



Los Angeles Unified School District

Maintenance & Operations

Facilities Cleanliness Inspections /
Plant Manager Review and Response



LAUSD Maintenance and Operations Facilities Cleanliness Inspections / Plant Manager Review and Response Guide

Background: To provide a more efficient method of tracking and reviewing Custodial site observations and inspections.

The **Facilities Cleanliness Inspections / Plant Manager Review Application** is designed for a Plant Manager to easily retrieve, review and respond to Monthly, Annual and/or Follow-up Custodial Inspections.

Step 1: Email Notification and Report Review

When a Facilities Cleanliness Inspection is submitted by the inspector. An email notification will be sent to the Plant Manager (or Designee). In the body of the email, click on the link to view/review the Inspection report.

Note: By accessing the link, you acknowledge that you have received and read the inspection report. You are required to review all inspection reports from your school site.

Sample Email

From: DOUGLAS.ANDERSON@lausd.net [mailto:DOUGLAS.ANDERSON@lausd.net]
Sent: Monday, August 15, 2016 8:46 AM
To: Espinosa, Carlos <cve8029@lausd.net>; Pizano, Joe <joe.pizano@lausd.net>; Smith, Geoffrey <geoffrey.smith@lausd.net>; Nila, Nancy <nancy.nila@lausd.net>
Cc: Anderson, Douglas <douglas.anderson@lausd.net>
Subject: Custodial Inspection Report #413 for FRIES EL

Plant Manager,

On 08/15/2016, DOUGLAS.ANDERSON made Other custodial inspection at FRIES EL
You may access the report by clicking on the link below:

http://fac-apex.lausd.net/pls/apexaos/f?p=825:2:0::NO:2:P2_MAIN_ID:413

Read the report, and make all suggested corrections.
Follow up inspection is scheduled for: 08/16/2016

By accessing the link above, you acknowledge that you have received and read this report.
Please contact your AOS if you have any questions about the report findings and corrective actions, or if you are having trouble accessing the report.

You will be taken to a login screen. Log in with your District Single Sign-On and click on the **Log In** button.

Log In

Username

Password

The inspection details will appear. You may view the details of the inspection in the body of the report or you may also print a PDF copy of the report by clicking on the **Print PDF** icon.

AOS Reports

Home

AFSD List

OPM List

Analyst List

RFD List

Inspection Detail

ID	Created Date	Inspection Type	Complete	Need FollowUp	Followup Date	MNO Area	School Name	Cost Center	Submitted By
383	09-AUG-2016 09:29PM	Monthly	☒	☒	25-AUG-16	AREA-C1	42ND ST EL	0001395901	DANNY.LU

Original Id

Comments



The report will appear. Click on the printer icon to print the report. Click back to go back to the previous page.

Los Angeles Unified School District - Maintenance & Operations
Custodial Site Inspection Report
Inspection ID: 413

M/O Area	School Name	Cost Center	Inspection Type	Recipient (Plant Manager)	Inspected Date	Submitted	Inspected By
AREA-S2	FRIES EL	0001401401	Other	Espinosa, Carlos	8/15/2016 08:43:25 AM	8/15/2016 08:45:08 AM	DOUGLAS, ANDERSON

Comments
This is a test please disregard if you receive this email report.

Findings and Corrective Actions

Other Areas (Library, Assembly, Dining, Gym Shops)

other

- Fire extinguisher out of date in areas noted in comments below. Monthly inspection required, including signature and date of inspection.
- Inoperable fire extinguisher or no fire extinguisher(s) in locations noted in comments below, need to be replaced.
- Lights were burned out. All burned out lights must be changed on an ongoing basis. If they do not turn on please tag them and make a Service Call to have them repaired.
- Teachers dining area floor is dirty, floors need to be swept and mopped daily.
- The carpeted areas require cleaning. Clean this area as needed to maintain a neat appearance.
- The hard surface floors in the locations noted in the comments are in need of scrubbing and resealing. Schedule this work with your administrator for a convenient time during a break in the school schedule, and contact your AOS with the scheduling information.
- The hard surface floors in this area are dirty. Sweep this area as indicated in the custodial schedule to maintain a neat appearance.

Based on the inspection report, you may or may/not be required to take corrective actions.

Step 2a: Corrective Action Response

Note: You must respond to all corrective action notices within 30 days of inspection date.

If the inspection calls out for a corrective action AND you (Plant Manager or Designee) have completed the corrective action, you must indicate so in the application.

In the application, click on **Respond** (located on the left section of the screen).

AOS Reports

Home

- AFSD List
- OPM List
- Analyst List
- RFD List
- PM List
- Respond**

Search: [] Go Rows: 50 Actions: []

The maximum row count for this report is 1,000 rows. Please apply a filter to reduce the number of records in your query.

	ID	Visit Date	Inspection Type	C	NF	Followup Date	PR	MNO Area	School Name
	3095	11/07/2016	Monthly	-	-	-	-	AREA-C3	ADAMS MS
	3094	11/07/2016	Other	-	-	-	-	AREA-S2	PURCHE EL
	3093	11/07/2016	Monthly	1	1	11/21/2016	-	AREA-S1	HUGHES EL



A list of school record(s) that required your corrective action will appear. Click on the one you would like to provide updates to.

☰

AOS Reports

Home

AFSD List

OPM List

Analyst List

RFD List

PM List

Respond

Select School

885 MOORE M/S/T ACAD

Cost Center: 0001231301

Inspector: Saldana, Ramon

Inspected: 30-AUG-16

Follow Up: 20-SEP-16

After clicking on the school record, the **Inspection Detail** will appear. The locations where corrective actions are required will be displayed.

☰

AOS Reports

Home

AFSD List

OPM List

Analyst List

RFD List

PM List

Respond

Inspection Detail

ID	Created Date	Inspection Type	Complete	Need FollowUp	Followup Date	MNO Area	School Name	Cost Center	Submitted By
885	30-AUG-16	Monthly	☒	☒	20-SEP-16	AREA-S1	MOORE M/S/T ACAD	0001231301	RX57308
Original Id		Comments							

Deficient Locations

Exterior Area

Classrooms

Restrooms

Administration and Records

Click on the location to view the deficiency and provide a response.

Deficient Locations

Exterior Area

Classrooms

Restrooms

Administration and Records



The list of detailed deficiency(ies) for that location will appear. Click on each of the deficiency to provide a response.

You will be taken to the **Respond to Deficiency** page. You have the option to check the **Completed** checkbox, provide comments and click on **Apply Changes** or click on **Cancel** to go back without saving.

After clicking on **Apply Changes**, the deficiency will be removed from the result set. Repeat step for each deficiency.



When all deficiencies at all locations have been marked completed, you will be taken back to your **Inspection Detail** page. In this page, you can add additional comments in the **PM Comments** section. Click **Update Inspection** to submit the information.

Note: The **Update Inspection** button will only appear if all deficiencies have been marked completed. When the **Update Inspection** button is clicked, an email will be generated to the Inspector and associated parties.

Congratulations, you have just completed your response to all deficiencies.

OPTIONAL

Step 2b: Corrective Action Response through Mobile Phone/Tablet

Web Application Accessibility: In order to respond through your Mobile Phone/Tablet device, you must establish a Wi-Fi connection with a District Wi-Fi network through your web enabled device.

From your web enabled device, perform the following:

1. **Turn on the Wi-Fi.** If you have an Android device, simply swipe down from the top of your screen. A Wi-Fi icon will appear, press this icon to turn on Wi-Fi. If that is unsuccessful or if you have an iOS (Apple device), simply go to the Settings application and select Wi-Fi.
2. **A list of available Wi-Fi networks will appear.** Select LAUSD
3. **Connect.** Connect to the LAUSD network per the following:

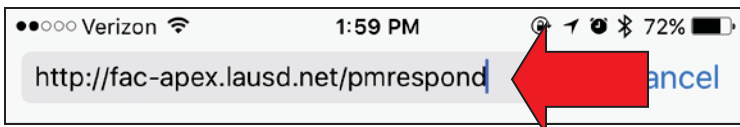
Network name:	LAUSD
Security:	No Change
EAP Method	PEAP
Phase 2 authentication	No Change
Identity:	Your single sign on username (e.g. danny.lu)
Anonymous identity:	Leave blank
Enter password:	Your single sign on password

The network name, identity and password will be saved to your device



In your browser (Chrome, Safari), type in the following address:

<http://fac-apex.lausd.net/pmrespond>



You will then be taken to a login screen.

Use single sign-on. Do not include @lausd.net

Username

Danny.lu

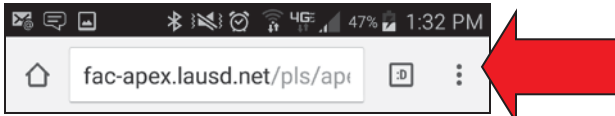
Password

.....

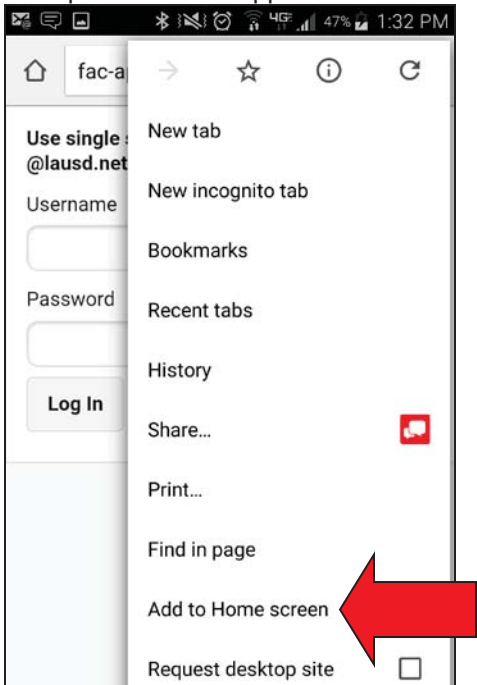
Log In

Tip: Create a shortcut icon to this webpage on your device. This will allow you to access the inspection response application without having to re-enter the URL address everytime.

Android Device: Press the 3 dot icon located on the top right corner.



A dropdown list will appear. Press the **Add to Home screen** button.

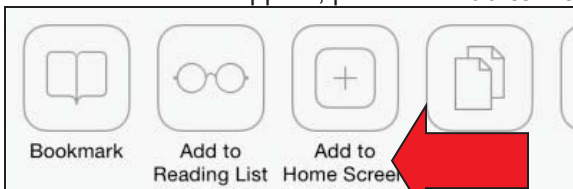




iOS (iPhone) Device: Press the menu icon.



A list of actions will appear, press the **Add to Home Screen** button.



Next, log in with your District Single Sign-on username and password and click the **Login** button.

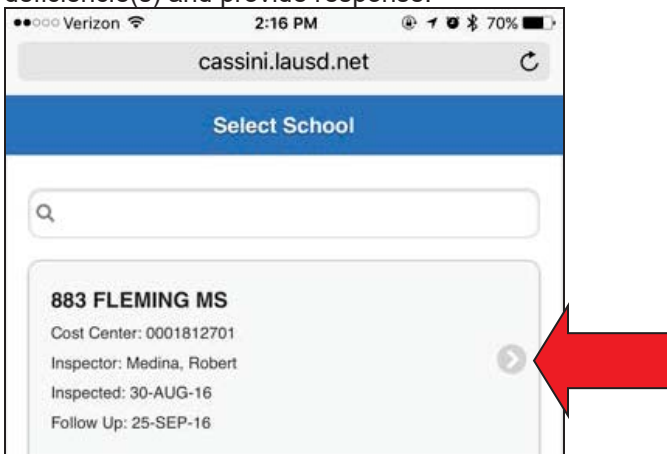
Use single sign-on. Do not include @lausd.net

Username
Danny.lu

Password

Log In

After you login, a list of your school(s) that require responses will appear. Click on a school to review the deficiency(ies) and provide response.





Next, you will be taken to the **Deficiency Types** screen. In this screen, you will see the types of deficiencies that require action. Click on the location type (e.g. Classrooms).

Verizon 2:16 PM 70%

cassini.lausd.net

Back to Home Deficiency Types

883
AREA-S2
FLEMING MS
0001812701
30-AUG-16
Monthly

Classrooms 1 >

Restrooms 1 >

Next, the deficiency details will appear. If you would like to complete this call, click on the right arrow button or click **Back to Inspection** to go back.

Verizon 2:16 PM 70%

cassini.lausd.net

Back to Inspection Classrooms Defici...

Classroom 170
Light bulbs are out

>

Next, check the **Completed** checkbox, enter comments if applicable and click on **Apply Changes**.

Verizon 2:16 PM 70%

cassini.lausd.net

Respond to Classr...

Classroom 170
Light bulbs are out

☒ COMPLETED

Light bulbs replaced

Cancel Apply Changes

Repeat step for each deficiency.



When all deficiencies at all locations have been marked completed, you will be taken back to the **Deficiency Types** page. In this page, you can add additional comments in the **PM Comments** section and click **Update Inspection** to submit the information.

Verizon 2:17 PM 70%

cassini.lausd.net

Back to Home Deficiency Types

883
AREA-S2
FLEMING MS
0001812701
30-AUG-16
Monthly

No Data Found

PM Comments
All deficiencies completed

Update Inspection

Note: The **Update Inspection** button will only appear if all deficiencies have been marked completed. When the **Update Inspection** button is clicked, an email will be generated to the Inspector and associated parties.

Congratulations, you have just completed your response to all deficiencies.

Questions?

First stop, let your AOS know about any issues. AOSs may contact Douglas Anderson (douglas.anderson@lausd.net / 213-241-0342) or Edward Sanchez (edward.sanchez@lausd.net / 213-241-0381) with user issues that cannot be solved in the field.