

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

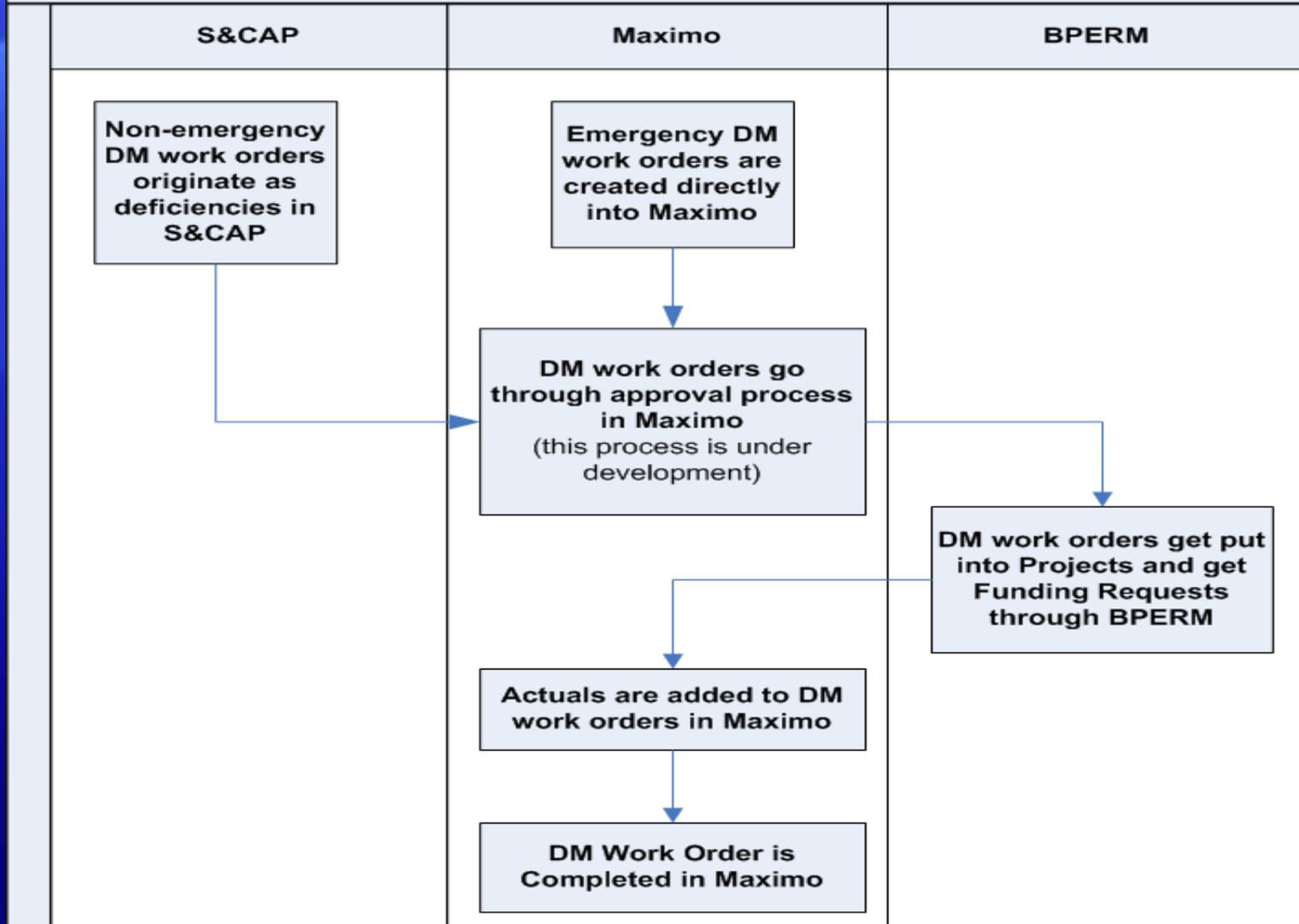
- S&CAP stands for Safety & Condition Assessment Portal
- Safety & Other refers to non CA inspections in S&CAP
- Safety & Other Inspection Types:
 - Safety Inspections
 - S (Safety & Health)
 - J (Detention Center Safety and Health)
 - A (Additional Regional Health and Safety)
 - H (Indian Health Services)

Safety & Other Inspections

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

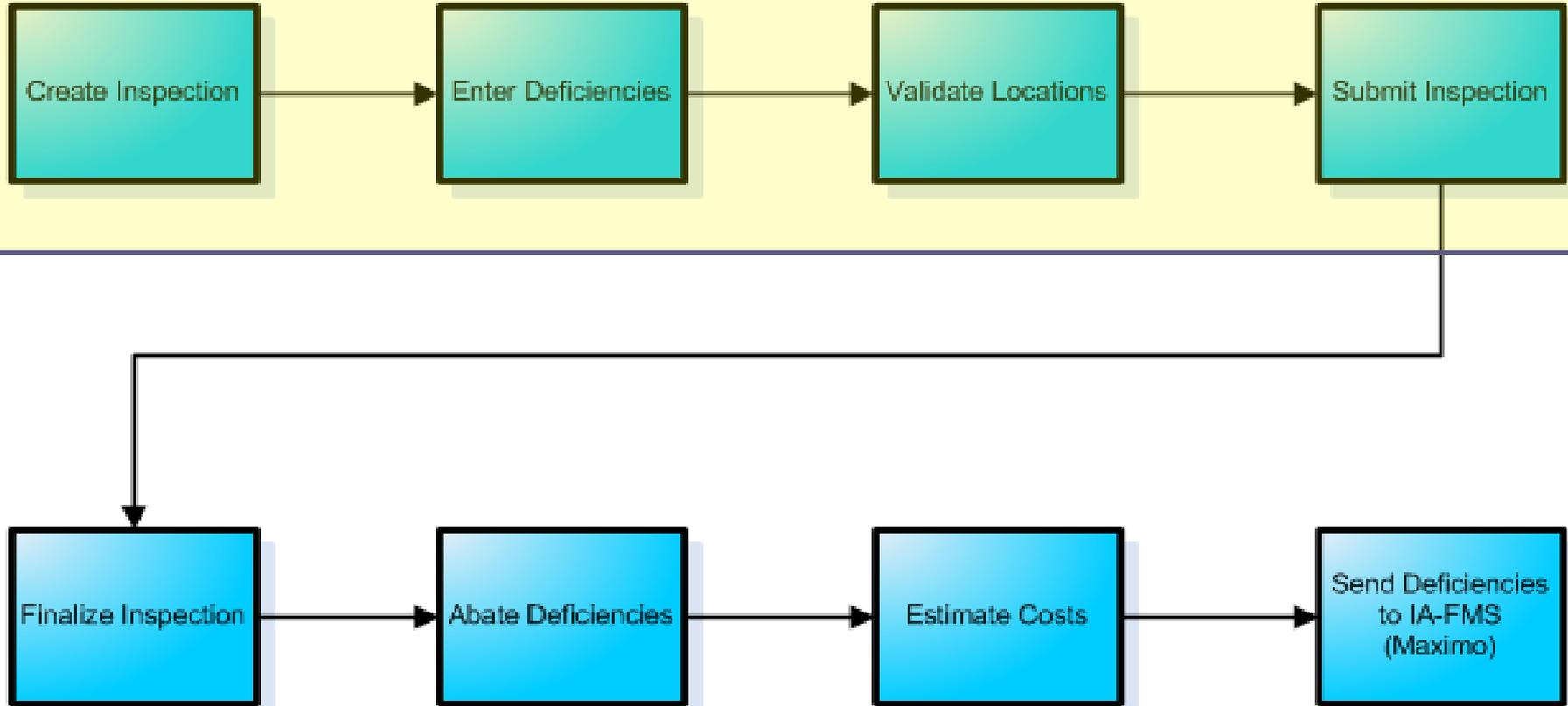
IA-FMS DM Overall Process

Deferred Maintenance Work Order Creation, Approval, and Funding



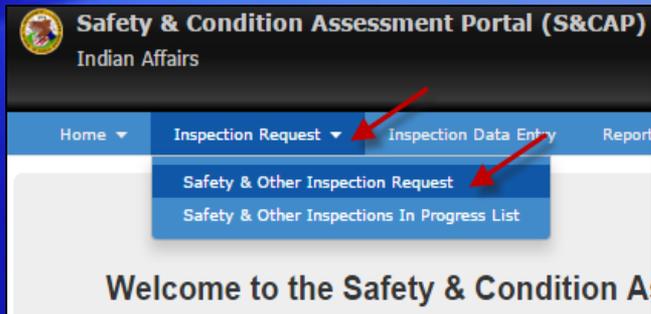
S&CAP Process Overview

S&CAP Process Overview



Creating an Inspection Request

- Go to Inspection Request > Safety & Other Inspection Request



New Inspection Request

Inspection Type:* **Inspector(s):***

Fiscal Year:*

Region:*

Sites:*

FMIS Location #:

Location Description:

Select All

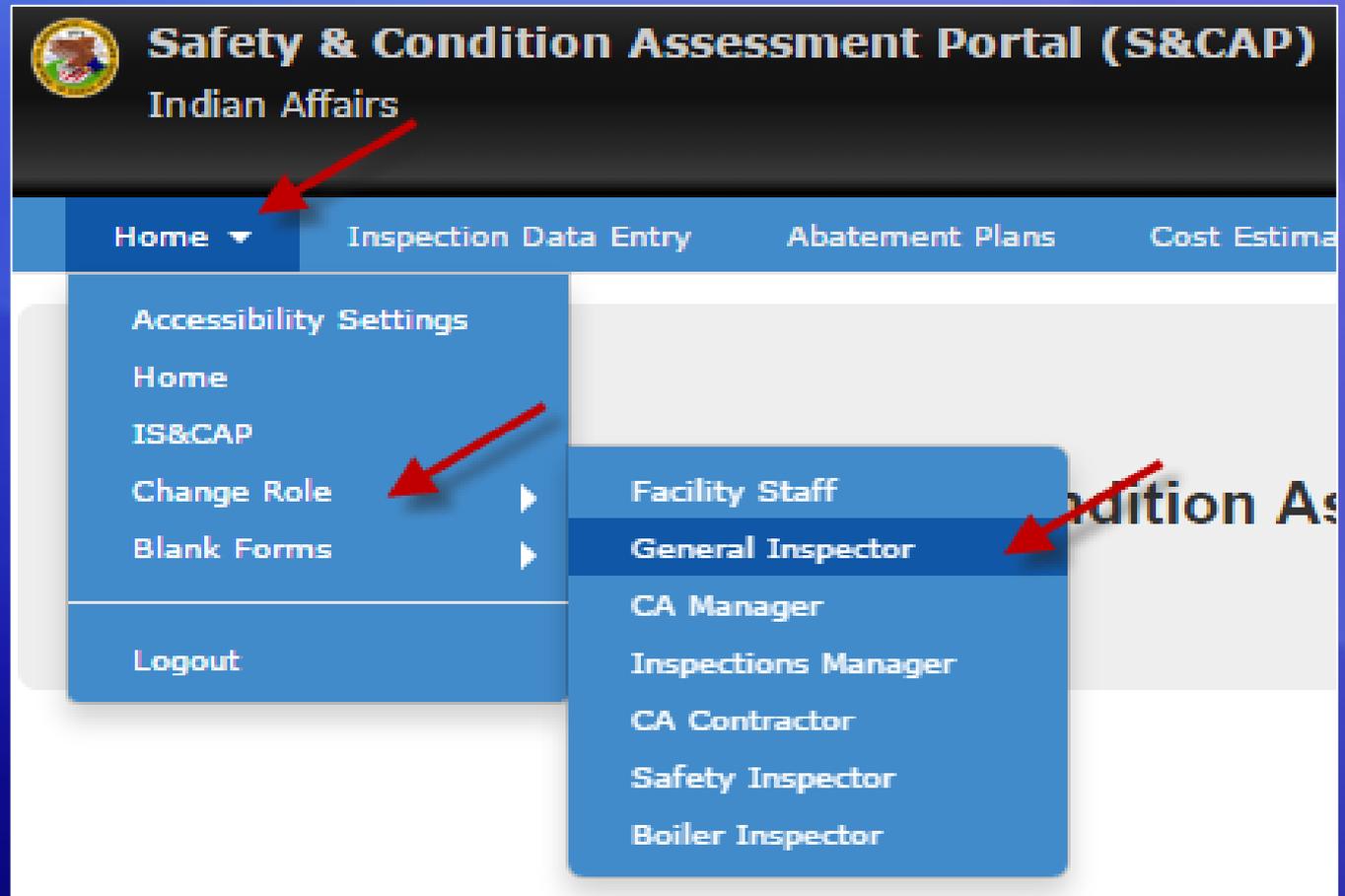
Locations:

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)
- Safety Inspector and Safety Clerk
 - All Safety inspections are created by the Inspections Manager
- Fire Inspector
 - F (Fire Department)
- General Inspector and General Clerk
 - G (General Facilities)
- Boiler Inspections Manager and Boiler Inspector
 - B (Boiler, Pressure Vessels)

Changing Roles

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



Inspection List

 **Safety & Condition Assessment Portal (S&CAP)**
Indian Affairs

Home ▾ Inspection Request ▾ Inspection Data Entry ▾ **Reports ▾** Help ▾

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EASTERN OKLAHOMA		G-2016-579	General Facilities	G09-02	IE068	JONES ACADEMY

Inspection Detail

Working with Inspection G-2016-579

[Submit Inspection](#)

Hide Form ▾

Site ID	Description	FMIS Location ID	Region	Agency	Reporting Organization	IA-FMS Inspection WO#
IE068	JONES ACADEMY	G09-02	EASTERN OKLAHOMA		OFMC	AB342627
Inspection Number		G-2016-579		Inspection Type		General Facilities
Fiscal Year of Inspection		2016		Selected Inspector(s)		<input type="text" value="Inspector, General"/>
Inspection Status		IN PROGRESS				
Remarks		<input type="text"/>				
Inspection Created By		sbolling		Inspection Created Date		12/30/2015
Inspection Submitted By				Inspection Submitted Date		
Inspection Finalizing Officer				Inspection Finalized Date		
No Attachments		<input type="text" value="Upload Attachment"/>				
		<input type="button" value="Save"/>				

Locations

Location List

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
Validated	IE068	1100	580	Gymnasium		AB101493	No	3	2
Validated	IE068	1100	514	Office		AB101479	No	0	0

< Previous Next >

Location Detail

Working with Inspection G-2016-627

[Back to Inspection Detail](#)

Working with Location AB101493: Gymnasium

Hide Form ▾

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

Validation Status: Not Validated

Location Description: Gymnasium

Location Type: 1100

Room #:

Maximo ID: AB101493

Use: Building / Gymnasium

Structure #: 580

Location Long Description:

Inspection Remarks:

Inspection Date:*

No New Deficiencies Found?:

No Attachments

[Upload Attachment](#)

Existing Deficiencies

[New Deficiencies](#)

[Add New Deficiency](#)

[← Previous](#)

[Next →](#)

1 - 2 of 2 results (page 1 / 1)



Validation Status Type	Deficiency Number ▲ 1	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank	Severity
------------------------	-----------------------	---------	-------------	------------------------------------	-----------	----------	------	----------

<input type="text"/>								
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Existing Deficiency List

Existing Deficiencies New Deficiencies Add New Deficiency

Previous Next 1 - 2 of 2 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	AB166633	IE068	REPLACE CARPET	G09-02-580-M-020-2	DM	M	2	
Not Validated	AB166634	IE068	REPLACE RUBBER/VINYL COVE BASE	G09-02-580-M-020-2	DM	M	2	

Previous Next ▶ ↺

M

Repeating a Deficiency

REPLACE RUBBER/VINYL COVE BASE

Category*	M	M (Physical Plant)
Rank*	M	2
Severity		1 2 3
Probability		
RAC	5	5
Citation Paragraph Number*		
Abatement Period	1825	1825
Recommended Repair*		
Remark		

Save Cancel

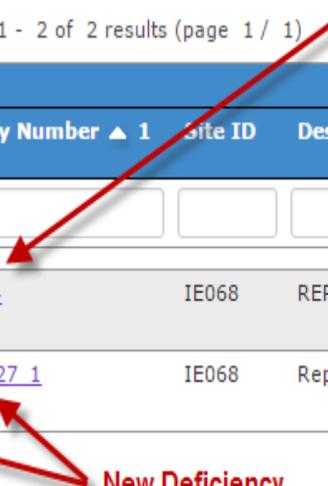
New Deficiency List (w/ repeated deficiency)

Existing Deficiencies **New Deficiencies** Add New Deficiency

◀ Previous Next ▶ 1 - 2 of 2 results (page 1 / 1) ▶ ↺ **Repeat Deficiency**

Validation Status Type	Deficiency Number ▲ 1	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank	Severity	Probability
Modified	AB166634	IE068	REPLACE RUBBER/VINYL COVE BASE	G09-02-580-M-020-2	DM	M	2		
New	G-2016-627_1	IE068	Replace Carpet in Room 106			M	2		

◀ Previous Next ▶ **New Deficiency** ▶ ↺



Adding New Deficiency

Existing Deficiencies | **New Deficiencies**

[Add New Deficiency](#)

1 - 2 of 2 results (page 1 / 1)

Validation Status Type	Deficiency Number ▲ 1	Site ID	Description	FMIS Backlog or Work Ticket Number	Work Type	Category	Rank	Severity	Probability
Modified	AB166634	IE068	REPLACE RUBBER/VINYL COVE BASE	G09-02-580-M-020-2	DM	M	2		
New	G-2016-627 1	IE068	Replace Carpet in Room 106			M	2		

New Deficiency

New Deficiency at Location AB101493: Gymnasium

Save Save & New Cancel

Location:* (AB101493) Gymnasium

Room Number: Room 111 - Multi-Purpose Area

Asset:

Validation Status* New

Deficiency Number Generated upon save.

Citation Paragraph Number* N/A

Title*
Replace carpet in Room 111

Enter a descriptive title under 100 characters.

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)

RAC— Rank

Category	Rank	RAC
M (Physical Plant)	1	4
	2	5
	3	5

Validating Locations

Working with Location AB105560: BUILDING / OFFICE

Hide Form ▾

No New Deficiencies Found checkbox

Save **Save & Next** **Validate** 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:	

Inspection Remarks:

Inspection Date:*

No Attachments

No New Deficiencies Found?:

Validating Locations

Working with Inspection S-2015-3445

[Back to Inspection Detail](#)

Working with Location AB105560: BUILDING / OFFICE

Hide Form ▾

[Save](#) [Save & Next](#) [Validate](#) [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:**

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

Hide Form ▾

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

Inspection Number	G-2016-627	Inspection Type	General Facilities
Fiscal Year of Inspection	2016	Selected Inspector(s)	<input type="text" value="x Manager, Inspections"/>
Inspection Status	IN PROGRESS		
User Remarks	Remark <input type="text"/>		
Inspection Created By	sbolling	Inspection Created Date	4/21/2016
Inspection Submitted By		Inspection Submitted Date	
Inspection Finalizing Officer		Inspection Finalized Date	

No Attachments

Cost Estimation and Sending to Maximo

- 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>