

# Safety & Condition Assessment Portal (S&CAP)

## Safety and Other Inspections

### Training Manual

**Prepared by:**



Distributed Information Technologies, Inc. (DIT)

S&CAP Production URL: <https://iiamabqz0max03p.ia.doi.net/scap/>

S&CAP Training URL: <https://iiamabqz0max02l.ia.doi.net/scap/>

IA-FMS Help Desk Contact Information:

Phone:

- 866-706-2011 (toll free)
- 571-483-2755

Email:

- ia\_maximo\_helpdesk@dtec.com



## Table of Contents

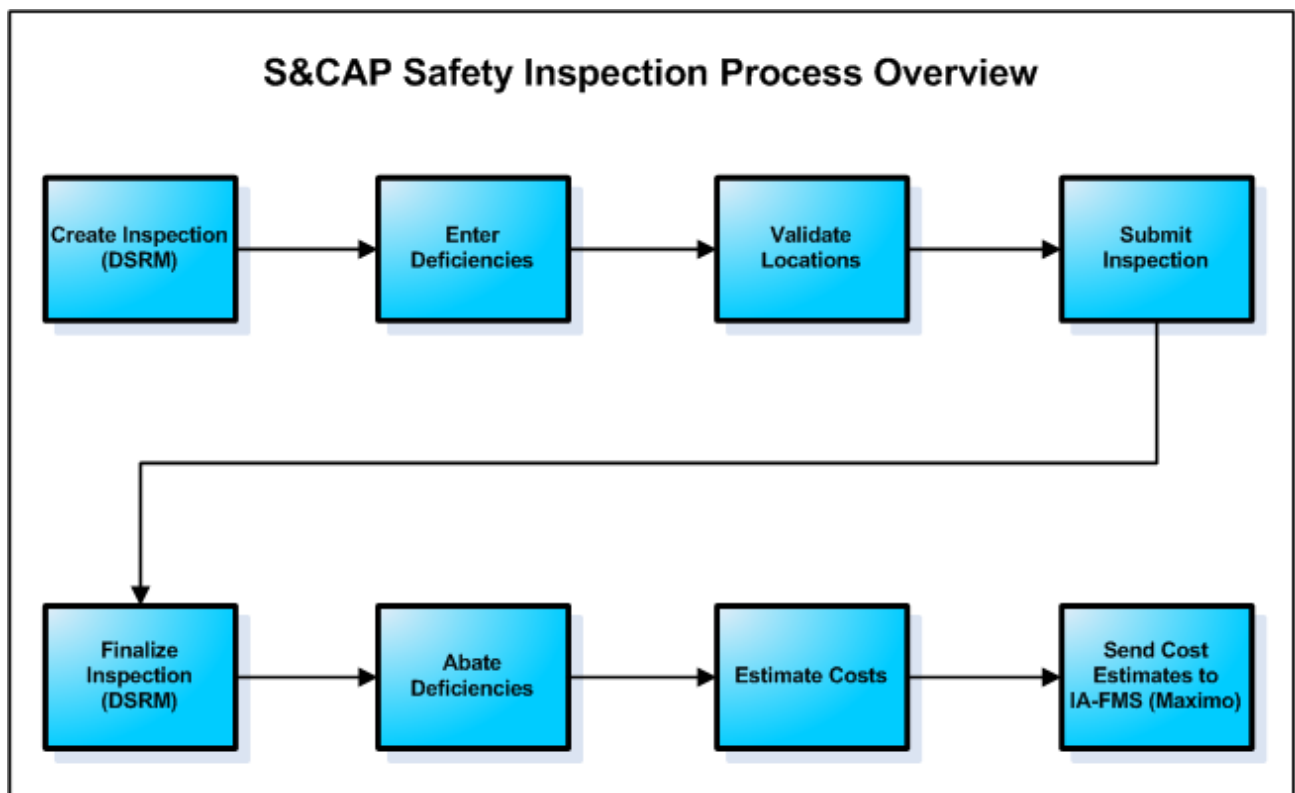
1	S&CAP Process Overview .....	1
2	Inspection Setup .....	3
2.1	Setting up a Safety and Other Inspection Request .....	3
2.2	Exercises.....	6
	Exercise 1: Setting up a General Inspection.....	6
	Exercise 2: Setting up a Boiler Inspection .....	10
3	Entering Inspection Data.....	12
3.1	Navigating to an Inspection in S&CAP .....	12
3.2	Location List and Location Detail .....	15
3.3	Existing Deficiency List .....	17
3.4	Repeating an Existing Deficiency .....	18
3.5	New Deficiency List .....	19
3.6	Adding a New Deficiency .....	21
3.6.1	Deficiency Categories and Ranks .....	25
3.7	Submitting an inspection .....	27
3.8	Exercises.....	29
	Exercise 3: Repeating a Deficiency.....	29
	Exercise 4: Adding a New Deficiency .....	33
	Exercise 5: Adding another New Deficiency .....	35
4	Finalizing Inspection Data .....	36
4.1	Finalizing Deficiencies .....	36
4.2	Finalizing Locations .....	38
4.3	Finalizing Assets (Boiler Inspections Only).....	39
4.4	Finalizing an Inspection.....	41
4.5	Bulk Finalization of all Un-finalized Records .....	42
4.6	Rejecting an Inspection.....	43
5	Abatement Plans.....	44
5.1	Creating an Abatement Plan for a finalized Safety Inspection .....	44
5.2	Navigating to an Abatement Plan that has already been created.....	46
5.3	Adding Abatement Data to Deficiencies and Sending Deficiencies to Costing.....	48
5.4	Abating New Deficiencies with No Costs .....	51
5.5	Interim Measures.....	53

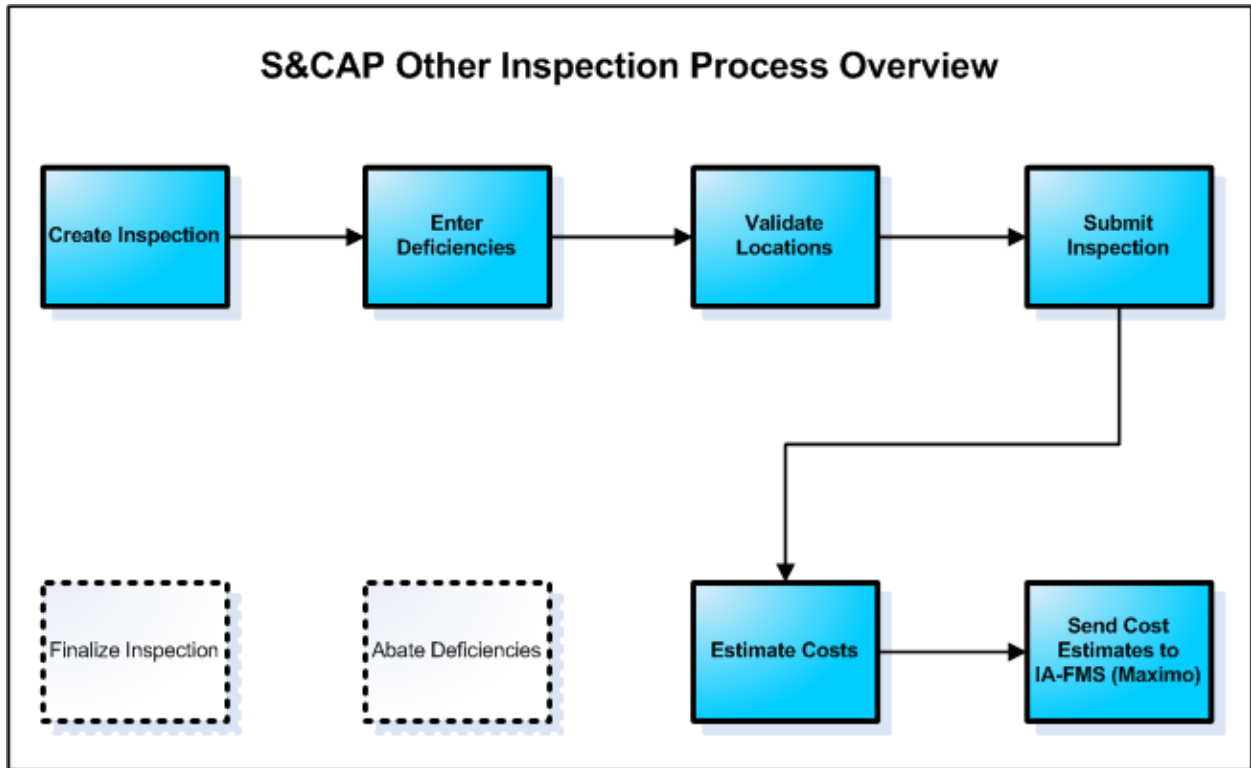
5.6	Finalizing an Abatement Plan.....	58
5.7	Exercises.....	59
	Exercise 6: Abating a Deficiency .....	59
	Exercise 7: Abating a Deficiency (with Interim Measure).....	64
	Exercise 8: Abating a Deficiency with No Costs .....	70
6	Cost Estimating .....	75
6.1	Navigating to a Deficiency to provide a Cost Estimate .....	75
6.2	Adding a Cost Estimate to a Deficiency .....	78
6.3	Editing a Cost Estimate for a Work Order that has a Cost Estimate in IA-FMS (Maximo) .....	80
6.4	Deficiencies costed as Operations and Maintenance (O&M).....	82
6.5	Deficiencies costed as Deferred Maintenance (DM) .....	85
6.6	Bundling DM Deficiencies .....	88
6.7	Sending Repeat Deficiencies to IA-FMS (Maximo) without updating the Cost Estimate .....	90
6.8	New Deficiencies in S&CAP that have been costed in IA-FMS (Maximo) .....	91
6.9	Exercises.....	92
	Exercise 9: Cost a Deficiency as O&M.....	92
	Exercise 10: Cost a Deficiency as DM.....	97
	Exercise 11: Send a Deficiency to IA-FMS (Maximo) without updating the Cost Estimate .....	101
7	Reports.....	104
7.1	Reports Menu .....	104
7.2	Safety and Other Inspections Status Report.....	105
7.3	Structure Summary Report .....	107
7.4	Abatement Plan Submissions Chart.....	109
7.5	Health and Safety Inspections Chart.....	110
7.6	Inspection Abatement Correction Plan.....	111
7.7	List of Health and Safety Deficiencies .....	112
7.8	Safety and Health Inspection Report .....	113
7.9	Safety and Health Inspection Inspector Report.....	114

## 1 S&CAP Process Overview

The following process flow diagrams illustrate the high level process that an inspection goes through in S&CAP from beginning to end. The process begins when an inspection is created in S&CAP. Safety Inspections need to be finalized and need an Abatement Plan. Other inspection types go straight from being submitted to the Cost Estimating module of S&CAP. By the end of the process, deficiencies with cost estimates are sent to IA-FMS (Maximo) as work orders. DM work orders will then be ready to go through the DM Work Order Approval process in IA-FMS (Maximo) and on to BPERM where they can be added to a project and funded.

This training manual





## 2 Inspection Setup

### 2.1 Setting up a Safety and Other Inspection Request

1. Go to Inspection Request > Safety & Other Inspection Request. The New Inspection Request screen will be displayed.
2. From the New Inspection Request screen Page 1, the user can specify the following fields for a Safety & Other Inspection Request:
  - Inspection Type\*
  - Inspector(s)\*
  - Fiscal Year
  - FMIS Location # (s)\*
  - Region (filter for the FMIS Location # field)
  - Sites (filter for the FMIS Location # field)

New Inspection Request Page 1 - Select Inspection Site

Inspection Type\*: G (General Facilities) Inspector(s)\*

Fiscal Year: 2016

FMIS Location #(s)\*

Filter

Region(s):

Site(s):

Next - Select Inspection Locations Save Inspection Cancel

**Note:** an asterisk (\*) indicates that the field is required.

- For the inspection types S (Safety & Health) or J (Detention Center Safety and Health), only one Safety inspection is allowed at a site per fiscal year.
3. The types of inspections a user role is permitted to create is broken up as follows:
    - Inspections Manager
      - S (Safety & Health)
      - J (Detention Center Safety and Health)
      - A (Additional Regional Health and Safety)
      - H (Indian Health Services)
      - F (Fire Department)
      - G (General Facilities)
    - Fire Inspector
      - F (Fire Department)

- General Inspector and General Clerk
    - G (General Facilities)
  - Boiler Inspections Manager and Boiler Inspector
    - B (Boiler, Pressure Vessels)
4. Once you have specified all of the required fields, click the **Next – Select Inspection Locations** button.

New Inspection Request Page 2 - Select Inspection Locations

Inspection Type: G (General Facilities) Inspector(s): Bolling,Sean; Bolling,Sean  
 Inspection Fiscal Year: 2016

Region(s):  
 Site(s):  
 FMIS Locations #(s): H68-07: HAVASUPAI SCHOOL

Locations Included in Inspection (14) Locations excluded from Inspection (0)

Locations Selected: 3 Search:

Remove Selected Items

FMIS Location ID	Site	Site Description	Maximo ID	Location Description	Classification	Structure #	Room #	IA Status	Remote?
* H68-07	IE056	HAVASUPAI SCHOOL	AB102211	Building,Office	Building / Office	1024		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102210	Building,School,Elementary,Day	Building / School / Elementary / Day	1023		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102212	Building,School,Elementary,Day	Building / School / Elementary / Day	1025		Occupied	0
* H68-07	IE056	HAVASUPAI SCHOOL	AB223481	Building,School,Other	Building / School / Other	1034		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102209	Building,School,Secondary,Day	Building / School / Secondary / Day	1022		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102213	Building,School,Secondary,Day	Building / School / Secondary / Day	T31		Occupied	0
* H68-07	IE056	HAVASUPAI SCHOOL	AB102214	Building,School,Secondary,Day	Building / School / Secondary / Day	T32		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102216	Building,Shed	Building / Shed	W-1022		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102217	Building,Shed	Building / Shed	W-1023		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102218	Building,Shed	Building / Shed	W-1024		Occupied	0

Showing 1 to 10 of 14 entries

Previous 1 2 Next

Back Save Inspection Cancel

5. The New Inspection Request screen Page 2 is used for selecting the locations to include in the inspection. By default, all locations at the site are included.
6. To remove locations from the inspection, select them from the list and then click the **Remove Selected Items** button. The removed locations will be moved to the Locations excluded from Inspection tab.
7. Click on the **Locations excluded from Inspection** tab to see the list of locations not included in the inspection.



New Inspection Request Page 2 - Select Inspection Locations

Inspection Type: G (General Facilities) Inspector(s): Bolling, Sean; Bolling, Sean  
 Inspection Fiscal Year: 2016

Region(s):  
 Site(s):  
 FMIS Locations #(s): H68-07: HAVASUPAI SCHOOL

Locations Included in Inspection (11) **Locations excluded from Inspection (3)**

Locations Selected: 0 Search:  **Include Selected Locations**

FMIS Location ID	Site	Site Description	Maximo ID	Location Description	Classification	Structure #	Room #	IA Status	Remote?
H68-07	IE056	HAVASUPAI SCHOOL	AB102211	Building,Office	Building / Office	1024		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102212	Building,School,Elementary,Day	Building / School / Elementary / Day	1025		Occupied	0
H68-07	IE056	HAVASUPAI SCHOOL	AB102213	Building,School,Secondary,Day	Building / School / Secondary / Day	T31		Occupied	0

Showing 1 to 3 of 3 entries

Previous 1 Next

Back Save Inspection Cancel

- To add locations back to the inspection, select them from the list and then click the **Include Selected Locations** button. The added locations will be moved to the Locations Included in Inspection tab.
- You can filter the list at any time by using the **Search** field. The search will be applied to all fields in the Location table. For example, type 'Tower' to see locations with Tower in the Description or the Classification field or type in 'Demolished' to see all locations with an IA Status of Demolished.

Locations Included in Inspection (14) Locations excluded from Inspection (0)

Locations Selected: 0 Search:

FMIS Location ID	Site	Site Description	Maximo ID	Location Description	Classification	Structure #
H68-07	IE056	HAVASUPAI SCHOOL	AB102215	Tower,Communications	Tower / Communications	TOWER001

Showing 1 to 1 of 1 entries (filtered from 14 total entries)

Previous 1 Next

- Once the correct locations are specified to be included in the inspection, click the **Save Inspection** button to create the inspection. A unique Inspection Number will be generated at this point.

Inspection Added.

**Inspection Request G-2016-767**

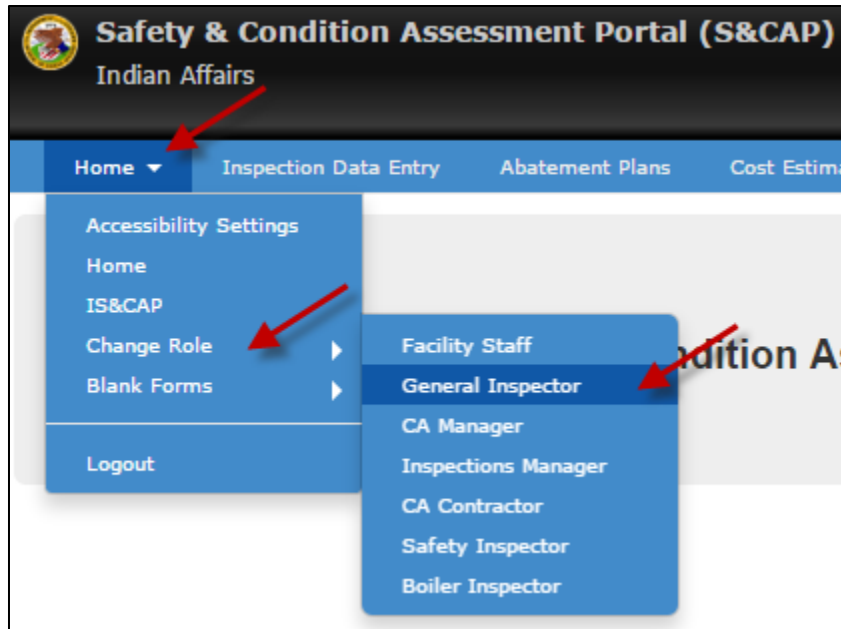
Inspection Type: G (General Facilities) Inspector(s): Bolling, Sean; Bolling, Sean  
 Fiscal Year: 2016 Work Order Number: AB409311  
 Inspection Creation Date: 08/23/2016 Inspection Created By: Bolling, Sean  
**Inspection Number: G-2016-767**  
 Agency: Reporting Organization: OFMC  
 Inspection Status Type: IN PROGRESS  
 FMIS Location #(s): H68-07: HAVASUPAI SCHOOL

Filter

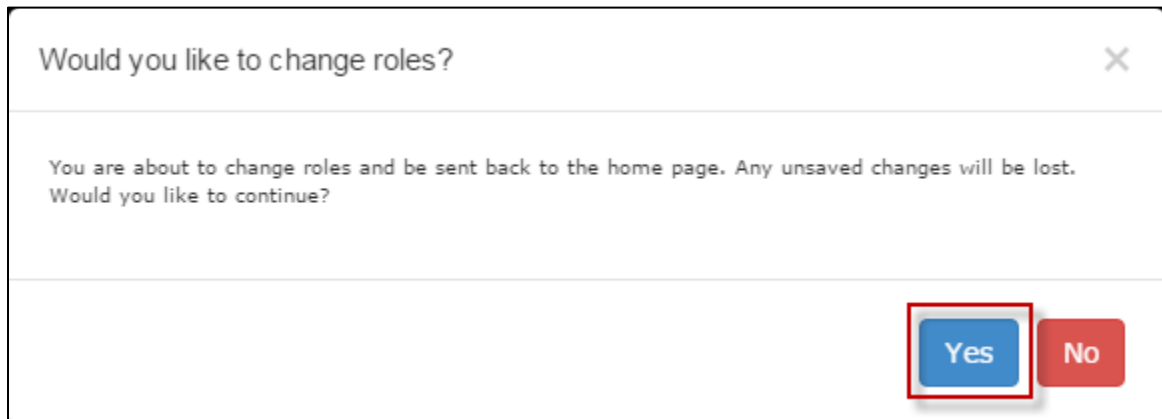
## 2.2 Exercises

### Exercise 1: Setting up a General Inspection

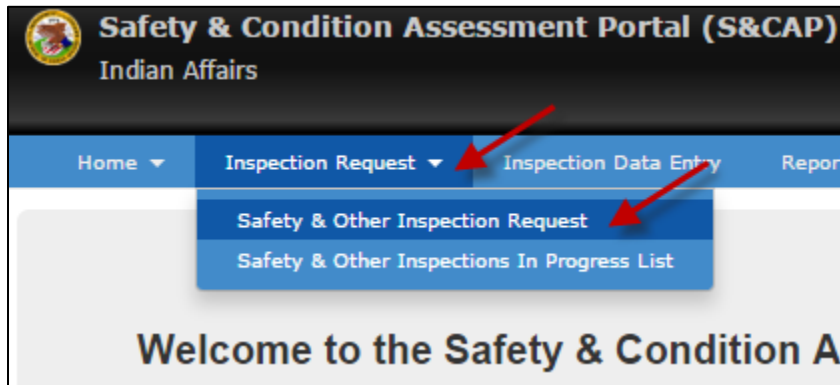
1. Go to Home > Change Role on the menu bar.
2. Select **General Inspector**.



3. Click **Yes**. You will be returned to the home screen and your user role will be changed to General Inspector (top-right corner of screen).



- Go to Inspection Request > Safety & Other Inspection Request on the menu bar.



- Notice that the **Inspection Type** is set to **G (General Facilities)**.
- Click into the **Inspector(s)** field.
- Select an Inspector (select your training user).
- Select a FMIS Location #: \_\_\_\_\_ . (**Note:** You can type into the FMIS Location #(s) field in order to filter to a specific inspection site)

New Inspection Request Page 1 - Select Inspection Site

**Inspection Type:** G (General Facilities) **Inspector(s):** 1.Trainee

**Fiscal Year:** 2016

**FMIS Location #(s):** G07-02: EUFAULA DORMITORY

**Filter**

**Region(s):** \_\_\_\_\_

**Site(s):** \_\_\_\_\_

**Next - Select Inspection Locations** Save Inspection Cancel

- Click the **Next – Select Inspection** Locations button.
- Select several Locations to remove from the inspection.

New Inspection Request Page 2 - Select Inspection Locations

Inspection Type: G (General Facilities) Inspector(s): 1,Trainee  
 Inspection Fiscal Year: 2016

Region(s):  
 Site(s):  
 FMIS Locations #(s): G07-02: EUFAULA DORMITORY

Locations Included in Inspection (7) Locations excluded from Inspection (0)

Locations Selected: 5 Search:

Remove Selected Items

FMIS Location ID	Site	Site Description	Maximo ID	Location Description	Classification	Structure #	Room #	IA Status	Remote?
* G07-02	IE046	EUFAULA DORMITORY	AB101451	Dormitory, School	Building / Dormitory / School	717		Occupied	0
* G07-02	IE046	EUFAULA DORMITORY	AB101453	Dormitory, School	Building / Dormitory / School	719		Occupied	0
G07-02	IE046	EUFAULA DORMITORY	AB101457	Gymnasium	Building / Gymnasium	723		Occupied	0
* G07-02	IE046	EUFAULA DORMITORY	AB101452	Multi-Purpose	Building / Multi-Purpose	718		Occupied	0
* G07-02	IE046	EUFAULA DORMITORY	AB101450	Office	Building / Office	716		Occupied	0
G07-02	IE046	EUFAULA DORMITORY	AB101458	Shop, Facility Management	Building / Shop / Facility Management	725		Occupied	0
* G07-02	IE046	EUFAULA DORMITORY	AB101459	Storm Shelter	Building / Storm Shelter	726		Occupied	0

Showing 1 to 7 of 7 entries

Previous 1 Next

Back Save Inspection Cancel

11. Click the **Remove Selected Items** button. The selected locations should no longer be in the list.
12. Click the **Locations excluded from Inspection** tab.

New Inspection Request Page 2 - Select Inspection Locations

Inspection Type: G (General Facilities) Inspector(s): 1,Trainee  
 Inspection Fiscal Year: 2016

Region(s):  
 Site(s):  
 FMIS Locations #(s): G07-02: EUFAULA DORMITORY

Locations Included in Inspection (2) Locations excluded from Inspection (5)

Locations Selected: 0 Search:

FMIS Location ID	Site	Site Description	Maximo ID	Location Description	Classification	S
G07-02	IE046	EUFAULA DORMITORY	AB101457	Gymnasium	Building / Gymnasium	7
G07-02	IE046	EUFAULA DORMITORY	AB101458	Shop, Facility Management	Building / Shop / Facility Management	7

Showing 1 to 2 of 2 entries

Previous 1 Next

Back Save Inspection Cancel

13. The locations you removed are in the list.
14. Select one of the locations and then click the **Include Selected Locations** button to move it back into the inspection.
15. Click the **Save Inspection** button.

New Inspection Request Page 2 - Select Inspection Locations

Inspection Type: G (General Facilities) Inspector(s): 1, Trainee  
 Inspection Fiscal Year: 2016

Region(s):  
 Site(s):  
 FMIS Locations #(s): G07-02: EUFAULA DORMITORY

Locations Included in Inspection (3) Locations excluded from Inspection (4)

Locations Selected: 0 Search:

FMIS Location ID	Site	Site Description	Maximo ID	Location Description	Classification	Structure #
G07-02	IE046	EUFAULA DORMITORY	AB101457	Gymnasium	Building / Gymnasium	723
G07-02	IE046	EUFAULA DORMITORY	AB101458	Shop, Facility Management	Building / Shop / Facility Management	725
G07-02	IE046	EUFAULA DORMITORY	AB101450	Office	Building / Office	716

Showing 1 to 3 of 3 entries

Previous 1 Next

Back Save Inspection Cancel

16. Write down your Inspection Number: \_\_\_\_\_.

Inspection Added. X

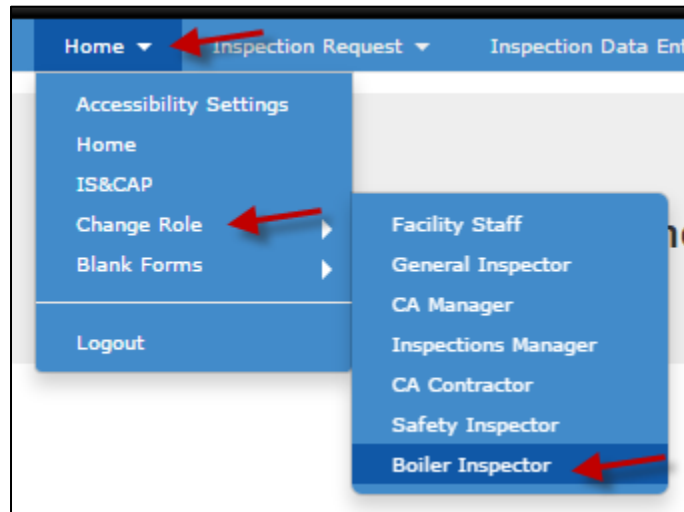
Inspection Request G-2016-767

Inspection Type: G (General Facilities) Inspector(s): Bolling, Sean Bolling, Sean  
 Fiscal Year: 2016 Work Order Number: AB409311  
 Inspection Creation Date: 08/23/2016 Inspection Created By: Bolling, Sean  
 Inspection Number: G-2016-767 Reporting Organization: OFMC  
 Agency: Agency: Reporting Organization: OFMC  
 Inspection Status Type: IN PROGRESS  
 FMIS Location #(s): H68-07: HAVASUPAI SCHOOL

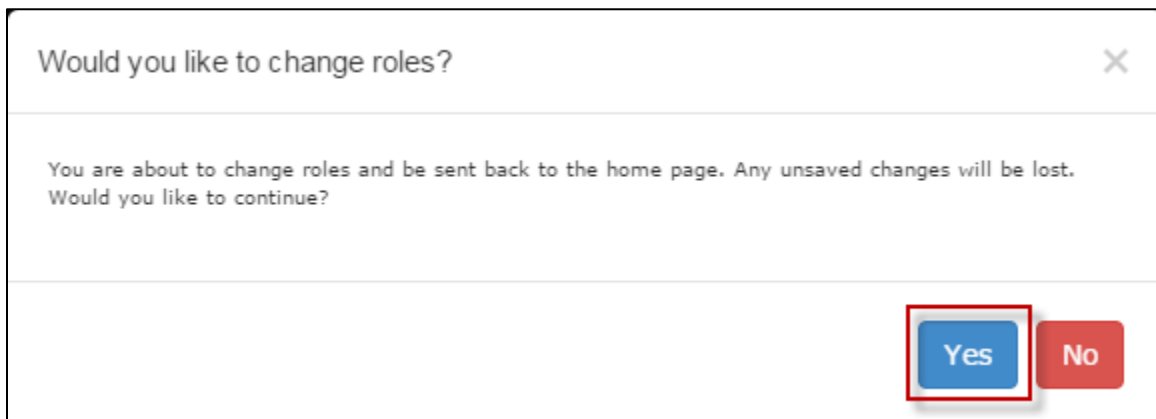
Filter

## Exercise 2: Setting up a Boiler Inspection

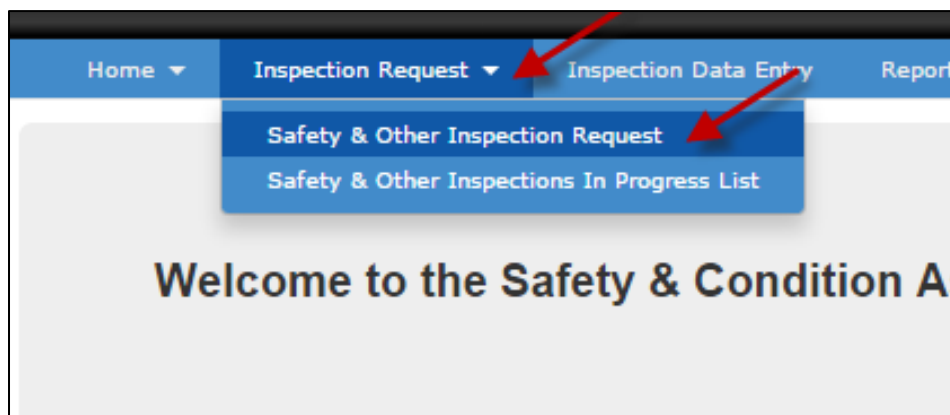
1. Go to Home > Change Role on the menu bar.
2. Select **Boiler Inspector**.



3. Click **Yes**. You will be returned to the home screen and your user role will be changed to Boiler Inspector (top-right corner of screen).



4. Go to Inspection Request > Safety & Other Inspection Request on the menu bar.



5. Notice that the **Inspection Type** is set to **B (Boiler, Pressure Vessels)**.
6. Click into the **Inspector(s)** field.
7. Select an Inspector (select your training user).
8. Select a FMIS Location #: \_\_\_\_\_ . (**Note:** You can type into the FMIS Location #(s) field in order to filter to a specific inspection site)

9. Click the **Next – Select Inspection** Locations button.
10. Select several Locations to remove from the inspection.
11. Click the **Remove Selected Items** button. The selected locations should no longer be in the list.

FMIS Location ID	Site	Site Description	Maximo ID	Location Description	Classification	Structure #	Room #	IA Status	Remote?
* G09-02	IE068	JONES ACADEMY	AB105773	Barn	Building / Barn	584		Proposed New	0
G09-02	IE068	JONES ACADEMY	AB101488	Cafeteria/Dining Hall	Building / Cafeteria/Dining Hall	571		Occupied	0
G09-02	IE068	JONES ACADEMY	AB101478	Conference	Building / Conference	511		Occupied	0
G09-02	IE068	JONES ACADEMY	AB101487	Dormitory, School	Building / Dormitory / School	570		Occupied	0
* G09-02	IE068	JONES ACADEMY	AB101494	Dormitory, School	Building / Dormitory / School	581		Occupied	0
G09-02	IE068	JONES ACADEMY	AB101493	Gymnasium	Building / Gymnasium	580		Occupied	0
* G09-02	IE068	JONES ACADEMY	AB105771	Library	Building / Library	583		Occupied	0
* G09-02	IE068	JONES ACADEMY	AB105772	Museum	Building / Museum	560		Occupied	0
* G09-02	IE068	JONES ACADEMY	AB101479	Office	Building / Office	514		Occupied	0
G09-02	IE068	JONES ACADEMY	AB107312	Parking Canopy	Building / Parking Canopy	592AME		Proposed New	0

12. Click the **Save Inspection** button.
13. Write down **your** Inspection Number: \_\_\_\_\_.

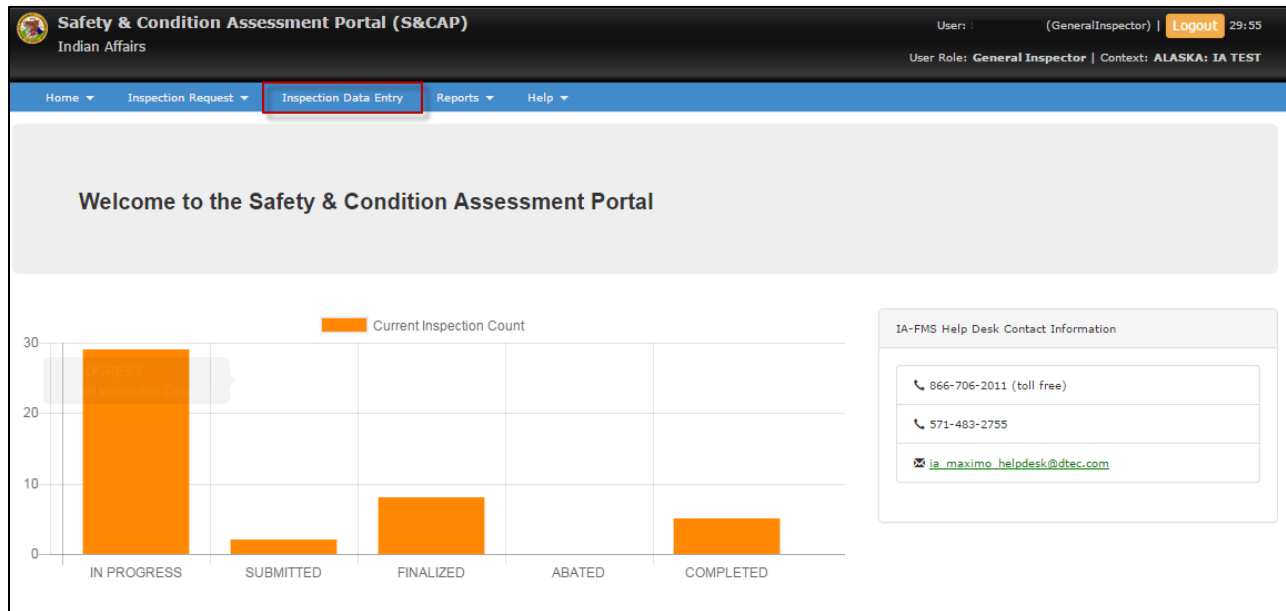
[End of Exercises for this Section]

### 3 Entering Inspection Data

#### 3.1 Navigating to an Inspection in S&CAP

To enter inspection data in S&CAP, you first need to navigate to the inspection. The Inspection List provides a list of inspections for which the user has access. By default, the Inspection List shows **In Progress** and **Submitted** inspections. The Inspection List can be filtered to show inspections in different statuses.

1. Select **Inspection Data Entry** from the menu bar. The Inspection List will be displayed.



2. The following fields can be filtered in order to search for the inspection:

- Region
- Agency
- Inspection Number
- Inspection Type
- Maximo ID
- Site Number
- Site Description
- Fiscal Year
- Inspection Status
- Inspection Created Date
- Inspection Submitted Date
- Last Download Date.



Please select an inspection from the list below

CURRENT FILTERS > Fiscal Year: 2015 | CURRENT FILTERS > Inspection Status: IN PROGRESS, SUBMITTED

< Previous 1 2 3 4 Next > 1 - 25 of 65 results (page 1 / 4)

Inspection Number hyperlink

Region	Agency	Inspection Number	Inspection Type	Maximo ID	Site Number	Site Description	Fiscal Year	Inspection Status	Inspection Created Date	Inspection Submitted Date	Last Download Date
NORTHWEST	Makah Agency	<a href="#">S-2015-3445</a>	Safety & Health	P16-01	IA027	MAKAH AGENCY	2015	IN PROGRESS	03/20/2015		
EASTERN OKLAHOMA		<a href="#">S-2015-3444</a>	Safety & Health	G02-01	IA058	FIVE CIVILIZED TRIBES HEADQUARTERS	2015	IN PROGRESS	03/20/2015		
EASTERN		<a href="#">S-2015-3443</a>	Safety & Health	S57-02	IE061	INDIAN ISLAND SCHOOL	2015	IN PROGRESS	03/19/2015		
NAVAJO	Western Navajo Agency	<a href="#">A-2015-3399</a>	Additional Regional Health and Safety	N33-07	IE069	KAIBETO BOARDING SCHOOL	2015	SUBMITTED	02/26/2015	03/04/2015	

3. Click the column heading of any field (ex. Click the **Region** column heading) for sort and search functionality. After clicking a column heading, the following pop-up will be displayed.

The following actions can be performed:

- Sort by any field (ascending or descending)
- Select the columns that are displayed
- Select the order the columns are displayed
- Adjust the column widths
- Apply search filters

Apply the search parameters by clicking the **Search** button.

4. Select the Inspection to view or enter inspection data to by clicking on its **Inspection Number** hyperlink. This will display the Inspection Detail screen.

Working with Inspection S-2015-3445

[Submit Inspection](#)

Hide Form ▾

Site ID	Description	FMIS Location ID	Region	Agency	Reporting Organization	IAFMS Inspection WO#
IA027	MAKAH AGENCY	P16-01	NORTHWEST	Makah Agency	OFMC	AB339869

<b>Inspection Number</b>	S-2015-3445	<b>Inspection Type</b>	Safety & Health
<b>Fiscal Year of Inspection</b>	2015	<b>Selected Inspector(s)</b>	<input type="text" value="Inspector, Safety"/>
<b>Inspection Status</b>	IN PROGRESS		
<b>Remarks</b>	<input type="text"/>		
<b>Inspection Created By</b>	InspectionsManager	<b>Inspection Created Date</b>	3/20/2015
<b>Inspection Submitted By</b>		<b>Inspection Submitted Date</b>	
<b>Inspection Finalizing Officer</b>		<b>Inspection Finalized Date</b>	

No Attachments

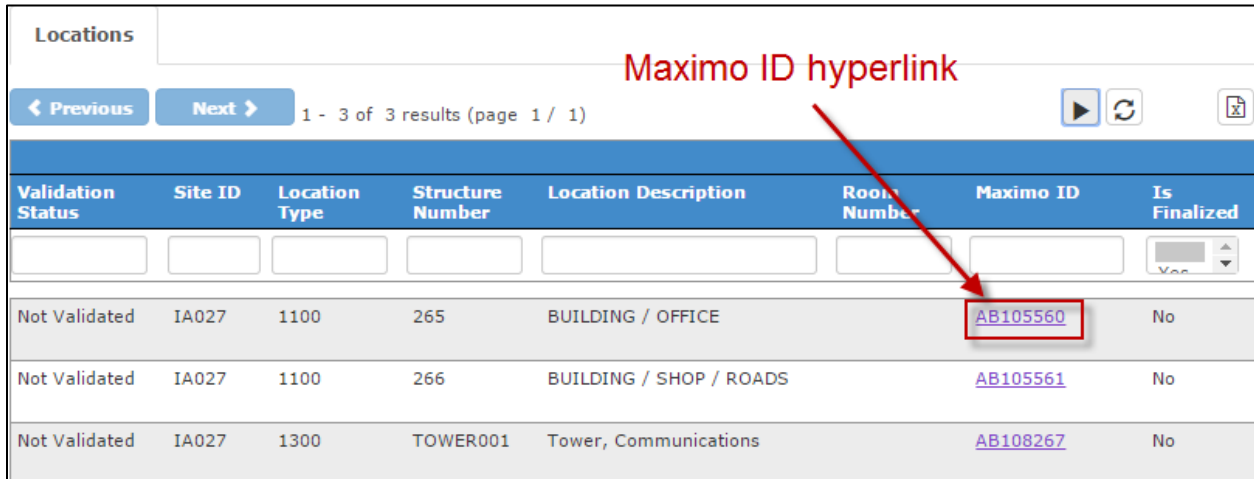
[Save](#)

- The Inspection Detail screen shows general information about the inspection. The table at the top of the screen shows information about the inspection site(s).

### 3.2 Location List and Location Detail

The Location List is located on the lower section of the Inspection Detail. It provides a list of the Locations included in the inspection. It also provides the means to navigate to the Location Detail where location remarks can be provided and deficiency data can be reviewed and added.

1. The Location List is on the lower section of the Inspection Detail.
2. Click on the hyperlink in the Maximo ID field of the location you are entering deficiencies or inspection data for. This will display the Location Detail.



Validation Status	Site ID	Location Type	Structure Number	Location Description	Room Number	Maximo ID	Is Finalized
Not Validated	IA027	1100	265	BUILDING / OFFICE		<a href="#">AB105560</a>	No
Not Validated	IA027	1100	266	BUILDING / SHOP / ROADS		<a href="#">AB105561</a>	No
Not Validated	IA027	1300	TOWER001	Tower, Communications		<a href="#">AB108267</a>	No

3. The fields on the Location Detail are:
  - Validation Status
  - Location Description
  - Location Type
  - Room #
  - Maximo ID
  - Use
  - Structure #
  - Location Long Description
  - Inspection Remarks
  - Inspection Date\*
  - No New Deficiencies Found?
4. If there are any attachments for the location in IA-FMS (Maximo), they can be viewed from the Location Detail in the Attachments section.

- Click **Save** to save Inspection Remarks, the Inspection Date, or attachments added to the Location Detail.

Working with Location AB101437: Dormitory, School

Hide Form ▾

<b>Validation Status:</b>	Not Validated	<b>Location Description:</b>	Dormitory, School
<b>Location Type:</b>	1100	<b>Room #:</b>	
<b>Maximo ID:</b>	AB101437	<b>Use:</b>	Building / Dormitory / School
<b>Structure #:</b>	53	<b>Location Long Description:</b>	

**Inspection Remarks:**

**Inspection Date:\***

**No New Deficiencies Found?:**

### Attachments

Description	File Name	File Type	View	Edit	Delete
Dormitory		JPG	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Dormitory, School - First Floor		PDF	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Dormitory, School - East View		JPG	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Dormitory, School - North View		JPG	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Dormitory, School - South View		JPG	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Dormitory, School - Southeast View		JPG	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Dormitory, School - Southwest View		JPG	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Dormitory, School - West View		JPG	View	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

### 3.3 Existing Deficiency List

The Existing Deficiency List is located on the lower section of the Location Detail, where there are tabs for Existing Deficiencies and New Deficiencies (Boiler Inspectors will also see Assets). It provides a list of Existing deficiencies in IA-FMS for the Location.

1. Navigate to the Location Detail of the location where Existing Deficiencies need to be reviewed.

**Note:** To get to the Location Detail, click Inspection Data Entry on the menu bar. Click on the Inspection Number hyperlink for the inspection. Then, click on the Maximo ID hyperlink for the location in the Location List.

2. The column headings on the Existing Deficiencies List are:

- Validation Status Type
- Original Reported Date
- Site ID
- FMIS Backlog or Work Ticket Number
- Category
- Severity
- RAC
- Is Finalized
- Deficiency Number
- Repeat Count
- Description
- Work Type
- Rank
- Probability
- Work Order Status

Existing Deficiencies		New Deficiencies						Add New Deficiency
Validation Status Type	Deficiency Number ▲ 1	Original Reported Date	Repeat Count	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	
Not Validated	<a href="#">AB402386</a>	08/30/2016	0	IE029	Existing sleeping rooms do not meet minimum accessibility requirements.		UK	
Not Validated	<a href="#">AB402387</a>	08/30/2016	0	IE029	Sprinkler main drain lacks concrete pad to prevent water damage of the area		UK	

### 3.4 Repeating an Existing Deficiency

1. Click the **Repeat Deficiency** button next to its Deficiency Number in the Existing Deficiencies List.

This will bring up the Repeat Deficiency modal and display the existing data in IA-FMS. The deficiency with updated data can then be repeated.

2. The fields on the Repeat Deficiency Modal are:

- Title\*
- Rank\*
- Probability\*
- Citation Paragraph Number\*
- Recommended Correction\*
- Category\*
- Severity\*
- RAC
- Abatement Period\*
- Remark

Repeat Deficiency AB402386

<b>Title*</b>	Existing sleeping rooms do not meet minimum accessibility requirements.	<input type="text" value="Existing sleeping rooms do not meet minimum accessibility requirements."/>
<b>Category*</b>	H	<input type="text" value="H (Handicap)"/>
<b>Rank*</b>	2	<input type="text" value="2"/>
<b>Severity*</b>	III	<input type="text" value="III (Signifcant)"/>
<b>Probability*</b>	B	<input type="text" value="I (Catastrophic)"/> <input checked="" type="text" value="II (Critical)"/> <input type="text" value="III (Signifcant)"/> <input type="text" value="IV (Minor)"/>
<b>RAC</b>	3	<input type="text" value="3"/>
<b>Citation Paragraph Number*</b>	ADAABAG F224	<input type="text"/>
<b>Abatement Period*</b>	365	<input type="text" value="365"/>
<b>Recommended Correction*</b>	<input type="text"/>	
<b>Remark</b>	<input type="text"/>	

3. Once values for all of the required fields have been selected, click the **Save** button. This will cause the Repeat Deficiency to no longer appear in the Existing Deficiencies List and instead appear in the New Deficiencies List for the location.

### 3.5 New Deficiency List

The New Deficiency List is located on the lower section of the Location Detail, where there are tabs for Existing Deficiencies and New Deficiencies (Boiler Inspectors will also see Assets). It provides a list of all new or repeated deficiencies for the location resulting from the inspection.

1. Navigate to the Location Detail of the location where New Deficiencies need to be reviewed.

**Note:** To get to the Location Detail, click Inspection Data Entry on the menu bar. Click on the Inspection Number hyperlink for the inspection. Then, click on the Maximo ID hyperlink for the location in the Location List.

Validation Status Type	Deficiency Number	Original Reported Date	Repeat Count	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank
Modified	<a href="#">AB402386</a>	08/30/2016	0	IE029	Existing sleeping rooms do not meet minimum accessibility requirements.		UK	H	
New	<a href="#">S-2017-1201_1</a>			IE029	Employees working near, on and/or around asbestos containing materials			S	

2. The column headings on the New Deficiencies List are:

- Validation Status Type
- Deficiency Number
- Original Reported Date
- Repeat Count
- Site ID
- Description
- FMIS Backlog or Work Ticket Number
- Work Type
- Category
- Rank
- Severity
- Probability
- RAC
- Work Order Status
- Is Finalized

3. New Deficiencies can be identified in the list by their Validation Status Type of New. They will also have a temporary S&CAP generated Deficiency Number that begins with the Inspection Number. A Repeat Deficiency will have an IA-FMS (Maximo) generated Deficiency Number that begins with AB.
4. Click on the hyperlink in the Deficiency Number field to go to the Deficiency Detail. This screen shows details about the deficiency, allows updates to be saved, and allows deletion of a new or repeat deficiency from the inspection.

Location

Location Type	Description	Structure ##	Room ##	Maximo ID	IA Status
1100	Law Enforcement, Detention Center, Adult	84		AB100817	Occupied

IA-FMS Data  Pending Data

Repeat?

Validation Status: \*  Modified

Deficiency Number: AB318128  AB318128

Citation Paragraph Number: \*  NFPA 101, 7.5.2.1 Exit access passes through ki...

Title: \* MENS RESTROOM - NOT HANDICAP ACCESSIBLE.    
Enter a descriptive title under 100 characters.

Additional Information:  MENS RESTROOM - NOT HANDICAP ACCESSIBLE.; Backlog Deficiency Class: OTH - Other, Backlog Deficiency Sub Class: Other, Backlog Justification: Building needs to meet ADA requirements, Backlog Plan Corrective Action: Tear Out and Replace to Current ADA Requirements.

Deficiency status: APPR  APPR

FMIS Backlog or Work ticket number: A11-13-84-H-001-2  A11-13-84-H-001-2

FMIS Deficiency Id: 4126468  4126468

Maximo ID for the Location: AB100817  AB100817

Structure #: 84  84

Parent Deficiency: AB317986  AB317986

Work type: DM  DM

Work subtype:

Category: \* H  H (Handicap)

Rank: \* 2  2

Health Life Safety Indicator:  Y

Severity: \*  II (Critical)

Probability: \*  C (Occasional)



### 3.6 Adding a New Deficiency

1. Navigate to the Location Detail of the location to add a new deficiency.

**Note:** To get to the Location Detail, click Inspection Data Entry on the menu bar. Click on the Inspection Number hyperlink for the inspection. Then, click on the Maximo ID hyperlink for the location in the Location List.

2. Click the **Add New Deficiency** button. This will display the New Deficiency screen.

Validation Status Type	Deficiency Number	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank	Work Order Status	Is Finalized
Modified	<a href="#">AB152792</a>	IA027	CONSTRUCT NEW SINGLE OCCUPANCY RESTROOM IN AN	P16-01-265-H-002-2	DM	H	1	WAPPR	No
New	<a href="#">S-2015-3445 2</a>	IA027	Exit is obstructed by hazard			H	2	WAPPR	No

3. Enter data for all of the required fields and any of the other relevant fields. Use the Room Number and/or Asset fields to associate the deficiency with a particular room or asset. The fields on the New Deficiency screen are:

- Location\*
- Room Number
- Asset
- Validation Status\*
- Deficiency Number
- Citation Paragraph Number\*
- Title\*
- Additional Information
- Deficiency status
- Work type
- Work subtype
- Category\*
- Rank\*
- Health Life Safety Indicator
- Severity\*
- Probability\*
- RAC
- Abatement Period
- Remarks
- Recommended Correction\*

- 4. If you select a Citation Paragraph Number option from the list, the Description and Long Description fields will be pre-populated with default text based on the selection. If the value you would like to enter is not in the list or if you need to enter a value such as 'Not Applicable', type the value in and then hit the Enter or tab key on your keyboard.

New Deficiency at Location AB100817: Law Enforcement, Detention Center, Adult

Save Save & New Cancel

**Location\*** (AB100817) Law Enforcement, Detention Center, Adult

**Room Number:**

**Asset:**

**Validation Status\*** New

**Deficiency Number** Generated upon save.

**Citation Paragraph Number\***

**Title\***

Enter a descriptive title under 100 characters.

**Additional Information**

**Deficiency status** WAPPR

**Work type**

**Work subtype**

**Category\*** S (Safety/Health)

**Rank\***

**Health Life Safety Indicator** Y

**Severity\***

**Probability\***

**RAC**

**Abatement Period**

**Remarks**

**Related Comments\***

5. The Category options for a new deficiency are:

- Safety (S, J, A, and H) Inspection:
  - S (Safety/Health)
  - H (Handicap)
- Boiler and Pressure Vessels (B) Inspection:
  - E (Energy)
  - M (Physical Plant)
  - S (Safety/Health)
- General Facilities (G) Inspection:
  - M (Physical Plant)
- Fire Department (F) Inspection:
  - F (Fire)

6. The RAC is auto-calculated based on Severity and Probability for a Category S (Safety/Health) or H (Handicap) deficiency. This table shows how the RAC is determined:

Category	Severity	Probability	RAC
S (Safety/Health) H (Handicap)	I (Catastrophic)	A (Frequent)	1
		B (Likely)	1
		C (Occasional)	2
		D (Rarely)	3
	II (Critical)	A (Frequent)	1
		B (Likely)	2
		C (Occasional)	3
		D (Rarely)	4
	III (Significant)	A (Frequent)	2
		B (Likely)	3
		C (Occasional)	4
		D (Rarely)	5
	IV (Minor)	A (Frequent)	3
		B (Likely)	4
		C (Occasional)	5
		D (Rarely)	5

The RAC is auto-calculated based on Rank for a Category E (Energy), M (Physical Plant), or F (Fire) deficiency. This table shows how the RAC is determined:

Category	Rank	RAC
E (Energy)	2	4
	3	5
M (Physical Plant)	1	4
	2	5
	3	5
F (Fire)	2	4

7. Attachments can be added to a new deficiency in S&CAP. Click the **Upload Attachment** button to add a new attachment line. Select the file to be uploaded. Then, provide a description of the attachment. The attachment will be uploaded when the record is saved.
8. Once the data for a new deficiency record has been entered, save these changes by clicking one of the following buttons:
  - **Save**
  - **Save & New** (saves the new deficiency record and displays a blank New Deficiency screen)
9. After the new deficiency record is saved, a message will appear that indicates the S&CAP generated unique Work Order Number. This can be used to identify the new deficiency record in S&CAP before it is sent to IA-FMS. Once the new deficiency record is sent to IA-FMS, this value will be replaced with its actual IA-FMS Work Order Number.
10. To delete a new deficiency, locate it in the New Deficiencies List and click on its Deficiency Number hyperlink. This will display the Deficiency Detail. From here, click the **Delete Deficiency** button to delete the new deficiency.

### 3.6.1 Deficiency Categories and Ranks

The table below provides descriptions and examples of some of the Category and Ranks combinations available in S&CAP.

Cat/Rank	Severity	Description/Example
S-1	Safety-Serious Deficiency	<p>A Safety-Serious Deficiency poses a threat to safety and health, including violations of Occupational Safety and Health Standards, Life Safety Code, Uniform Building Code, among other codes and laws, as applicable.</p> <p>Examples: Required means of egress such as protected corridor and terminating after exit discharge. Fire enclosing hazardous areas. Fire rated doors, exit and emergency lighting. Means to alert occupants of danger-fire alarms, visual alarms, etc., required sprinkler systems (i.e., janitor closets in schools).</p>
S-2	Safety-Moderate Deficiency	<p>Safety-Moderate Deficiencies affecting Safety and Health.</p> <p>Examples: Trip and fall hazards when not on stairways or ramps, exterior lighting when not involving exit discharges, steps, ramps. Lack of ventilation. Sprinkler systems desired to be added which are in excess of life safety code requirements and Bureau policy. Fume hoods in science laboratories.</p>
H-1	Serious handicap code violations	<p>Examples: Provide handicapped accessibility to building. Provide handicap accessible restrooms.</p>
H-2	Violation of Federal Handicap Codes and Standards	<p>Examples: Install code compliant handrails for handicapped restrooms or portions of restrooms that need to be modified for handicapped compliance.</p>
M-1	Physical Plant, Non-Programmatic, Deficiency Condition	<p>A Physical Plant, Non-Programmatic, Deficiency Condition (<u>that renders a facility, facility system, or facility component inoperable</u>). This is related to structural, mechanical, electrical, roofs, walls, floors, foundations, utilities, paving, etc.</p> <p>Examples: Roof deterioration causing interior building damage. Serious overload of electrical system due to modernization of equipment. Removal and replacement of refrigerant compressor on chiller. Replacement of defective sections on boiler, sewer, water or gas line deterioration.</p>
M-2	Physical Plant, Non-Programmatic, Deficiency Condition	<p>A Physical Plant, Non-Programmatic, Deficiency Condition (<u>that if not attended to will render a facility, facility system, or facility component inoperable</u>). This is related to structural, mechanical, electrical, roofs, walls, floors, foundations, utilities, paving, etc.</p> <p>Examples: Replace door locks that have worn to a point where they do not operate. Replace cracked sidewalks causing tripping hazard.</p>
M-3	Functional facility equipment exceeds	<p>Functional facility equipment exceeds its normal life expectancy.</p>

	its normal life expectancy	Example: Replace boiler. Replace steam kitchen equipment. Replace carpeting.
E-2	Violation of energy codes and standards	Examples: Installation of new energy efficient lighting fixtures. Replacement of single-glazed windows with double- or triple-glazed windows for energy efficiency. Upgrading or replacement of heating systems.
E-3	Deficiencies which when corrected will reduce energy consumption	Examples: Installation or replacement of automated night setback switches for heating systems. Replacement of weather seals on exterior doors throughout the building.
F-2	Deficiencies for Fire Support	Examples: Fire Stations, Fire training classes, etc.

### 3.7 Submitting an inspection

1. Navigate to the Inspection Detail of the inspection to be submitted.

**Note:** To get to the Inspection Detail, click Inspection Data Entry on the menu bar. Then, click on the Inspection Number hyperlink for the inspection.

2. Click the **Submit Inspection** button. A prompt is displayed for submittal approval. Click the **Yes** button.

Working with Inspection S-2015-3445

Submit Inspection
Submit Inspection button

Hide Form ▾

Site ID	Description	FMIS Location ID	Region	Agency	Reporting Organization	IAFMS Inspection WO#	
IA027	MAKAH AGENCY	P16-01	NORTHWEST	Makah Agency	OFMC	AB339869	
<b>Inspection Number</b>		S-2015-3445		<b>Inspection Type</b>		Safety & Health	
<b>Fiscal Year of Inspection</b>		2015		<b>Selected Inspector(s)</b>		Inspector, Safety	
<b>Inspection Status</b>		IN PROGRESS					
<b>Remarks</b>							
<b>Inspection Created By</b>		InspectionsManager			<b>Inspection Created Date</b>		3/20/2015
<b>Inspection Submitted By</b>							
<b>Inspection Finalizing Officer</b>							
<b>Inspection Submitted Date</b>							
<b>Inspection Finalized Date</b>							

No Attachments

3. If there are locations that have not been validated, the inspection will not be submitted. A message will be returned indicating the locations that caused the submission to fail.

Unable to Submit Inspection S-2017-1201.  
 3 Location error(s) were found.  
 Location AB230761 has not been validated.  
 Location AB230761 does not have an inspection date set. This can be manually changed by editing the location.  
 Location AB101437 has not been validated.  
 0 Deficiency error(s) were found.  
 0 Asset error(s) were found.

4. All locations must be validated before the inspection can be submitted. Validating serves as a way to verify that the location has been inspected. This is especially useful if a location has no deficiencies. This way, it is verified that the location was not accidentally skipped when entering inspection data.

5. Navigate to the Location Detail of the location to be validated.
6. Select the inspection date and then click the **Validate** button.

Working with Inspection S-2017-1201

[Back to Inspection Detail](#)

Working with Location AB101437: Dormitory, School

Hide Form ▾

[Save](#) [Save & Next](#) [Validate](#) [Previous](#) [Next](#) [Cancel](#)

Validation Status: not validated Location Description: Dormitory, School

Location Type: 1100 Room #:   
Maximo ID: AB101437 Use: Building / Dormitory / School

Structure #: 53 Location Long Description:

Inspection Remarks:

Inspection Date: 05/24/2017 No New Deficiencies Found?:

Attachments

Description	Name	File Type	View	Edit	Delete
Dormitory			View Q	Edit	Delete
Dormitory, School - First Floor			View Q	Edit	Delete
Dormitory, School - East View			View Q	Edit	Delete

**1. Enter Inspection Date**

**2. Click the Validate button**

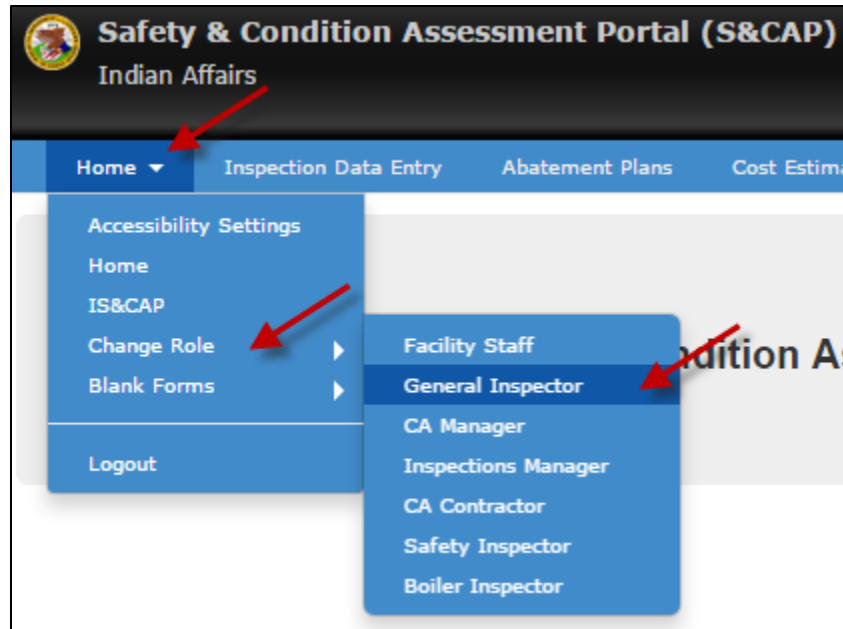
7. Once all of the locations have been validated, the inspection can be submitted successfully. For a safety inspection, once the inspection is submitted, the Inspections Manager will be notified and the Inspection Status will be set to **Submitted**. The Other inspection types (Boiler, Fire Department, and General Facilities) will be set to **Finalized** status.



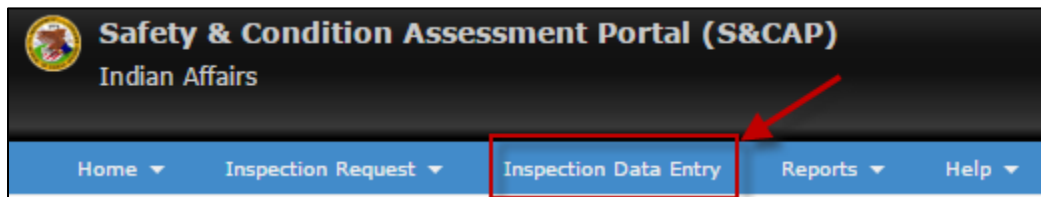
### 3.8 Exercises

#### Exercise 3: Repeating a Deficiency

1. Go to Home > Change Role on the menu bar.
2. Select **General Inspector**.



3. Click **Yes**. You will be returned to the home screen and your user role will be changed to General Inspector (top-right corner of screen).
4. Go to **Inspection Data Entry** on the menu bar.



5. Click on the hyperlink in the **Inspection Number** field for the inspection (the Inspection Number will be provided by the instructor).
  - Record the Inspection Number: \_\_\_\_\_.

Please select an inspection from the list below

**CURRENT FILTERS** > **Inspection Status: IN PROGRESS, SUBMITTED**

< Previous    Next > 1 - 1 of 1 results (page 1 / 1)

Region	Agency	Inspection Number	Inspection Type	Maximo ID	Site Number	Site Description
EASTERN OKLAHOMA		<a href="#">G-2016-579</a>	General Facilities	G09-02	IE068	JONES ACADEMY

< Previous    Next >

6. Scroll down to the Location List.
7. Click on the hyperlink in the **Maximo ID** field for a location which has a number greater than 0 in the **Existing Deficiencies** field.
  - Record the Maximo ID: \_\_\_\_\_.

Inspection Created By: sbolling    Inspection Created Date: 12/30/2015

Inspection Submitted By:    Inspection Submitted Date:

Inspection Finalizing Officer:    Inspection Finalized Date:

No Attachments    Upload Attachment    Save

**Locations** ←

< Previous    Next > 1 - 2 of 2 results (page 1 / 1)

Validation Status	Site ID	Location Type	Structure Number	Location Description	Room Number	Maximo ID	Is Finalized	Existing Deficiencies	New Deficiencies
Not Validated	IE068	1100	514	Office		<a href="#">AB101479</a>	No	0	0
Not Validated	IE068	1100	580	Gymnasium		<a href="#">AB101493</a>	No	4	0

< Previous    Next >

Existing Deficiencies is greater than 0

8. Scroll Down to the Existing Deficiencies List. (**Note:** If there are new deficiencies, the New Deficiency list will be selected by default. If this is the case, select the Existing Deficiencies tab)

9. Click the **Repeat Deficiency** button for an Existing Deficiency.

- Record the Deficiency Number: \_\_\_\_\_.

Structure #: 580 Location Long Description:

Inspection Remarks:

Inspection Date: 12/30/2015 No New Deficiencies Found?:

No Attachments Upload Attachment

Existing Deficiencies **New Deficiencies** Add New Deficiency

1 - 4 of 4 results (page 1 / 1)

Validation Status Type	Deficiency Number ▲ 1	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank	Severity
Not Validated	<a href="#">AB132427</a>	IE068	REPLACE WOOD GYM FLOOR	G09-02-580-M-007-1	DM	M	1	
Not Validated	<a href="#">AB132428</a>	IE068	REPLACE COMMERCIAL WATER HEATER, ELECTRIC, OVER 100 UP TO 120 GALLONS	G09-02-580-M-012-3	DM	M	3	
Not Validated	<a href="#">AB132429</a>	IE068	Replace aged and insufficient Mercury Vapor lighting.	G09-02-580-M-013-2	DM	M	2	
Not Validated	<a href="#">AB132430</a>	IE068	Replace damaged and deteriorated EIFS on building exterior	G09-02-580-M-014-1	DM	M	1	

10. Enter values for all of the required fields and record the following values (only record the values that have a line next to the field name):

- Category: \_\_\_\_\_.
- Rank: \_\_\_\_\_.
- RAC (field is auto-calculated): \_\_\_\_\_.
- Citation Paragraph Number
- Abatement Period: \_\_\_\_\_.
- Recommended Repair

11. Click the **Save** button.

Repeat Deficiency AB284660

**Title\*** REPLACE WOOD GYM FLOOR

**Category\*** M

**Rank\*** 1

**Severity**

**Probability**

**RAC** 4 4

**Citation Paragraph Number\***

**Abatement Period** 730

**Recommended Correction\***

**Remark**

12. Notice that the deficiency no longer appears in the Existing Deficiencies List.

13. Click the **New Deficiencies** tab to view the New Deficiencies List.

14. Notice that the Repeat Deficiency now appears in the New Deficiencies List.

Inspection Date: 12/30/2015 No New Deficiencies Found?:

No Attachments

Existing Deficiencies **New Deficiencies**

1 - 1 of 1 results (page 1 / 1)

Validation Status Type	Deficiency Number	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank	Severity	Probability
Modified	<a href="#">AB132427</a>	IE068	REPLACE WOOD GYM FLOOR	G09-02-580-M-007-1	DM	M	1		

### Exercise 4: Adding a New Deficiency

1. If necessary, change your user role to General Inspector. (**Note:** If you are continuing from the previous exercise, skip to step 6)
2. Go to **Inspection Data Entry** on the menu bar.
3. Click on the hyperlink in the **Inspection Number** field for the inspection (the Inspection Number will be provided by the instructor).
  - Record the Inspection Number: \_\_\_\_\_.
4. Scroll down to the Location List.
5. Click on the hyperlink in the **Maximo ID** field for a location.
  - Record the Maximo ID: \_\_\_\_\_.
6. Click the **Add New Deficiency** button.

7. Enter values for all of the required fields (and any of the optional fields):
  - Citation Paragraph Number
  - Title
  - Category
  - Rank
  - Recommended Correction

8. Click the **Upload Attachment** button.

Work subtype

**Category\*** M (Physical Plant) ▼

**Rank\*** 2 ▼

Health Life Safety Indicator Y

Severity ▼

Probability ▼

RAC 5

Abatement Period 1825

Remarks

**Recommended Correction\***

Attachments

No Attachments

**Upload Attachment**

Save Save & New Cancel

9. Click the **Choose File/Browse** button.

Attachments

No Attachments

New Attachment 1

Choose File No file chosen

Description:

File Type: NA ▼

Upload Attachment

Save Save & New Cancel

10. Select a file and click **Open**. Most Windows computers have sample images available that can be used to complete this step. (**Note:** When adding attachments, the attachment is not uploaded until the **Save** button is clicked)
11. Enter the text 'Picture of deficiency' followed by your initials and the date in the **Description** field.
12. Click the **Save** button.
13. Notice that the New Deficiency now appears in the New Deficiencies List.

### Exercise 5: Adding another New Deficiency

1. If necessary, change your user role to General Inspector. (**Note:** If you are continuing from the previous exercise, skip to step 6)
2. Go to **Inspection Data Entry** on the menu bar.
3. Click on the hyperlink in the **Inspection Number** field for the inspection (the Inspection Number will be provided by the instructor).
  - Record the Inspection Number: \_\_\_\_\_.
4. Scroll down to the Location List.
5. Click on the hyperlink in the **Maximo ID** field for a location.
  - Record the Maximo ID: \_\_\_\_\_.
6. Click the **Add New Deficiency** button.
7. Enter values for all of the required fields (and any of the optional fields):
  - Citation Paragraph Number
  - Title
  - Category
  - Rank
  - Recommended Correction
8. Click the **Save** button.
9. Notice that the New Deficiency now appears in the New Deficiencies List.

[End of Exercises for this Section]

## 4 Finalizing Inspection Data

### 4.1 Finalizing Deficiencies

1. Navigate to the Location Detail of the location where deficiencies need to be reviewed and finalized.

**Note:** To get to the Location Detail, click Inspection Data Entry on the menu bar. Click on the Inspection Number hyperlink for the inspection. Then, click on the Maximo ID hyperlink for the location in the Location List.

2. Review the New Deficiencies List at the lower section of the Location Detail screen.

The screenshot shows a web interface with a tab for 'New Deficiencies' and a button 'Add New Deficiency'. Below the tab is a navigation bar with 'Previous' and 'Next' buttons, and a status '1 - 9 of 9 results (page 1 / 1)'. A table lists various deficiencies with columns for Validation Status, Deficiency Number, Site ID, Description, FMIS Backlog or Work Ticket Number, Work Type, Category, Rank, Work Order Status, and Is Finalized. A red arrow points to the 'S-2015-3445\_3' link in the Deficiency Number column, with the text 'Deficiency Number hyperlink' above it.

Validation Status Type	Deficiency Number	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank	Work Order Status	Is Finalized
Modified	<a href="#">AB152792</a>	IA027	CONSTRUCT NEW SINGLE OCCUPANCY RESTROOM IN AN EXISTING	P16-01-265-H-002-2	DM	H	1	WAPPR	No
New	<a href="#">S-2015-3445_2</a>	IA027	Exit is obstructed by hazard			H	2	WAPPR	No
New	<a href="#">S-2015-3445_3</a>	IA027	Replace handrail			S	1	WAPPR	No
New	<a href="#">S-2015-3445_4</a>	IA027	Concrete is cracked at building entrance			S	1	WAPPR	No
New	<a href="#">S-2015-3445_5</a>	IA027	Fire Extinguisher needs to be replaced			S	2	WAPPR	No
New	<a href="#">S-2015-3445_6</a>	IA027	Handicap deficiency			H	1	WAPPR	No
New	<a href="#">S-2015-3445_7</a>	IA027	Flexible electric cords are run through doorways, windows, or similar openings.			S	1	WAPPR	No
New	<a href="#">S-2015-3445_8</a>	IA027	Portable fire extinguishers are discharged and/or missing from designated places.			S	2	WAPPR	No
New	<a href="#">S-2015-3445_9</a>	IA027	Exit/egress door operation is obstructed by devices			H	2	WAPPR	No

3. Click on the Deficiency Number hyperlink to view the Deficiency Detail.



Location					
Location Type	Description	Structure #	Room #	Maximo ID	IA Status
1100	BUILDING / OFFICE	265		AB105560	Occupied
SafetyInspector		Copy All ▶		Pending Data	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Save</span> <span style="border: 2px solid red; padding: 2px;">Finalize</span> <span>Previous</span> <span>Next</span> <span>Cancel</span> <span style="background-color: red; color: white; padding: 2px;">Delete Deficiency</span> </div>					
<b>Validation Status:</b> *			▶	New	
<b>Deficiency Number:</b>		S-2015-3445_3	▶	S-2015-3445_3	
<b>Deficiency Description:</b> *		Replace handrail	▶	<input type="text" value="Replace handrail"/>	
<b>Deficiency status:</b>		WAPPR	▶	<input type="text" value="WAPPR"/>	
<b>FMIS Backlog or Work ticket number:</b>			▶		
<b>FMIS Deficiency Id:</b>			▶		
<b>Maximo ID for the Location:</b>		AB105560	▶		
<b>Structure #:</b>			▶		
<b>Parent Deficiency:</b>			▶		
<b>Work type:</b>			▶		
<b>Work subtype:</b>			▶		
<b>Category:</b> *		S	▶	<input type="text" value="S (Safety/Health)"/>	
<b>Rank:</b> *		1	▶	<input style="border: 2px solid blue;" type="text" value="2"/>	
<b>Health Life Safety Indicator:</b>			▶	Y	
<b>Severity:</b> *		III	▶	<input type="text" value="III (Signifcant)"/>	
<b>Probability:</b> *		B	▶	<input type="text" value="B (Likely)"/>	

Finalize button

Updated field

- The Deficiency Detail has a column for the inspector data and a Pending Data column where the deficiency data can be updated by the Inspection Manager. Notice that the Rank has been updated in the figure above. Once the data is correct, click the **Finalize** button to finalize the deficiency.

## 4.2 Finalizing Locations

1. Navigate to the Location Detail of the location to be finalized.

**Note:** To get to the Location Detail, click Inspection Data Entry on the menu bar. Click on the Inspection Number hyperlink for the inspection. Then, click on the Maximo ID hyperlink for the location in the Location List.

Working with Location AB105560: BUILDING / OFFICE

Hide Form ▾

**Save** **Save & Next** **Finalize** Previous Next Cancel

**Validation Status:** Not Validated **Location Description:** BUILDING / OFFICE

**Location Type:** 1100 **Room #:**

**Maximo ID:** AB105560 **Use:** Building / Office

**Structure #:** 265 **Location Long Description:**

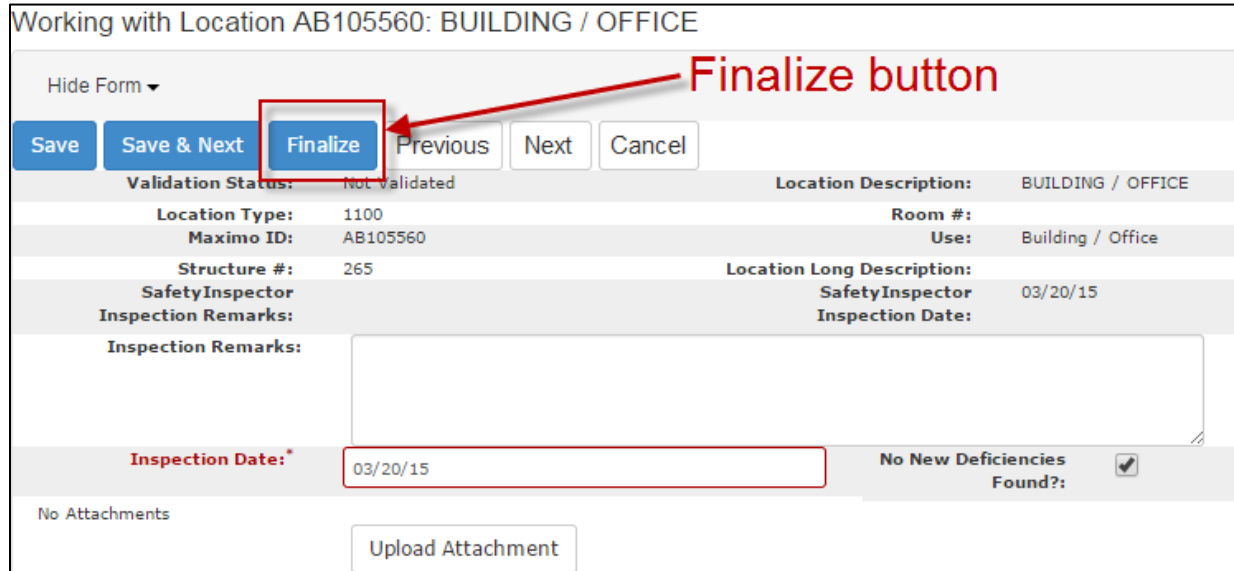
**SafetyInspector:** **SafetyInspector:** 03/20/15

**Inspection Remarks:** **Inspection Date:**

**Inspection Remarks:**

**Inspection Date:** 03/20/15 **No New Deficiencies Found?:**

No Attachments



2. Remarks can be added and the Inspection Date can be updated, if necessary. Any changes can be saved prior to finalizing the location with the **Save** or **Save & Next** button.
3. Click the **Finalize** button to finalize the location record.

### 4.3 Finalizing Assets (Boiler Inspections Only)

1. Navigate to the Location Detail of the location to review asset data.

**Note:** To get to the Location Detail, click Inspection Data Entry on the menu bar. Click on the Inspection Number hyperlink for the inspection. Then, click on the Maximo ID hyperlink for the location in the Location List.

2. Click the **Assets** tab to display the Asset List.

IAFMS Asset ID	Validation Status Type	Description	Asset Status	Site ID	IAFMS Location ID	Is Finalized	Approval Status
<a href="#">AB195701</a>	Validated	Fan, Roof-Mounted Exhaust	OPERATING	IE032	AB104321	No	Pending Approval
<a href="#">AB234579</a>	Modified	Asphalt	OPERATING	IE032	AB104321	No	Pending Approval
<a href="#">AB105429</a>	Validated	Concrete Block	OPERATING	IE032	AB104321	No	Pending Approval

3. Click the hyperlink in the IAFMS Asset ID column to navigate to the Asset Detail of a given asset.



IAFMS Data		BoilerInspector		Final Inspection Data	
Asset Number:	AB203170	AB203170		AB203170	
Asset Description:	Boiler, Hot Water	Boiler, Hot Water		Boiler, Hot Water	
Asset Status:	OPERATING	OPERATING		OPERATING	
Use:	Mechanical / Heating / Boiler, Hot Water	Mechanical / Heating / Boiler, Hot Water			
Type:		FACILITIES			
Parent:					
Parent Description:					
Priority:		4			
Serial #:					
Inspection Remarks:					
Inspection Date:		04/02/15			

Attachments  
No Attachments

Upload Attachment

4. The Asset Detail consists of an IAFMS Data column, one or more Inspector Data columns, and a Pending Data column. The IAFMS column data fields are read-only and populated with the data

currently in IA-FMS. The Inspector Data column(s) is populated with the suggested data from the inspection. The Pending Data column has both read-only and editable fields.

5. Populate the Pending data column with final inspection data by either manually changing the data in the Pending Data column or by using the arrows (  ) next to the fields. Copying over all of the fields from a particular column can be done by clicking the Copy All button (  ) to the right of the column heading.
6. Attachments can be added to an Asset Detail in S&CAP. Click the **Upload Attachment** button to add a new attachment line. Select the file to upload; then, provide a description of the attachment. The attachment will be uploaded when the record is saved or finalized.
7. Once changes to an asset record are reviewed, click the **Finalize** button. All data fields will become read-only at this point.

### 4.4 Finalizing an Inspection

1. Navigate to the Inspection Detail of the inspection.

**Note:** To get to the Inspection Detail, click Inspection Data Entry on the menu bar. Then, click on the Inspection Number hyperlink for the inspection.

2. Click the **Finalize Inspection** button on the Inspection Detail, then click the **Yes** button. If all locations and deficiencies (and assets for Boiler inspections) have been finalized, the Finalization Notification Prompt will be displayed.

Working with Inspection S-2015-3445

Hide Form ▾ Finalize Inspection button

Site ID	Description	FMIS Location ID	Region	Agency	Reporting Organization	IAFMS Inspection WO#
IA027	MAKAH AGENCY	P16-01	NORTHWEST	Makah Agency	OFMC	AB339869
<b>Inspection Number</b>		S-2015-3445		<b>Inspection Type</b>		Safety & Health
<b>Fiscal Year of Inspection</b>		2015		<b>Selected Inspector(s)</b>		
<b>Inspection Status</b>		SUBMITTED				
<b>User Remarks</b>	<b>Remark</b>					
<b>Inspection Created By</b>		InspectionsManager		<b>Inspection Created Date</b>		3/20/2015
<b>Inspection Submitted By</b>		SafetyInspector		<b>Inspection Submitted Date</b>		3/26/2015
<b>Inspection Finalizing Officer</b>				<b>Inspection Finalized Date</b>		

No Attachments

3. Use the Type dropdown to select a boilerplate Finalization message for the inspection and enter text in the Send Text Field. By default, the message is sent to the Facility Staff and Region Staff. The message can also be copied to other email addresses. Click the **Yes** button to send the notification and finish finalizing the inspection. The user will receive a confirmation message that the inspection was finalized.

Notification

**Type:**

**Boiler Plate Text:\***

**Send Text:\***

**Send To:\***

**Copy To:**

## 4.5 Bulk Finalization of all Un-finalized Records

1. Click the **Finalize Inspection** button on the Inspection Detail. Then, click the **Yes** button. A prompt will be displayed listing all of the errors due to un-finalized deficiencies and locations.

Finalize Inspection S-2015-3445

The following errors were found with the inspection's work orders:

- Deficiency AB152792 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_2 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_4 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_5 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_6 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_7 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_8 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_9 has not been Finalized by the Inspections Manager.
- Deficiency S-2015-3445\_10 has not been Finalized by the Inspections Manager.

The following errors were found with the inspection's locations:

- Location AB105560 has not been Finalized by the Inspections Manager.
- Location AB105560 has new Deficiencies, but the No New Deficiencies checkbox is checked on the Location Details Screen for the Manager Row.
- Location AB105561 has not been Finalized by the Inspections Manager.
- Location AB105561 has new Deficiencies, but the No New Deficiencies checkbox is checked on the Location Details Screen for the Manager Row.
- Location AB108267 has not been Finalized by the Inspections Manager.

If you choose to continue, all errors will be corrected by the system.

[Continue](#) [Cancel](#)

2. Click **Continue** to have the system bulk finalize all deficiencies and locations (and assets for Boiler inspections).

## 4.6 Rejecting an Inspection

1. Navigate to the Inspection Detail of the inspection.

**Note:** To get to the Inspection Detail, click Inspection Data Entry on the menu bar. Then, click on the Inspection Number hyperlink for the inspection.

Working with Inspection S-2015-3445

Submit Inspection   Finalize Inspection   Complete Inspection   **Reject Inspection**

Hide Form ▾ **Reject Inspection button**

Site ID	Description	FMIS Location ID	Region	Agency	Reporting Organization	IAFMS Inspection WO#
IA027	MAKAH AGENCY	P16-01	NORTHWEST	Makah Agency	OFMC	AB339869
<b>Inspection Number</b>	S-2015-3445		<b>Inspection Type</b>	Safety & Health		
<b>Fiscal Year of Inspection</b>	2015		<b>Selected Inspector(s)</b>	<input type="text" value="Inspector, Safety"/>		
<b>Inspection Status</b>	SUBMITTED					
<b>User Remarks</b>	<b>Remark</b>					
<div style="border: 1px solid gray; height: 40px;"></div>						
<b>Inspection Created By</b>	InspectionsManager		<b>Inspection Created Date</b>	3/20/2015		
<b>Inspection Submitted By</b>	SafetyInspector		<b>Inspection Submitted Date</b>	3/26/2015		
<b>Inspection Finalizing Officer</b>	<b>Inspection Finalized Date</b>					
No Attachments						
<input type="button" value="Upload Attachment"/>						
<input type="button" value="Save"/>						

2. Click the **Reject Inspection** button. A prompt is displayed to provide a comment detailing why the inspection is being rejected. Enter this information and then click the **Reject** button.

Reject Inspection S-2015-3445

Please provide a comment detailing why the inspection is being rejected.

Incorrect inspection data on location 12. Please update and re-submit the inspection.

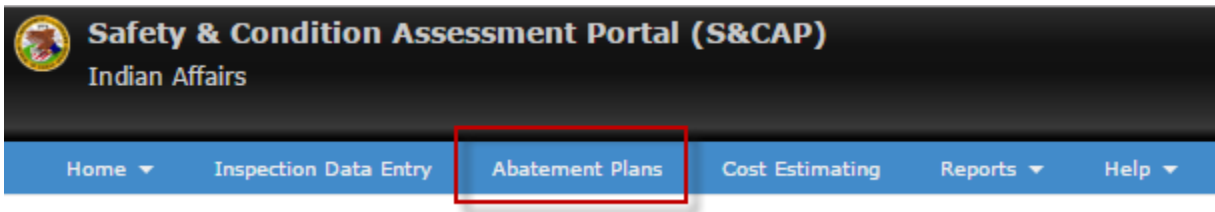
3. The inspector is notified that the inspection was rejected and the Inspection Status of the inspection is set to IN PROGRESS.

## 5 Abatement Plans

Every safety inspection in S&CAP requires an Abatement Plan to be completed by either a Facility Staff or Region Staff user. Once a safety inspection has been finalized, the system will send out a series of emails reminding users to complete Abatement Plans. Deficiencies from a safety inspection must be abated before they are eligible to be costed in the S&CAP cost estimating module. This section covers how to create an Abatement Plan, enter the abatement data for each deficiency, and finalize the Abatement Plan.

### 5.1 Creating an Abatement Plan for a finalized Safety Inspection

1. Click **Abatement Plans** on the menu bar. The Abatement Plans List will be displayed.



2. Click the **New Abatement Plan** button.

Please select an Abatement Plan from the list below

CURRENT FILTERS ▶ Fiscal Year: 2017

The number of results was limited due to the maximum number of results of 100. To avoid this message and the limited result set, please revise your search criteria below.

◀ Previous 1 2 3 4 Next ▶ 1 - 25 of 100 results (page 1 / 4)

New Abatement Plan button → New Abatement Plan

Inspection Number	FMIS Locations	Fiscal Year	Created Date	Created By	Finalized Date	Finalized By
<a href="#">A-2017-1214</a>	G02-01 FIVE CIVILIZED TRIBES HEADQUARTERS	2017	02/24/2017	areining		
<a href="#">A-2017-1232</a>	A13-01 WINNEBAGO AGENCY	2017	03/09/2017	RegionStaff		
<a href="#">A-2017-1234</a>	A04-05 WHITE SHIELD SCHOOL	2017	05/15/2017	jhinden		
<a href="#">I-2017-1237</a>	A11-01 TURTLE MOUNTAIN AGENCY	2017	10/12/2016	jmcfann		

3. On the New Abatement Plan screen, the Inspection Number dropdown is populated with Finalized Safety Inspections that do not have an Abatement Plan created. The Inspection Type and Fiscal Year filters can be used to filter which inspections show up in the Inspection Number dropdown.
4. Select the Inspection Number to create an Abatement Plan and then click the **Create Abatement Plan** button. Notice that the Created Date and Created By fields are autopopulated with the current date and the username.



← Abatement Plans

**Inspection Type:** S (Safety & Health) ▼  
**Fiscal Year:** 2017

**Inspection Number\*** ▼
**Inspection Finalized Date**  

<b>Created Date*</b>	S-2017-1648 C55-13 FORT BELKNAP DETENTION (Fort Belknap Detention Center) S-2017-1655 L03-01 HASKELL INDIAN NATIONS UNIVERSITY S-2017-1661 F60-07 HANNAHVILLE INDIAN SCHOOL S-2017-1667 B04-01 HORTON AGENCY S-2017-2253 N32-17 SHIPROCK ALTERNATIVE DORMITORY S-2017-2371 S78-01 CHOCTAW AGENCY	<b>Finalized Date</b>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>
<b>Created By*</b>		<b>Finalized By</b>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>

Create Abatement Plan

5. The Abatement Plan will be displayed. It includes all deficiencies identified during the safety inspection.

← Abatement Plans

**Inspection Number\*** S-2017-2371
**Inspection Finalized Date** 05/18/2017

**Created Date\*** 05/24/2017
**Finalized Date**  

**Created By\*** Staff, Facility
**Finalized By**  

Finalize Plan

Deficiency/ Updated Work Order: Total Count: 1

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB153289	IA005	33	REPLACE EXISTING LOCKSET WITH COMMERCIAL PASSAGE LEVER HANDLE TYPE TO ACCOMMODATE ADA REQUIREME	S	1	5	None	Yes	No

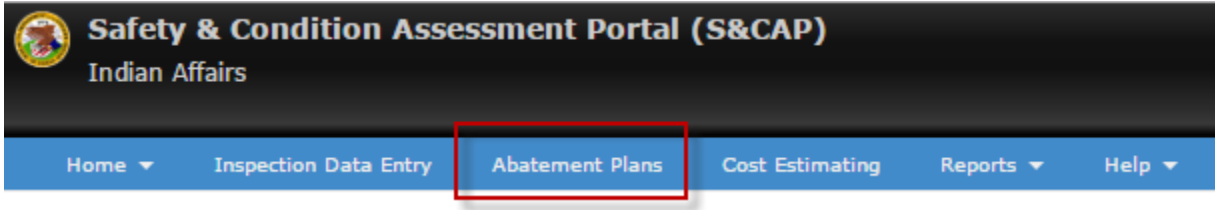
**Deficiency Information**

<b>Deficiency / Work Order Number</b>	AB153289	<b>Description</b>	REPLACE EXISTING LOCKSET WITH COMMERCIAL PASSAGE LEVER HANDLE TYPE TO ACCOMMODATE ADA REQUIREME
---------------------------------------	----------	--------------------	---

## 5.2 Navigating to an Abatement Plan that has already been


created To navigate to an Abatement Plan that has already been created:

1. Click **Abatement Plans** on the menu bar. The Abatement Plans List will be displayed.



2. The column headings on the Abatement Plans List are:

- Inspection Number
- FMIS Locations
- Fiscal Year (defaulted to the current fiscal year)
- Created Date
- Created By
- Finalized Date
- Finalized By

3. The filters on the Abatement Plan list can be used to search for a specific Abatement Plan. For example, the fiscal year filter can be updated or the inspection number can be typed into the Inspection Number field. After search criteria is entered into the filters, click enter on your keyboard or click the **Search** button  to run the search.



4. Click on the hyperlink in the **Inspection Number** column to open the Abatement Plan for the inspection.

The screenshot shows a web interface for an Abatement Plan. At the top right, a blue button labeled "Abatement Plans" is highlighted with a red rectangular box. Below this, the form contains several input fields: "Inspection Number\*" with the value "S-2017-2371", "Inspection Finalized Date" with "05/18/2017", "Created Date\*" with "05/24/2017", "Created By\*" with "Staff, Facility", and empty fields for "Finalized Date" and "Finalized By". A blue "Finalize Plan" button is located below the "Created By" field. The form also displays "Deficiency/ Updated Work Order:" and "Total Count: 1". A table lists one deficiency with the following data:

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB153289	IA005	33	REPLACE EXISTING LOCKSET WITH COMMERCIAL PASSAGE LEVER HANDLE TYPE TO ACCOMMODATE ADA REQUIREME	S	1	5	None	Yes	No

Below the table is a "Deficiency Information" section with the following details:

Deficiency / Work Order Number	Description
AB153289	REPLACE EXISTING LOCKSET WITH COMMERCIAL PASSAGE LEVER HANDLE TYPE TO ACCOMMODATE ADA REQUIREME

5. Click the **Abatement Plans** button to navigate from the Abatement Plan back to the list of Abatement Plans.

### 5.3 Adding Abatement Data to Deficiencies and Sending Deficiencies to Costing

#### 1. Navigate to the inspection's Abatement Plan.

**Inspection Number\*** 
**Inspection Finalized Date**

---

**Created Date\*** 
**Finalized Date**

**Created By\*** 
**Finalized By**

Deficiency/ Updated Work Order: Total Count: 9

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB284656	IA004	136C	CONSTRUCT NEW SINGLE OCCUPANCY RESTROOM IN AN EXISTING OFFICE/ACADEMIC AREA TO ACCOMMODATE ADA REQUI	H	2	5	None	Yes	No
AB284657	IA004	136C	REPLACE EXTERIOR STEEL DOUBLE DOORS WITH FRAME, VISION LITES AND HARDWARE, UP TO 6' X 8'	H	2	4	None	Yes	No
AB531706	IA004	136C	Employees working near, on and/or around asbestos containing materials have not been informed of it	S	1	3	None	Yes	No
AB531707	IA004	136C	lacks emergency lighting in accordance with Section 7.9.	S	2	3	None	Yes	No
AB401699	IA004	4	The electrical load center is not Identified for the breakers	S	1	2	None	Yes	No
AB284665	IA004	4	CONSTRUCT NEW SINGLE OCCUPANCY RESTROOM IN AN EXISTING DORMITORY/HOUSING AREA TO ACCOMMODATE ADA REQ	H	2	5	None	Yes	No
AB531708	IA004	4	There are no records that collateral duty safety officer (CDSO) has received safety & health traini	S	1	4	None	Yes	No

#### 2. The Deficiencies from the inspection will be listed in the Deficiency/Updated Work Order table. Select one of the deficiencies to add Abatement data to it.

AB284665	IA004	4	CONSTRUCT NEW SINGLE OCCUPANCY RESTROOM IN AN EXISTING DORMITORY/HOUSING AREA TO ACCOMMODATE ADA REQ	H	2	5	None	Yes	No
AB531708	IA004	4	There are no records that collateral duty safety officer (CDSO) has received safety & health traini	S	1	4	None	Yes	No

**Deficiency Information**

<b>Deficiency / Work Order Number</b>	AB531708	<b>Description</b>	There are no records that collateral duty safety officer (CDSO) has received safety & health traini
<b>Category</b>	S	<b>Rank</b>	1
<b>Structure #</b>	4	<b>RAC</b>	4
<b>Site ID</b>	IA004	<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB104250	<b>Location Description</b>	Fire Station
<b>Inspection Number</b>	S-2017-2406	<b>Inspection Finalized Date</b>	05/24/2017
<b>IA-FMS Status</b>	WAPPR	<b>IA-FMS Historical</b>	NO
<b>IA-FMS Current Work Type</b>	UK	<b>IA-FMS Current Standing Parent</b>	
<b>Repeat Deficiency?</b>	NO		
<b>Additional Information</b>	There are no records that collateral duty safety officer (CDSO) has received safety & health training.		

**Abatement**

**Deficiency Type\***

**Planned Corrective Measure\***

**Planned Completion Date\***

**Revised Completion Date**

**Estimated Completion Date**

**Abated Date**  **Abated By**

## 3. The Abatement fields are:

- Deficiency Type\*
- Planned Corrective Measure\*
- Planned Completion Date\*
- Revised Completion Date
- Estimated Completion Date
- Abated Date (read-only; automatically populates when record is saved)
- Abated By (read-only; automatically populates when record is saved)

4. After all of the required Abatement fields are entered, the record can be saved by clicking the **Save** button. This allows the user to come back and update the Abatement Data before sending the deficiency to costing.

**Note:** Additional fields will need to be specified if the record requires an interim measure.

IA-FMS Status	WAPPR	IA-FMS Historical	NO
IA-FMS Current Work Type	UK	IA-FMS Current Standing Parent	
Repeat Deficiency?	NO		
Additional Information	Employees working near, on and/or around asbestos containing materials have not been informed of its presence nor received training how to avoid being exposed. Note: Brake and clutch repairers, housekeeping activities, e.g. janitors can readily be exposed if not informed.		
Abatement			
Deficiency Type*	Operational		
Planned Corrective Measure*	Notify employees of asbestos.		
Planned Completion Date*	05/26/2017		
Revised Completion Date			
Estimated Completion Date			
Abated Date	Abated By		
Previous	Save	Send to Costing	No Costs For Deficiency/Work Order
			Next

5. The deficiency is sent to the cost estimating module by clicking the **Send to Costing** button.

**Note:** An individual deficiency can be sent to costing, costed, and have its cost estimate sent to IA-FMS (Maximo) before the Abatement Plan is finalized.

- 6. Once a deficiency is sent to costing (or it is specified as having no costs), the abatement fields become read-only.

The screenshot shows a web-based form for an abatement plan. At the top, there are fields for 'IA-FMS Current Work Type' (FO) and 'IA-FMS Current Standing Parent'. Below this is 'Repeat Deficiency?' (NO) and 'Additional Information' which contains a paragraph about asbestos exposure. The main section is titled 'Abatement' and contains several fields: 'Deficiency Type\*' (Operational), 'Planned Corrective Measure\*' (Notify employees of asbestos.), 'Planned Completion Date\*' (05/23/2017), 'Revised Completion Date', and 'Estimated Completion Date'. At the bottom of the form, there are 'Abated Date' (05/24/2017) and 'Abated By' (Staff, Facility). A row of navigation buttons is at the very bottom: 'Previous', 'Save', 'Send to Costing', 'No Costs For Deficiency/Work Order', and 'Next'. The 'Previous' and 'Next' buttons are highlighted with red rectangular boxes.

- 7. The **Previous** and **Next** navigation buttons can be used to quickly and easily cycle through the deficiencies in the Abatement Plan.

### 5.4 Abating New Deficiencies with No Costs

If the abatement of a new deficiency does not have a cost associated with it, the process can be streamlined by clicking the **No Costs For Deficiency/Work Order** button.

1. After all of the required Abatement fields are entered, click the **No Costs For Deficiency/Work Order** button.

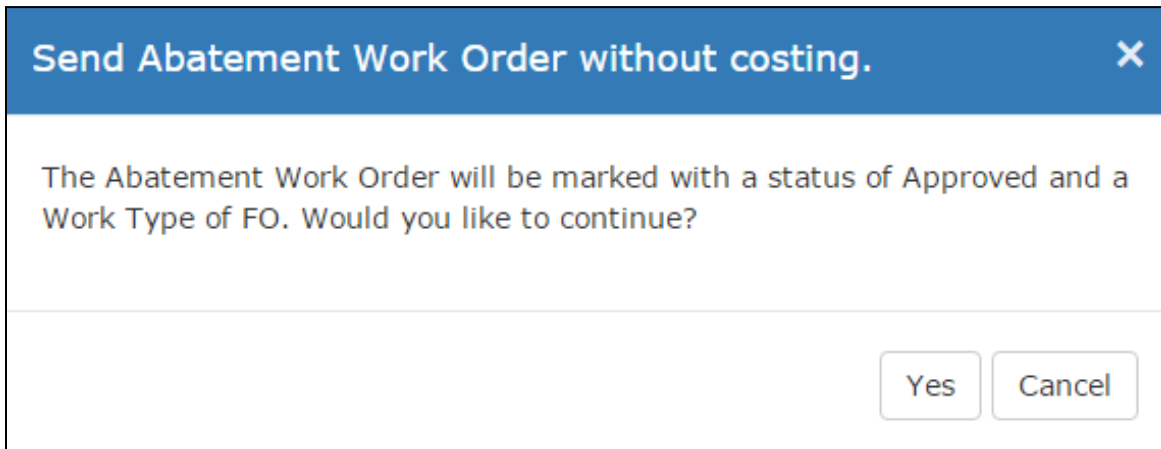
**Note:** This button is only available for new deficiencies. Repeat deficiencies do not have this option.

The screenshot shows the 'Abatement' section of the IA-FMS system. It includes fields for 'Deficiency Type' (Operational), 'Planned Corrective Measure' (Notify employees of asbestos), 'Planned Completion Date' (05/26/2017), 'Revised Completion Date', and 'Estimated Completion Date'. At the bottom, there are buttons for 'Previous', 'Save', 'Send to Costing', 'No Costs For Deficiency/Work Order' (highlighted with a red box), and 'Next'.

2. If the **Planned Completion Date** is a date in the past or the current date, the system will prompt the user to specify whether the work order in IA-FMS (Maximo) should be in APPR (Approved) or COMP (Completed) status. **Send as Complete** should be selected if the abatement has already been physically completed.

The screenshot shows a dialog box titled 'Send Abatement Work Order without costing.' The message reads: 'The Planned Completion date is today or has already passed. How would you like to mark your Abatement Work Order? Press cancel to return and change the Planned Completion date.' At the bottom, there are three buttons: 'Send As Approved', 'Send As Complete' (highlighted with a red box), and 'Cancel'.

3. If the **Planned Completion Date** is a date in the future, a prompt will be displayed indicating that the work order in IA-FMS (Maximo) will have a Work Order Status of APPR (Approved) and a Work Type of FO (Facility Operations). Click **Yes** to continue.





## 5.5 Interim Measures

Certain deficiencies require an interim measure to be completed in addition to providing the abatement information for the deficiency. An interim measure is required for a deficiency if the Planned Completion Date is 30 days or more after the Inspection Finalized Date. An interim measure is intended to capture work associated with the planned action to handle a category S (Safety/Health) or H (Handicap) deficiency in the meantime until the full abatement of the deficiency can be completed.

If an interim measure is required for the deficiency, the Interim Measure fields will be displayed for the deficiency.

1. Fill out the following required interim measure fields:

- Reason For Delay\*
- Interim Measure Description\*
- Planned Completion Date\*

**Note:** The **Planned Funding Method** and **Standing Parent** fields should be filled out after the interim measure cost estimate is completed unless the interim measure has no costs.

Abated Date Abated By

**Interim Measure**  
This deficiency requires an Interim Measure since the Planned Completion date is 30 days after the Inspection was finalized. Please create an Interim Measure.

**Reason For Delay\*** Awaiting funding.

**Interim Measure Description\*** Put up sign that a handicap accessible restroom is available in the building next door.

**Planned Completion Date\*** 05/26/2017

**Planned Funding Method\*** Funding Type

**Standing Parent** No Standing Parent

**Created Date\*** **Created By\***

Line Items 0  
Est. Total: \$0 Est. Material Total: \$0 Est. Tool Total: \$0 Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Mater	Click here to add.			0	\$0	Add

Previous Save Send to Costing Next

2. If the interim measure has no costs associated with it, select No Interim Measure Cost (FO) in the **Planned Funding Method** field. This will cause the interim measure to enter a work order with an FO (Facilities Operations) work type in IA-FMS (Maximo) when the deficiency is sent to costing.

The screenshot shows a form for creating an interim measure. The 'Planned Funding Method' dropdown is open, and 'No Interim Measure Cost (FO)' is selected. A red arrow points to this selection. Other visible fields include 'Planned Completion Date' (05/26/2017), 'Standing Parent' (No Standing Parent), and 'Created Date'.

3. If the interim measure has a **Planned Completion Date** that is in the past or the current date, the system will prompt the user to specify whether the work order in IA-FMS (Maximo) should be in APPR (Approved) or COMP (Completed) status. Send as Complete should be selected if the interim measure has already been physically completed.

The dialog box contains the following text: "The Planned Completion date is today or has already passed. How would you like to mark your Interim Measure Work Order? Press cancel to return and change the Planned Completion date." At the bottom, there are three buttons: "Send As Approved", "Send As Complete", and "Cancel". The "Send As Complete" button is highlighted with a red box.

4. If the interim measure has costs associated with it, a cost estimate can be completed by adding line items in the Line Items section of the interim measure.

**Note:** It is important to remember that the cost estimate is for the interim measure. The cost estimate for the abatement of the deficiency will be completed in the S&CAP Cost Estimating module.

5. To add a new interim measure line item, first select the **Type**, which will be Material, Tool, or Labor.

**Note:** If Labor is selected, the Description will be set to 'Contractor'. This can be updated in IA-FMS (Maximo) after the deficiency is sent to costing.

6. Fill out the required line item fields:

- Description (required for Material and Tool line items)
- Quantity
- Cost/Rate
- Hours (required for Labor and Tool line items)

Planned Funding Method\*  Funding Type

Standing Parent

Created Date\* Created By\*

Line Items 0

Est. Total: \$0 Est. Material Total: \$0 Est. Tool Total: \$0 Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	1	30	.25	\$7.5	Add

Previous Save Send to Costing Next

7. The **Line Cost** will be calculated based on the information entered for the line item.

8. To add the line item, click the **Add** button for the line item row.

Line Items 0

Est. Total: \$0 Est. Material Total: \$0 Est. Tool Total: \$0 Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	1	30	.25	\$7.5	Add

- Multiple line items can be added for a single interim measure. As line items are added, the totals will be calculated in the header of the Line Items section of the screen.

**Line Items** 4

Est. Total: \$10.125    
 Est. Material Total: \$2.5    
 Est. Tool Total: \$0.125    
 Est. Labor Total: \$7.5

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	1	30	.25	\$7.5	Remove
Mater	Sign	2	1	0	\$2	Remove
Mater	Contractor	2	.25	0	\$0.5	Remove
Tool	Hammer	1	.5	.25	\$0.125	Remove
	Click here to add.				\$0	Add

- To remove a line item, click the **Remove** button for the line item row you want to delete.

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	1	30	.25	\$7.5	Remove
Mater	Sign	2	1	0	\$2	Remove
Mater	Contractor	2	.25	0	\$0.5	Remove
Tool	Hammer	1	.5	.25	\$0.125	Remove
	Click here to add.				\$0	Add

- Once the interim measure line items have been added, the **Planned Funding Method** needs to be selected (if O&M was not previously selected). The options for **Planned Funding Method** depend on the Estimate Total for the interim measure:

- O&M (Operations and Maintenance; only available if the Estimate Total is less than or equal to \$2500)
- FI&R (Facilities Improvement and Repair)
- MI&R (Minor Improvement and Repair)

**Planned Completion Date\***

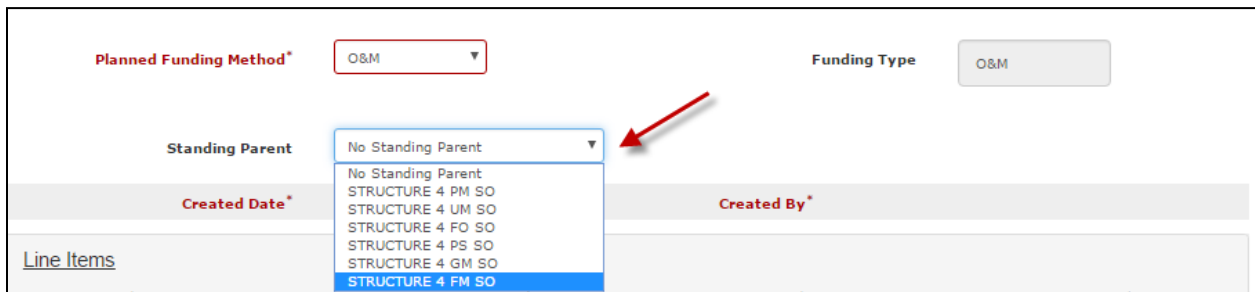
**Planned Funding Method\*** MI&R O&M FI&R MI&R No Interim Measure Cost (FO)

**Funding Type**

**Created Date\***   **Created By\***

12. If the **Planned Funding Method** is set to O&M, the **Standing Parent** field must also be specified for the interim measure. The typical options for each structure are:

- No Standing Parent
- PM SO (Preventive Maintenance Standing Order)
- UM SO (Unscheduled Maintenance Standing Order)
- FO SO (Facilities Operations Standing Order)
- PS SO (Protective Services Standing Order)
- GM SO (Grounds Maintenance Standing Order)
- FM SO (Facilities Maintenance Standing Order)



The screenshot displays a form with the following fields and values:

- Planned Funding Method\***: O&M
- Funding Type**: O&M
- Standing Parent**: A dropdown menu is open, showing the following options:
  - No Standing Parent
  - STRUCTURE 4 PM SO
  - STRUCTURE 4 UM SO
  - STRUCTURE 4 FO SO
  - STRUCTURE 4 PS SO
  - STRUCTURE 4 GM SO
  - STRUCTURE 4 FM SO
- Created Date\***: (Field is present but empty)
- Created By\***: (Field is present but empty)

The **Line Items** section is visible at the bottom left of the form.

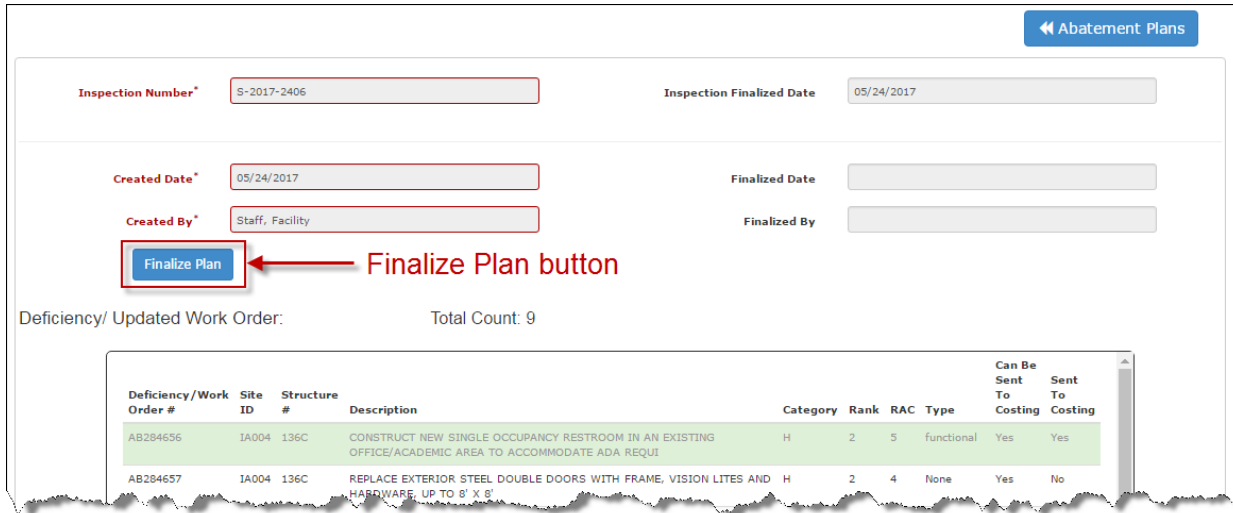
13. The interim measure work order will be created in IA-FMS (Maximo) when the deficiency is sent to costing.

### 5.6 Finalizing an Abatement Plan

After all deficiencies in an Abatement Plan have been abated, it is important to finalize the Abatement Plan. This action is what lets S&CAP know that the inspection has a fully completed Abatement Plan.

To finalize an Abatement Plan:

1. Navigate to the inspection’s Abatement Plan.



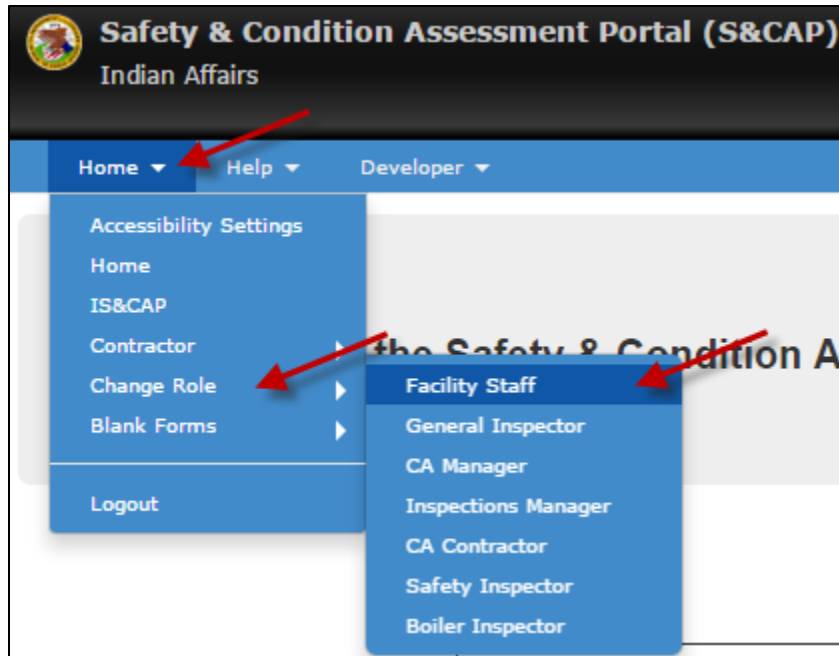
2. Click the **Finalize Plan** button. If Abatement Data has been added to each of the deficiencies in the Abatement Plan, then the Abatement Plan will be finalized. The Inspection Status of the inspection will be set to ABATED.

The Abatement Plan has been finalized

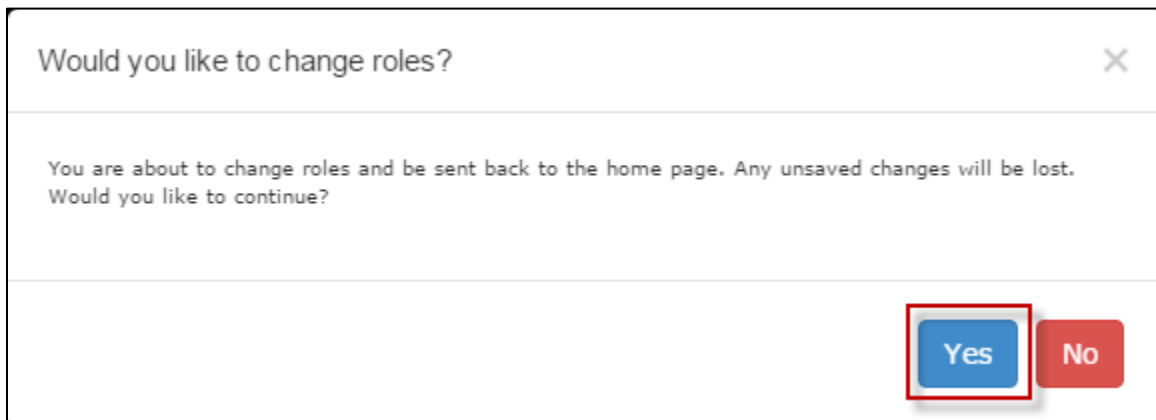
## 5.7 Exercises

### Exercise 6: Abating a Deficiency

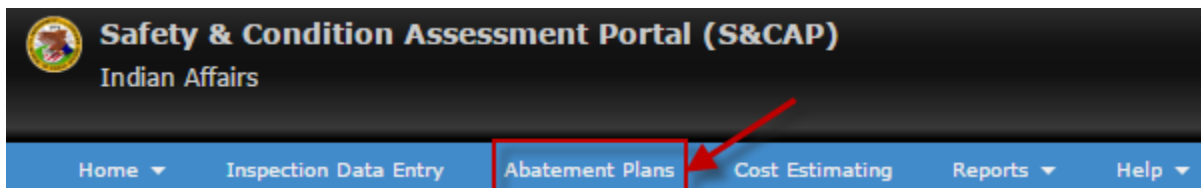
1. Go to Home > Change Role on the menu bar.
2. Select **Facility Staff**.




3. Click **Yes**. You will be returned to the home screen and your user role will be changed to Facility Staff (top-right corner of screen).



4. Go to **Abatement Plans** on the menu bar.




- Enter the Inspection Number into the Inspection Number field and click the **Search**  button (the Inspection Number(s) for an abatement plan to use for the exercise will be provided by the instructor).

**Note:** Do not enter the Inspection Number from the screenshot.

- Record the Inspection Number: \_\_\_\_\_.

The number of results was limited due to the maximum number of results of 100. To avoid this message and the limited result set, please revise your search criteria below.

Previous 1 2 3 4 Next | 1 - 25 of 100 results (page 1 / 4)
 2 

Inspection Number ▲ 1	FMIS Locations	Fiscal Year	Created Date	Created By	Finalized Date	Finalized By
A-2017-2415		2017				
<a href="#">A-2017-1214</a>		2017	02/24/2017	areining		
<a href="#">A-2017-1232</a>	A13-01 WINNEBAGO AGENCY	2017	03/09/2017	RegionStaff		
<a href="#">A-2017-1234</a>	A04-05 WHITE SHIELD SCHOOL	2017	05/15/2017	jhinden		
<a href="#">A-2017-1239</a>	N34-25 TO HAJIILEE COMMUNITY SCHOOL	2017	05/15/2017	jhinden	05/15/2017	jhinden

- Click on the **Inspection Number** hyperlink to navigate to the abatement plan.

Please select an Abatement Plan from the list below

**CURRENT FILTERS** ▶ **Inspection Number: A-2017-2415** | **CURRENT FILTERS** ▶ **Fiscal Year: 2017**

Previous Next | 1 - 1 of 1 results (page 1 / 1)

Inspection Number ▲ 1	FMIS Locations	Fiscal Year	Created Date
A-2017-2415		2017	
<a href="#">A-2017-2415</a>	N35-01 CHINLE AGENCY	2017	05/31/2017

Previous Next



7. The Abatement Plan for the inspection is displayed.

Deficiency/ Updated Work Order: Total Count: 9

Order #	ID	Structure #	Description	Category	Rank	RAC	Type	Costing	Costing
AB401700	IA004	4	The water is evident that it is black and does have odor	S	1	2	operational	Yes	No
AB531709	IA004	4	Install new handicap ramp	H	2	3	functional	Yes	No
AB531746	IA004	4	Sprinkler heads do not have 18" clearance from items/storage/shelves.	S	2	3	None	Yes	No
AB531747	IA004	4	Bathroom electric receptacle in dwelling unit is not GFCI protected.	S	2	3	None	Yes	No
AB531748	IA004	4	Stairs are not equipped with stair handrails on both sides.	S	2	3	None	Yes	No
AB284675	IA004	136C	REPLACE DRYWALL WITH FIRE RATED DRYWALL	S	2	5	None	Yes	No
AB531707	IA004	136C	lacks emergency lighting in accordance with Section 7.9.	S	2	3	None	Yes	No
AB531749	IA004	136C	The angle of rise (to the horizontal) of the industrial stairs is not between 30 and 50 degrees.	S	2	3	None	Yes	No
AB531750	IA004	136C	There is no written emergency action plan to cover actions to be taken during fire and other emerge	S	2	4	None	Yes	No

Deficiency Information

<b>Deficiency / Work Order Number</b>	AB531747	<b>Description</b>	Bathroom electric receptacle in dwelling unit is not GFCI protected.
<b>Category</b>	S	<b>Rank</b>	2
<b>Structure #</b>	4	<b>RAC</b>	3
<b>Site ID</b>	IA004	<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB104250	<b>Location Description</b>	Fire Station
<b>Inspection Number</b>	A-2017-2415	<b>Inspection Finalized</b>	05/31/2017

8. Select a deficiency from the Deficiency/ Updated Work Order table by clicking on the row of the deficiency.

- Record the Deficiency/Work Order #: \_\_\_\_\_.

The Deficiency Information for the record is displayed below the Deficiency/ Updated Work Order table.

9. Enter values for **Deficiency Type** and **Planned Corrective Measure**.

Deficiency Information			
Deficiency / Work Order Number	AB531747	Description	Bathroom electric receptacle in dwelling unit is not GFCI protected.
Category	S	Rank	2
Structure #	4	RAC	3
Site ID	IA004	Site Description	CHINLE AGENCY
Maximo ID	AB104250	Location Description	Fire Station
Inspection Number	A-2017-2415	Inspection Finalized Date	05/31/2017
IA-FMS Status	WAPPR	IA-FMS Historical	NO
IA-FMS Current Work Type	UK	IA-FMS Current Standing Parent	
Repeat Deficiency?	NO		
Additional Information	Bathroom electric receptacle in dwelling unit is not GFCI protected.		

Abatement

Deficiency Type\*

Planned Corrective Measure\*

Planned Completion Date\*

Revised Completion Date

Estimated Completion Date

Abated Date  Abated By

10. For **Planned Completion Date**, enter a date that is no more than 30 days after the Inspection Finalized Date.

**Note:** You are able to enter a date in the past in order to complete this step.

Deficiency Information			
Deficiency / Work Order Number	AB531747	Description	Bathroom electric receptacle in dwelling unit is not GFCI protected.
Category	S	Rank	2
Structure #	4	RAC	3
Site ID	IA004	Site Description	CHINLE AGENCY
Maximo ID	AB104250	Location Description	Fire Station
Inspection Number	A-2017-2415	Inspection Finalized Date	05/31/2017
IA-FMS Status	WAPPR	IA-FMS Historical	NO
IA-FMS Current Work Type	UK	IA-FMS Current Standing Parent	
Repeat Deficiency?	NO		
Additional Information	Bathroom electric receptacle in dwelling unit is not GFCI protected.		

Abatement

Deficiency Type\*

Planned Corrective Measure\*

Planned Completion Date\*

Revised Completion Date

← Inspection Finalized Date  
↗ Planned Completion Date is less than 30 days after the Inspection Finalized Date

11. Click the **Send to Costing** button.

**Note:** If the deficiency is a repeat deficiency, the **No Costs For Deficiency/Work Order** button will not be displayed as in the screenshot below.

Abatement

**Deficiency Type\***

**Planned Corrective Measure\***

**Planned Completion Date\***

**Revised Completion Date**

**Estimated Completion Date**

**Abated Date** **Abated By**

12. Notice that in the Deficiency/ Updated Work Order table, the Sent to Costing field has been changed to Yes for the deficiency.

Deficiency/ Updated Work Order: Total Count: 9

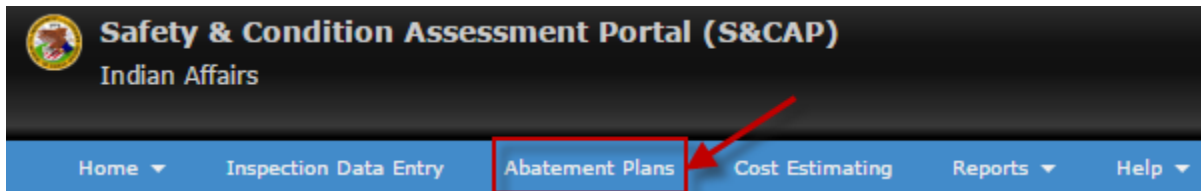
Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB401700	IA004	4	The water is evident that it is black and does have odor	S	1	2	operational	Yes	No
AB531709	IA004	4	Install new handicap ramp	H	2	3	functional	Yes	No
AB531746	IA004	4	Sprinkler heads do not have 18" clearance from items/storage/shelves.	S	2	3	None	Yes	No
AB531747	IA004	4	Bathroom electric receptacle in dwelling unit is not GFCI protected.	S	2	3	functional	Yes	Yes
AB531748	IA004	4	Stairs are not equipped with stair handrails on both sides.	S	2	3	None	Yes	No
AB284675	IA004	136C	REPLACE DRYWALL WITH FIRE RATED DRYWALL	S	2	5	None	Yes	No
AB531707	IA004	136C	lacks emergency lighting in accordance with Section 7.9.	S	2	3	None	Yes	No
AB531749	IA004	136C	The angle of rise (to the horizontal) of the industrial stairs is not between 30 and 50 degrees.	S	2	3	None	Yes	No
AB531750	IA004	136C	There is no written emergency action plan to cover actions to be taken during fire and other emerge	S	2	4	None	Yes	No


### Exercise 7: Abating a Deficiency (with Interim Measure)

1. If necessary, change your user role to Facility Staff.

**Note:** If you are continuing from the previous exercise, skip to step 6)

2. Go to **Abatement Plans** on the menu bar.



3. Enter the Inspection Number into the Inspection Number field and click the **Search**  button (the Inspection Number(s) for an abatement plan to use for the exercise will be provided by the instructor).

**Note:** Do not enter the Inspection Number from the screenshot.

- Record the Inspection Number: \_\_\_\_\_.

The number of results was limited due to the maximum number of results of 100. To avoid this message and the limited result set, please revise your search criteria below.

◀ Previous 1 2 3 4 Next ▶ 1 - 25 of 100 results (page 1 / 4)

Inspection Number ▲ 1	FMIS Locations	Fiscal Year	Created Date	Created By	Finalized Date	Finalized By
A-2017-2415		2017				
<a href="#">A-2017-1214</a>		2017	02/24/2017	areining		
<a href="#">A-2017-1232</a>	A13-01 WINNEBAGO AGENCY	2017	03/09/2017	RegionStaff		
<a href="#">A-2017-1234</a>	A04-05 WHITE SHIELD SCHOOL	2017	05/15/2017	jhinden		
<a href="#">A-2017-1239</a>	N34-25 TO HAJIILEE COMMUNITY SCHOOL	2017	05/15/2017	jhinden	05/15/2017	jhinden

**Note:** The correct Inspection Number to use will be provided by the instructor

4. Click on the **Inspection Number** hyperlink to navigate to the abatement plan.

Please select an Abatement Plan from the list below

**CURRENT FILTERS** ▶ Inspection Number: A-2017-2415 | **CURRENT FILTERS** ▶ Fiscal Year: 2017

◀ Previous Next ▶ 1 - 1 of 1 results (page 1 / 1)

Inspection Number ▲ 1	FMIS Locations	Fiscal Year	Created Date
A-2017-2415		2017	
<a href="#">A-2017-2415</a>	N35-01 CHINLE AGENCY	2017	05/31/2017

◀ Previous Next ▶

5. The Abatement Plan for the inspection is displayed.

Deficiency/ Updated Work Order: Total Count: 9

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB401700	IA004	4	The water is evident that it is black and does have odor	S	1	2	operational	Yes	No
AB531709	IA004	4	Install new handicap ramp	H	2	3	functional	Yes	No
AB531746	IA004	4	Sprinkler heads do not have 18" clearance from items/storage/shelves.	S	2	3	None	Yes	No
AB531747	IA004	4	Bathroom electric receptacle in dwelling unit is not GFCI protected.	S	2	3	functional	Yes	Yes
AB531748	IA004	4	Stairs are not equipped with stair handrails on both sides.	S	2	3	None	Yes	No
AB284675	IA004	136C	REPLACE DRYWALL WITH FIRE RATED DRYWALL	S	2	5	functional	Yes	Yes
AB531707	IA004	136C	lacks emergency lighting in accordance with Section 7.9.	S	2	3	None	Yes	No
AB531749	IA004	136C	The angle of rise (to the horizontal) of the industrial stairs is not between 30 and 50 degrees.	S	2	3	functional	Yes	Yes
AB531750	IA004	136C	There is no written emergency action plan to cover actions to be taken during fire and other emerge	S	2	4	None	Yes	No

Deficiency Information

<b>Deficiency / Work Order Number</b>	AB531709	<b>Description</b>	Install new handicap ramp
<b>Category</b>	H	<b>Rank</b>	2
<b>Structure #</b>	4	<b>RAC</b>	3
<b>Site ID</b>	IA004	<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB104250	<b>Location Description</b>	Fire Station

6. Select a deficiency from the Deficiency/ Updated Work Order table by clicking on the row of the deficiency.

- Record the Deficiency/Work Order #: \_\_\_\_\_.

The Deficiency Information for the record is displayed below the Deficiency/ Updated Work Order table.

7. Enter values for **Deficiency Type** and **Planned Corrective Measure**.

Deficiency Information

<b>Deficiency / Work Order Number</b>	AB531709	<b>Description</b>	Install new handicap ramp
<b>Category</b>	H	<b>Rank</b>	2
<b>Structure #</b>	4	<b>RAC</b>	3
<b>Site ID</b>	IA004	<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB104250	<b>Location Description</b>	Fire Station
<b>Inspection Number</b>	A-2017-2415	<b>Inspection Finalized Date</b>	05/31/2017
<b>IA-FMS Status</b>	RGAPPR	<b>IA-FMS Historical</b>	NO
<b>IA-FMS Current Work Type</b>	DM	<b>IA-FMS Current Standing Parent</b>	
<b>Repeat Deficiency?</b>	YES		
<b>Additional Information</b>	REPEAT DEFICIENCY (05/30/2017); New Category H; New Rank 2; New Severity III; New Probability: B; RAC is now 3; Abatement period is now: 365. COMMENT:		

Abatement

**Deficiency Type\***

**Planned Corrective Measure\***

**Planned Completion Date\***

**Revised Completion Date**

- 8. For **Planned Completion Date**, enter a date that is at least 30 days after the Inspection Finalized Date.

**Note:** This will cause the interim measure fields to be displayed for this deficiency abatement.

Deficiency Information			
Deficiency / Work Order Number	AB531709	Description	Install new handicap ramp
Category	H	Rank	2
Structure #	4	RAC	3
Site ID	IA004	Site Description	CHINLE AGENCY
Maximo ID	AB104250	Location Description	Fire Station
Inspection Number	A-2017-2415	Inspection Finalized Date	05/31/2017
IA-FMS Status	RGAPPR	IA-FMS Historical	NO
IA-FMS Current Work Type	DM	IA-FMS Current Standing Parent	
Repeat Deficiency?	YES		
Additional Information	REPEAT DEFICIENCY (05/30/2017): New Category H; New Rank 2; New Severity III; New Probability: B; RAC is now 3; Abatement period is now: 365. COMMENT:		

Abatement	
Deficiency Type*	Functional
Planned Corrective Measure*	Install new handicap ramp.
Planned Completion Date*	06/30/2017
Revised Completion Date	
Estimated Completion Date	
Abated Date	Abated By

**Interim Measure**  
This deficiency requires an Interim Measure since the Planned Completion date is 30 days after the Inspection was finalized. Please create an Interim Measure.

Reason For Delay*	
-------------------	--

- 9. In the Interim Measure section of the screen, enter information for **Reason for Delay** and **Interim Measure Date**.

The screenshot shows the 'Interim Measure' section of a software interface. At the top, a blue header contains the text: 'Interim Measure' and 'This deficiency requires an Interim Measure since the Planned Completion date is 30 days after the Inspection was finalized. Please create an Interim Measure.' Below the header, there are four main input fields: 'Reason For Delay\*' with the text 'Awaiting funding.', 'Interim Measure Description\*' with the text 'Put up signs.', 'Planned Completion Date\*' which is currently empty, and 'Planned Funding Method\*' which is a dropdown menu. To the right of these fields is a 'Funding Type' button.

- 10. In the Interim Measure section of the screen, enter a date that is in the past compared to today's date in **Planned Completion Date** field.

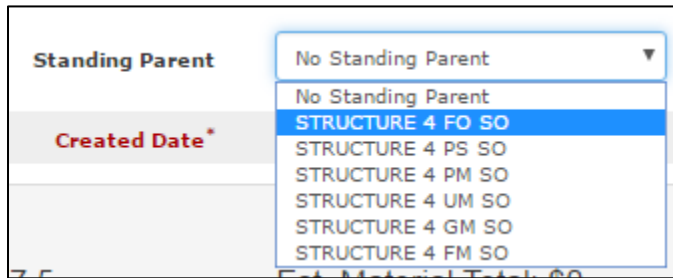
This screenshot is identical to the previous one, but the 'Planned Completion Date\*' field is now highlighted with a red box and contains the date '05/24/2017'.

- 11. The options for **Planned Funding Method** are O&M and No Interim Measure Cost (FO). In this exercise, we will add costs for our interim measure. Select O&M for the **Planned Funding Method**.

This is a close-up of the 'Planned Funding Method\*' dropdown menu. The menu is open, showing three options: 'O&M', 'O&M', and 'No Interim Measure Cost (FO)'. The first 'O&M' option is highlighted in blue, and a red arrow points to it. Below the dropdown is a 'Standing Parent' field. To the right, the 'Funding Type' button now displays 'O&M'.

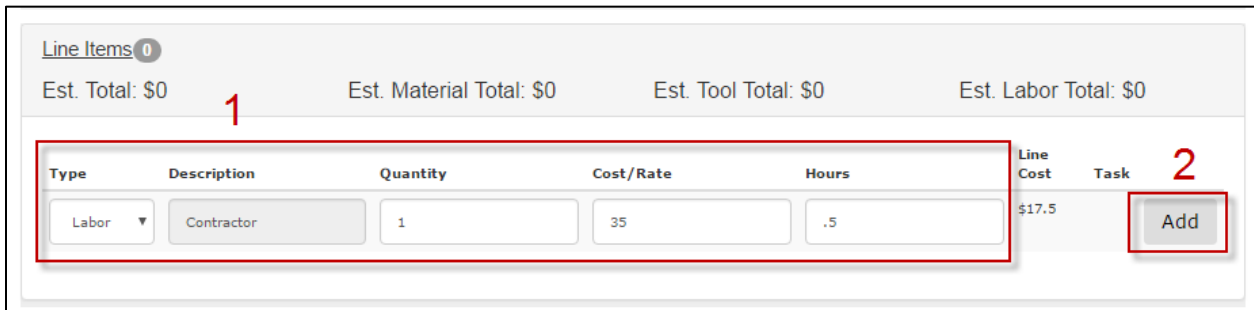
- Select the Standing Parent Work Order to attach the interim measure costs to in the **Standing Parent** field.

**Note:** If the only available option is No Standing Parent, select that option.



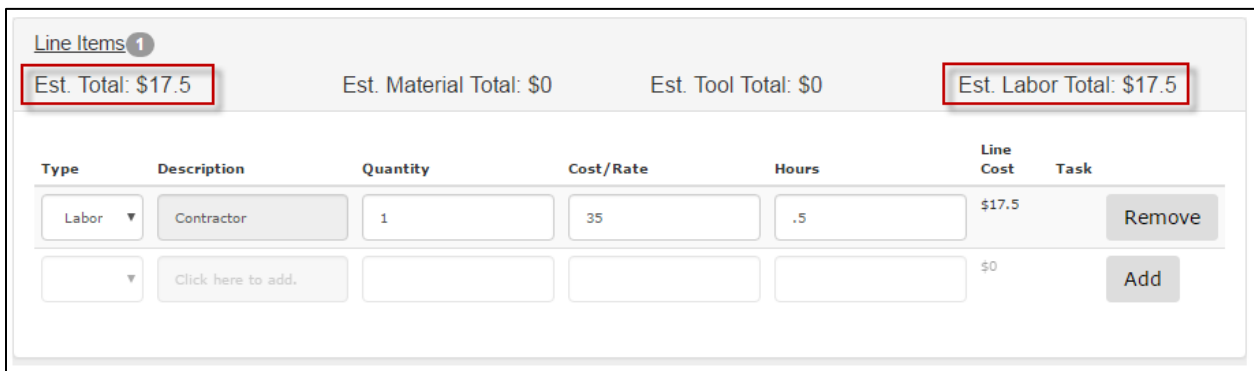
- Add an interim measure line item by selecting a **Type**, filling out the required information for the line item, and clicking the **Add** button.

**Note:** The screenshot shows a Labor line item. Feel free to select Material or Tool for the **Type** instead.



- After you click the **Add** button, the Estimate Totals will be updated based on the information that was entered.

**Note:** If your Estimate Total is \$2500 or greater, the Planned Funding Method will be updated to reflect Deferred Maintenance funding options.





15. Click the **Send to Costing** button.

Est. Total: \$17.5      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$17.5

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	1	35	.5	\$17.5	Remove
	Click here to add.				\$0	Add

Previous   Save   **Send to Costing**   Next

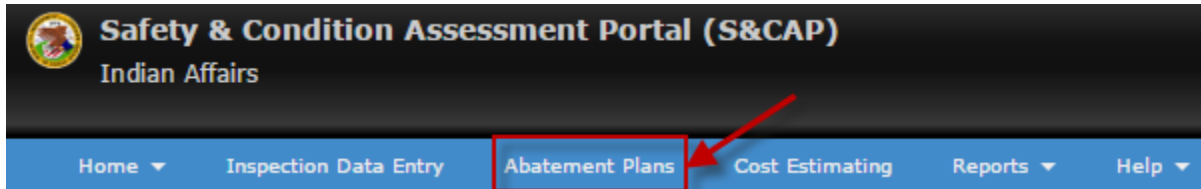
16. Notice that in the Deficiency/ Updated Work Order table, the Sent to Costing field has been changed to Yes for the deficiency.


### Exercise 8: Abating a Deficiency with No Costs

1. If necessary, change your user role to Facility Staff.

**Note:** If you are continuing from the previous exercise, skip to step 6)

2. Go to **Abatement Plans** on the menu bar.






3. Enter the Inspection Number into the Inspection Number field and click the **Search**  button (the Inspection Number(s) for an abatement plan to use for the exercise will be provided by the instructor).

**Note:** Do not enter the Inspection Number from the screenshot.

- Record the Inspection Number: \_\_\_\_\_.

The number of results was limited due to the maximum number of results of 100. To avoid this message and the limited result set, please revise your search criteria below.

◀ Previous 1 2 3 4 Next ▶ 1 - 25 of 100 results (page 1 / 4) 2   

Inspection Number ▲ 1	FMIS Locations	Fiscal Year	Created Date	Created By	Finalized Date	Finalized By
A-2017-2415		2017				
<a href="#">A-2017-1214</a>		2017	02/24/2017	areining		
<a href="#">A-2017-1232</a>	A13-01 WINNEBAGO AGENCY	2017	03/09/2017	RegionStaff		
<a href="#">A-2017-1234</a>	A04-05 WHITE SHIELD SCHOOL	2017	05/15/2017	jhinden		
<a href="#">A-2017-1239</a>	N34-25 TO HAJIILEE COMMUNITY SCHOOL	2017	05/15/2017	jhinden	05/15/2017	jhinden

**Note:** The correct Inspection Number to use will be provided by the instructor

4. Click on the **Inspection Number** hyperlink to navigate to the abatement plan.

Please select an Abatement Plan from the list below

**CURRENT FILTERS** ▶ Inspection Number: A-2017-2415 | **CURRENT FILTERS** ▶ Fiscal Year: 2017

◀ Previous Next ▶ 1 - 1 of 1 results (page 1 / 1)

Inspection Number ▲ 1	FMIS Locations	Fiscal Year	Created Date
A-2017-2415		2017	
<a href="#">A-2017-2415</a>	N35-01 CHINLE AGENCY	2017	05/31/2017

◀ Previous Next ▶

5. The Abatement Plan for the inspection is displayed.

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB401700	IA004	4	The water is evident that it is black and does have odor	S	1	2	operational	Yes	No
AB531709	IA004	4	Install new handicap ramp	H	2	3	functional	Yes	Yes
AB531746	IA004	4	Sprinkler heads do not have 18" clearance from items/storage/shelves.	S	2	3	None	Yes	No
AB531747	IA004	4	Bathroom electric receptacle in dwelling unit is not GFCI protected.	S	2	3	functional	Yes	Yes
AB531748	IA004	4	Stairs are not equipped with stair handrails on both sides.	S	2	3	functional	Yes	Yes
AB284675	IA004	136C	REPLACE DRYWALL WITH FIRE RATED DRYWALL	S	2	5	functional	Yes	Yes
AB531707	IA004	136C	lacks emergency lighting in accordance with Section 7.9.	S	2	3	functional	Yes	No
AB531749	IA004	136C	The angle of rise (to the horizontal) of the industrial stairs is not between 30 and 50 degrees.	S	2	3	functional	Yes	Yes
AB531750	IA004	136C	There is no written emergency action plan to cover actions to be taken during fire and other emerge	S	2	4	None	Yes	No

**Deficiency Information**

<b>Deficiency / Work Order Number</b>	AB531746	<b>Description</b>	Sprinkler heads do not have 18" clearance from items/storage/shelves.
<b>Category</b>	S	<b>Rank</b>	2
<b>Structure #</b>	4	<b>RAC</b>	3
<b>Site ID</b>	IA004	<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB104250	<b>Location Description</b>	Fire Station
<b>Inspection Number</b>	A-2017-2415	<b>Inspection Finalized Date</b>	05/31/2017
<b>IA-FMS Status</b>	WAPPR	<b>IA-FMS Historical</b>	NO
<b>IA-FMS Current Work Type</b>	UK	<b>IA-FMS Current Standing Parent</b>	
<b>Repeat Deficiency?</b>	NO		

**Additional Information** Sprinkler heads do not have 18" clearance from items/storage/shelves.

6. Select a deficiency that has not been sent to costing and is not a repeat deficiency.

**Note:** A record meeting this criteria will have the **Sent to Costing** set to No in the Deficiencies/Updated Work Order list and will have **Repeat Deficiency?** set to NO in the Deficiency Information section.

- Record the Deficiency/Work Order #: \_\_\_\_\_.

7. Enter values for **Deficiency Type** and **Planned Corrective Measure**.

Deficiency Information

Deficiency / Work Order Number	AB531746	Description	Sprinkler heads do not have 18" clearance from items/storage/shelves.
Category	5	Rank	2
Structure #	4	RAC	3
Site ID	IA004	Site Description	CHINLE AGENCY
Maximo ID	AB104250	Location Description	Fire Station
Inspection Number	A-2017-2415	Inspection Finalized Date	05/31/2017
IA-FMS Status	WAPPR	IA-FMS Historical	NO
IA-FMS Current Work Type	UK	IA-FMS Current Standing Parent	
Repeat Deficiency?	NO		
Additional Information	Sprinkler heads do not have 18" clearance from items/storage/shelves.		

Abatement

Deficiency Type\*

Planned Corrective Measure\*

Planned Completion Date\*

Revised Completion Date

Estimated Completion Date

Abated Date  Abated By

8. Enter a date that is in the past compared to today's date or enter today's date in **Planned Completion Date** field.

Deficiency Type\*

Planned Corrective Measure\*

Planned Completion Date\*  ←

Revised Completion Date

Estimated Completion Date

Abated Date  Abated By

Calendar: May 2017

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Click the **No Costs For Deficiency/Work Order** button.

The screenshot shows a form titled "Abatement" with the following fields and buttons:

- Deficiency Type\***: A dropdown menu with "Operational" selected.
- Planned Corrective Measure\***: A text input field containing "Move storage shelves."
- Planned Completion Date\***: A date input field containing "05/24/2017".
- Revised Completion Date**: An empty date input field.
- Estimated Completion Date**: An empty date input field.
- Abated Date** and **Abated By**: Empty input fields.
- Navigation buttons at the bottom: "Previous", "Save", "Send to Costing", "No Costs For Deficiency/Work Order" (highlighted with a red box), and "Next".

- Since the **Planned Completion Date** is today's date or earlier, the system will prompt you to specify whether to update the work order to APPR (Approved) or COMP (Completed) status in IA-FMS (Maximo).

The screenshot shows a dialog box with the following content:

- Title Bar**: "Send Abatement Work Order without costing." with a close button (X).
- Text**: "The Planned Completion date is today or has already passed. How would you like to mark your Abatement Work Order? Press cancel to return and change the Planned Completion date."
- Buttons**: "Send As Approved", "Send As Complete", and "Cancel". The "Send As Approved" and "Send As Complete" buttons are highlighted with a red box.

- Click either **Send As Approved** or **Send As Complete**.

- 12. Notice that the IA-FMS (Maximo) Status has been updated based on the option you selected and that the IA-FMS (Maximo) Current Work Type has been updated to FO.

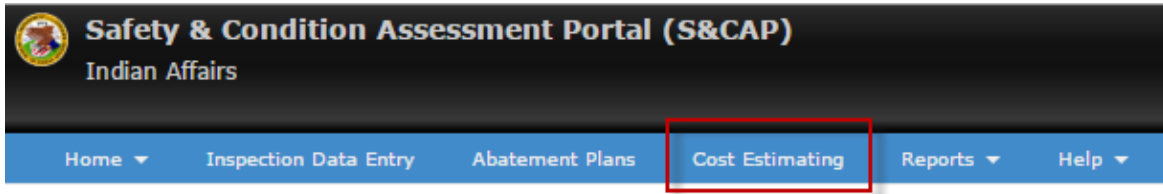
Deficiency Information	
<b>Deficiency / Work Order Number</b>	AB531746
<b>Description</b>	Sprinkler heads do not have 18" clearance from items/storage/shelves.
<b>Category</b>	S
<b>Rank</b>	2
<b>Structure #</b>	4
<b>RAC</b>	3
<b>Site ID</b>	IA004
<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB104250
<b>Location Description</b>	Fire Station
<b>Inspection Number</b>	A-2017-2415
<b>Inspection Finalized Date</b>	05/31/2017
<b>IA-FMS Status</b>	COMP
<b>IA-FMS Historical</b>	NO
<b>IA-FMS Current Work Type</b>	FO
<b>IA-FMS Current Standing Parent</b>	AB104557
<b>Repeat Deficiency?</b>	NO
<b>Additional Information</b>	Sprinkler heads do not have 18" clearance from items/storage/shelves.
Abatement	
<b>Deficiency Type*</b>	Operational
<b>Planned Corrective Measure*</b>	Move storage shelves.

[End of Exercises for this Section]

## 6 Cost Estimating

### 6.1 Navigating to a Deficiency to provide a Cost Estimate

1. Click **Cost Estimating** on the menu bar.



2. The Deficiencies / Work Orders to be Costed List will be displayed.

CURRENT FILTERS > Eligible to be Costed: Yes | CURRENT FILTERS > Fiscal Year: 2017


< Previous 1 2 3 Next > 1 - 25 of 73 results (page 1 / 3)

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description
1	1	2017							
Yes		2017	<a href="#">AB404500</a>	Employees working near, on and/or around asbestos containing materials	A-2017-1276	10/19/2016	\$0.00	IA071	WILLOW LOC...
Yes		2017	<a href="#">AB404501</a>	Electric boxes, enclosure panels, and enclosures in damp or wet locations are	A-2017-1276	10/19/2016	\$0.00	IA071	WILLOW LOC...
Yes		2017	<a href="#">AB404502</a>	There is reasonable anticipation for employee exposure to blood or to other	A-2017-1276	10/19/2016	\$0.00	IA071	WILLOW LOC...
Yes		2017	<a href="#">AB404503</a>	There is reasonable anticipation for employee exposure to blood or to other	A-2017-1276	10/19/2016	\$0.00	IA071	WILLOW LOC...
Yes		2017	<a href="#">AB406207</a>	Hot water heater T/P relief valve discharge does not terminate within 6-	A-2017-1214	01/10/2017	\$0.00	IA058	FIVE HEAD...
Yes		2017	<a href="#">AB406230</a>	There is reasonable anticipation for	S-2017-1869	01/25/2017	\$0.00	IE026	CHI...

3. The column headings on the Deficiencies / Work Orders to be Costed List are:

- Funding Type
- Eligible to be Costed (defaults to Yes)
- Fiscal Year (defaults to the current fiscal year)
- Deficiency / Work Order Number
- Deficiency / Work Order Description
- Inspection Number
- Inspection Finalized Date
- IA-FMS Cost Estimate Total
- Site ID
- Site Description
- Maximo ID
- Location Description
- Category
- Rank
- Parent Work Order

**Note:** It is important to be aware that work orders in a status of INPOR, APPR, or FUNDED are not eligible to have their cost estimates updated using S&CAP. These records will have their Eligible to be Costed flag set to No.

4. Deficiencies / Work Orders to be Costed List can be used to search for a specific work order/deficiency. After search criteria is entered into the filters, click enter on your keyboard or click the **Search** button  to run the search.
5. To navigate to the Cost Estimate Detail screen for work order/deficiency, click on the hyperlink in the Deficiency / Work Order Number field for the record for which to view or submit a cost estimate.

CURRENT FILTERS > Eligible to be Costed: Yes | CURRENT FILTERS > Fiscal Year: 2017 | CURRENT FILTERS > Inspection Number: S-2017-2406

< Previous    Next >    1 - 6 of 6 results (page 1 / 1)

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site De
	<input checked="" type="checkbox"/> 1	2017			S-2017-2406				
Yes		2017	<a href="#">AB284656</a>	CONSTRUCT NEW SINGLE OCCUPANCY RESTROOM IN AN EXISTING	S-2017-2406	05/24/2017	\$48,706.52	IA004	CHINLE
Yes		2017	<a href="#">AB284657</a>	REPLACE EXTERIOR STEEL DOUBLE DOORS WITH FRAME, VISION LITES	S-2017-2406	05/24/2017	\$8,952.40	IA004	CHINLE
Yes		2017	<a href="#">AB531707</a>	lacks emergency lighting in accordance with Section 7.9.	S-2017-2406	05/24/2017	\$0.00	IA004	CHINLE
Yes		2017	<a href="#">AB531708</a>	There are no records that collateral duty safety officer (CDSO) has received	S-2017-2406	05/24/2017	\$0.00	IA004	CHINLE
Yes		2017	<a href="#">AB531709</a>	Install new handicap ramp	S-2017-2406	05/24/2017	\$0.00	IA004	CHINLE
Yes		2017	<a href="#">AB531710</a>	Door hardware serving accessible areas is not handicap accessible type.	S-2017-2406	05/24/2017	\$0.00	IA004	CHINLE



- The Cost Estimate Detail for the deficiency will be displayed. Deficiency and Abatement information is displayed at the upper section of the cost detail. Cost Data is displayed in the lower section.

← Deficiencies / Work Orders to be Costed

← Previous
Next →

<b>Deficiency / Work Order Number</b>	A8531707	<b>Description</b>	lacks emergency lighting in accordance with Section 7.9.
<b>Category</b>	S	<b>Rank</b>	2
<b>Structure #</b>	136C	<b>RAC</b>	3
<b>Site ID</b>	IA004	<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB107744	<b>Location Description</b>	Office
<b>Inspection Number</b>	S-2017-2406	<b>Inspection Finalized Date</b>	05/24/2017
<b>Cost Estimator's Name</b>		<b>Cost Estimated Date</b>	
<b>IA-FMS Status</b>	WAPPR	<b>IA-FMS Historical</b>	No
<b>IA-FMS Current Work Type</b>	UK	<b>IA-FMS Current Standing Parent</b>	
<b>Repeat Deficiency?</b>	No		
<b>Additional Information</b>	lacks emergency lighting in accordance with Section 7.9.		

**Abatement Information**

<b>Plan Created</b>	05/24/2017	<b>Plan Created By</b>	FacilityStaff
<b>Plan Finalized</b>	05/25/2017	<b>Plan Finalized By</b>	FacilityStaff
<b>Deficiency Type</b>	functional	<b>Planned Completion Date</b>	05/31/2017
<b>Planned Corrective Measure</b>	Install lighting		
<b>Revised Completion Date</b>	N/A	<b>Estimated Completion Date</b>	N/A
<b>Abated Date</b>	05/25/2017	<b>Abated By</b>	FacilityStaff

**Line Items** Est. Total: \$0    Est. Material Total: \$0    Est. Tool Total: \$0    Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materials	<a href="#">Click here to add.</a>			0	\$0	<span style="background-color: #ccc; padding: 2px 5px;">Add</span>

<b>Planned Funding Method</b>	O&M	<b>Funding Type</b>	O&M
<b>Standing Parent*</b>	No Standing Pa		
<span style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-right: 5px;">Save Costs</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-right: 5px;">Finalize Cost</span> <span style="background-color: #4a86e8; color: white; padding: 2px 5px;">No Updates</span>			

**Note:** The **Deficiencies / Work Orders to be Costed** button can be used to navigate back to the Deficiencies / Work Orders to be Costed List. The **Previous** and **Next** buttons can be used to navigate to the Cost Estimate Detail of the previous/next record in the last search results on the Deficiencies / Work Orders to be Costed List.

## 6.2 Adding a Cost Estimate to a Deficiency

Cost Estimates are entered into S&CAP for the deficiency by adding line items, which build up the total cost estimate of the deficiency.

1. To add a new line item, navigate to the Cost Estimate Detail for the deficiency and scroll down to the Line Items section of the screen.

Deficiency Type: functional  
Planned Completion Date: 05/31/2017  
Planned Corrective Measure: Install lighting  
Revised Completion Date: N/A  
Estimated Completion Date: N/A  
Abated Date: 05/25/2017  
Abated By: FacilityStaff

Line Items: 0  
Est. Total: \$0    Est. Material Total: \$0    Est. Tool Total: \$0    Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materiz	Click here to add.			0	\$0	

Planned Funding Method: O&M  
Standing Parent: No Standing Pan  
Funding Type: O&M  
Buttons: Save Costs, Finalize Cost, No Updates

2. Select the **Type**, which will be Material, Tool, or Labor.

**Note:** If Labor is selected, the Description will be set to 'Contractor'. This can be updated in IA-FMS (Maximo) after the deficiency is sent to costing.

3. Fill out the required line item fields:

- Description (required for Material and Tool line items)
- Quantity
- Cost/Rate
- Hours (required for Labor and Tool line items)

Line Items: 0  
Est. Total: \$0    Est. Material Total: \$0    Est. Tool Total: \$0    Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materiz	Light fixtures	10	200	0	\$2000	

Add

4. The **Line Cost** will be calculated based on the information entered for the line item.

5. To add the line item, click the **Add** button for the line item row.

**Line Items** 0

Est. Total: \$0      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materia	Light fixtures	10	200	0	\$2000	<b>Add</b>

6. Multiple line items can be added for a single deficiency. As line items are added, the totals will be calculated in the header of the Line Items section of the screen.

**Line Items** 3

Est. Total: \$3040      Est. Material Total: \$2000      Est. Tool Total: \$800      Est. Labor Total: \$240

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materia	Light fixtures	10	200	0	\$2000	Remove
Labor	Contractor	1	30	8	\$240	Remove
Tool	Tools	4	25	8	\$800	Remove
	Click here to add.				\$0	Add

### 6.3 Editing a Cost Estimate for a Work Order that has a Cost Estimate in IA-FMS (Maximo)

If a record has an existing cost estimate in IA-FMS (Maximo) prior to visiting the Cost Estimate Detail, those line items can be edited, removed, or added to in S&CAP. A record may already have a cost estimate in IA-FMS (Maximo) if it was a repeat deficiency or if the new deficiency record has been updated directly in IA-FMS (Maximo)

To update a line item:

1. Click into the field to be updated.

Line Items 3

Est. Total: \$48706.52	Est. Material Total: \$48706.52	Est. Tool Total: \$0	Est. Labor Total: \$0
---------------------------	------------------------------------	----------------------	-----------------------

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi <span style="font-size: small;">▼</span>	4TELL ASSESSMENT CC	1.0	43003.4	0	\$43003.4	Remove
Materi <span style="font-size: small;">▼</span>	4TELL ASSESSMENT CC	1.0	2961.3	0	\$2961.3	Remove
Materi <span style="font-size: small;">▼</span>	4TELL ASSESSMENT CC	1.0	2780]	0	\$2741.82	Remove
Materi <span style="font-size: small;">▼</span>	Click here to add.			0	\$0	Add

2. Enter the new values.
3. The cost estimate totals will reflect the changes.

**Note:** The line item will not be updated on the work order record in IA-FMS (Maximo) until the cost estimate is sent to IA-FMS (Maximo)

To remove a line item:

1. Click the **Remove** button in the row of the line item to be removed.

Line Items <span>3</span>						
Est. Total: \$48744		Est. Material Total: \$48744.70		Est. Tool Total: \$0		Est. Labor Total: \$0
Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi. ▼	4TELL ASSESSMENT CC	1.0	43003.4	0	\$43003.4	Remove
Materi. ▼	4TELL ASSESSMENT CC	1.0	2961.3	0	\$2961.3	Remove
Materi. ▼	4TELL ASSESSMENT CC	1.0	2780	0	\$2780	Remove
Materi. ▼	Click here to add.			0	\$0	Add

2. A prompt is displayed warning the user that removing the line item is a permanent action once the page is saved.
3. Click **Yes** to continue. The line item will be removed from the table.

**Note:** The line item will not be removed from the work order record in IA-FMS (Maximo) until the cost estimate is sent to IA-FMS (Maximo)

**Remove Row Confirmation**

---

Removing this line item is a permanent action once the page is saved. Would you like to continue?

---

4. The cost estimate totals will reflect the changes.

### 6.4 Deficiencies costed as Operations and Maintenance (O&M)

After a cost estimate is provided for a deficiency, the **Planned Funding Method** needs to be determined. If a cost estimate total for a deficiency is less than or equal to \$2500, the cost estimate can be sent to IA-FMS (Maximo) as O&M (Operations and Maintenance). This means that the work order is intended to be funded using O&M funds.

1. If the Cost Estimate Total for the deficiency is less than or equal to \$2500, O&M will be an available option in the **Planned Funding Method** field.

The screenshot displays a software interface for managing line items. At the top, it shows summary statistics: Est. Total: \$2000, Est. Material Total: \$2000, Est. Tool Total: \$0, and Est. Labor Total: \$0. Below this is a table with columns for Type, Description, Quantity, Cost/Rate, Hours, Line Cost, and Task. The first row shows 'Light Fixtures' with a quantity of 10, a cost/rate of 200, and a line cost of \$2000. Below the table, there is a 'Planned Funding Method' dropdown menu with options: O&M (selected), FI&R, and MI&R. A red arrow points to the 'O&M' option. To the right of the dropdown is a 'Funding Type' field with 'O&M' entered. At the bottom, there are three buttons: 'Save Costs', 'Finalize Cost', and 'No Updates'.

2. For deficiencies that have the **Planned Funding Method** set to O&M, the **Standing Parent** field must also be specified for the deficiency. The typical options for each structure are:
  - No Standing Parent
  - PM SO (Preventive Maintenance Standing Order)
  - UM SO (Unscheduled Maintenance Standing Order)
  - FO SO (Facilities Operations Standing Order)
  - PS SO (Protective Services Standing Order)
  - GM SO (Grounds Maintenance Standing Order)
  - FM SO (Facilities Maintenance Standing Order)

Line Items <sup>1</sup>

Est. Total: \$2000      Est. Material Total: \$2000      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi	Light Fixtures	10	200	0	\$2000	
	Click here to add.				\$0	

**Planned Funding Method\*** **Funding Type** O&M  
**Standing Parent\*** STRUCTURE 4 FM SO (AB317093)  
STRUCTURE 4 FI

- Click the **Finalize Cost** button. An O&M cost estimate will be sent to the O&M work order in IA-FMS (Maximo) at this point.

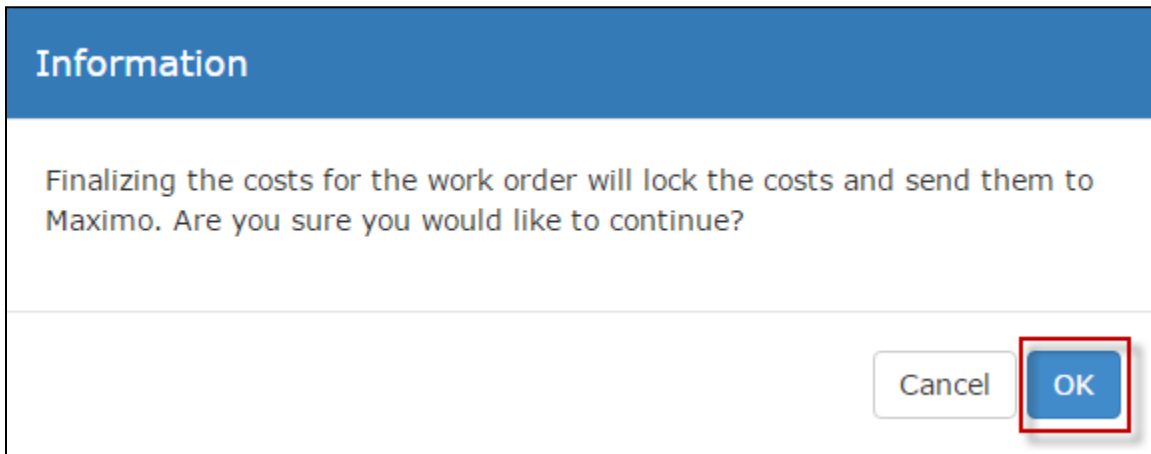
Line Items <sup>1</sup>

Est. Total: \$2000      Est. Material Total: \$2000      Est. Tool Total: \$0      Est. Labor Total: \$0

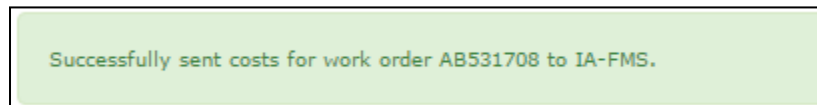
Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi	Light Fixtures	10	200	0	\$2000	
	Click here to add.				\$0	

**Planned Funding Method\*** O&M **Funding Type** O&M  
**Standing Parent\*** STRUCTURE 4 FI

4. A prompt will be displayed letting the user know that if they proceed, the Cost Estimate Detail will become locked and the cost estimate will be sent to IA-FMS (Maximo).



5. Click **OK** to continue and send the cost estimate to IA-FMS (Maximo).





## 6.5 Deficiencies costed as Deferred Maintenance (DM)

After a cost estimate is provided for a deficiency, the **Planned Funding Method** needs to be determined. If a cost estimate total for a deficiency is greater than \$2500, the cost estimate can be sent to IA-FMS (Maximo) must be set to FI&R (Facilities Improvement and Repair) or MI&R (Minor Improvement and Repair). Either of these options will set the work type of the work order record in IA-FMS (Maximo) to DM (Deferred Maintenance).

1. If the Cost Estimate Total for the deficiency is greater than \$2500, O&M is not an available option in the **Planned Funding Method** field. The available options are:
  - FI&R (Facilities Improvement and Repair)
  - MI&R (Minor Improvement and Repair)

**Line Items** 3

Est. Total: \$2800      Est. Material Total: \$2000      Est. Tool Total: \$240      Est. Labor Total: \$560

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi	Light Fixtures	10	200	0	\$2000	Remove
Labor	Contractor	2	35	8	\$560	Remove
Tool	Tools	2	15	8	\$240	Remove
	Click here to add.				\$0	Add

**Planned Funding Method\*** FI&R ↙

**Funding Type** DM

Save Costs
Finalize Cost
No Updates

2. Click the **Finalize Cost** button.

**Line Items** 3

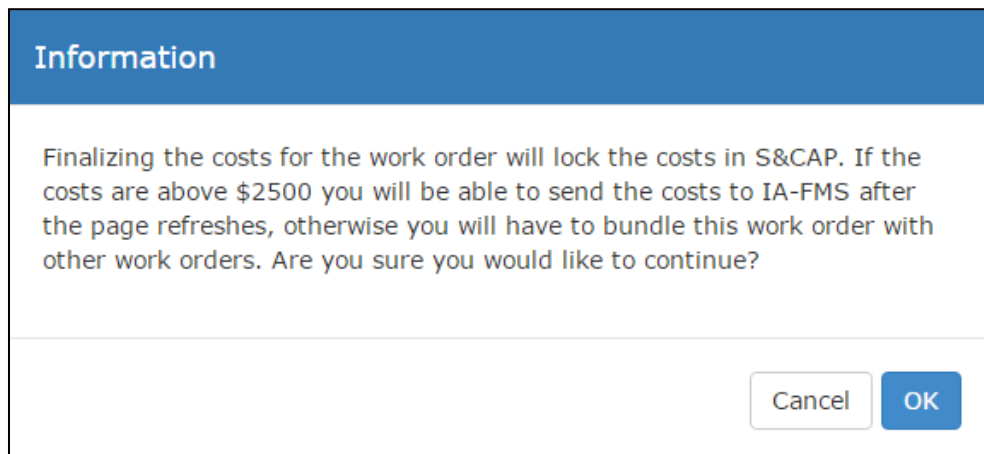
Est. Total: \$2800      Est. Material Total: \$2000      Est. Tool Total: \$240      Est. Labor Total: \$560

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi ▼	Light Fixtures	10	200	0	\$2000	Remove
Labor ▼	Contractor	2	35	8	\$560	Remove
Tool ▼	Tools	2	15	8	\$240	Remove
▼	Click here to add.				\$0	Add

**Planned Funding Method\*** FI&R ▼      **Funding Type** DM

Save Costs
Finalize Cost
No Updates

3. A prompt will be displayed letting the user know that if they proceed, the Cost Estimate Detail will become locked and that the cost estimate can then be sent to IA-FMS (Maximo) if the cost estimate is over \$2500. If a deficiency is set to FI&R or MI&R and has a cost estimate of \$2500 or less, the deficiency will need to be bundled with other DM deficiencies in order to be sent to IA-FMS (Maximo).



4. Click **OK** to continue.

Deficiencies / Work Orders to be Costed

◀ Previous
Next ▶
Send to IA-FMS

<b>Deficiency / Work Order Number</b>	AB531707	<b>Description</b>	lacks emergency lighting in accordance with Section 7.9.
<b>Category</b>	S	<b>Rank</b>	2
<b>Structure #</b>	136C	<b>RAC</b>	3
<b>Site ID</b>	IA004	<b>Site Description</b>	CHINLE AGENCY
<b>Maximo ID</b>	AB107744	<b>Location Description</b>	Office
<b>Inspection Number</b>	S-2017-2406	<b>Inspection Finalized Date</b>	05/24/2017
<b>Cost Estimator's Name</b>	Staff, Facility	<b>Cost Estimated Date</b>	05/25/2017
<b>IA-FMS Status</b>	WAPPR	<b>IA-FMS Historical</b>	No
<b>IA-FMS Current Work Type</b>	UK	<b>IA-FMS Current Standing Parent</b>	
<b>Repeat Deficiency?</b>	No		
<b>Additional Information</b>	lacks emergency lighting in accordance with Section 7.9.		

5. If the cost estimate is greater than \$2500, click the **Send to IA-FMS** button to send the cost estimate to IA-FMS (Maximo). The DM Work Order Approval (Gatekeeper) process is automatically initiated for the record in IA-FMS (Maximo).

Work order AB531707 costs have been updated in IA-FMS.

## 6.6 Bundling DM Deficiencies

1. Click **Cost Estimating** on the menu bar. Then click the **Bundle DM Work Orders** button near the top-right of the screen.

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description	Maximo ID	Location Description	Category
DM	Yes	2017		Each employee required to use personal protective equipment (PPE) that has not	A-2017-1257	10/19/2016	\$0.00	IE041	DISHCHIBIKOH COMMUNITY SCHOOL (CIBECUE)	AB101641	Multi-Purpose	H
DM	Yes	2017		Although there is potential for employee exposure to blood or infectious material	A-2017-1257	10/19/2016	\$0.00	IE041	DISHCHIBIKOH COMMUNITY SCHOOL (CIBECUE)	AB101641	Multi-Purpose	H
DM	Yes	2017		There are no records that supervisors	A-2017-1257	10/19/2016	\$0.00	IE041	DISHCHIBIKOH COMMUNITY SCHOOL (CIBECUE)	AB101641	Multi-Purpose	S

2. A list of deficiencies costed with a Funding Type of DM will be displayed. In order to include deficiencies in the bundle, click them one by one in the list. Each deficiency included in the bundle will be highlighted.

In order for deficiencies to be included in the same bundle, the following criteria must be met:

- Same Maximo ID
- Same Category
- Same Rank
- No parent work orders

3. As deficiencies are added to the bundle, the Bundle Total field will be populated with the sum of each deficiency's Cost Estimate Total. Once the Bundle Total is greater than \$2500, the **Send Bundle to IA-FMS** button will become enabled.

Funding Type	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	Cost Estimate Total	Site ID	Site Description	Maximo ID	Location Description	Category	Rank	Parent Work Order
DM	AB403373	REMOVE GAS-FIRED BOILER AND ASSOCIATED PIPING, OVER 150 UP TO	B-2016-761	07/12/2016	\$11,143.00	IA005	CHOCTAW AGENCY	AB105601	Office	M	1	
DM	AB403378	REMOVE GAS-FIRED BOILER AND ASSOCIATED PIPING, OVER 150 UP TO	B-2016-761	07/12/2016	\$2.00	IA005	CHOCTAW AGENCY	AB105601	Office	M	1	
DM	AB403395	REMOVE GAS-FIRED BOILER AND ASSOCIATED PIPING, OVER 150 UP TO	B-2016-761	07/12/2016	\$12,323.00	IA005	CHOCTAW AGENCY	AB105601	Office	M	1	
DM	AB404768	Employees working near, on and/or around asbestos containing materials	S-2017-1462	11/02/2016	\$2,600.00	IE170	TUBA CITY BOARDING SCHOOL	AB107607	School, Middle, Boarding	S	1	
DM	AB404769	Employees working near, on and/or around asbestos containing materials	S-2017-1462	11/02/2016	\$2,601.00	IE170	TUBA CITY BOARDING SCHOOL	AB107607	School, Middle, Boarding	S	1	

4. Once each deficiency to be included in the bundle is selected and all bundle criteria are met, click the **Send Bundle to IA-FMS** button. The user will be prompted to enter a Bundle Description.

Do you want to create a bundle? Bundles should include similar items.

**Bundle Description\***

5. The Bundle Description should be something clear and informative that describes what is included in the bundle. Users down the road will need to be able to identify the bundle based on its description. Once the Bundle Description has been entered, click the **Yes** button to send the bundle to IA-FMS.

## 6.7 Sending Repeat Deficiencies to IA-FMS (Maximo) without updating the Cost Estimate

If a repeat deficiency already has a valid cost estimate in IA-FMS (Maximo), the user can select the option to not update the cost estimate. If the cost estimate is not updated in S&CAP, the DM Work Order Approval (Gatekeeper) process will not be reinitiated for the record.

If the work order already has a valid cost estimate in IA-FMS (Maximo) and it does not need to be updated in S&CAP:

1. On the Cost Estimate Detail of the repeat deficiency, click the **No Updates** button.

**Note:** The Repeat Deficiency field set to Yes on the Cost Estimate Detail indicates that the record is a repeat deficiency.

The screenshot shows the 'Line Items' section of a cost estimate detail page. At the top, it displays summary statistics: Est. Total: \$8952.4, Est. Material Total: \$8952.4, Est. Tool Total: \$0, and Est. Labor Total: \$0. Below this is a table with columns for Type, Description, Quantity, Cost/Rate, Hours, Line Cost, and Task. There are three rows: two for '4TELL ASSESSMENT CC' with quantities of 1.0 and costs of \$45.0 and \$8407.4 respectively, and one for 'Click here to add.' with a quantity of 1.0 and a cost of \$0. Each row has a 'Remove' or 'Add' button. Below the table, there are fields for 'Planned Funding Method' (set to F18R) and 'Funding Type' (set to DM). At the bottom, there are three buttons: 'Save Costs', 'Finalize Cost', and 'No Updates'. The 'No Updates' button is highlighted with a red box.

2. A prompt will be displayed confirming that the cost estimate for this record does not need to be updated and letting the user know that the record will become locked in S&CAP.

The screenshot shows an 'Information' dialog box with a blue header. The text inside reads: 'Are you sure this deficiency does not need updates? Any changes will need to be made in IA-FMS after this action and no changes made from the current page will be saved.' At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box.

3. Click **OK** to continue.

Successfully marked work order AB284657 as not having a cost update.

### 6.8 New Deficiencies in S&CAP that have been costed in IA-FMS (Maximo)

New deficiencies from an S&CAP inspection can also be costed directly on the work order record in IA-FMS (Maximo). If this is the case, an S&CAP user should still log in and mark the new deficiency records as not needing an update in S&CAP. This will clear up the S&CAP queue. If a work order has its status changed to INPOR, APPR, FUNDED, COMP, CLOSE, or CAN in IA-FMS (Maximo), the record will automatically be set to not be eligible to be costed in S&CAP.

To mark a new deficiency as not needing the cost estimate to be updated in S&CAP:

1. On the Cost Estimate Detail of the new deficiency, click the **No Updates** button.

**Note:** The Repeat Deficiency field set to No on the Cost Estimate Detail indicates that the record is a new deficiency (not a repeat deficiency).

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	1.0	19.21	40.0	\$768.4	Remove
Materi	Materials for installing i	1.0	3000.0	0	\$3000	Remove
Materi	Click here to add.			0	\$0	Add

Planned Funding Method: FI&R      Funding Type: DM

Buttons: Save Costs, Finalize Cost, **No Updates**

2. A prompt will be displayed confirming that the cost estimate for this record does not need to be updated and letting the user know that the record will become locked in S&CAP.

**Information**

Are you sure this deficiency does not need updates?  
Any changes will need to be made in IA-FMS after this action and no changes made from the current page will be saved.

Buttons: Cancel, **OK**

3. Click **OK** to continue.

Successfully marked work order AB531709 as not having a cost update.

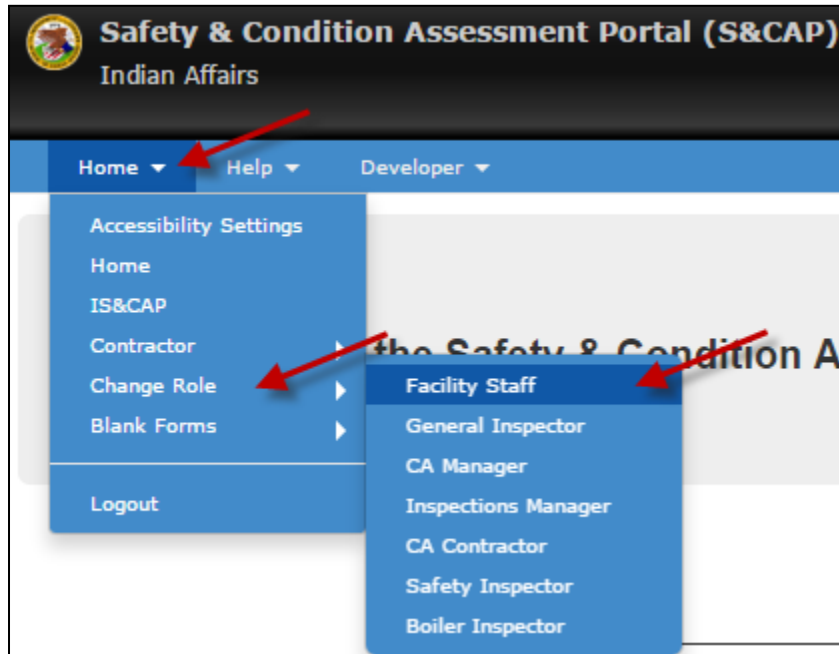
## 6.9 Exercises

### Exercise 9: Cost a Deficiency as O&M

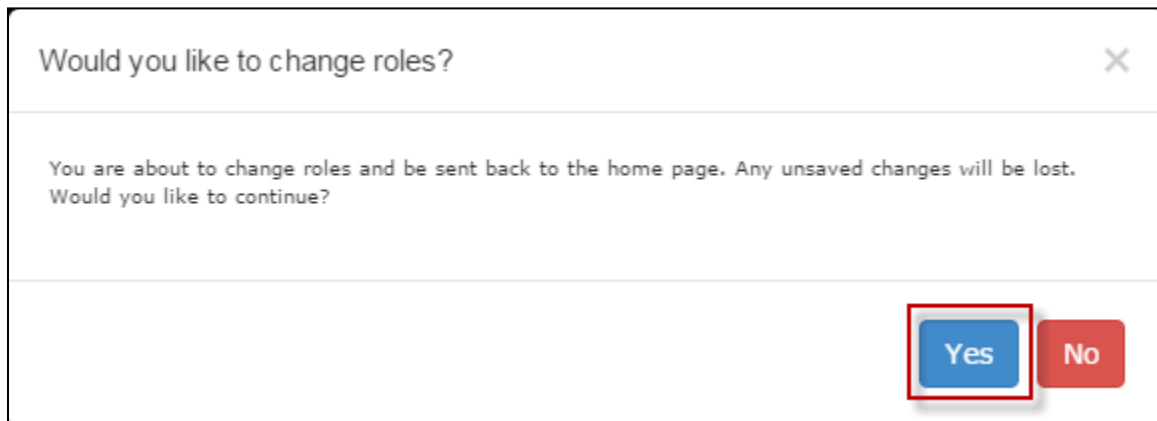
1. Go to Home > Change Role on the menu bar.

**Note:** If you are already logged in as a Facility Staff user, skip to step 4.

2. Select **Facility Staff**.

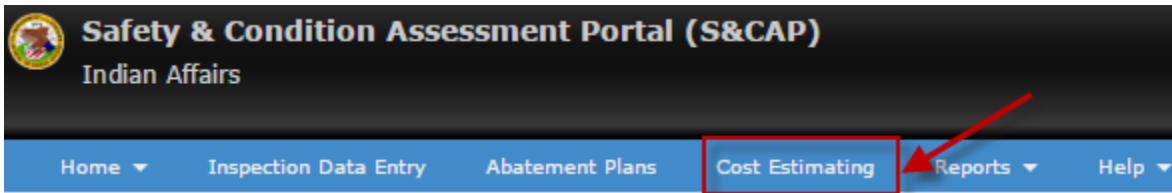


3. Click **Yes**. You will be returned to the home screen and your user role will be changed to Facility Staff (top-right corner of screen).





4. Go to **Cost Estimating** on the menu bar.



5. Enter the following search criteria:

- Funding Type: **null**
- Deficiency / Work Order Number: **AB%**
- IA-FMS (Maximo) Cost Estimate Total: **=0**

**Note:** This will ensure that you get a list of valid work orders in the system that do not yet have a cost estimate and are eligible to be sent to Maximo

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description	Maximo ID
null	<input checked="" type="checkbox"/>	2017	AB%				=0			
Yes		2017	<a href="#">AB375465</a>	Sprinkler heads do not have 18" clearance from items/storage/shelves.	S-2016-294	05/24/2017	\$0.00	IE022	CHICKASAW CHILDRENS VILLAGE (CARTER)	AB105682
Yes		2017	<a href="#">AB406303</a>	Threaded hose bib (faucet) at janitor's closet sink does not have a vacuum	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB107061

6. Click the **Search** button.

7. Select a Deficiency from the list.

**Note:** Try to be random about selecting a record. Consider going to one of the later pages of results to select a record. If several people all chose the first record, there will be unexpected results due to multiple people attempting to update the same record. If the records are selected randomly, the chances of those types of issues are greatly reduced.

- Record the Deficiency/Work Order Number: \_\_\_\_\_.

8. Click on the **Deficiency / Work Order Number** hyperlink for the record.

CURRENT FILTERS > Funding Type: null | CURRENT FILTERS > Eligible to be Costed: Yes | CURRENT FILTERS > Fiscal Year: 2017 | CURRENT FILTERS > Deficiency / Work Order Number: AB% | CURRENT FILTERS > IA-FMS Cost Estimate Total: =0

< Previous Next > 1 - 10 of 10 results (page 1 / 1)

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description	Maximo ID
1	1	2017	AB%				=0			
Yes	2017	AB406303	Three hot hose bib (faucet) at janitor's closet sink does not have a vacuum	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB107061	
Yes	2017	AB406305	There is no hearing conservation program, yet it is suspected that	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB108730	
Yes	2017	AB406306	There is no Assistant Secretary - Indian Affairs and/or Regional Director safety	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB108730	

9. Select **Labor** for the **Type** in the Line Items table.

Line Items 0

Est. Total: \$0      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor			0	\$0	Add

*This field is required and must be numeric*      *This field is required and must be numeric*

10. Enter the following information for the line item:

- Quantity: 2
- Cost/Rate: 25
- Hours: 4

Line Items 0

Est. Total: \$0      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	2	25	4	\$200	Add

11. Click the **Add** button.

12. For the second line item, select **Material** for the **Type**.

Line Items 1

Est. Total: \$200      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$200

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	2	25	4	\$200	Remove
M	Click here to add.			0	\$0	Add

**Material** (highlighted in dropdown menu)

*This field is required and cannot exceed 100 characters.*      *This field is required and must be numeric*      *This field is required and must be numeric*

13. Enter the following information for the line item:

- Description: **'Materials'** [followed by your initials]
- Quantity: **3**
- Cost/Rate: **300**

Line Items 1

Est. Total: \$200      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$200

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor <b>1</b>	2	25	4	\$200	<b>2</b> Remove
Material	Materials	3	300	0	\$900	Add

14. Click the **Add** button.

15. The following information should be displayed along the top of the Line Items table:

- Est. Total: \$1100
- Est. Material Total: \$900
- Est. Tool Total: \$0
- Est. Labor Total: \$200

Line Items 2

Est. Total: \$1100      Est. Material Total: \$900      Est. Tool Total: \$0      Est. Labor Total: \$200

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	2	25	4	\$200	Remove
Material	Materials	3	300	0	\$900	Remove
	Click here to add.				\$0	Add

- Since the Estimate Total is less than \$2500, **O&M** is the default option in the **Planned Funding Method** field.
- Select an option for the **Standing Parent** field. This will end up being the **Parent WO** for the O&M record in IA-FMS (Maximo).

**Note:** If the only available option is **No Standing Parent**, select that option. This will be the only option if the location in IA-FMS (Maximo) does not have Standing Parent Work Orders.

**Line Items** Est. Total: \$1100      Est. Material Total: \$900      Est. Tool Total: \$0      Est. Labor Total: \$200

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Labor	Contractor	2	25	4	\$200	Remove
Material	Materials	3	300	0	\$900	Remove
	Click here to add.				\$0	Add

**Planned Funding Method\*** O&M      Funding Type O&M

**Standing Parent\*** 
 STRUCTURE 116 FO SO (AB122342)  
 STRUCTURE 116 PS SO (AB122343)  
 STRUCTURE 116 PM SO (AB122344)  
 STRUCTURE 116 UM SO (AB122345)  
 STRUCTURE 116 GM SO (AB122346)  
 STRUCTURE 116 FM SO (AB317385)  
 No Standing Parent
       No Updates

- Click the **Finalize Cost** button.

**Planned Funding Method\*** O&M      Funding Type O&M

**Standing Parent\*** STRUCTURE 116

Save Costs
Finalize Cost
No Updates

- On the prompt, click the **OK** button to send the cost estimate to IA-FMS (Maximo).

**Information**

Finalizing the costs for the work order will lock the costs and send them to Maximo. Are you sure you would like to continue?

Cancel
OK

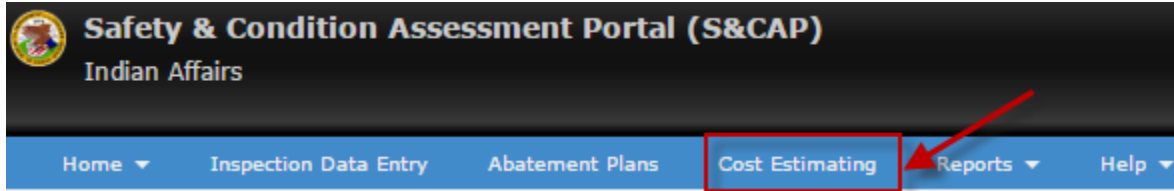
- A message will be displayed indicating that the costs were successfully updated in IA-FMS (Maximo).

**Exercise 10: Cost a Deficiency as DM**

1. If necessary, change your user role to Facility Staff.

**Note:** If you are continuing from the last exercise, click the <<Deficiencies / Work Orders to be Costed button in the upper-right corner of the screen and skip to step 3.

2. Go to **Cost Estimating** on the menu bar.



3. Enter the following search criteria:

- Funding Type: **null**
- Deficiency / Work Order Number: **AB%**
- IA-FMS (Maximo) Cost Estimate Total: **=0**

**Note:** This will ensure that you get a list of valid work orders in the system that do not yet have a cost estimate and are eligible to be sent to Maximo

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description	Maximo ID
null	<input checked="" type="checkbox"/>	2017	AB%				=0			
Yes		2017	<a href="#">AB375465</a>	Sprinkler heads do not have 18" clearance from items/storage/shelves.	S-2016-294	05/24/2017	\$0.00	IE022	CHICKASAW CHILDRENS VILLAGE (CARTER)	AB105682
Yes		2017	<a href="#">AB406303</a>	Threaded hose bib (faucet) at janitor's closet sink does not have a vacuum	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB107061

4. Click the **Search** button.

5. Select a Deficiency from the list.

**Note:** Try to be random about selecting a record. Consider going to one of the later pages of results to select a record. If several people all chose the first record, there will be unexpected results due to multiple people attempting to update the same record. If the records are selected randomly, the chances of those types of issues are greatly reduced.

- Record the Deficiency/Work Order Number: \_\_\_\_\_.

6. Click on the **Deficiency / Work Order Number** hyperlink for the record.

CURRENT FILTERS > Funding Type: null | CURRENT FILTERS > Eligible to be Costed: Yes | CURRENT FILTERS > Fiscal Year: 2017 | CURRENT FILTERS > Deficiency / Work Order Number: AB% | CURRENT FILTERS > IA-FMS Cost Estimate Total: =0

1 - 10 of 10 results (page 1 / 1)

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description	Maximo ID
1	1	2017	AB%				=0			
Yes		2017	<a href="#">AB406303</a>	Three hot hose bib (faucet) at janitor's closet sink does not have a vacuum	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB107061
Yes		2017	<a href="#">AB406305</a>	There is no hearing conservation program, yet it is suspected that	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB108730
Yes		2017	<a href="#">AB406306</a>	There is no Assistant Secretary - Indian Affairs and/or Regional Director safety	J-2017-1205	01/25/2017	\$0.00	IA003	CHEYENNE RIVER AGENCY	AB108730

7. Select **Material** for the **Type** in the Line Items table.

Line Items 0

Est. Total: \$0      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Material	Click here to add.			0	\$0	Add

8. Enter the following information for the line item:

- Description: **'Materials DM'** [followed by your initials]
- Quantity: **1**
- Cost/Rate: **4000**

Line Items 0

Est. Total: \$0      Est. Material Total: \$0      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Material	Materials DM	1	4000	0	\$4000	Add

9. Click the **Add** button.

10. The following information should be displayed along the top of the Line Items table:

- Est. Total: \$4000
- Est. Material Total: \$4000
- Est. Tool Total: \$0
- Est. Labor Total: \$0

The **Planned Funding Method** was automatically changed since **O&M** is no longer a valid option (the Estimate Total exceeds \$2500)

Line Items 1

Est. Total: \$4000      Est. Material Total: \$4000      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi	Materials DM	1	4000	0	\$4000	<input type="button" value="Remove"/>
	Click here to add.				\$0	<input type="button" value="Add"/>

Planned Funding Method\*  Funding Type

Planned funding type changed due to a costing change.

11. Select **MI&R** in the **Planned Funding Method** field.

Planned Funding Method\*  Funding Type

←  
funding type changed due to a costing change.

12. Click the **Finalize Cost** button.

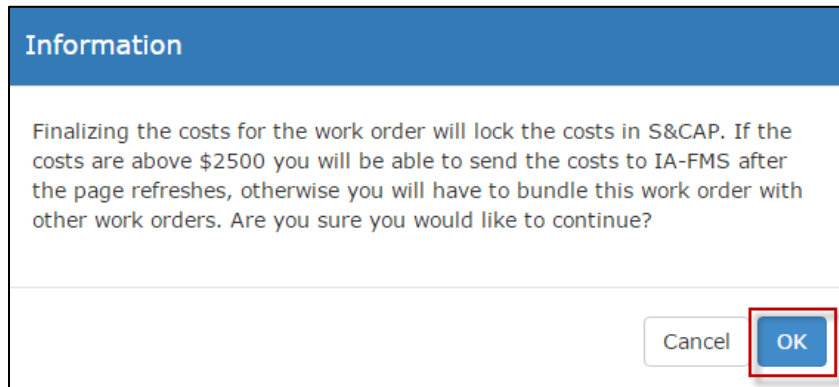
Line Items 1

Est. Total: \$4000      Est. Material Total: \$4000      Est. Tool Total: \$0      Est. Labor Total: \$0

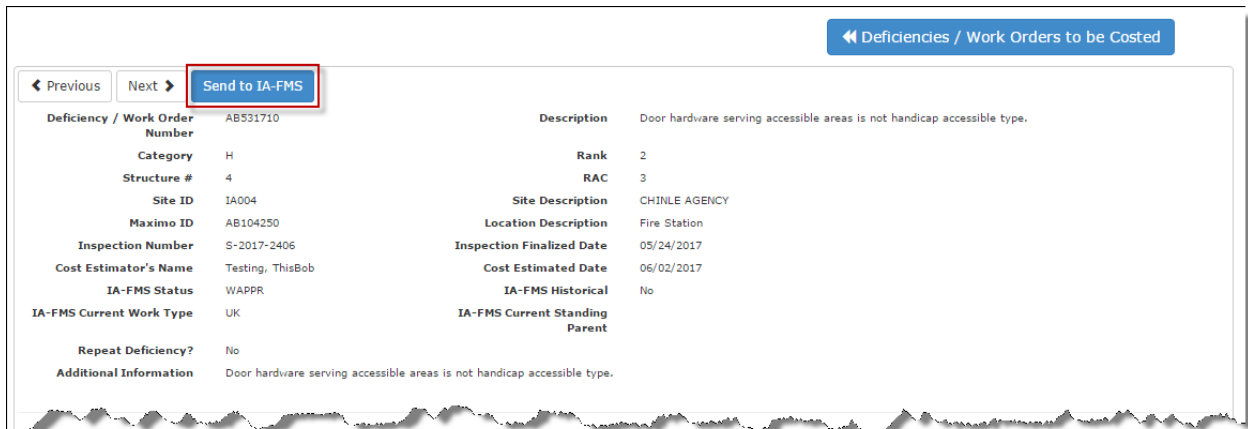
Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi	Materials DM	1	4000	0	\$4000	<input type="button" value="Remove"/>
	Click here to add.				\$0	<input type="button" value="Add"/>

Planned Funding Method\*  Funding Type

- On the prompt, click the **OK** button to send the cost estimate to IA-FMS (Maximo).



- When the screen reloads, there will be a **Send to IA-FMS (Maximo)** button near the top of the screen.
- Click the **Send to IA-FMS (Maximo)** button.



- A message will be displayed indicating that the costs were successfully updated in IA-FMS (Maximo).

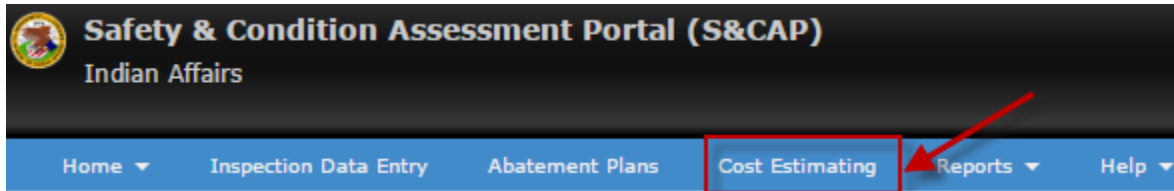


**Exercise 11: Send a Deficiency to IA-FMS (Maximo) without updating the Cost Estimate**

1. If necessary, change your user role to Facility Staff.

**Note:** If you are continuing from the last exercise, click the <<**Deficiencies / Work Orders to be Costed** button in the upper-right corner of the screen and skip to step 3.

2. Go to **Cost Estimating** on the menu bar.



3. Enter the following search criteria:

- Funding Type: **null**
- Deficiency / Work Order Number: **AB%**
- IA-FMS (Maximo) Cost Estimate Total: **>0**

**Note:** Notice that in this exercise, the IA-FMS (Maximo) Cost Estimate Total is filtered to show work orders that **DO** have a cost estimate.

This will ensure that you get a list of valid work orders in the system that have a cost estimate and are eligible to be sent to Maximo

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description	Maximo I
null	✓ 1	2017	AB%				>0			
Yes		2017	<a href="#">AB334810</a>	Carpet is oiled, ripped and torn causing trip hazards	S-2017-1655	12/02/2016	\$5,250.00	IE055	HASKELL INDIAN NATIONS UNIVERSITY	AB102265
Yes		2017	<a href="#">AB334622</a>	Business Classroom - Fire rated door (20 min) label missing.	A-2017-1234	05/05/2017	\$3,000.00	IE178	WHITE SHIELD SCHOOL	AB100202

4. Click the **Search**  button.

5. Select a Deficiency from the list.

**Note:** Try to be random about selecting a record. Consider going to one of the later pages of results to select a record. If several people all chose the first record, there will be unexpected results due to multiple people attempting to update the same record. If the records are selected randomly, the chances of those types of issues are greatly reduced.

- Record the Deficiency/Work Order Number: \_\_\_\_\_.

6. Click on the **Deficiency / Work Order Number** hyperlink for the record.

CURRENT FILTERS > Funding Type: null | CURRENT FILTERS > Eligible to be Costed: Yes | CURRENT FILTERS > Fiscal Year: 2017 | CURRENT FILTERS > Deficiency / Work Order Number: AB% | CURRENT FILTERS > IA-FMS Cost Estimate Total: >0

< Previous Next > 1 - 8 of 8 results (page 1 / 1)

Funding Type	Eligible to be Costed	Fiscal Year	Deficiency / Work Order Number	Deficiency / Work Order Description	Inspection Number	Inspection Finalized Date	IA-FMS Cost Estimate Total	Site ID	Site Description	Maximo ID
null	1	2017	AB%				>0			
Yes		2017	<a href="#">AB334810</a>	Carpet is oiled, ripped and torn causing trip hazards	S-2017-1655	12/02/2016	\$5,250.00	IE055	HASKELL INDIAN NATIONS UNIVERSITY	AB102265
Yes		2017	<a href="#">AB334622</a>	Business Classroom - Fire rated door (20 min) label missing.	A-2017-1234	05/05/2017	\$3,000.00	IE178	WHITE SHIELD SCHOOL	AB100202
Yes		2017	<a href="#">AB404825</a>	Employees working near, on and/or around asbestos containing materials	A-2017-2302	05/09/2017	\$2,601.00	IE053	HANAA DLI COMMUNITY SCHOOL/DORMITORY INC	AB103758
Yes		2017	<a href="#">AB51458</a>	Change in level accessible route is	A-2017-2302	05/08/2017	\$5,096.00	IE053	HANAA DLI COMMUNITY SCHOOL/DORMITORY INC	AB103758

7. Review the Line Items table. There should be one or more line items already in the system. There line items are from the work order record in IA-FMS (Maximo).

**Line Items** 3

Est. Total: \$48706.52      Est. Material Total: \$48706.52      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi	4TELL ASSESSMENT CC	1.0	43003.4	0	\$43003.4	Remove
Materi	4TELL ASSESSMENT CC	1.0	2961.3	0	\$2961.3	Remove
Materi	4TELL ASSESSMENT CC	1.0	2741.82	0	\$2741.82	Remove
Materi	Click here to add.			0	\$0	Add

Planned Funding Method:       Funding Type:

8. If the **Planned Funding Method** is set to O&M, select a value for the **Standing Parent** field.
9. Click the **No Updates** button.

**Line Items** 3

Est. Total: \$48706.52      Est. Material Total: \$48706.52      Est. Tool Total: \$0      Est. Labor Total: \$0

Type	Description	Quantity	Cost/Rate	Hours	Line Cost	Task
Materi ▼	4TELL ASSESSMENT CC	1.0	43003.4	0	\$43003.4	Remove
Materi ▼	4TELL ASSESSMENT CC	1.0	2961.3	0	\$2961.3	Remove
Materi ▼	4TELL ASSESSMENT CC	1.0	2741.82	0	\$2741.82	Remove
Materi ▼	Click here to add.			0	\$0	Add

**Planned Funding Method** FI&R ▼      **Funding Type** DM

Save Costs  
 Finalize Cost  
 No Updates

10. On the prompt, click the **OK** button to send the inspection updates for the work order record to IA-FMS (Maximo) without updating the cost estimate information.

**Information**

Are you sure this deficiency does not need updates?  
 Any changes will need to be made in IA-FMS after this action and no changes made from the current page will be saved.

Cancel  
 OK

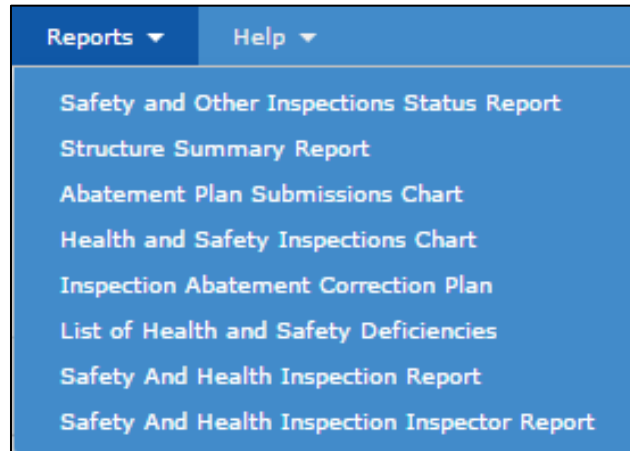
11. A message will be displayed indicating that the record was updated as not having a cost estimate update.

[End of Exercises for this Section]

## 7 Reports

### 7.1 Reports Menu

Several reports can be run from S&CAP for Safety & Other Inspections. These reports can be found under the Reports dropdown on the menu bar. User roles that have responsibilities outside of Safety & Other Inspections may see additional reports.



The following Report options are available for Safety & Other Inspections (**Note:** Some user roles may see additional reports):

- Safety and Other Inspections Status Report
- Structure Summary Report
- Abatement Plan Submissions Chart
- Health and Safety Inspections Chart
- Inspection Abatement Correction Plan
- List of Health and Safety Deficiencies
- Safety and Health Inspection Report
- Safety and Health Inspection Inspector Report

## 7.2 Safety and Other Inspections Status Report

1. Select Reports > Safety and Other Inspections Status Report from the Reports dropdown on the menu bar.

### Safety and Other Inspections Status Report

Search Reset
Advanced Search

▼ Search Criteria

FMIS Location ID	<input type="text"/>	...
Inspection Type	<input type="text"/>	▼
Region	<input type="text"/>	▼
Agency	<input type="text"/>	▼
Site	<input type="text"/>	...
Site Description	<input type="text"/>	...
FY	<input type="text"/>	...
Inspection Status	<input type="text"/>	▼

Search Reset

▼ Display Options

Number of Rows per Page:	<input type="text" value="25"/>
First Sort Column:	FMIS Location ID ▼ ASC ▼
Second Sort Column:	<input type="text"/> ▼ ASC ▼
Third Sort Column:	<input type="text"/> ▼ ASC ▼










Modify Returned Fields

Available Fields		Selected Fields to be Displayed in Results	Position
	➡	FMIS Location ID	⬆
		Inspection Type	⬆
		Region	⬆
		Agency	⬆
		Site	⬆
		Site Description	⬆
		FY	⬆
	⬅	Inspection Month	⬆



2. There are two main sections of the Report Search Criteria screen: Search Criteria and Display Options. Click **Advanced Search** in the top-right corner to show additional search fields. Use the Display Options section to select how the report will be sorted and the fields that will be included in the report.
3. Fields can be removed from the report by selecting them in the Selected Fields to be Displayed in Results and clicking the left arrow button to move them into the Available Fields. The order the fields will be displayed in the report can be changed by using the Position buttons.
4. Click **Search** to run the report.

### Safety and Other Inspections Status Report

◀ Previous 1 2 3 4 ... Loading ... ▶ 1 - 25 of 280 results (page 1 / 12)

FMIS Location ID	Inspection Type	Region	Agency	Site	Site Description	FY	Inspection Month	Inspection Number	Inspection Status	Created By
▲ 1						2015				
A01-01	Detention Center Safety and Health	GREAT PLAINS	Cheyenne River Agency	IA003	CHEYENNE RIVER AGENCY	2015	1	J-2015-3211	IN PROGRESS	InspectionsManager
A01-01	Detention Center Safety and Health	GREAT PLAINS	Cheyenne River Agency	IA003	CHEYENNE RIVER AGENCY	2015	1	J-2015-3212	IN PROGRESS	InspectionsManager
A01-01	Detention Center Safety and Health	GREAT PLAINS	Cheyenne River Agency	IA003	CHEYENNE RIVER AGENCY	2015	1	J-2015-3213	IN PROGRESS	InspectionsManager
A01-01	Additional Regional Health and Safety	GREAT PLAINS	Cheyenne River Agency	IA003	CHEYENNE RIVER AGENCY	2015	2	A-2015-3352	IN PROGRESS	SafetyInspector
A01-12	Additional Regional Health and Safety	GREAT PLAINS	Cheyenne River Agency	IE020	CHEYENNE EAGLE BUTTE SCHOOL	2015	11	A-2015-2870	DELETED	jlightfoot

5. The report can be exported to an Excel file using the  button or to a pdf using the  button.

### 7.3 Structure Summary Report

1. Select Reports > Structure Summary Report from the Reports dropdown on the menu bar.

#### Structure Summary by Structure

Search
Reset

▼ Search Criteria

Maximo Id	<input type="text"/>	...
Site Id	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">IA TEST</div> <div style="padding: 2px;">IA001</div> </div>	
Structure	<input type="text"/>	...
Use	<input type="text"/>	...
Status	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Not Found</div> <div style="padding: 2px;">Not in Use</div> <div style="padding: 2px;">Occupied</div> </div>	
Condition	<input type="text"/>	...
Occupying Program	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">BIA Education</div> <div style="padding: 2px;">Compact Education</div> </div>	
Maintained By	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">BIA</div> <div style="padding: 2px;">dfqaasdf</div> </div>	
Owned By	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">BIA</div> <div style="padding: 2px;">dfqaasdf</div> </div>	
Year Completed	<input type="text"/>	...
Gross Sq Ft	<input type="text"/>	...
Funded Sq Ft	<input type="text"/>	...
Replacement Cost	<input type="text"/>	...

▼ Display Options

Number of Rows per Page:	<input type="text" value="25"/>
First Sort Column:	<input type="text" value="Site Id"/> <span style="float: right;">▼ ASC ▼</span>
Second Sort Column:	<input type="text" value="Structure"/> <span style="float: right;">▼ ASC ▼</span>
Third Sort Column:	<input type="text"/> <span style="float: right;">▼ ASC ▼</span>

Modify Returned Fields ↻

**Available Fields**

**Selected Fields to be Displayed in Results**

Maximo Id

Site Id

Structure

Use

Status

Condition

Occupying Program

Maintained By

**Position**

▲
▼

2. There are two main sections of the Report Search Criteria screen: Search Criteria and Display Options. Use the Display Options section to select how the report will be sorted and the fields that will be included in the report.
3. Fields from the report can be removed by selecting them in the Selected Fields to be Displayed in Results and clicking the left arrow button to move them into the Available Fields. The order the fields will be displayed in the report can be changed by using the Position buttons.
4. Click **Search** to run the report.

Structure Summary by Structure												
<a href="#">Previous</a> <a href="#">Next</a>		1 - 6 of 6 results (page 1 / 1)										
Maximo Id	Site Id	Structure	Use	Status	Condition	Occupying Program	Maintained By	Owned By	Year Completed	Gross Sq Ft	Funded Sq Ft	Replacement Cost
	✓ 1			✓ 1		✓ 1	✓ 1	✓ 1				
AB105556	IA029	10	Building / Storage / Heated	Occupied	Good	General Administration	BIA Non-Education	BIA	1960	896.00		\$172,965.00
AB105557	IA029	14	Building / Shed	Occupied	Good	General Administration	BIA Non-Education	BIA	1960	3700.00		\$298,960.00
AB105558	IA029	15	Building / Office	Occupied	Good	General Administration	BIA Non-Education	BIA	1991	240.00		\$52,358.00
AB105559	IA029	16	Building / Office	Occupied	Good	General Administration	BIA Non-Education	BIA	1993	2020.00		\$440,683.00
AB105554	IA029	2	Building / Storage / Heated	Occupied	Good	General Administration	BIA Non-Education	BIA	1960	300.00		\$57,912.00
AB105555	IA029	4	Building / Shop	Occupied	Good	General Administration	BIA Non-Education	BIA	1960	2172.00		\$394,870.00

5. The report can be exported to an Excel file using the button or to a pdf using the button.



### 7.4 Abatement Plan Submissions Chart

1. Select Reports > Abatement Plan Submissions Chart from the Reports dropdown on the menu bar.

#### Abatement Plan Submissions Chart

Search
Reset

Search Criteria

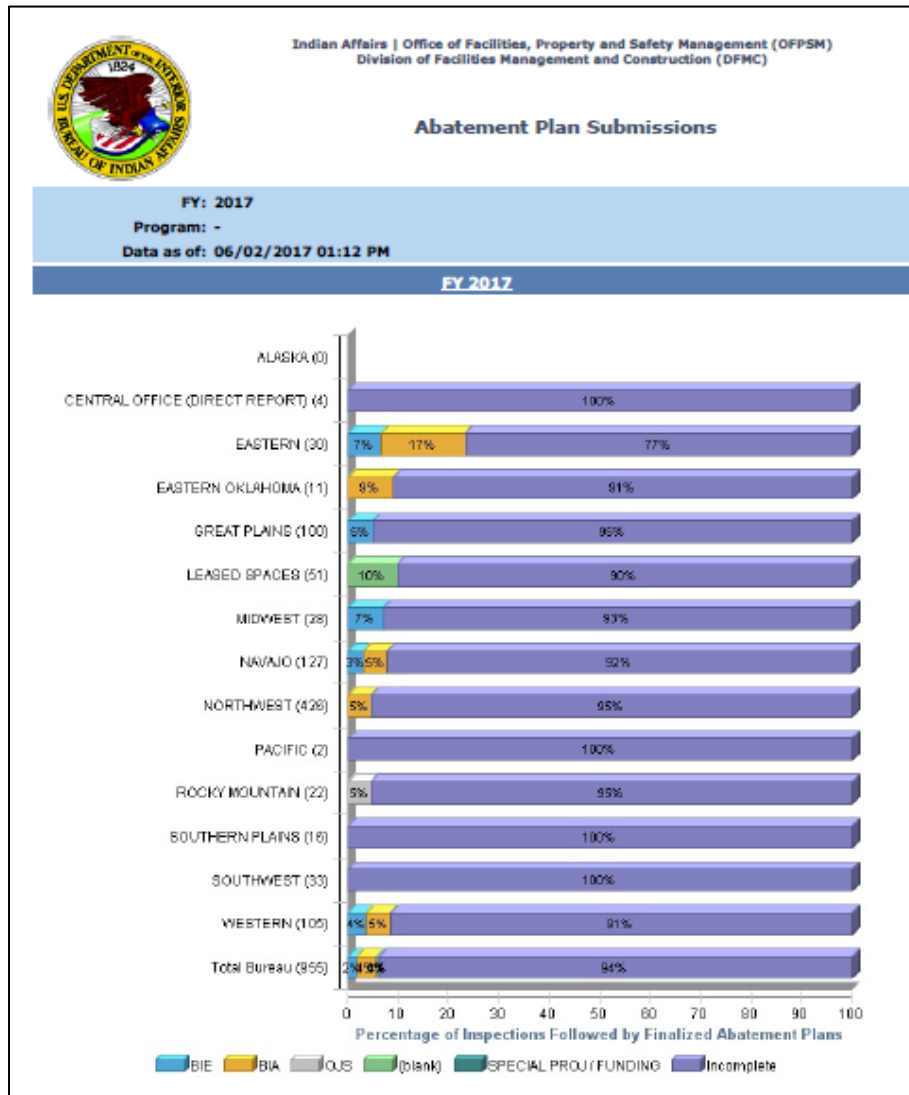
Fiscal Year\*

Report Settings

Report Format

Search
Reset

2. Enter the Fiscal Year of the Abatement Plan submissions.
3. Select PDF or Excel for the Report Format.
4. Click the **Search** button. The report will be downloaded.



## 7.5 Health and Safety Inspections Chart

1. Select Reports > Health and Safety Inspections Chart from the Reports dropdown on the menu bar.

### Health and Safety Inspections Chart

Search
Reset

Search Criteria

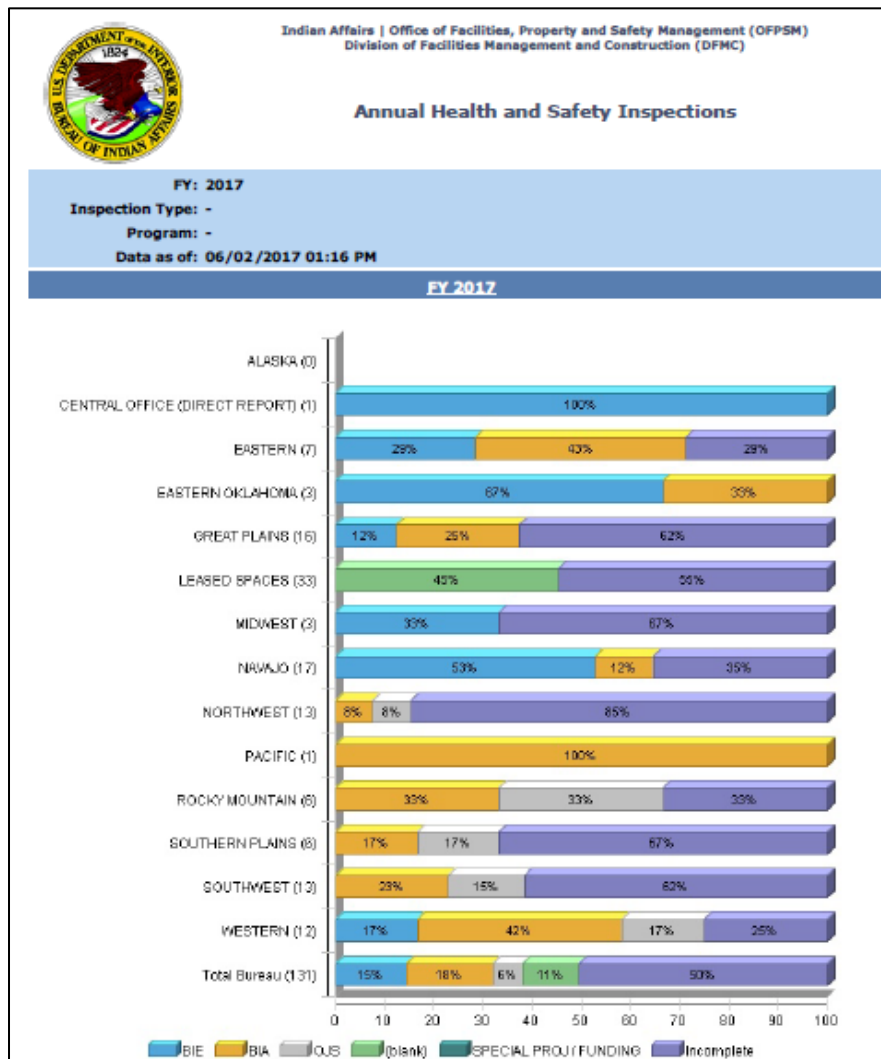
Fiscal Year\*

Safety Inspection Type

Report Settings

Report Format

2. Enter the Fiscal Year to run the chart. The chart includes both S and J inspections by default. To filter it to only show one Inspection Type, select it in the Safety Inspection Type field.
3. Select PDF or Excel for the Report Format.
4. Click the **Search** button. The report will be downloaded.



## 7.6 Inspection Abatement Correction Plan

1. Select Reports > Inspection Abatement Correction Plan from the Reports dropdown on the menu bar.

### Inspection Abatement Correction Plan

Search
Reset

Search Criteria	
Inspection List	<input type="text"/>
Region	<input type="text"/>
Agency	<input type="text"/>
Site	<input type="text"/>
Safety Inspection Type	<input type="text"/>

Report Settings	
Report Format	PDF

2. Select the Inspection Number to see the Inspection Abatement Correction Plan from the Inspection List field. The user can type the Inspection Number into the field to narrow the list.
3. Select PDF or Excel for the Report Format.
4. Click the **Search** button. The report will be downloaded.

### Inspection Abatement / Correction Plan

(Send signed, finalized hard copy to Location File, Safety Committee, and Employee Representative)

Region: EASTERN	Agency: -
Site: IE026 - S50-09 - CHITIMACHA DAY SCHOOL	Fiscal Year: 2017 / Inspections: Manager

Category / Rank Legend:  
 S = Safety, H = Handicap / 1 = Serious Code and Law Violation, 2 = Non-Serious Code and Law Violation  
 RAC - Severity / Probability Code Legend:  
 I - Catastrophic, II - Critical, III - Significant, IV - Minor / A - Frequent, B - Likely, C - Occasional, D - Rarely

Inspection Number: S-2017-689	Created By: test.insp_mgr	Inspection Created Date: 11/01/2016	Finalized Date: 02/03/2017
Abatement Plan Created by: test.staff	Abatement Finalized Date: 03/22/2017		
Structure#: 905	Room#: -	Location Description: Building, School, Other, Day	
Location Type: 1100-Building	Use: Building / School / Other / Day		
Inspector(s): test.inspector			

Work Order#	Deficiency	Type	Planned	Actual	Interim Date	Cat/Rank	Sev/Prob	RAC
AB440129	Warehoused (stored) chemicals (sealed containers) do not have readily available material safety dat	Functional	01/25/2017	03/22/2017		S/2	IV/C	5
Additional Information: Warehoused (stored) chemicals (sealed containers) do not have readily available material safety data sheets (MSDS). (Each janitor closet requires MSDS sheets).								
<u>Planned Corrective Measure</u>		<u>Reason for Delay</u>		<u>Planned Interim Measure *</u>				
Provide Material Safety Data Information								
AB440130	NFPA 101, 15.7.4.3 Artwork and teaching materials attached to over 50% of walls.	Functional	01/31/2017	03/22/2017		S/2	III/C	4
<u>Planned Corrective Measure</u>		<u>Reason for Delay</u>		<u>Planned Interim Measure *</u>				
Classroom teacher reduced classroom artwork by 50%								

## 7.7 List of Health and Safety Deficiencies

1. Select Reports > List of Health and Safety Deficiencies from the Reports dropdown on the menu bar.

### List of Health and Safety Deficiencies

Search
Reset

Search Criteria	
Inspection List	<input type="text"/>
Region	<input type="text"/>
Agency	<input type="text"/>
Site	<input type="text"/>
Safety Inspection Type	<input type="text"/>

Report Settings	
Report Format	PDF <span style="float: right;">▼</span>

2. Select the Inspection Number to see the List of Health and Safety Deficiencies from the Inspection List field. The user can type the Inspection Number into the field to narrow the list.
3. Select PDF or Excel for the Report Format.
4. Click the **Search** button. The report will be downloaded.

### Certified List of Health and Safety Deficiencies

Inspections: Manager

Fiscal Year: 2017  
 Region: EASTERN  
 Agency: -  
 Site: IE026 - S50-09 - CHITIMACHA DAY SCHOOL  
 Safety Inspection Number: S-2017-689

---

Open Deficiencies:

Number	Type	Cat/ Rank	Sev/ Prob	RAC	Structure #	Room #	Deficiency	Date Entered	Planned Abatement	Prop. Fund	Interim Abatement
AB440129	Functional	S/2	IV/C	5	905		Warehoused (stored) chemicals (sealed containers) do not have readily available material safety dat	02/03/2017	01/25/2017		
							Additional Information: Warehoused (stored) chemicals (sealed containers) do not have readily available material safety data sheets (MSDS). (Each janitor closet requires MSDS sheets).				
AB440130	Functional	S/2	III/C	4	905		NFPA 101, 15.7.4.3 Artwork and teaching materials attached to over 50% of walls.	02/03/2017	01/31/2017		
AB440131	Functional	S/2	III/C	4	907		Fire door(s) are not self-closing (do not have closer(s).	02/03/2017	01/26/2017		
							Additional Information: Fire door(s) are not self-closing (do not have closer(s). (Exit door)				

I certify this to be a complete listing of reported Health and Safety Deficiencies that have not been corrected for site IE026 - S50-09 - CHITIMACHA DAY SCHOOL

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

## 7.8 Safety and Health Inspection Report

1. Select Reports > Safety and Health Inspection Report from the Reports dropdown on the menu bar.

### Safety And Health Inspection Report

Search
Reset

Search Criteria	
Inspection List	<input type="text"/>
Region	<input type="text"/>
Agency	<input type="text"/>
Site	<input type="text"/>
Safety Inspection Type	<input type="text"/>
Report Settings	
Report Format	PDF

2. Select the Inspection Number to run the Safety and Health Inspection Report from the Inspection List field. The user can type the Inspection Number into the field to narrow the list.
3. Select PDF or Excel for the Report Format.
4. Click the **Search** button. The report will be downloaded.

### Safety And Health Inspection Report

**Notice of Unsafe or Unhealthful Working Conditions**

**MUST BE POSTED AT WORK SITE UNTIL ALL DEFICIENCIES ARE CORRECTED**

Category / Rank Legend:  
 S = Safety, H = Handicap / 1 = Serious Code and Law Violation, 2 = Non-Serious Code and Law Violation  
 RAC - Severity / Probability Code Legend:  
 I - Catastrophic, II - Critical, III - Significant, IV - Minor / A - Frequent, B - Likely, C - Occasional, D - Rarely

---

Region: CENTRAL OFFICE    Agency: -    Site: IE148 - L01-01 - SOUTHWESTERN INDIAN POLYTECH INSTITUTE  
 Inspection Number: S-2017-842    Inspection Created Date: 11/02/2016    Finalized Date: 04/17/2017

---

Location Type: 1100-Building    Maximo ID: AB102238    Use: Building / School / Post-Secondary / Day  
 Structure#: 100    Room#: -    Location Description: School, Post-Secondary, Day  
 Remarks: -

---

Inspector: Safety Inspector	Remarks:
Insp. Date: 01/25/2017	

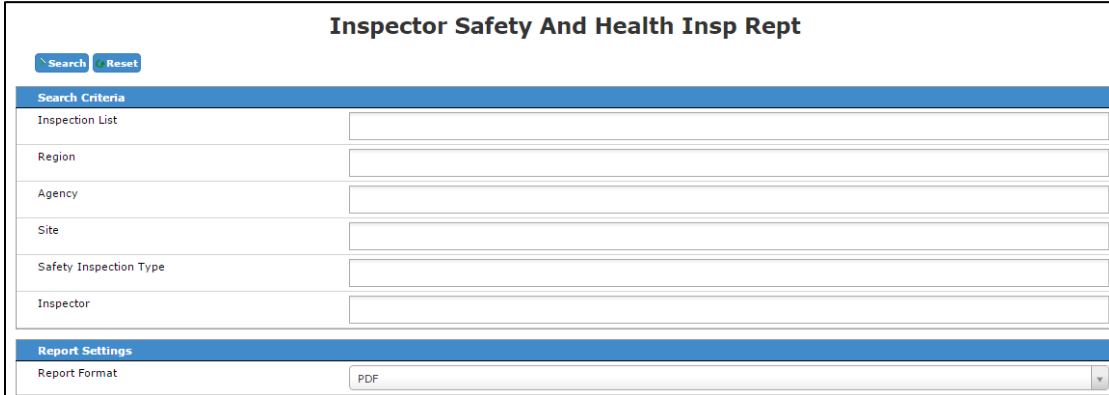
---

Work Order	Deficiency	Code/Standard	Recommended Correction	Abatement Period	Cat/ Rank	Sev/ Prob	RAC
AB413081	If an automatic door is used, then it shall comply with ANSI/BHMA A156.10-2005. Slowly opening, low	ADAAG, 4.13.12	Repair/ replace power-assisted doors. If power-assisted door opener is replaced, it must comply with ANSI-BHMA A156.19-2013- Standard for Power Assist and Low Energy Power Operated Doors. Consider replacing with Power Operated Pedestrian Doors complying with ANSI-BHMA A156.10-2005- Standard for Power Operated Pedestrian Doors.	180	H/1	III/C	4
Additional Information: If an automatic door is used, then it shall comply with ANSI/BHMA A156.10-2005. Slowly opening, low-powered, automatic doors shall comply with ANSI/BHMA A156.19-2013. Such doors shall not open to back check faster than 3 seconds and shall require no more than 15 lbf (66.6N) to stopdoor movement. If a power-assisted door is used, its door -opening force shall comply with 4.13.11 and its closing shall conform to the requirements in ANSI/BHMA A156.19.2013. REPEAT DEFICIENCY (03/02/2017): New Category H; New Rank 1; New Severity III; New Probability: C; RAC is now 4; Abatement period is now: 90. COMMENT: If an automatic door is used, then it shall comply with ANSI/MHMA A156.10-1985 (now ANSI-BHMA A156.10-2005- Standard for Power Operated Pedestrian Doors). Slowly opening, low-powered, automatic doors shall comply with ANSI A156.19.1984. Such doors shall not open to back check fast than 3 seconds and shall require no more than 15 lbf (66.6N) to stop door movement. If a power-assisted door is used, its door-opening force shall comply with 4.13.11 and its closing shall conform to the requirements in ANSI A156.19-1984 (now ANSI-BHMA A156.19-2013- Standard for Power Assist and Low Energy Power Operated Doors). ADA doors at main entrance inoperable.							
Original Report Date	Repeat Count	Work Type	Work Order Status				
09/09/2016	0	UK	WAPPR				

## 7.9 Safety and Health Inspection Inspector Report

The Safety and Health Inspection Inspector Report was created to give S&CAP users the ability to run a report similar to the Safety and Health Inspection Report when the inspection is still in progress. This enables users to quickly see the latest deficiency data entered by the inspector prior to the submission or finalization of the inspection.

1. Select Reports > Safety and Health Inspection Inspector Report from the Reports dropdown on the menu bar.



**Inspector Safety And Health Insp Rept**

Search Reset

**Search Criteria**

Inspection List

Region

Agency

Site

Safety Inspection Type

Inspector

**Report Settings**

Report Format PDF

2. Select the Inspection Number to run the Safety and Health Inspection Report from the Inspection List field. The user can type the Inspection Number into the field to narrow the list.
3. The Inspector can also be specified for this report (in the event there are multiple inspectors for the inspection).
4. Select PDF or Excel for the Report Format.
5. Click the **Search** button. The report will be downloaded. (The sample report is on the next page of this training manual)

### Inspectors Safety And Health Inspection Report

Region: EASTERN Agency: - Site: IE026 - S50-09 - CHITIMACHA DAY SCHOOL  
 Inspection Number: S-2017-689 Inspection Created Date: 11/01/2016 Finalized Date: 02/03/2017

Location Type: 1100-Building Maximo ID: AB260473 Use: Building / Storage / Non-Heated  
 Structure#: 904 Room#: - Location Description: Building,Storage,Non-Heated

Remarks:

Inspector: test.inspector	Remarks:
Insp. Date: 01/25/2017	

Work Order	Deficiency	Code/Standard	Recommended Correction	Abatement Period	Cat/ Rank	Sev/ Prob	RAC
------------	------------	---------------	------------------------	------------------	-----------	-----------	-----

There are no deficiencies for this location.

Location Type: 1100-Building Maximo ID: AB260474 Use: Building / School / Other / Day  
 Structure#: 905 Room#: - Location Description: Building,School,Other,Day

Remarks:

Inspector: test.inspector	Remarks:
Insp. Date: 01/25/2017	

Work Order	Deficiency	Code/Standard	Recommended Correction	Abatement Period	Cat/ Rank	Sev/ Prob	RAC
------------	------------	---------------	------------------------	------------------	-----------	-----------	-----

AB440129	Warehoused (stored) chemicals (sealed containers) do not have readily available material safety dat	29CFR1910.1200(b)(4)(ii)	Place MSDS sheets in all janitor closets that contain chemicals.	1825	S/2	IV/C	5
Additional Information: Warehoused (stored) chemicals (sealed containers) do not have readily available material safety data sheets (MSDS). (Each janitor closet requires MSDS sheets).							
AB440130	NFPA 101, 15.7.4.3 Artwork and teaching materials attached to over 50% of walls.	NFPA 101, 15.7.4.3	Reduce the amount of artwork and teaching materials to 50% on the walls. (Kindergarten and 2nd grade classrooms).	730	S/2	III/C	4