
**Washington State
Office of Superintendent of
Public Instruction**

**Inventory and Condition of Schools (ICOS)
User Manual**

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1.0 Introduction

OSPI School Facilities and Organization supports the State Superintendent in providing School Districts with financial and technical assistance in three primary areas: Capital construction, facilities maintenance/management initiatives, and School District organization issues.

The Inventory and Condition of Schools (ICOS) is a web-based system where the inventory details about the facilities operated by the Districts and the current condition of those facilities are documented and stored. This information is used to support the performance-based Asset Preservation Program which gauges how well the facilities, buildings and sites are maintained, as well as meet the increasing demand for accurate school facility inventory and building condition data that supports statewide programs (such as the School Construction Assistance Program), District facility management and school facility information requests or policy decisions.

ICOS is a software system that provides inventory and building condition data and reporting capabilities. This system benefits the Districts by providing functionality for inventory system, record keeping, and comparative analysis between Districts.

1.1 Accessing ICOS

At this time, OSPI recommends using Microsoft Internet Explorer version 8 or higher.

In order to view the ICOS system, the Silverlight applet, a common add-in, must be downloaded onto the computer viewing the system. Silverlight can be accessed at this website at no charge:

<http://www.silverlight.net/getstarted/>.

Once Silverlight has been installed, go to the ICOS site to access the system:

<http://eds.ospi.k12.wa.us/Login.aspx>

Obtaining a Login for ICOS

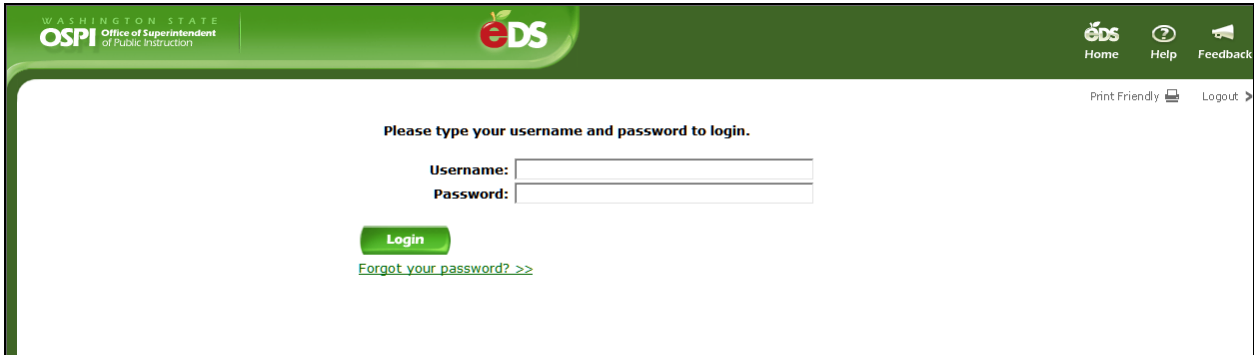
In order to have access to ICOS, users need a login for the OSPI Education Data System (EDS). EDS is the web portal used at OSPI allowing users to access various systems for which they have permissions. To request access to EDS and ICOS, contact your [Regional Coordinator](#).

1.2 Logging into EDS

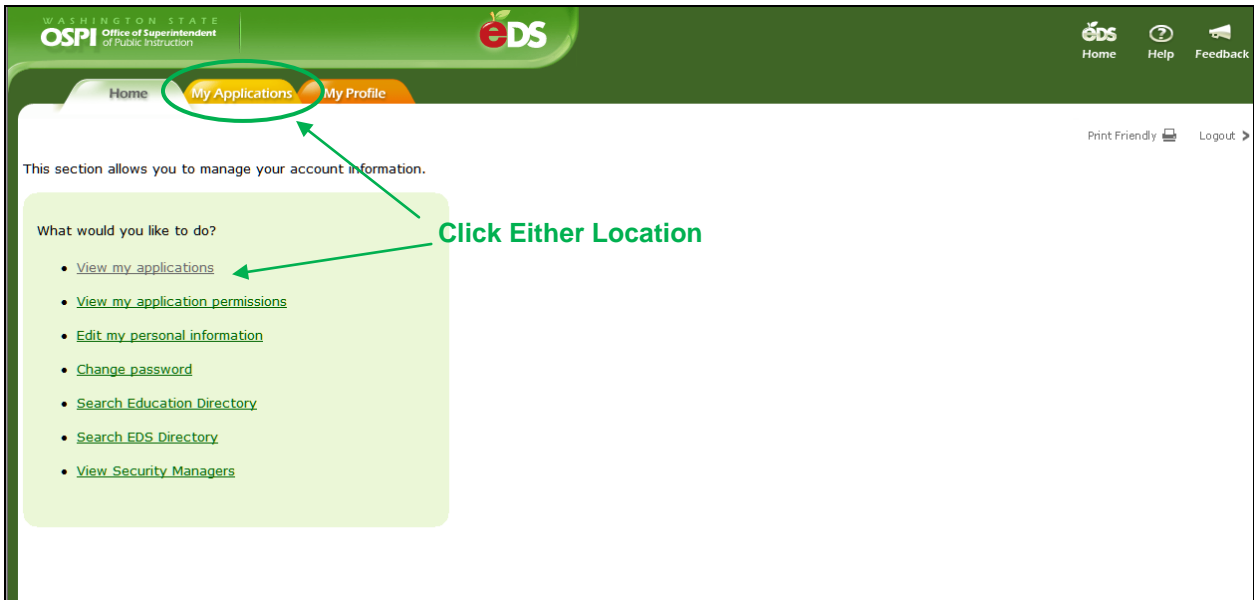
To login into the EDS system to view the ICOS go to the following website:

<http://eds.ospi.k12.wa.us/Login.aspx>

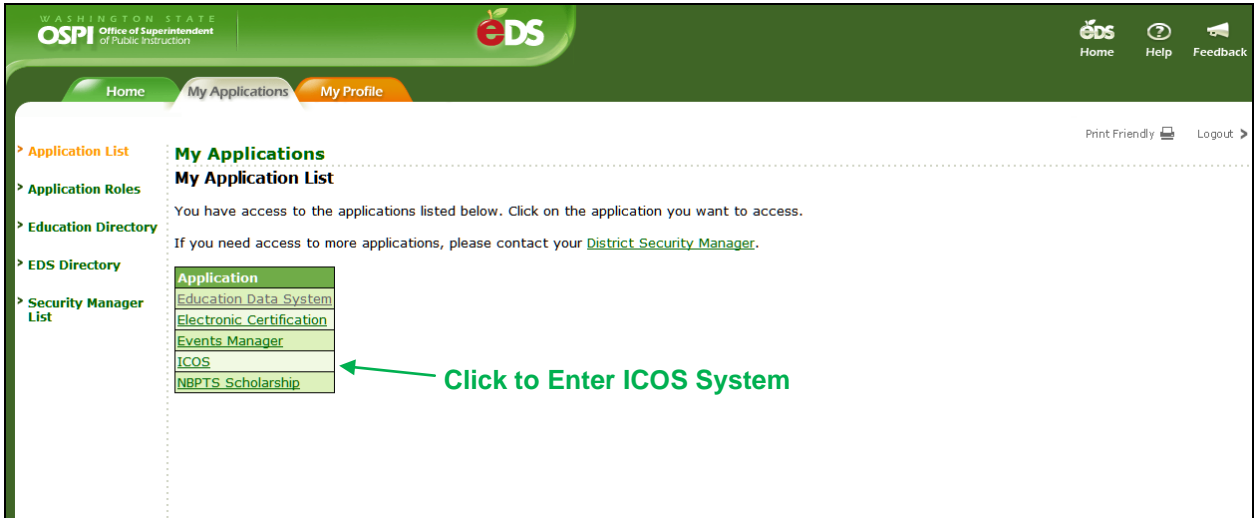
- ❑ Enter your Username and Password.
- ❑ Click the Login button.



- ❑ Click the **My Applications** tab or click on **View my Applications**.



❑ Click on **ICOS**.



You are now in the ICOS system!

If "ICOS" is not one of the choices in My Applications List, please contact your District Data Security Manager.

NOTE: The screen prints in this manual do not reflect any actual or real data for the Districts displayed. The screens and data are used as examples only.

2.0 Inventory and Condition Of Schools (ICOS)

ICOS is developed inside the existing OSPI Web portal called the Education Data System (EDS). The screens headers and footers have the standard design features as specified by the EDS portal (EDS Home, Logout and Help) and meet the accessibility standards and hardware and software requirements, for example, a minimum 1024x768 screen resolution, IE Explorer 6.0 or higher.

The **EDS Home** will take you back to the ICOS Home page. The **Help** link opens the School Facilities ICOS website where there are various ICOS documents. The **Feedback** button opens a web page to enter comments and then submit to the Help Desk.

The header navigation button menu is the first level of screens within the ICOS application. Clicking on a navigation button takes the user to the appropriate screen.

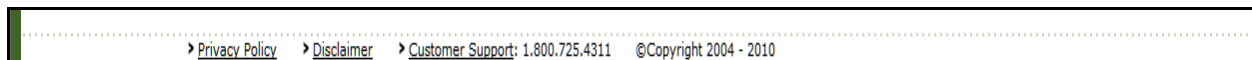


Beneath the header navigation, there are two graphic icons on the right-side of the page: Print Friendly and Logout. Clicking the Print Friendly icon takes the user to a print-friendly view of the current screen. Clicking the Logout icon logs the user out of the system and returns to the EDS Login screen. Underneath these graphic icons is the name of the School District in which the user chose at the Login screen.

The navigation tool bar has the following buttons which are discussed in detail in the next section:

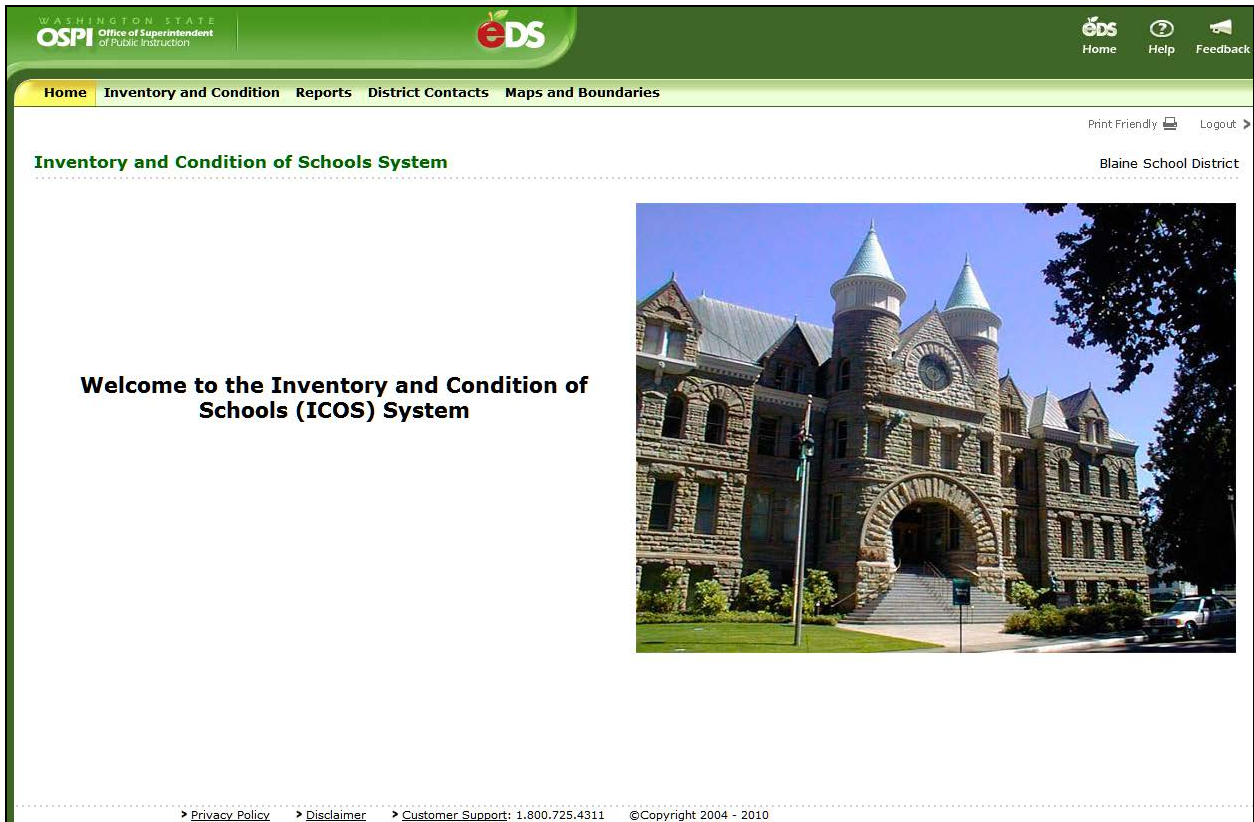
- **Home:** ICOS Home page, the first screen viewed when entering the ICOS system.
- **Inventory and Condition:** Contains the screens to enter data about Facility, Site, and Building Inventory and Condition ratings; Energy Management; FEMA pre-disaster mitigation; Asset Preservation Program (APP); and Washington Sustainable Schools Protocol (WSSP).
- **Reports:** The page to select and run reports based on various user-selected criteria.
- **District Contacts:** The page used to enter and view district contacts.
- **Maps and Boundaries:** The page displays the GIS-based interactive map that contains information on school district boundaries, demographics and capital projects.

The bottom footer provides links to the OSPI Privacy Policy, a Disclaimer, and Customer Support. Clicking one of these links redirects the user to the appropriate page.



2.1 Home

The first screen displayed after logging into the ICOS system is the Home page. This screen displays the navigation tool bar with the various items the user can choose to open. The picture displayed is the main Office of the Superintendent of Public Instruction building in Olympia, Washington.



2.1.1 ICOS Home Screen

From this welcome screen, the user can go to various pages by clicking on the desired navigation button on the tool bar.

2.2 Inventory and Condition

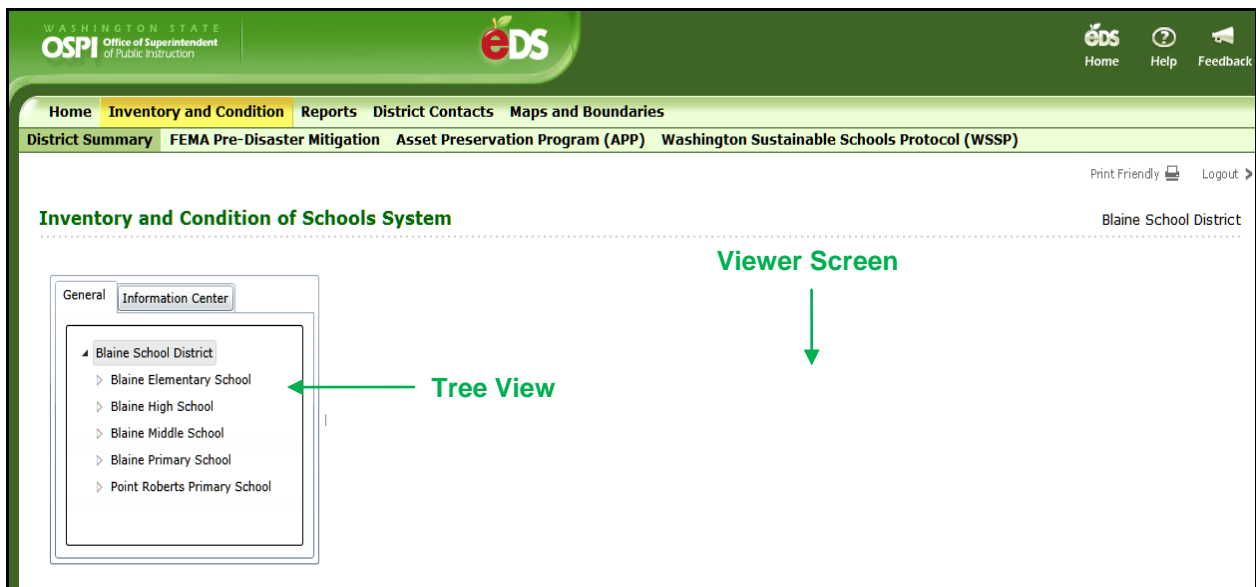
Inventory and Condition is the main location to find the site and building inventory and condition screens, and the other related screens. When the Inventory and Condition button is clicked, a sub-menu appears below with the following available screens:

- District Summary
- FEMA Pre-Disaster Mitigation
- Asset Preservation Program (APP)
- Washington Sustainable Schools Protocol (WSSP)

Each of these screens are described in the following sections.

2.2.1 Tree View Pane and Viewer Screen

All of the screens in the Inventory and Condition section have a Tree View pane where the screen navigation occurs. The Viewer Screen is where the information appears after the user clicks on a choice in the Tree View.



2.2.1.1 Tree View and Viewer Screen

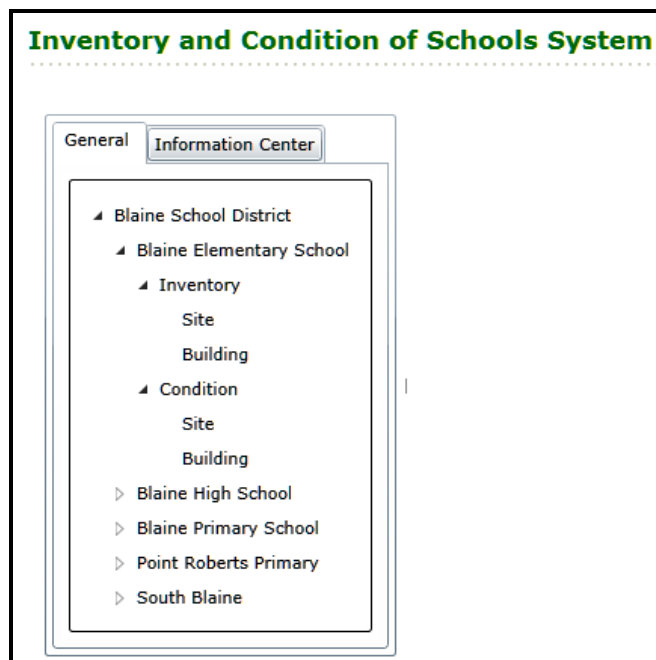
Navigating the Tree View

The **left-hand tree view panel** displays two tabbed screens:

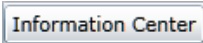
The 'General' tab displays all of the Facilities within the School District. If the user single-clicks on a Facility Name, the Facility Summary page for that facility will be displayed. If the user single-clicks on the right pointing expander triangle ▶ next to a Facility, all of the Facility options in the hierarchy will be expanded fully, to view Inventory, Condition, Site, and Building. Once expanded, the user can then single-click on the downward pointed triangle symbol ▼ to collapse the list.

The tree view is organized hierarchically with the District and its related Facilities listed alphabetically. The hierarchy is depicted below:

- ø District level 1
 - ø Facility level 2
 - ø Inventory level 3
 - ø Site level 4
 - ø Building level 4
 - ø Condition level 3
 - ø Site level 4
 - ø Building level 4



2.2.1.2 ICOS Hierarchy Screen Example


The 'Information Center' tab is displayed when a user first enters the Inventory and Condition for their District. This screen displays the needed actions the user needs to complete for each Facility. If there are no needed actions, then the screen will say "No actions needed". The Information Center screen can be opened at any time by clicking the  tab in the tree view.

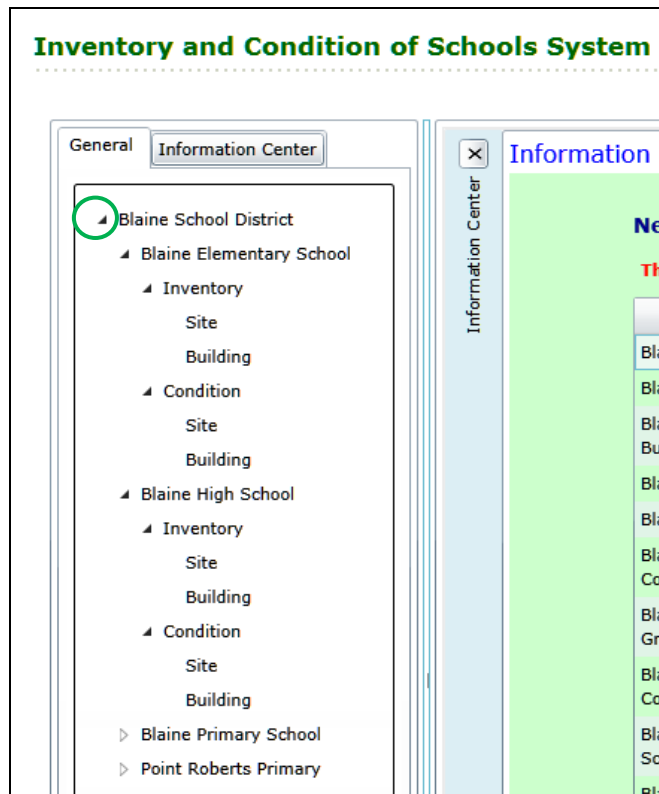
The Actions Needed can be refreshed / updated in the screen by clicking the 'Refresh' button. Once the action has been successfully completed, the action will no longer display in the Information Center screen.

Note: OSPI users need to select a 'District' to view the Information Center for a specific District.


Also, at the bottom of the Information Center screen there is a link to the ICOS Information webpage where the user manual and other help links can be found.

General Tab - How to Drill Down to the Details

- Click directly on a District name to open the District details in the Viewer Screen.
- Click on the small gray expander triangle symbol  next to the name to expand the District tree view list. All of the Facilities in the District are listed.






2.2.1.3 Tree View Expanded

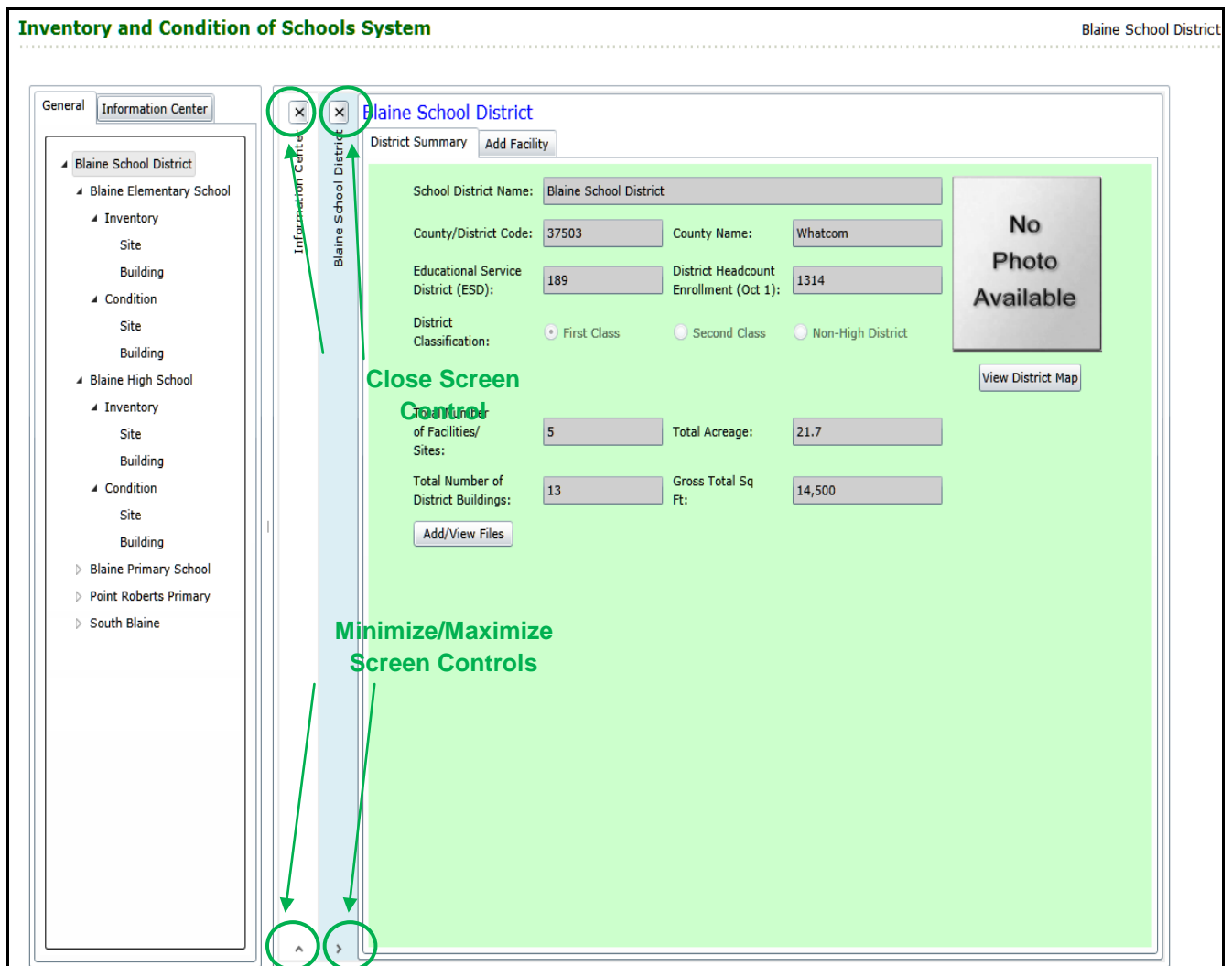
Once the list is expanded there will be a small black downward pointed triangle symbol  next to the item. Clicking on this black triangle will collapse the list back up and hide the Facilities.

Navigating the General Tab Viewer Screen and Accordion

The viewer screen bar is the vertical bar to the left of an opened screen. All viewer screens have the same screen controls:

- 1) To close a screen, click on the  button at the top of the Screen bar.
- 2) To minimize a screen, click on the  button at the bottom of the Screen bar.
- 3) To re-open/maximize a screen, click on the  button at the bottom of the Screen bar.

The screen bar is light blue colored when it is maximized and white colored when it is minimized.



2.2.1.4 Minimize and Maximize Screen Examples

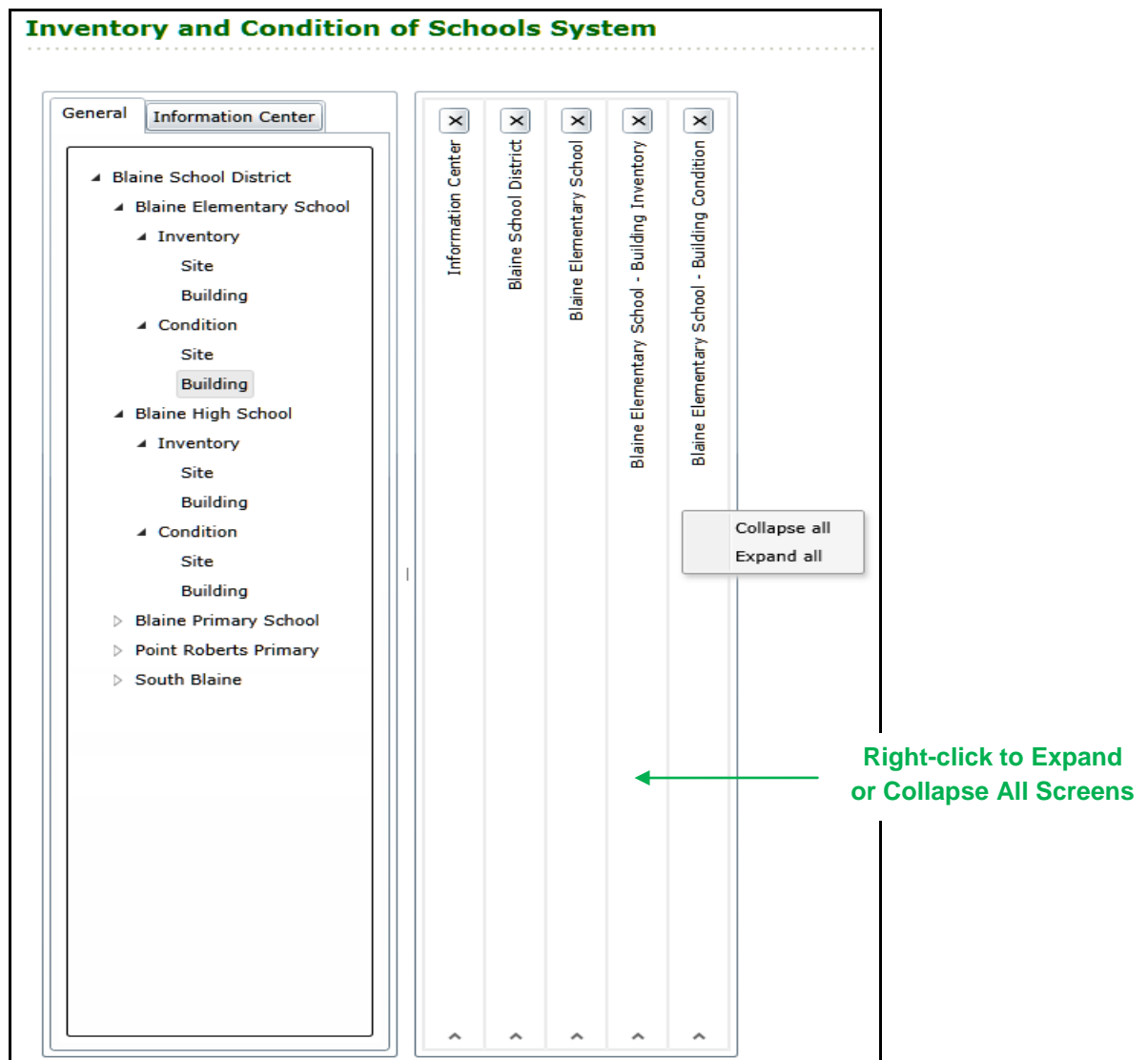
When a screen opens, it will open to the right, and therefore, it may be possible that the screen has opened to the right of the user's visible screen view, and must scroll to the right to view the screen.

Up to five screens can be open at the same time. If a user attempts to open a sixth screen, a pop up message will display saying that one of the current five screens must be closed before opening a new screen.

At this time, the screen size is fixed. The user may need to use the scroll bars in order to navigate an individual screen.

The screens can be minimized, maximized, or closed in any order.

The example below shows all five screens minimized.



2.2.1.5 Accordion Screen Closed

To open or expand all accordion screens, right-click on any of the viewer screen bars and select 'Collapse All' or 'Expand All'. A single screen can also be expanded or collapsed by just single-clicking on its viewer screen bar.

Inventory and Condition of Schools System

General Information

Blaine School District

District Summary Add Facility

School District Name: Blaine School District

County/District Code: 37503 County Name: Whatcom

Educational Service District (ESD): 189 District Headcount Enrollment (Oct 1): 0

District Classification: First Class Second Class Non-High District

Total Number of Facilities/Sites: 4 Total Acreage: 12

Total Number of District Buildings: 12 Gross Total Sq Ft: 2,000

Add/View Files

No Photo Available

View District Map

2.2.1.6 Main Screen Expander Arrow

To increase the right-hand viewer screen and allow the fields to be viewed without the user of scroll bars, place your cursor over the divider line between the left pane and the right-hand viewer and find where your cursor turns into a the double headed arrow. Left-click when the cursor is double-headed arrow and drag the screen to the left (or right) to your desired screen size.

2.2.2 Information Center

The Information Center page is the first page displayed when clicking on the Inventory and Condition navigation button. This screen is the location where the user views the actions that need to be completed and the corresponding due dates. If there are no actions listed, it will say there are no actions needed, and the user has completed all of the needed actions for the year.

This screen also has a link to the Facilities webpage where the user can find the User Manual and other ICOS information. Click on the link <http://www.k12.wa.us/SchFacilities/Inventory.aspx> to open the webpage.

Inventory and Condition of Schools System Blaine School District

General Information Center
Information Center

- Blaine School District
 - Blaine Elementary School
 - Blaine High School
 - Blaine Primary School
 - Point Roberts Primary
 - South Blaine

Information Center

Needed Actions Refresh

The following actions need to be completed.

Facility	Action Needed	Due Date
Blaine Elementary School	1/2 Building Conditions have not been rated	04/01/2012
Blaine Elementary School	Site Map has not been uploaded for the Facility	
Blaine Elementary School/ Building: 100	Building Area Analysis has not been uploaded for the Facility	
Blaine Elementary School/ Building: 100	APP Board Resolution Document needs to be uploaded	
Blaine Elementary School/ Building: 100	APS Certification Letter needs to be uploaded	
Blaine Elementary School/ Building: 100	Board meeting date when report was presented needs to be entered on the APP Summary Page	
Blaine Elementary School/ Building: Main Building	Building Area Analysis has not been uploaded for the Facility	
Blaine Elementary School/ Building: Main Building	APP Board Resolution Document needs to be uploaded	
Blaine Elementary School/ Building: Main Building	APS Certification Letter needs to be uploaded	
Blaine Elementary School/ Building: Main Building	Board meeting date when report was presented needs to be entered on the APP Summary Page	

[ICOS Information and User Manuals](#)

2.2.2.1 Information Center Screen

View Needed Actions for a District

- ✓ OSPI Users - Click on the desired District in the Tree View in the General tab.

The first column 'Facility' specifies the facility for which the action is needed. The Action Needed column is a short description of the task the user needs to complete. The Due Date column is the date in which the Action Needed must be completed.

The following are the possible Actions Needed that may be displayed and how to accomplish the task:

1. **APP Board Resolution Document needs to be uploaded** – The APP Board Resolution document is required to be uploaded within 6 months from the Project Board Acceptance Date.
 - ✓ Go to the APP Summary screen (Inventory and Condition > Asset Preservation Program (APP)), and click the 'Upload APP Board Resolution' button to upload the document. See Add/View File instructions in [Section 2.2.11.2](#) for details to upload a document.
2. **APS Certification Letter needs to be uploaded** – The APS Certification Letter is required to be uploaded within 6 months from the Project Board Acceptance Date.
 - ✓ Go to the APP Summary screen (Inventory and Condition>Asset Preservation Program (APP)), and click the 'Upload APS Certification Letter Completed' button to upload the document. See Add/View File instructions in [Section 2.2.11.2](#) for details to upload a document.

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3. **APP 6-Year Certification Letter needs to be uploaded** – A letter of certification is required every 6 years that demonstrates that the facility’s condition has been inspected by a third party. This letter is required to be uploaded every 6 years from the Project Board Acceptance Date. For example, on the 6th, 12th, 18th, 24th and 30th year from the Project Board Acceptance Date.
 - ✓ Go to the APP Summary screen (Inventory and Condition>Asset Preservation Program (APP)), and click the ‘Upload 6- Year Certification Letter’ button to upload the document. See Add/View File instructions in [Section 2.2.11.2](#) for details to upload a document.

4. **Board Meeting Date When Report Was Presented needs to be entered on the APP Summary page** – It is required that the facility condition report be presented to the board yearly and the date be recorded in ICOS.
 - ✓ Go to the APP Summary screen (Inventory and Condition>Asset Preservation Program), and enter the date (format MM/DD/YYYY) or click the calendar icon and select the date for the ‘Board Meeting Date When Report Was Presented’ field.

5. **Site Map has not been uploaded for the Facility** – It is required that a site map be uploaded for the facility.
 - ✓ Go to the Facility Inventory Site screen (Inventory and Condition > Facility > Inventory > Site), and click the Add/View File tab to upload the file. Or click on the ‘View Site Area Map’ button and click ‘Yes’ when the pop up message asks if you wish to upload the Site Map now. See Add/View File instructions in [Section 2.2.5.1](#) for details to upload a document.

6. **Building Area Analysis has not been uploaded for the Facility** – It is required that a building area analysis be uploaded for *each* building for a facility created in ICOS. This action needed will continue to display until all of the buildings have a building area analysis uploaded.
 - ✓ Go to the Facility Building Inventory Summary screen (Inventory and Condition > Facility > Inventory > Building), and click the Add/View File tab to upload the file. Or click on the ‘View Building(s) Area Analysis’ button and click ‘Yes’ when the pop up message asks if you wish to upload the Building Area Analysis now. See Add/View File instructions in [Section 2.2.6.3](#) for details to upload a document.

7. **WSSP Annual Report needs to be completed** – It is required that the WSSP Annual Report be completed annually for five years after first occupancy.
 - a. Go to the Facility WSSP Annual Report screen (Inventory and Condition > Facility > Washington Sustainable Schools Protocol (WSSP)), and complete the required fields. See Washington Sustainable Schools Protocol (WSSP) instructions in [Section 2.2.12.1](#) for details.

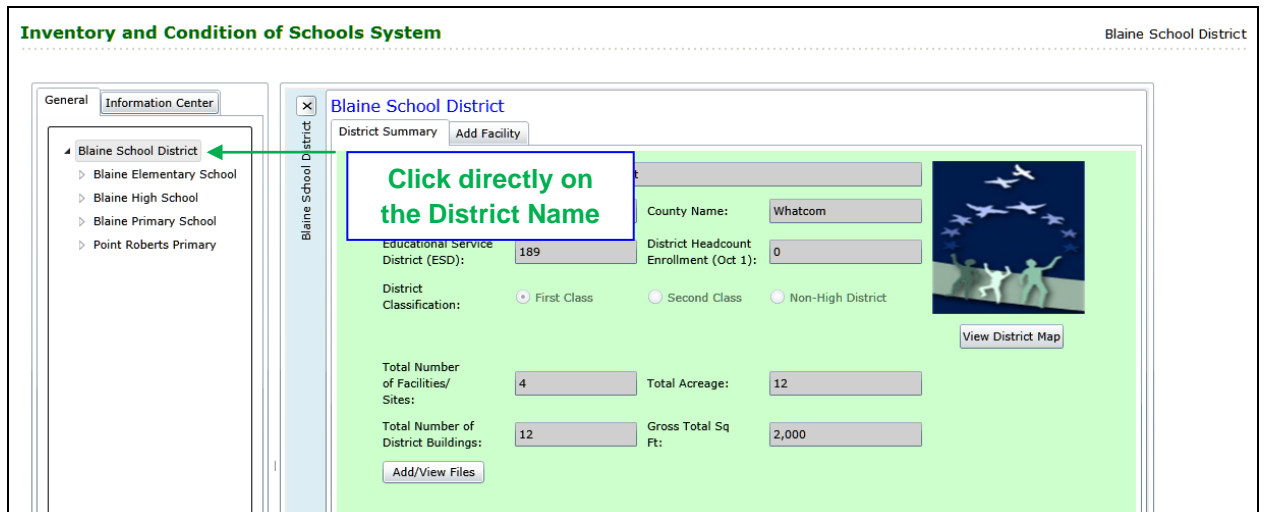
8. **XXX/XXX Building Conditions have been successfully rated** – This is a count of how many buildings have completed their condition ratings out of the total number of buildings in the Facility. It is required that all components for all sub-assemblies for all buildings in the facility be rated every year.
 - a. Go to the Facility Building Condition screen (Inventory and Condition > Facility > Condition > Building), and complete the rating for all components for each sub-assembly for each building. See Building Condition instructions in [Section 2.2.8.2](#) for details.

9. **Site Condition rating has not been completed** - It is required that all components for all sub-assemblies for the facility site be rated every year.
 - a. Go to the Facility Building Condition screen (Inventory and Condition > Facility > Condition > Site), and complete the rating for all components for each sub-assembly. See Site Condition instructions in [Section 2.2.7.2](#) for details.

2.2.3 District Summary



2.2.3.1 View District Summary

In the tree view on the left-hand side of the screen, click directly on the name of the District to open the District Summary screen. The District Summary page is the first page that displays when a District is clicked. It displays specific information about the district, including the rollup totals from all of its facilities and the buildings within those facilities. This is a read-only screen and no changes can be made.

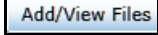


2.2.3.1.1 View District Summary Screen

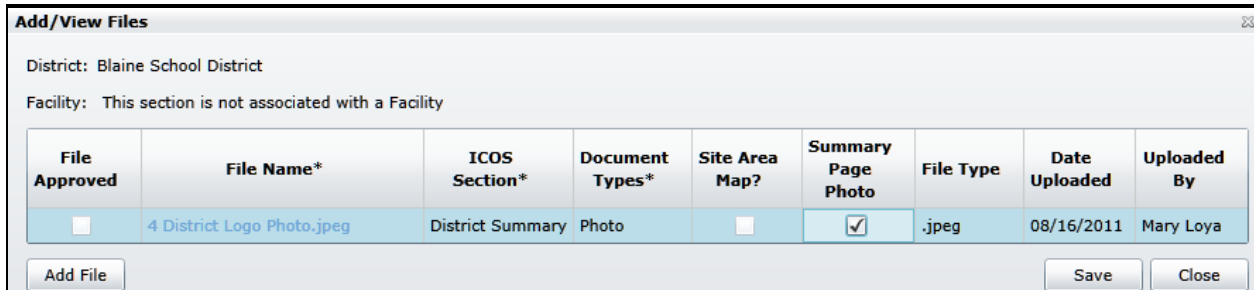
View District Map

- To view the district map, click the 'View District Map' button. A separate Internet explorer window opens with a map of the state of Washington. Click on the desired District to see details. See [Section 2.5](#) for detailed instructions.
- To print the district map, click on the  button on the toolbar.
- To close the window, click on the  button in the upper right-hand corner to close the window.

Add/View Files

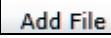
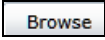
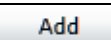
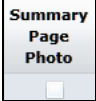


- ❑ To add a District Summary photo and other documents, click on the  button.

Note: The system will not allow duplicate file names to be uploaded for a District. Each file for the District must have a unique File Name. Hint: If you must upload the same document for multiple buildings or facilities, create as many copies of the file as needed, but with different file names.



File Approved	File Name*	ICOS Section*	Document Types*	Site Area Map?	Summary Page Photo	File Type	Date Uploaded	Uploaded By
<input type="checkbox"/>	4 District Logo Photo.jpeg	District Summary	Photo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.jpeg	08/16/2011	Mary Loya

2.2.3.1.2 Add/View Files Example

- ❑ In the pop up 'Add/View Files' window, click the  button.
 - In the pop up 'Select a file to Upload' window, click the  button and select file.
 - If you are uploading a file for the District Summary Page Photo, then the file must have a file type of: gif, jpeg, jpg or png. If the file is not intended to be used for the Summary Photo, then any file type is allowed.
 - In the 'Select a file to Upload' window, select a Document Type from the drop down list. If the file is intended to be the District Summary Page Photo, then it is required that the document type be "Photo". If it is not the Summary page photo then, "Other" or one of the other choices can be chosen.
 - Click  in the 'Select a file to Upload' window.
 - In the 'Add/View Files' window, the file is displayed. If the file is intended to be the District Summary Page Photo, then it is required for you to click the 'Summary Page Photo' check box  in order to have the photo display in the District Summary Screen.
 - Click .
 - After receiving the Saved Confirmation pop up message, click  in the 'Add/View Files' window

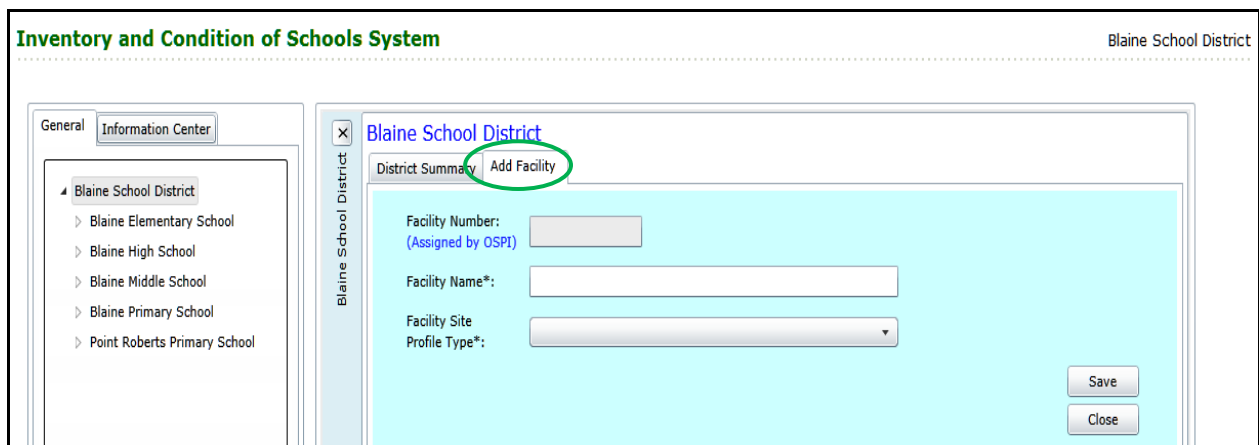
- ❑ To delete a file, right-click on the file to delete.
 - A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the District.
 - If you click 'No', then the file is not deleted and remains in the District list.
- ☒ To close the 'Add/View Files' window, click button

Note: If you uploaded a District Summary Photo, then you must first close the District Summary screen and then reopen, in order to view the newly uploaded photo.

2.2.3.2 Add Facility to the District

- ❑ To add a new Facility to a District, open the District Summary screen for the District you want to add a new Facility and click the Add Facility tab.
- ❑ Type the new facility name into the Facility Name field. - *This field is required* -
- ❑ Select a Facility Site Profile Type from the drop down box. - *This field is required* -

Warning: You must make sure that the correct Facility Site Profile Type is chosen BEFORE the condition rating any components. Once rating has begun, a Facility Site Profile Type cannot be changed, and the entire facility will need to be redone.



2.2.3.2.1 Add New Facility Screen

- ❑ Click to save the changes. The new Facility will now be listed on the Tree View under the District. Go to [Section 2.2.4.2](#) to Edit and add additional data to the Facility.
- ☒ Click the button on the screen or the button on the accordion to close the Add Facility screen.

2.2.4 Facility Information

2.2.4.1 View Facility Summary

The Facility Summary page displays specific information about the facility, including the rollup totals from all of its buildings. This is a read-only screen and no changes can be made. To Add Building see [Section 2.2.6.2](#).

- ❑ To expand the District to view the Facilities, click on the small gray expander triangle next to the District.

Inventory and Condition of Schools System Blaine School District

General | **Information Center**

Point Roberts Primary

Facility Summary | Edit | Add Building

Facility Number: 4459 (Assigned by OSPI) | School Code(s):

Facility Name: Point Roberts Primary

Facility Site Profile Type: Elementary School - Rural

Students Served (as of Oct 1): 525

Grade Span: Lower Level Grade: 5 | Upper Level Grade: K

Original Property Acquisition Date: <M/d/yyyy> 15 | Original Occupancy Date: <M/d/yyyy> 15 | Original Board Acceptance Date: <M/d/yyyy> 15

Total Acres: 0 | Total Number of Buildings: 1 | Gross Facility Sq Ft: 1,000

Site Shared With:

Total Number of Teaching Stations: 3 | # of Teaching Stations for Student with Disabilities:

Facility Coordinates: Latitude: 48.9889 | Longitude: -123.0436

Reporting Requirements and Designations:

- Asset Preservation Program (APP)
- WSSP or LEED
- Skills Center Programs
- Remote & Necessary School



Total Buildings Condition Rating: Building Ratings Not Completed

Site Condition Rating: 31.53% - Poor

Add/View Files

2.2.4.1.1 View Facility Summary Screen

View Site Map

- To view the site area map, click the **View Site Map** button. A separate Internet explorer window opens with the Facility Site Map.
 - If a Site Map has not been uploaded for the Site, then a message pops up asking if you wish to upload a Site Map. This message will appear each time until a Site Map is uploaded into ICOS.
 - Clicking 'No' will close the pop up.
 - Clicking 'Yes' will open the Add/View Files screen in a separate accordion screen for you to upload the Site Map.
- To print the Site Map, click on the  button on the toolbar.
- To close the Site Map window, click on the  button in the upper right-hand corner to close the window.

View Facility Notes

- To view the Facility Notes that are added and edited by *OSPI only*, click the **Facility Notes** button.

Add/View Files

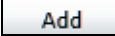
- To add a Facility Summary photo and other documents, click on the **Add/View Files** button.

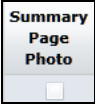
Note: The system will not allow duplicate file names to be uploaded for a Facility. Each file for the Facility must have a unique File Name.



File Approved	File Name*	ICOS Section*	Document Types*	Site Area Map?	Summary Page Photo	File Type	Date Uploaded	Uploaded By
<input type="checkbox"/>	4 District Logo Photo.jpeg	District Summary	Photo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.jpeg	08/16/2011	Mary Loya

2.2.4.1.2 Add/View Files Example

- In the pop up 'Add/View Files' window, click the **Add File** button.
 - In the pop up 'Select a file to Upload' window, click the **Browse** button and select file.

- If you are uploading a file for the Facility Summary Page Photo, then the file must have a file type of: gif, jpeg, jpg or png. If the file is not intended to be used for the Summary Photo, then any file type is allowed.
- In the 'Select a file to Upload' window, select a Document Type from the drop down list. If the file is intended to be the Facility Summary Page Photo, then it is required that the document type be "Photo". If it is not the Summary page photo then, "Other" or one of the other choices can be chosen.
- Click  in the 'Select a file to Upload' window.
- In the 'Add/View Files' window, the file is displayed. If the file is intended to be the Facility Summary Page Photo, then it is required for you to click the

'Summary Page Photo' check box  in order to have the photo display in the Facility Summary Screen.

- Click .
- After receiving the Saved Confirmation pop up message,
- To delete a file, right-click on the file to delete.
 - A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the Facility.
 - If you click 'No', then the file is not deleted and remains in the Facility list.
- To close the 'Add/View Files' window, click  button.

Note: If you uploaded a Facility Summary Photo, then you must first close the Facility Summary screen and then reopen, in order to view the newly uploaded photo.

2.2.4.2 Edit Facility

The Edit Facility screen is where the facility data can be edited. To add a building via the Add Building tab, see [Section 2.2.6.2](#).

- ❑ To edit a Facility, click directly on the the Facility Name for the Facility you want to edit and click the Edit tab.
- ❑ In the Facility Summary screen, click the 'Edit' tab.

The screenshot displays the 'Edit Facility' screen for 'Blaine Elementary School'. The 'Edit' tab is highlighted in red. The form contains the following fields and controls:

- Facility Number:** 2713 (Assigned by OSPI), with an 'Add' button and a 'Delete' button.
- School Code(s):** 2713
- Facility Name*:** Blaine Elementary School, with a 'Facility Notes' button.
- Facility Site Profile Type*:** Elementary School - Rural
- Students Served (as of Oct 1):** 0
- Grade Span:** K, **Upper Level Grade:** 5
- Original Property Acquisition Date:** <m/d/yyyy>, **Original Occupancy Date:** <m/d/yyyy>, **Original Board Acceptance Date:** <m/d/yyyy>
- Total Acres:** 0, **Total Number of Buildings:** 1, **Gross Facility Sq Ft:** 0
- Site Shared With:** (empty dropdown)
- Total Number of Teaching Stations:** 22, **# of Teaching Stations for Students with Disabilities:** 2
- Facility Coordinates:** Latitude: 48.992403, Longitude: -122.7407
- Reporting Requirements and Designations:**
 - Skills Center Programs
 - Remote & Necessary School
- Buttons:** Facility Space Inventory, Save, Close

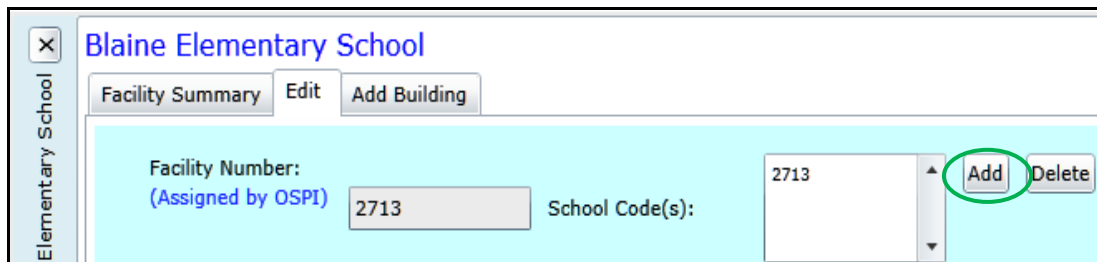
2.2.4.2.1 Edit Facility Screen

- ❑ Edit the desired fields, if needed.
 - Add School Code, see next page for details.
 - Change Facility Name, if necessary.
 - Change the Facility Site Profile Type, if needed. *Warning: You must make sure that the correct Facility Site Profile Type is chosen BEFORE the condition rating any components. Once rating has begun, a Facility Site Profile Type cannot be changed, and the entire facility will need to be redone.*
 - View Facility Notes, this is edited by OSPI only.
 - Enter the number of students that physically attend the Facility in the Students Served field.

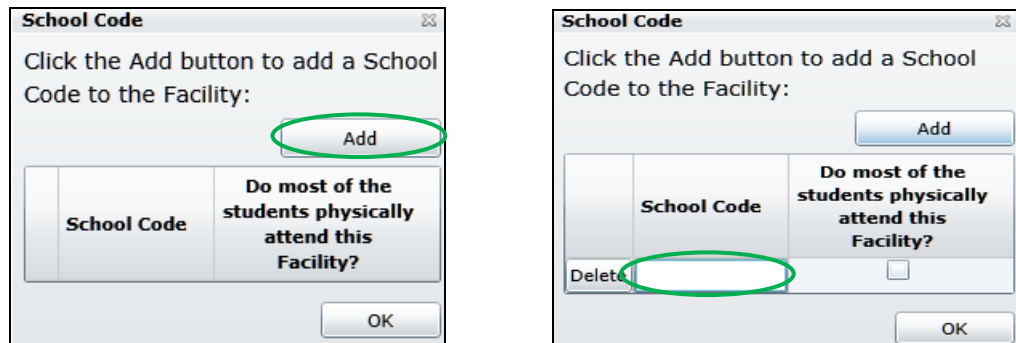
- Enter the facility related dates by clicking on the calendar next to the field or type the date into the field in format MM/DD/YYYY.
- Enter the number of Teaching Stations. *Note: Teaching Stations are typically defined as any room where class instruction would take place, which includes: gymnasiums, art rooms, music rooms, shop rooms, greenhouses, etc. Teaching Stations for students with disabilities are typically defined as any room dedicated to the instruction of students with mental and/or physical disabilities.*
- Enter Latitude and Longitude coordinates:
 - Latitude format (numbers only): +- n.nnnnnnnn to +- nn.nnnnnnnn
 - Longitude format (numbers only): +- n.nnnnnnnn to +- nnn.nnnnnnnn
- Click the Skills Center Programs check box, if the Facility has Skills Center programs.
- Click the Remote & Necessary School check box, if the Facility a Remote & Necessary school.
- Click to save the changes.
- Click the button on the screen or the button on the accordion to close the Facility screen.

Add/Edit School Code

- To add a School Code to the Facility, click the button next to the School Code field.




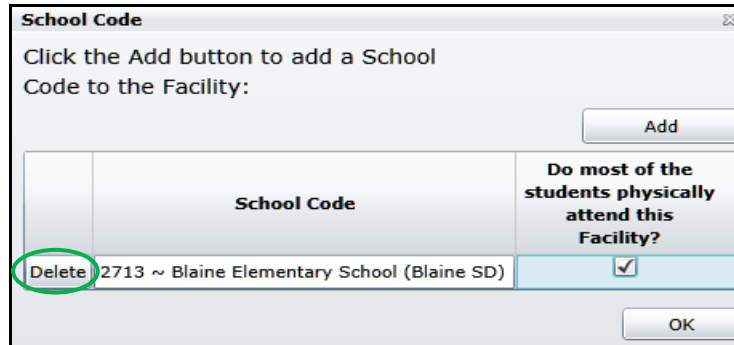
- ❑ In the School Code pop up screen, click the **Add** button to add a School Code. *Note: A Facility Number (assigned by OSPI) refers to a physical building and typically stays with that building regardless of change of use. A School Code refers to a program (high school, skills center, alternative program) and will move with the program if it relocates to another facility.*



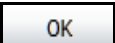
2.2.4.2.2 Add/Edit School Code Pop-up Screen

- In the School Code column field, begin typing a word in the School Name or a few numbers from the School Code to do a search for the desired School Code. For example, to search for Franklin High School, start typing “fra” and a list of Schools will appear with those letters in the name.
- To select a School from the list, click on the name and it will appear in the School Code field box.
- Click the ‘Do the students primarily attend this School’ check box, if the majority of the students attend also attend this School.
- To add another School Code, click the **Add** button again.
- To delete a School Code row, click the **Delete** button.
 - A delete confirmation message pops up asking if you are sure you want to delete the School Code from the facility.
 - ☒ If you click ‘Yes’, then the School Code is removed from the facility.
 - ☒ If you click ‘No’, then the School Code is not deleted and remains in the facility grid.

- ❑ To delete a School Code, click the  button next to the School Code you want to delete.



2.2.4.2.3 Add/Edit School Code Pop-up Screen – Delete School Code


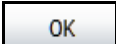

- A delete confirmation message pops up asking if you are sure you want to delete the School Code from the facility.
 - Click ‘Yes’, then the School Code is removed from the facility.
 - Click ‘No’, then the School Code is not deleted and remains in the facility grid.
- ☒ Click  to close the School Code pop up screen.

Add/Edit Facility Space Inventory

- ❑ To add/edit the Facility Space Inventory, click the ‘Facility Space Inventory’ button. A separate screen opens with the Facility Space Inventory data.

Space/Room Type	Quantity
Art	2.5
Classroom - Regular T/S	25
How many classrooms are currently used for Full-Day Kindergarten	0
How many additional classrooms are needed for Full-Day Kindergarten	0
Commons/Multipurpose	1
Computer Lab	5
Career & Technical Ed/Flex Lab	0
Gymnasium/PE	2
Kitchen	1
Library	2
Music	1
Restrooms - Faculty	5
Restrooms - Student	10
School Administration	1

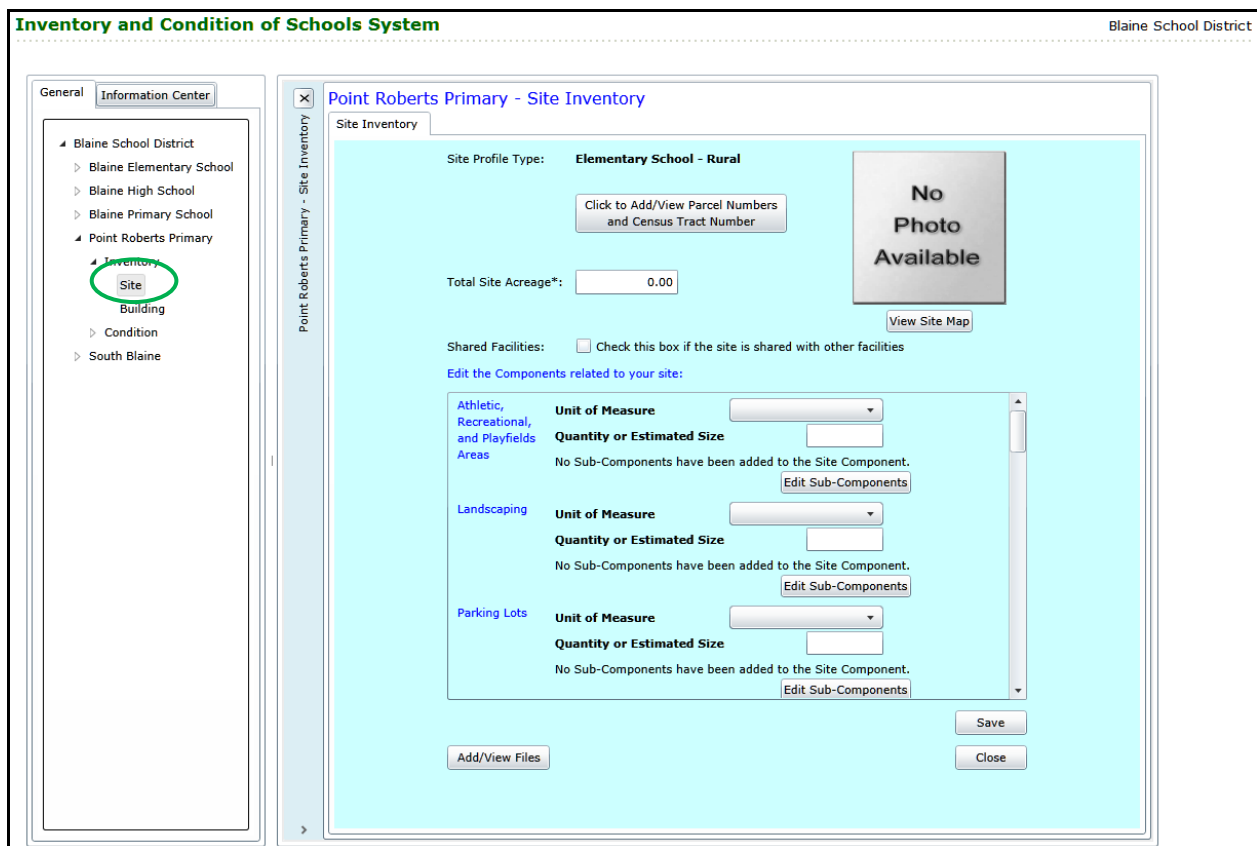
2.2.4.2.4 Facility Space Inventory Screen

- ❑ Enter the quantity for each Space/Room Type for the Facility, only numbers are allowed (format nn.n).
-  *Tip - Double-click in the first Quantity field, then use your Tab button on your keyboard to move to the next field.*
- ☒ To close the window, click on the  button or on the  button in the upper right-hand corner.

2.2.5 Site Inventory Information

2.2.5.1 View and Edit Site Inventory

- ❑ To add Facility Site Inventory information, click on the small gray expander triangle next to the Facility to expand the tree to view Inventory and Condition folders.
- ❑ Click directly on Site to open the Site Inventory screen.



Inventory and Condition of Schools System Blaine School District

General Information Center

- Blaine School District
 - Blaine Elementary School
 - Blaine High School
 - Blaine Primary School
 - Point Roberts Primary
 - Inventory
 - Site**
 - Building
 - Condition
 - South Blaine

Point Roberts Primary - Site Inventory

Site Inventory

Site Profile Type: **Elementary School - Rural**

[Click to Add/View Parcel Numbers and Census Tract Number](#)

Total Site Acreage*: [View Site Map](#)


Shared Facilities: Check this box if the site is shared with other facilities

Edit the Components related to your site:

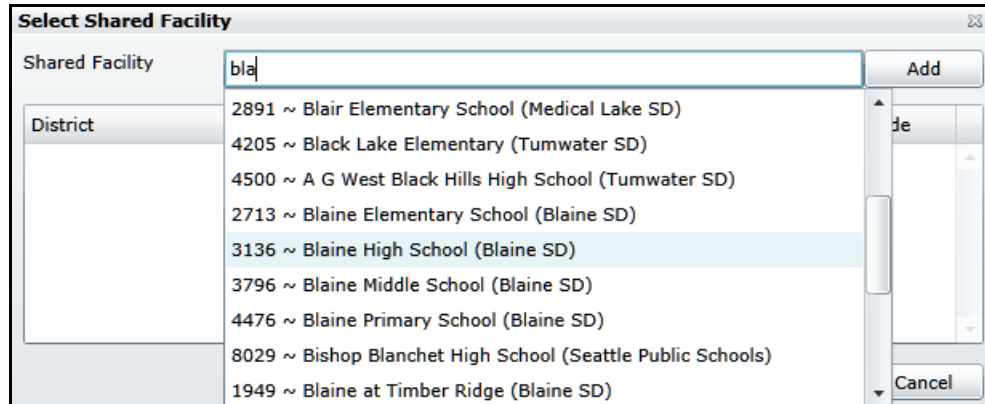
Athletic, Recreational, and Playfields Areas	Unit of Measure	<input type="text"/>	Quantity or Estimated Size	<input type="text"/>	No Sub-Components have been added to the Site Component. Edit Sub-Components
Landscaping	Unit of Measure	<input type="text"/>	Quantity or Estimated Size	<input type="text"/>	No Sub-Components have been added to the Site Component. Edit Sub-Components
Parking Lots	Unit of Measure	<input type="text"/>	Quantity or Estimated Size	<input type="text"/>	No Sub-Components have been added to the Site Component. Edit Sub-Components

[Add/View Files](#) [Save](#) [Close](#)

2.2.5.1.1 Add/Edit Site Inventory Screen

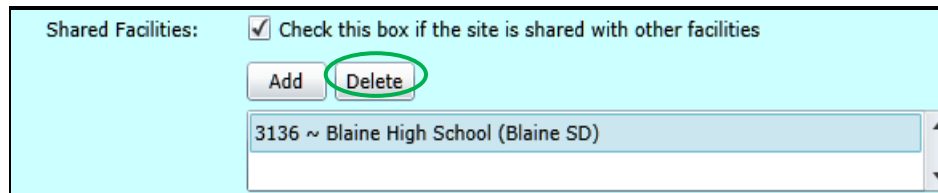
- ❑ Enter the total acreage for the Site in the Total Site Acreage field. (Numbers only.)
- ❑ Select the 'Is this site shared with other facilities?' check box, if the site acreage is used by another facility. Leave unchecked if site is not shared.
 - ❑ If the Site is shared with another Facility, a box will appear with an Add and Delete button.
 - Click the  button to add a shared facility.

- Enter in either two or three letters (Facility Name) or numbers (School Code) of the Shared Facility you wish to find.



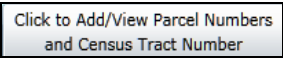
2.2.5.1.2 Share Facility Search Example

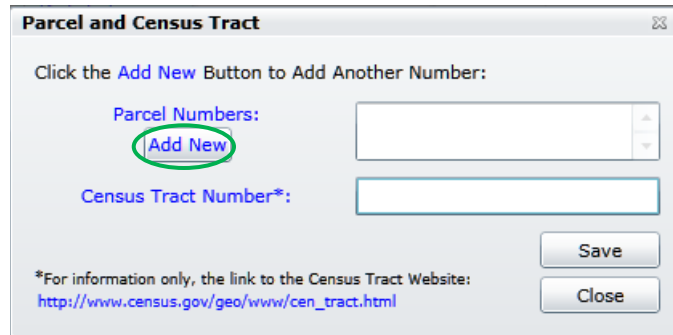
- Choose a Facility from the drop down search result, or enter another search criteria.
- Click to add the facility to the Shared Facility grid. Repeat above steps to add another Facility, if needed.
- Click on the button, to add the Shared Facility to the Site Inventory screen.
- To delete a selected Shared Facility, click on the Facility Name in the Site Inventory grid.




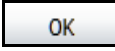
- Click the button.
 - A delete confirmation message pops up asking if you are sure you want to delete the shared facility from the Site.
 - If you click 'Yes', then the share facility is removed from the shared facility grid.
 - If you click 'No', then the shared facility is not deleted and remains in the shared facility grid.
- Click .

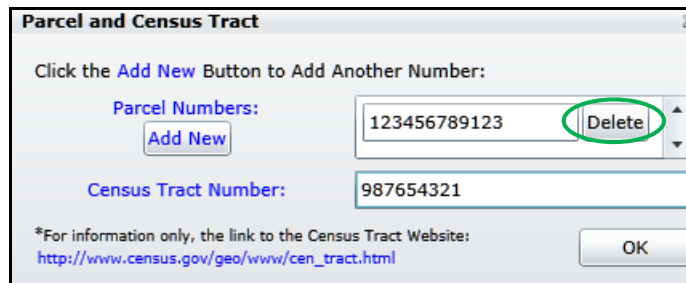
Add/View Parcel and Census Tract Numbers

- ❑ To add/view the parcel numbers and the census tract number for the Facility Site, click the  button. A pop up window displays with the Parcel Number and Census Tract Number screen.





2.2.5.1.3 Add/Edit Parcel and Census Number Screen

- ❑ To add a parcel number, click  to add an additional parcel number for the Site. (Maximum 14 numbers allowed.) Repeat as necessary.
- ❑ Enter the Census Tract Number, if known. (Maximum 11 numbers allowed.)
 - For additional census tract information, click on the link at the bottom of the pop up screen.
- ❑ Click the  button, to save the changes.
- ❑ To delete a parcel number, click Delete next to the Parcel Number you want to delete.





2.2.5.1.4 Delete Parcel Number Screen

- A delete confirmation message pops up asking if you are sure you want to delete the parcel number from the Site.
 - If you click 'Yes', then the parcel number is removed from the site.
 - If you click 'No', then the parcel number is not deleted and remains in the site grid
- ☒ To close, click the  button or the  button on the accordion to close the pop up Parcel and Census Tract screen.

View Site Map

- To view the site area map, click the **View Site Map** button.
 - If a Site Map has been uploaded for the Site then a separate Internet explorer window opens with the Facility Site Map.
 - If a Site Map has not been uploaded for the Site, then a message pops up asking if you wish to upload a Site Map. This message will appear each time until a Site Map is uploaded into ICOS.
 - Clicking 'No' will close the pop up.
 - Clicking 'Yes' will open the Add/View Files screen in a separate accordion screen for you to upload the Site Map.

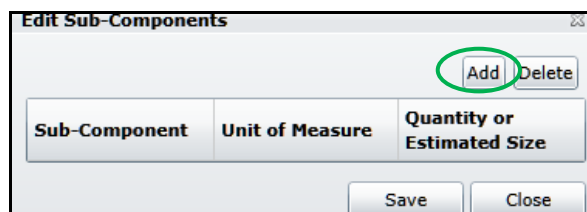
To print the Site Map, click on the  button on the toolbar.

To close the Site Map window, click on the  button in the upper right-hand corner to close the window.

Note: The system will not allow duplicate file names to be uploaded for a Facility/Site. Each file for the Facility/Site must have a unique File Name.


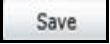


Add/Edit Sub-Components to Site Components

- For each Site Component, complete the following:
 - Enter the Unit of Measure, this is required if Quantity has a value.
 - Enter the Quantity or Estimated Size, this is required if the Unit of Measure has a value selected.
 - Click on the **Edit Sub-Components** button to add a pre-assigned sub-component to the Site Component.
 - Enter the Unit of Measure, this is required if Quantity or Estimated Size has a value.
 - Enter the Quantity or Estimated Size, this is required if Unit of Measure has a value selected.
 - Click the **Add** button to add an additional Sub-Component.




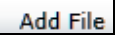

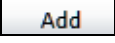
Sub-Component	Unit of Measure	Quantity or Estimated Size

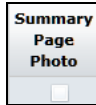
- Repeat the above steps for each Site Component.

- ❑ To delete a sub-component row, select the sub-component by clicking on the Quantity field for the sub-component, and then click the  button.
 - A Delete confirmation message pops up asking if you are sure you want to delete the sub-component row.
 - If you click ‘Yes’, then the row is removed from the sub-component list.
 - If you click ‘No’, then the row is not removed and remains in the sub-component list.
- ❑ To save the Site Inventory information, click the  button in the Site Inventory screen. If any of the required fields are blank, a pop up message will display telling you which fields need to be entered.
- ☒ To close the Site Inventory screen, click the  button or the  button on the accordion to close the Site Inventory screen.



Add/View Files

- ❑ To add Site Inventory photo and other documents, click the  button.

Note: The system will not allow duplicate file names to be uploaded for a Facility/Site. Each file for the Facility/Site must have a unique File Name.
- ☒ In the pop up ‘Add/View Files’ window, click the  button.
 - In the pop up ‘Select a file to Upload’ window, click the  button and select file.
 - If you are uploading a file for the Site Inventory Page Photo, then the file must have a file type of: gif, jpeg, jpg or png. If the file is not intended to be used for the Summary Photo, then any file type is allowed.
 - In the ‘Select a file to Upload’ window, select a Document Type from the drop down list. If the file is intended to be the Site Inventory Page Photo, then it is required that the document type be “Photo”. If it is not the Summary page photo then, “Other” or one of the other choices can be chosen.
 - Click  in the ‘Select a file to Upload’ window.
 - In the ‘Add/View Files’ window, the file is displayed. If the file is intended to be the Site Inventory Page Photo, then it is required for you to click the ‘Summary



Page Photo' check box in order to have the photo display in the Facility Summary Screen.

- Click . A saved confirmation message appears, click 'OK'.
- ☐ To delete a file, right-click on the file to delete.
 - A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the Site.
 - If you click 'No', then the file is not deleted and remains in the Site list
- ☒ To close the 'Add/View Files' window, click  button.

Note: If you uploaded a Site Inventory Photo, then you must first close the Site Inventory screen and then reopen, in order to view the newly uploaded photo.

2.2.6 Building Inventory Information

2.2.6.1 View Building Inventory Summary


- ❑ To add Building Inventory information, click directly on Building to open the Building Inventory screen. If you do not see Building, you may need to click on the small gray expander triangle ▸ next to the Facility to expand the tree to display Inventory and Condition folders. Then click on the gray expander triangle ▸ next to Inventory to display Site and Building.
- ❑ If no buildings have been created in ICOS for the Facility, then the Building Inventory Summary will not display any buildings. You must first add a new building to add the inventory information. See below [Section 2.2.6.2](#) to Add Building.


The screenshot displays the 'Blaine Elementary School - Building Inventory' screen. On the left is a navigation tree with 'Building' selected. The main area shows a 'Building Inventory Summary' table with the following data:

	District Assigned Building Name or Identification	District Assigned Area Use	Gross Building Sq Ft	Gross Instructional Sq Ft	SCAP Recognized Sq Ft	Building Condition Rating Required?	Building Rating Completed
Edit	Main Building		0	0	0	N	
Total Sq Ft:							

2.2.6.1.1 Building Inventory Summary Screen with Buildings

View Site Map

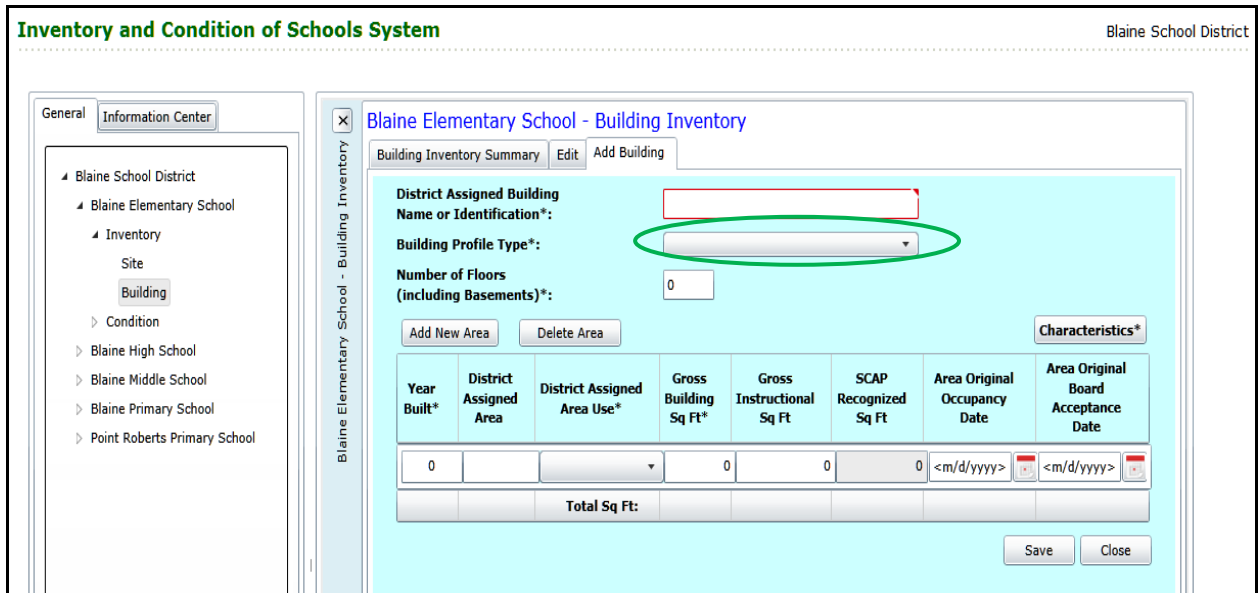
- ❑ To view the site area map, click the **View Site Map** button.
 - If a Site Map has been uploaded, then a separate Internet explorer window opens with the Facility Site Map.
 - If a Site Map has not been uploaded for the Site, then a message pops up asking if you wish to upload a Site Map. This message will appear each time until a Site Map is uploaded into ICOS.
 - Clicking 'No' will close the pop up.
 - Clicking 'Yes' will open the Add/View Files screen in a separate accordion screen for you to upload the Site Map.
- ❑ To print the Site Map, click on the  button on the toolbar.

- ☒ To close the Site Map window, click on the  button in the upper right-hand corner to close the window.

Note: The system will not allow duplicate file names to be uploaded for a Facility/Site. Each file for the Facility/Site must have a unique File Name.

2.2.6.2 Add Building to the Facility

- ☐ To add a new Building to a Facility, open the Facility Summary screen you want to add a new building, and click the 'Add Building' tab.



2.2.6.2.2 Add Building Inventory Screen

- ☐ Type the new building name in the District Assigned Building Name or Identification field. - *This field is required* –
- ☐ Select a Building Profile Type from the drop down box. - *This field is required* –
- ☐ *Warning: You must make sure that the correct Building Profile Type is chosen BEFORE the condition rating any components. Once rating has begun, a Building Profile Type cannot be changed, and the entire building will need to be redone.*
- ☐ Enter a number for the Number of Floors (including Basements) field. - *This field is required* -

Edit Building Characteristics

- To add/edit the building Characteristics, click on the **Characteristics*** button.

The screenshot shows a window titled "Characteristics" with a "Building:" dropdown menu set to "Main Building". Below this are two tables of characteristics with "Yes" and "No" columns.

Building Characteristics*		
	Yes	No
Occupied	<input checked="" type="radio"/>	<input type="radio"/>
Leased To Others	<input type="radio"/>	<input checked="" type="radio"/>
Leased From Others	<input type="radio"/>	<input checked="" type="radio"/>
Vacant	<input type="radio"/>	<input checked="" type="radio"/>
Surplused	<input type="radio"/>	<input checked="" type="radio"/>
Demolished	<input type="radio"/>	<input checked="" type="radio"/>

School Construction Assistance Program (SCAP) Requirements*		
	Yes	No
Asset Preservation Program (APP)	<input type="radio"/>	<input checked="" type="radio"/>
Washington Sustainable Schools Protocol (WSSP) or LEED	<input type="radio"/>	<input checked="" type="radio"/>

2.2.6.2.3 Building Characteristics Screen

- Select a Yes or No for each field in the first section 'Building Characteristics'. At least one field must be a Yes. – *Required* -
- Select a Yes or No for the 'School Construction Assistance Program (SCAP) Requirements' section. – *Required* -
 - If you select Yes for 'Asset Preservation Program (APP)', then a date field appears underneath the section. It is *required* that you enter a date in this field, 'APP Board Acceptance Date for Building'. Format MM/DD/YYYY.

This screenshot shows a closer view of the "School Construction Assistance Program (SCAP) Requirements*" section. The "Asset Preservation Program (APP)" row is selected, and a date field has appeared below it.

School Construction Assistance Program (SCAP) Requirements*		
	Yes	No
Asset Preservation Program (APP)	<input checked="" type="radio"/>	<input type="radio"/>
Washington Sustainable Schools Protocol (WSSP) or LEED	<input type="radio"/>	<input checked="" type="radio"/>

APP Board Acceptance Date for Building:

2.2.6.2.4 Building Characteristics Screen




- Enter a Yes or No for the ‘Historic Status’ fields.

Historic Status*	Yes	No
Not Applicable	<input type="radio"/>	<input type="radio"/>
Locally Designated	<input type="radio"/>	<input type="radio"/>
State Designated	<input type="radio"/>	<input type="radio"/>
Nationally Designated	<input type="radio"/>	<input type="radio"/>

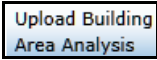
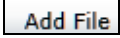


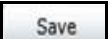
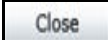
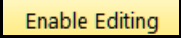

Additional Building Characteristics/Comments





2.2.6.2.5 Building Characteristics Screen

- Enter any additional comments or notes in the ‘Additional Building Characteristics/Comments’ field.
- To save the changes, click the button or on the button in the upper right-hand corner and the changes are saved and the pop up window closes.
- Click the button, if it is a new building.
- Enter the Year Built for the Building (must be a date in the past). - *This field is required*
- Enter the District Assigned Area, if applicable.
- Select the District Assigned Area Use(s) from the drop down box. Select all that apply for that area of the building. - *This field is a required -*
- Enter the Gross Building Sq Ft for the area. - *This field is required – Note: Gross Building Sq Ft is the entire building’s area of all floors regardless of use, instructional or otherwise.*
- Enter the Gross Instructional Sq Ft.
- OSPI can only edit this field - SCAP Recognized Sq Ft.*
- Enter the Area Original Occupancy Date for the building area.
- Enter the Area Original Board Acceptance Date for the building area.
- To add an additional area to the building, click the button.
- To save the changes, including the changes made in the building Characteristics screen click the button in the Add Building screen. If any of the above required fields are blank, a pop up message will display telling you which fields need to be entered before you can save.

- ❑ To Delete an Area Use row, click into any of the fields of the row to delete, then click the  button.
- A Delete Confirmation message pops up asking if you are sure you want to delete the area use row.
 - If you click ‘Yes’, then the area use row is removed from the building.
 - If you click ‘No’, then the area use row is not deleted and remains in the building list.
- ☒ To close the screen, click the  button in the Add Building screen or the  button on the accordion to close the Add Facility screen.



Upload Building Area Analysis

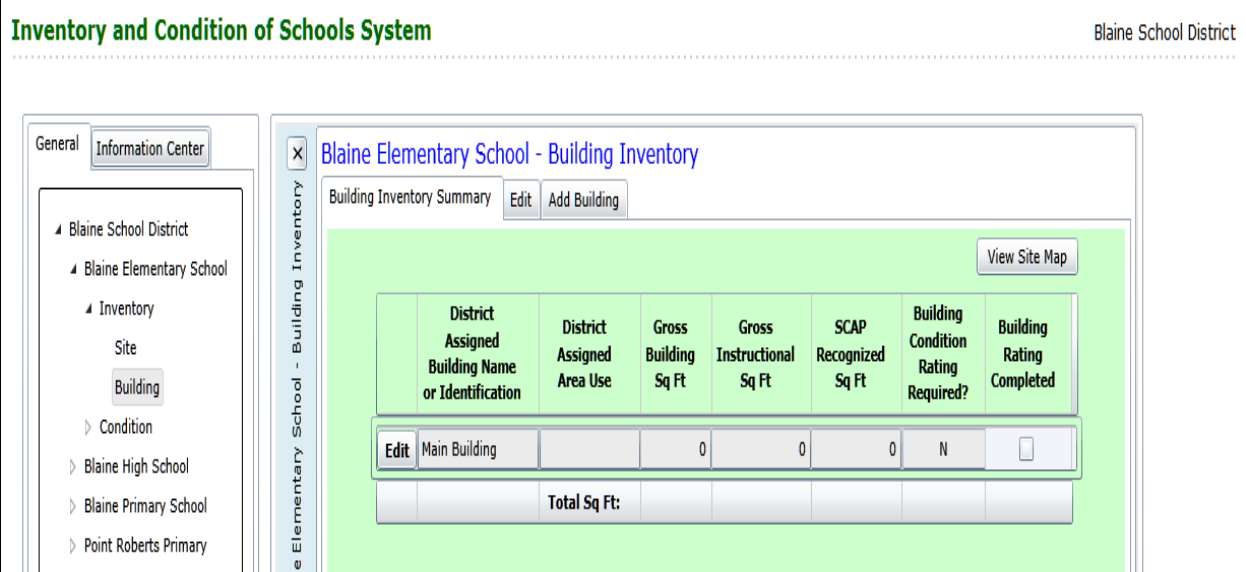
- ❑ To upload the Building Area Analysis, click the  button. The Add/View Files window opens in another accordion screen.
 - Include the name of the building in the original file name to distinguish the different Building Area Analysis for the Facility, i.e., Building Area Analysis – Main Building. The system will not allow duplicate file names to be uploaded. Each file for the Facility must have a unique File Name.
- ☒ In the pop up ‘Add/View Files’ window, click the  button.
 - In the pop up ‘Select a file to Upload’ window, click the  button and select file.
 - In the ‘Select a file to Upload’ window, select a Document Type: Building Area Analysis.
 - Click  in the ‘Select a file to Upload’ window.
 - In the ‘Add/View Files’ window, the file is displayed.
 - Click .
- ☒ After receiving the Saved Confirmation pop up message, click  in the ‘Add/View Files’ window.
- ❑ To view/print the Building Area Analysis, in the Add/View File pop up window, click on the File Name of the document you want to view/print.
- ❑ Click Yes, when a message asks if you want to allow the file to open.
- ❑ To print the file when it has opened, click the  button on the toolbar, the click on the  button or go to File>Print on the toolbar.

- ☒ To close the window, click on the  button in the upper right-hand corner to close the window.
- ☐ To save the data, click the  button in the Add Building screen, to save the changes, including the changes made in the Building Characteristics screen. If any of the above required fields are blank, a pop up message will display telling you which fields need to be entered.
- ☒ To close, click the  button in the Add Building screen or the  button on the accordion to close the Add Facility screen.

Note: The system will not allow duplicate file names to be uploaded for a Facility. Each file for the Facility must have a unique File Name.

2.2.6.3 Edit Building Inventory

- ☐ To view Buildings in a Facility, click directly on “Building” to open the Building Inventory Summary screen. If you do not see any Buildings listed, then you may need to click on the small gray expander triangle  next to the Facility to expand the tree to display Inventory and Condition folders. Then click on the gray expander triangle  next to Inventory to display Site and Building.



2.2.6.3.1 Building Inventory Summary Screen

- ☐ If no buildings have been created in ICOS for the Facility, then the Building Inventory Summary will not display any buildings. You must first add a new building to add the inventory information. See [Section 2.2.6.2](#) to Add Building.

- ❑ From the Building Inventory Summary screen, there are two ways to navigate to the Edit Building screen:
 1. Click on the **Edit** button in the Building Inventory Summary screen next to the Building you want to edit.
 - The Building you selected to edit is automatically populated in the District Assigned Building Name or Identification in the Edit Building screen.
 2. Click on the Edit tab in the Building Inventory Summary screen.
 - Select the desired Building that you want to edit from the District Assigned Building Name or Identification from the drop down box.

Inventory and Condition of Schools System Blaine School District

General **Information Center**

- Blaine School District
 - Blaine Elementary School
 - Inventory
 - Site
 - Building**
 - Condition
 - Blaine High School
 - Blaine Middle School
 - Blaine Primary School
 - Point Roberts Primary School
 - Inventory
 - Site
 - Building
 - Condition

Blaine Elementary School - Building Inventory

Blaine Elementary School - Building Inventory

Building Inventory Summary **Edit** Add Building

District Assigned Building Name or Identification*: Main Building

Building Profile Type*: Administrative

Number of Floors (including Basements)*: 1

Add New Area Delete Area **Characteristics***

Year Built*	District Assigned Area	District Assigned Area Use*	Gross Building Sq Ft*	Gross Instructional Sq Ft	SCAP Recognized Sq Ft	Area Original Occupancy Date	Area Original Board Acceptance Date
2006		<input checked="" type="checkbox"/> Administrativ	1,000	0	0	<m/d/yyyy>	<m/d/yyyy>
Total Sq Ft:			1,000				

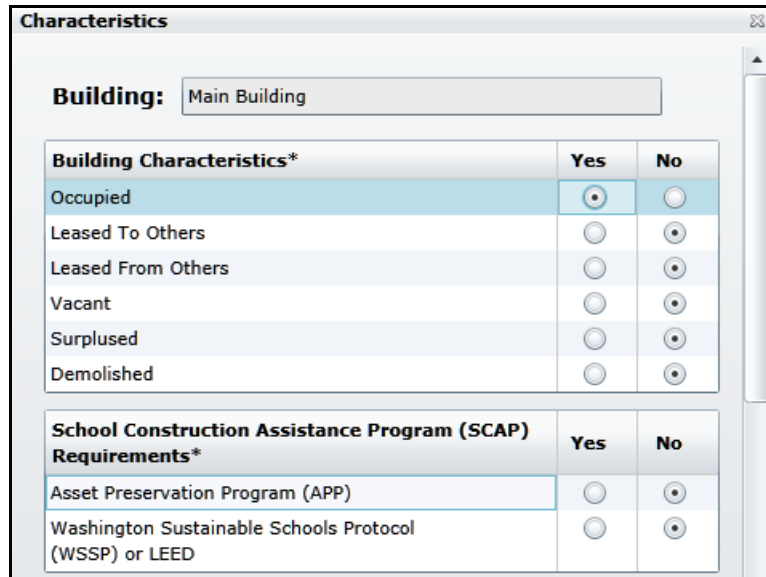
Upload Building Area Analysis Add/View Files Save Close

2.2.6.3.2 Edit Building Inventory Screen

- ❑ (Optional) Edit the building name in the District Assigned Building Name or Identification field.
- ❑ (Optional) Edit the Building Profile Type from the drop down box.
 - *Note: If the building has component condition ratings, then a message will display warning that if the Building Profile Type is changed, then all of the condition ratings will be deleted from the building.*
- ❑ (Optional) Edit the Number of Floors (including Basements) field.

Edit Building Characteristics

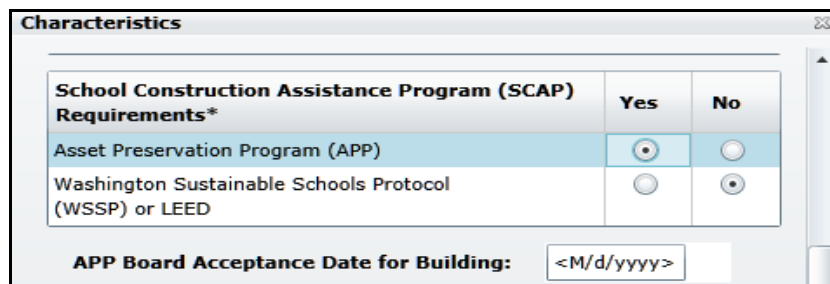
- To add/edit the building Characteristics, click on the **Characteristics*** button.



Characteristics		
Building:	Main Building	
Building Characteristics*		
Occupied	<input checked="" type="radio"/>	<input type="radio"/>
Leased To Others	<input type="radio"/>	<input checked="" type="radio"/>
Leased From Others	<input type="radio"/>	<input checked="" type="radio"/>
Vacant	<input type="radio"/>	<input checked="" type="radio"/>
Surplused	<input type="radio"/>	<input checked="" type="radio"/>
Demolished	<input type="radio"/>	<input checked="" type="radio"/>
School Construction Assistance Program (SCAP) Requirements*		
Asset Preservation Program (APP)	<input type="radio"/>	<input checked="" type="radio"/>
Washington Sustainable Schools Protocol (WSSP) or LEED	<input type="radio"/>	<input checked="" type="radio"/>

2.2.6.3.3 Building Characteristics Screen (part 1)

- Select a Yes or No for each field in the first section 'Building Characteristics'. At least one field must be a Yes. – *Required* -
- Select a Yes or No for the 'School Construction Assistance Program (SCAP) Requirements' section. – *Required* -
 - If you select Yes for 'Asset Preservation Program (APP)', then a date field appears underneath the section. It is *required* that you enter a date in this field, 'APP Board Acceptance Date for Building'. Format MM/DD/YYYY.



Characteristics		
School Construction Assistance Program (SCAP) Requirements*		
Asset Preservation Program (APP)	<input checked="" type="radio"/>	<input type="radio"/>
Washington Sustainable Schools Protocol (WSSP) or LEED	<input type="radio"/>	<input checked="" type="radio"/>
APP Board Acceptance Date for Building:		<M/d/yyyy>

2.2.6.3.4 Building Characteristics Screen (part 2)



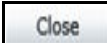

- Enter a Yes or No for the ‘Historic Status’ fields.

Historic Status*	Yes	No
Not Applicable	<input type="radio"/>	<input type="radio"/>
Locally Designated	<input type="radio"/>	<input type="radio"/>
State Designated	<input type="radio"/>	<input type="radio"/>
Nationally Designated	<input type="radio"/>	<input type="radio"/>

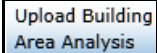
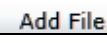


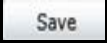
Additional Building Characteristics/Comments


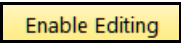





2.2.6.3.5 Building Characteristics Screen (part 3)

- Enter any additional comments or notes in the ‘Additional Building Characteristics/Comments’ field.
 - To save the changes, click the button or on the button in the upper right-hand corner and the changes are saved and the pop up window closes.
- (Optional) Edit the Year Built for the building (must be a date in the past). - *This field is required*
 - (Optional) Edit the District Assigned Area.
 - (Optional) Edit the District Assigned Area Use(s) from the drop down box. Select all that apply for that area of the building. - *This field is required* –
 - (Optional) Edit the Gross Building Sq Ft for the area. - *This field is required* –
 - (Optional) Edit the Gross Instructional Sq Ft.
 - OSPI can only edit this field - SCAP Recognized Sq Ft.*
 - (Optional) Edit the Area Original Occupancy Date for the building area.
 - (Optional) Edit the Area Original Board Acceptance Date for the building area.
 - To add an additional area to the building, click the button.

- ❑ To delete an Area Use row, click into any of the fields of the row to delete, then click the  button.
- A Delete Confirmation message pops up asking if you are sure you want to delete the area use row.
 - If you click 'Yes', then the area use row is removed from the building.
 - If you click 'No', then the area use row is not deleted and remains in the building list.
- ❑ To save the changes, including the changes made in the building Characteristics screen click the  button in the Add Building screen. If any of the above required fields are blank, a pop up message will display telling you which fields need to be entered before you can save.
- ☒ To close the Edit Building screen, click the  button in the Add Building screen or the  button on the accordion to close the Add Facility screen.

Upload Building Area Analysis

- ❑ To upload the Building Area Analysis, click the  button. The Add/View Files window opens.
 - Include the name of the building in the original file name to distinguish the different Building Area Analysis for the Facility, i.e., Building Area Analysis – Main Building. The system will not allow duplicate file names to be uploaded. Each file for the Facility must have a unique File Name.
- ☒ In the pop up 'Add/View Files' window, click the  button.
 - In the pop up 'Select a file to Upload' window, click the  button and select file.
 - In the 'Select a file to Upload' window, select a Document Type: Building Area Analysis.
 - Click  in the 'Select a file to Upload' window.
 - In the 'Add/View Files' window, the file is displayed.
 - Click .

- To delete a file, right-click on the file to delete.
 - A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the Building.
 - If you click 'No', then the file is not deleted and remains in the Building list
- To close the 'Add/View Files' window, click  button.
- To view/print the Building Area Analysis, in the Add/View File pop up window, click on the File Name of the document you want to view/print.
- Click Yes, when a message asks if you want to allow the file to open.
- To print the file when it has opened, click the  button on the toolbar, then click on the  button or go to File>Print on the toolbar.
- To close the window, click on the  button in the upper right-hand corner to close the window.
- To save the data, click the  button in the Add Building screen, to save the changes, including the changes made in the Building Characteristics screen. If any of the above required fields are blank, a pop up message will display telling you which fields need to be entered.
- To close, click the  button in the Add Building screen or the  button on the accordion to close the Add Facility screen.

Note: The system will not allow duplicate file names to be uploaded for a Facility. Each file for the Facility must have a unique File Name.

2.2.7 Site Condition Information

2.2.7.1 View Site Condition Summary

The Site Condition Summary screen displays the rating status of the Sub-Assemblies for the Site, including the rollup condition ratings for each Sub-Assembly and the Site combined condition rating. This is a read-only screen and no changes can be made.

- ❑ To open the Site Condition Summary screen, click directly on Site under the Condition folder for the Facility. If you do not see Site, you may need to click on the small gray expander triangle ▸ next to the Facility to expand the tree to display Inventory and Condition folders. Then click on the gray expander triangle ▸ next to Condition to display Site and Building.

The screenshot shows the 'Inventory and Condition of Schools System' interface for 'Blaine School District'. The left sidebar shows a tree view with 'Blaine Elementary School' expanded to 'Condition' > 'Site'. The main window title is 'Blaine Elementary School - Site Condition'. The content area is titled 'Site Sub-Assemblies Available for Rating' and contains a grid of buttons for different sub-assemblies. The 'Site Improvement Rating Not Completed' button is highlighted with a yellow circle. Below the buttons is a legend for rating status: green for 'Sub-Assembly rating is complete', yellow for 'Sub-Assembly rating is not complete', and white for 'Sub-Assembly rating has not been started'. At the bottom, there is a 'Site Combined Condition Rating' section with a 'Site Ratings Not Completed' button and an 'Add/View Files' button.

2.2.7.1.1 Site Condition Summary Screen

Add/View Files

- To add Site Condition documents, click the button.

Note: The system will not allow duplicate file names to be uploaded for the Facility Site Condition section. Each file for the section must have a unique File Name.

- In the pop up 'Add/View Files' window, click the button.

- In the pop up 'Select a file to Upload' window, click the button and select file.
 - In the 'Select a file to Upload' window, select a Document Type from the drop down list. "Other" will probably be the choice for this section.
 - Click in the 'Select a file to Upload' window.
 - In the 'Add/View Files' window, the file is displayed.
 - To save, click the button.

- To delete a file, right-click on the file to delete.

- A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the Site Condition.
 - If you click 'No', then the file is not deleted and remains in the Site Condition list

- To close the 'Add/View Files' window, click the button.

2.2.7.2 Edit Site Condition

The Site Condition Edit screen is where the Sub-Assembly components are rated. Once all of the components for all Sub-Assemblies for the Facility are rated, then the Site Combined Condition Rating appears in the Site Condition Summary screen.

- ❑ There are two ways to navigate to the Edit Site Condition screen:
 1. Click on the Sub-Assembly button in the Site Condition Summary screen that you want to edit.
 - The Sub-Assembly you selected to edit is automatically populated in the Site Sub-Assembly field.
 2. Click on the Edit tab in the Site Condition Summary screen.
 - Select the desired Site Sub-Assembly that you want to edit from the drop down box.

Inventory and Condition of Schools System Blaine School District

General Information Center

- Blaine School District
 - Blaine Elementary School
 - Inventory
 - Site
 - Building
 - Condition
 - Site
 - Building

Blaine Elementary School - Site Condition

Site Condition Summary Edit

Site Sub-Assemblies Available for Rating:

Click one of the buttons below to add or edit a rating:

Site Improvement
Rating Not Completed

Liquid and Gas
Site Utilities
Rating Not Started

Electrical Site
Improvements
Rating Not Started

Site
Communications
Rating Not Started

Sub-Assembly rating is complete
 Sub-Assembly rating is not complete
 Sub-Assembly rating has not been started

Check if There is No Change to This Sub-Assembly Score:

Site Sub-Assembly:

Site Improvement

Component Name	Unit of Measure	Quantity or Estimated Size		
Athletic, Recreational, and Playfields Ar	acres	10	Rate	Add Deficiencies & Causes
Landscaping			Rate	Add Deficiencies & Causes
Parking Lots			Rate	Add Deficiencies & Causes
Pedestrian Plazas and Walkways			Rate	Add Deficiencies & Causes
Roadways			Rate	Add Deficiencies & Causes
Site Development			Rate	Add Deficiencies & Causes

Save
Close

2.2.7.2.1 View Site Condition Summary Screen

- ❑ The Site Sub-Assembly can be changed at any time to another by selecting a Sub-Assembly from the drop down box, or clicking on one of the Sub-Assembly buttons.
 - The components in the Component Name column will change depending on the Site Sub-Assembly selected.
- ❑ For each Component Name, complete the following:

- Enter the Unit of Measure, this is required if Quantity or Estimated Size has a value.
- Enter the Quantity or Estimated Size, this is required if a Unit of Measure has been selected for the component.

☐ To rate the Component, click the **Rate** button.

Component Rating

Choose a Rating for: **Athletic, Recreational, and Playfields Areas**

Select One:

<input type="radio"/> Excellent	New or easily restorable to "like new" condition; only minimal routine maintenance required.
<input type="radio"/> Good	Some Preventative maintenance and/or corrective repair required.
<input type="radio"/> Fair	Fails to meet code and functional requirements in some cases; failure (s) are inconvenient; extensive corrective maintenance and repair required.
<input checked="" type="radio"/> Poor	"Consistent substandard performance; failures(s) are disruptive and costly; fails most code and functional requirements; requires constant attention, renovation, or replacement. Major Corrective repair or overhaul required."
<input type="radio"/> Unsatisfactory	Non-operational or significantly substandard performance. Replacement required.

OK

2.2.7.2.2 Add Component Rating Screen

- The Rate screen pops up with five rating levels. Click on one ratings for the Component. If the chosen rating is "Poor" or "Unsatisfactory", a pop up message will appear saying that at least one Deficiency and one Cause must be chosen and the **Add Deficiencies & Causes** button will turn red. Once the Deficiencies and Causes have been chosen, the button will turn green **Add Deficiencies & Causes**.
- Click **OK**.
- If you want to close the pop up screen, click on the **X** button in the upper right-hand corner of the pop up screen.
- Once a component has been rated, the **Rate** button turns green.

Deficiencies and Causes

Choose Deficiencies and Causes for: **Landscaping**

Select all that apply:

Deficiencies:

Broken Utilities Design Loads Leakage Occupancy Changes Other

Roof Drainage Soils

Causes

Moisture Penetration Other Settlement Surface Deterioration Temperature Changes

Additional Comments:

Location Comments:

Deficiency Comments:

Corrective Actions:

Save Close

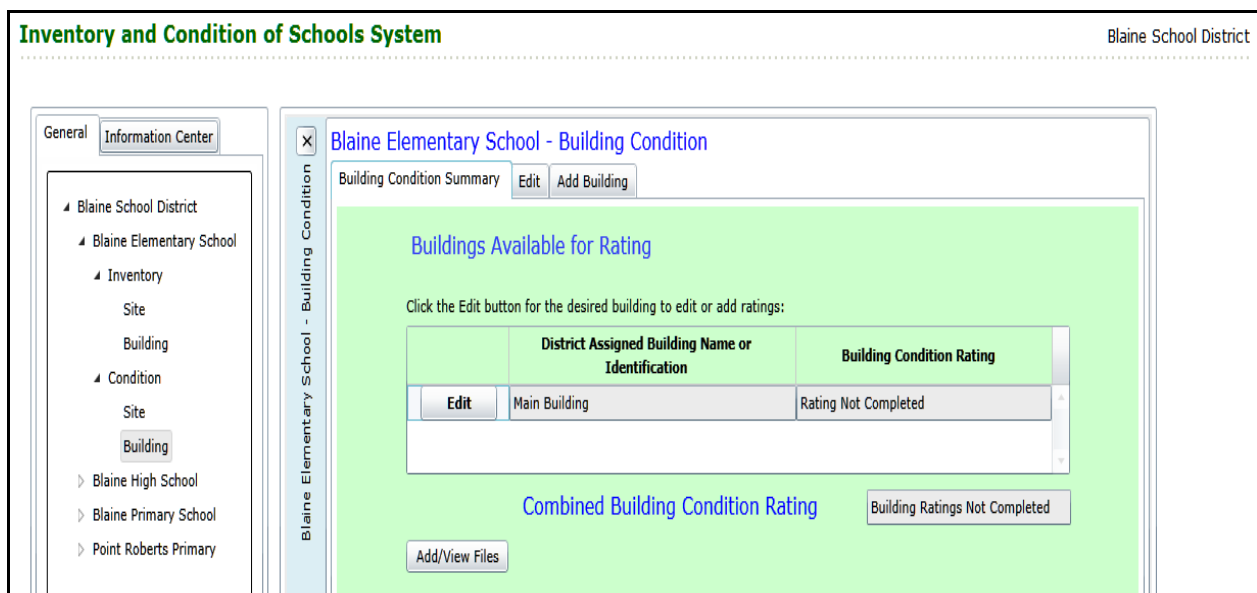
2.2.7.2.3 Add Component Deficiencies and Causes Screen

- ❑ To Add Deficiencies and Causes to a Component, click the **Add Deficiencies & Causes** button.
 - Select the related Deficiencies for the component rating.
 - Select the related Causes for the component rating.
 - (Optional) Enter Additional Comments.
 - (Optional) Enter Location Comments.
 - (Optional) Enter Deficiency Comments.
 - (Optional) Enter Corrective Actions.
 - Click the **OK** or the **X** in the upper right-hand corner of the screen.
- ❑ Repeat the above steps for all Components for all Sub-Assemblies.
- ❑ To save the Site Condition information, click the **Save** button in the Edit Site Condition screen. If any of the above required fields are blank, a pop up message will display telling you which fields need to be entered.
 - ☒ To close the Site Condition screen, click the **Close** button in the Edit Site Condition screen or the **X** button on the accordion.

2.2.8 Building Condition Information

2.2.8.1 View Building Condition Summary

- ❑ To open the Building Condition Summary screen, click directly on Building under the Condition folder for the Facility. If you do not see Building, you may need to click on the small gray expander triangle ▶ next to the Facility to expand the tree to display Inventory and Condition folders. Then click on the gray expander triangle ▶ next to Condition to display Site and Building.
- ❑ If no buildings have been created in ICOS for the Facility, then the Building Condition Summary will not display any buildings. You must first add a new building to add the inventory information. See [Section 2.2.6.2](#) to Add Building.




2.2.8.1.1 View Building Condition Screen

Add/View Files


- ❑ To add Site Condition documents, click the button.

Note: The system will not allow duplicate file names to be uploaded for the Facility Building Condition section. Each file for the section must have a unique File Name.
- ☒ In the pop up 'Add/View Files' window, click the button.
 - In the pop up 'Select a file to Upload' window, click the button and select file.
 - In the 'Select a file to Upload' window, select a Document Type from the drop down list. "Other" will probably be the choice for this section.
 - Click in the 'Select a file to Upload' window.

- In the 'Add/View Files' window, the file is displayed.
- Click .

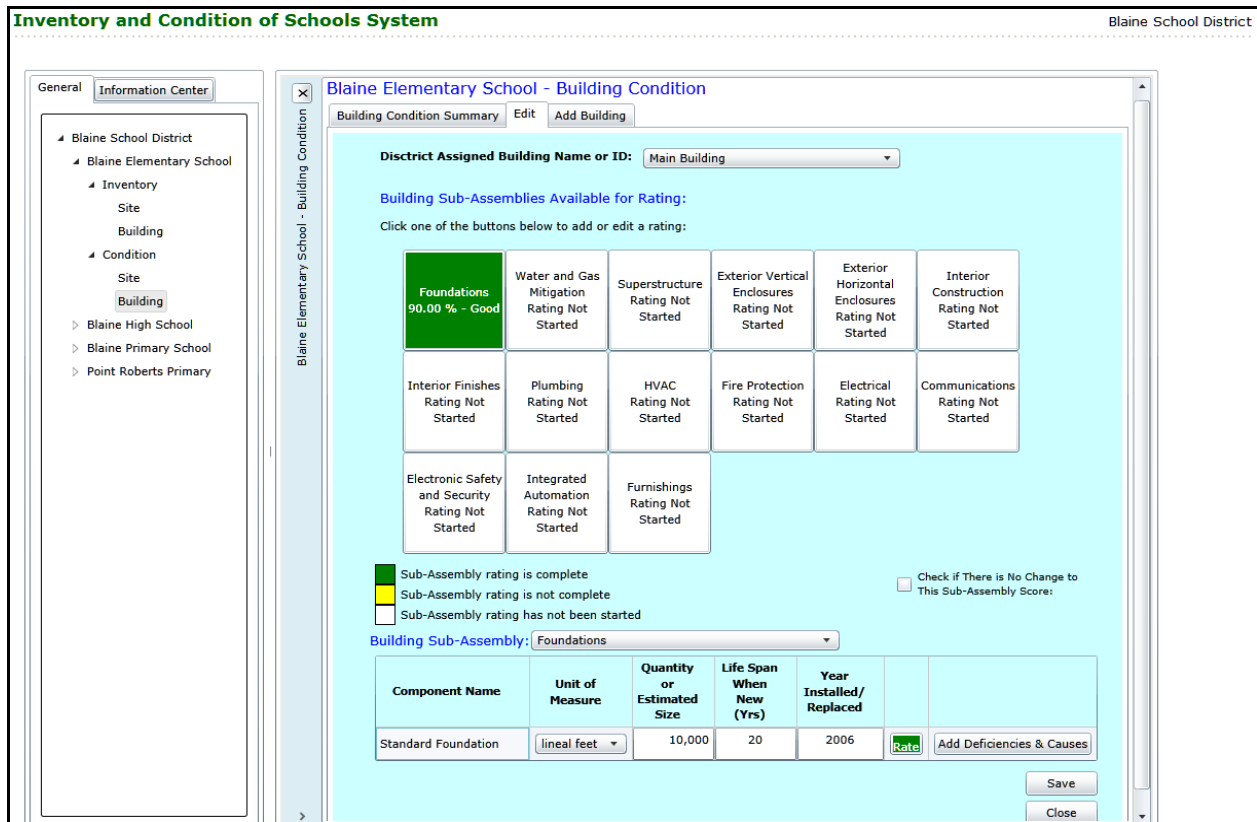
To delete a file, right-click on the file to delete.

- A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the Building Condition.
 - If you click 'No', then the file is not deleted and remains in the Building Condition list.

To close the 'Add/View Files' window, click the  button.

2.2.8.2 Edit Building Condition

The Edit Building Condition screen is where the Sub-Assembly components are rated. Once all of the components for all Sub-Assemblies for the Facility are rated, then the Building Combined Condition Rating appears in the Building Condition Summary.



2.2.8.2.1 Edit Building Condition Screen

Click on the Edit Site Condition screen is where the Sub-Assembly components are rated. Once all of the components for all Sub-Assemblies for the Facility are rated, then the Site Combined Condition Rating appears in the Site Condition Summary.

There are two ways to navigate to the Edit Site Condition screen:

1. Click on the Sub-Assembly button in the Site Condition Summary screen that you want to edit.
 - The Sub-Assembly you selected to edit is automatically populated in the Site Sub-Assembly field.
 2. Click on the Edit tab in the Site Condition Summary screen.
 - Select the desired Site Sub-Assembly that you want to edit from the drop down box.
- ❑ The Site Sub-Assembly can be changed at any time to another by selecting a Sub-Assembly from the drop down box, or clicking on one of the Sub-Assembly buttons.
 - The components in the Component Name column will change depending on the Site Sub-Assembly selected.
 - ❑ For each Component Name, complete the following:
 - Enter the Unit of Measure, this is required if Quantity has a value.
 - Enter the Quantity for the Component.
 - Enter the Estimated Size, if applicable, for the Component
 - ❑ Repeat the above steps for each Component.
 - ❑ To rate the Component, click the **Rate** button.

Component Rating	
Choose a Rating for: Athletic, Recreational, and Playfields Areas	
Select One:	
<input type="radio"/> Excellent	New or easily restorable to "like new" condition; only minimal routine maintenance required.
<input type="radio"/> Good	Some Preventative maintenance and/or corrective repair required.
<input type="radio"/> Fair	Fails to meet code and functional requirements in some cases; failure (s) are inconvenient; extensive corrective maintenance and repair required.
<input checked="" type="radio"/> Poor	"Consistent substandard performance; failures(s) are disruptive and costly; fails most code and functional requirements; requires constant attention, renovation, or replacement. Major Corrective repair or overhaul required."
<input type="radio"/> Unsatisfactory	Non-operational or significantly substandard performance. Replacement required.
OK	

2.2.8.2.2 Add Component Rating Screen

- The Rate screen pops up with five rating levels. Click on one ratings for the Component. If the chosen rating is "Poor" or "Unsatisfactory", a pop up message will appear saying that at least one Deficiency and one Cause must be chosen and the

Add Deficiencies & Causes button will turn red. Once the Deficiencies and Causes have been chosen, the button will turn green **Add Deficiencies & Causes**.




- Click **OK**.
- If you want to close the pop up screen, click on the **X** button in the upper right-hand corner of the pop up screen.
- Once a component has been rated, the **Rate** button turns green.

❑ To Add Deficiencies and Causes to a Component, click the **Add Deficiencies & Causes** button.

The screenshot shows a dialog box titled "Deficiencies and Causes" with a close button in the top right. The text "Choose Deficiencies and Causes for: Standard Foundation" is displayed. Below this, it says "Select all that apply:". There are two sections: "Deficiencies:" and "Causes:". In the "Deficiencies:" section, the following options are listed with checkboxes: Attachment, Code Violations, Defective Materials, Insulation, Not Operational, Original Construction (checked), Physical Damage, Roof Debris, Settlement, and Sub base failure. In the "Causes:" section, the following options are listed with checkboxes: Inadequate Flow, Moisture Penetration (checked), Openings in Wall, Other, Sagging, Settlement, Surface Deterioration, Temperature Changes, and Ventilation. At the bottom, there are four text input fields labeled "Additional Comments:", "Location Comments:", "Deficiency Comments:", and "Corrective Actions:". An "OK" button is located at the bottom right of the dialog.

2.2.8.2.3 Add Deficiencies and Causes Screen

- ❑ To Add Deficiencies and Causes to a Component, click the **Add Deficiencies & Causes** button.
 - Select the related Deficiencies for the component rating.
 - Select the related Causes for the component rating.
 - (Optional) Enter Additional Comments.
 - (Optional) Enter Location Comments.
 - (Optional) Enter Defeiciency Comments.
 - (Optional) Enter Corrective Actions.
 - Click the **OK** or the **X** in the upper right-hand corner of the screen.

- Repeat the above steps for all Components for all Sub-Assemblies.
- To save the Building Condition information, click the  button in the Edit Building Condition screen. If any of the above required fields are blank, a pop up message will display telling you which fields need to be entered.
 - To close the Building Condition screen, click the  button in the Edit Building Condition screen or the  button on the accordion.

2.2.9 Energy Management Information

The Energy Management screen is used to document the yearly Facility energy benchmark scores.

This screen has not been developed yet.

2.2.10 FEMA Pre-Disaster Mitigation Information

The FEMA Pre-Disaster Mitigation screen is where the Facility documents each of its building's pre-disaster mitigation data.

Inventory and Condition of Schools System Blaine School District

Blaine Elementary School - FEMA Pre-Disaster Mitigation

Select Building:

Earthquake Building Type*

Earthquake Design Level*

Earthquake Foundation Type*

Landslide Susceptibility

Flood Building Type*

Flood Design Level*

Flood Protection Return Period (yrs)*

Flood Foundation Type*

Flood First Floor Height (ft)

Water Table Depth (meters)

Backup Power*

Facility Class*

Kitchen in Building*



Shelter Capacity (# of Beds)*

2.2.10.1 FEMA Pre-Disaster Mitigation Screen



2.2.10.1 Add Pre-Disaster Mitigation Data

- Select a Facility from the left hand tree view.
- Select a Building from the drop down menu in the main screen.
 - Select an Earthquake Building Type from the drop down menu.
 - Select an Earthquake Design Level from the drop down menu.
 - Select an Earthquake Foundation Type from the drop down menu.
 - Select the Building Landslide Susceptibility from the drop down menu.
 - Select the Soil Type from the drop down menu.
 - Select the Flood Building Type from the drop down menu.
 - Select the Flood Design Level from the drop down menu.
 - Select the Flood Protection Return Period / Yrs from the drop down menu.
 - Select the Flood Foundation Type from the drop down menu.
 - Enter the Water Table Depth / Meters. Numbers only.
 - Select the Backup Power from the drop down menu.
 - Select the Facility Class from the drop down menu.
 - Select the Kitchen in Building answer from the drop down menu.



- Enter the number of beds the Building can accommodate. Numbers only.

- To save, click the  button.
- To close the Pre-Disaster Mitigation screen, click the  button.


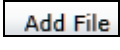
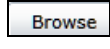


2.2.10.2 Copy Pre-Disaster Mitigation Data to Another Building

- Within another Facility Building with completed and saved data, click the Copy Data to Another Building button.
- In the pop up 'Copy Data to the Selected Building' window, select the Building you want to add the copied data, and then click OK.
- Follow the steps above to enter the non-copied fields.
- To save, click the  button.
- To close the Pre-Disaster Mitigation screen, click the  button.

2.2.10.3 Edit Pre-Disaster Mitigation Data

- Select a Facility from the left hand tree view.
- Select a Building from the drop down menu in the main screen.
- Make changes as needed.
- To save, click the  button.
- To close the Pre-Disaster Mitigation screen, click the  button.

2.2.10.4 Add/View Files

- To add Pre-Disaster Mitigation documents, click the  button.
Note: The system will not allow duplicate file names to be uploaded for the FEMA Pre-Disaster Mitigation section. Each file for the section must have a unique File Name.
- In the pop up 'Add/View Files' window, click the  button.
 - In the pop up 'Select a file to Upload' window, click the  button and select file.
 - In the 'Select a file to Upload' window, select a Document Type from the drop down list. "Other" will probably be the choice for this section.
 - Click  in the 'Select a file to Upload' window.
 - In the 'Add/View Files' window, the file is displayed.
 - Click .
- To delete a file, right-click on the file to delete.

- A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the Building PDM list.
 - If you click 'No', then the file is not deleted and remains in the Building PDM list.

☒ To close the 'Add/View Files' window, click the button.

2.2.11 Asset Preservation Program (APP) Information

The Asset Preservation Program screen is used for District who have Facility Buildings that are participants in the Asset Preservation Program. *NOTE: In order for the Facility and Building to appear in the APP screen, they must be approved in the system by your OSPI Regional Coordinator (RC). (Please contact your RC if you have any questions.)*

Inventory and Condition of Schools System Blaine School District

Blaine School District - Asset Preservation Program (APP)

Reporting Year: 2011 - 2012

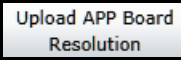
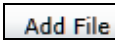

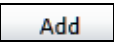

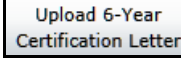
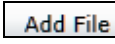
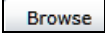
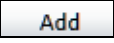

Year #	Facility Name	District Assigned Building Name or ID	Building Condition Score	Board Resolution Completed	APS Certification Letter Completed	Board Meeting Date When Report Was Presented
6	Blaine Elementary School	Main Building		<input type="checkbox"/>	<input type="checkbox"/>	8/5/2011 <input type="button" value="Calendar"/>
2	Blaine Elementary School	Gym		<input type="checkbox"/>	<input type="checkbox"/>	<M/d/yyyy> <input type="button" value="Calendar"/>


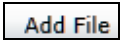

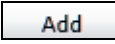


2.2.11.1 Asset Preservation Program Screen

2.2.11.1 Edit/Add APP Data

- ☐ To view the APP Summary information for a District.
 - Enter in the Board Meeting Date When Report Was Presented.
- ☐ To save the data, click the button.
- ☒ To close the APP Summary screen, click on the button.

2.2.11.2 Upload APP Files

- ❑ Include the name of the Facility and Building in the original file name to distinguish the different files for the District, i.e., APP Board Resolution – Blaine Elementary - Main Building. The system will not allow duplicate file names to be uploaded. Each file must have a unique File Name. *Note: The system will not allow duplicate file names to be uploaded for the APP section. Each file for the section must have a unique File Name.*
- ❑ To upload the APP Board Resolution, click on the  button. The Add/View Files screen opens. *Note: The APP Board Resolution button will always display on the screen. If APP Board Resolution has been uploaded for a building, then the Board Resolution Completed check box will be checked as completed.*
 - In the pop up ‘Add/View Files’ window, click the  button
 - In the pop up ‘Select a file to Upload’ window, click the  button and select file.
 - In the ‘Select a file to Upload’ window, select “APP Board Resolution” from the Document Type drop down list.
 - Click  in the ‘Select a file to Upload’ window.
 - In the ‘Add/View Files’ window, the file is displayed.
 - Click .
- ❑ To upload the 6-Year Certification Letter, click on the  button. The Add/View Files screen opens. *Note: The 6-Year Certification Letter button will only appear on the screen if the District has an APP building that is in year 6, 12, 18, 24, or 30. If there are no buildings in those APP years, then the button will not be displayed.*
 - In the pop up ‘Add/View Files’ window, click the  button
 - In the pop up ‘Select a file to Upload’ window, click the  button and select file.
 - In the ‘Select a file to Upload’ window, select “APP 6-Year Certification Letter” from the Document Type drop down list.
 - Click  in the ‘Select a file to Upload’ window.
- ❑ In the ‘Add/View Files’ window, the file is displayed.
 - Click .

- ❑ To upload the APS Certification Letter, click on the  button. The Add/View Files screen opens. *Note: The APS Certification Letter button will only appear on the screen if there are APP buildings in the District without an uploaded APS Certification Letter. If all District APP buildings have it uploaded, then the APS Certification Letter Completed check box will be checked, and the APS Certification Letter button will not be displayed.*
 - In the pop up ‘Add/View Files’ window, click the  button
 - In the pop up ‘Select a file to Upload’ window, click the  button and select file.
 - In the ‘Select a file to Upload’ window, select “APP Certification Letter” from the Document Type drop down list.
 - Click  in the ‘Select a file to Upload’ window.
- ❑ In the ‘Add/View Files’ window, the file is displayed.
 - Click .
- ❑ To delete a file, right-click on the file to delete.
 - A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click ‘Yes’, then the file is removed from the Building APP list.
 - If you click ‘No’, then the file is not deleted and remains in the Building APP list.
- ☒ To close the ‘Add/View Files’ window, click the  button.

2.2.12 Washington Sustainable Schools Protocol (WSSP)

The Washington Sustainable Schools Protocol screen is used to track the Facility data for those Facilities involved in the WSSP program.

WSSP Annual Report

School Year: 2011-2012

District:

Facility:

Facility Number: Grade Span: Students Served:

School Code(s):

Project Name:

Occupancy Date: State Assisted Sq Ft:

WSSP Project Details

Final WSSP Score (D11): Design Capacity:

Check box if the annual report data is less than the total SCAP Recognized Sq Ft of the Facility: Enter the WSSP Area in Sq Ft:

If reporting on the whole facility area, then describe the significant differences between the WSSP Area and the whole facility energy characteristics:

Number of months the Facility is used per School Year: Check box if the Facility is normally open on weekends:

Sept - June July - Aug

Average Weekly Hrs - School Activities:

Average Weekly Hrs - Community Activities:

Energy and Water Performance

	Goal*	Year 1	Year 2	Year 3	Year 4	Year 5
Energy Efficiency	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>
Water Efficiency	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>	<input type="text" value="0%"/>

*Design goal from WSSP Scorecard

Energy Use Characteristics

% Total Space - Heated: % Total Space - Cooled: Type of Cooking On-Site:

of Computers: # of Walk-in Freezers/Refrigerators:

If the Building has a Computer Data Center with Servers - Enter the Data Center Total Sq Ft: How many Hr/Wk is Data Center in Use:

Describe any other High Energy uses, i.e., kiln, lab equipment:

Building Has a Pool?: Pool Heated?: Indoor Pool?: Pool Size: # Months Used/Yr:

Water Use Characteristics

Area Served for Indoor Domestic Water Sq ft: Area Served for Irrigation in 1,000s of Sq Ft:

Describe Any Other Potable Water Uses:

Describe Any Other Non-Potable Water Uses:

Describe Any Other Non-Potable Water Sources:

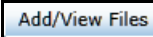
2.2.12.1 Washington Sustainable Schools Protocol Screen

2.2.12.1 Edit/Add WSSP Data

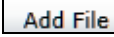
- Select a Facility from the 'Choose a Facility' drop down menu.
- Enter the 'Design Capacity' for the Facility.
- Select the reporting year from the 'Choose a Reporting School Year' drop down menu.
- Select the School Construction Assistance Program project from the 'Choose a Project' drop down menu.
- Check the box if the annual report data is less than the total SCAP Recognized Sq Ft for the facility.
- Enter the total square feet for the WSSP area in the 'Enter the WSSP Area in Sq Ft' field.
- Type in a description of the significant differences between the WSSP area and the whole facility energy characteristics, if you are reporting on the whole facility area instead of only the WSSP area.
- Enter in the 'Number of Months the Facility is used per School Year'.
- Check the box if the Facility is normally open on weekends.
- Enter the Average Weekly Hours the Facility has school activities for the month range:
 - September through June
 - July through August
- Enter the Average Weekly Hours the Facility has community activities for the month range:
 - September through June
 - July through August
- Energy and Water Performance
 - Enter the 'Energy Efficiency Goal' percentage
 - Enter the 'Water Efficiency Goal' percentage.
 -
- Energy Use Characteristics
 - Enter the percentage of the Facility that is heated in the '% Total Space – Heated' field.
 - Enter the percentage of the Facility that has air-conditioning in the '% Total Space – Cooled' field.
 - Select the type of cooking there is on-site from the 'Type of Cooking – On-Site' drop down menu.
 - Enter the number of computers in the '# of Computers' field.
 - Enter the number of walk-in freezers and refrigerators there at the 'Facility in the # of Walk-In Freezers/Refrigerators' field.
 - If the Facility has a computer data center with servers then:

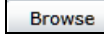
- Enter the total square feet for the data center in the 'Enter the Data Center Total Sq Ft field'.
 - Enter the number of hours per week the data center is used in the 'How many Hr/Wk is Data Center in Use' field.
 - Type any other high energy uses in the 'Describe any other high energy uses, i.e. kiln, special lab equipment' field.
 - Check the 'Building has a Pool' box, if the Facility has a pool.
 - Check the 'Pool Heated' box, if the Facility has a heated pool.
 - Check the 'Indoor Pool' box, if the Facility has an indoor pool.
 - Select the size of the pool from the 'Pool Size/Sq Ft' drop down menu. The valid values are:
 - Olympic (50 m x 25 m)
 - Recreational (20 yds x 15 yds)
 - Short Course (25 yds x 20 yds)
 - Enter the number of months the pool is used per year in the '# Months Used/Year' field.
- Water Use Characteristics
- Enter the total square feet for the 'Area Served for Indoor Domestic Water' field.
 - Enter the total square feet for the 'Area Served for Irrigation in 1,000s of Sq Ft' field.
 - Type any other potable water uses in the 'Describe any other potable water uses' field.
 - Type any other non-potable water uses in the 'Describe any other non-potable water uses' field.
 - Type any other non-potable water sources in the 'Describe any other non-potable water sources' field.
- To save the data, click to save the data.
- To close the WSSP screen, click the button.


2.2.12.2 Add/View Files

- ❑ To add WSSP documents, click the  button.

Note: The system will not allow duplicate file names to be uploaded for the WSSP section. Each file for the section must have a unique File Name.

- ❑ In the pop up 'Add/View Files' window, click the  button.

- In the pop up 'Select a file to Upload' window, click the  button and select file.


- In the 'Select a file to Upload' window, select a Document Type from the drop down list. "Other" will probably be the choice for this section.
- Click  in the 'Select a file to Upload' window.

- ❑ In the 'Add/View Files' window, the file is displayed.

- Click .

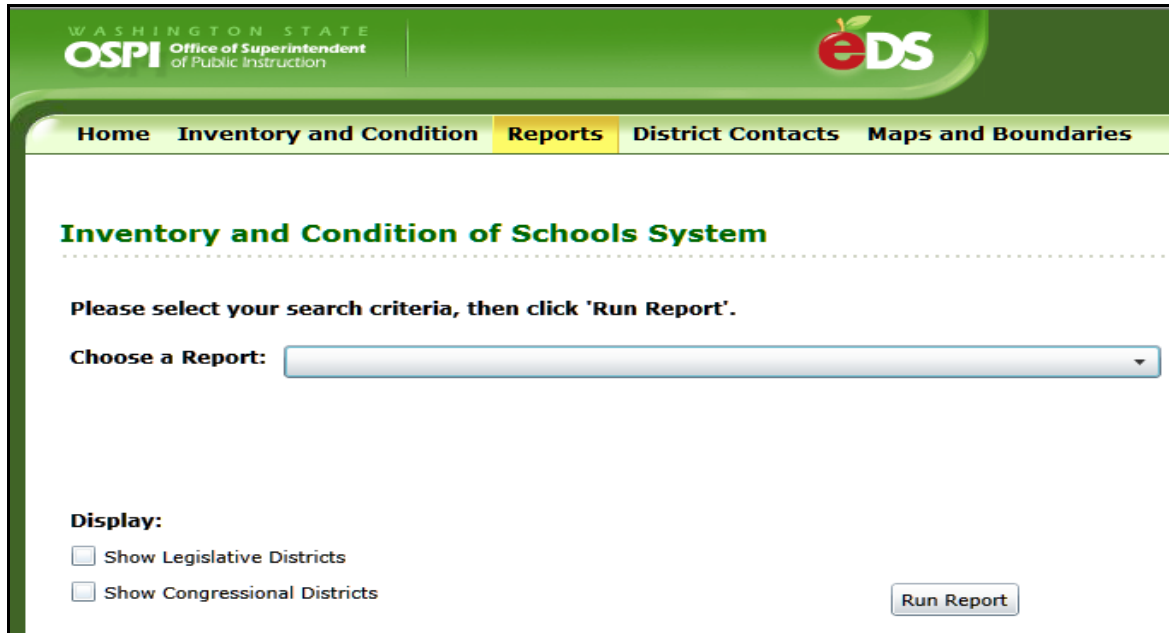
- ❑ To delete a file, right-click on the file to delete.

- A delete confirmation message pops up asking if you are sure you want to delete the file.
 - If you click 'Yes', then the file is removed from the WSSP Facility.
 - If you click 'No', then the file is not deleted and remains in the WSSP Facility list.

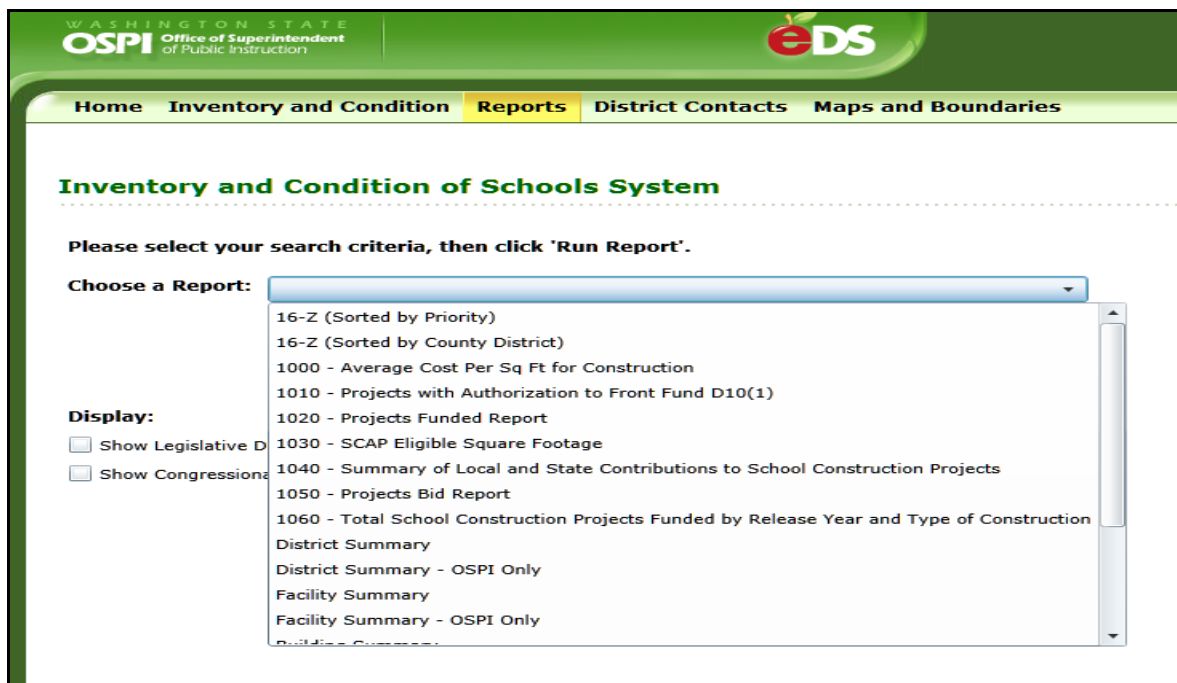
- ☒ To close the 'Add/View Files' window, click the  button.

2.3 Reports

- ❑ The ICOS reports are created to display data regarding District, Facility and Building inventory and condition; School Construction Assistance Program; Sub-Assembly/Component totals; Washington Sustainable Schools Protocol; Energy Management and other lookup data.
- ❑ The first screen displayed in the Reports section is the User Selection screen where the user selects the report to view.



2.3.1 Report User-Selection Screen



2.3.2 Report User-Selection – Choose Report Screen

- ❑ Once a report has been chosen, additional fields appear for the user to enter the specific criteria for the report.
 - (Optional) Click the Show Legislative Districts check box, if applicable to report.
 - (Optional) Click the Show Congressional District check box, if applicable to report.

Inventory and Condition of Schools System

Please select your search criteria, then click 'Run Report'.

Choose a Report: District Summary

District **Facility** **Reporting Year**

Display:

Show Legislative Districts

Show Congressional Districts

Run Report

2.3.3 Report Specific User-Selection Screen

- ❑ To view the report with the user-selected criteria, click Run Report.
- ❑ The Report Viewer opens in a separate window with the report data.

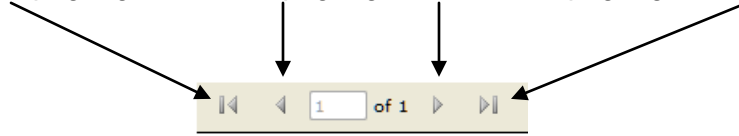
FACILITY	DISTRICT ASSIGNED BUILDING NAME / ID	GROSS SQ FT	CONDITION RATING
Blaine Elementary School	Gym	8,000	Rating Not Completed
	Main Building	10,000	Rating Not Completed
	Sub-Total	18,000	Rating Not Completed
District Grand Total		18,000	Rating Not Completed

School Facilities and Organization
Page 1 of 1

2.3.4 Report Sample Screen

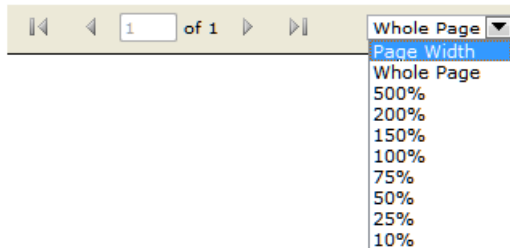
Navigate Report Pages

- ❑ The toolbar in the Report Viewer has four buttons:
go to first page, go back one page, go forward one page, go to last page.



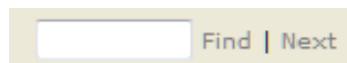
Resize Report Viewer

- ❑ The page size drop down list allows the user to resize the view of the report.



Find

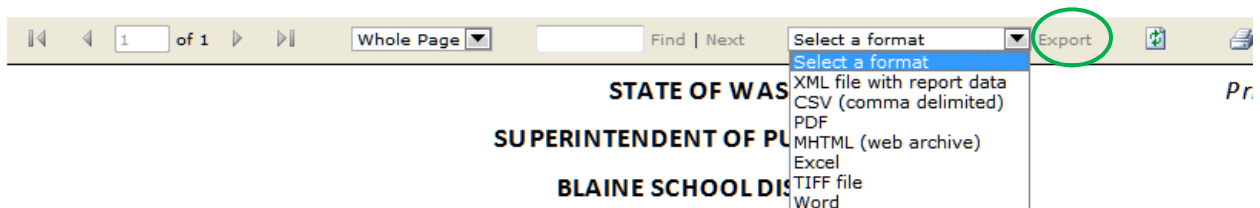
- ❑ To find a specific word or number, type the search criteria into the Find window



- ❑ Click Find.
- ❑ To find the next occurrence of the search, click Next.

Download/Export Report

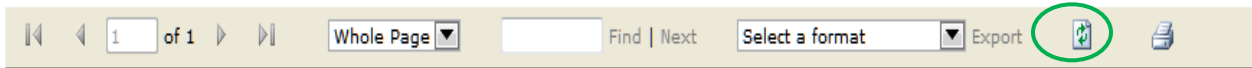
- ❑ To download the report, click in the Select a Format drop down list, and select the file format you wish to export the data, i.e., Microsoft Word, Excel, Comma Delimited.
- ❑ After selecting a print format, click the Export button.



- ❑ In the File Download pop up box it asks if you wish to save or open the file.
 - If you click Open, then the report will open in the format chosen.
 - If you click Save, the Save As window will appear for you to select the location to save the report in the format chosen.

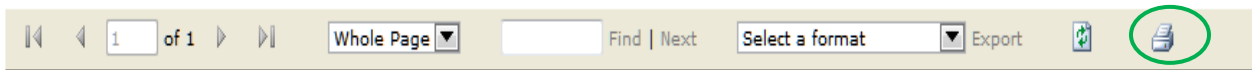
Refresh/Rerun Report

- To refresh or rerun the same report, click the Refresh button.



Print Report

- To print the report, click the small printer icon.



2.4 District Contacts

2.4.1 Create Contact

- Click the **Create New Contact** button.
- In the Add Person pop up window, type the First Name and Last Name of the new contact in their respective fields.
 - If there is already a contact with that name in the system, the records will appear in the grid below the name fields.

Add Person ✖

First Name

Last Name

A person with this name already exists. Do one of the following:
 * Select a person from the grid below and click 'Edit' to change/view their contact information.
 * Click the 'Add' button to create a new contact record for this person.

District	Facility	Contact Type	First Name	Last Name
Blaine School District	-	Business Manager	Bugs	Bunny

2.4.1.1 Add Contact Search Screen


- If the person(s) listed is not the same person you are creating, then click to create a new contact record.
- If your contact is listed, then click that contact row in the grid and click to edit the contact data. Go to [Section 2.4.3](#).
- If you decide not to edit or add a contact, click the button.

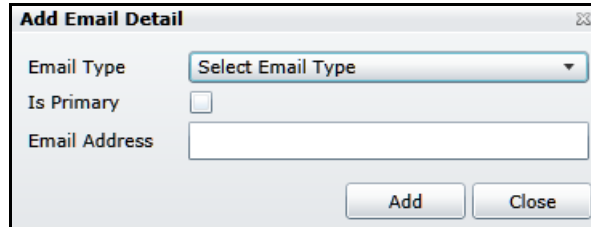
- In the Create contact screen, do the following:

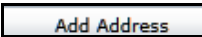
2.4.1.2 Create New Contact Screen

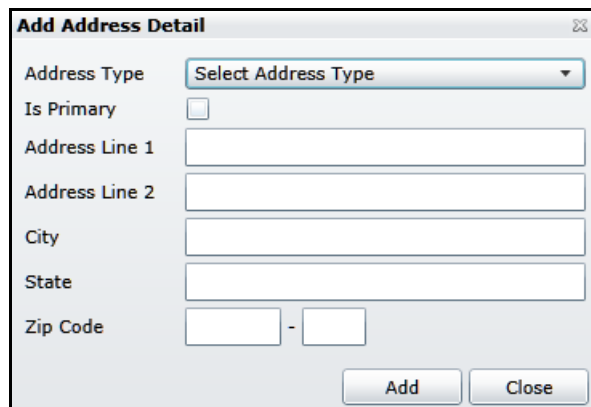
- Click the **Add Contact Type** button.
 - In the Add Contact Type Detail window, enter the related data for the contact. *Note: At least one Contact Type is required to save the contact.*


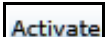


- Click the **Add Phone Number** button.
 - In the Add Phone Detail window, enter the data for each field.
 - Check the 'Is Primary' check box to make it the main phone number. *Note: Only one phone record can be designated as primary, and must be checked at the time of creating the record.*

- Click the  button.
 - In the pop up Add Email Detail window, enter the data for the contact.
 - Check the 'Is Primary' check box to make it the main email. *Note: Only one email record can be designated as primary, and must be checked at the time of creating the record.*



- Click the  button.
 - In the pop up Add Address Detail window, enter the data for the contact.
 - Check the 'Is Primary' check box to make it the main address. *Note: Only one address record can be designated as primary, and must be checked at the time of creating the record.*



- ❑ Click the  button in the Create screen, if you do not want the contact to appear in search results. *For example, Bugs Bunny is the Business Manager for Blaine School District. If he is set to Inactive, then a search by School District, Contact Type, First Name or Last Name will not show Bugs Bunny in the results.*
 - To reactive an In-Active contact, click the  button on the Edit screen, see [Section 2.4.3](#) below for more information.
- ❑ To save the data, click  to save the data.
- ☒ To close the Create screen, click the  button.

2.4.2 Contact Search

The screenshot displays the 'District Contacts' search interface. On the left, a sidebar lists the 'Blaine School District' and its constituent schools: Blaine Elementary School, Blaine High School, Blaine Primary School, and Point Roberts Primary. The main content area is titled 'District Contacts' and features a search form. The form includes a search input field at the top, followed by dropdown menus for 'School District', 'Facility', and 'Contact Type'. Below these are text input fields for 'First Name' and 'Last Name', and a 'Search' button. A green box highlights the 'Active Contact' checkbox, which is checked. Below the form is a table with the following columns: First Name, Last Name, Contact Type, Location, and District. The table is currently empty. At the bottom right of the form area, there are two buttons: 'Create New Contact' and 'Edit Contact'.

2.4.2.1 Search Contact Screen

- ❑ To search for Active contacts, the Active Contact check box must be checked.
 - Active Contact
- ❑ To search for In-Active contacts, the Active Contact check box must be unchecked.
 - Active Contact
- ❑ Enter one or more of the following criteria to assist in your contact search:
 - School District
 - Contact Type
 - First Name
 - Last Name
 - Facility, only available if School District was chosen
- ❑ Click button and the search results will display in the search result grid.
- ❑ Click on the contact row in the grid to view the contact details below the grid.

2.4.3 Edit Contact

Note: Only Facilities specific contacts can be edited. The Contact Types that cannot be edited are Principal and Superintendent. If a contact is not editable, the Edit Contact button will be grayed out.

Inventory and Condition of Schools System

District Contacts

Search Create

School District: Blaine School District Active Contact

Facility: Select a Facility

Contact Type: Select Contact Type

First Name:

Last Name: Search

First Name	Last Name	Contact Type	Location	District
Ron	Spanier	Superintendent		Blaine School District
Bugs	Bunny	Business Manager	-	Blaine School District
Kathy	Newport	Principal	Blaine Elementary School	Blaine School District
Scott	Ellis	Principal	Blaine High School	Blaine School District
Darren	Benson	Principal	Blaine Middle School	Blaine School District
Ron	Spanier	Princial	Point Roberts Primary	Blaine School District

Bugs Bunny Status: Active
Business Manager for - in Blaine School District School District.

Phone Numbers Email
No Addresses found.

Create New Contact Edit Contact

2.4.3.1 Search Results Screen

- Search for the contact to edit by following the instructions above in [Section 2.4.2](#).
- Click on the contact row that needs to be edited in the search results grid.
- Click button. The Edit screen will open for the contact selected.

- ❑ In the Edit contact screen, enter your changes.

District Contacts

Search Edit

First Name Bugs

Last Name Bunny

Activate

Contact Types Add Contact Type

Location	Contact Type	
Aberdeen School District	Business Manager	Delete
Adna School District	Construction and Design	Delete
Blaine High School	Energy Manager (RCM)	Delete

Phone Numbers Add Phone Number

Primary	Type	Phone Number	
<input type="checkbox"/>	Business	(360)555-9999 Ext. 12	Delete
<input type="checkbox"/>	Pager	(111)222-3333 Ext. 4444	Delete

Email Add Email

Primary	Type	Email	
<input type="checkbox"/>	Business	test@test.com	Delete
<input type="checkbox"/>	Personal	carrot@email.com	Delete

Address Add Address

Primary	Type	Address	
<input type="checkbox"/>	Business - Mailing	5040 Carrot St Olympia, WA 99999	Delete
<input checked="" type="checkbox"/>	Home - Mailing	1345 West St Olympia, WA 98546	Delete

Contact last updated: 2/16/2012

Save Close

2.4.3.2 Edit Contact Screen

- ❑ To make a contact Active and searchable, click the **Activate** button in the upper right hand corner of the screen.
- ❑ To make a contact In-Active and not display in searches, click the **In-Activate** button in the upper right hand corner of the screen.
- ❑ The data entered in the screen cannot be edited directly. The record that needs to be changed must first be deleted.
 - To delete a Contact Type, Phone Number, Email or Address, click on the corresponding **Delete** button next to the record to delete.
 - A Delete Confirmation message pops up asking if you are sure you want to delete the contact record.
 - If you click 'Yes', then the record is removed from the contact.
 - If you click 'Cancel', then the record is not deleted and remains in the contact screen.

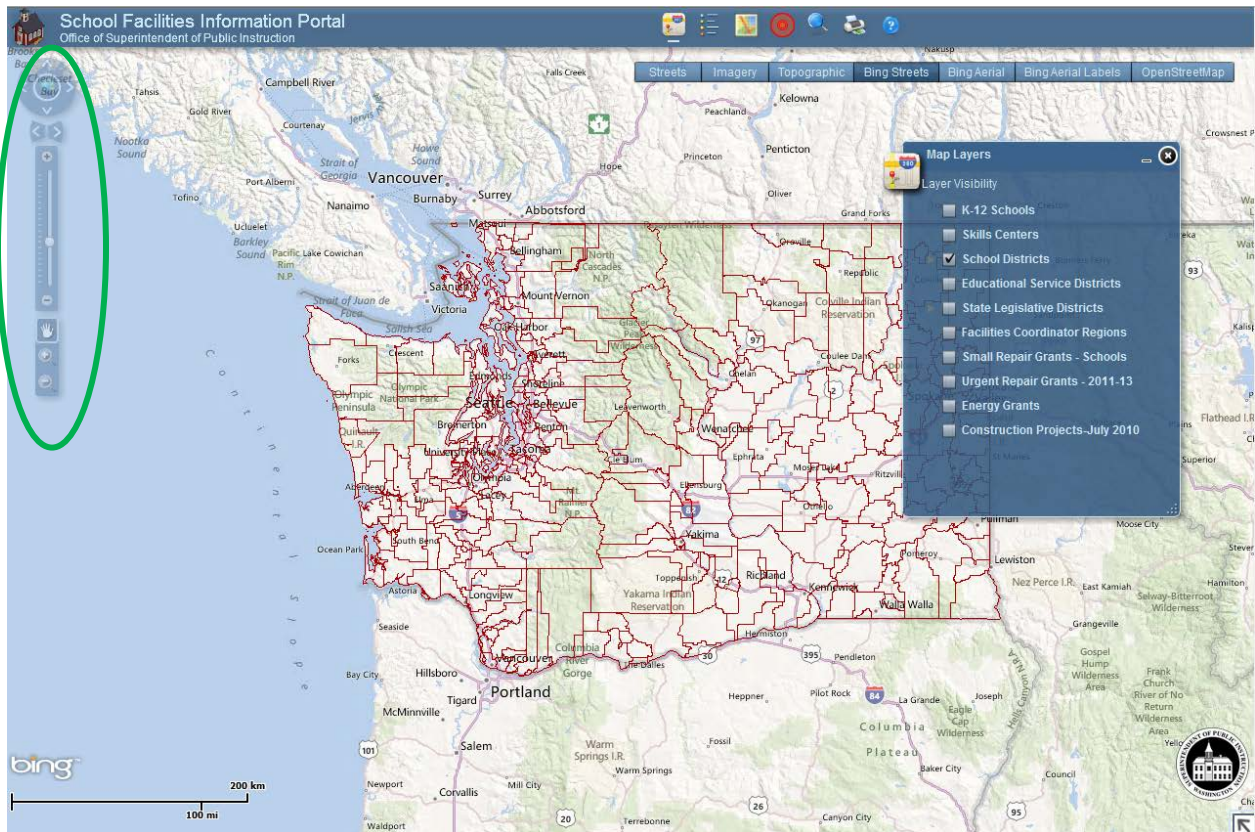
- Click 'Add' next to the data section you want to add the edited or new information.

To save the changes, click the **Save** button.

To close the Edit screen, click the **Close** button.

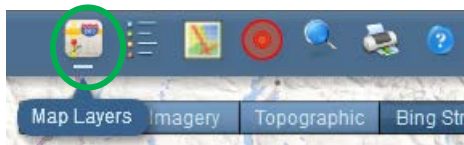
2.5 Maps and Boundaries

- Click on the Maps and Boundaries button on the navigation tool bar.
- The School Facilities Information Portal opens with a map of Washington and all of its School District boundaries outlined in red.



Click on the Zoom bar on the left of the screen to focus in on your district.

Click on the Map Layer icon on the tool bar to see other



Click on the Map Legend icon on the tool bar to view the color definitions for the Map Layers, if needed.



- Select the check box for the layers you wish to view on the map.

- ❑ Click on the Help icon on the tool bar to get more instructions for the page.



- ❑ Click the OSPI icon in the lower right-hand corner to go to the ICOS Webpage.

