OFCC

OHIO FACILITIES CONSTRUCTION COMMISSION

ON TRACK

Online Maintenance Tool

Financial View Job Aid

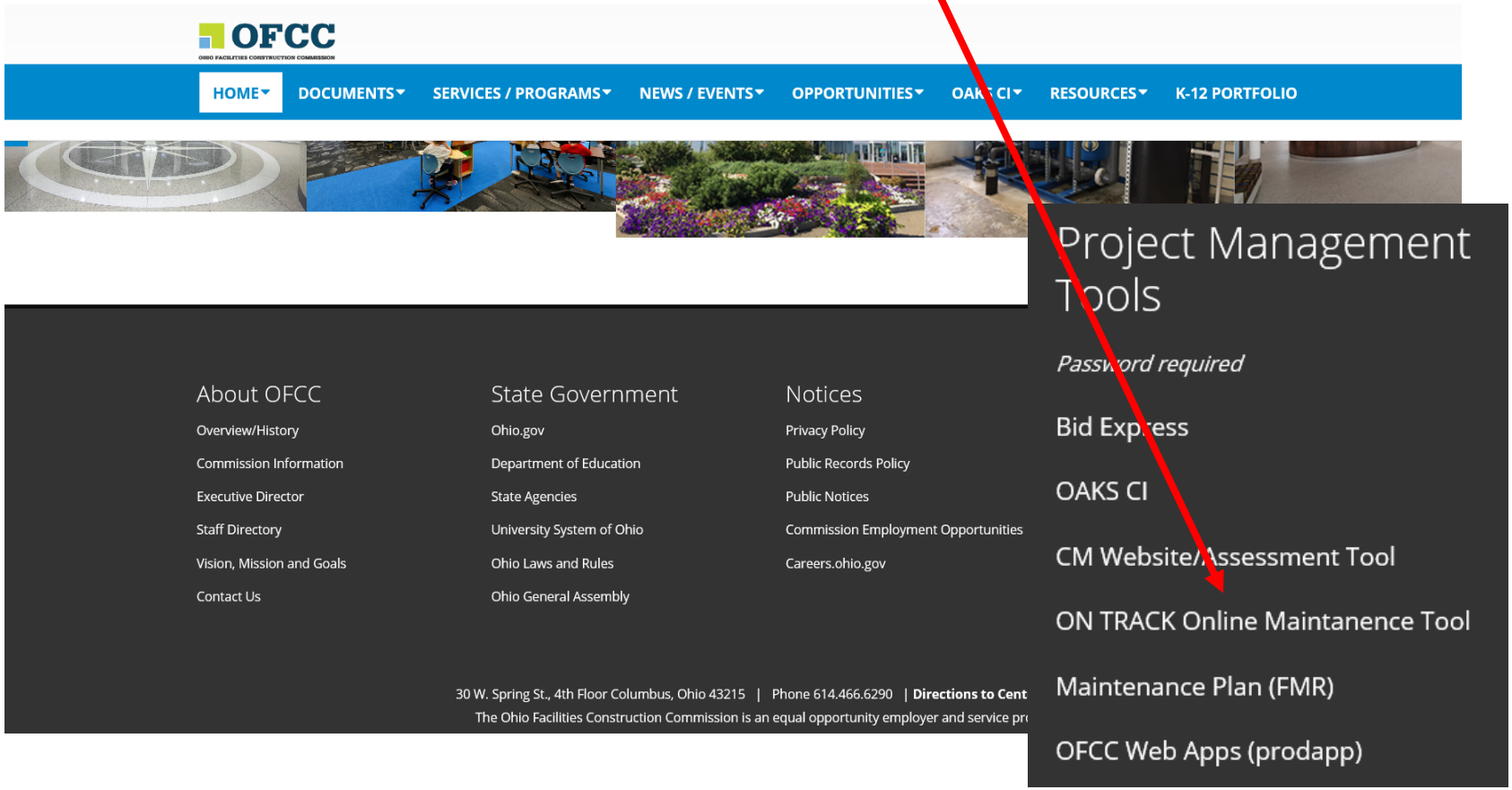
March 2019

Agenda

- ON TRACK (Use Google Chrome)
  - System Navigation:
    - Logging in
    - Your ON TRACK home page
      - System Settings
      - Documents and Resources
      - Financial View:
        - Financial Report
        - Annual Report
        - Financial Summary of Critical / All Assets
        - Expendables for the Facility
        - Labor Breakdown Report
        - Capital Renewal Report of Critical/All Assets
        - Asset List
        - Maintenance Performance Report

Logging In

- From the OFCC website (OFCC.ohio.gov) in the bottom right corner, click the ON TRACK Online Maintenance Tool link
- Enter your User name and Password. Usernames and passwords are given by OFCC. Please contact Bill Bibbey @ William.Bibbey@ofcc.ohio.gov or by phone @ 614-466-6290

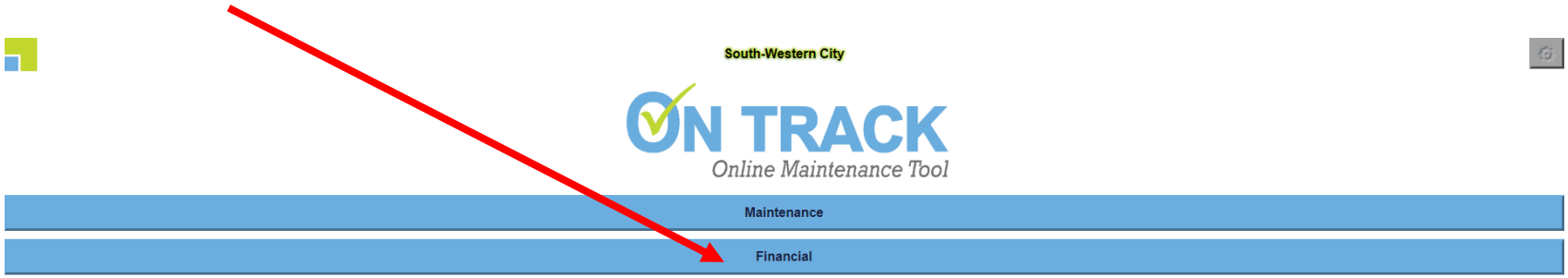


Your ON TRACK Home Page

- Click the System Settings to access system options and resources:
  - Maintenance View Job Aid
  - Financial View Job Aid
  - Glossary of Terms
  - Program Guidelines
  - Energy Star Portfolio
  - Change Your Password
  - Manage User Accounts
  - Submit a Bug Report

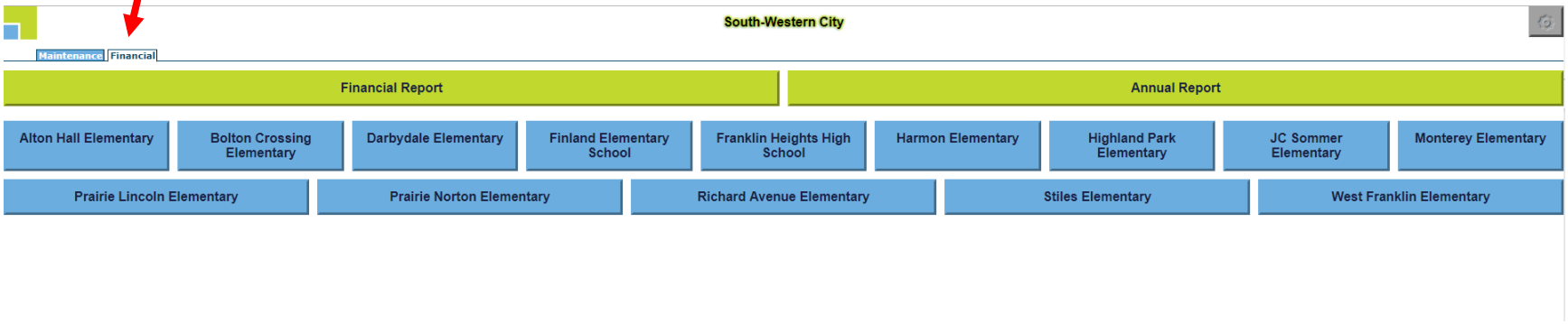
Financial View: Activities/Information

- For financial activities and information, click the **Financial** button.



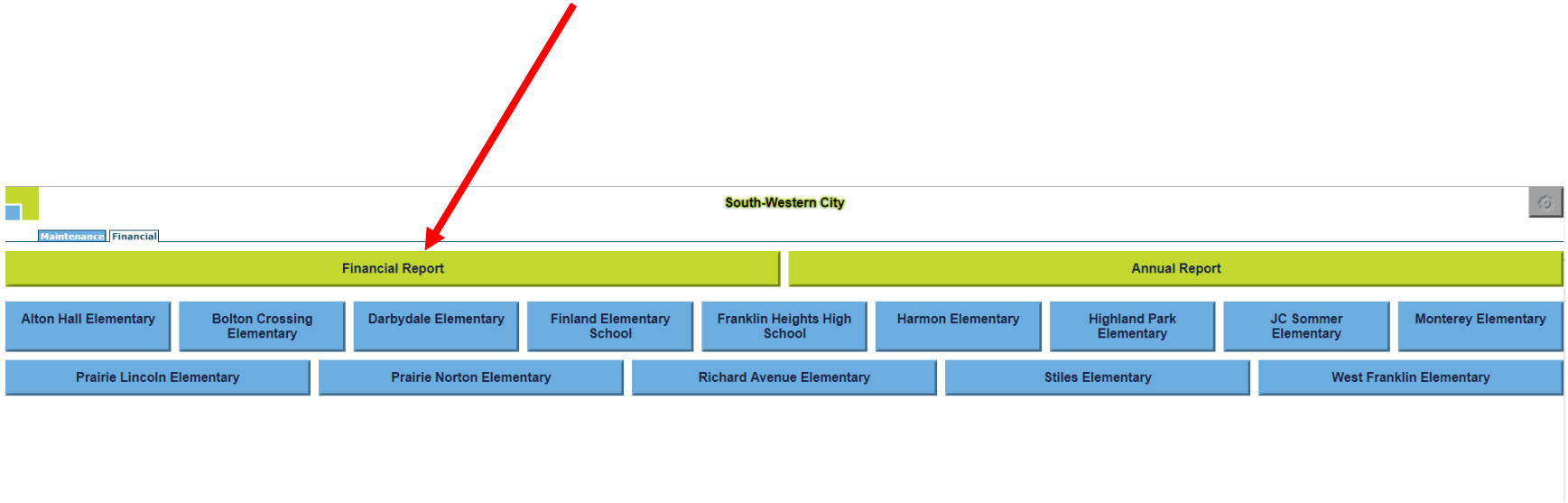
Financial View: Activities/Information

- The tab at the top of the screen indicates that the **Financial tab** is 'open'.
- Two **reports** are available for **district-wide** purposes.
- Individual buttons can be selected for **building-specific** purposes.



Financial View: Financial Report

- Click on the **Financial Report** button.



Financial View: Financial Report

- District Cost Summary screen displays:
  - Facility Categories
  - Preventative Maintenance
  - Unplanned Repair
  - Planned Repair
  - Total Maintenance
  - Capital Renewal in 10 years
  - Capital Renewal in 20 years
- Total square footage for the district.

South-Western City

Home

Cost Summary by Category

South-Western City building area: 1,027,517 sq. ft.

Category	Preventive Maintenance	Unplanned Repair	Planned Repair	Total Maintenance	Capital Renewal 10	Capital Renewal 20
ADA/Elevators/Lifts	$46,000	$12,000	$0	$58,000	$83,000	$0
Building Envelope	$110,000	$60,000	$220,000	$400,000	$170,000	$400,000
Electrical	$150,000	$69,000	$280,000	$500,000	$770,000	$180,000
HVAC Systems	$180,000	$98,000	$430,000	$710,000	$65,000	$980,000
Interiors	$4,100	$2,100	$110,000	$110,000	$900,000	$0
Kitchen Equipment	$59,000	$29,000	$140	$89,000	$140,000	$0
Life/Fire Safety	$170,000	$42,000	$30,000	$240,000	$25,000	$50,000
Misc. Equipment	$42,000	$21,000	$3,700	$66,000	$100,000	$0
Plumbing	$62,000	$39,000	$22,000	$120,000	$81,000	$50,000
Site	$4,700	$2,500	$150,000	$160,000	$29,000	$380,000
Structure/Support	$11,000	$6,500	$0	$17,000	$0	$120,000
Total	**$840,000**	**$380,000**	**$1,200,000**	**$2,500,000**	**$2,400,000**	**$2,200,000**

All values are presented rounded to 2 significant figures.

Financial View: Financial Report

- Click the **+** or **–** to **expand** each column for cost breakdowns:
  - Hours
  - Labor
  - Material
  - Cost
  - $/ft^2
- Click the **+** or **–** to **collapse** the columns as needed

South-Western City

Home

Cost Summary by Category

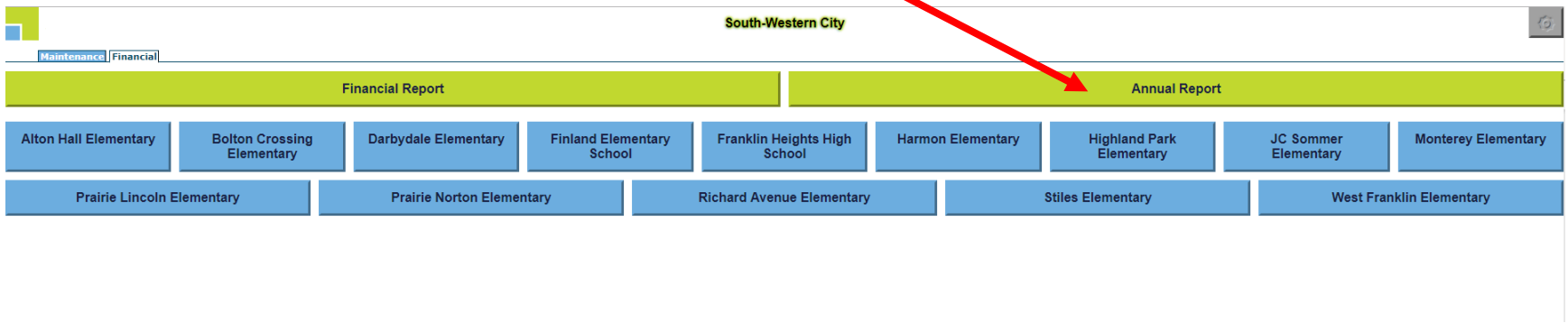
South-Western City building area: 1,027,517 sq. ft.

Category	– Preventive Maintenance					+ Unplanned Repair	– Planned Repair					+ Total Maintenance	+ Capital Renewal 10	+ Capital Renewal 20
	Hours	Labor	Material	Cost	$/ft²		Hours	Labor	Material	Cost	$/ft²			
ADA/Elevators/Lifts	510	$33,000	$13,000	$46,000	$0.05	$12,000	0	$0	$0	$0	$0	$58,000	$83,000	$0
Building Envelope	2,400	$76,000	$38,000	$110,000	$0.11	$60,000	3,700	$130,000	$93,000	$220,000	$0.22	$400,000	$170,000	$400,000
Electrical	3,400	$110,000	$36,000	$150,000	$0.14	$69,000	2,200	$78,000	$210,000	$280,000	$0.28	$500,000	$770,000	$180,000
HVAC Systems	5,100	$170,000	$14,000	$180,000	$0.18	$98,000	2,600	$100,000	$330,000	$430,000	$0.42	$710,000	$65,000	$980,000
Interiors	120	$3,800	$370	$4,100	$0	$2,100	2,400	$76,000	$30,000	$110,000	$0.10	$110,000	$900,000	$0
Kitchen Equipment	1,700	$55,000	$4,100	$59,000	$0.06	$29,000	2.9	$92	$45	$140	$0	$89,000	$140,000	$0
Life/Fire Safety	3,900	$140,000	$25,000	$170,000	$0.16	$42,000	81	$4,200	$25,000	$30,000	$0.03	$240,000	$25,000	$50,000
Misc. Equipment	1,200	$38,000	$4,200	$42,000	$0.04	$21,000	57	$1,800	$1,900	$3,700	$0	$66,000	$100,000	$0
Plumbing	1,800	$59,000	$3,100	$62,000	$0.06	$39,000	170	$7,500	$15,000	$22,000	$0.02	$120,000	$81,000	$50,000
Site	140	$4,500	$250	$4,700	$0	$2,500	1,700	$67,000	$85,000	$150,000	$0.15	$160,000	$29,000	$380,000
Structure/Support	340	$11,000	$0	$11,000	$0.01	$6,500	0	$0	$0	$0	$0	$17,000	$0	$120,000
Total	**21,000**	**$700,000**	**$140,000**	**$840,000**	**$0.82**	**$380,000**	**13,000**	**$470,000**	**$780,000**	**$1,200,000**	**$1**	**$2,500,000**	**$2,400,000**	**$2,200,000**

All values are presented rounded to 2 significant figures.

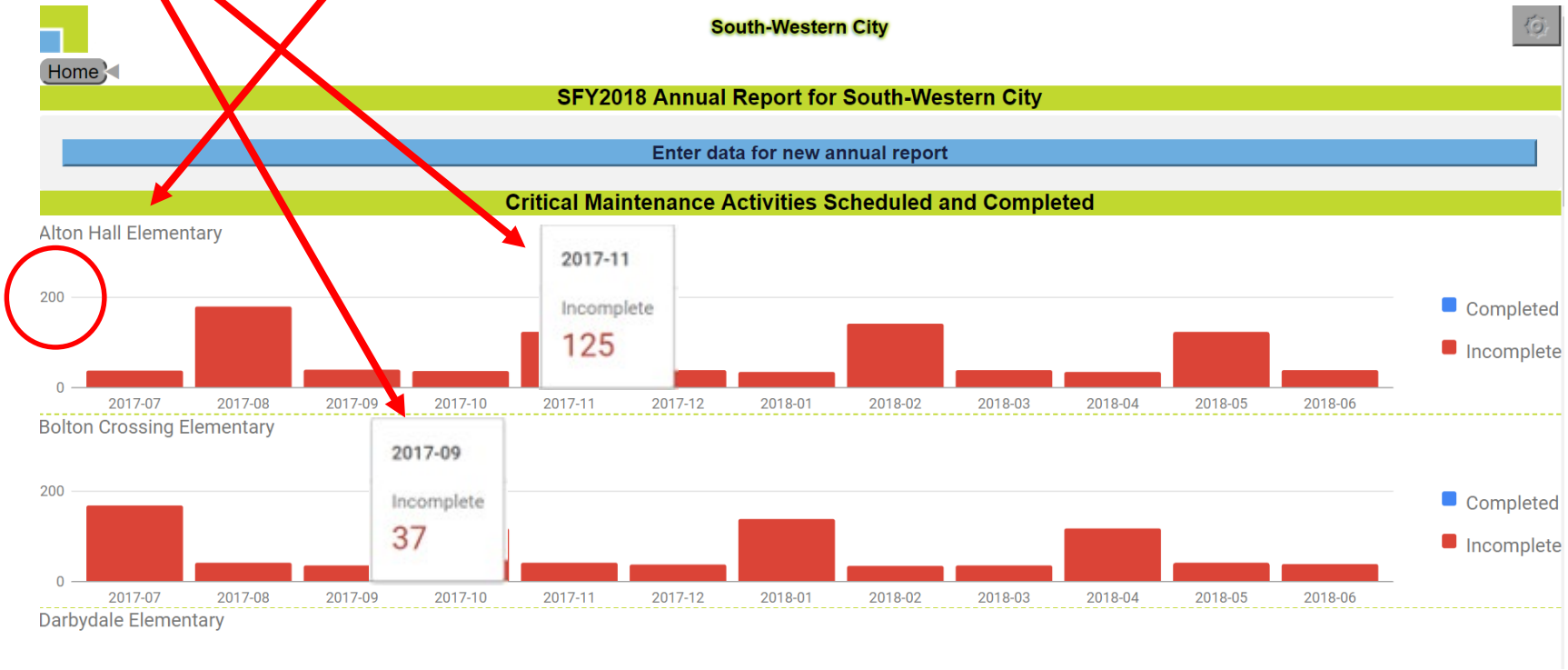
Financial View: Annual Report

- Click on the **Annual Report** button.



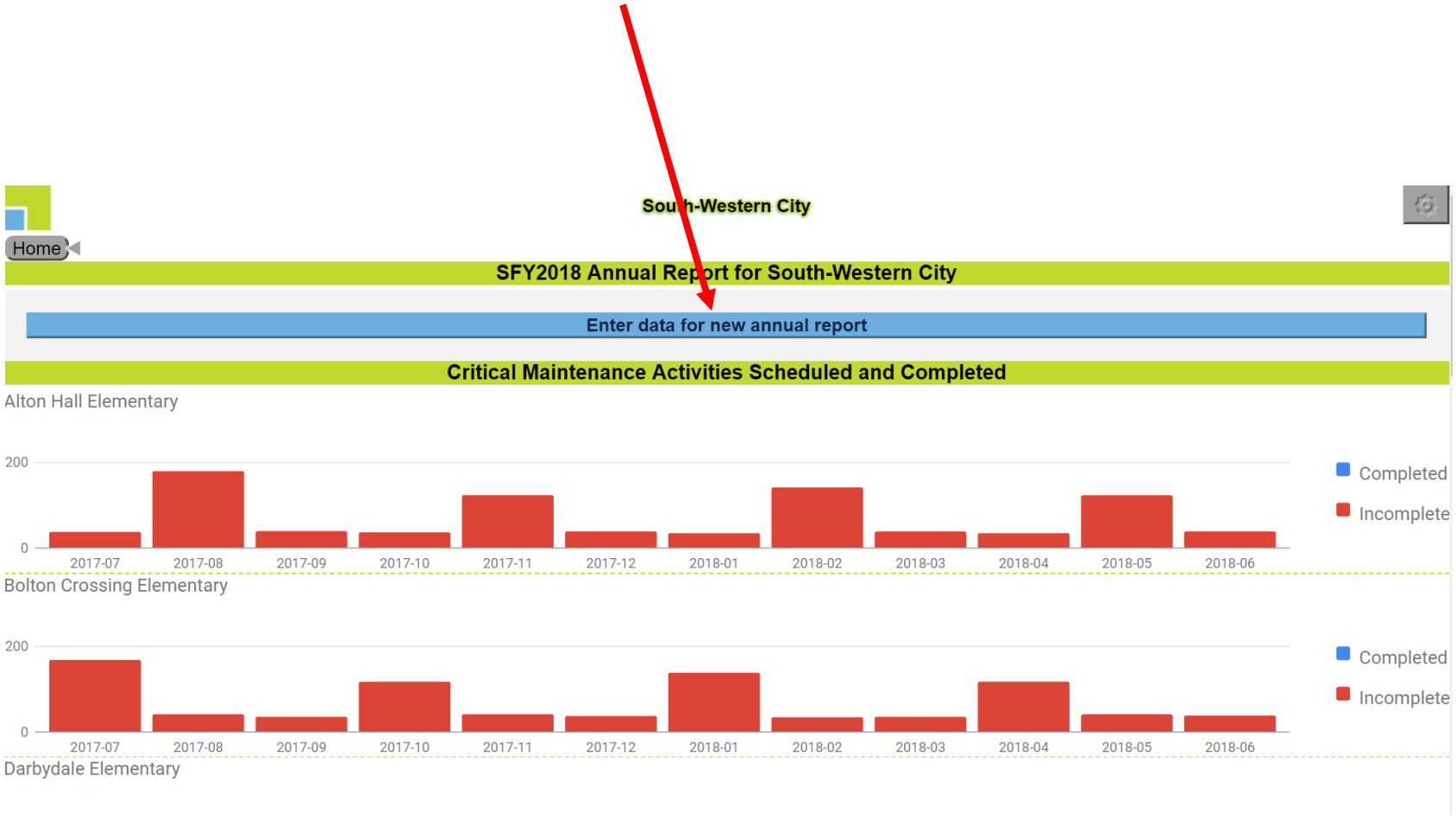
Financial View: Annual Report

- Monthly **scheduled and completed** critical maintenance activities for each building are automatically tracked.
- **Completed** (blue) and **Incomplete** (red) results are displayed in the bar graph.
- **Hover** over any bar on the graph to display the # of incomplete tasks.



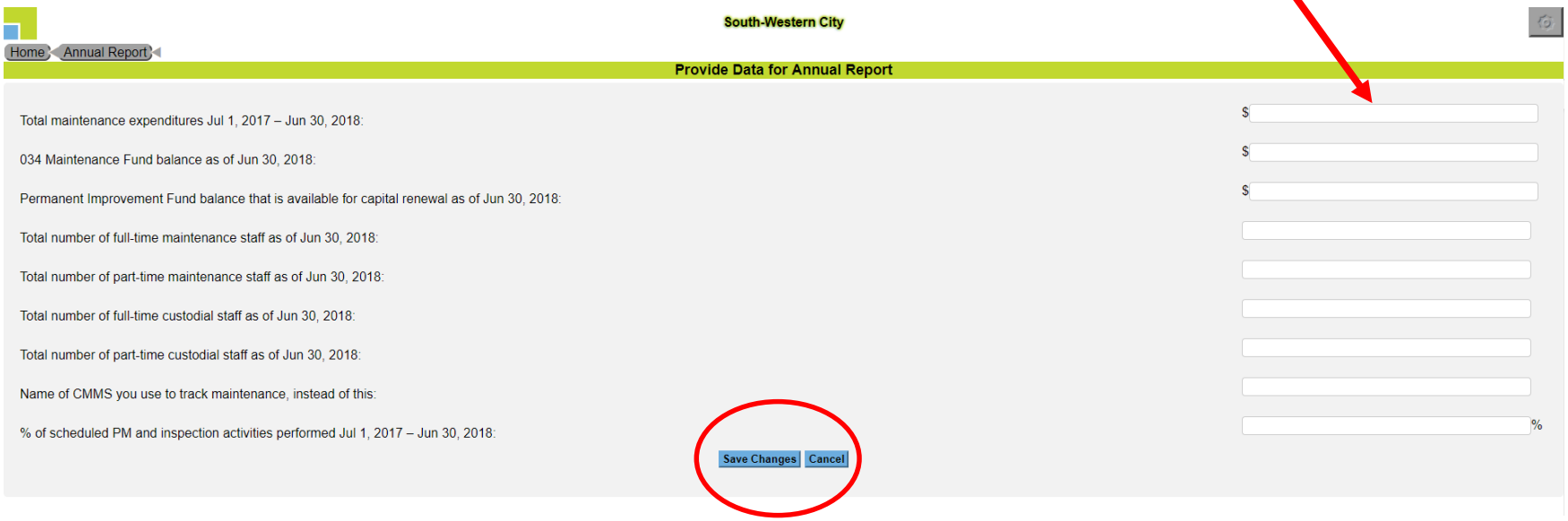
Financial View: Annual Report

- Click on the **Enter data for new annual report** button



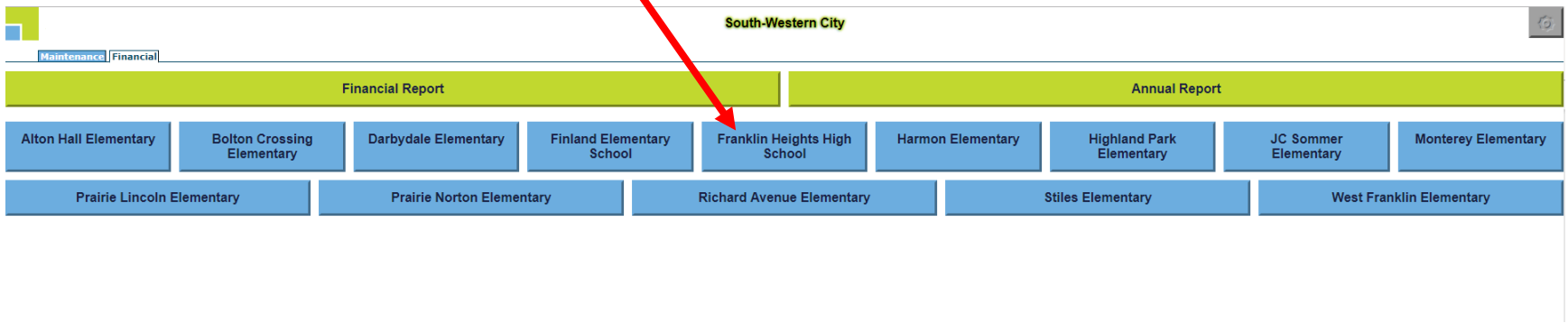
Financial View: Annual Report

- Enter the **district-wide** data into the fields provided.
- Click the **Save Changes** button to update the system.



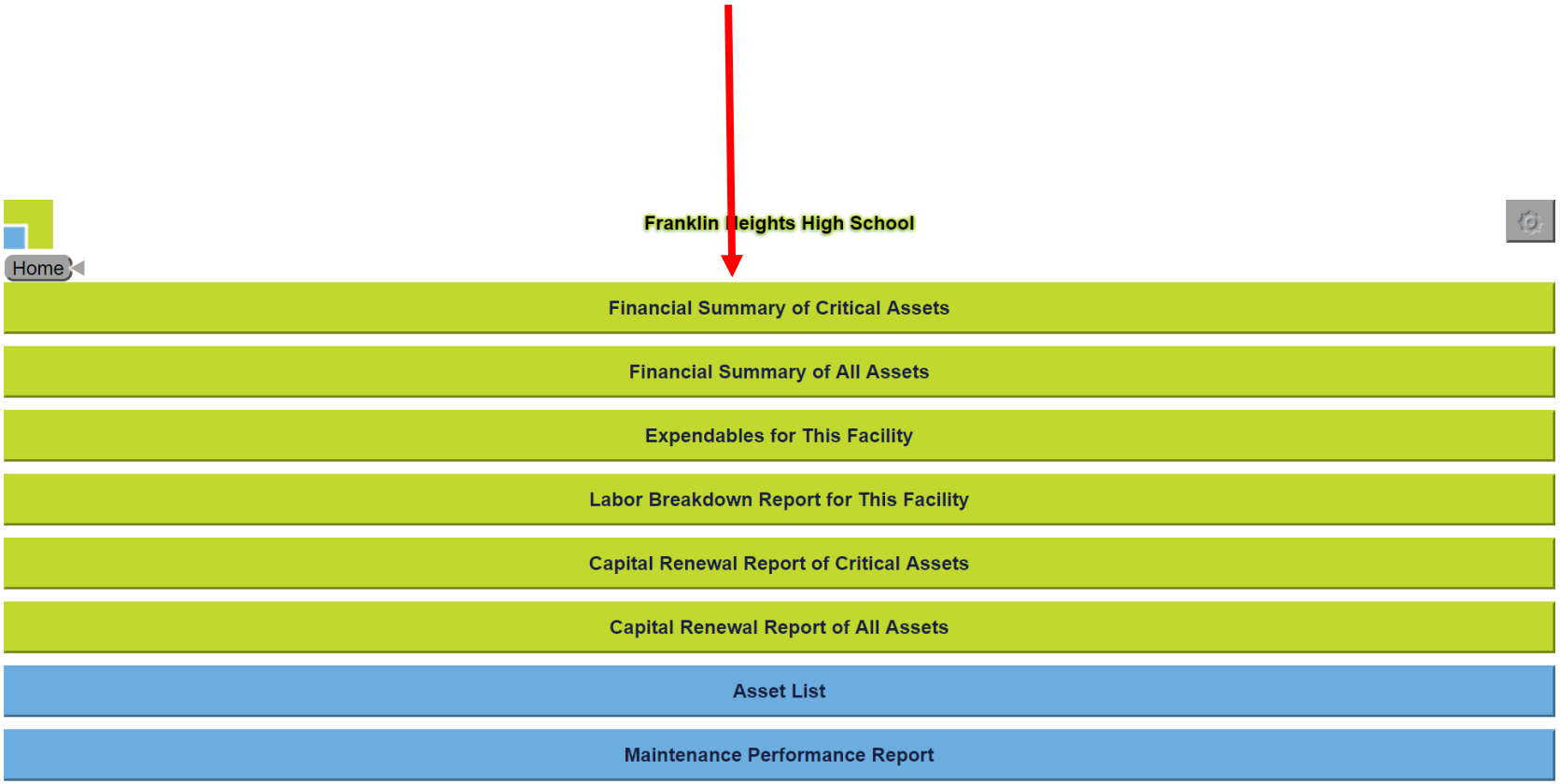
Financial View: Activities and Information

- Select a **building**



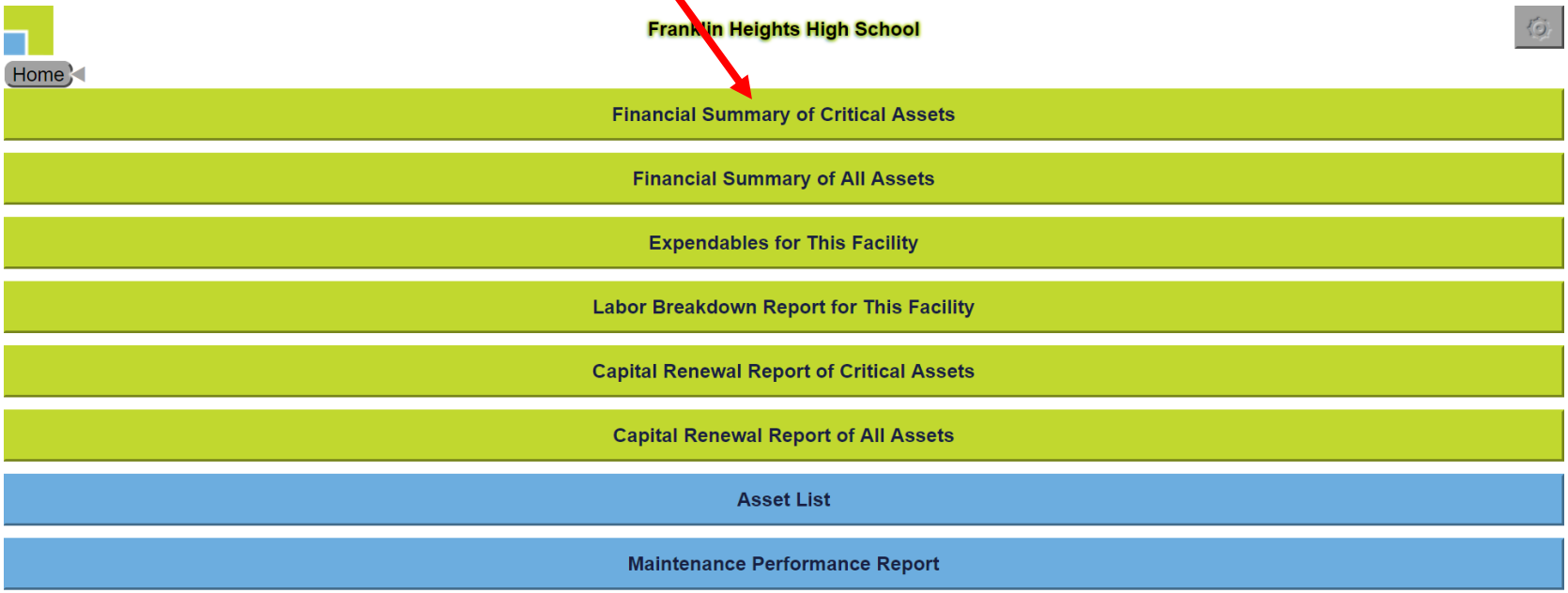
Financial View: Activities and Information

- These options are available. Click on a button.



Financial View: Financial Summary–Critical Assets

- Click the **Financial Summary of Critical Assets** button



Financial View: Financial Summary–Critical Assets

- Cost Summary by Critical Category screen displays:
  - Critical Categories
  - Preventative Maintenance
  - Unplanned Repair
  - Planned Repair
  - Total Maintenance
  - Capital Renewal in 10 years
  - Capital Renewal in 20 years
- Total square footage for the building

Franklin Heights High School

Home Facility

Cost Summary by Critical Category

building area: 171,310 sq. ft. *2010 Cost Set*

Category	Preventive Maintenance	Unplanned Repair	Planned Repair	Total Maintenance	Capital Renewal 10	Capital Renewal 20
Building Envelope	$5,400	$2,800	$1,800	$10,000	$0	$25,000
Electrical	$14,000	$6,500	$22,000	$42,000	$69,000	$0
HVAC Systems	$19,000	$10,000	$57,000	$86,000	$7,000	$120,000
Life/Fire Safety	$27,000	$6,900	$3,700	$38,000	$2,800	$5,000
Plumbing	$2,900	$1,800	$980	$5,700	$4,300	$3,500
Total	**$68,000**	**$28,000**	**$85,000**	**$180,000**	**$83,000**	**$160,000**

All values are presented rounded to 2 significant figures.

Financial View: Financial Summary–Critical Assets

- Click the **+** or **–** to **expand** each column for cost breakdowns:
  - Hours
  - Labor
  - Material
  - Cost
  - $/ft2
- Click the **+** or **–** to **collapse** the columns as needed

Franklin Heights High School

Home Facility

Cost Summary by Critical Category

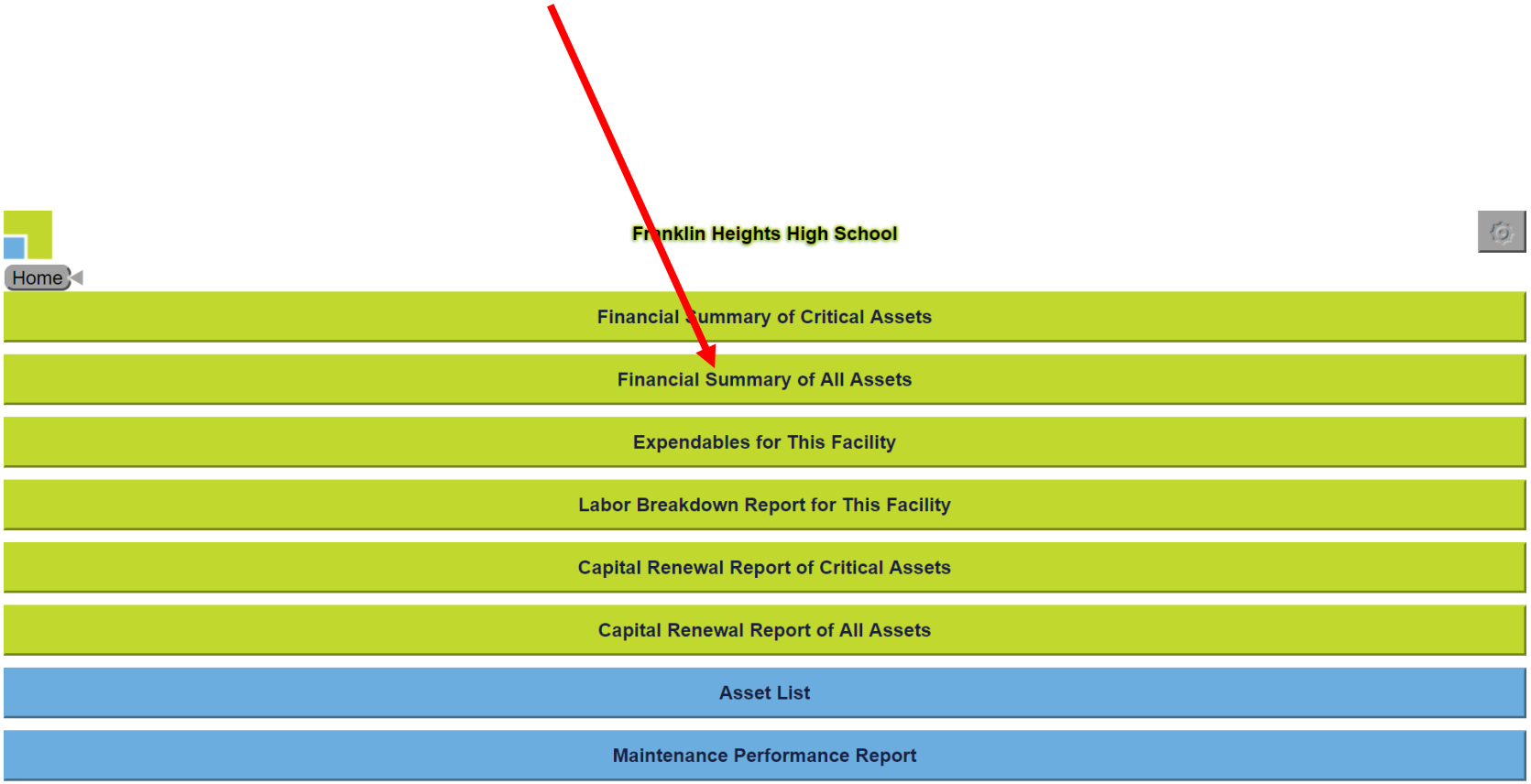
building area: 171,310 sq. ft. *2010 Cost Set*

Category	+ Preventive Maintenance	– Unplanned Repair				+ Planned Repair	+ Total Maintenance	– Capital Renewal 10		+ Capital Renewal 20
		Labor	Material	Cost	$/ft²			Cost	$/ft²	
Building Envelope	$5,400	$1,700	$1,100	$2,800	$0.02	$1,800	$10,000	$0	$0	$25,000
Electrical	$14,000	$4,300	$2,200	$6,500	$0.04	$22,000	$42,000	$69,000	$0.40	$0
HVAC Systems	$19,000	$9,400	$770	$10,000	$0.06	$57,000	$86,000	$7,000	$0.04	$120,000
Life/Fire Safety	$27,000	$6,000	$850	$6,900	$0.04	$3,700	$38,000	$2,800	$0.02	$5,000
Plumbing	$2,900	$1,700	$80	$1,800	$0.01	$980	$5,700	$4,300	$0.03	$3,500
Total	**$68,000**	**$23,000**	**$5,000**	**$28,000**	**$0.16**	**$85,000**	**$180,000**	**$83,000**	**$0.48**	**$160,000**

All values are presented rounded to 2 significant figures.

Financial View: Financial Summary–All Assets

- Click the **Financial Summary of All Assets** button



Financial View: Financial Summary–All Assets

- Cost Summary by Category screen displays:
  - All Categories
  - Preventative Maintenance
  - Unplanned Repair
  - Planned Repair
  - Total Maintenance
  - Capital Renewal in 10 years
  - Capital Renewal in 20 years
- Total square footage for the building

Franklin Heights High School

Home Facility

Cost Summary by Category

building area: 171,310 sq. ft. *2010 Cost Set*

Category	Preventive Maintenance	Unplanned Repair	Planned Repair	Total Maintenance	Capital Renewal 10	Capital Renewal 20
ADA/Elevators/Lifts	$3,900	$980	$0	$4,900	$8,400	$0
Building Envelope	$16,000	$8,300	$31,000	$56,000	$25,000	$56,000
Electrical	$21,000	$9,800	$41,000	$72,000	$110,000	$21,000
HVAC Systems	$20,000	$11,000	$57,000	$88,000	$7,000	$120,000
Interiors	$1,100	$550	$22,000	$23,000	$180,000	$0
Kitchen Equipment	$4,900	$2,500	$8	$7,400	$17,000	$0
Life/Fire Safety	$27,000	$6,900	$3,700	$38,000	$2,800	$5,000
Misc. Equipment	$4,200	$2,100	$380	$6,600	$14,000	$0
Plumbing	$9,700	$6,100	$3,300	$19,000	$12,000	$3,700
Site	$940	$490	$27,000	$29,000	$7,800	$69,000
Structure/Support	$1,900	$1,100	$0	$3,100	$0	$21,000
Total	**$110,000**	**$50,000**	**$190,000**	**$350,000**	**$380,000**	**$300,000**

All values are presented rounded to 2 significant figures.

Financial View: Financial Summary–All Assets

- Click the **+** or **–** to **expand** each column for cost breakdowns:
  - Hours
  - Labor
  - Material
  - Cost
  - $/ft2
- Click the **+** or **–** to **collapse** the columns as needed

Franklin Heights High School

Home Facility

Cost Summary by Category

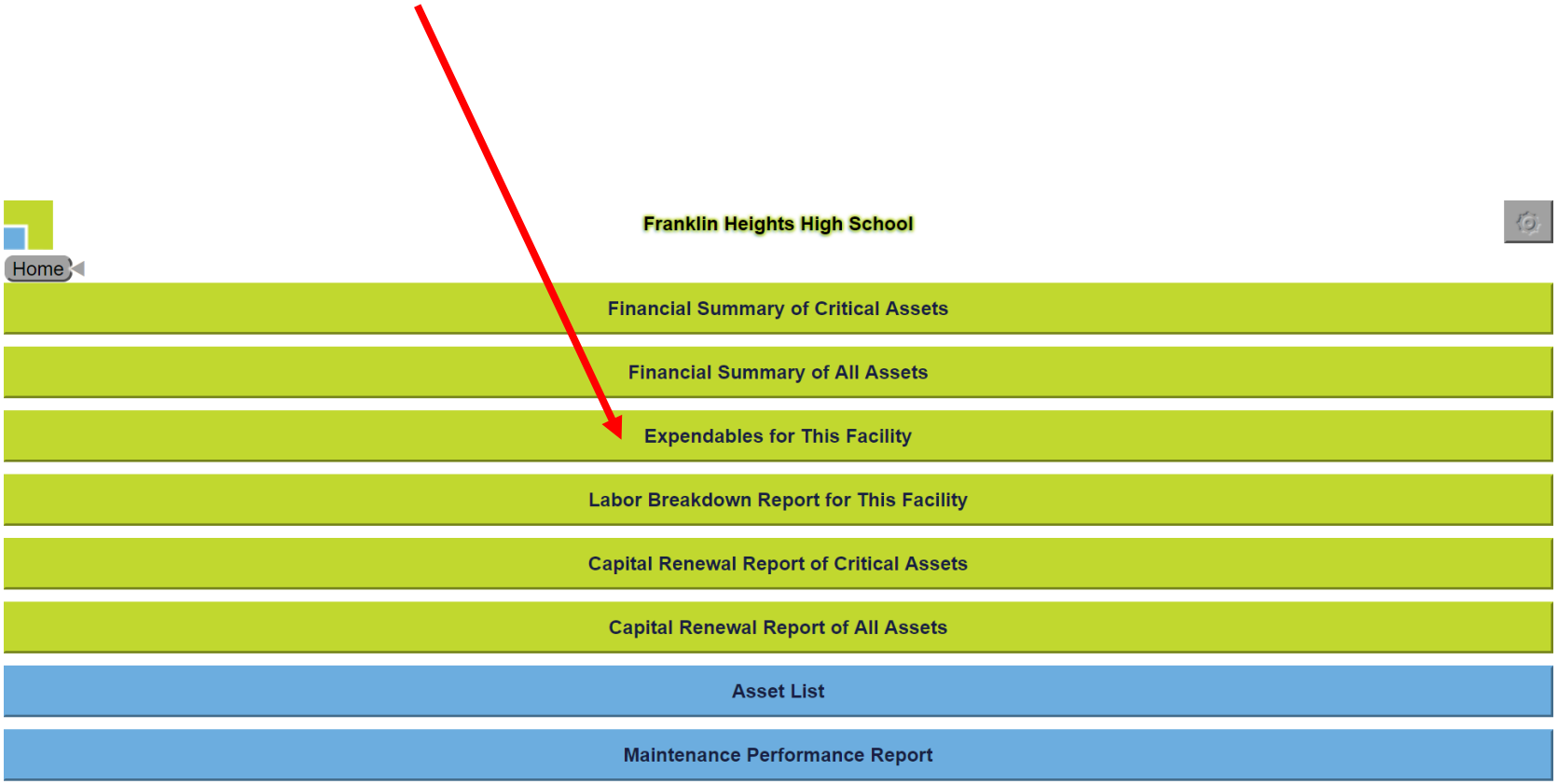
building area: 171,310 sq. ft. *2010 Cost Set*

Category	Preventive Maintenance					Unplanned Repair	Planned Repair					Total Maintenance	Capital Renewal 10	Capital Renewal 20
	Hours	Labor	Material	Cost	$/ft²		Hours	Labor	Material	Cost	$/ft²			
ADA/Elevators/Lifts	50.	$2,900	$1,000	$3,900	$0.02	$980	0	$0	$0	$0	$0	$4,900	$8,400	$0
Building Envelope	330	$11,000	$5,400	$16,000	$0.09	$8,300	520	$18,000	$13,000	$31,000	$0.18	$56,000	$25,000	$56,000
Electrical	470	$15,000	$5,800	$21,000	$0.12	$9,800	370	$12,000	$28,000	$41,000	$0.24	$72,000	$110,000	$21,000
HVAC Systems	580	$19,000	$1,600	$20,000	$0.12	$11,000	290	$11,000	$46,000	$57,000	$0.33	$88,000	$7,000	$120,000
Interiors	30.	$960	$110	$1,100	$0.01	$550	460	$15,000	$7,100	$22,000	$0.13	$23,000	$180,000	$0
Kitchen Equipment	140	$4,500	$380	$4,900	$0.03	$2,500	0.16	$5	$3	$8	$0	$7,400	$17,000	$0
Life/Fire Safety	690	$24,000	$3,400	$27,000	$0.16	$6,900	12	$530	$3,200	$3,700	$0.02	$38,000	$2,800	$5,000
Misc. Equipment	120	$3,700	$430	$4,200	$0.02	$2,100	5.8	$190	$190	$380	$0	$6,600	$14,000	$0
Plumbing	290	$9,400	$370	$9,700	$0.06	$6,100	26	$1,100	$2,200	$3,300	$0.02	$19,000	$12,000	$3,700
Site	28	$900	$40	$940	$0.01	$490	310	$12,000	$15,000	$27,000	$0.16	$29,000	$7,800	$69,000
Structure/Support	60.	$1,900	$0	$1,900	$0.01	$1,100	0	$0	$0	$0	$0	$3,100	$0	$21,000
Total	**2,800**	**$93,000**	**$19,000**	**$110,000**	**$0.65**	**$50,000**	**2,000**	**$70,000**	**$120,000**	**$190,000**	**$1**	**$350,000**	**$380,000**	**$300,000**

All values are presented rounded to 2 significant figures.

Financial View: Expendables for this Facility

- Click the **Expendables for This Facility** button



Financial View: Expendables for this Facility

- Click the **Expendables for This Facility** button.
- Detailed parts, quantities, costs and notes are displayed for each asset.

Grove Patterson Elementary School

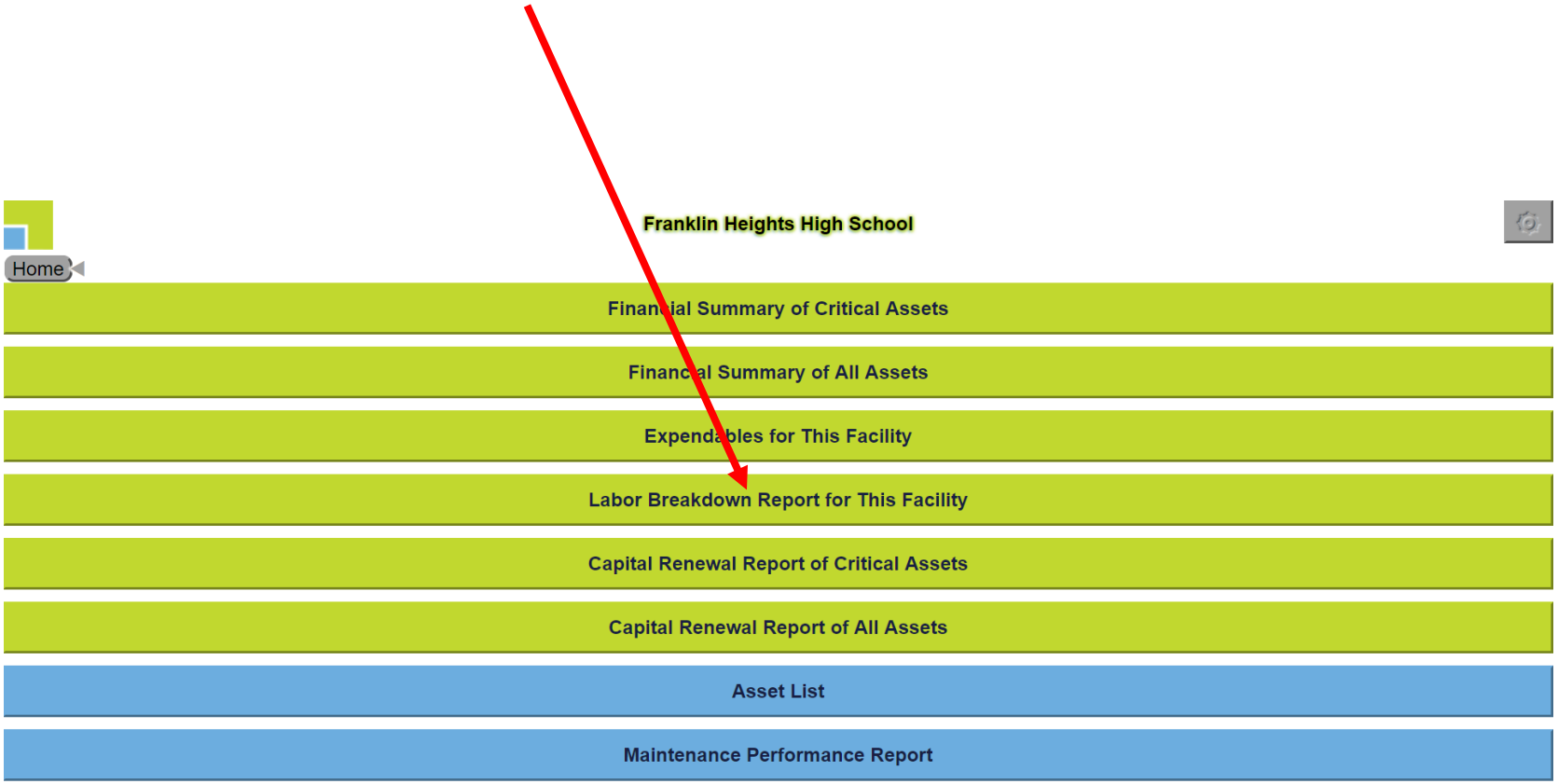
Home Facility

Expendables

Asset	Expendable Name	Cost	Quantity	Supplier	Notes
AHU-1 Air Handling Unit (11250 CFM)	Belts	$15.00	3		For replacement parts, refer to the model number and serial number of the unit as stamped on the serial plate attached to the unit. Indicated installation date.
AHU-1 Air Handling Unit (11250 CFM)	Belts	$40.00	4		For replacement parts, refer to the model number and serial number of the unit as stamped on the serial plate attached to the unit. Indicate installation date.
AHU-1 Air Handling Unit (11250 CFM)	Filters	$600.00	36		Check filters every 3 months and replace as needed. (16) 20"x24"x2" Pleated 30-35% Eff. (8) 12"x24"x2" Pleated 30-35% Eff. (8) 20"x24"x2" Cartridge 60-65% Eff. (4) 12"x24"x2" Cartridge 60-65% Eff.
AHU-1 Air Handling Unit (11250 CFM)	Filters	$450.00	24		Check filters every 3 months and replace as needed. (8) 12"x24"x2" Pleated 30-35% Eff. (8) 24"x24"x2" Pleated 30-35% Eff. (4) 12"x24"x2" Cartridge 60-65% Eff. (4) 24"x24"x12" Cartridge 60-65% Eff.
AHU-2 Air Handling Unit (13400 CFM)	Belts	$40.00	4		For replacement parts, refer to the model number and serial number of the unit as stamped on the serial plate attached to the unit. Indicate installation date.
AHU-2 Air Handling Unit (13400 CFM)	Belts	$40.00	4		For replacement parts, refer to the model number and serial number of the unit as stamped on the serial plate attached to the unit. Indicate installation date.
AHU-2 Air Handling Unit (13400 CFM)	Filters	$450.00	24		Check filters every 3 months and replace as needed. (8) 12"x24"x2" Pleated 30-35% Eff. (8) 24"x24"x2" Pleated 30-35% Eff. (4) 12"x24"x2" Cartridge 60-65% Eff. (4) 24"x24"x12" Cartridge 60-65% Eff.
AHU-2 Air Handling Unit (13400 CFM)	Filters	$450.00	24		Check filters every 3 months and replace as needed. (8) 12"x24"x2" Pleated 30-35% Eff. (8) 24"x24"x2" Pleated 30-35% Eff. (4) 12"x24"x2" Cartridge 60-65% Eff. (4) 24"x24"x12" Cartridge 60-65% Eff.
AHU-3 Air Handling Unit (28000 CFM)	Belts	$25.00	5		For replacement parts, refer to the model number and serial number of the unit as stamped on the serial plate attached to the unit. Indicate installation date.
AHU-3 Air Handling Unit (28000 CFM)	Filters	$900.00	45		Check filters every 3 months and replace as needed. (6) 20"x24"x2" Pleated 30-35% Eff. (24) 20"x20"x2" Pleated 30-35% Eff. (3) 20"x24"x2" Cartridge 60-65% Eff. (12) 20"x20"x2" Cartridge 60-65% Eff.
AHU-4 Air Handling Unit (14000 CFM)	Belts	$40.00	4		For replacement parts, refer to the model number and serial number of the unit as stamped on the serial plate attached to the unit. Indicate installation date.
AHU-4 Air Handling Unit (14000 CFM)	Belts	$40.00	4		For replacement parts, refer to the model number and serial number of the unit as stamped on the serial plate attached to the unit. Indicate installation date.
AHU-4 Air Handling Unit (14000 CFM)	Filters	$450.00	24		Check filters every 3 months and replace as needed. (8) 12"x24"x2" Pleated 30-35% Eff. (8) 24"x24"x2" Pleated 30-35% Eff. (4) 12"x24"x2" Cartridge 60-65% Eff. (4) 24"x24"x12" Cartridge 60-65% Eff.
AHU-4 Air Handling Unit (14000 CFM)	Filters	$450.00	24		Check filters every 3 months and replace as needed. (8) 12"x24"x2" Pleated 30-35% Eff.

Financial View: Labor Breakdown Report

- Click the **Labor Breakdown for This Facility** button



Financial View: Labor Breakdown Report

- Annual labor factors and zero-based budget estimates for in-house and outsourced labor is displayed.
- If significant changes to building assets occur, the updated labor estimates will be reflected here.

Franklin Heights High School

Home Facility

Labor Breakdown report

Approved Plan Date: —

Labor Factors

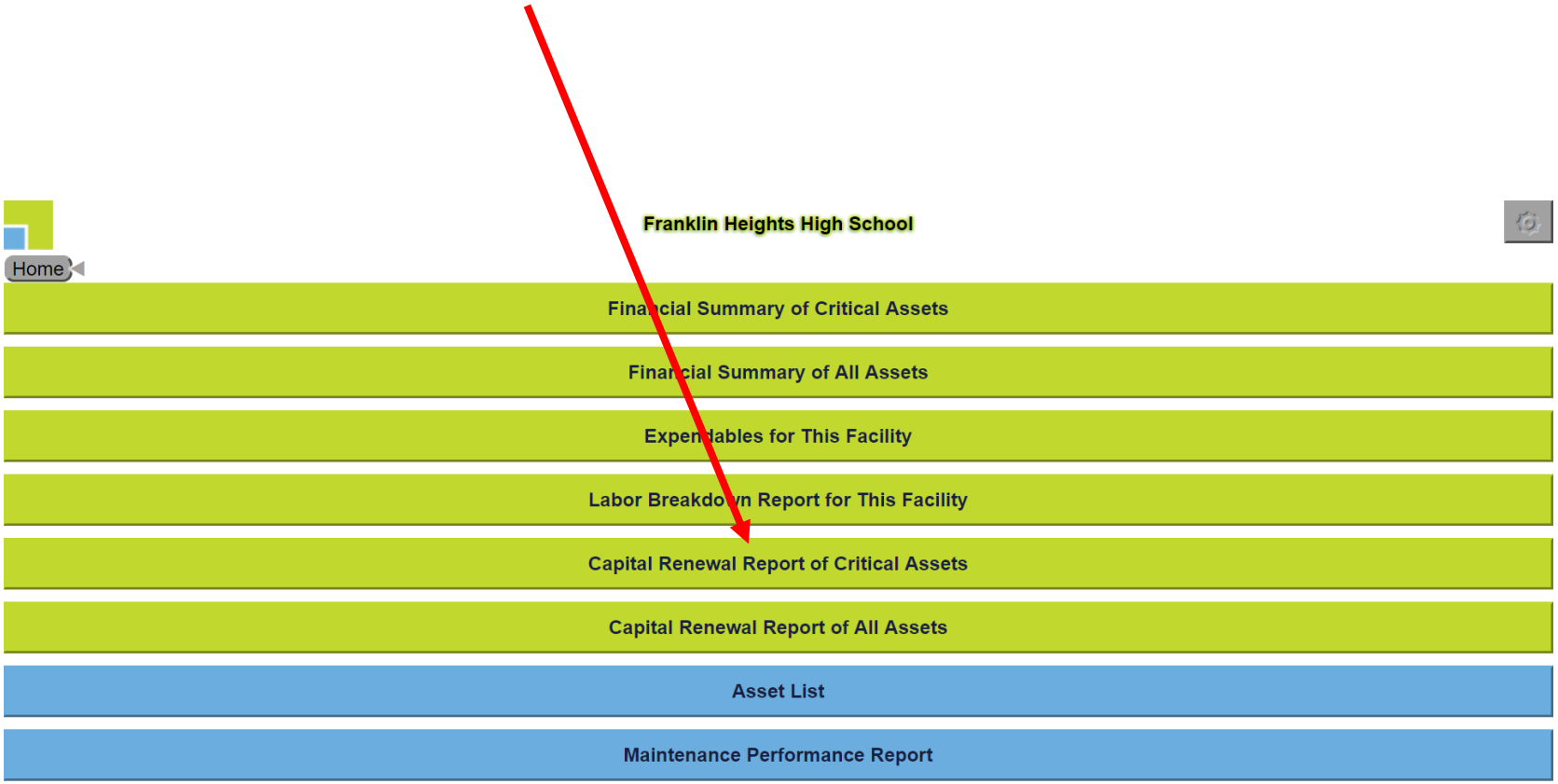
(Based on a 2,080 employee-hour year)	**Avg Hours**
Holiday/Vacation/Sick	100
Training	10
Administrative	10
Other	10
Total Avg work hours per FTE	**1950**

Zero-Based Budget Labor Estimate

		Right Source Breakdown					
	ZBB Hours Total	In-House %	In House Hours	In House FTE	Out-Source %	Out-Source Hours	Out-Source FTE
Preventive Maintenance	2778	70	1945	1.0	30	833	0.4
Unplanned Maintenance	1266	30	380	0.2	70	886	0.5
Planned Repair	1989	30	597	0.3	70	1392	0.7
Totals	**6033**	***N/A***	**2922**	**1.5**	***N/A***	**3111**	**1.6**

Financial View: Capital Renewal – Critical Assets

- Click the **Capital Renewal Report of Critical Assets** button



Financial View: Capital Renewal – Critical Assets

- The building's capital renewal costs (for critical components) are displayed.
- Categories, Asset Names, Quantities, Replacement Costs, Replacement Dates and the Capital Renewal Types are listed.
- This information is used to forecast long range equipment replacement costs.

Franklin Heights High School

Home Facility

Capital Renewal Report

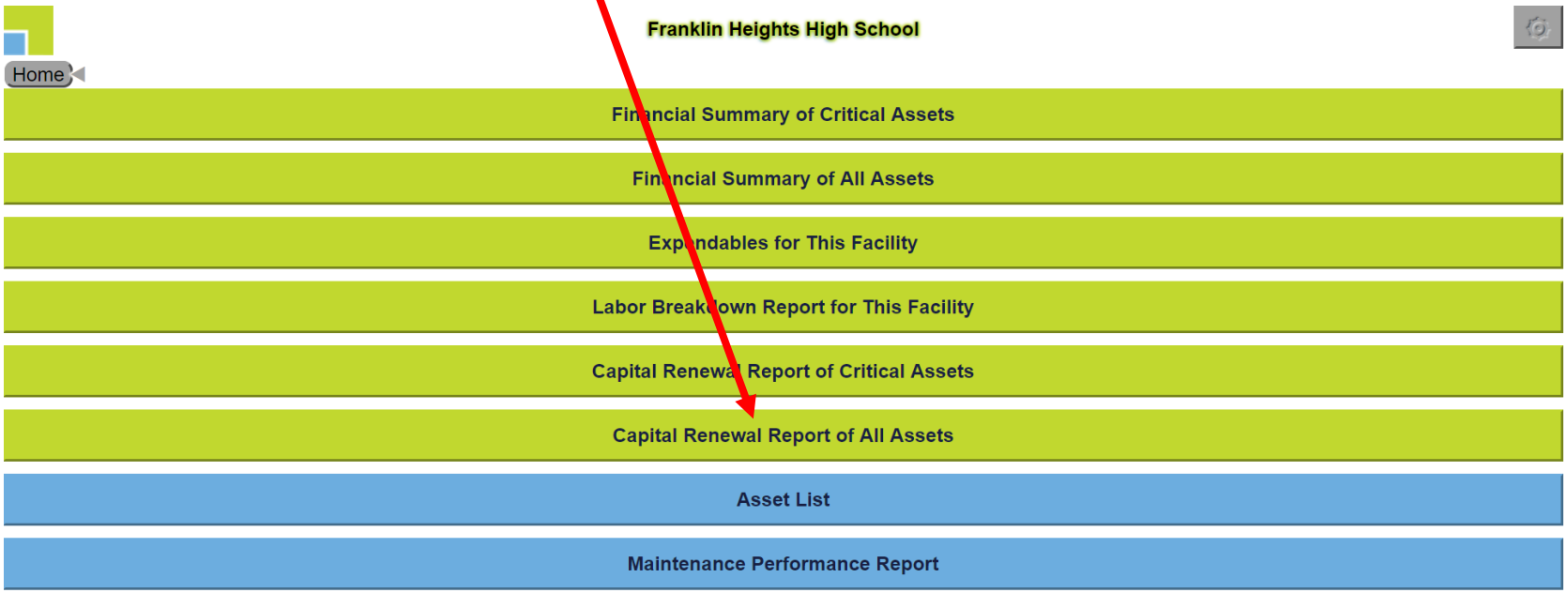
Totals by Year

Year	Total CR Cost
2023	$84,000
2025	$230,000
2027	$3,400
2028	$2,500
2030	$3,100,000
2033	$2,500,000
2035	$2,800,000
2036	$68,000
2038	$2,500
2040	$360,000
2045	$1,300,000
2050	$300,000
2053	$10,000
2055	$550,000
2060	$630,000
2065	$250,000
2075	$670,000
2090	$2,000,000
2095	$1,700,000

Cat.	Asset Name	Replacement Cost			Replacement Date	Capital Renewal Type
INTR	Carpet	12 x 1000 sq.ft. ×	$6,000 =	$72,000	2023-08-27	CR10
INTR	Walk Off Mat	2 x 1000 sq.ft. ×	$6,000 =	$12,000	2023-08-27	CR10
LFFS	Backflow Preventer	1 each ×	$4,300 =	$4,300	2025-08-26	CR20
LFFS	Copy of Backflow Preventer	1 each ×	$4,300 =	$4,300	2025-08-26	CR10
LFFS	Jockey Pump JP-1	1 each ×	$2,800 =	$2,800	2025-08-26	CR10
HVAC	Controls (DDC Programable)	1 each ×	$17,000 =	$17,000	2025-08-26	CR10
PLUM	Water Fountain G1	20 each ×	$1,300 =	$25,000	2025-08-26	CR10

Financial View: Capital Renewal – All Assets

- Click the **Capital Renewal Report of All Assets** button



Financial View: Capital Renewal – All Assets

- The building's capital renewal costs (for all assets) are displayed.
- Categories, Asset Names, Quantities, Replacement Costs, Replacement Dates and the Capital Renewal Types are listed.
- This information is used to forecast long range equipment replacement costs

Franklin Heights High School

Home Facility

Capital Renewal Report

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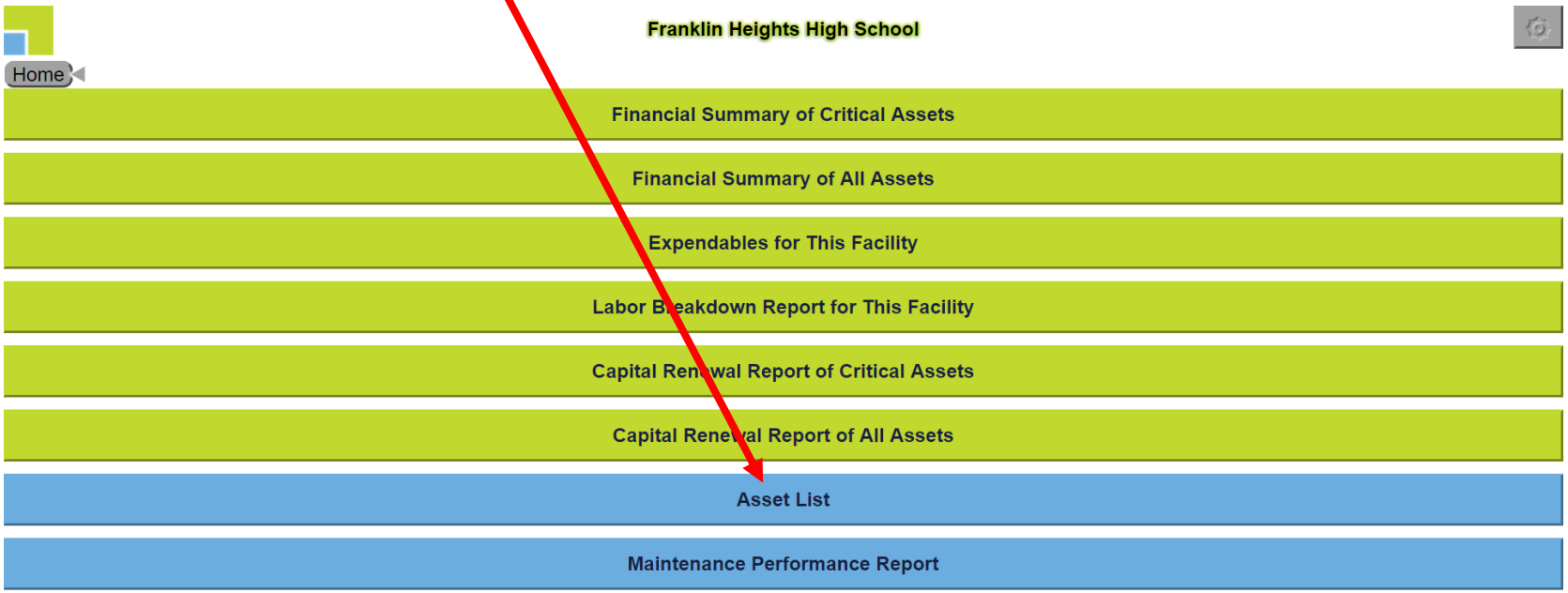
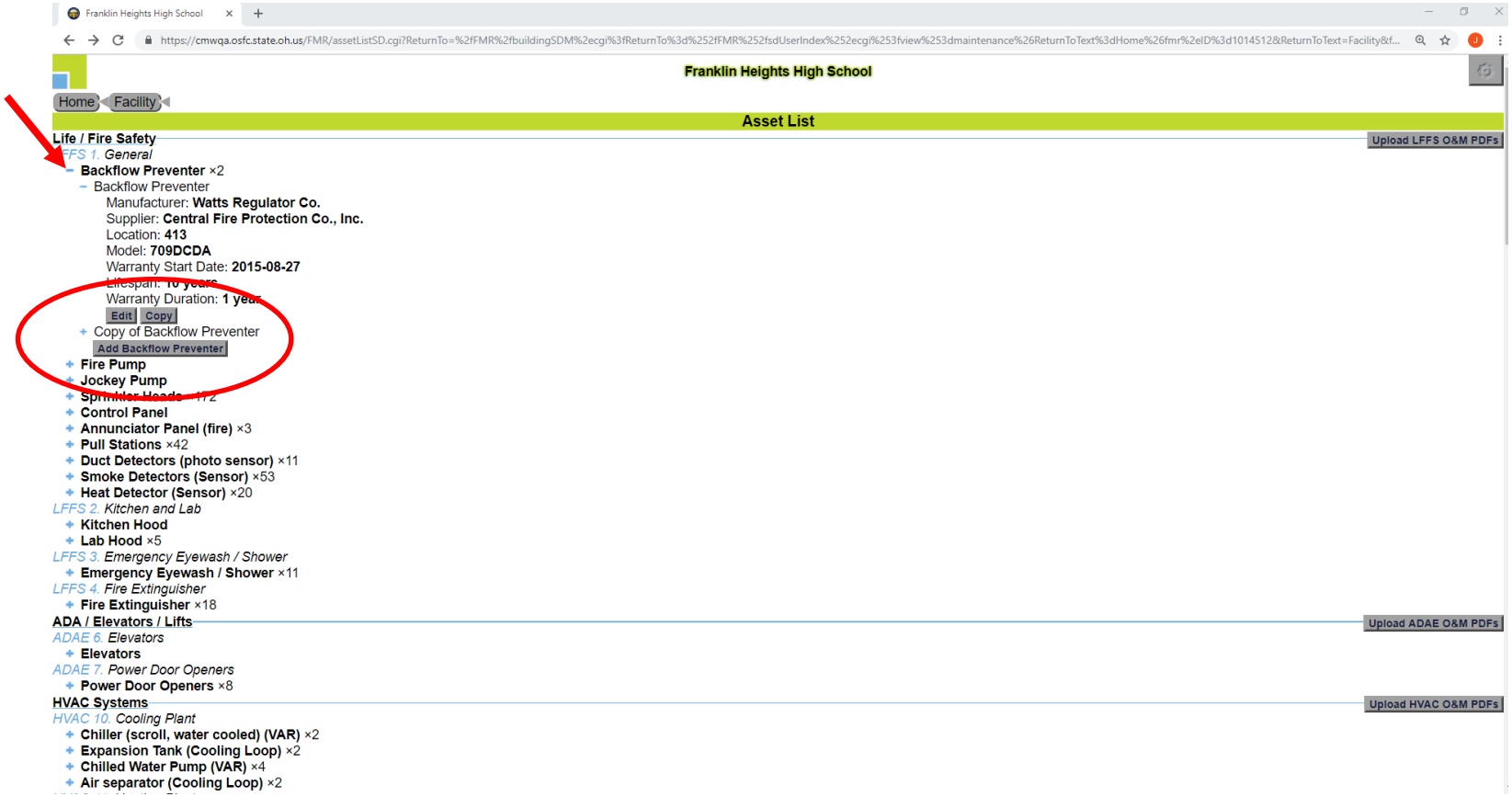
Financial View: Asset List

- Click the **Asset List** button



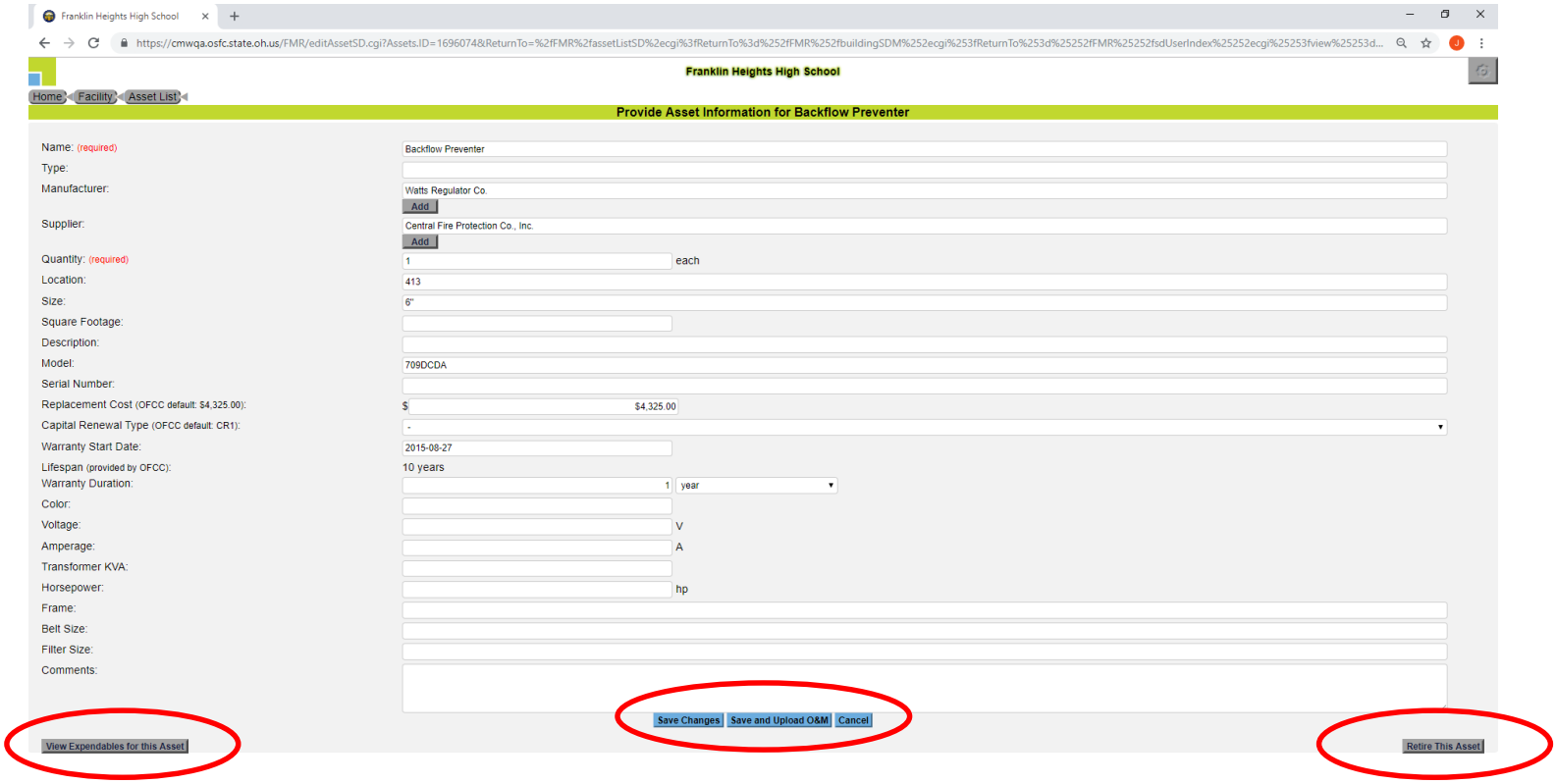
Financial View: Asset List

- To expand or collapse specific asset information, click the **+ or –** next to each asset.
- Click on the **Edit** button to update the asset information.
- Click the **Copy** button to copy the asset information.
- Click the **Add** button to add another asset.



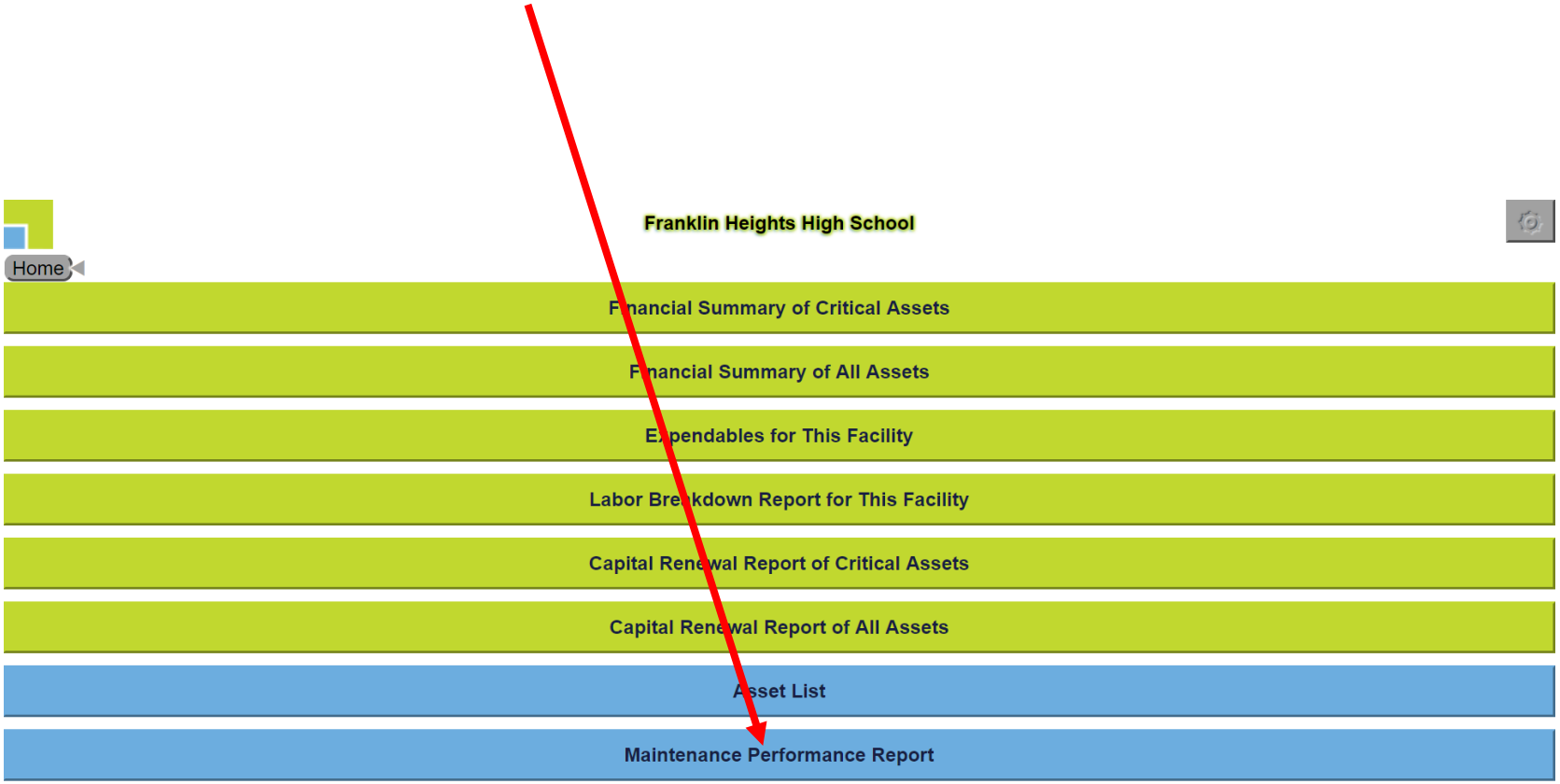
Financial View: Asset List

- Assets can be:
  - Updated
  - Added
  - Saved
  - Saved and Upload O&M
  - View Expendables for this Asset
  - Retire this Asset



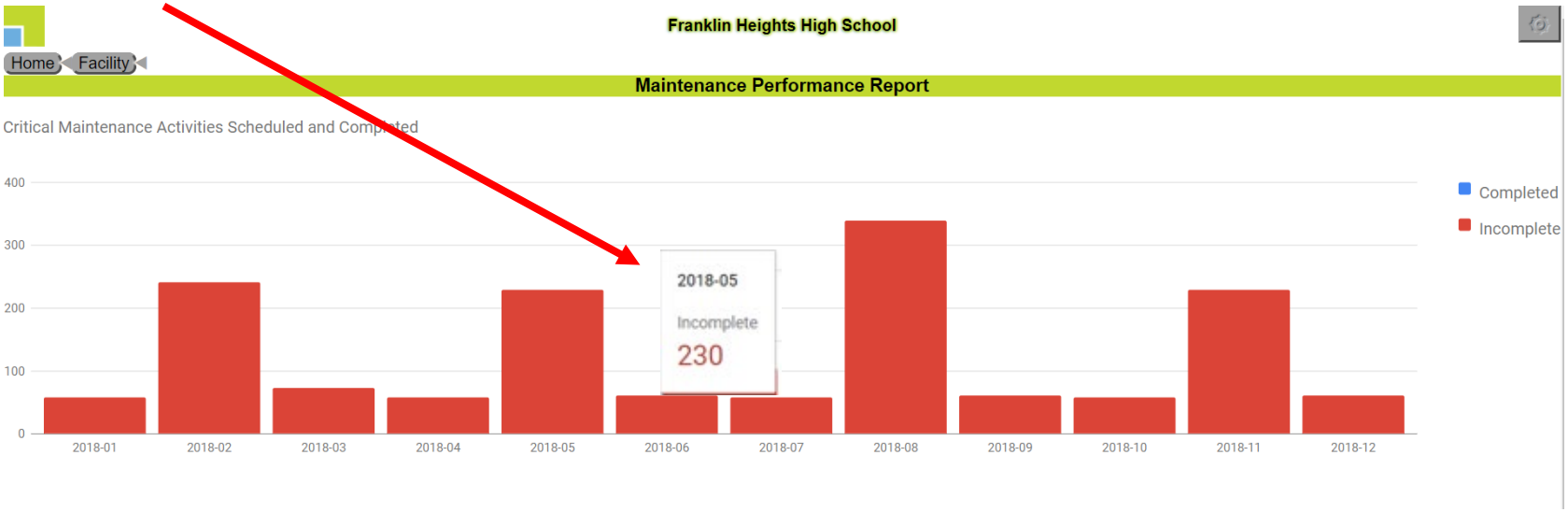
Financial View: Maintenance Performance Report

- Click the **Maintenance Performance Report** button



Financial View: Maintenance Performance Report

- Monthly **scheduled and completed** critical maintenance activities for each building are automatically tracked.
- **Completed** (blue) and **Incomplete** (red) results are displayed in the bar graph.
- **Hover** over any bar on the graph to display the # of incomplete tasks.



Questions?

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