Indian Affairs, Division of Facilities Management and Construction

Indian Affairs-Facility Management System (IA-FMS) Training

S&CAP
General Inspection Creation and Data Entry Webinar
4/26/2016
Lesson

S&CAP
General Inspection Creation and Data Entry
Lesson goals

• This lesson will cover the following specifics within IA-FMS (S&CAP):

  • Setting up a General Inspection
  • S&CAP Inspection Navigation
  • Reviewing the Existing Deficiencies List
  • Repeating an Existing Deficiency
  • Adding New Deficiencies
  • Validating Locations
  • Submitting a G Inspection
Safety & Other Inspections

• S&CAP stands for **Safety** & Condition Assessment Portal

• Safety & Other refers to non CA inspections in S&CAP

• Safety & Other Inspection Types:
  • Safety Inspections
    • S (Safety & Health)
    • J (Detention Center Safety and Health)
    • A (Additional Regional Health and Safety)
    • H (Indian Health Services)
Safety & Other Inspections

- Safety & Other Inspection Types:
  - Other Inspections
    - B (Boiler, Pressure Vessels)
    - F (Fire Department)
    - G (General Facilities)
IA-FMS DM Overall Process

Deferred Maintenance Work Order Creation, Approval, and Funding

<table>
<thead>
<tr>
<th>S&amp;CAP</th>
<th>Maximo</th>
<th>BPERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-emergency DM work orders originate as deficiencies in S&amp;CAP</td>
<td>Emergency DM work orders are created directly into Maximo</td>
<td>DM work orders get put into Projects and get Funding Requests through BPERM</td>
</tr>
<tr>
<td>DM work orders go through approval process in Maximo (this process is under development)</td>
<td>Actuals are added to DM work orders in Maximo</td>
<td></td>
</tr>
<tr>
<td>DM Work Order is Completed in Maximo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
S&CAP Process Overview

Create Inspection \rightarrow Enter Deficiencies \rightarrow Validate Locations \rightarrow Submit Inspection

Finalize Inspection \rightarrow Abate Deficiencies \rightarrow Estimate Costs \rightarrow Send Deficiencies to IA-FMS (Maximo)
Creating an Inspection Request

- Go to Inspection Request > Safety & Other Inspection Request

IA-FMS Training: S&CAP G Inspection Webinar
Types of Inspections by User Role

- 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)

- Safety Inspector and Safety Clerk
  - All Safety inspections are created by the Inspections Manager
Changing Roles

- If you have multiple user roles for S&CAP in BUMP, you can easily switch between these roles.
Inspection List

Please select an inspection from the list below

CURRENT FILTERS  Inspection Status: IN PROGRESS, SUBMITTED

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

<table>
<thead>
<tr>
<th>Region</th>
<th>Agency</th>
<th>Inspection Number</th>
<th>Inspection Type</th>
<th>Maximo ID</th>
<th>Site Number</th>
<th>Site Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASTERN OKLAHOMA</td>
<td></td>
<td>C-2016-579</td>
<td>General Facilities</td>
<td>G09-02</td>
<td>IE068</td>
<td>JONES ACADEMY</td>
</tr>
</tbody>
</table>

IA-FMS Training: S&CAP G Inspection Webinar
## Inspection Detail

**Working with Inspection G-2016-579**

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Description</th>
<th>FMIS Location ID</th>
<th>Region</th>
<th>Agency</th>
<th>Reporting Organization</th>
<th>IA-FMS Inspection WO#</th>
</tr>
</thead>
<tbody>
<tr>
<td>15968</td>
<td>JONES ACADEMY</td>
<td>G09-02</td>
<td>EASTERN OKLAHOMA</td>
<td>OFMC</td>
<td></td>
<td>AB342627</td>
</tr>
</tbody>
</table>

**Inspection Details**

- **Inspection Number**: G-2016-579
- **Fiscal Year of Inspection**: 2016
- **Inspection Status**: IN PROGRESS
- **Inspection Type**: General Facilities
- **Selected Inspector(s)**: Inspector, General

**Remarks**

- **Inspection Created By**: choling
- **Inspection Created Date**: 12/30/2015
- **Inspection Submitted By**:  
- **Inspection Submitted Date**:  
- **Inspection Finalizing Officer**:  
- **Inspection Finalized Date**:  

**Locations**

1 - 2 of 2 results (page 1 / 1)
### Location List

<table>
<thead>
<tr>
<th>Validation Status</th>
<th>Site ID</th>
<th>Location Type</th>
<th>Structure Number</th>
<th>Location Description</th>
<th>Room Number</th>
<th>Maximo ID</th>
<th>Is Finalized</th>
<th>Existing Deficiencies</th>
<th>New Deficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validated</td>
<td>IEO68</td>
<td>1100</td>
<td>580</td>
<td>Gymnasium</td>
<td></td>
<td>AB101493</td>
<td>No</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Validated</td>
<td>IEO68</td>
<td>1100</td>
<td>514</td>
<td>Office</td>
<td></td>
<td>AB101479</td>
<td>No</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
**Location Detail**

**Working with Inspection G-2016-627**

**Back to Inspection Detail**

**Working with Location AB101493: Gymnasium**

<table>
<thead>
<tr>
<th>Validation Status</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Validated</td>
<td>Gymnasium</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location Type</th>
<th>Maximo ID</th>
<th>Structure #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>AB101493</td>
<td>560</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection Remarks</th>
<th>Location Long Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>No New Deficiencies Found?</th>
</tr>
</thead>
</table>

No Attachments

**Existing Deficiencies**

<table>
<thead>
<tr>
<th>Validation Status Type</th>
<th>Deficiency Number</th>
<th>Site ID</th>
<th>Description</th>
<th>FMIS Backlog or Work Ticket Number</th>
<th>Work Type</th>
<th>Category</th>
<th>Rank</th>
<th>Severity</th>
</tr>
</thead>
</table>

IA-FMS Training: S&CAP G Inspection Webinar
### Existing Deficiency List

<table>
<thead>
<tr>
<th>Validation Status Type</th>
<th>Deficiency Number</th>
<th>Site ID</th>
<th>Description</th>
<th>FMIS Backlog or Work Ticket Number</th>
<th>Work Type</th>
<th>Category</th>
<th>Rank</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Validated</td>
<td>AB166633</td>
<td>IE058</td>
<td>REPLACE CARPET</td>
<td>G09-02-580-M-020-2</td>
<td>DM</td>
<td>M</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Not Validated</td>
<td>AB166634</td>
<td>IE058</td>
<td>REPLACE RUBBER/VINYL COVE BASE</td>
<td>G09-02-580-M-020-2</td>
<td>DM</td>
<td>N</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

---

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Repeating a Deficiency

**REPLACE RUBBER/MYNYL COVE BASE**

<table>
<thead>
<tr>
<th>Category</th>
<th>M (Physical Plant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank</td>
<td>2</td>
</tr>
<tr>
<td>Severity</td>
<td>1</td>
</tr>
<tr>
<td>Probability</td>
<td></td>
</tr>
<tr>
<td>RAC</td>
<td>5</td>
</tr>
<tr>
<td>Citation Paragraph Number</td>
<td></td>
</tr>
<tr>
<td>Abatement Period</td>
<td>1825</td>
</tr>
<tr>
<td>Recommended Repair</td>
<td></td>
</tr>
<tr>
<td>Remark</td>
<td></td>
</tr>
</tbody>
</table>
### New Deficiency List (w/ repeated deficiency)

#### New Deficiencies

<table>
<thead>
<tr>
<th>Validation Status</th>
<th>Deficiency Number</th>
<th>Site ID</th>
<th>Description</th>
<th>FMIS Backlog or Work Ticket Number</th>
<th>Work Type</th>
<th>Category</th>
<th>Rank</th>
<th>Severity</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modified</td>
<td>AB166634</td>
<td>IE058</td>
<td>REPLACE RUBBER/VINYL COVE BASE</td>
<td>G09-02-580-M-020-2</td>
<td>DM</td>
<td>M</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>G-2016-627</td>
<td>IE058</td>
<td>Replace Carpet in Room 106</td>
<td></td>
<td></td>
<td>M</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IA-FMS Training: S&CAP G Inspection Webinar**
## Adding New Deficiency

### New Deficiencies

<table>
<thead>
<tr>
<th>Validation Status Type</th>
<th>Deficiency Number</th>
<th>Site ID</th>
<th>Description</th>
<th>FMIS Backlog or Work Ticket Number</th>
<th>Work Type</th>
<th>Category</th>
<th>Rank</th>
<th>Severity</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modified</td>
<td>AB166634</td>
<td>IE058</td>
<td>REPLACE RUBBER/VINYL COVE BASE</td>
<td>GO09-02-580-M-020-2</td>
<td>DM</td>
<td>N</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New</td>
<td>G-2016-627_1</td>
<td>IE058</td>
<td>Replace Carpet in Room 106</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add New Deficiency button

IA-FMS Training: S&CAP G Inspection Webinar
### New Deficiency

**Location:** (AB101493) Gymnasium

**Room Number:** Room 111 - Multi-Purpose Area

**Validation Status:** New

**Deficiency Number:** Generated upon save.

**Citation Paragraph Number:** N/A

**Title:** Replace carpet in Room 111

**Additional Information:**

**Deficiency status:** WAPPR

**Work type:**

**Work subtype:**

**Category:** M (Physical Plant)

**Rank:** 2

**Health Life Safety Indicator:** Y

**Severity:**
New Deficiency Categories

• General Facilities (G) Inspection:
  • M (Physical Plant)

• 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)

• Fire Department (F) Inspection:
  • F (Fire)
<table>
<thead>
<tr>
<th>Category</th>
<th>Rank</th>
<th>RAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>M (Physical Plant)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>
Validating Locations

Working with Location AB105560: BUILDING / OFFICE

Validation Status: Not Validated
Location Description: BUILDING / OFFICE
Location Type: 1100
Maximo ID: AB105560
Structure #: 265
Location Long Description:

No New Deficiencies Found checkbox

Save Save & Next Validate Previous Next Cancel

Validation Status: Not Validated
Location Description: BUILDING / OFFICE
Location Type: 1100
Maximo ID: AB105560
Structure #: 265
Location Long Description:

Inspection Remarks:

Inspection Date: 03/20/15

No New Deficiencies Found?:

Upload Attachment
Validating Locations

Working with Inspection S-2015-3445

Working with Location AB105560: BUILDING / OFFICE

Validate button

Validation Status: Not Validated
Location Type: 1100
Maximo ID: AB105560
Structure #: 265
Location Description: BUILDING / OFFICE
Location Long Description: 

Inspection Remarks:

Inspection Date: 03/20/15

No New Deficiencies Found?:
Validating Locations

• All locations must be validated before the inspection can be submitted.
• Validating serves as a way to verify that the location has been inspected.

Unable to Submit Inspection G-2016-627
2 Location error(s) were found.
Location AB105560 has not been validated.
Location AB105560 has new Deficiencies, but the No New Deficiencies checkbox is checked on the Location Details Screen for the Manager Row.
0 Deficiency error(s) were found.
0 Asset error(s) were found.
Submitting an Inspection

Working with Inspection G-2016-627

Submit Inspection button

Site ID | Description | FMIS Location ID | Region | Agency | Reporting Organization
--- | --- | --- | --- | --- | ---
IE068 | JONES ACADEMY | G09-02 | EASTERN OKLAHOMA | OFMC |

Inspection Number: G-2016-627
Fiscal Year of Inspection: 2016
Inspection Type: Selected Inspector(s)
General Facilities: [Manager, Inspections]

Inspection Status: IN PROGRESS
User Remarks
Remark

Inspection Created By: sbolling
Inspection Submitted By: Inspectors
Inspection Finalizing Officer
Inspection Created Date: 4/21/2016
Inspection Submitted Date
Inspection Finalized Date

No Attachments
Upload Attachment
Save
Once a G inspection has been submitted, the inspection deficiencies will need a cost estimate before they can be sent to Maximo.
Demonstration

S&CAP G Inspection Creation and Data Entry

This webinar presentation is available to download at: http://www.bie.edu/Resources/webinar/index.htm