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NATIONAL STANDARD OF THE PEOPLE'S REPUBLIC OF CHINA

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Guidelines for construction and operation of official property warehouse in administrative and public institutions

行政事业单位公物仓建设与运行指南

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3 Terms and definitions

3.1 Official property warehouse is defined as the operating platform on which an administrative body or public institution places under unified management, unified allocation and unified disposal its idle assets, assets being disposed of and assets held above the configuration standard, together with the reserve assets acquired for an approved temporary body, a major meeting, a large event or a batch of centralized procurement, and confiscated assets. A note states that it takes in both the physical warehouse, whose main element is a real store, and the virtual warehouse, whose main element is an information platform. The definition is taken with modification from GB/T 41568-2022, 5.8.

3.2 Physical official property warehouse is defined as a real store, with the facilities and equipment that go with it, in which the assets of the official property warehouse are held together and put to planned use.

3.3 Virtual official property warehouse is defined as the information platform formed by gathering and displaying the assets of the official property warehouse by information technology and handling the related business online, whose main content is the information on virtually held assets and the business data.

4 Sources of the assets

4.1 The assets of an official property warehouse come from, among other sources: assets that have long been idle or are running at low efficiency and assets held above the standard or above the establishment, a note listing buildings, land, vehicles, equipment and furniture as examples; assets vacated in an institutional reform or in a reallocation of office space; assets acquired for a major meeting, a large event, a temporary body or a special task; assets that have to be replaced for technical or other reasons but still have use in them; confiscated assets and assets held centrally awaiting disposal; large instruments and equipment shared externally and emergency supplies held centrally; and assets leased from a commercial leasing organization to keep the body running.

5 Basic functions

5.1 The warehouse should carry at least five functions. Reallocation transfers assets between legal persons, the mark of it being the transfer of title, and covers transfers inside a body, inside a sector, and across supervising departments, geographical areas and administrative levels. Sharing keeps the title where it is and shares buildings, land and large instruments and equipment under the rules, with reasonable compensation possible for the provider. Rotational use also keeps the title where it is and supplies assets temporarily by lending or a similar arrangement. Leasing support draws mainly on assets provided by a third party and supplies, by lease, the assets a body needs to carry out its duties. Special asset management covers the receipt, custody, use and disposal of confiscated assets, of assets held centrally awaiting disposal and of emergency supplies.

6 Construction of the official property warehouse

6.1.1 A physical warehouse should preferably be made by converting existing storage, such as an existing store, underground space or idle premises, or be built jointly with a third party or by converting a third party store. Where a new build is genuinely needed, cost should be weighed carefully, the building approval procedure gone through and the planning and design based on GB/T 28581. Six points are listed for the construction: clear title and sound management of the storage chosen; preference for a place with convenient transport where the access road is wide enough for the vehicles used; preference for storage that meets automation, intelligence and environmental requirements; preference for a fully enclosed store with drainage, daylight, lighting and ventilation; conversion kept proportionate to the function required and to the return on the outlay; and thrift, with a suitable nod to local culture.

6.1.2 The physical warehouse should be laid out sensibly, with storage divided into zones and storage positions set out and coded. Functional zones should be planned against the use made of the store and the space used fully. The basic layout includes at least a storage and transport zone, where stock is stored by class and by zone and large items are moved; a repair and maintenance zone; a management working zone, from which the facilities and equipment are managed, security is supervised and entry and exit formalities are handled; and a display and publicity zone for assets of historical interest and assets that serve as an example, or a zone using boards, pictures and slogans to publicize the warehouse.

6.1.3 Eight kinds of facility and equipment should be provided: electrical facilities, with explosion-proof general lighting and fire emergency lighting to GB 51348 and GB 50016; fire safety facilities meeting GB 50016, with enough hydrants, automatic alarms and extinguishing equipment; damp-proofing and ventilation measures decided from the climate, the structure of the store and the way the stock is kept; ancillary facilities such as an office, a rest room and vehicle parking, set out inside the store area according to the work and the conditions; security equipment such as video surveillance and access control; storage and handling equipment such as racking and pallets, and, where conditions allow, low-lift pallet trucks, counterbalance forklifts and manual hydraulic pallet trucks; simple repair tools and equipment; and clear, standard, easily read signs and markings.

6.1.4 A staff management specification should be drawn up for the physical warehouse, setting out the management requirements, the management content and the management responsibilities. Dedicated staff should be assigned to maintain the store and the assets in it regularly, so that the store works normally and the assets stay safe, intact and available on call. The staff concerned should be given regular training and assessment.

6.1.5 A storage management specification and an asset safety specification should be drawn up, and the assets should be kept by class, checked periodically and maintained promptly, so that they stay intact and stable in performance and the physical warehouse runs safely and in good order.

6.2.1 The supervising department of the official property warehouse should plan and build the virtual warehouse as a whole and push virtual warehouses at different levels, and the related asset management information systems, to interconnect. The system architecture should be considered in five layers: an infrastructure layer, taking in machine rooms, networks and disaster recovery and the hardware and software or cloud resource platform that supplies computing, storage, network, container, middleware and database services; a data resource layer, taking in the asset database, the business database and shared subject databases and the data sharing platform that collects, processes and exchanges data; an application support layer, taking in the body, user, role and warehouse management modules that the business system needs; a business application layer, taking in asset management, reallocation, sharing, leasing, rotation, special asset management, statistical analysis, logistics information and disposal modules; and a user interaction layer, taking in a web portal, a mobile application and mini programs as a single interface for asset seekers, asset providers and third party staff. Alongside the basic management functions, five sub-platforms should be built as the business requires, for reallocation, for sharing, for rotational use, for leasing support and for special asset management, each carrying the whole of its business online from entry and publication through application, approval and handover to statistics.

6.2.2 A single data format should be set following GB/T 14885, GB/T 31360 and GB/T 43243, and the fields needed at each stage of the platform made clear. Four data sets are listed: the asset information data set, built out from the asset information card and holding the asset name, class, code, original value, net value, specification and model, purchase date and depreciation period, together with warehouse-specific information such as condition, asset state, storage position, charging standard and use restrictions; the business information data set, holding platform information, platform identifier, platform