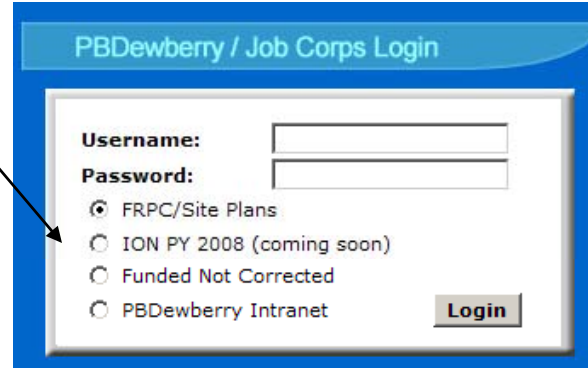


Attachment B (Part 1 – Centers) Instructions for PY 2008 Inventory of Needs Web Site

Access to the Inventory of Needs Web Site

1. Go to www.pbdewberry.com
2. Click “FNC/ION Login” (this will take you to the ION login page, see below)
3. Enter your username and password *(see below)
4. Select “Inventory of Needs PY 2008”
5. Click Login

Note: The Inventory of Needs Web site is only available from the JCDC network or the DOL network.



General Instructions

Once you have logged into the Inventory of Needs Web site, selecting and submitting your proposed regional projects is a four-step process

1. Selecting and ranking deficiencies
2. Selecting and ranking building demolitions
3. Providing justification comments
4. Reviewing
5. Submitting

Deadlines
Centers: March 12, 2008
Regions: April 3, 2008

*Usernames and Passwords

Usernames and passwords will be assigned that are unique for each center and region. These will provide you access to the Inventory of Needs Web site for your specific center or region.

Note: there is a new step this year to select buildings to be recommended for demolition

If you have ION Web site questions, please contact Mark Campbell at (703) 516-2261

Attachment B (Part 1 – Centers) Specific Instructions for Centers

Preparation Steps

It is recommended that you print out and review the list of buildings and the list of deficiencies that have been pre-selected for funding and the list of deficiencies that are unfunded (both individual deficiencies and those that are linked to national projects). Those linked to national projects have been included to permit you, even though they are planned to be corrected as part of your long-range plan, to recommend that they be funded sooner.

This is the most important part of your ION process, making an informed decision about your recommendations to the region.

Steps to complete your ION submission

1. Rank up to 5 deficiencies for input to region
2. Select buildings to be recommended for demolition
3. Provide justification comments
4. Review
5. Submit to region

Asset management
key performance
indicators

Pre-selected for
funding

Buildings to be
recommended for
demolition

Unfunded and
eligible
to be
ranked

Column heads
that can be
clicked to
change the
sort order in
which they are
displayed

Each description
is linked; you can
click on the link to
bring up in a
separate window
a full text
description of the
deficiency

Rank	Def. ID	Description	Type/Building	FCI	MD	UBF	Est. Cost	Score	Justification	Remove
1	40127	Cost of academic trailers' waste removal high	SITE				\$73,087	19	Justification	<input type="checkbox"/>
2	50067	Outdoor basketball court in poor condition	SITE				\$23,062	16	Justification	<input type="checkbox"/>
3	40036	Security functions underused & dispersed	PROGRAM				\$183,634		Justification	<input type="checkbox"/>
4	50065	Insufficient stormwater drainage creates unacceptible flooding	SITE				\$317,278	18	Justification	<input type="checkbox"/>
5	39583	Inadequate illumination levels on second floor	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	\$1,544	10	Justification	<input type="checkbox"/>

Def. ID	Description	Type/Building	FCI	MD	UBF	Est. Cost	Score		
40023	Head lock-paving	SITE			EVA	02.2.1 Roadside	\$10,461	11	
40009	Concrete parking lot	SITE			EVA	10.3.3 Parking	\$46,938	10	
39708	HVAC system on first floor & basement in poor condition	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	EVA	15.3.1 HVAC (Bldg)	\$374,687	12
39704	Lack of exhaust fans in toilet rooms on second floor	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IBB	15.3.3 Ventilation	\$1,521	19
39574	Inadequate illumination levels in basement rooms	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IBB	14.2.3 Interior Lighting	\$481	12
48929	Heating is insufficient	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IBB	15.3.2 Heating	\$471	12
48944	Unoccupied space with door into stairwell	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IBB	01.2.0 Egress	\$70,749	4
48524	Storage area in front of building	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIIa	15.3.2 Heating	\$1,711	24
39709	Lack of outside air on second floor in winter months	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	EVA	15.3.1 HVAC (Bldg)	\$54,302	19
40041	Hand railings	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IBB	01.2.0 Egress	\$766	4
49038	Conference room has too few receptacles	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IBB	14.1.1 Electrical (Bldg)	\$524	11

Attachment B (Part 1 – Centers) Specific Instructions for Centers

Step 1 – Rank Deficiencies

Once you have completed preparations, the remaining steps to make your ION submission are quick and easy. This step only requires you to:

- Click the “Add” checkbox in the bottom half of the screen to select that deficiency as one of your 5 picks. You can “Add” deficiencies from either the “Unfunded Deficiencies” tab or the “Linked to National Projects” tab
- Click the “Reorder” arrows in the top half of the screen to change the rank of your picks
- Click the “Remove” checkbox in the top half of the screen to remove that deficiency as one of your picks

Rank Deficiencies / Buildings

- Place a check in the corresponding Remove column if you want to remove a deficiency from your rank list.
- The total number of the deficiencies you pick may not exceed 5.
- The total number of buildings you may pick for demolition (there is no limit).
- Note:** Your region has a total of \$550,152 to distribute among its centers.

Rank	Reorder	Def. ID	Description	Type/Building	FCI	MD	Util	Est. Cost	Score	Justification	Remove
1	▼	40127	Cost of academic trailers' waste removal high	SITE				\$73,087	19	Justification	<input type="checkbox"/>
2	▼	50067	Outdoor basketball court in poor condition	SITE				\$21,862	16	Justification	<input type="checkbox"/>
3	▲	40036	Security functions undersized & dispersed	PROGRAM				\$183,614	8	Justification	<input type="checkbox"/>
4	▲	50065	Insufficient stormwater drainage creates undesirable flooding	SITE				\$317,278	28	Justification	<input type="checkbox"/>
5	▲	39583	Inadequate illumination levels on second floor	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	\$743	10	Justification	<input type="checkbox"/>
								Total:	\$596,584		

Unfunded Deficiencies | Unfunded Deficiencies - Linked to National Projects | Pre-selected for Funding | Building Demolition

Show only: All

Add	Def. ID	Description	Type/Building	FCI	MD	Util	Class	Category	Est. Cost	Score
<input type="checkbox"/>	40023	Road lacks paving	SITE				IVA	02.2.1 Roads	\$12,666	11
<input type="checkbox"/>	40060	Center lacks sufficient parking	SITE				IVA	02.2.2 Parking	\$46,936	10
<input type="checkbox"/>	39708	HVAC system on first floor & basement in poor condition	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IVA	15.3.1 HVAC (Bldg)	\$374,687	12
<input type="checkbox"/>	39704	Lack of exhaust fans in toilet rooms on second floor	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIB	15.3.3 Ventilation	\$1,511	19
<input type="checkbox"/>	39574	Inadequate illumination levels in basement rooms	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIB	16.2.3 Interior Lighting	\$496	10
<input type="checkbox"/>	48523	Heating is insufficient	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIB	15.3.2 Heating	\$471	12
<input type="checkbox"/>	48944	Unoccupied space with door into stairwell	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIB	01.2.0 Egress	\$58,749	4
<input type="checkbox"/>	48524	Condensate storage tank is rusted and past useful life	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIIA	15.3.2 Heating	\$1,711	24
<input type="checkbox"/>	39709	Lack of outside air on second floor in winter months	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IVA	15.3.1 HVAC (Bldg)	\$54,382	19
<input type="checkbox"/>	40041	Stairs lack hand railings	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIB	01.2.0 Egress	\$766	4
<input type="checkbox"/>	49038	Conference room has too few receptacles	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	IIB	16.1.1 Electrical (Bldg)	\$524	11

Next

Select from these two tabs

Attachment B (Part 1 – Centers) Specific Instructions for Centers

Step 1 (cont.) – Rank Buildings for Demolition

Once you have recommended deficiencies, then please select buildings for demolition. This step is similar to recommending deficiencies.

When finished click the “Next” arrow at the bottom.

Reorder

Remove checkbox

Add checkbox

Next arrow

Select from this building demolition tab

Rank Deficiencies / Buildings

- Place a check in the corresponding Remove column if you want to remove a deficiency from your rank list.
- The total number of the deficiencies you pick may not exceed 5.
- The total number of buildings you may pick for demolition (there is no limit).
- Note:** Your region has a total of \$550,152 to distribute among its centers.

Rank	Re-order	Asset No.	Building Name	FCI	MD	Util	Type	GSF	Floors	Year built	Justification	Remove
1	▼	0030100011	0010 - SECURITY GATE HOUSE	100%	MDNC	100%	Building	1155	1	1932	Justification	<input type="checkbox"/>
2	▲	0030108113	0040 - GAZEBO	100%	MDNC		Structure	1962		1990	Justification	<input type="checkbox"/>

Add	Asset No.	Building Name	Type	Condition Index	Mission Dependency	Utilization	GSF	Year built	Floors
<input type="checkbox"/>	0030100013	0012 - VACANT	Building	24%	NMD	0%	450	1932	1
<input type="checkbox"/>	0030100014	0015 - NAHB STORAGE	Building	30%	MDNC	0%	1890	1991	1
<input type="checkbox"/>	0030100017	0017 - STORAGE	Building	30%	MDNC	100%	800	1991	1
<input type="checkbox"/>	0030100003	0002 - ADMINISTRATION/WAREHOUSE	Building	93%	MDNC	100%	26120	1925	4
<input type="checkbox"/>	0030100022	0018 - VICTORIAN GAZEBO	Structure	100%	MDNC		550	1925	1
<input type="checkbox"/>	0030100023	0019 - SALT & PEPPER GAZEBO	Structure	100%	MDNC		400	1925	1
<input type="checkbox"/>	0030100038	0033 - PAVILION	Structure	100%	MDNC		320	1990	1
<input type="checkbox"/>	0030108111	0038 - WATER FOUNTAIN	Structure	100%	MDNC		2826	1930	
<input type="checkbox"/>	0030108112	0039 - GAZEBO	Structure	100%	MDNC		1962	1996	
<input type="checkbox"/>	0030100006	0005 - VOCATION/CDSS	Building	26%	MC	56%	6530	1932	2
<input type="checkbox"/>	0030100024	0020 - WELL HOUSE #2	Structure	38%	MC		120	1932	1
<input type="checkbox"/>	0030100019	0016 - CARPENTRY II SHOP & STOR	Building	50%	MC	100%	2080	1990	2
<input type="checkbox"/>	0030100031	0026 - EDUCATIONAL BUILDING 1	Building	74%	MC	100%	1820	1998	1
<input type="checkbox"/>	0030100032	0027 - EDUCATIONAL BUILDING 2	Building	74%	MC	100%	1820	1998	1

Attachment B (Part 1 – Centers) Specific Instructions for Centers

Step 2 - Comment

Once you have selected and ranked your building picks and your 5 deficiency picks, provide a justification comment for each. This is your opportunity to explain to your region your reasons for recommending these deficiencies and buildings. Since there is a limited amount of funds your region has available from which to make its recommendations to the National Office, clear justification comments are essential.

When finished click the “Next” arrow at the bottom.

Justification
Comments

Step 1: Rank Step 2: Comment Step 3: Review Step 4: Submit

Printer Friendly View Status Deficiency Help Bldg Demo Help Offline Help Facility Condition Summary Report Logout

Justification

- You have indicated the following as your greatest-need deficiencies.
- Provide a justification for each to explain your selection.

Rank	Def. ID	Type/Building	FCI	MD	UBI	Description	Est. Cost	Score	Justification (Required)
1	40127	SITE				Cost of academic trailers' waste removal high	\$73,087	19	
2	50067	SITE				Outdoor basketball court in poor condition	\$21,062	16	
3	40036	PROGRAM				Security functions undersized & dispersed	\$183,614	8	
4	50065	SITE				Insufficient stormwater drainage creates undesirable flooding	\$317,278	25	
5	39583	0002 - ADMINISTRATION/WAREHOUSE	93%	MDNC	100%	Inadequate illumination levels on second floor	\$743	10	
Total:							\$596,584		

Rank	Asset No	Building Name	Type	FCI	MD	UBI	GSF	Floors	Year built	Justification (Required)
1	0030100011	0010 - SECURITY GATE HOUSE	Building	100%	MDNC	100%	1155	1	1932	
2	0030108113	0040 - GAZEBO	Structure	100%	MDNC		1962		1990	

PREV Next

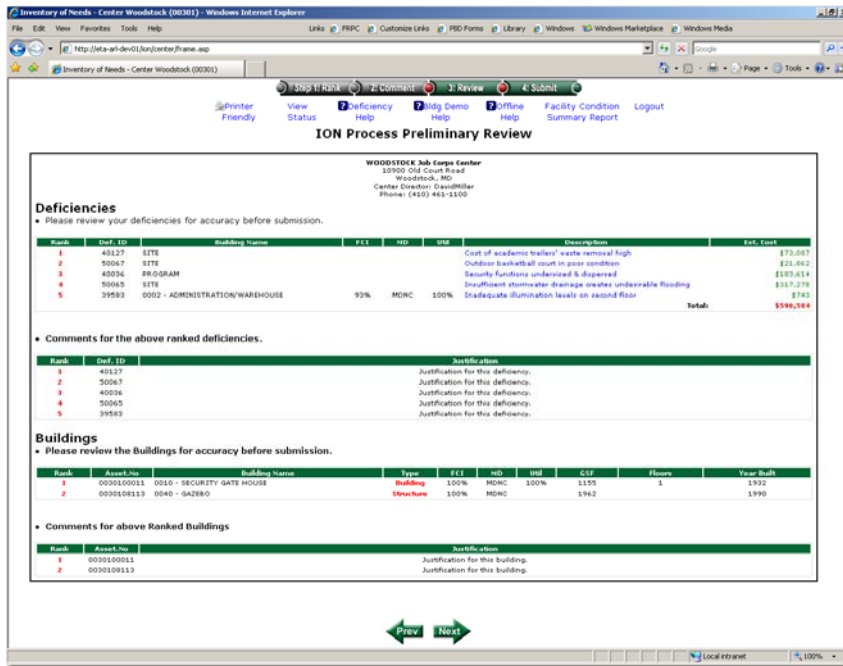
Next arrow

Attachment B (Part 1 – Centers) Specific Instructions for Centers

Step 3 - Review

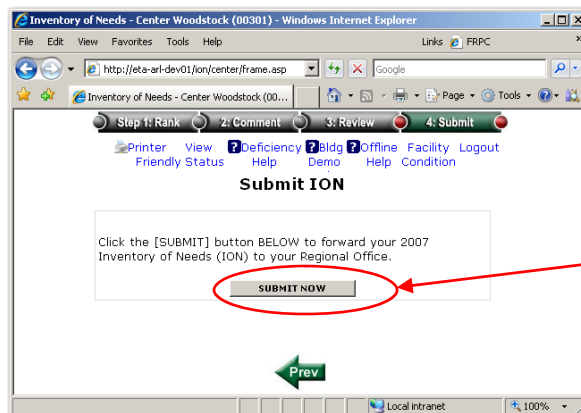
Once you have provided your justification comments, please review your selections, rankings, and comments.

When finished click the “Next” arrow at the bottom.



Step 4 - Submit

Once you have completed your review, and are ready to submit, click the “Submit Now” button. Note: If you wish to change your submission, you may do so at any time up to your deadline of March 12, 2008] by simply repeating steps 1-4.



Attachment B (Part 2 – Regions) Specific Instructions for Regions

Steps to complete your ION submission

(Review the deficiencies pre-selected for funding)

(Review the unfunded deficiencies, including those linked to national projects)

1. Rank up to the \$\$ limit for deficiencies for input to National Office
2. Select and rank buildings to recommend for demolition
3. Provide justification comments
4. Review
5. Submit to National Office

Preparation Steps

It is recommended that you print out and review the list of buildings and the list of deficiencies that have been pre-selected for funding and the list of deficiencies that are unfunded (both individual deficiencies – those that have been picked in the top 5 by each center and those that did not make the top 5 - and those that are linked to national projects). Those linked to national projects have been included to permit you, even though they are planned to be corrected as part of a center's long-range plan, to recommend that they be funded sooner.

There is no numeric limit to the number of deficiencies that you can select, you are only limited by the available funds for your region; i.e., that portion of the \$3 million that has been allocated to you based on your region's contract strength.

This is the most important part of your ION process, making an informed decision about your recommendations to the National Office.

Unfunded and eligible to be ranked

Pre-selected for funding

Column heads that can be changed to change the sort order in which they are displayed

Select buildings to recommend for demolition

Each description is linked; you can click on the link to bring up in a separate window a full text description of the deficiency

Rank	Def ID	Ctr Rank	Center Name	Type/Building	FCI	MD	IIM	IAS	Category	Description	Est. Cost	Score	Justification	Remove
1	50047		Woodstock (00301)	Site						Outdoor basketball court in poor condition	\$21,862	1	Justification	<input type="checkbox"/>
2	57299		Woodland (00306)	Site						Full floor waste drain lines are corroded and blocked	\$296,444	29	Justification	<input type="checkbox"/>
3	57114		Earle C. Clements (00315)	Site						The underground gas line piping distribution system is deteriorating	\$11,000	14	Justification	<input type="checkbox"/>
4	56517		Earle C. Clements (00315)	0501 - Dormitory	42%	MC	100%			Styrum board ceiling is damaged and in poor condition	\$772	16	Justification	<input type="checkbox"/>
Total: \$447,748														

Attachment B (Part 2 – Regions) Specific Instructions for Regions

Step 1 – Rank Deficiencies

Once you have completed preparations, the remaining steps to make your ION submission are quick and easy. This step only requires you to:

- Click the “Add” checkbox in the bottom half of the screen to select that deficiency as one of your picks. You can “Add” deficiencies from either the “Ranked by Centers” tab or the “Not Ranked by Centers” tab or the “Linked to National Projects” tab
- Click the “Reorder” arrows in the top half of the screen to change the rank of your picks
- Click the “Remove” checkbox in the top half of the screen to remove that deficiency as one of your picks

Reorder arrows

Remove checkbox

Add checkbox

Rank	Reorder	Def. ID	Ctr. Rank/Cmts.	Center Name	Type/Building	FCI	MD	UMI	Description	Est. Cost	Score	Justification	Remove
1	▼	50067	1/Cmts.	Woodland (00306)	Woodstock (00301)	Site				\$21,962	16	Justification	<input type="checkbox"/>
2	▼	5729	1/Cmts.	Woodland (00306)	E - Elm Hall (Food Service/Culinary Arts)	87%	MC	100%	\$296,446	29	Justification	<input type="checkbox"/>	
3	▼	5721	1/Cmts.	Earle C. Clements (00315)	Site				\$128,668	14	Justification	<input type="checkbox"/>	
4	▲	50317	1/Cmts.	Earle C. Clements (00315)	0501 - Dormitory	42%	MC	100%	\$772	16	Justification	<input type="checkbox"/>	
Total										\$447,748			

Deficiencies												
Ranked by Centers		Not Ranked by Centers		Not Ranked - Linked to Proposed National Projects			Deficiencies Pre-selected for Funding			Proposed National Projects		Buildings Building Demolition
Add	Def. ID	Ctr. Rank/Cmts.	Center Name	Type/Building	FCI	MD	UMI	Class	Category	Description	Est. Cost	Score
<input type="checkbox"/>	44388	1/Cmts.	Woodland (00306)	E - Elm Hall (Food Service/Culinary Arts)	87%	MC	100%	IIIA	09.0.0 Interior Finish	Deteriorated staff & Culinary Arts toilets	\$22,943	22
<input type="checkbox"/>	40127	1/Cmts.	Woodstock (00301)	Site				IVA	15.0.0 Bldg Sewer, Water, Storm Drainage	Cost of academic trailers' waste removal high	\$73,087	19
<input type="checkbox"/>	46204	2/Cmts.	Woodland (00306)	U - Logistics Storage	0%	MDNC	100%	IIIA	20.1.1 New Construction	The barrel roof and its connection to the floor are leaking	\$552,307	16
<input type="checkbox"/>	6596	2/Cmts.	Earle C. Clements (00315)	2417 - Central Receiving/Warehouse	93%	NMD	100%	IBB	01.2.0 Egress	Exterior steps, landing, and safety railings do not comply with code	\$3,105	4
<input type="checkbox"/>	44335	3/Cmts.	Woodland (00306)	E - Elm Hall (Food Service/Culinary Arts)	87%	MC	100%	IVA	16.1.0 Electrical (Site)	Lack of an emergency power supply system	\$82,143	17
<input type="checkbox"/>	31842	3/Cmts.	Earle C. Clements (00315)	2436 - Facility Maintenance	64%	NMD	100%	IIIB	20.2.1 Rehabilitation	The exterior finishes, doors and windows are deteriorated	\$66,342	6
<input type="checkbox"/>	40036	3/Cmts.	Woodstock (00301)	Program				IVA	20.1.1 New Construction	Security functions understated & dispersed	\$103,614	0
<input type="checkbox"/>	56217	4/Cmts.	Woodland (00306)	A - Ash Hall (Ed/Vor/Rec)	87%	MC	100%	IIIB	09.1.0 Floor Finishes	Vinyl tile flooring is detaching	\$163,700	14

Next

Attachment B (Part 2 – Regions) Specific Instructions for Regions

Step 2 – Rank Buildings for Demolition

Once you have recommended deficiencies, then please select buildings for demolition. This step is similar to recommending deficiencies and requires you to:

When finished click the “Next” arrow at the bottom.

Reorder arrows

Remove checkbox

Add checkbox

Next

Rank	Reorder	Asset No	Ctr. Rank/Cmts	Center Name	Building Name	Type	FCI	MD	UFI	GSF	Year Built	Justification	Floors	Remove
1	▼	0030600022		Woodland (00306)	10 - VOC STORAGE	Structure	100%	MDNC		540	2002	Justification	1	<input type="checkbox"/>
2	▲	0030608114		Woodland (00306)	04 - GAZEBO 4	Structure	100%	MDNC		100	2000	Justification	1	<input type="checkbox"/>

Add	Asset No	Ctr. Rank/Cmts	Center Name	Building Name	Type	FCI	MD	UFI	GSF	Year Built	Floors
<input type="checkbox"/>	001500007	1/Cmts.	Earle C. Clements (00315)	1517 - ATSI OFFICES	Building	40%	NMD	0%	4100	1942	1
<input type="checkbox"/>	001000011	1/Cmts.	Woodstock (00301)	0010 - SECURITY GATE HOUSE	Building	100%	MDNC	100%	1155	1932	1
<input type="checkbox"/>	00108113	2/Cmts.	Woodstock (00301)	0040 - GAZEBO	Structure	100%	MDNC		1962	1990	

Attachment B (Part 2 – Regions) Specific Instructions for Regions

Step 3 – Justification Comments

Once you have selected and ranked your picks, provide a justification comment for each deficiency and demolition. This is your opportunity to explain to the National Office your reasons for recommending these deficiencies and demolitions. Clear recommendations are essential in effectively communicating why these are needed.

When finished click the “Next” arrow at the bottom.

Justification
Comments

Step 1: Rank Step 2: Comment Step 3: Review Step 4: Submit

• You submitted your ION to the National Office on 2/21/2007.

Rank	Ctr. Rank	Asset No.	Building Name	Type	FCI	MD	UHI	GSF	Floors	Year built	Justification (Required)
3	57114	1	Earle C. Clements (00315)	Site	%	%					
4	56517		Earle C. Clements (00315)	0501 - Dormitory	42%	MC	100%				
Total:										\$447,747	

Buildings:

- You have indicated the following as your greatest-need building demolitions.
- Provide a comment for each building to justify your selection.

Rank	Ctr. Rank	Asset No.	Building Name	Type	FCI	MD	UHI	GSF	Floors	Year built	Justification (Required)
1		0030600032	10 - VOC. STORAGE	Structure	100%	MDNC		540	1	2002	
2		0030808114	04 - GAZEBO 4	Structure	100%	MDNC		100	1	2000	

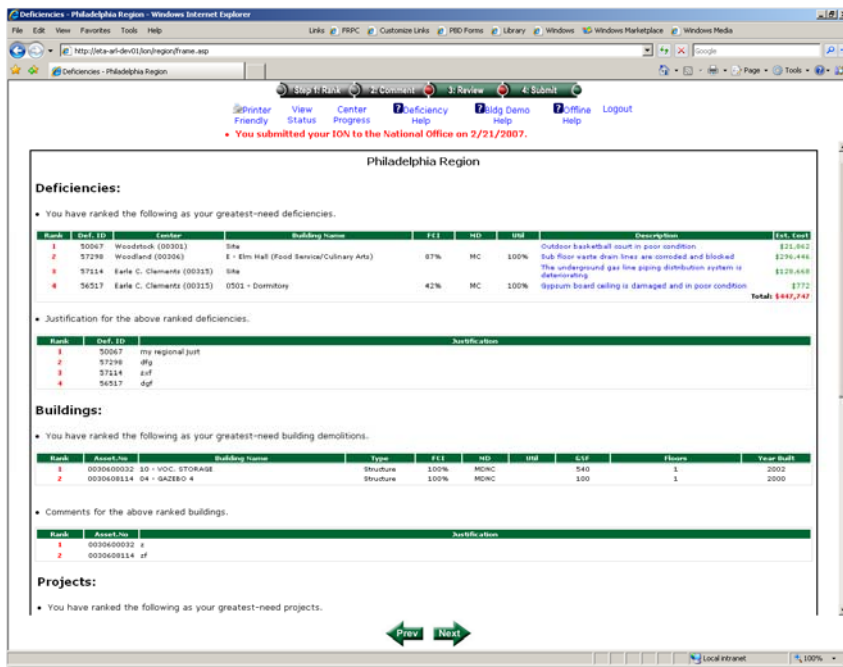
Prev Next

Attachment B (Part 2 – Regions) Specific Instructions for Regions

Step 4 - Review

Once you have provided your justification comments, please review your selections, rankings, and comments.

When finished click the “Next” arrow at the bottom.



Step 5 - Submit

Once you have completed your review and are ready to submit, click the “Submit Now” button. Note: If you wish to change your submission, you may do so at any time up to your deadline of April 3, 2008 by simply repeating steps 1-4.

