

**STRATEGIC ASSET MANAGEMENT
 INTERNAL CONTROL QUESTIONNAIRE**

Question	Yes	No	N/A	Comments
Plan				
<ul style="list-style-type: none"> • Does the organization have an asset management plan (AMP), which describes the relevant processes and covers all property interests? • Does the AMP outline the property related requirements? • Is an outline provided of proposed programs, which are intended to meet these requirements? • Has a gap analysis been undertaken between future requirements and the current provision and performance of the organization's present property assets? • Have options for closing these gaps been identified and an improvement plan produced? • Is the AMP cross-referenced to the Capital Strategy? 				
Organizational Arrangements				
<ul style="list-style-type: none"> • Has an Asset Review Officer (ARO) been nominated to deal with required developments in asset management? • Does the ARO have formal terms of reference? • Who does the ARO report to? • Has an asset management committee been established? • Does it have formal terms of reference? 				
Management Information System				
<ul style="list-style-type: none"> • Is property management information centrally coordinated and integrated with relevant financial information? • Have data management requirements been identified and necessary appraisals made? • Is property uniquely referenced? 				

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Question	Yes	No	N/A	Comments
Running Costs/Space Usage				
<ul style="list-style-type: none">• Is energy usage monitored?• Is space usage monitored?• How is this analyzed to ensure costs are reduced?• Is this data used to produce management information?• How often?• Is this benchmarked?• Are space usage audits undertaken?• Are alternative forms of working investigated to improve space utilization?• Is information on space utilization reported to management?• How often?				