

# Reclamation Manual

## Directives and Standards

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### Deferred Maintenance and Repairs (DM) Reporting Spreadsheet

An Excel spreadsheet will be used by the region/area office/facility manager to submit consolidated DM reports. A template will be distributed with the data call from the Policy and Administration's Asset Management Division. The following information will be provided for each DM activity reported:

- A. **Region.** Region responsible for reporting and updating data where the asset is located.
- B. **Area Office.** Area office responsible for reporting and updating data where the asset is located.
- C. **Field Office.** Field office responsible for reporting and updating data where the asset is located, as applicable.
- D. **Real Property Unique Identifier (RPUID)<sup>1</sup>.** Corresponds to RPUID in the Financial Business Management System (FBMS) and the Federal Real Property Profile (FRPP). Each asset reported must have an accompanying RPUID for reporting in the FRPP.
- E. **Project/Program.** The project or program of the activity reported.
- F. **Facility Name.** Facility where the activity will take place.
- G. **Activity Description.** The description entered in this field must reference the source description for the activity considered for DM. For example, the description of activities identified using the regional Budget Review Committee (BRC) Notebooks as a source must use the description provided in the Notebook. Activities using Dam Safety Information System (DSIS) as a source must use the description of the activity of a recommendation in the DSIS database, and for work orders, the description must reference Capital Asset and Resource Management Application (CARMA) or FBMS work order description. For activities that have multiple sources, please select the most descriptive source but reference all applicable sources outlined in L, Reporting Sources, below.
- H. **Initial Year Reported.** The fiscal year in which the activity was first reported as DM.
- I. **Heritage Asset DM Activity.** Y or N – Is the asset a National Historic Landmark (NHL)? Consult with cultural resources personnel to determine the correct response.

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<sup>1</sup> A unique alphanumeric code assigned to each asset reported in the Federal Real Property Profile.

# Reclamation Manual

## Directives and Standards

---

In order to be reported as Stewardship Property, Plant and Equipment (PP&E) Heritage Asset DM, the deferred activity must be specifically related to maintaining the historic integrity of an NHL asset or directly related to maintaining the space that houses museum property. DM specific to maintaining the museum objects, rather than the space that houses them, is not reported under this Directive and Standard. Activities related to DM of heritage assets that are not either an NHL or a space that houses museum property will be reported under general PP&E.

- J. **Fund.** Enter an “A” if the activity was planned to be funded with appropriated funds; enter a “P” if the activity was planned to be funded by power customer funds, revenues, or Bonneville Power Administration; or enter a “W” if the activity was planned to be funded in advance by water customers.
- K. **Asset Class.** The following codes for major asset classes shall be used in identifying the categories of DM: dams (D), dikes (DK), canal (C), tunnels (T), diversion dams (DD), pumping plants (PP), other related appurtenant features (OW), power facilities (P), buildings (B), fish facilities (F), bridges (BR), roads (R), or recreation facilities (REC).
- L. **Reporting Source.** Include the source for reporting: BRC Notebook, DSIS or Power Review Information System recommendation number, Work Order number from CARMA or FBMS, or Management Discretion. If the activity results from multiple sources, such as a recommendation and a work order, all sources must be listed in order to reduce duplicate entries.
- M. **BRC Request.** For activities deferred from the regional BRC Notebooks, include the requested funding from the extraordinary maintenance table of the initial year requested. Since this represents the initial funding estimate from the BRC notebook, this figure will not change, however, updated cost estimate will be provided in the Current Total Funding Estimate. The BRC request will be used if there is no updated figure provided in the Current Total Funding Estimate.
- N. **Current Total Funding Estimate.** DM activities that were not identified through the regional BRC Notebook must provide a cost estimate using the most current estimate available. If funding has been revised from the original regional BRC Notebook request, provide the most current cost estimate here. Annual updating of estimated DM costs for buildings and structures is required.
- O. **Current Status.** Use the following codes to describe the status of the activity. DM that was reported and rescheduled for completion will remain DM until work has been initiated to complete the deficiency. For reporting purposes, once work has been re-initiated, the work activity will not be reported as DM,

## Reclamation Manual

### Directives and Standards

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but will be tracked in the quarterly report as in-progress until the activity is complete.

- (1) DM – deferred
  - (2) I – in-progress: Once a DM activity is re-initiated it is no longer reported as DM and will be tracked as in-progress. For activities that include design in the scope, the activity is considered to have started when the design work begins. Construction activities scheduled to start following design completion and subsequently postponed will be DM. If the activity includes only construction, it is considered initiated once the construction contract is awarded or force account work begins.
  - (3) C – complete: The activity is complete.
  - (4) D – deleted: The activity was removed from the deferred maintenance list because a management decision was made to delete the activity. Deleted activities must have a justification and documented reason for removal in column Q, Comments/Notes.
- P. **Reason(s) for Deferment.** Indicate the reason(s) for deferring maintenance. Reasons could include, but are not limited to, a lack of funds to complete maintenance; higher priority work taking precedence; inclement weather; reservoir restrictions; lack of sufficient personnel or expertise; and/or delay in receiving replacement parts. Include activity status updates, such as updated completion dates, if available.
- Q. **Comments/Notes.** Reserved for additional information on activity. Deleted activities must provide a justification and documented reason for deletion.