# Facilities Application Instructions

## Contents

## Introduction

There are three levels of information to be provided on the Facilities application: SITE, BUILDING, and ADDITION.

SITE:   A site is an address. That address may contain one individual school building, or multiple buildings, including any additions. The site area also includes features like playgrounds, parking lots, sidewalks, and athletic facilities. Even if there are multiple school levels (elementary, middle, high) in one building, it is considered one site, because they reside at one address.

BUILDING:  A building is a brick and mortar structure that serves as the primary, or one of the primary, facilities on the site. Each building must be stand alone and provide all utilities and features that allow the building to operate.

ADDITION:  An addition is a brick and mortar structure that has been constructed to expand a building's total square footage. A building may have multiple additions, and, in that case, each addition should be entered separately. Previous additions to a building should still be considered additions, not part of the original building.

## Logging In

When you log in to the application for the first time, you will be directed to the Contacts Page and asked to enter or verify your contact information. To enter a new contact, click on the button  . You much check the "All" programs check box  on the right hand side to save. You will then be redirected to the Home Page, displaying a list of SITES in your district.

After initial log in, when you log in to the application you will directed to the home page, displaying a list of the SITES in your district.

## Site

You can expand each SITE individually by clicking on the name of the SITE, or you can expand all SITES by clicking on the button  .

To begin, expand a SITE, and click on the green button  . You will be redirected to a form asking for information related to the SITE: General Site Information and Accessibility.

## General Site Information

To complete the General Site Information, check the checkbox next to the features that exist on the SITE: Water, Sanitary, Gas, Fuel Oil, Electrical, Pavement, Sidewalk, Playgrounds and Playground Equipment, Athletic Fields and Related Structure. If the SITE does NOT have a feature, do NOT check the box.

Once a checkbox is selected, please indicate the following:

1. **Condition**:
   What is the current condition of the feature on a scale from 1-5, Excellent to Nonoperable?

| Condition | Description |
|---|---|
| Excellent: | New or easily restorable to "like new" condition; only minimal routine maintenance is required. |
| Good: | Only routine maintenance or minor repair is required. |
| Fair: | Sometimes fails to meet code or functional requirements; failure(s) are inconvenient to school operation. |
| Poor: | Consistently substandard performance; failure(s) are disruptive and costly; fails most code and functional requirements; requires constant attention, renovation, or replacement. Major corrective repair or overhaul is required. |
| Nonoperable: | The system or component exists in a significantly substandard level and cannot be used or operated. Replacement is required. |

2. **Date of Most Recent Update:**
   When was the most recent update to the feature? If the feature has not undergone update since installation, when was the feature installed? *Responses are to the closest year.*

3. **Type:**
   What type of feature is available on the site?
   *If "Utility Provided", please indicate Service Provider in the text box.*
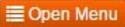   *If "Other", please indicate the type.*

When all existing features have been selected and completed, click the blue button [Save & Continue], to move on to the next section. The ❌ next to the section name will change to ✅ for each section that has been saved.
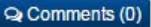
## Site Accessibility

To complete the Site Accessibility form, select whether each feature listed meets the pertinent Accessibility Standards for your SITE by selecting Yes or No, indicating the feature is either Accessible or Inaccessible.

| Standard | Date |
|---|---|
| Section 504 | Before 6/4/77 |
| ANSI | 6/4/77 - 1/17/91 |
| UFAS | 1/18/91 - 1/26/92 |
| UFAS or 1991 ADA | 1/27/92 - 9/14/10 |
| UFAS, 1991 ADA or 2010 ADA | 9/15/10 - 3/14/12 |
| 2010 ADA | 3/15/12 - Present |

When all features have been completed, click the blue button [💾 Save & Continue] , to complete the form. The ❌ next to the section name will change to ✅ for each section that has been saved. To return to the Home Page, click the button [🗂 Close] or [☰ Open Menu] .
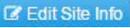
## Comments

If you have questions or comments to share with the State Agency, or to save for later use, click the button [💬 Comments (0)] . A box will appear with a list of all previously saved comments. If no comments have been saved, the box will be empty. To add a new comment, click the button [+ Add New Comment] . When you are done, click the button [💾 Save] to save the comment. Click the button [🗂 Close] to return to the form.

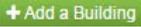## Mark Completed

When all sections have been saved, indicated by a ✅ next to the section name, click on the button [🔖 Mark Completed] to indicate the SITE form is complete. The Home Page will then show a ✅ next to the progress bar [0% Completed] for each SITE, for example [100% Completed ✅].

## Edit Site

To edit SITE information, return to the home page, expand the SITE, and click the button [✏ Edit Site Info] to return to the SITE forms.

# Building

Once the SITE form has been completed, you can begin entering BUILDING information by clicking on the button [+ Add a Building] . You will be redirected to a form asking for information related to the BUILDING: General Information, Spaces/Features, Structure, Exterior, Interior, HVAC, Windows, Plumbing, Electrical, Systems, Emergency, Environmental Quality Plans, and Accessibility.

## General Building Information

To complete the General Building Information, provide the requested information in the text boxes: Year Built, Overall Building Condition, Purpose, Total Square Footage, Number of Floors, Number of Classrooms, Classroom Square Footage, and Space Adequacy.

When all information has been provided, click the blue button [Save & Continue] , to move on to the next section. The ❌ next to the section name will change to ✅ for each section that has been saved.

## Building Forms

To complete the remaining Building Forms, check the checkbox next to the features that exist in the BUILDING.

Once a checkbox is selected, please indicate the following:

1. **Condition**:
   What is the current condition of the feature on a scale from 1-5, Excellent to Nonoperable?

| Condition | Description |
|---|---|
| Excellent: | New or easily restorable to "like new" condition; only minimal routine maintenance is required. |
| Good: | Only routine maintenance or minor repair is required. |
| Fair: | Sometimes fails to meet code or functional requirements; failure(s) are inconvenient to school operation. |
| Poor: | Consistently substandard performance; failure(s) are disruptive and costly; fails most code and functional requirements; requires constant attention, renovation, or replacement. Major corrective repair or overhaul is required. |
| Nonoperable: | The system or component exists in a significantly substandard level and cannot be used or operated. Replacement is required. |

2. **Date of Most Recent Update:**
   When was the most recent update to the feature? If the feature has not undergone update since installation, when was the feature installed? *Responses are to the closest year.*

3. **Type:**
   What type of feature is available on the site?
   *If "Other", please indicate the type.*

When all existing features have been selected and completed, click the blue button 🖫 Save & Continue , to move on to the next section. The ❌ next to the section name will change to ✅ for each section that has been saved.

## Building Accessibility

To complete the Building Accessibility form, select whether each feature listed meets the pertinent Accessibility Standards for your BUILDING by selecting Yes or No, indicating the feature is either Accessible or Inaccessible.

| Standard | Date |
|---|---|
| Section 504 | Before 6/4/77 |
| ANSI | 6/4/77 - 1/17/91 |
| UFAS | 1/18/91 - 1/26/92 |
| UFAS or 1991 ADA | 1/27/92 - 9/14/10 |
| UFAS, 1991 ADA or 2010 ADA | 9/15/10 - 3/14/12 |
| 2010 ADA | 3/15/12 - Present |

When all features have been completed, click the blue button 🖫 Save & Continue , to complete the form. The ❌ next to the section name will change to ✅ for each section that has been saved. To return to the Home Page, click the button 🗁 Close or ☰ Open Menu . The Home Page will also show a progress bar 0% Completed for each BUILDING.

## Comments

If you have questions or comments to share with the State Agency, or to save for later use, click the button 💬 Comments (0) . A box will appear with a list of all previously saved comments. If no comments have been saved, the box will be empty. To add a new comment, click the button ➕ Add New Comment . When you are done, click the button 🖫 Save to save the comment. Click the button 🗁 Close to return to the form.

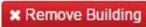## Mark Completed

When all sections have been saved, indicated by a ✅ next to the section name, click on the button 🔖 Mark Completed to indicate the BUILDING form is complete. The Home Page will then show a ✅ next to the progress bar 0% Completed for each BUILDING, for example 100% Completed ✅.

## Edit Building

To edit BUILDING information, return to the Home Page, expand the SITE, and click the button ✏ Edit Building to return to the BUILDING forms.

## Delete Building

To delete a BUILDING, return to the home page, expand the SITE, and click the button **✖ Remove Building** to remove the BUILDING and corresponding forms. Be advised that once a BUILDING has been deleted the information cannot be recovered. Deleting a BUILDING will also delete all corresponding ADDITIONS to that building.

# Addition

Once the BUILDING form has been completed, you can begin entering ADDITION information by clicking on the button **+ Add an Addition** . You will be redirected to a form asking for information related to the ADDITION: General Information, Spaces/Features, Structure, Exterior, Interior, HVAC, Windows, Plumbing, Electrical, Systems, Emergency, Environmental Quality Plans, and Accessibility.

Note the BUILDING and ADDITION forms are identical.

## General Addition Information

To complete the General Addition Information, provide the requested information in the text boxes: Year Built, Overall Building Condition, Purpose, Total Square Footage, Number of Floors, Number of Classrooms, Classroom Square Footage, and Space Adequacy.

When all information has been provided, click the button **💾 Save & Continue** , to move on to the next section. The ✖ next to the section name will change to ✔ for each section that has been saved.

## Addition Forms

To complete the remaining Addition Forms, check the checkbox next to the features that exist in the ADDITION.

Once a checkbox is selected, please indicate the following:

1. **Condition**:

    What is the current condition of the feature on a scale from 1-5, Excellent to Nonoperable?

| Condition | Description |
|---|---|
| Excellent: | New or easily restorable to "like new" condition; only minimal routine maintenance is required. |
| Good: | Only routine maintenance or minor repair is required. |
| Fair: | Sometimes fails to meet code or functional requirements; failure(s) are inconvenient to school operation. |
| Poor: | Consistently substandard performance; failure(s) are disruptive and costly; fails most code and functional requirements; requires constant attention, renovation, or replacement. Major corrective repair or overhaul is required. |

Nonoperable:  The system or component exists in a significantly substandard level and cannot be used or operated. Replacement is required.

2. **Date of Most Recent Update:**
   When was the most recent update to the feature? If the feature has not undergone update since installation, when was the feature installed? *Responses are to the closest year.*

3. **Type:**
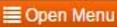   What type of feature is available on the site?
   *If "Other", please indicate the type.*

When all existing features have been selected and completed, click the blue button [Save & Continue], to move on to the next section. The ❌ next to the section name will change to ✅ for each section that has been saved.

## Addition Accessibility

To complete the Addition Accessibility form, select whether each feature listed meets the pertinent Accessibility Standards for your ADDITION by selecting Yes or No, indicating the feature is either Accessible or Inaccessible.

| Standard | Date |
|---|---|
| Section 504 | Before 6/4/77 |
| ANSI | 6/4/77 - 1/17/91 |
| UFAS | 1/18/91 - 1/26/92 |
| UFAS or 1991 ADA | 1/27/92 - 9/14/10 |
| UFAS, 1991 ADA or 2010 ADA | 9/15/10 - 3/14/12 |
| 2010 ADA | 3/15/12 - Present |

When all features have been completed, click the blue button [Save & Continue], to complete the form. The ❌ next to the section name will change to ✅ for each section that has been saved. To return to the Home Page, click the button [Close] or [Open Menu]. The Home Page will also show a progress bar [0% Completed] for each ADDITION.
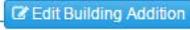
## Comments

If you have questions or comments to share with the State Agency, or to save for later use, click the button [Comments (0)]. A box will appear with a list of all previously saved comments. If no comments have been saved, the box will be empty. To add a new comment, click the button [Add New Comment]. When you are done, click the button [Save] to save the comment. Click the button [Close] to return to the form.

## *Mark Completed*

When all sections have been saved, indicated by a ✅ next to the section name, click on the button 🚩 Mark Completed to indicate the ADDITION form is complete.

## *Edit Addition*

To edit ADDITION information, return to the home page, expand the SITE, and click the button ✏ Edit Building Addition to return to the ADDITION forms.

## *Delete Addition*

To delete an ADDITION, return to the home page, expand the SITE, and click the button ✖ Remove Building Addition to remove the ADDITION and corresponding forms. Be advised that once an ADDITION has been deleted the information cannot be recovered.

# Complete

The Facilities Application is complete when all BUILDING and ADDITION form sections have been saved, progress bar showing 100% Completed , and each form has been 🚩 Mark Completed .