

Guidelines for HEFMA benchmarking survey

General instructions

- A. All Higher Education Institutions in South Africa submit an annual HEMIS survey. In this benchmark survey, you are required to use the HEMIS definitions as indicated. This will ensure that all participating institutions use the same definitions for calculations. The HEMIS definitions are applicable to GFA, AFA, ARV and EFTS.
- B. You may include or exclude student housing (residences) from your figures, as long as you do it consistently. If you include residences in your GFA, you must also include it in your AFA and ARV, as well as in the relevant data fields associated with providing services to student housing.

Thus if you maintain your residences but don't clean them, include the residences in your GFA for Maintenance, but exclude it in your GFA for Cleaning and Waste Removal.

- C. A report will be compiled with all input received. However, the name of your institution will not be revealed to other participants.

The survey

- 1. Please select your institution. If your institution is not listed, please select 'other' and move to step two.
- 2. Please submit the general contact details of your institution when your institution is not listed.
- 3. It is important for us to know whom to contact, if necessary.
- 4. To which e-mail address can we send the report once completed?
- 5. How can we get hold of you, if necessary?

General statistical data

- 6. Indicate whether these figures represent the aggregate of all your campuses (preferably) or name of separate campus. If not aggregate, please fill in a survey per campus.
- 7. Please identify the campus when you opt for submitting information per campus.

8. The all-inclusive total floor area of all floors measured over the outer walls of the building. Includes all assignable and non-assignable areas.
9. AFA = GFA - non-assignable floor area (NFA): NFA includes mechanical floor areas, custodial floor areas, circulation floor areas etc.
10. The total cost to erect a similar building at today's cost. Includes building cost, professional fees, municipal costs and fixed equipment.
11. Use the standard HEMIS definition for Equivalent Full-time Students. Only include contact students and exclude distance students.

Maintenance

12. Include costs of professional and administrative staff directly and indirectly involved in the maintenance operation. Where a 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.
13. Include all costs associated with maintenance trades staff working on maintenance activities only. Where maintenance staff also performs "new work", this portion should be excluded from the maintenance costs reported.
14. Include the costs of materials (e.g. paint, timber, hardware, lamps, plumbing supplies, etc.) used by your maintenance staff on preventive and corrective maintenance activities plus payments made to external service providers (e.g. air-conditioning, lift, electrical, plumbing contractors, etc).
15. Spent on maintenance projects from capital budget. Exclude budgets spent on new work.
16. Please submit information in m2 only.

Cleaning and waste management services

17. Include costs of professional and administrative staff directly and indirectly involved in the cleaning and waste management operations. Where a staff member spends only part of his or her time on these activities, please estimate & apportion their time and costs accordingly. Include a provision for FM management overhead.
18. Include the costs of cleaning materials used by your cleaning staff on all cleaning related activities plus materials provided to external service providers.

19. Payments made to external service providers.
20. The total cost of general waste removal, either internally or by waste removal contractor.
21. The total cost of contaminated waste removal, either internally or by waste removal contractor. Include pathological and chemical waste removal.
22. Please submit information in m2 only.

Grounds maintenance

23. Include costs of professional and administrative staff directly and indirectly involved in the cleaning and waste management operations. Where a staff member spends only part of his or her time on these activities, please estimate & apportion their time and costs accordingly. Include a provision for FM management overhead.
24. Include the costs of materials used by your grounds maintenance staff on these activities plus payments made to external service providers.
25. Effective area of grounds maintained with these funds. This may include the area of your landscaped gardens and sports fields if applicable.

Security

26. Include costs of professional and administrative staff directly and indirectly involved in the security operation. Where a staff member spends only part of his or her time on security activities, please estimate & apportion their time and costs accordingly. Include a provision for FM management overhead.
27. Indicate whether this figures represent the aggregate of all your campuses (preferably) or name of separate campus
28. Payments made to external service providers.
29. Only use the Gross Floor Area of the buildings patrolled, not the area of all grounds patrolled.

Energy

30. The total annual energy consumption of your Institution that relates to the GFA in column 43. Only include by facilities that are included in GFA in column 43, where $GJ = (kWhrs \times 3600) / (1 \times 10^6)$, i.e. 1 kWhr = 0.0036 GJ.
31. The total annual cost of energy purchased by your institution that relates to the GFA.