CCTV). These costs should be included under the maintenance section of the survey.
1	Operating Costs and Environmental Metrics	Security	A131	Total Security Expenditure	A128 + A129 + A130
1	Operating Costs and Environmental Metrics	Security	A132	GFA under Security Patrol	Report the Gross Floor Area (GFA) of the Buildings patrolled.
1	Operating Costs and Environmental Metrics	Security	A133	Cost of Security per m2 (GFA) (\$ per m2)	Benchmark
1	Operating Costs and Environmental Metrics	Security	A134	Cost of Security per Hectare (\$ per Ha)	Benchmark
1	Operating Costs and Environmental Metrics	Security	A135	Cost of Security per EFTSL (\$ per EFTSL)	Benchmark
1	Operating Costs and Environmental Metrics	Security	A136	In-house Staff Costs as % Total Security Costs	Benchmark
1	Operating Costs and Environmental Metrics	Security	A137	Customer Satisfaction Rating (0-5)	Enter customer satisfaction rating as obtained from customer satisfaction surveys. If your ratings are not on a 0-5 point scale, normalise them accordingly.

1	Operating Costs and Environmental Metrics	Parking	A140-A149	Parking	The orderly control of traffic & vehicular parking on campus, extending to institutionally owned or leased facilities off campus. Note: the sections of the survey relating to Security and Parking are separate. It is appreciated that some institutions carry out these functions under one organisational unit. If security & parking duties are shared among staff in the same section, please estimate the proportions of time & other costs spent on each and apportion accordingly. The primary aim here is to determine the full-cost of providing carparking services to your university community. These costs should include the cost of capital (ie include any interest paid on loans to construct or provide carparking facilities). It should also include any costs associated with the leasing of carparking facilities from others.
1	Operating Costs and Environmental Metrics	Parking	A140	Admin & Prof Staff Salaries + Parking Staff Wages & on-costs	Include all salaries/wages of in-house staff involved directly (eg parking administrators, attendants) and indirectly (FM support staff - refer note on Page 1 of these Guidelines) in parking activities. Include the cost of any redundancy payments made during the reporting period
1	Operating Costs and Environmental Metrics	Parking	A141	Non Salary/Wage Costs of Parking	Include all other costs of maintaining, line marking, lighting and cleaning parking facilities. Include interest charges associated with capital costs and any costs to lease carparking spaces.
1	Operating Costs and Environmental Metrics	Parking	A142	Total Cost of Parking Systems	A140 + A141
1	Operating Costs and Environmental Metrics	Parking	A143	Total Number of user-pays Parking Spaces available	All parking spaces (on land controlled by the institution) for which a fee (hourly, daily, monthly, annual) is charged, regardless of whether or not the car park is covered/uncovered or sealed/unsealed. Include any carparking spaces leased by the institution
1	Operating Costs and Environmental Metrics	Parking	A144	Total Number of "free" Parking Spaces available	All parking spaces (on land controlled by the institution) for which no fee is charged, regardless of whether or not the car park is covered/uncovered or sealed/unsealed. Include any carparking spaces leased by the institution. Include all free on-campus parking spaces including those used by university vehicles and other service personnel. Do not include any parking spaces on land NOT under the control of the institution (eg Local Council controlled on-street parking)
1	Operating Costs and Environmental Metrics	Parking	A145	Total # of Parking Spaces available (incl. non-leased & leased)	A143 + A144
1	Operating Costs and Environmental Metrics	Parking	A146	Total # of parking spaces that are leased	A leased space is a car space provided by a third party (ie a car space not owned by the institution). In most cases this will be supplementary off-campus/nearby carparking provided and operated by a private operator.
1	Operating Costs and Environmental Metrics	Parking	A147	Number of car parking spaces per 100 EFTSL (No/100 EFTSL)	Benchmark
1	Operating Costs and Environmental Metrics	Parking	A148	Number of car parking spaces per FTE Staff (No/FTE Staff)	Benchmark
1	Operating Costs and Environmental Metrics	Parking	A149	Customer Satisfaction Rating (0-5)	Enter customer satisfaction rating as obtained from customer satisfaction surveys. If your ratings are not on a 0-5 point scale, normalise them accordingly.
1	Operating Costs and Environmental Metrics	Water	A153-A180	Water	Mains supply, bore water, rivers, lakes & streams, treated effluent and harvested water consumed for potable (eg drinking) and non-potable (eg irrigation) purposes.
1	Operating Costs and Environmental Metrics	Water	A153	Mains Supply	Water supplied by your local water supply authorities, generally delivered to site in pipes and metered at point of supply for billing purposes.
1	Operating Costs and Environmental Metrics	Water	A154	Bore Water	Bore water sourced from onsite bores for onsite use only. Exclude bore water sourced offsite (eg by a water retailer) and pumped/piped/reticulated to site.
1	Operating Costs and Environmental Metrics	Water	A155	Rivers, Lakes & Streams	Water extracted from a river, lake or stream, often under a licence agreement, for non-potable uses such as irrigation.
1	Operating Costs and Environmental Metrics	Water	A156	Treated Effluent	Treated effluent includes any of the following: (i) effluent treated by a local authority's treatment facility and piped to site for non-potable purposes such as irrigation, or (ii) effluent treated onsite by the institution's own sewerage treatment plant, or (iii) effluent treated and reused from agricultural facilities and activities (eg piggeries, feedlots, dairies, etc). Institutions may wish to report further sources of treated effluent under this section..
1	Operating Costs and Environmental Metrics	Water	A157	Harvested Water	Non-potable water captured on-site and stored in tanks or lakes for later non-potable use (eg irrigation, toilets, etc). Provide estimate of consumption where no metered consumption data available.
1	Operating Costs and Environmental Metrics	Water	A158	Other	Any other water consumed on site which has not been reported above.
1	Operating Costs and Environmental Metrics	Water	A159	Total Water Consumption (kL)	A153 + A154 + A155 + A156 + A157 + A158
1	Operating Costs and Environmental Metrics	Water	A160	Mains Supply as % of Total Consumption	Benchmark
1	Operating Costs and Environmental Metrics	Water	A161	On-site capacity for harvesting & storing water (tanks) (L)	Total installed tank capacity for harvesting rainwater - in litres (L).
1	Operating Costs and Environmental Metrics	Water	A162	On-site capacity for harvesting & storing water (other) (L)	Total capacity of all other available water storage facilities (eg lake) - in litres (L)
1	Operating Costs and Environmental Metrics	Water	A163	Cost of Purchasing Water	Total billed cost of water to your institution. Include excess water charges. Include an estimate of cost for acquiring bore water and grey water, where appropriate. Include the costs of any penalties paid by the institution during the reporting period (eg an extra charge levied by your retailer for the late payment of a bill)

1	Operating Costs and Environmental Metrics	Water	A164	Other water related charges	Costs associated with the disposal of waste water. Costs should included trade waste charges, pedestal taxes and any other costs associated with the disposal of waste water, as billed by your local authority.
1	Operating Costs and Environmental Metrics	Water	A165	GFA Serviced with Water	Total "GFA Serviced with Water" must align with reported "Total Water Consumption". Note: if for any reason you elect to exclude some of your institution's GFA from your "GFA Serviced with Water" then you must likewise exclude any water consumption relating to that GFA.
1	Operating Costs and Environmental Metrics	Water	A166	UFA Serviced with Water	Total "UFA Serviced with Water" must align with reported "Total Water Consumption". Note: if for any reason you elect to exclude some of your institution's UFA from your "UFA Serviced with Water" then you must likewise exclude any water consumption relating to that UFA.
1	Operating Costs and Environmental Metrics	Water	A167	Hectares actively maintained from Central Funds (Ha)	If a substantial part of the campus is not actively maintained on a regular basis, weight this area by an appropriate factor. For example, if your total grounds area is 80 Ha but only 20 Ha is actively maintained, you should "de-rate" the 60Ha by an appropriate factor, for example 0.3. Therefore, in this example, you may wish to record "Effective Area of Grounds maintained from these funds" (Column 71) as 20 Ha + [0.3 x 60] Ha (or 38 Ha in total). Do not deduct the footprint areas of buildings, roads, lakes, etc. If you maintain facilities such as farms or large pastoral holdings you may wish to exclude both the costs and areas associated with the maintenance of these altogether or "de-rate" them to a much higher degree (eg at a rate of 0.05 - 0.1, or de-rated by a factor of 90 to 95% percent)
1	Operating Costs and Environmental Metrics	Water	A168	Unit Cost of Purchasing Water (\$/kL)	Benchmark
1	Operating Costs and Environmental Metrics	Water	A169	Unit Cost of Water (purchase and disposal) (\$/kL)	Benchmark
1	Operating Costs and Environmental Metrics	Water	A170	Cost of Water (purchase & disposal) (\$/m2GFA)	Benchmark
1	Operating Costs and Environmental Metrics	Water	A171	Water Consumed (Mains Supply) - KL/m2GFA	Benchmark
1	Operating Costs and Environmental Metrics	Water	A172	Water Consumed (Mains Supply) - KL/m2UFA	Benchmark
1	Operating Costs and Environmental Metrics	Water	A173	Water Consumed (Mains Supply) - KL/EFTSL	Benchmark
1	Operating Costs and Environmental Metrics	Water	A174	Water Consumed (Mains Supply) - KL/EFTSL+FTE	Benchmark
1	Operating Costs and Environmental Metrics	Water	A175	Water Consumed (Mains Supply) - Hectare	Benchmark
1	Operating Costs and Environmental Metrics	Water	A176	Water Consumed (All sources) - KL/m2GFA	Benchmark
1	Operating Costs and Environmental Metrics	Water	A177	Water Consumed (All sources) - KL/m2UFA	Benchmark
1	Operating Costs and Environmental Metrics	Water	A178	Water Consumed (All sources) - KL/EFTSL	Benchmark
1	Operating Costs and Environmental Metrics	Water	A179	Water Consumed (All sources) - KL/EFTSL+FTE	Benchmark
1	Operating Costs and Environmental Metrics	Water	A180	Water Consumed (All sources) - KL/Hectare	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A182-A203	Waste	General, regulated and recyclable waste generated by the institution including, but not limited to, waste to landfill, co-mingled, office paper, cardboard, food organics, green waste and e-Waste
1	Operating Costs and Environmental Metrics	Waste	A182	Waste to Landfill (all sources)	All waste to landfill based on data provided by your waste contractor(s). Exclude major construction waste.
1	Operating Costs and Environmental Metrics	Waste	A183	Co-mingled / Mixed Recycling	Co-mingled waste includes glass, aluminium, plastic, paper and cardboard containers.
1	Operating Costs and Environmental Metrics	Waste	A184	Office Paper	Paper collected and recycled from offices, computer labs, libraries, etc. Include confidential materials.
1	Operating Costs and Environmental Metrics	Waste	A185	Cardboard	Include all cardboard material collected and recycled. If cardboard and paper waste streams are combined report total combined weight in A180 (via aforementioned table below)
1	Operating Costs and Environmental Metrics	Waste	A186	Food Organics	Organic food waste includes meat, dairy products, citrus, oil, bones, liquids, breads and baked products, coffee grounds, paper (such as serviettes), sugar sachets, tea bags, and paper coffee cups, etc.
1	Operating Costs and Environmental Metrics	Waste	A187	Green/Garden Waste	Green waste refers to biodegradable waste (ie waste that can decompose naturally and organically) such as grass cuttings, hedge trimmings, etc.
1	Operating Costs and Environmental Metrics	Waste	A188	eWaste	E-waste is a popular, informal name for electronic products nearing the end of their "useful" lives such as computers, copiers, fax machines, televisions, VCRs, stereos, etc.

1	Operating Costs and Environmental Metrics	Waste	A189	Regulated waste (gross)	Regulated waste is waste that generally cannot be disposed of as landfill. Waste streams include: chemical, pathological, radio-active, bio-hazardous, clinical, animal and pharmaceutical. Regulated waste typically requires specific treatment and handling. Waste streams and management may differ between states. It is recognised that in some states certain regulated wastes are disposed of in landfill. Survey respondents may chose to report such wastes as Regulated Waste or as Waste to Landfill (all sources). It is also recognised that some regulated waste products are recyclable. If your institution recycled any regulated waste in the reporting period please report the gross amount under "Regulated waste (recycled)" below.
1	Operating Costs and Environmental Metrics	Waste	A190	Regulated waste (recycled)	It is recognised that some regulated waste products are recyclable. If your institution recycled any regulated waste in the reporting period please report the gross amount here.
1	Operating Costs and Environmental Metrics	Waste	A191	Total Waste (all streams)	A182 + A183 + A184 + A185 + A186 + A187 + A188
1	Operating Costs and Environmental Metrics	Waste	A192	GFA relating to waste streams	Total "GFA relating to waste streams" must align with reported "Total Waste (all streams)". Note: if for any reason you elect to exclude some of your institution's GFA from your GFA relating to waste streams then you must likewise exclude any waste relating to that GFA.
1	Operating Costs and Environmental Metrics	Waste	A193	UFA relating to waste streams	Total "UFA relating to waste streams" must align with reported "Total Waste (all streams)". Note: if for any reason you elect to exclude some of your institution's UFA from your "UFA relating to waste streams" then you must likewise exclude any waste relating to that UFA.
1	Operating Costs and Environmental Metrics	Waste	A194	Diversion rate (%) - Recyclables (1)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A195	Diversion rate (%) - Recyclables (1) + (2)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A196	Waste to Landfill per m2GFA (kg/m2GFA)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A197	Waste to Landfill per m2UFA (kg/m2UFA)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A198	Waste to Landfill per EFTSL (kg/EFTSL)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A199	Waste to Landfill per EFTSL+FTE (kg/EFTSL+FTE)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A200	Waste to Landfill + Recyclables (1) & (2) per m2GFA (kg/m2GFA)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A201	Waste to Landfill + Recyclables (1) & (2) per m2UFA (kg/m2UFA)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A202	Waste to Landfill + Recyclables (1) & (2) per EFTSL (kg/EFTSL)	Benchmark
1	Operating Costs and Environmental Metrics	Waste	A203	Waste to Landfill + Recyclables (1) & (2) per EFTSL+FTE (kg/EFTSL+FTE)	Benchmark
1	Operating Costs and Environmental Metrics	Building Operating Costs	A205-A212	Building Operating costs	The sum of the costs of providing maintenance, energy, security & cleaning services to buildings. Operating cost benchmarks will only be computed if cost data is submitted for all four operating cost areas.
1	Operating Costs and Environmental Metrics	Building Operating Costs	A205	Total Op Costs (Maint, Cleaning, Security & Energy) (\$)	Benchmark
1	Operating Costs and Environmental Metrics	Building Operating Costs	A206	Operating Costs per m2 (GFA) (\$/m2)	Benchmark
1	Operating Costs and Environmental Metrics	Building Operating Costs	A207	Operating Costs per EFTSL (\$/EFTSL)	Benchmark
1	Operating Costs and Environmental Metrics	Building Operating Costs	A208	Operating Costs as % of ARV	Benchmark
1	Operating Costs and Environmental Metrics	Building Operating Costs	A209	Institution's Operating Grant	Operating grant provided by your funding authority (eg Federal Government) for normal teaching, learning and research activities of the Institution. Do not include extra funds gained through research contracts, consultancies or competitive grants, fees and charges, investment income, royalties, trademarks, licences, state or local government income or through International Student Fees or fund raising activities. For example, in Australia this equates to the sum of the "Australian Government Financial Assistance" and the "HECS-HELP - Australian Government Payment". NOTE: if you are submitting data on a campus basis please apportion the Institution's Operating Grant between campuses. If you are not reporting all campuses please ensure that you properly proportion the reported Operating Grant between campuses reported and those not reported (ie to avoid overstating the quantum). If you have any queries regarding this definition please discuss with the survey administrator (brian.fenn@optusnet.com.au).
1	Operating Costs and Environmental Metrics	Building Operating Costs	A210	Total Institutional Revenue (all sources)	Total on-shore revenue as reported in the institution's annual financial accounts. Include all sources of on-shore income, including bequests and donations. (Note: refer definition of "Institution's Operating Grant" above).
1	Operating Costs and Environmental Metrics	Building Operating Costs	A211	Building Op Costs as % of Institution's Operating Grant	Benchmark
1	Operating Costs and Environmental Metrics	Building Operating Costs	A212	Building Op Costs as % of Total Inst Revenue	Benchmark

1	Operating Costs and Environmental Metrics	Additional Building Operating Costs	A214	Total general rates paid by institution	General rates are paid by property owners to help pay for services provided by councils and to maintain local roads, council facilities and public open spaces such as parks and gardens. Councils use property values as the basis for calculating how much each property owner pays in rates. Where property is used for public, religious, charitable, or educational purposes it may be eligible for exemption from paying general rates. Exemptions can be applied for and are frequently granted to organisations such as universities. Rates relating to residential properties, which are owned and operated by the institution, should be excluded.
1	Operating Costs and Environmental Metrics	Additional Building Operating Costs	A215	Total land taxes paid by institution	Land tax is an annual state-based levy calculated each year on all unimproved land and/or property owned by your institution. Land value is usually determined by your state or local council. Each state has its own rates of land tax, time of year it is calculated, and threshold for when it becomes applicable. Exemptions can be applied for and are frequently granted.
1	Operating Costs and Environmental Metrics	Additional Building Operating Costs	A216	Total building insurance premiums paid by institution	Building insurance (aka property insurance) is a risk transfer mechanism that protects an institution's physical assets from "defined perils" such as fire, explosions, burst pipes, storms, theft and vandalism. Insurance cover typically excludes losses from civil unrest, earthquakes, floods, gradual wear and tear and asbestos unless those risks are added to the policy. Physical assets covered by building insurance include buildings and internal services, fit-outs, furniture, fittings and equipment. Building insurance excludes professional indemnity and public liability, the loss of research, intellectual property and any business losses arising from the event.
1	Operating Costs and Environmental Metrics	Additional Building Operating Costs	A217	Total building lease payments paid by institution	A lease payment is an amount paid to a landlord in rent and out-goings to lease buildings, spaces and facilities from others to carry out teaching, research and other university-related activities. Lease payments received by the institution for space leased to others (ie institution as landlord) should be excluded. NOTE: if you opt to include any leased GFA under any of the following sections: maintenance, cleaning, security, energy and water, together with the relevant operating costs, then these operating costs must then be excluded from the out-goings reported in this question. This is necessary to avoid reporting the relevant operating cost twice.
2	Strategic Asset Management (SAM) and Space Management	SAM	Discontinued (2021)	Strategic Asset Management	The purpose of the SAM self-assessment tool is to measure, using a range of criteria, the extent to which an institution has embraced strategic asset management principles. A high score is indicative of an institution that has developed, documented and implemented comprehensive plans across all FM functional areas. These plans are regularly reviewed and have institutional support.
2	Strategic Asset Management (SAM) and Space Management	Space Management	Discontinued (2021)	Space Management	The purpose of the space management self-assessment tool is to measure, using a range of compliance statements, the extent to which an institution has embraced space management principles. A high score is indicative of an institution that has successfully developed and implemented an accurate and well-managed space data-base. Management systems are in place, & space norms used, for allocating space; space utilisation rates are measured; and space is mapped electronically and linked to the FM operational data-base.
3	Space Type & Utilisation		C1-C25		Please refer to the guidelines available within the Space Type and Utilisation survey
4	Security Management	Security Management	D1		Crisis Management, Fire Management and Offences on campus
4	Security Management	Security (Offences)	D2	Murder	The unlawful killing of another person where there is either the intent to kill, the intent to cause grievous bodily harm, with the knowledge that it was probable that death or grievous bodily harm would occur (reckless indifference to life), or without intent to kill in the course of committing a crime.
4	Security Management	Security (Offences)	D3	Aggravated Sexual assault (Rape)	Physical contact of a sexual nature directed toward another person where that person does not give consent, gives consent as a result of intimidation or fraud, or consent is proscribed (i.e. the person is legally deemed incapable of giving consent because of youth, temporary/permanent (mental) incapacity or there is a familial relationship) involving sexual intercourse (i.e. oral sex and/or penetration of either the vagina or anus by any part of the human body or by any object).
4	Security Management	Security (Offences)	D4	Robbery	The unlawful taking of property, with intent to permanently deprive the owner of the property, from the immediate possession, control, custody or care of a person, accompanied by the use, and/or threatened use of immediate force or violence.
4	Security Management	Security (Offences)	D5	Aggravated Assault	The direct (and immediate/confrontational) infliction of force, injury or violence upon a person or persons or the direct (and immediate/confrontational) threat of force, injury or violence where there is an apprehension that the threat could be enacted, involving any of the following aggravating circumstances: - causing serious bodily injury; - carried out in company; - carried out using a weapon; - carried out with the intent of preventing apprehension or committing a felony; or - committed with the intent to recklessly endanger life or cause injury.
4	Security Management	Security (Offences)	D6	Unlawful Entry with Intent/ Burglary	The unlawful entry of a structure with the intent to commit an offence where the entry is either forced or unforced.
4	Security Management	Security (Offences)	D7	Theft	The unlawful taking or obtaining of money or goods not involving the use of force, threat of force or violence, coercion or deception, with the intent to permanently or temporarily deprive the owner or possessor of the use of the money or goods, or the receiving or handling of money or goods obtained unlawfully.
4	Security	Security (Offences)	D8	Motor Vehicle Theft	The taking of another person's motor vehicle illegally and without permission with the intent of either temporarily or permanently depriving the owner or possessor of the use of the motor vehicle.
4	Security Management	Security (Offences)	D9	Property Damage by Fire (Arson)	The wilful and unlawful destruction, damage or defacement of property caused by fire or explosion. For this subdivision, 'property' means something of a tangible nature, including money, land, conveyances, animals, capable of being owned either privately or publicly. For this subdivision 'destruction' means altering the property in any way so as to render it imperfect or inoperative.
4	Security Management	Security (Offences)	D10	Other Property Damage (Graffiti and Vandalism)	Graffiti: The wilful and unlawful destruction, damage or defacement of property caused by the application of substances (e.g. paint, posters and/or plastic, metal or wood based compounds) to the surface of the property. Property Damage: The wilful and unlawful destruction, damage or defacement of property caused by Vandalism.

4	Security Management	Security (Crisis Mgt)	D11	Crisis Management Plan (CMP)	Crisis management is the process by which an organization deals with a major event that threatens to harm the organization, its stakeholders, or the general public. The crisis management methodology of an organization is called its Crisis Management Plan. (Note: Business Continuity Planning, Disaster Recovery, etc are subordinate, but essential parts, of an institution's crisis management activities).
4	Security Management	Security (Evacuations)	D13	Percentage of warden positions filled	This is the percentage of identified/established warden positions filled by qualified/trained staff during the reporting period
5	Energy & Carbon	Energy & Carbon	E2	Carbon Management Plan	A carbon management plan identifies the carbon impact of an organisation and establishes strategies and plans for managing and mitigating that impact by taking the right action to manage emissions. An Energy Management Plan is a significant component of a Carbon Management Plan. Also known as a Climate Action Plan
5		Energy & Carbon	E7	Total staff (FTE) working on carbon management	Only include staff whose carbon, energy, water & waste management responsibilities are formally recognised in their PDs. Carbon management roles are primary and/or specific to the position's purpose and can be a proportion of the staff member's working hours (report as FTE). Ignore PDs which contain generic, "catch-all" statements about a staff member's obligation to care for the environment, to save energy, etc and staff who may occasionally take on minor ad-hoc sustainability tasks or projects. Exclude sustainability roles/tasks that do not relate to carbon mitigation, energy, water and waste mgt (eg transport, sustainable procurement, compliance, etc).
5	Energy and carbon	Energy & Carbon	E67	Energy audits and surveys	Energy audits and surveys are investigations of energy use in a defined area, site or organisation. They enable an identification of energy use and costs, from which energy cost and consumption control measures can be implemented and reviewed.
5	Energy and carbon	Energy & Carbon	E69	LEVEL 1 Energy audit	A Site Walk through or Overview Audit comprising: - Energy audit complying with Level 1 as defined in Australian Standard AS3598:2000 - Analyse energy bills (Electricity & Gas), check tariffs & look for unusual seasonal usage patterns. - Seek the best tariffs available and recommend the best value for the client. Energy is costly, why pay more than you have to. - Perform a walk through inspection of the site & highlight where energy wastage typically occurs. - Create a short report that describes site energy usage, indicates areas of energy waste & approximately how much energy can be saved, cost estimates & payback periods for each initiative required to rectify. This is usually 40% accurate, as it is a big picture approach, without the detail. - Armed with this Level 1 Audit the client is better informed & can decide whether its worth while to proceed further to a Level 2 Energy Audit or Level 3 Energy Audit - where more detailed energy efficiency analysis is performed to extract many more site specific energy saving initiatives.
5	Energy and carbon	Energy & Carbon	E69	LEVEL 2 Energy audit	Standard Audit with brief recommendations - Includes all Level 1 tasks listed above. - Energy audit complying with Level 2 as defined in Australian Standard AS3598:2000 - Perform a more detailed inspection of the site to reveal energy wastage. - Major appliances that use energy are checked for energy efficiency. - Calibrated energy & temperature meters are used to assist in understanding site-specific energy usage patterns. - Pinpoint Energy Wastage on site thereby creating a shopping list of main issues for discussion & subsequent incorporation into an Action Plan forming part of say a 5 year business plan. - Provide a Report with recommendations listing energy saving initiatives, ie. Brief solutions are outlined that will reduce site energy wastage & improve energy efficiency. - Advice on expected energy savings & estimated costs to achieve savings. (~20% accuracy)
5	Energy and carbon	Energy & Carbon	E69	LEVEL 3 Energy audit	A Detailed Analysis Audit & targets maximum possible energy savings: - Includes all Level 1 & 2 tasks listed above. - Energy audit complying with Level 3 as defined in Australian Standard AS3598:2000 - Perform a thorough & detailed inspection of each building to reveal all energy wastage. - All appliances that use energy are checked for energy efficiency. - Calibrated energy & temperature loggers are used to drill down & understand actual energy usage patterns. - Perform onsite maximum demand measurements, graphing & analysis of the results. - Provide a detailed report with recommendations listing all energy saving initiatives, ie. solutions required to reduce energy wastage & improve energy efficiency. - Advice on expected energy savings & more accurate costs to achieve savings. - For each proposed energy initiative, if required - compilation of full lifecycle costing & payback period analysis for client financial assessment.
5	Energy and carbon	Energy & Carbon	E69	LEVEL 1/LEVEL 2 Energy audit	A combination of a LEVEL 1 and LEVEL 2 energy audit
5	Energy and carbon	Energy & Carbon	E69	LEVEL 2/LEVEL 3 Energy audit	A combination of a LEVEL 2 and LEVEL 3 energy audit
5	Energy and carbon	Energy & Carbon	E72	Real-time electricity metering capability	Real-time metering involves the use of smart meter technology to capture electricity use in real-time, thus providing the means to record and analyse electricity consumption and electrical demand data and better identify energy efficiency opportunities on a building by building basis. To calculate percentage add up the GFA of buildings that have real-time electrical meters installed and divide by institutional GFA

5	Energy and carbon	Energy & Carbon	E73, E75	Carbon emissions reporting scheme	The National Greenhouse and Energy Reporting (NGER) Act 2007 is the national framework under which Australian corporations must quantitatively report greenhouse gas emissions, energy consumption and production. Compliance with NGER is mandatory for corporations and facilities which exceed certain emission or energy consumption thresholds, and penalties apply for failing to register or report. Similar carbon reporting schemes operate throughout the Australasia region (eg New Zealand and Hong Kong)
6	Water	Water Planning	F2	Water Efficiency Management Plan (or WEMP)	A water efficiency management plan (or WEMP) maps out your onsite water usage on a facility by facility basis and/or by function and identifies strategies and plans for managing your overall water consumption. In some states it is mandatory to compile and submit WEMPs to local and/or state government authorities.
6	Water	Water Auditing and Assessments	F12	Water audit/assessment methodologies	<p>Survey Note: Choose one the following three options to best describe the level/scope of your water audit. If you have used more than one audit methodology choose the one that best reflects the overall approach to water auditing at your institution.</p> <p>Desktop Assessment ("Desktop") - based on a desktop review of existing asset data and reference to asset and plant/equipment registers, floor plans, etc where available. This approach is useful for a quick and broad review of buildings and facilities, identifying a small number of key issues and water saving opportunities. A brief desktop report listing opportunities, costs and savings is prepared. This level of auditing is typically undertaken in-house.</p> <p>Basic On-site Assessment ("Walk Through") – this approach is based on “walk-through” site inspections and a review of actual water consumption data and measurements for sample facility types. Major appliances are checked for efficiency. The costs and savings of water saving projects are analysed in more detail than in the desktop assessment. Building users and maintenance staff are consulted for comments on water usage. Some external resources (eg consultants, contractors) may be used to assist in specific on-site inspections.</p> <p>Detailed Assessment ("Crawl Through") – this approach is based more on detailed, “crawl through” inspections. The majority of water consuming devices and hardware in a high proportion of buildings is inspected and water usage analysed in detail, using fixed and temporary metering equipment. Water saving projects are identified and more accurately scoped and costed. Building users and maintenance staff are consulted for comments on water usage. This method is more resource intensive and may require the engagement of several consultants, such as engineers and building specialists</p>
6	Water		F18	Real-time water metering capability	Real-time metering involves the use of smart meter technology to capture water use in real-time, thus providing the means to record and analyse water consumption/demand data and better identify specific water efficiency opportunities. To calculate percentage add up the GFA of buildings that have real-time water meters installed.
7	Waste		G1-G38	Waste Management	<i>Waste management is an important element of environmental protection. Its purpose is to provide hygienic, efficient and economic solid waste storage, collection, transportation and treatment or disposal of waste without polluting the atmosphere, soil or water system.</i>
7	Waste		G2	Waste Audits/Assessments	A waste audit/assessment is a formal, structured process used to quantify the amount and types of waste being generated by an organisation. Information from audits & assessments help identify current waste practices and how they can be improved.
8	Capital Works	Capital Development	H1 - Ha13		<i>The Capital Works survey aims to capture data on major new building developments and capital refurbishments completed in the sector during the reporting period. The data provides members with valuable information on the current cost of construction across a range of project types, from basic multi-level car-parks through to complex research facilities. The survey is compulsory for Australian institutions, with the data collected and shared with the Federal Government under a formal agreement with TEFMA</i>
8	Capital Works	Capital Development	Ha4	Building Primary Function	In most cases the primary function will correlate to the apportionment of GFA in the building. For example, if 60% of your project's GFA is carpark, the primary function of the building is "carpark".
8	Capital Works	Capital Development	Ha9	Environmental rating scheme	Schemes include, but are not limited to, Green Star and NABERS. If more than one rating select the most relevant one
8	Capital Works	Capital Development	Ha12	Construction/Refurbishment Cost	The cost to construct/refurbish a building, excluding design fees, other charges, equipment and furniture. This is typically the final invoiced cost from the principal contractor/builder
8	Capital Works	Capital Development	Ha13	Total Project Cost	The cost to constructing/refurbish a building inclusive of design fees and charges
9	Facilities Condition & Functionality		I1-I15		<i>Please refer to the guidelines available within the Facilities Condition and Functionality survey</i>