



Keystone Asset Management

Implementing a successful asset management strategy draws upon many sources of information, considers the long-term risk on assets and liabilities, rental income and expenditure, and allows for ongoing analysis of current stock conditions and future expenditure trends.

For the overwhelming amount of data to be of benefit, it needs to be presented and reach the intended audience in an appropriate manner and format. Through our established solution, Capita Housing's software can assist in prioritising decisions on spending and integrates property decision making into the corporate planning process. It aligns decisions with service requirements and can identify opportunities for innovation and assets suitable for investment or disposal.

Capita Software Services has entered into partnership with Keystone, marketing Keystone's range of asset management products. Keystone offers a comprehensive and integrated set of specialist asset management products that give Capita customers greater choice and more flexibility when implementing the Capita Housing solution.

Keystone Workbench

Keystone Workbench is an integrated suite of applications. It has been specifically designed to meet the needs of technical and property services professionals within the UK social housing sector.

The Keystone system provides:

- Keystone Asset Management
- Keystone Planned Maintenance
- Keystone Asbestos Register
- Keystone Foundation.

Keystone is currently available as either a desktop or a web-browser application.

Benefits of Capita Housing's Asset Management

- Ensures all statutory inspections are carried out
- Collates and stores Decent Homes' and other stock re-investment information
- Identifies re-investment strategies
- Warns of pending disposals of major works programmes
- Rent is calculated based on actual facilities in the properties
- Health and Safety data is retained and available to staff, tenants and contractors.

CAPITA

Keystone Asset Management (KAM)

Through a user-defined stock condition data structure, Keystone Asset Management provides users with a flexible, powerful tool. This enables:

- Stock condition data collection
- Cost projections over user defined time periods (e.g. 30 years)
- Quality standard assessments (e.g. Decent Homes, Decent Homes Plus, SHQS, WHQS)
- What-if modelling
- Planned programme definition and management
- Energy efficiency rating (SAP, NHER)
- Energy Performance Certificate production.

A planned work management tool provides users with a tool for taking the results from cost projections or quality standard assessments through to the creation of a planned work programme.

Keystone Planned Maintenance (KPM)

KPM provides organisations with a robust, auditable solution to meet contract management needs.

Models created in KAM can be imported into KPM, turned into contracts and managed through defined processes. The resulting work completion can be fed easily back into KAM for the next round of business planning.

At the heart of KPM is the Contract Dashboard:

- For each contract (managed through a tendered or partnered approach, and with or without workflow) a Schedule of Work is compiled. This draws from data held within KAM, and implements user-defined schedules of rates. A project plan can be produced through integration with Microsoft Project
- Once contracts are live, the system takes care of recording and reporting on variations, valuations, payments, completions, and defects.

Powerful reporting functionality allows users to report on essential management information such as KPIs and cash flow.

Keystone Asbestos Register

Keystone Asbestos Register (KAR) is a multi-user product, capable of recording and reporting efficiently on asbestos assessment records.

For each property type, KAR users can create templates that define the locations and default outcomes that should be included in any property assessment.

Key functionality of KAR:

- Entry of assessment records for ACMs and PACMs can be carried out either using the KAR desktop application or the associated optional handheld survey tool
- KAR automatically calculates the full risk assessment score allowing you to prioritise your asbestos management actions. This figure is calculated using the scoring methodologies for material and priority assessments set out in MDHS100 and HSG227. (Material and priority assessment scores for ACMs and PACMs calculated using the standard algorithms.)
- Details of subsequent actions, such as removals, can also be recorded complete with costs
- KAR allows users to attach electronic documents and images such as asbestos location plans to property records. This is a useful function for attaching photographs to individual assessment records
- Provides a full audit trail
- KAR automatically produces an Asbestos Register Report, based on criteria supplied by the user. A report of actions carried out in a specified period can also be produced, as well as ad-hoc reports
- Using Keystone Workbench Web, internal and external users can use a web browser to obtain a real-time, read-only view of all asbestos data held for any specified asset in the database. This allows for asbestos risk data to be available to the widest possible audience.

Keystone Foundation (Handheld)

The Keystone Foundation application offers users seamless integration between field-based data collection activities and the Keystone strategic asset model held at the client's offices.

Foundation operates on a broad range of PDAs. It is based on Microsoft Windows Mobile operating system and SQL CE.

Foundation enables users to perform partial or full surveys on any asset held within their housing stock. This can be for stock condition, Decent Homes, SHQS, WHQS, or asbestos purposes. It also allows users to collect data associated with Planned Maintenance contracts.

Desktop tools allow survey managers to design surveys, allocate work, and validate data captured.