

Post Date: 3/15/18



Los Angeles Unified School District

Maintenance & Operations
Furniture Condition Survey Application



LAUSD Maintenance and Operations Furniture Condition Survey Application Guide

Background: The intention of the furniture Condition Survey is to assess the condition of student classroom furniture on campus.

Survey Guidelines:

- Assess basic classroom **student tables and chairs only in general classrooms (no kidney and activity tables)**. No specialized classroom furniture (such as science, computer, art, etc...). No teacher desk and chair.
- Log quantities of Category S (Safety) or O (Obsolete) furniture in each classroom.

Category S Criteria - Safety

- ☐ Desk/chair combo with tablet arm
- ☐ Folding tables/chairs
- ☐ Loose (taped) and missing screws and rivets.
- ☐ Loose, worn or frozen connections restricting adjustability of tables
- ☐ Broken welds
- ☐ Unstable overall, causing movement
- ☐ Broken elements (seats, legs, frames, tops, book boxes)
- ☐ Failing, sheared and worn laminates
- ☐ Jagged edges

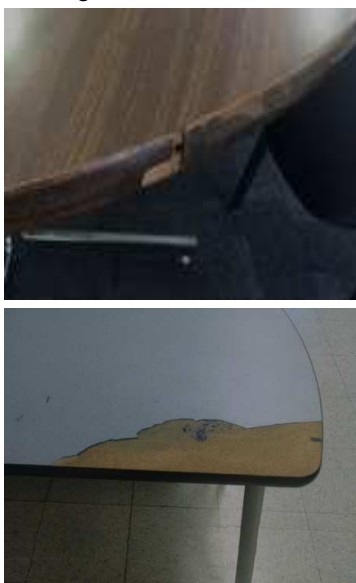
Desk/chair Combo with Tablet Arm



Broken elements (seats, legs, frames, tops, etc...)



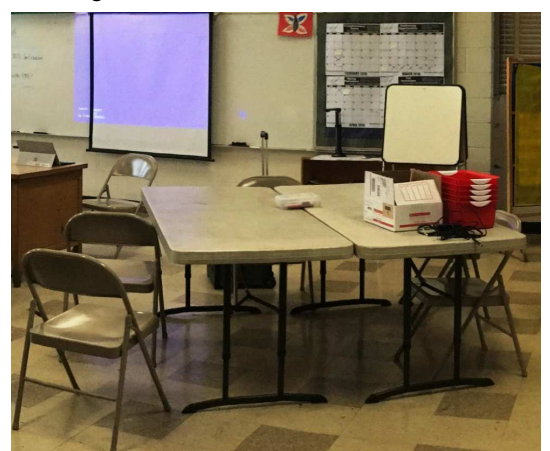
Peeling/Sheared Laminates



Loose and missing legs



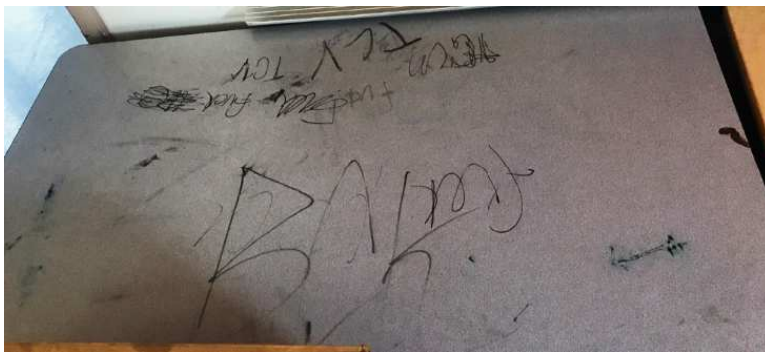
Folding tables/Chairs as classroom furniture



Category O Criteria - Obsolete

- ☐ Tagging visible
- ☐ Carving visible
- ☐ Heavy, not flexible and not easily reconfigured for instructional approaches
- ☐ Incompatible with instructional function (random oversized desks or tables)
- ☐ Wrong height for age
- ☐ Mismatched furniture in room
- ☐ Broken or missing foot glides
- ☐ Missing book boxes/tray
- ☐ Aged Table

Tagging/Carving Visible



Mismatched Chair Height



Aged Table



Broken/Missing Glides



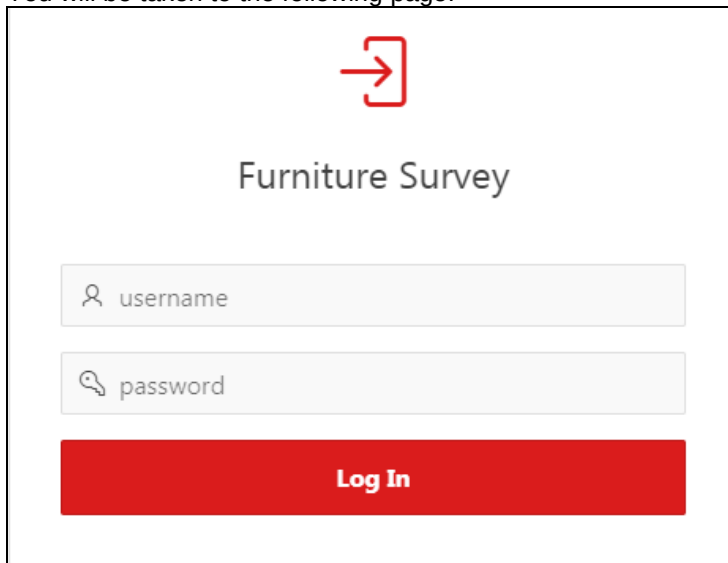


PRINT SCHOOL SURVEY FORM

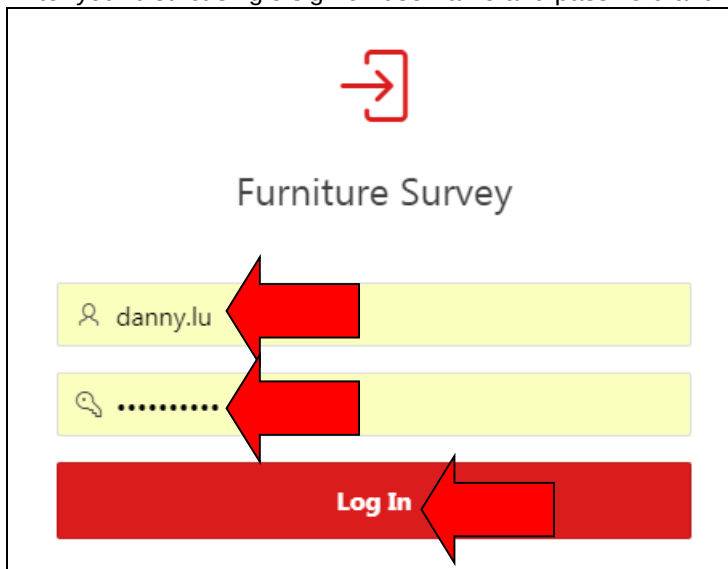
Step 1: Login to Furniture Survey Application

In a web browser (for example, Internet Explorer, Chrome, FireFox), type in the following URL:
<http://facapps.lausd.net/ords/f?p=1400>

You will be taken to the following page.

A screenshot of the "Furniture Survey" login page. At the top center is a red icon of a right-pointing arrow inside a square frame. Below it is the title "Furniture Survey" in a large, dark grey font. Under the title are two input fields: the first is labeled "username" with a small person icon to its left, and the second is labeled "password" with a small key icon to its left. Both fields are currently empty. Below these fields is a prominent red rectangular button with the white text "Log In".

Enter your district single sign on username and password and click on the **Log In** button.

A screenshot of the "Furniture Survey" login page, identical to the one above, but with red arrows indicating where to enter information. A red arrow points to the "username" field, which now contains the text "danny.lu". Another red arrow points to the "password" field, which now contains a series of dots ".....". A third red arrow points to the "Log In" button.



Step 2: Search for your school

You will be taken to the Furniture Condition Survey home page, in this page, you can print, enter/print your survey findings.

To print your school's Furniture Condition Survey form, search for your school in the search field. Type the name of your school in the search field and press enter.

The screenshot shows the 'Furniture Survey' application interface. A red arrow points to the search field where 'Saturn' has been entered. Below the search bar is a table with columns: Area, Cost Center, and School Name. The table lists several schools, including WIDNEY CAREER PREPARATORY & TRAN CTR, MARLTON, MCBRIDE SP ED CTR, ALTA LOMA EL, ANGELES MESA EL, ARLINGTON HTS EL, BALDWIN HILLS EL, BEETHOVEN EL, BRADDOCK DRIVE EL, BRENTWOOD SCI MAG, and BROCKTON EL. Each row has a pencil icon in the first column.

	Area	Cost Center	School Name
	AREA-C1	0001191401	WIDNEY CAREER PREPARATORY & TRAN CTR
	AREA-C1	0001194901	MARLTON
	AREA-C1	0001195201	MCBRIDE SP ED CTR
	AREA-C1	0001208201	ALTA LOMA EL
	AREA-C1	0001212301	ANGELES MESA EL
	AREA-C1	0001219201	ARLINGTON HTS EL
	AREA-C1	0001227401	BALDWIN HILLS EL
	AREA-C1	0001234201	BEETHOVEN EL
	AREA-C1	0001247901	BRADDOCK DRIVE EL
	AREA-C1	0001250701	BRENTWOOD SCI MAG
	AREA-C1	0001254801	BROCKTON EL

When your school appears on the list, click on the pencil icon.

The screenshot shows the 'Furniture Survey' application interface. A red arrow points to the pencil icon in the first column of the table. The table has columns: Area, Cost Center, and School Name. The table lists one school: SATURN EL. The first column has a pencil icon.

	Area	Cost Center	School Name
	C1	0001264401	SATURN EL

**Step 3: Print Survey Form**

You will be taken to the **School Information/Furniture Survey** Details of the school that you selected. To print the Survey Form, press the **Print PDF** button.

School Information

Area	Cost Center	School Name	PM Name	PM Email	Print PDF
AREA-C1	0001264401	SATURN EL	Sharmon Turner	slt8613@lausd.net	
Last Updated By	Last Updated On				

The **School Survey Form** will appear. Click on the **print icon** to print.

Los Angeles Unified School District

Existing Facilities
Maintenance & Operations

Furniture Condition Survey

Note: Do not count good furniture
Grade column must have some value. Select NA if Not Applicable.
S=Safety and O=Obsolete

School Info									
Area		Cost Center	School Name		PM Name		PM Email		
AREA-C1		0001264401	SATURN EL		Sharmon Turner		slt8613@lausd.net		
Last Updated By		Last Updated On							
Furniture Condition Survey									
Room & Grade			Table/Chair Combo	Single Desk Table		Double Desk Table		Chair	
Room #	Type	Grade	All	S	O	S	O	S	O
A-1558 / A1558X Floor 1									
22	School Set-Aside								
AA-1168 / X1168M Floor 1									
31	Pre-K								
32	Special Education								
AA-1222 / X1222M Floor 1									
29	Instruction								
30	Instruction								
AA-4278 / X4278Y Floor 1									
33	Instruction								
34	Instruction								
AA-4279 / X4279Y Floor 1									
35	Instruction								
36	Special Education								
AA-905 / X0905M Floor 1									
27B	School Set-Aside								
28	Instruction								
BUILDING A / 002CDF Floor 1									
10	School Set-Aside								
11	School Set-Aside								
12	School Set-Aside								

Mar 15, 2018 11:24 AM
Page: 1 of 2

Next, conduct site walk and survey the classrooms listed on the report. Hand write the findings on the form so that you can reference it when transposing it back online.

ENTER FURNITURE CONDITION SURVEY FINDINGS**Step 1: Login to Furniture Survey Application**

See page 3 of this guide for instructions.

Step 2: Search for your school

See page 4 of this guide for instructions.



Furniture Condition Survey Application

Step 3: Enter Furniture Condition Results

You will be taken to the **Furniture Survey** page for your specific school.

Furniture Survey

Grade column must have some value. Select NA if Not Applicable.

S=Safety and O=Obsolete

Q Go Actions Edit Save

Building, Floor Highlight Single A, HighlightGrade, highlight singledesk..., highlightChairA, highlightChairB

Room & Grade		Table Chair Combo	Single Desk Table		Double Desk Table		Chair		Notes	
Room# ↑	Type	Grade	All	S	O	S	O	S	O	Notes
Building: A-1558 / A1558X Floor: 1										
22	School Set-Aside		-	-	-	-	-	-	-	

For each building/classroom row, enter the following:

Field Name	Description
Grade	Specify the grade level of the classroom (K-12). If the classroom is occupied by multiple grade levels, select the highest and under notes, type in the individual grades that occupies the classroom. If the classroom is not occupied (e.g. a set aside) or not used by students, please select NA . Note: If NA is selected, you are not required to enter any remaining counts.
Table Chair Combo	Enter the number Table Chair combo in the classroom.
Single Desk Table (Category S)	Enter the number of Single Desk Tables that fall under Category S.
Single Desk Table (Category O)	Enter the number of Single Desk Tables that fall under Category O.
Double Desk Table (Category S)	Enter the number of Double Desk Tables that fall under Category S.
Double Desk Table (Category O)	Enter the number of Double Desk Tables that fall under Category O.
Chair (Category S)	Enter the number of Chairs that fall under Category S.
Chair (Category O)	Enter the number of Chairs that fall under Category O.
Notes	Explain use of classroom if NA is selected as Grade level. Identify total number of Folding Tables/Chairs (if applicable) Identify total number of Aged Tables (if applicable)

Save your entries by clicking on the **Save** button.

Furniture Survey

Grade column must have some value. Select NA if Not Applicable.

S=Safety and O=Obsolete

Q Go Actions Edit Save

Building, Floor Highlight Single A, HighlightGrade, highlight singledesk..., highlightChairA, highlightChairB

Room & Grade		Table Chair Combo	Single Desk Table		Double Desk Table		Chair		Notes	
Room# ↑	Type	Grade	All	S	O	S	O	S	O	Notes
Building: A-1558 / A1558X Floor: 1										
22	School Set-Aside	NA	-	-	-	-	-	-	-	Set-aside
Building: AA-1168 / X1168M Floor: 1										
31	Pre-K	K	5	3	2	3	3	4	2	1 folding table, 2 folding chairs
32	Special Education	2	0	2	2	1	3	3	4	-
Building: AA-1222 / X1222M Floor: 1										
29	Instruction	5	3	2	2	5	2	6	6	-

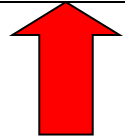


Furniture Condition Survey Application

When all rows have a value under **Grade**, the Completed column in the summary row will be marked with the word **"COMPLETED."**

	Area	Cost Center	School Name	PM Name	PM ID	PM Email	Completed?
	AREA-C1	0001264401	SATURN EL	Willie Bronner	00628613	wbb9475@lausd.net	COMPLETED

Congratulations! You have just completed the Furniture Survey.



If you have any questions on the survey itself (what falls under a Category S or O), please contact your Area Operations Supervisor or Operations Program Manager.

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Nelson Castro (n.castro@lausd.net / 213-241-8764), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), or John Herweg (john.herweg@lausd.net / 213-241-1127).