

Abatement Plan Template Upload & Download Process Training Manual

Prepared by:



S&CAP Production URL: <https://iamabqz0max03p.ia.doi.net/scap/>

Maximo Production URL:

<https://maximo.bia.gov/maximo/webclient/login/login.jsp?welcome=true>

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1 Overview: Abatement Plan Template Download & Upload Process in S&CAP

Note: These instructions are for S&CAP only. For those who do not have access to S&CAP, see the instructions in [Section 2](#) to download and fill out the Abatement Plan Template.

The Safety and Condition Assessment Portal (S&CAP) Abatement Plan Template Download & Upload Process applies to Safety (S, J, A, and H) Inspections.

Field Sites receive an Annual Safety and Health Inspection Report (Report) following their inspection by a Regional Safety Specialist. The deficiencies identified in the Report must have an Abatement/Correction Plan (Plan) established for each deficiency contained in the Report within 30 days of the finalization date of the inspection report.

The local Facilities Management Program (FMP) corrects the deficiencies of low cost (less than \$2,500) and complexity within 30 days. For deficiencies that the local FMP cannot correct within 30 days or whose cost is beyond local FMP budget capabilities, a Plan must be established.

For field Sites without IA-FMS (S&CAP) access, Plan templates are available in IA-FMS (Maximo) or from the Regional Facility Manager (RFM).

Once the local FMP manually completes the Plan, the FMP can take or submit the Plan to the RFM, or other regionally determined designee, for entry into IA-FMS (S&CAP).

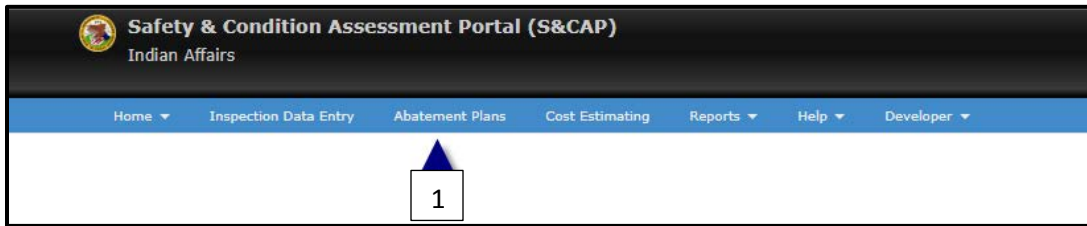
1.1 Objectives

- Learn to create an Abatement Plan in S&CAP
- Learn to download an Abatement Plan Template from S&CAP
- Learn to complete an Abatement Plan Template in Excel
- Learn to upload an Abatement Plan into S&CAP
- Learn to finalize an Abatement Plan in S&CAP

1.2 Create Abatement Plan in S&CAP

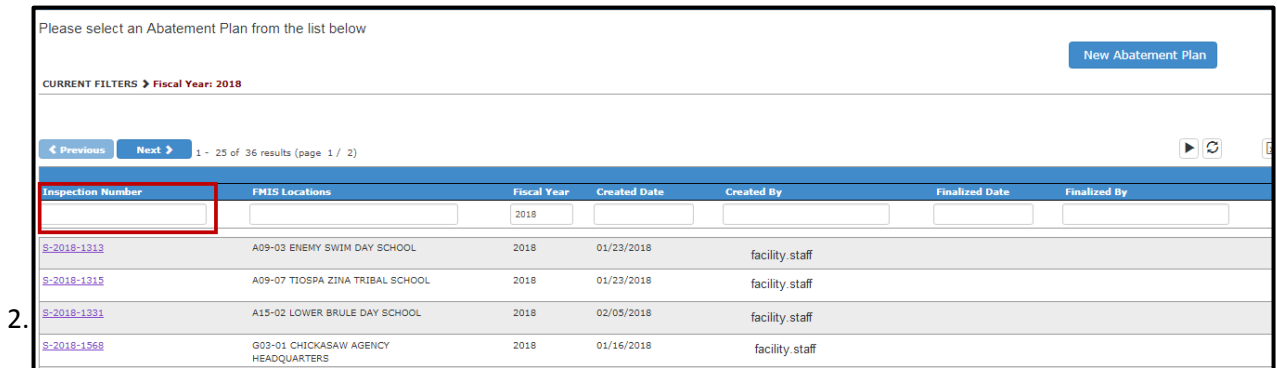
To create and fill out an Abatement Plan in S&CAP, a Safety Inspection must be in the status of Finalized. A user must be logged into S&CAP with as a Facility or Region Staff user. The Facility or Region Staff user required to fill out the Abatement Plan will be assigned the inspection that needs to be abated. The Facility or Region Staff user will then need to navigate to Abatement Plans in S&CAP to complete the Abatement Plan.

1. Select **Abatement Plans** on the menu bar in S&CAP (as a Facility or Region Staff user).



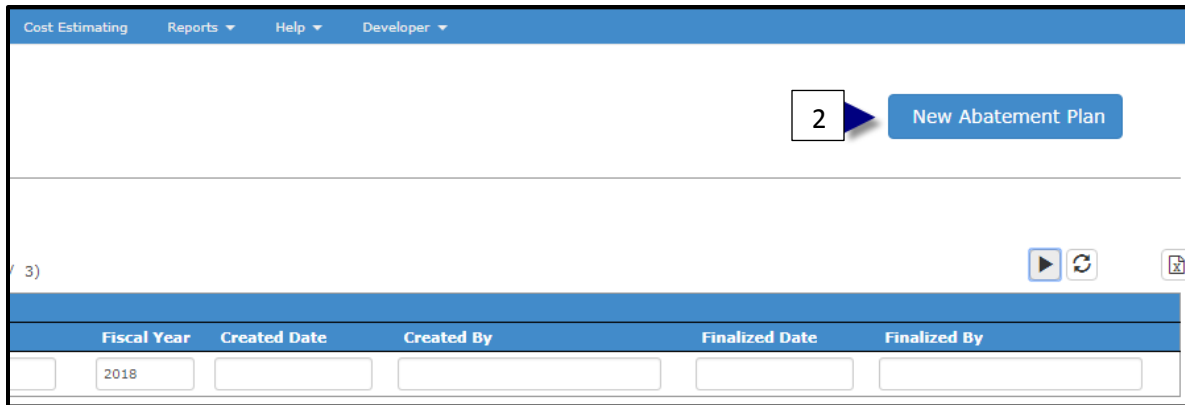
1. The Abatement Plan list Page will be displayed. The user can filter by the following fields to find the desired inspection:
 - Inspection Number
 - FMIS Locations
 - Fiscal Year
 - Created Date
 - Created By
 - Finalized Date
 - Finalized By

See step 5 if there is an existing Abatement Plan for an inspection number. If the Abatement Plan is not in the list, the user will need to create a new Abatement Plan, see step 2.

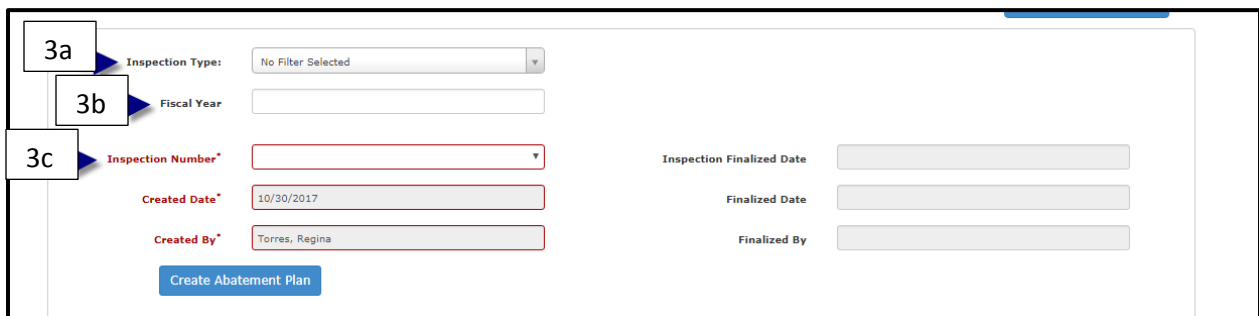


- 2.

lect the **New Abatement Plan** button on the top right corner of the page.



3. The New Abatement Plan page will be displayed.



The following fields are filterable on the New Abatement Plan page:

- 3a. Inspection Type
 - i. A (Additional Safety and Health)
 - ii. S (Safety and Health)
 - iii. J (Detention Center Safety and Health)
 - iv. H (Health)
- 3b. Fiscal Year

The following fields are required on the New Abatement Plan page:

- 3c. Inspection Number
 - i. Note: If the desired Inspection Number does not appear, check the following:
 - 1. The fiscal year is entered correctly.
 - 2. The inspection has been finalized.

4. Select the **Create Abatement Plan** button.

Inspection Type:

Fiscal Year:

Inspection Number*:

Inspection Finalized Date:

Created Date*:

Finalized Date:

Created By*:

Finalized By:

4 [Create Abatement Plan](#)

5. The Abatement Plan detail page will be displayed.

5 [Abatement Plans](#)

Inspection Number*:

Inspection Finalized Date:

Created Date*:

Finalized Date:

Created By*:

Finalized By:

[Finalize Plan](#) [Download Abatement Plan Template](#) [Upload Abatement Plan](#)

Deficiency/ Updated Work Order: Total Count: 4

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB185163	IA002	1	REPLACE WOOD INTERIOR SOLID CORE DOOR, FRAME AND HANDICAP HARDWARE AND ENLARGE OPENING IN FRAME	H	1	5	functional	Yes	Yes
AB153171	IA002	1	REPLACE EXISTING LOCKSET WITH LEVER HANDLE TYPE PRIVACY BUTTON TO ACCOMMODATE ADA REQUIREMENTS	H	1	5	functional	Yes	No
AB460838	IA002	36	There is no written certification that verifies a workplace hazard assessment to determine the need	S	1	5	None	Yes	No
AB460842	IA002	41	There are no records that supervisors have received safety & health training including working cond	S	1	2	None	Yes	No

Deficiency Information

Deficiency / Work Order Number	AB185163	Description	REPLACE WOOD INTERIOR SOLID CORE DOOR, FRAME AND HANDICAP HARDWARE AND ENLARGE OPENING IN FRAME
Category	H	Rank	1
Structure #	1	RAC	5
Site ID	IA002	Site Description	CHEROKEE AGENCY
IA-FMS (Maximo) ID	AB105572	Location Description	Office
Inspection Number	A-2018-1376	Inspection Finalized Date	12/20/2017
IA-FMS (Maximo) Status	CAN	IA-FMS (Maximo) Historical	YES
IA-FMS (Maximo) Current Work Type	DM	IA-FMS (Maximo) Current Standing Parent	

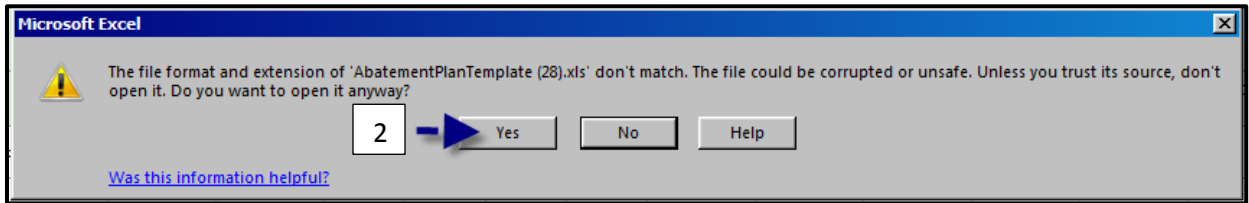
1.3 Download Abatement Plan Template in S&CAP

After the Facility or Region Staff has created an Abatement Plan (Section 1.2), the Abatement Plan Template can be downloaded as an Excel (.xls) file. The Abatement Plan Template Excel (.xls) file will contain all the Safety Inspection’s reported deficiencies that need to be abated.

1. From the Abatement Plan Detail page, select the **Download Abatement Plan Template** button.

The screenshot shows a form with the following fields: 'Created Date*' (01/17/2018), 'Created By*' (Torres, Regina), 'Finalized Date', and 'Finalized By'. Below the form are three buttons: 'Finalize Plan', 'Download Abatement Plan Template', and 'Upload Abatement Plan'. A red box highlights the 'Download Abatement Plan Template' button, with a callout box containing the number '1' and a blue arrow pointing to the button.

2. The file will download to the computer. Click on the downloaded file. If an outdated version of Microsoft Office is being used, the following pop-up will appear: click **Yes**, the file will open in Excel.



3. The Abatement Plan Template Excel (.xls) file will contain all the deficiencies found in the Safety Inspection.

Region: GREAT PLAINS				Agency: Fort Berthold Agency									
Site: IE175 - A04-04 - TWIN BUTTES DAY SCHOOL													
Structure #: 315				Description: School, Elementary, Day									
Room#:				Use: Building / School / Elementary / Day									
Abatement Fields: Required for all deficiencies				Interim Measure Fields: Required if the Planned Completion Date is 30 days or more after the inspection was finalized									
Deficiency Type (Functional or Operational)	Planned Corrective Measure	Planned Completion Date (mm/dd/yyyy)	No Cost (Y/N)	Reason For Delay	Interim Measure Description	Planned Completion Date (mm/dd/yyyy)	Type (Material, Tool, Labor)	Description	Quantity	Cost / Rate	Hours	Planned Funding Method (O&M, Fit&R, MI&R, No Costs)	Standing Parent

- Required fields: Complete **Abatement Fields** section for all deficiencies.
- Required fields *only if* the Planned Completion Date is ≥ 30 days after the inspection was finalized: Complete the **Interim Measure Fields** section for applicable deficiencies.
 - a. **Abatement Fields**: Below is a list of the abatement fields required for each deficiency, under each field are the acceptable values for each field.
 - i. Deficiency Type
 1. Functional
 2. Operational
 - ii. Planned Corrective Measure
 1. $\leq 2,000$ characters

- iii. Planned Completion Date
 - 1. mm/dd/yyyy
 - iv. No Cost
 - 1. Y
 - 2. N
- b. **Interim Measure Fields:** These fields are required only if the Planned Completion Date is 30 days or more after the inspection was finalized. Below is a list of the interim measure fields, under each field are the acceptable values for each field:
- i. Reason for Delay
 - 1. ≤ 2,000 characters
 - ii. Interim Measure Description
 - 1. ≤ 2,000 characters
 - iii. Planned Completion Date
 - 1. mm/dd/yyyy
 - iv. Type
 - 1. Material
 - 2. Tool
 - 3. Labor

iv	Estimate Type	Description	Quantity	Cost/Rate	Hours
	Material	Item Description*	Material Quantity*	Material Cost/Rate*	0
	Tool	Item Description*	Tool Quantity*	Tool Cost/Rate*	Tool Hours*
	Labor	Contractor	Labor Quantity*	Labor Cost/Rate*	Labor Hours*

*For the above table, * indicates the field is required.*

- v. Cost Description
 - 1. ≤ 2,000 characters
- vi. Quantity
 - 1. Integer with up to two decimal places (ex: 2.00)
- vii. Cost/Rate
 - 1. Integer with up to two decimal places and no dollar sign (ex: 200.50)
- viii. Hours
 - 1. Integer with up to two decimal places (ex: 2.15)
- ix. Planned Funding Method
 - 1. O&M
 - 2. FI&R

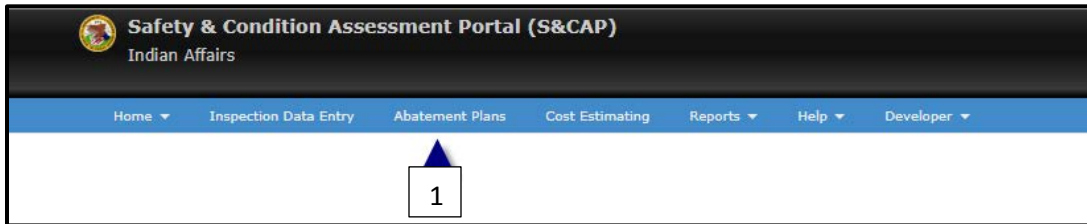
- 3. MI&R
- 4. No Cost
- x. Standing Parent
 - 1. Maximo ID of Standing Parent (ex: AB100048)
 - 2. None

4. Once the required fields are completed, save and close the Abatement Plan Template as an Excel (.xls) file on the computer.

1.4 Upload Abatement Plan Template in S&CAP

Once the Abatement Plan Template Excel (.xls) file has been completed, it can be uploaded into S&CAP for the appropriate Safety Inspection. A Facility or Region Staff user will need to upload the Abatement Plan into S&CAP.

- 2. Select **Abatement Plans** on the menu bar in S&CAP (as a Facility or Region Staff user). The Abatement Plan page will be displayed.



- 3. The Abatement Plan list page will be displayed.

2 select an Abatement Plan from the list below

[New Abatement Plan](#)

CURRENT FILTERS ▶ Fiscal Year: 2018

◀ Previous 1 2 3 Next ▶ 1 - 25 of 55 results (page 1 / 3)

Inspection Number	FMIS Locations	Fiscal Year	Created Date	Created By	Finalized Date	Finalized By
A-2018-1371	P03-05 BIA CODY BUTTE FIRE TOWER (FIELD LOCATION)	2018	11/06/2017	amaddy	12/18/2017	jhinden
S-2018-1372	N35-23 BLACK MESA COMMUNITY SCHOOL	2018	10/05/2017	FacilityStaff	10/05/2017	iramirez
S-2018-1374	S78-22 CONEHATTA ELEMENTARY SCHOOL	2018	10/05/2017	iramirez	10/17/2017	jhinden
A-2018-1375	A04-04 TWIN BUTTES DAY SCHOOL	2018	10/04/2017	FacilityStaff	10/05/2017	FacilityStaff
A-2018-1376	S52-01 CHEROKEE AGENCY	2018	12/20/2017	FacilityStaff		
A-2018-1394	A01-01 CHEYENNE RIVER AGENCY	2018	10/31/2017	FacilityStaff	11/14/2017	eislam
A-2018-1396	CS2-01 CROW AGENCY	2018	10/31/2017	FacilityStaff	12/18/2017	jhinden
A-2018-1397	S52-01 CHEROKEE AGENCY	2018	10/12/2017	areining	12/18/2017	jhinden

4. On the Abatement Plan list page users can filter by the following fields to find the desired inspection that needs an Abatement Plan uploaded:
 - Inspection Number
 - FMIS Locations
 - Fiscal Year
 - Created Date
 - Created By
 - Finalized Date
 - Finalized By

Inspection Number	FMIS Locations	Fiscal Year	Created Date	Created By	Finalized Date	Finalized By
<input type="text" value="3"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: If the Inspection Number cannot be found in the Abatement Plans list, then the Abatement Plan may not have been created (see [Section 1.2](#))

5. Click on the Inspection Number hyperlink.

Inspection Number	FMIS Locations
A-2018-1371	P03-05 BIA CODY BUTTE FIRE TOV (FIELD LOCATION)
S-2018-1372	N35-23 BLACK MESA COMMUNITY
S-2018-1374	S78-22 CONEHATTA ELEMENTARY

6. The Abatement Plan Detail page will be displayed.

5
← Abatement Plans

Inspection Number*

Inspection Finalized Date

Created Date*

Finalized Date

Created By*

Finalized By

Finalize Plan
Download Abatement Plan Template
Upload Abatement Plan

Deficiency/ Updated Work Order: Total Count: 4

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB185163	IA002	1	REPLACE WOOD INTERIOR SOLID CORE DOOR, FRAME AND HANDICAP HARDWARE AND ENLARGE OPENING IN FRAME	H	1	5	functional	Yes	Yes
AB153171	IA002	1	REPLACE EXISTING LOCKSET WITH LEVER HANDLE TYPE PRIVACY BUTTON TO ACCOMMODATE ADA REQUIREMENTS	H	1	5	functional	Yes	No
AB460838	IA002	36	There is no written certification that verifies a workplace hazard assessment to determine the need	S	1	5	None	Yes	No
AB460842	IA002	41	There are no records that supervisors have received safety & health training including working cond	S	1	2	None	Yes	No

Deficiency Information

Deficiency / Work Order Number	AB185163	Description	REPLACE WOOD INTERIOR SOLID CORE DOOR, FRAME AND HANDICAP HARDWARE AND ENLARGE OPENING IN FRAME
Category	H	Rank	1
Structure #	1	RAC	5
Site ID	IA002	Site Description	CHEROKEE AGENCY
IA-FMS (Maximo) ID	AB105572	Location Description	Office
Inspection Number	A-2018-1376	Inspection Finalized Date	12/20/2017
IA-FMS (Maximo) Status	CAN	IA-FMS (Maximo) Historical	YES
IA-FMS (Maximo) Current Work Type	DM	IA-FMS (Maximo) Current Standing Parent	

7. Select **Upload Abatement Plan** button:

Created Date*

Created By*

6

▼

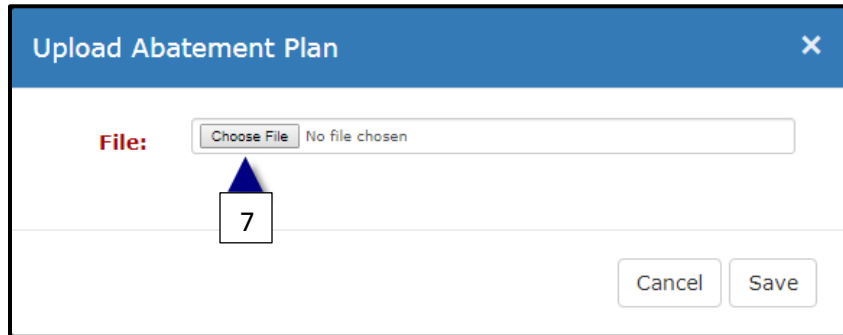
Finalized Date

Finalized By

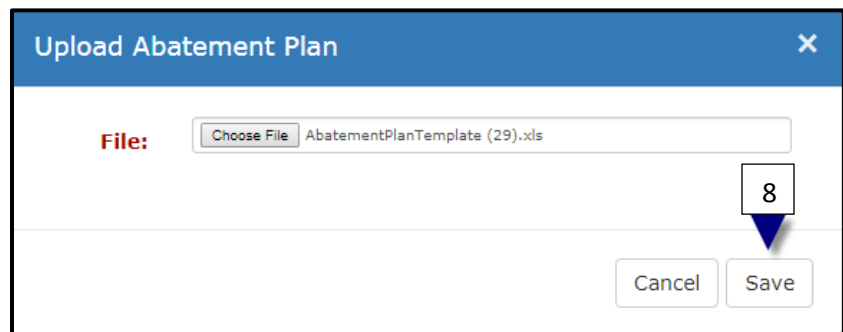
Finalize Plan
Download Abatement Plan Template
Upload Abatement Plan

12

8. The following popup will appear: Select **Choose File**.



9. Having selected the relevant, completed Abatement Plan Template file, click **Save**.



- **Note:** Upon upload, error messages will appear in the following cases and whenever the Template is filled out or saved incorrectly:
 - i. If the file is saved in the wrong format:

The file you uploaded is not in the correct format. Please open the file in Excel and save it as an xlsx file.

- ii. If any required fields are missing (the system will indicate which fields need to be completed):

Planned Corrective Measure is required for work order AB126874
Planned Completion Date is required for work order AB126874

10. If upload is successful, the information entered into the Excel (.xls) file will upload directly into S&CAP (see [Section 1.5](#)).

1.5 Finalize Abatement Plan in S&CAP

Once an Abatement Plan is successfully uploaded in S&CAP, the system will populate the deficiency information based on the data entered in the Abatement Plan Template Excel (.xls) file.

1. Upon upload, the list of deficiencies will auto-populate with the information entered in the Abatement Plan Template:

Deficiency/ Updated Work Order: Total Count: 4

List of Deficiencies

1

Deficiency/Work Order #	Site ID	Structure #	Description	Category	Rank	RAC	Type	Can Be Sent To Costing	Sent To Costing
AB185163	IA002	1	REPLACE WOOD INTERIOR SOLID CORE DOOR, FRAME AND HANDICAP HARDWARE AND ENLARGE OPENING IN FRAME	H	1	5	functional	Yes	Yes
AB153171	IA002	1	REPLACE EXISTING LOCK/SET WITH LEVER HANDLE TYPE PRIVACY BUTTON TO ACCOMMODATE ADA REQUIREMENTS	H	1	5	functional	Yes	No
AB460838	IA002	36	There is no written certification that verifies a workplace hazard assessment to determine the need	S	1	5	None	Yes	No
AB460842	IA002	41	There are no records that supervisors have received safety & health training including working cond	S	1	2	None	Yes	No

Deficiency Information

Deficiency / Work Order Number	AB185163	Description	REPLACE WOOD INTERIOR SOLID CORE DOOR, FRAME AND HANDICAP HARDWARE AND ENLARGE OPENING IN FRAME
Category	H	Rank	1
Structure #	1	RAC	5
Site ID	IA002	Site Description	CHEROKEE AGENCY
IA-FMS (Maximo) ID	AB105572	Location Description	Office
Inspection Number	A-2018-1376	Inspection Finalized Date	12/20/2017
IA-FMS (Maximo) Status	CAN	IA-FMS (Maximo) Historical	YES
IA-FMS (Maximo) Current Work Type	DM	IA-FMS (Maximo) Current Standing Parent	
Repeat Deficiency?	YES		
Additional Information	REPLACE WOOD INTERIOR SOLID CORE DOOR, FRAME AND HANDICAP HARDWARE AND ENLARGE OPENING IN FRAMED WALL UP TO 12" TO ACCOMMODATE 3' X 7' DOOR FOR ADA REQUIREMENTS REPEAT DEFICIENCY (10/13/2017); New Category H; New Rank 1; New Severity IV; New Probability: D; RAC is now 5; Abatement period is now: 1825. COMMENT:		

Auto-populated Information

Abatement

Deficiency Type*

Planned Corrective Measure*

Planned Completion Date*

Revised Completion Date

Estimated Completion Date

Abated Date **Abated By**

2. After reviewing each deficiency, the user will need to determine if the deficiency needs to be costed. For each deficiency, the user will have the following options:

2a. Save

2b. Send to Costing

2c. No Costs for Deficiency/Work Order

- Note:** This option is only available if the deficiency is new/not a Repeat Deficiency. The field 'Repeat Deficiency?' will read NO.

Deficiency Information			
Deficiency / Work Order Number	AB460665	Description	There is reasonable anticipation for employee exposure to blood or to other potentially infectious
Category	S	Rank	1
Structure #	711	RAC	1
Site ID	IA008	Site Description	COLVILLE AGENCY
IA-FMS (Maximo) ID	AB105394	Location Description	Tower,Fire
Inspection Number	A-2018-1371	Inspection Finalized Date	11/01/2017
IA-FMS (Maximo) Status	WAPPR	IA-FMS (Maximo) Historical	NO
IA-FMS (Maximo) Current Work Type	UK	IA-FMS (Maximo) Current Standing Parent	
Repeat Deficiency?	NO		
Additional Information	There is reasonable anticipation for employee exposure to blood or to other potentially infectious materials but there is no written bloodborne pathogens exposure control plan. Note: Police officers, ?first aiders?, janitors, laundry workers, etc. are examples of persons with reasonable anticipation for exposure.		

2ci

- Once option 2a, 2b, or 2c has been chosen for a deficiency, select **Next**.
- Once all the required fields for each deficiency in the Safety Inspection have been addressed, select **Finalize Plan**:

Created By*

Finalized By

4

Deficiency/ Updated Work Order:

Total Count: 4

- The following confirmation will appear once the Abatement Plan has been finalized.

The Abatement Plan has been finalized

2 Overview: Abatement Plan Template Download & Upload Process in IA-FMS Maximo

This section is for those users who do not have access to S&CAP. This section details how a user can complete the Abatement Plan for a Safety Inspection by using Maximo.

The IA-FMS Maximo Abatement Plan Template Download & Upload Process applies to Safety (S, J, A, H) Inspections.

Field Sites receive an Annual Safety and Health Inspection Report (Report) following their inspection by a Regional Safety Specialist. The deficiencies identified in the Report must have an Abatement/Correction Plan (Plan) established for each deficiency contained in the Report within 30 days of finalization of the inspection report.

The local Facilities Management Program (FMP) corrects the deficiencies of low cost (less than \$2,500) and complexity within 30 days. For deficiencies that the local FMP cannot correct within 30 days or whose cost is beyond local FMP budget capabilities, a Plan must be established.

For field Sites without IA-FMS (S&CAP) access, blank Plan templates are available in IA-FMS (Maximo) or from the Regional Facility Manager (RFM).

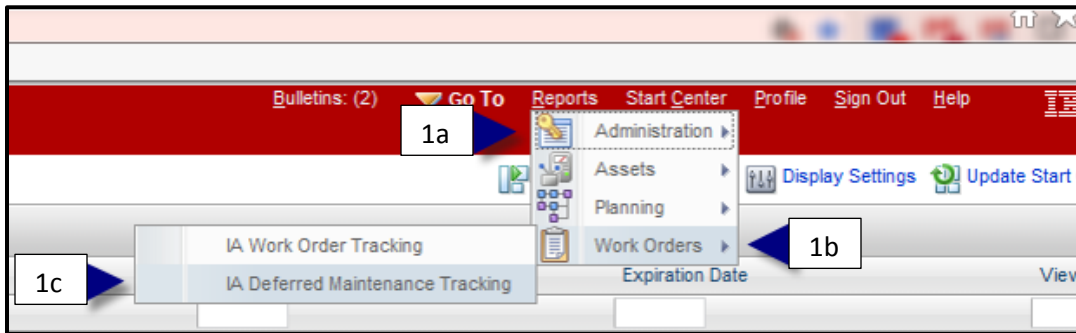
Once the local FMP manually completes the Plan, the FMP can take or submit the Plan to the RFM, or other regionally determined designee, for entry into IA-FMS (S&CAP).

2.1 Objectives

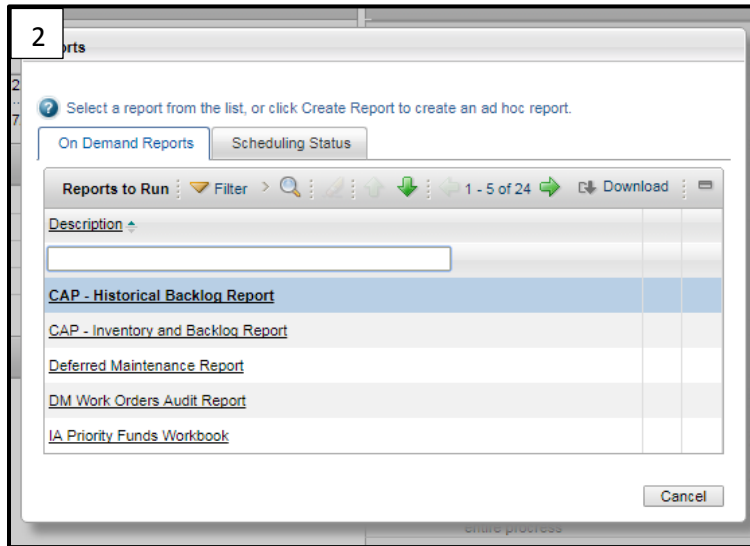
- Learn to create an Abatement Plan in Maximo
- Learn to download an Abatement Plan Template from Maximo
- Learn to complete an Abatement Plan Template in Excel
- Learn to finalize an Abatement Plan downloaded from Maximo

2.2 Create Abatement Plan Template in Maximo

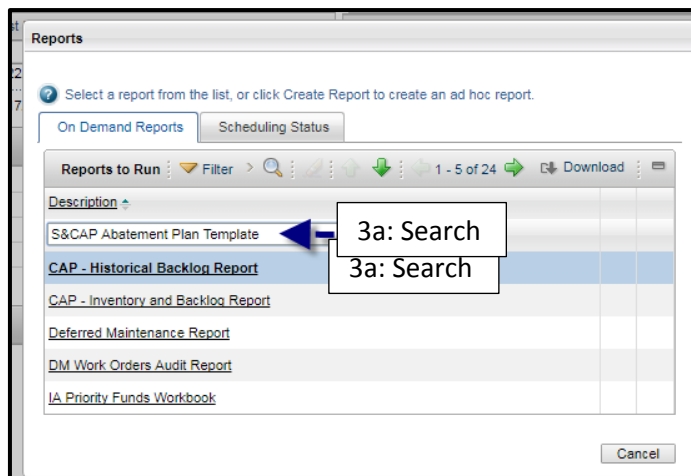
1. In Maximo, navigate to Reports (1a)>Work Orders (1b) >IA Deferred Maintenance Tracking (1c).

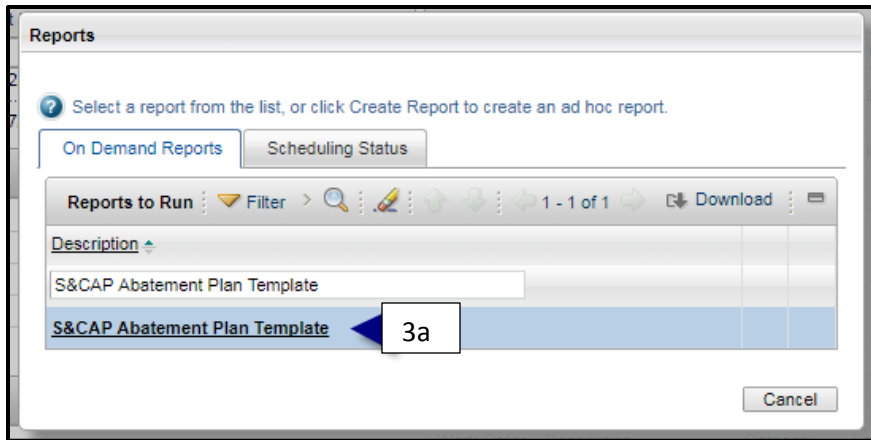




2. The **Reports** pop-up will appear.



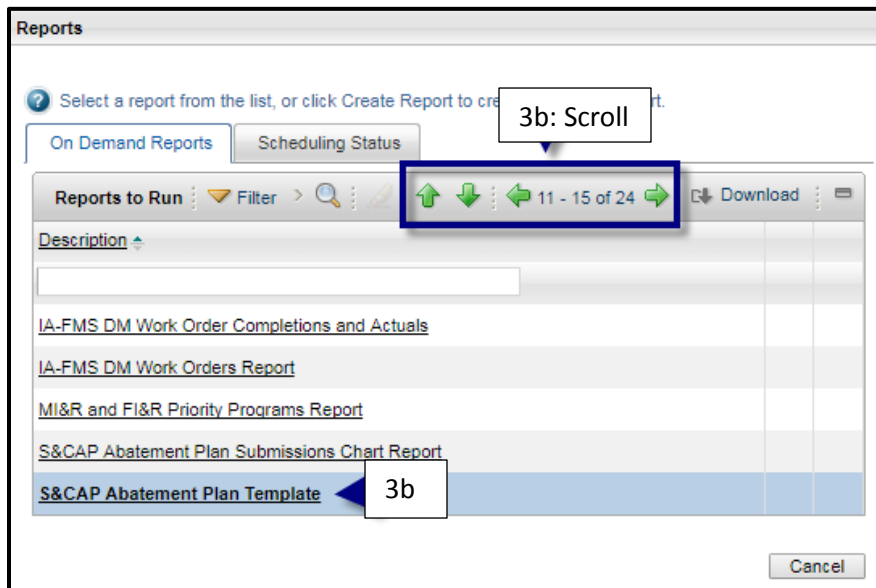
3. There are two ways to locate the Abatement Plan Template:
3a. Search: Type **S&CAP Abatement Plan Template** in the search box and press **Enter** on the keyboard.



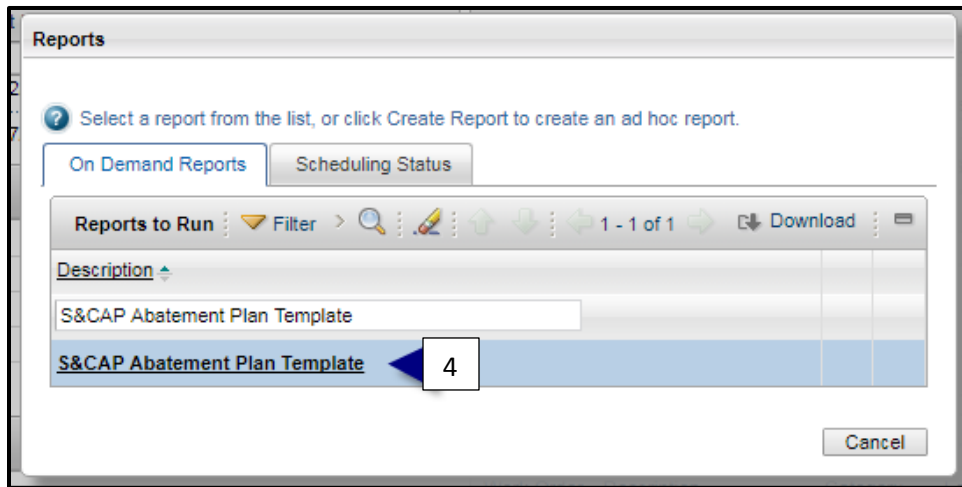


3b. Scroll: Click either the  or  button, clicking until the **S&CAP Abatement Plan Template** appears.

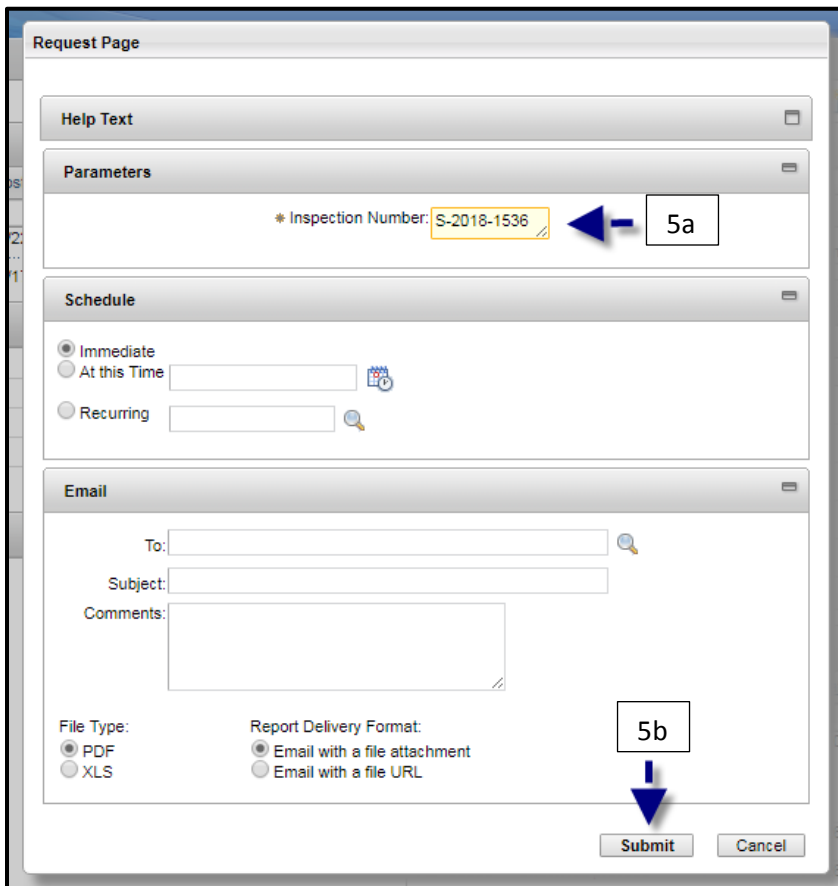
Note: The Reports are ordered alphabetically.



4. Click on the S&CAP Abatement Plan Template link from the results.



5. The following pop-up will appear:
 - 5a. Enter the **Inspection Number**.
 - 5b. Select **Submit**.



6. Abatement Plan Template report will appear in a new tab in the web browser.
Note: If you do not see the new tab check to see that pop-ups are not blocked.

Indian Affairs | Office of Facilities, Property and Safety Management (OFPSM)
 Division of Facilities Management and Construction (DFMC)

ABATEMENT PLAN TEMPLATE

Inspection Number: S-2018-1512 Region: NAVAJO Agency: Chinle Agency
 Date as of: Jan 16, 2018 3:54 PM Site: IE032 - N35-04 - COTTONWOOD DAY SCHOOL

Maximo ID: AB104323 Structure #: 609 Description: Shop, Maintenance
 Location Type: 1100-Building Room#: Use: Building / Shop / Facility Management

Inspection Deficiencies

Work Order Number	Work Order Description	Site	Inspection Finalized Date	Cat/Rank	Sev/Prob	RAC	Work Type	Status	Repeat Count	Deficiency Type (Functional or Operational)	Planned Corrective Measure	Planned Completion Date (mm/dd/yyyy)	No Cost (Y/N)	Reason For Delay	Interim Measure Description	Planned Completion Date (mm/dd/yyyy)	Type (Material, Tool, Labor)	Description	Quantity	Cost / Rate	Hours	Planned Funding Method (OBM, F&E, M&R, No Cost)	Standing Parent
AB43444	#032 Fire extinguishers do not have annual and monthly inspections, located throughout the building	IE032	1/4/18	S/1	III/B	3	DM	INPROG	6														

Maximo ID: AB104349 Structure #: 1721 Description: School, Elementary, Day
 Location Type: 1100-Building Room#: Use: Building / School / Elementary / Day

Inspection Deficiencies

Work Order Number	Work Order Description	Site	Inspection Finalized Date	Cat/Rank	Sev/Prob	RAC	Work Type	Status	Repeat Count	Deficiency Type (Functional or Operational)	Planned Corrective Measure	Planned Completion Date (mm/dd/yyyy)	No Cost (Y/N)	Reason For Delay	Interim Measure Description	Planned Completion Date (mm/dd/yyyy)	Type (Material, Tool, Labor)	Description	Quantity	Cost / Rate	Hours	Planned Funding Method (OBM, F&E, M&R, No Cost)	Standing Parent
AB46093	There are no visible fire alarm strobes on the incense alarm system	IE032	1/4/18	S/1	III/C	4	UK	WAPPR	0														
AB43708	House Keeping not clean	IE032	1/4/18	S/2	III/C	4	UK	WAPPR	1														
AB43464	There is no documentation that fire alarm system ready-to-rouse inspection, maintenance and test	IE032	1/4/18	S/1	III/C	3	UK	WAPPR	1														
AB43594	Review system, no record of system inspection, testing and maintenance	IE032	1/4/18	S/1	III/C	3	UK	WAPPR	1														

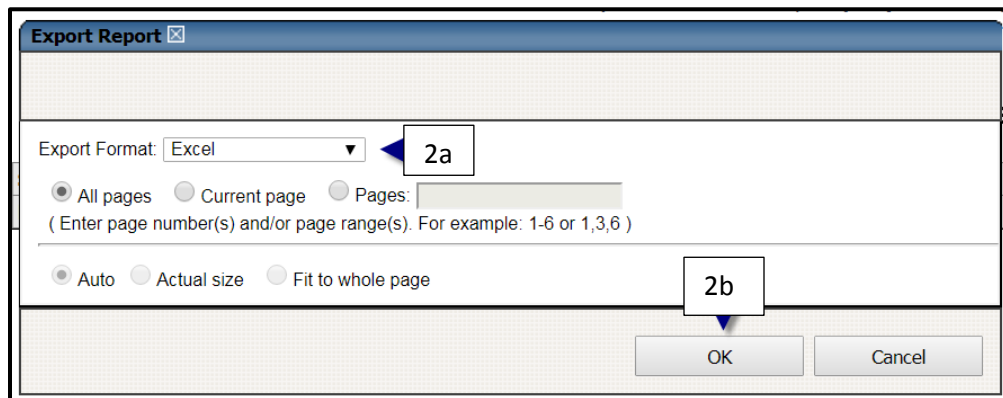
2.3 Download Abatement Plan Template in Maximo

Once the Abatement Plan Template report has been generated in Maximo, the report needs to be downloaded to the user's computer.

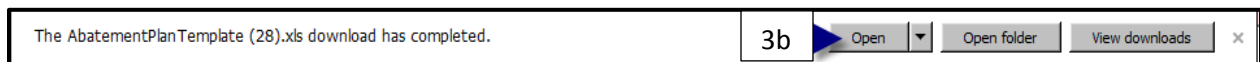
1. To download the Abatement Plan Template, select the **Export Report** button at the top of the page.



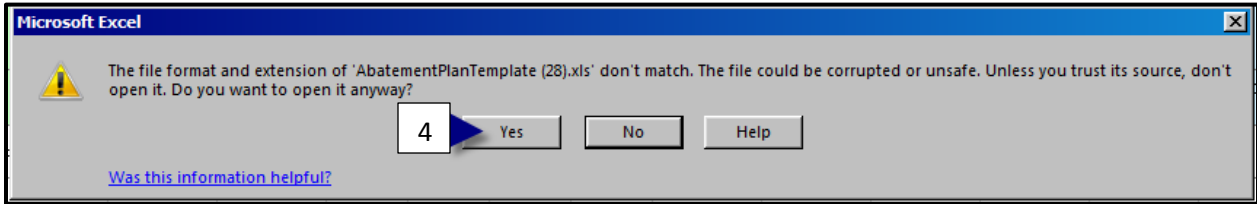
2. The following pop-up will appear:
 - 2a. Click on the dropdown menu next to 'Export Format' and select **Excel**.
 - 2b. Click **OK**.



3. If you are using Internet Explorer, the following popups will appear:
 - 3a. Click **Save** on the first pop up.
 - 3b. **Open** on the second.



4. If you are using an outdated version of Microsoft Office, the following pop-up will appear: click **Yes**.



5. The Abatement Plan Template will download to the user's computer in an Excel (.xls) format.
6. The Abatement Plan Template Excel (.xls) file will contain all the deficiencies found in the Safety Inspection.

6	Region:	GREAT PLAINS			Agency:	Fort Berthold Agency								
	Site:	IE175 - A04-04 - TWIN BUTTES DAY SCHOOL												
	Structure #:	315			Description:	School, Elementary, Day								
	Room#:											Use:	Building / School / Elementary / Day	
Abatement Fields: Required for all deficiencies				Interim Measure Fields: Required if the Planned Completion Date is 30 days or more after the inspection was finalized										
Deficiency Type (Functional or Operational)	Planned Corrective Measure	Planned Completion Date (mm/dd/yyyy)	No Cost (Y/N)	Reason For Delay	Interim Measure Description	Planned Completion Date (mm/dd/yyyy)	Type (Material, Tool, Labor)	Description	Quantity	Cost / Rate	Hours	Planned Funding Method (O&M, Fl&R, Mi&R, No Costs)	Standing Parent	

- Required: Complete **Abatement Fields** section for all deficiencies.
 - Required *only if* the Planned Completion Date is ≥ 30 days after the inspection was finalized: Complete the **Interim Measure Fields** section for applicable deficiencies.
- a. **Abatement Fields:** Below is a list of the abatement fields required for each deficiency, under each field are the acceptable values for each field.
- i. Deficiency Type
 1. Functional
 2. Operational
 - ii. Planned Corrective Measure
 1. $\leq 2,000$ characters
 - iii. Planned Completion Date
 1. mm/dd/yyyy
 - iv. No Cost
 1. Y
 2. N
- b. **Interim Measure Fields:** This is required only if the Planned Completion Date is 30 days or more after the inspection was finalized. Below is a list of the interim measure fields, under each field are the acceptable values for each field.
- i. Reason for Delay

- 3. ≤ 2,000 characters
- ii. Interim Measure Description
 - 4. ≤ 2,000 characters
- iii. Planned Completion Date
 - 5. mm/dd/yyyy
- iv. Type
 - 6. Material
 - 7. Tool
 - 8. Labor

Estimate Type	Description	Quantity	Cost/Rate	Hours
iv				
Material	Item Description*	Material Quantity*	Material Cost/Rate*	0
Tool	Item Description*	Tool Quantity*	Tool Cost/Rate*	Tool Hours*
Labor	Contractor	Labor Quantity*	Labor Cost/Rate*	Labor Hours*

For the above table, * indicates the field is required.

- v. Cost Description
 - 9. ≤ 2,000 characters
- vi. Quantity
 - 10. Integer with up to two decimal places (ex: 2.00)
- vii. Cost/Rate
 - 11. Integer with up to two decimal places and no dollar sign (ex: 200.50)
- viii. Hours
 - 12. Integer with up to two decimal places (ex: 2.15)
- ix. Planned Funding Method
 - 13. O&M
 - 14. FI&R
 - 15. MI&R
 - 16. No Cost
- x. Standing Parent
 - 17. Maximo ID of Standing Parent (ex: AB100048)
 - 18. None

7. Once the required fields are completed, save and close the Abatement Plan Template as an Excel (.xls) file on the computer.

2.4 Finalize Abatement Plan

1. Submit the Abatement Plan Template Excel (.xls) file to the Regional Facilities Manager via email for upload in S&CAP.

To upload the Abatement Plan Template Excel (.xls) file directly into S&CAP, see [Section 1.4](#). Please note: only users with access to S&CAP will be able to upload the template directly.