



Los Angeles Unified School District

## **Maintenance & Operations**

How to perform a SARC Inspection on the mobile SARC application



## LAUSD Maintenance and Operations How to Perform a SARC Inspection

**Requirement Background:** In accordance to the School Accountability Report Card (SARC), all school districts are required to provide an annual school facility condition report for K-12 schools. The Office of Public School Construction (OPSC) developed the Facility Inspection Tool (FIT) guide as a permanent and objective tool to evaluate the condition of school facilities. All public school districts must use the FIT to determine if their school facilities are in “good repair” as defined in Education Code Section 17002(d)(1).

**Application Background:** M&O SARC application was developed to provide the surveyor a simple tool to perform school facilities inspections. Completed inspections are then interfaced into our Asset and Work Management System, Maximo. A work order is generated for each deficiency that was identified in the inspection. An overall score is then computed and published in the SARC report for that particular school.

**Prerequisite:** In order to download and/or submit completed school inspections in/out of your application, you must establish a WIFI connection with a District WIFI network. This network can either be your local M&O Areas WIFI network or a school’s WIFI network. If you experience any issues with establishing a connection, please contact the FTS helpdesk at 213-241-4642 for assistance.

### M&O Area WIFI network

Network name:

**MNO-ACCESS**

**MNO-AP**

Security Key Password:

**mNo-@cc3ss**

**abcde12345**

### School WIFI network

Network name:

**LAUSD**

Security:

**No Change**

EAP Method

**PEAP**

Phase 2 authentication

**No Change**

Identity:

**Your single sign on username (e.g. danny.lu)**

Anonymous identity:

**Leave blank**

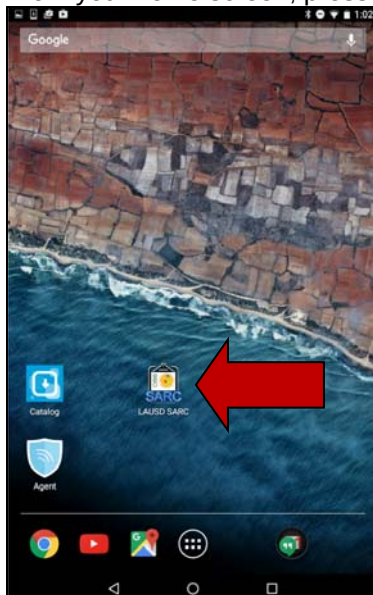
Enter password:

**Your single sign on password**

### **Step 1: Launching the SARC Application**



From your home screen, press the **LAUSD SARC** application .



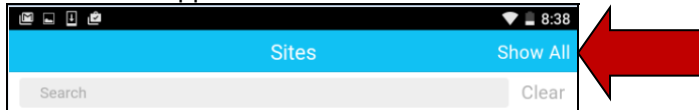


## Step 2: Downloading Inspection Sites to your device

The following steps require access to a District WIFI network connection.

**Note:** It is recommended that you download sites at the time you are ready to inspect to ensure you have the latest buildings and room information. Our location information is routinely updated by Asset Management when buildings are added/removed. Downloading sites ahead of time may not account these routine updates.

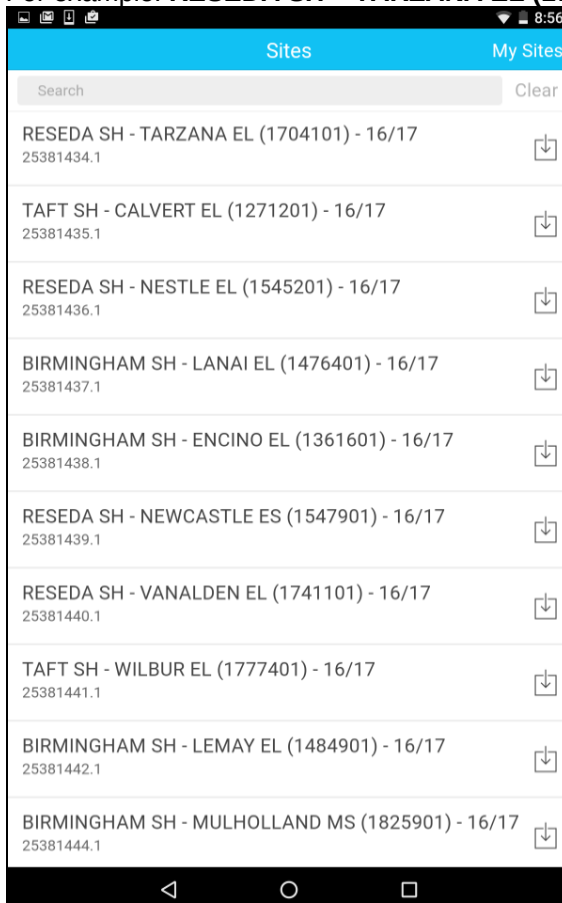
After you have secured a connection, to download inspection sites, tap on the **Show All** button on the top right corner of the application.



The application will refresh and display all sites that are available to be downloaded.

Site naming convention: **Complex Name – Site Name – Cost Center – Fiscal Year**

For example: **RESEDA SH – TARZANA EL (1704101) – 16/17**

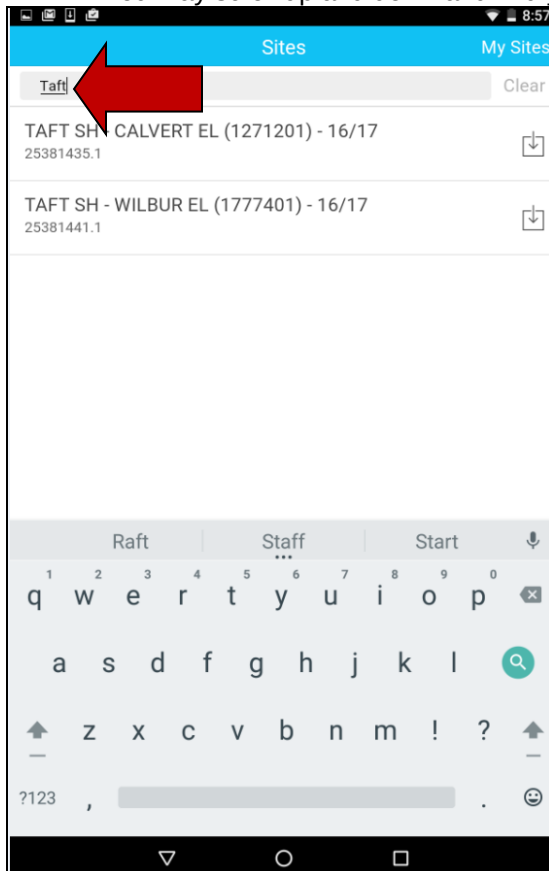




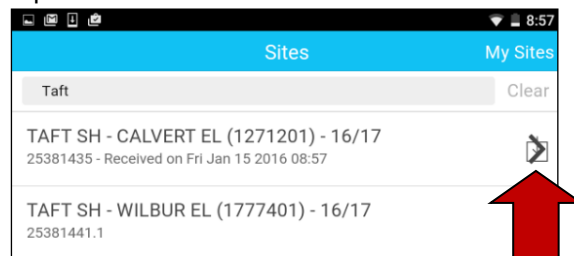
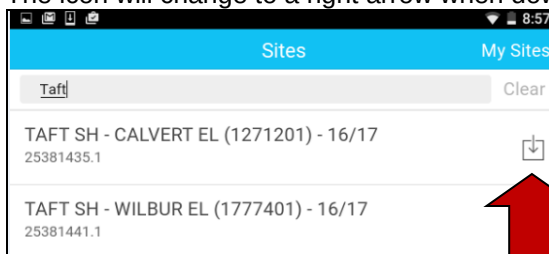
## How to perform a SARC Inspection on the mobile SARC application

There are a couple of ways to filter for your site(s) and select for download.

- You may type in the search field for your site name, complex, cost center, or work order number.
- You may scroll up and down and find your site.



Once you have identified the site(s) you want to download, press on the download icon to the right of the site(s). The icon will change to a right arrow when download is complete.





## How to perform a SARC Inspection on the mobile SARC application

To view all of the sites that you have downloaded and/or to start an inspection, press the **My Sites** button.



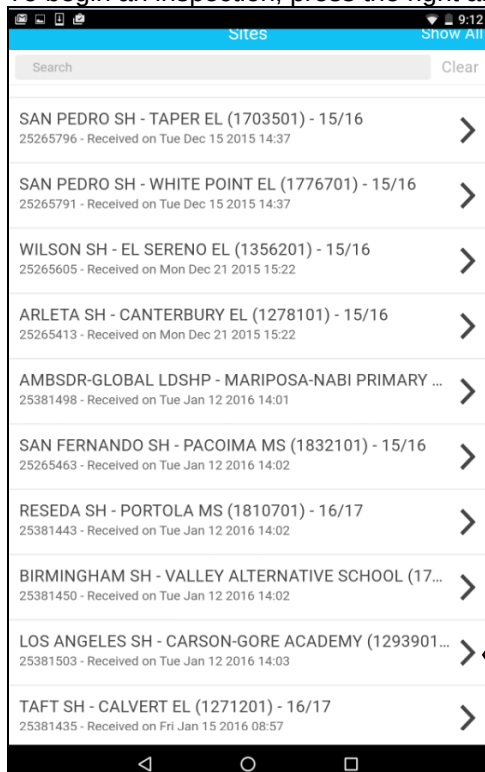
The page will refresh and all sites that you have downloaded will appear.



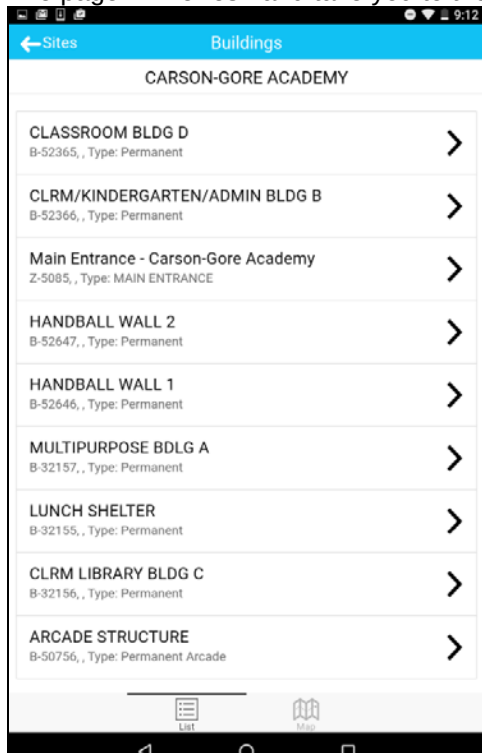


### Step 3: Begin Inspection

To begin an inspection, press the right arrow icon of the site you would like to inspect.



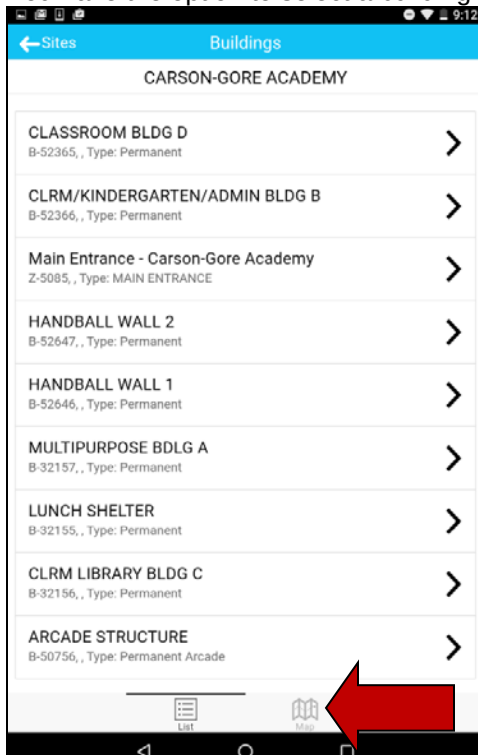
The page will refresh and take you to the buildings/spaces available to be inspected for the site.



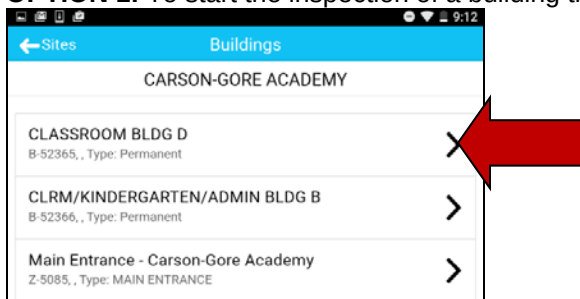


How to perform a SARC Inspection on the mobile SARC application

You have the option to select a building for inspection through the **List View** or **Map View** of the buildings.



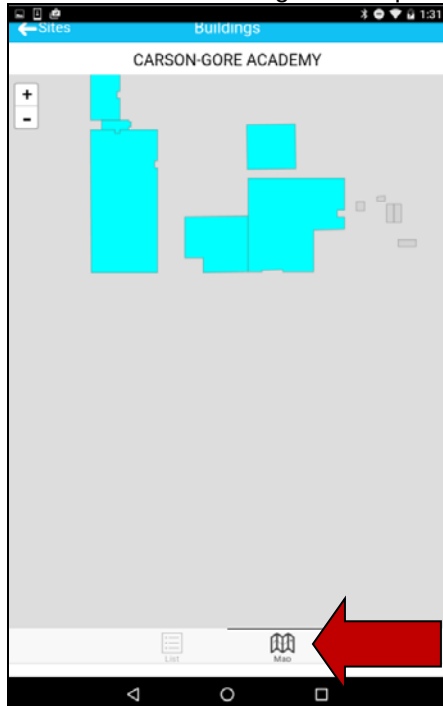
**OPTION 1:** To start the inspection of a building through the **List View** (default), press the right arrow button.





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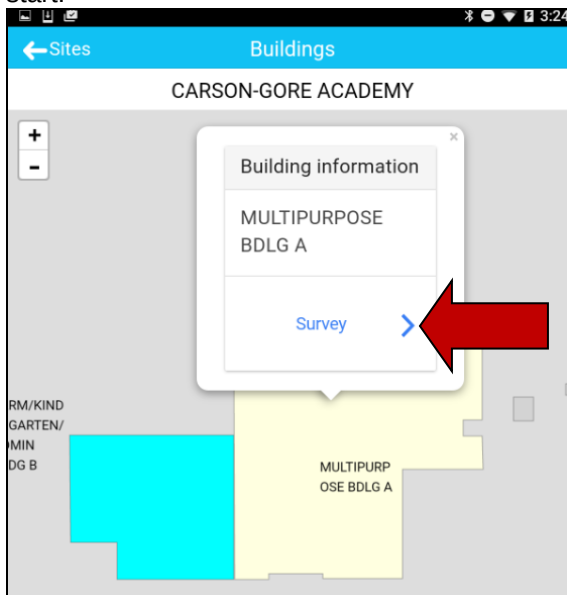
**OPTION 2:** To select a building through the **Map View**, press the **Map** icon. You will then be taken to a map view of all of the buildings that require inspections.



Buildings are color coded by the following:

|        |                                                                                                                                                           |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blue   | Buildings/spaces that have not been inspected.                                                                                                            |
| Orange | Buildings/spaces that have started inspection but not been completed.                                                                                     |
| Green  | Buildings/spaces that have completed inspection.                                                                                                          |
| Gray   | Buildings/spaces that share the same supersite but does not belong to selected cost center.<br>You cannot inspect building/spaces that are coded in gray. |

To start the inspection of a building through the **Map View**, pinch and zoom to the building you want to inspect and press a field within the building. A **Building Information** popup will appear; press the **Survey** button to start.







#### Step 4: Adding Deficiency

For each building, we have inserted in parenthesis the number of rooms/spaces/restrooms we have on record in CAFM. This is used for referenced only. You are responsible to input the total amount of rooms/spaces (habitable) that you inspected in this location. To increase the room/space/restroom count per your inspection, press the plus icon.

To identify a deficiency, press the plus icon on the **Deficiencies** bar.

Select the appropriate deficiency under the **Deficiency** list and then the appropriate **Deficiency Type**.



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In the **Comments** box, enter a description of the location(s) and nature of deficiency. If the deficiency affects more than one room/space, adjust the **Affected Room/Spaces Count**. The deficiency will have a predefined Route, if you would like to re-route the work order to the CPM, press the **Route WO to CPM** button. When done, press on the **Save** button. The deficiency will now appear in the Deficiencies list.

The first screenshot shows the 'Deficiency' form with the following fields: 'Select deficiency' (3. Windows / Doors / Gates), 'Select deficiency type' (C. Broken doors or sticking doors), 'Comments' (Door sticking in room 6), 'Route' (Door Needs Repair or Replacing), 'Priority', 'Affected Room/Space Count' (1), 'Do Not Create Wo' (unchecked), and 'Route WO to CPM' (unchecked). A red arrow points from the 'Comments' field to the 'Deficiencies' list in the second screenshot. Another red arrow points from the 'Save' button to the 'Deficiencies' list. The second screenshot shows the 'Deficiencies' list for 'CLASSROOM BLDG D' with the following counts: 'Inspected Room/Space Count (21)' (1) and 'Inspected Restroom Count (9)' (0). The 'Deficiencies' list shows '3. Windows / Doors / Gates' and 'C. Broken doors or sticking doors - 3'. A red arrow points from the 'Deficiencies' list to the 'Comments' field in the first screenshot.

### Step 4A: Other Deficiency Types

If you identified a deficiency that is not listed on the **Deficiency** list, you may select "**Z. Other deficiency**" from the list. Enter the details of the deficiency in the **Comments** section (required field).

The first screenshot shows the 'Deficiency' form with the following fields: 'Select deficiency' (3. Windows / Doors / Gates), 'Select deficiency type' (Z. Other deficiency), 'Comments' (Old door need to be replaced in room 10), 'Route' (CPM Facilities Assessment Deficiency), 'Priority' (3), 'Affected Room/Space Count' (1), 'Do Not Create Wo' (unchecked), and 'Save' button. A red arrow points from the 'Comments' field to the 'Deficiency' list in the second screenshot. The second screenshot shows the 'Deficiency' list for 'CLASSROOM BLDG D' with the following counts: 'Inspected Room/Space Count (21)' (1) and 'Inspected Restroom Count (9)' (0). The 'Deficiency' list shows '3. Windows / Doors / Gates' and 'Z. Other deficiency - 3'. A red arrow points from the 'Deficiency' list to the 'Comments' field in the first screenshot.



## How to perform a SARC Inspection on the mobile SARC application

When the **"Other deficiency"** type is selected, the route will **default** to CPM Facilities Assessment Deficiency, however, you do have the ability to change the route by pressing on the **Route** drop down button.

This screenshot shows the 'Deficiency' form. The 'Route' dropdown menu is highlighted with a red arrow, showing the default selection 'CPM Facilities Assessment Deficiency'.

This screenshot shows the 'Deficiency' form with the 'Route' dropdown menu open. A red arrow points to the menu, which lists several options: 'CPM Facilities Assessment Deficiency', 'Other Plumbing Repairs', 'Other Welding Repairs', 'Other Carpentry Repairs', and 'Other Glass'.

Next, select the appropriate **Priority**, **Affected Room/Space Count** and **Save**. The deficiency will now appear in the **Deficiencies** list.

This screenshot shows the 'Deficiency' form. The 'Priority' dropdown menu is highlighted with a red arrow, showing the default selection '3'.

This screenshot shows the 'Deficiency' form. The 'Save' button is highlighted with a red arrow, indicating the next step in the process.

This screenshot shows the 'Deficiencies' list. The newly added deficiency is visible at the bottom of the list, with a red arrow pointing to it. The list is titled 'CLASSROOM BLDG D' and includes fields for 'Inspected Room/Space Count (21)' and 'Inspected Restroom Count (9)'. The deficiency entry shows '3. Windows / Doors / Gates' and 'C. Broken doors or sticking doors - 3'.



#### Step 4B: Do Not Create WO checkbox / Priority 5 Deficiencies

If you know that a work order has already been generated for this deficiency, you may check the **Do Not Create WO** button. If this box is checked, a **Work Order #** field will appear and you are required to enter the work order number that was created for this deficiency before you can **Save** the record.

Deficiency

Select deficiency  
3. Windows / Doors / Gates ✓

Select deficiency type  
Z. Other deficiency ✓

Comments  
Need new door on room 9

Route  
CPM Facilities Assessment Deficiency

Priority  
1

Affected Room/Space Count  
1

Do Not Create Wo ☒

Work Order#

Save

Deficiency

Select deficiency  
3. Windows / Doors / Gates ✓

Select deficiency type  
Z. Other deficiency ✓

Comments  
Need new door on room 9

Route  
CPM Facilities Assessment Deficiency

Priority  
3

Affected Room/Space Count  
1

Do Not Create Wo ☒

Work Order#  
23456869

Save

If the **Priority** of the deficiency is **5** (Emergency); you are required to enter the **work order number** before you can **Save** the record.

Deficiency

Select deficiency  
3. Windows / Doors / Gates ✓

Select deficiency type  
Z. Other deficiency ✓

Comments  
Need new door on room 9

Route  
CPM Facilities Assessment Deficiency

Priority  
5

Affected Room/Space Count  
1

Do Not Create Wo ☐

Work Order#

Save

Deficiency

Select deficiency  
3. Windows / Doors / Gates ✓

Select deficiency type  
Z. Other deficiency ✓

Comments  
Need new door on room 9

Route  
CPM Facilities Assessment Deficiency

Priority  
5

Affected Room/Space Count  
1

Do Not Create Wo ☐

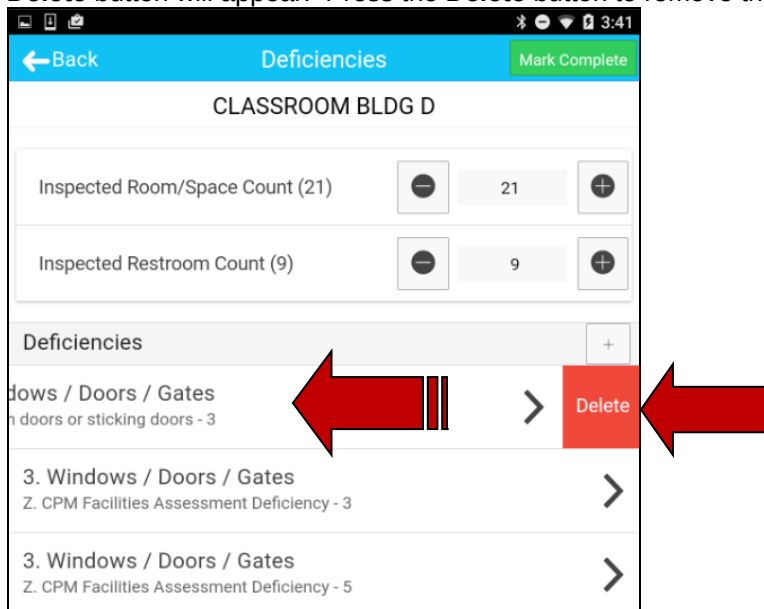
Work Order#  
12345678

Save



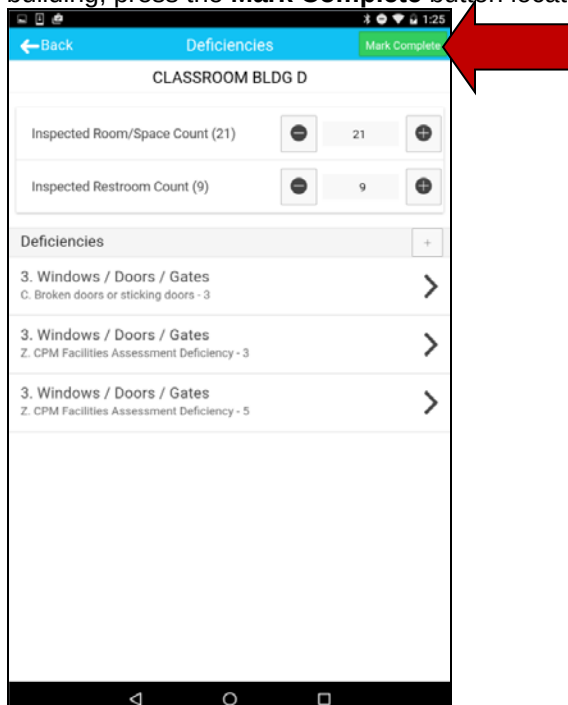
### Step 4C: Deleting a Deficiency

If you added a deficiency by mistake and would like to delete it, swipe the deficiency from right to left. A **Delete** button will appear. Press the **Delete** button to remove the deficiency.



### Step 5: Completing a Building

Continue to add Deficiencies to the building (if applicable), when all of the deficiencies are identified against the building, press the **Mark Complete** button located in the top right corner of the screen.

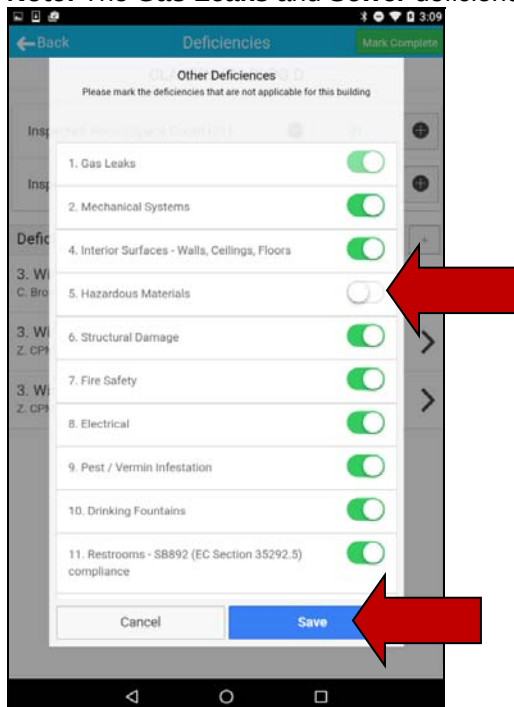




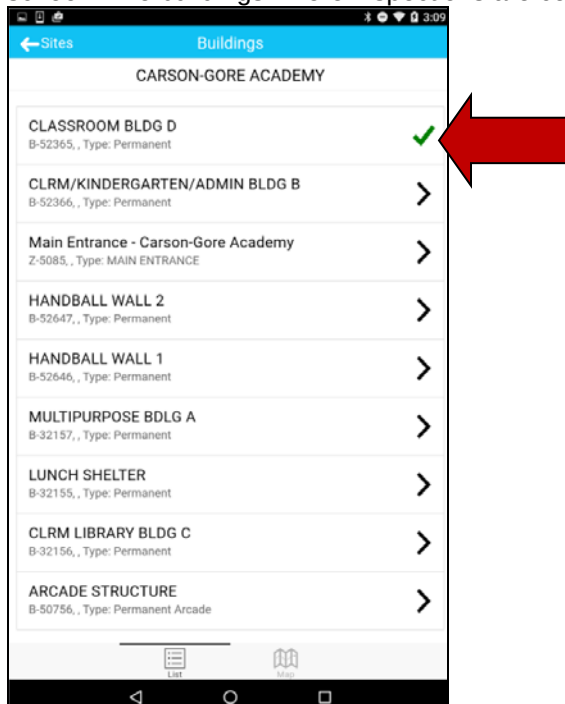
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You will then be asked to choose deficiencies that are **Not Applicable** for the building. If the deficiency does not apply to the building, press the circle to turn off a deficiency. Press on the **Save** button when finish.

**Note:** The **Gas Leaks** and **Sewer** deficiencies cannot be turned off as it applies to all buildings/locations.



After pressing on the **Save** button for a particular building, you will be taken back to your list of buildings for the school. The buildings where inspections are complete will have a green check box icon to the right of it.

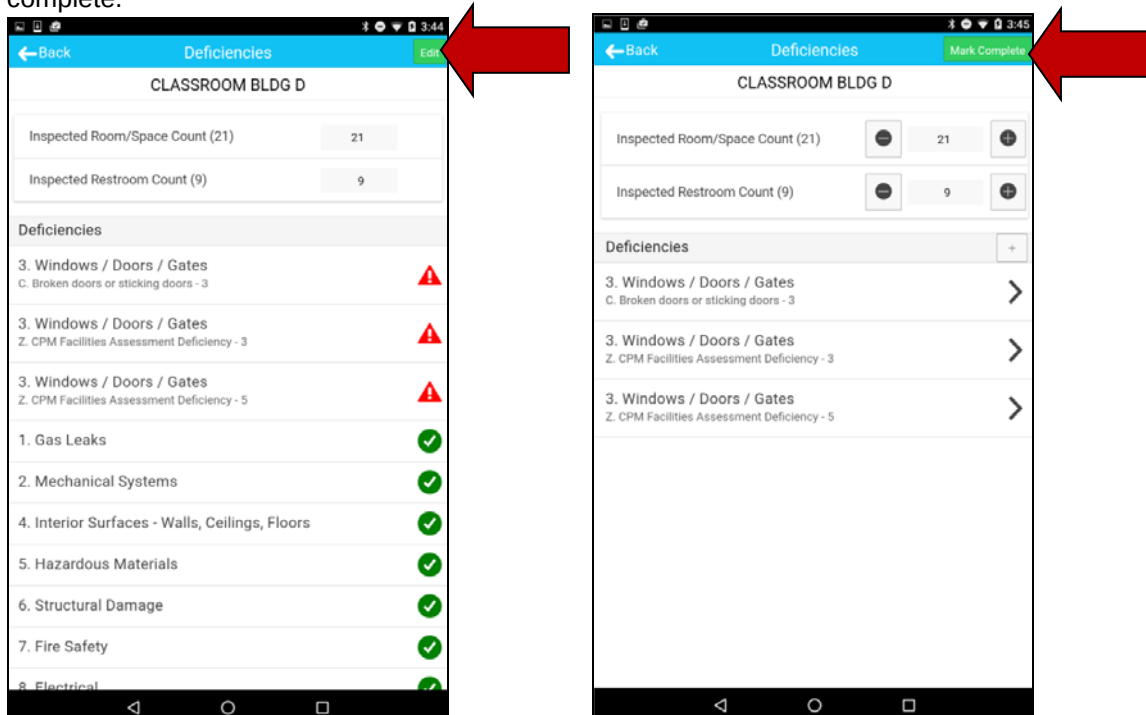


Continue to perform each steps for all buildings listed for the school.



## Step 6: Editing a Completed Building Inspection

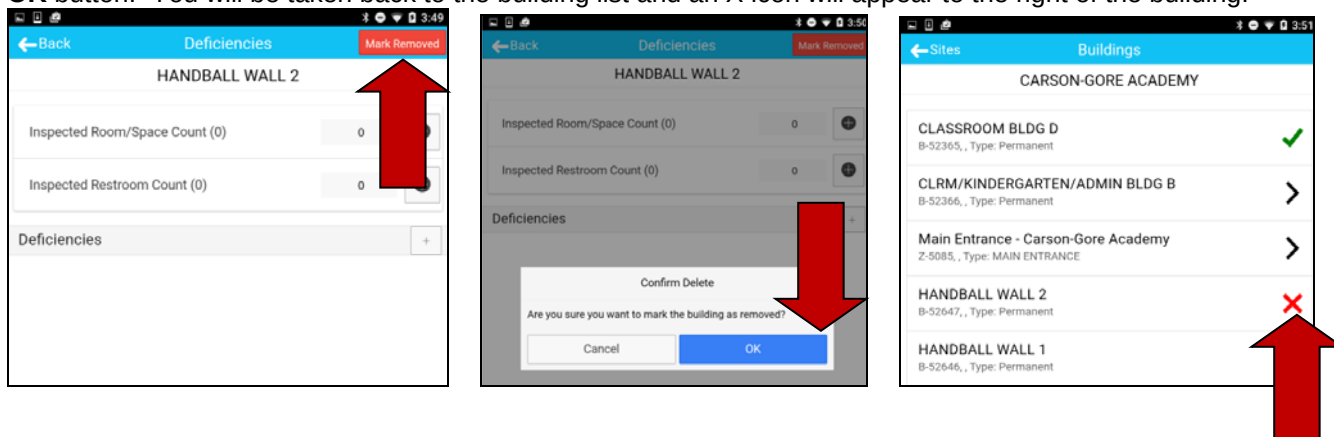
If you made a mistake and/or identified new deficiencies on a building that you have completed (prior to submitting the entire site as complete), you may edit the inspection by going back to the building record and pressing on the **Edit** button. You will have the option to add/remove deficiencies and re-marking the building as complete.



## Step 7: Mark Building as Removed

If there is a building listed on the “Buildings” screen, but you are not able to locate the building at the site and or do not believe should be inspected, you may mark the building as removed.

Select the building and press the **Mark Remove** button. A **Confirmed Delete** window will appear, press on **OK** button. You will be taken back to the building list and an X icon will appear to the right of the building.



**Note:** You can only mark a building for removal when both the Inspected Room/Space Count and Restroom Count are at zero.



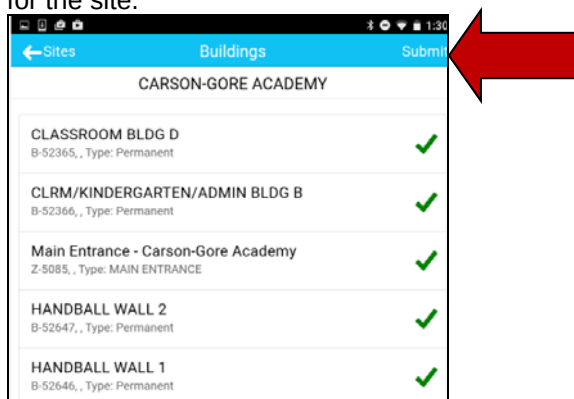
### Step 7A: Missing Building

If you identify a building at the site that should be inspected but it is not found in the application, send an email to Rick Peterson ([Richard.peterson@lausd.net](mailto:Richard.peterson@lausd.net)) and provide him with the missing building information. If valid, he will assist you with adding the building to the application and provide you with instructions on how to download the newly added building(s).

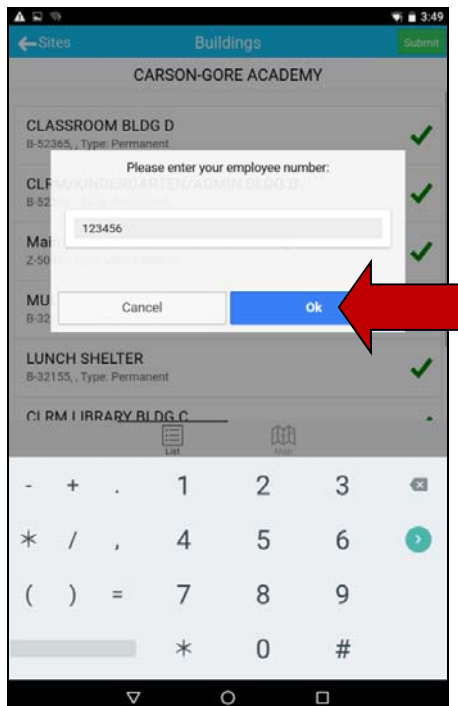
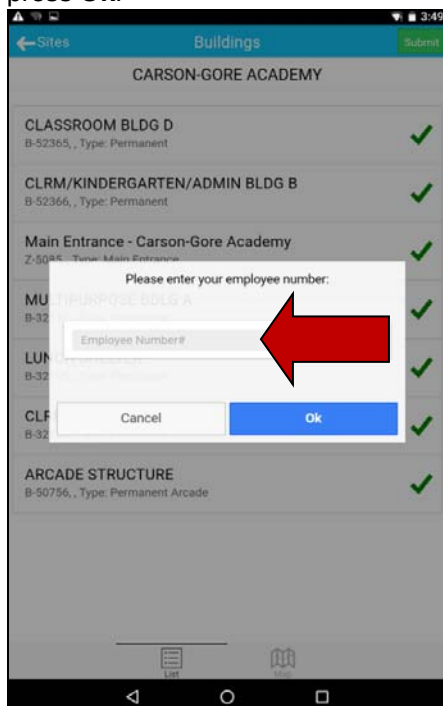
### Step 8: Complete Inspection and Submit Data Back to Maximo

The following steps require access to a District WIFI network connection. See page 1 for instructions.

When all of the buildings have been inspected, there will be a green checkmark and/or a red X to the right of each building. A **Submit** button will appear on the top right corner. Press **Submit** to complete the inspection for the site.



A **Please enter your employee number** window will appear. Enter your employee number in this field and press **Ok**.

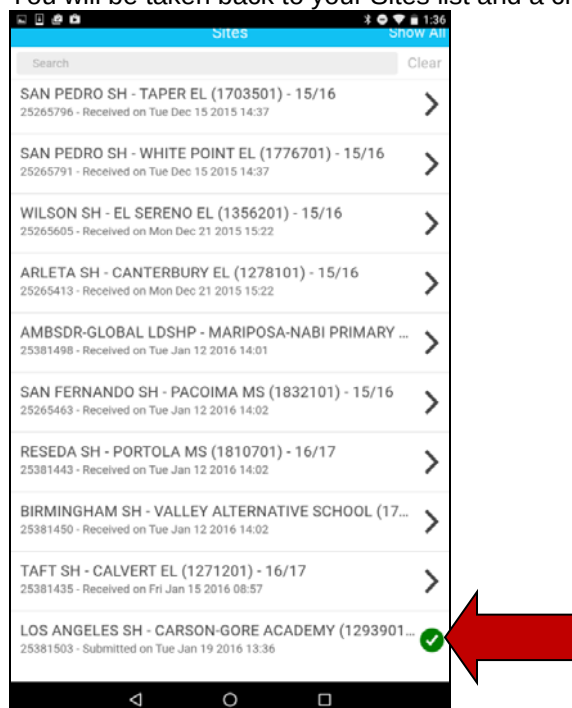






How to perform a SARC Inspection on the mobile SARC application

You will be taken back to your Sites list and a check box icon will appear to the right of the school.



**Note:** You are unable to make any changes after you have submitted a school.

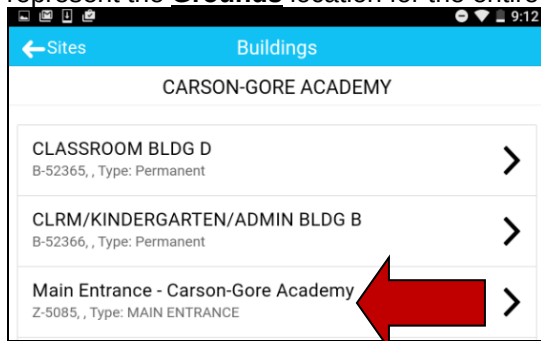
Congratulations, you have just completed a SARC inspection for a school. Repeat steps for next school.



## ADDITIONAL NOTES

### 1. Grounds Location

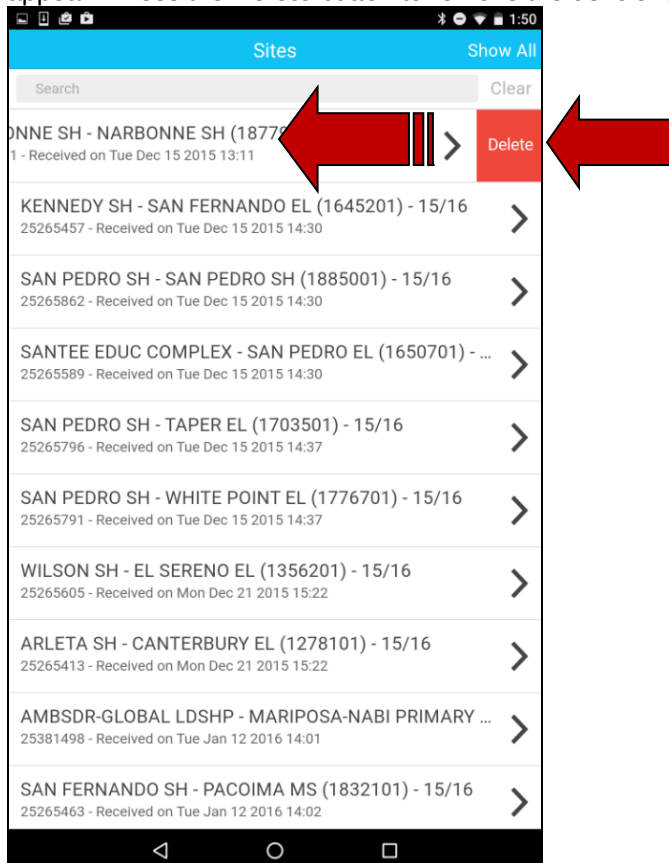
The location titled **“Main Entrance or similar”** with a CAFM location number starting with (Z-####) will represent the **Grounds** location for the entire site.



### 2. Delete School from My Sites

If you have completed a school site inspection and/or downloaded the incorrect school and would like to remove it from your school list, you may delete the school by performing the following.

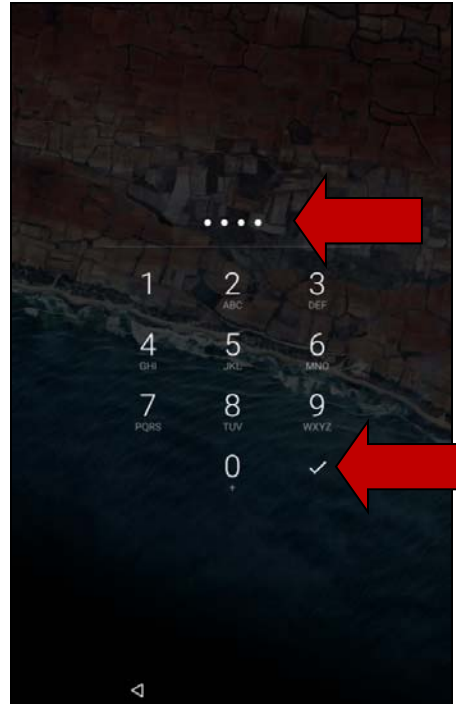
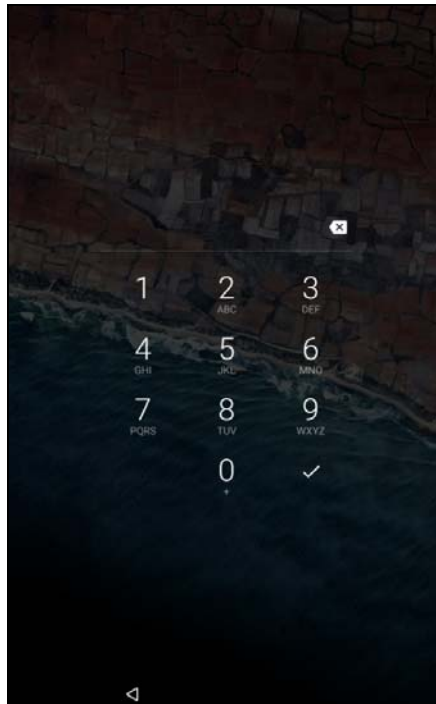
On the school that you would like to remove, swipe the row from right to left. A **Delete** button will appear. Press the **Delete** button to remove the deficiency.





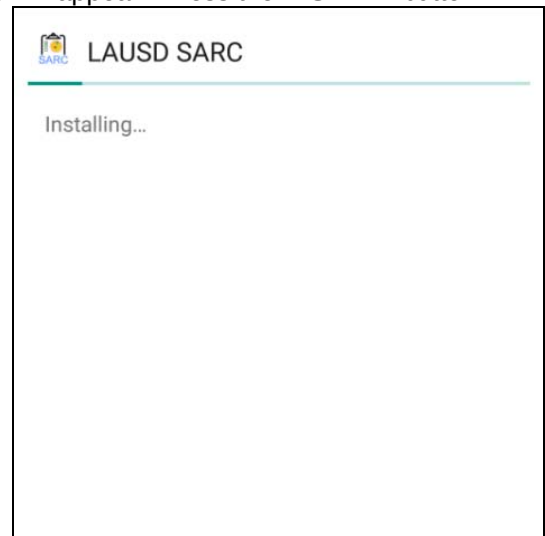
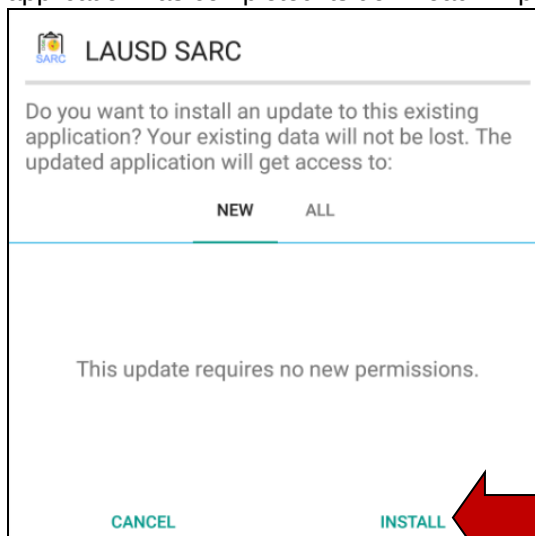
### 3. Screen Lock-out Passcode

If you are locked out of your tablet, enter the default passcode 0000. Press the checkbox when done to unlock.



### 4. Application Update

There may be incidents where the application needs to be updated due to an enhancement or bug fix. The updates are downloaded automatically when connected to a District WIFI network. When the application has completed its download. A pop up will appear. Press the **INSTALL** button



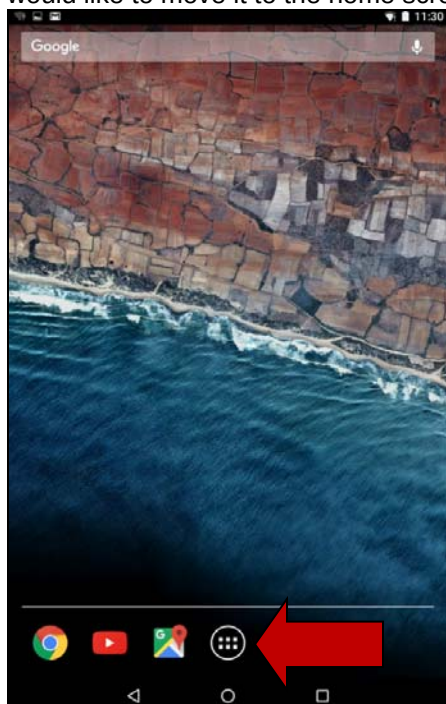


## How to perform a SARC Inspection on the mobile SARC application

When the application completes its update/install. You may either press **DONE** to close the window or **OPEN** to open the application.



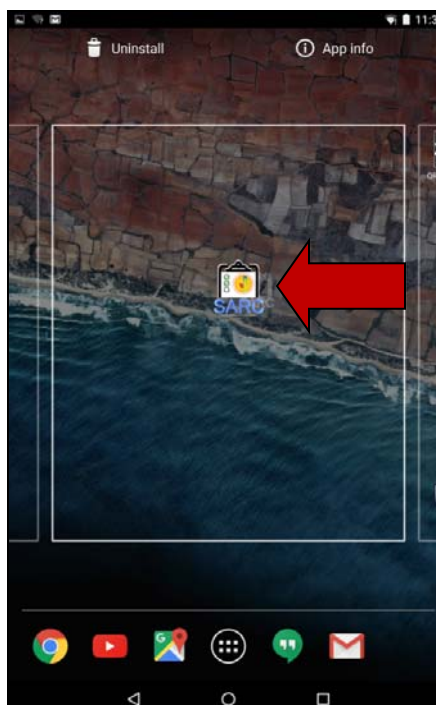
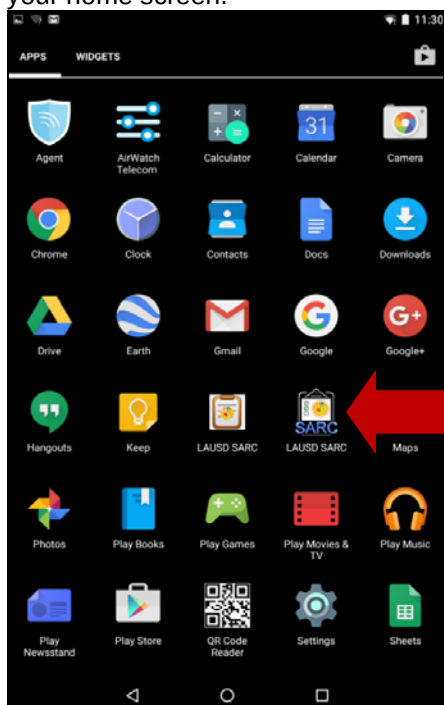
**NOTE:** After an update, the application will may not appear in the home screen. If that occurs and you would like to move it to the home screen, press the All Applications button.





## How to perform a SARC Inspection on the mobile SARC application

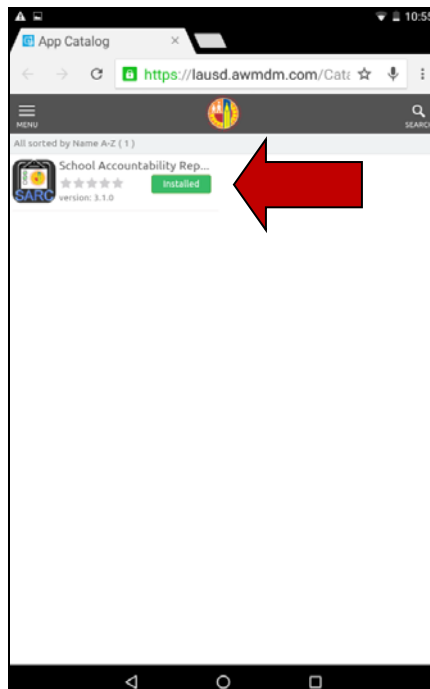
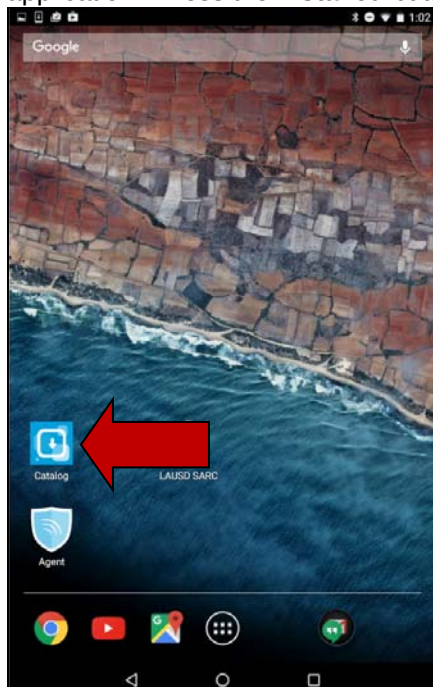
The application will be sorted alphabetically by name. Press and hold the application and drag it to your home screen.



### 4A: Manual Application Update

If an update was made but you did not receive a popup window to install, you may manually download the update by performing these actions.

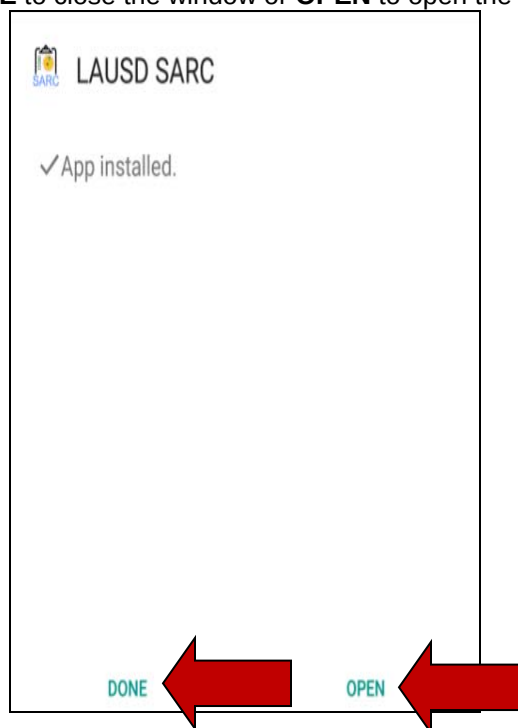
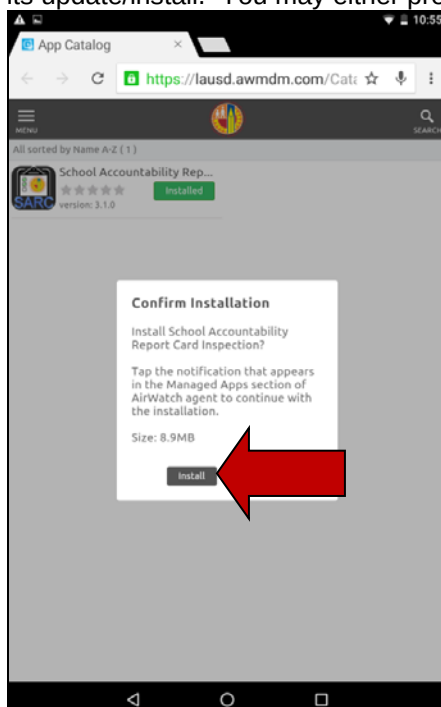
Open the **Catalog** application. The application will open up the browser and display the SARC application. Press the **Installed** button.





## How to perform a SARC Inspection on the mobile SARC application

A **Confirm Installation** window will appear. Press the **Install** button. When the application completes its update/install. You may either press **DONE** to close the window or **OPEN** to open the application.



Should you have any questions on this guide, please contact Rick Peterson ([richard.peterson@lausd.net](mailto:richard.peterson@lausd.net) / 213-241-6274), Danny Lu ([danny.lu@lausd.net](mailto:danny.lu@lausd.net) / 213-241-1121), Mark Merrick ([mark.merrick@lausd.net](mailto:mark.merrick@lausd.net) / 213-241-8620), or John Herweg ([john.herweg@lausd.net](mailto:john.herweg@lausd.net) / 213-241-1127).