

Revised Facility Audit Application Instructions

Capital Planning Branch
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OVERVIEW

The Revised Facility Audit application is an Microsoft Excel workbook, comprised of 13 worksheets, including the following:

- Facility Audit Index
- Facility Audit Summary
- Facility Audit forms (ten pages of Detailed Checklists)
- Commentary form

A series of background worksheets and modules support the storage of the information and the operation of the application.

The workbook is generic, using an embedded table that allows school districts to store individual Facility Audits for up to 200 facilities (a second workbook would be required for any additional facilities beyond 200).

The workbook is designed to have only one active Facility Audit at a time, which must be saved to the table before retrieving another Facility Audit.

OPERATION

The first screen is the Facility Audit Index. This screen is used to manage the collection of Facility Audits for an inventory of facilities.

The next screen is the Facility Audit Summary, which displays the rating score for each building element and calculates a Total Score and a percentage for the facility.

The following Facility Audit forms include separate Detailed Checklists for the various building elements on 10 screens along with the Commentary page.

Tools to navigate between the forms are provided. The ability to print the entire Facility Audit or a single page, and to access “help” features are available on each screen.

MANAGING THE FACILITY AUDITS

Creating a new Facility Audit for a facility.

- Select the facility from the list and select an additional description, if required. Check that the facility name and number are correct.
- Select the location in the table to save the Facility Audit for this facility (e.g., location 1, location 2, etc.).
- Use the “Create” button to create a blank Facility Audit for this facility in the table.
- Repeat these steps to create additional facilities within the table, saving each to a new location.

Retrieving a Facility Audit for a facility.

- Select the facility from the list.
- Using the “Retrieve” button will make this Facility Audit the current one.

Erasing a Facility Audit.

- Use the “Erase” button to erase the active Facility Audit - a prompt will ensure that you want to proceed with this action.

Saving a Facility Audit form.

- Using the “Save” button will copy the information from the active form to the table.

NOTE: This action does not save the workbook; standard MS Excel procedures must be used for saving and backing-up this workbook.

SYSTEM REQUIREMENTS

PC: MS Excel version 7.0a or later

Mac: MS Excel version 5.0 or later

SUBMITTING INFORMATION

To submit this information to the Ministry of Education, please attach the completed workbook to an e-mail and send it to:

Glen.Seredynski@gems2.gov.bc.ca

HELP

If you are having difficulties in submitting the completed workbook by e-mail or have any technical questions about the use of the Revised Facility Audit application, please contact Glen Seredynski, Capital Planning Branch, at:

Glen.Seredynski@gems2.gov.bc.ca

or

(250) 387-0370

Otherwise, if you have questions regarding the Revised Facility Audit process or the preparation of a Five-Year Capital Plan submission, please contact your Planning Officer.