

Real Property Governance Act

Inventory collection instructions

Getting Started

To begin the inventory data collection process, please contact Infrastructure at infra.rpg@gov.ab.ca and request an extract of existing inventory records that is currently stored within the Alberta Infrastructure inventory system.

- This extract serves as the foundation for updating, organizing, and providing your real estate inventory.
- Infrastructure will respond with the following documents to assist you in managing your inventory:
 - An extract of your existing inventory records from the Alberta Infrastructure system.
 - Detailed instructions on how to update this extract with your latest inventory.
 - OSCRE Site and Building Classification Listings to assist with completing the relevant fields.

Inventory Collection Instructions

- Review the provided extract thoroughly to confirm its accuracy and completeness. Identify records that require attention:
 - Indicate any records that no longer belong in your inventory.
 - Add any new inventory items.
 - Update fields that have changed.
 - Fill in any blank or missing fields for existing inventory records.
 - Document inventory that has been transferred/sold to another department/consolidated entity.
- All fields are required to have data, blank fields will be returned for correction.
- Ensure that your inventory listing aligns with your entity's financial statements and what is reported for insurance purposes (for departments, this includes what you report to Risk Management and Insurance (RMI)). These references are valuable when compiling your real estate inventory for Infrastructure.

Support

For support or clarification regarding the data collection spreadsheet instructions or process, please contact Alberta Infrastructure at infra.rpg@gov.ab.ca.