



OHIO FACILITIES CONSTRUCTION COMMISSION



Maintenance View Job Aid

Agenda

- ON TRACK (Use Google Chrome)
 - System Navigation:
 - Logging in
 - Your ON TRACK home page
 - System Settings
 - Documents and Resources
 - Maintenance View:
 - Maintenance Activities/Information
 - Asset List
 - O&M Manuals
 - Warranties

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

The screenshot shows the OFCC website layout. At the top is the OFCC logo and a navigation bar with links: HOME, DOCUMENTS, SERVICES / PROGRAMS, NEWS / EVENTS, OPPORTUNITIES, OAKS CI, RESOURCES, and K-12 PORTFOLIO. Below the navigation bar is a banner image. The main content area is divided into three columns of links. A red arrow points from the text in the first list item to the 'ON TRACK Online Maintenance Tool' link in the bottom right column.

| Left Column | Middle Column | Right Column |
|---------------------------|---------------------------|-------------------------------------|
| About OFCC | State Government | Notices |
| Overview/History | Ohio.gov | Privacy Policy |
| Commission Information | Department of Education | Public Records Policy |
| Executive Director | State Agencies | Public Notices |
| Staff Directory | University System of Ohio | Commission Employment Opportunities |
| Vision, Mission and Goals | Ohio Laws and Rules | Careers.ohio.gov |
| Contact Us | Ohio General Assembly | |

Project Management Tools
Password required
Bid Express
OAKS CI
CM Website/Assessment Tool
ON TRACK Online Maintenance Tool
Maintenance Plan (FMR)
OFCC Web Apps (prodapp)


30 W. Spring St., 4th Floor Columbus, Ohio 43215 | Phone 614.466.6290 | Directions to Cent
The Ohio Facilities Construction Commission is an equal opportunity employer and service provider

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



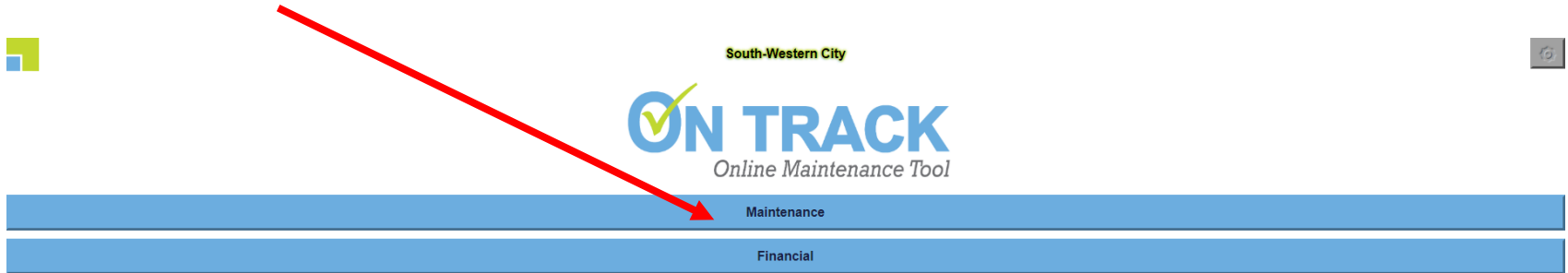
| |
|-------------|
| Maintenance |
| Financial |



| |
|-----------------------------------|
| WWise1 William Wise |
| Maintenance View Job Aid |
| Financial View Job Aid |
| Glossary |
| Program Guidelines |
| Energy Star Portfolio Information |
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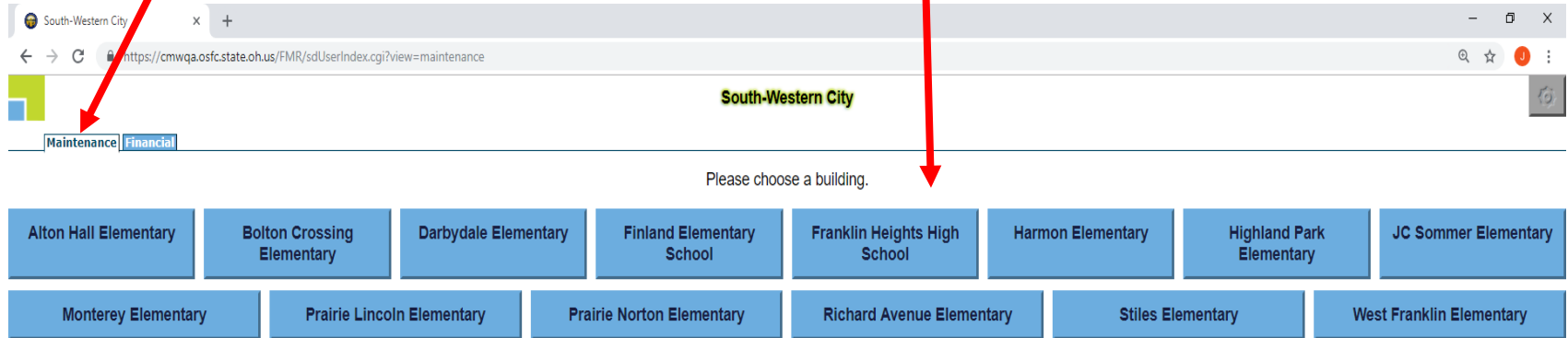
Maintenance View: Activities / Information

- ▶ For maintenance activities and information, click the **Maintenance** button.



Maintenance View: Activities/Information

- ▶ The tab at the top of the screen indicates that the **Maintenance tab** is 'open'.
- ▶ Select a building by clicking on the **School Name**.



Maintenance View: Activities/Information

- Each building record contains the following options:
 - Asset List
 - O&M Manuals (# of files)
 - Warranties
 - Recommended activities in the next 30 days
 - Navigation to earlier or later activity periods

Franklin Heights High School

Home

Asset List

O&M Manuals (51 files)

Warranties

← earlier

Activities in the Next 30 Days

later →

| Date | Activity | Status |
|--|--|--------|
| 2019-02-28 | | |
| Air Handling Units (AHU) (4501- 10,500 CFM) | Weekly Inspection [2 Assets] | To Do |
| Air Handling Units (AHU) (10,501-20,500 CFM) | Weekly Inspection [8 Assets] | To Do |
| Air Handling Units (AHU) (20501- 34500 CFM) | Weekly Inspection [1 Asset] | To Do |
| Controls (DDC Programmable) | Inspect and Check (per 1000 sq. ft.) [1 Asset] | To Do |
| 2019-03-07 | | |
| Air Handling Units (AHU) (4501- 10,500 CFM) | Weekly Inspection [2 Assets] | To Do |
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| Controls (DDC Programmable) | Inspect and Check (per 1000 sq. ft.) [1 Asset] | To Do |
| 2019-03-27 | | |
| Backflow Preventer | Inspect and Test Flow Device [1 Asset] | To Do |
| Fire Pump | Inspect and Adjust Monthly [1 Asset] | To Do |
| Annunciator Panel (fire) | Inspect and Test Annunciator Panel [3 Assets] | To Do |

Maintenance View: Activities / Information

- ▶ Links to the maintenance activities, asset information, and status are listed.
- ▶ The status displays “To Do” until the activity has been completed.
- ▶ Select any of the maintenance activities

Franklin Heights High School

Home

Asset List

O&M Manuals (51 files)

Warranties


← earlier

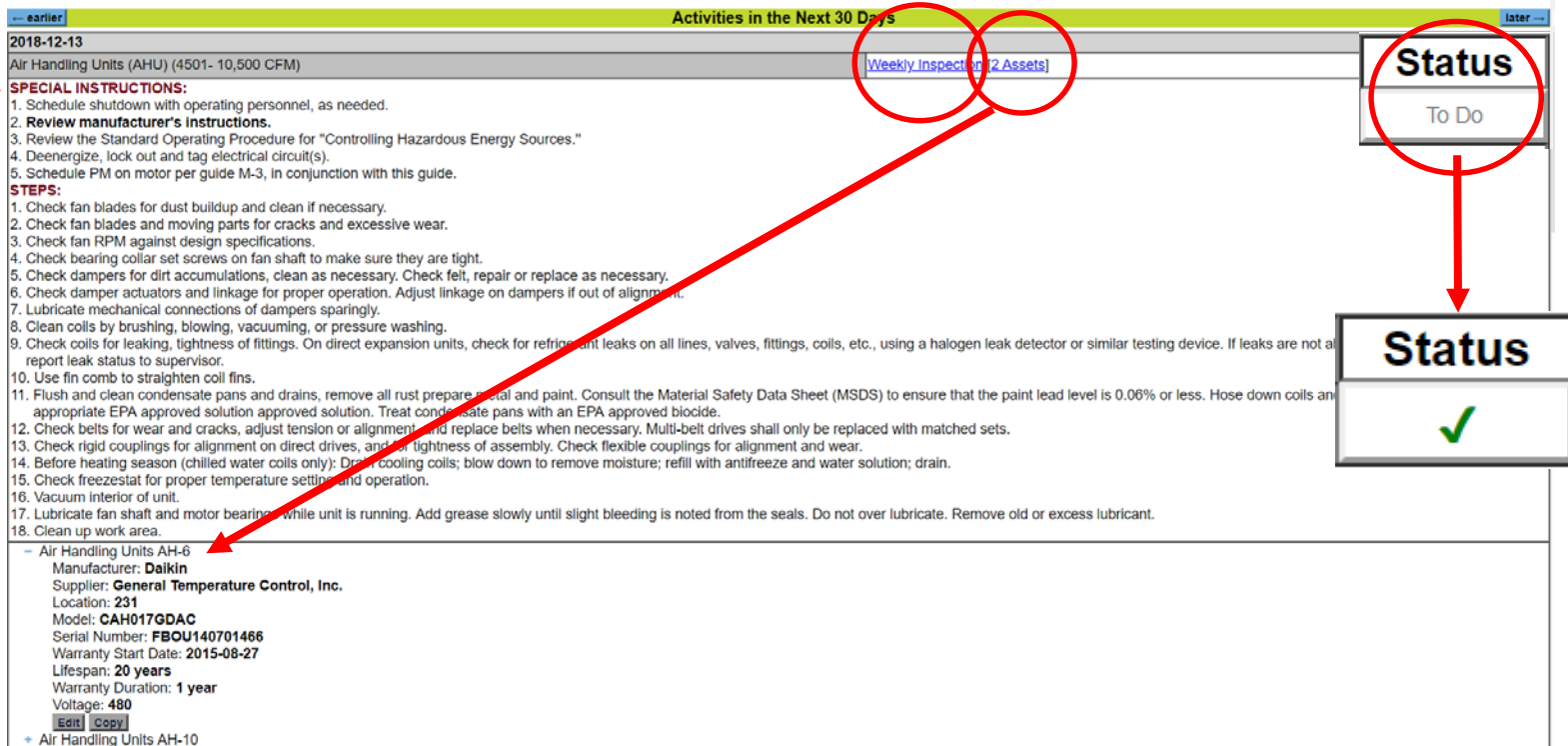
Activities in the Next 30 Days

later →

| | | Status |
|--|--|--------|
| 2019-02-28 | | |
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| Air Handling Units (AHU) (10,501-20,500 CFM) | Weekly Inspection [8 Assets] | To Do |
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| Kitchen Hood | Inspect and clean [1 Asset] | To Do |
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| Emergency Eyewash / Shower | Inspect and Test Eyewash/ Shower [11 Assets] | To Do |
| Fire Extinguisher | Inspect Fire Extinguisher [18 Assets] | To Do |
| Heating Boiler (natural gas / propane / fuel oil) (VAR) [Heating Boiler] | Inspect and Adjust [1 Asset] | To Do |
| Grease Trap | Inspect and Clean Grease Trap [1 Asset] | To Do |

Maintenance View: Activities/Information

- ▶ The link displays the asset's **special instructions** and **maintenance steps**.
- ▶ The **# Asset** link displays the asset's specific information that can be expanded, collapsed, edited or copied.
- ▶ When the asset's maintenance activity is complete, click the **"To Do"** indicator. The Status will change to a  indicating that the activity has been completed.
- ▶ Select the next asset in the list and repeat the steps above as needed.



The screenshot displays the 'Activities in the Next 30 Days' section. A red arrow points to the 'Weekly Inspection (2 Assets)' link. Another red arrow points to the 'Status' dropdown menu, which is currently set to 'To Do'. A third red arrow points to the 'Status' dropdown menu, which is currently set to a green checkmark. A fourth red arrow points to the 'Manufacturer: Dalkin' link in the asset details section.

Activities in the Next 30 Days

2018-12-13

Air Handling Units (AHU) (4501- 10,500 CFM)

SPECIAL INSTRUCTIONS:

1. Schedule shutdown with operating personnel, as needed.
2. Review manufacturer's instructions.
3. Review the Standard Operating Procedure for "Controlling Hazardous Energy Sources."
4. Deenergize, lock out and tag electrical circuit(s).
5. Schedule PM on motor per guide M-3, in conjunction with this guide.


STEPS:

1. Check fan blades for dust buildup and clean if necessary.
2. Check fan blades and moving parts for cracks and excessive wear.
3. Check fan RPM against design specifications.
4. Check bearing collar set screws on fan shaft to make sure they are tight.
5. Check dampers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
6. Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.
7. Lubricate mechanical connections of dampers sparingly.
8. Clean coils by brushing, blowing, vacuuming, or pressure washing.
9. Check coils for leaking, tightness of fittings. On direct expansion units, check for refrigerant leaks on all lines, valves, fittings, coils, etc., using a halogen leak detector or similar testing device. If leaks are not a report leak status to supervisor.
10. Use fin comb to straighten coil fins.
11. Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Consult the Material Safety Data Sheet (MSDS) to ensure that the paint lead level is 0.06% or less. Hose down coils and appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.
12. Check belts for wear and cracks, adjust tension or alignment and replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.
13. Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.
14. Before heating season (chilled water coils only): Drain cooling coils; blow down to remove moisture; refill with antifreeze and water solution; drain.
15. Check freestat for proper temperature setting and operation.
16. Vacuum interior of unit.
17. Lubricate fan shaft and motor bearing while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.
18. Clean up work area.

Asset Details:

- Manufacturer: **Dalkin**
- Supplier: **General Temperature Control, Inc.**
- Location: **231**
- Model: **CAH017GDAC**
- Serial Number: **FBOU140701466**
- Warranty Start Date: **2015-08-27**
- Lifespan: **20 years**
- Warranty Duration: **1 year**
- Voltage: **480**

Status: To Do

Status: 

Maintenance View: Asset List

- Click on the **Asset List** button.

Franklin Heights High School

Home

Asset List

O&M Manuals (51 files)

Warranties

← earlier

Activities in the Next 30 Days

later →

| Date | Asset | Action | Status |
|------------|--|--|--------|
| 2019-02-28 | Air Handling Units (AHU) (4501- 10,500 CFM) | Weekly Inspection [2 Assets] | To Do |
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| | Fire Pump | Inspect and Adjust Monthly [1 Asset] | To Do |
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| | Heating Boiler (natural gas / propane / fuel oil) (VAR) [Heating Boiler] | Inspect and Adjust [1 Asset] | To Do |
| | Grease Trap | Inspect and Clean Grease Trap [1 Asset] | To Do |

Maintenance View: Asset List

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

The screenshot displays the 'Franklin Heights High School' Asset List interface. The page title is 'Franklin Heights High School' and the main heading is 'Asset List'. A red arrow points to the 'Life / Fire Safety' category. Under this category, the 'Backflow Preventer' asset is expanded, showing details such as Manufacturer (Watts Regulator Co.), Supplier (Central Fire Protection Co., Inc.), Location (413), Model (709DCDA), Warranty Start Date (2015-08-27), Lifespan (10 years), and Warranty Duration (1 year). A red circle highlights the 'Edit', 'Copy', and 'Add Backflow Preventer' buttons. Other assets listed include Fire Pump, Jockey Pump, Sprinkler Heads, Control Panel, Annunciator Panel, Pull Stations, Duct Detectors, Smoke Detectors, and Heat Detector. The page also includes links to upload LFFS O&M PDFs, ADAE O&M PDFs, and HVAC O&M PDFs.

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

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Maintenance View: Asset List

- ▶ To upload updated O & M pdf's, click the **Upload** button.
- ▶ Choose files to upload (not to exceed 500M).
- ▶ Upload or cancel.

The screenshot shows the 'Asset List' page for Franklin Heights High School. The page has a green header with the school name and a navigation bar with 'Home' and 'Facility' links. The main content area is titled 'Asset List' and contains a list of assets under various categories. On the right side, there are three buttons: 'Upload LFFS O&M PDFs', 'Upload ADAE O&M PDFs', and 'Upload HVAC O&M PDFs'. A red arrow points from the first bullet point to the 'Upload LFFS O&M PDFs' button. Another red arrow points from the second bullet point to a modal dialog box that appears when a button is clicked. The modal dialog has a blue header 'Choose O&M Files from Your Computer or Network' and a red note 'File uploads are limited to 500M'. At the bottom of the modal are 'Upload' and 'Cancel' buttons. A third red arrow points from the third bullet point to the 'Upload' button in the modal.

Franklin Heights High School

Asset List

Life / Fire Safety

LFFS 1. General

- Backflow Preventer x2
 - Backflow Preventer
 - Manufacturer: Watts Regulator Co.
 - Supplier: Central Fire Protection Co., Inc.
 - Location: 413
 - Model: 709DCDA
 - Warranty Start Date: 2015-08-27
 - Lifespan: 10 years
 - Warranty Duration: 1 year
 - Edit Copy
 - Copy of Backflow Preventer
 - Add Backflow Preventer
- Fire Pump
- Jockey Pump
- Sprinkler Heads x172
- Control Panel
- Annunciator Panel (fire) x3
- Pull Stations x42
- Duct Detectors (photo sensor) x11
- Smoke Detectors (Sensor) x53
- Heat Detector (Sensor) x20

LFFS 2. Kitchen and Lab

- Kitchen Hood
- Lab Hood x5

LFFS 3. Emergency Eyewash / Shower

- Emergency Eyewash / Shower x11

LFFS 4. Fire Extinguisher

- Fire Extinguisher x18

ADA / Elevators / Lifts

ADAE 6. Elevators

- Elevators

ADAE 7. Power Door Openers

- Power Door Openers x8

HVAC Systems

HVAC 10. Cooling Plant

- Chiller (scroll, water cooled) (VAR) x2
- Expansion Tank (Cooling Loop) x2
- Chilled Water Pump (VAR) x4
- Air separator (Cooling Loop) x2

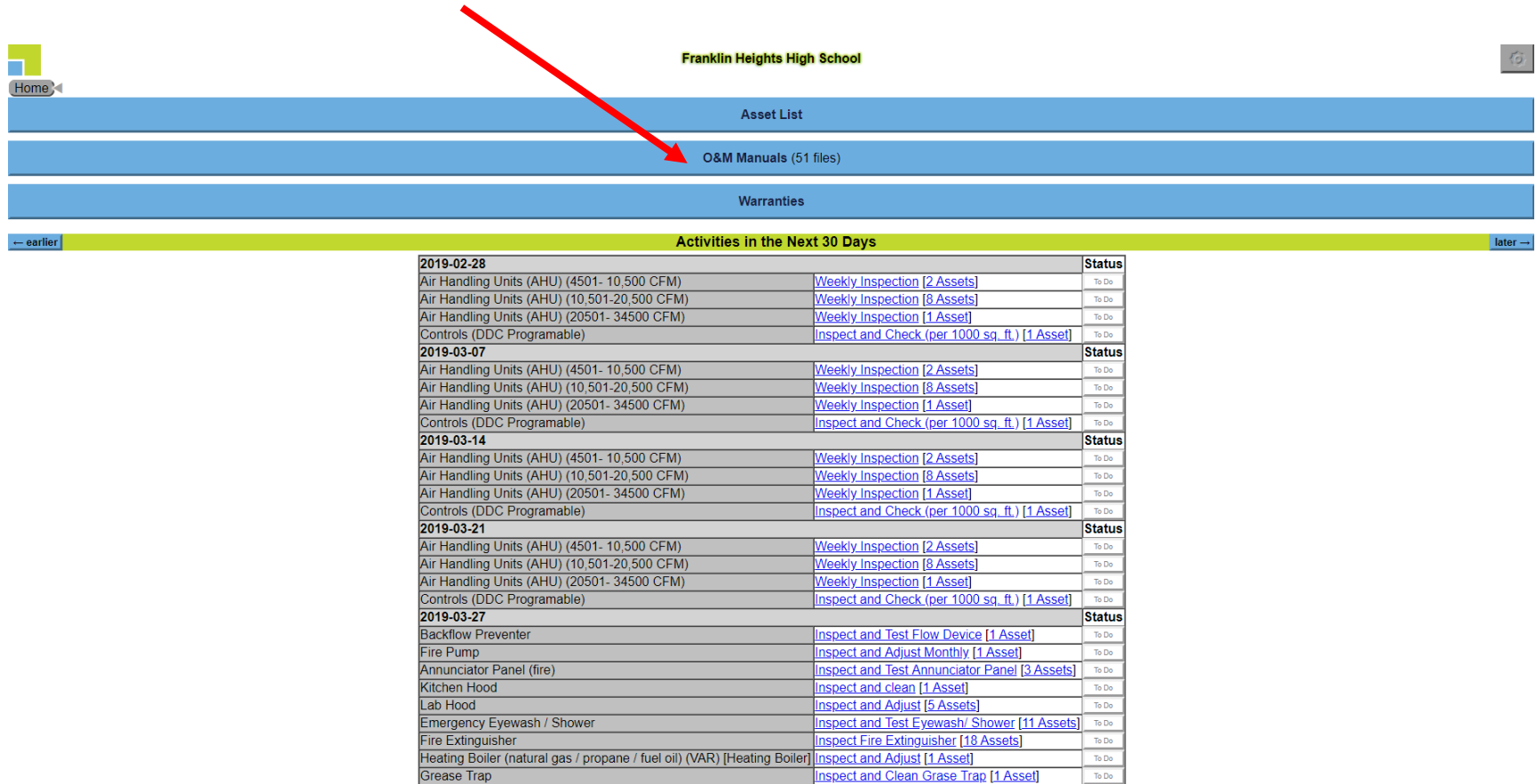
Choose O&M Files from Your Computer or Network

File uploads are limited to 500M

Upload Cancel

Maintenance View: O&M Manuals

- Click the **O&M Manuals** button



Franklin Heights High School

Home

Asset List

O&M Manuals (51 files)

Warranties

← earlier

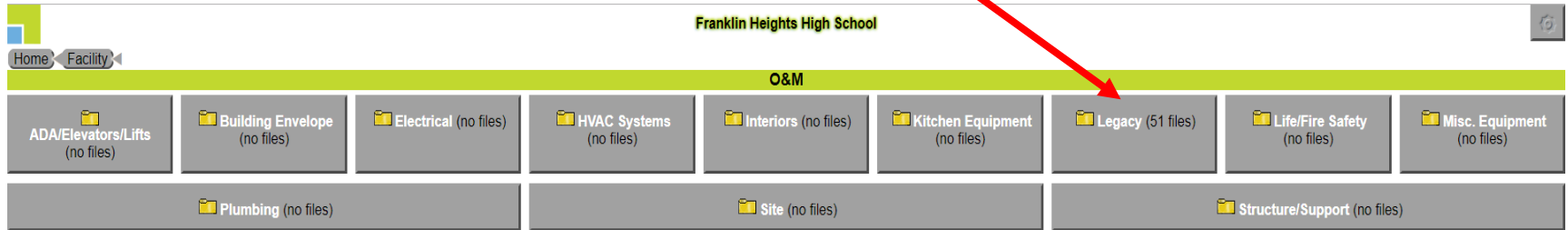
Activities in the Next 30 Days

later →

| Date | Activity | Status |
|-------------------|--|--|
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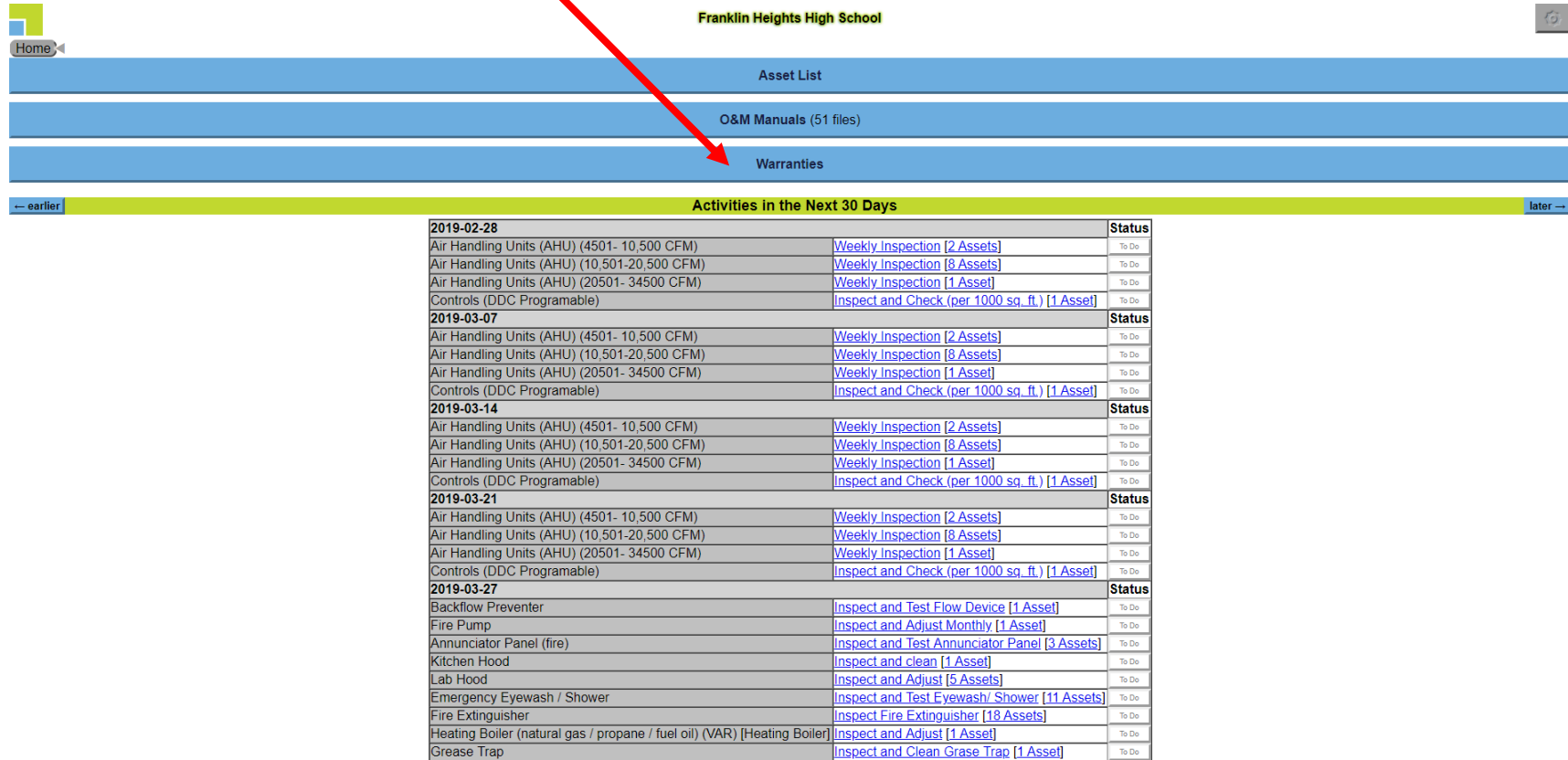
Maintenance View: O&M Manuals

- ▶ Select the O & M files to be viewed



Maintenance View: Warranties

- Click on the **Warranties** button



Franklin Heights High School

Home

Asset List

O&M Manuals (51 files)

Warranties

← earlier

Activities in the Next 30 Days

later →

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Maintenance View: Warranties

- Asset warranties and expiration dates are displayed.

Franklin Heights High School x +

← → C <https://cmwqa.osfc.state.oh.us/FMR/warrantyReportSDM.cgi?ReturnTo=%2fFMR%2fbuildingSDM%2eccgj%3fReturnTo%3d%252fFMR%2526sdUserIndex%252eccgj%253fview%253dmaintenance%26ReturnToText%3dHome%26fmr%2eid%3d1014512&ReturnToText=...> ☆ ⚙

OFCC

Home Facility

WWise1
William Wise

| Warranties | | | | | |
|---|--|---|---|---|---|
| Chiller (scroll, water cooled) (VAR) 424 Warranty expires: 2020-08-27 | Computer Room AC (Split & VAR) (5-9 ton) 412 & roof Warranty expires: 2020-08-27 | Water Fountain corridor Warranty expires: 2020-08-27 | Tile (rubber) throughout Warranty expires: 2020-08-27 | Walk-in and Freezer kitchen Warranty expires: 2020-08-27 | Refrigerator kitchen Warranty expires: 2020-08-27 |
| Cold Food Holding Cabinet kitchen Warranty expires: 2020-08-27 | Fire Extinguisher throughout Warranty expires: 2021-08-27 | Carpet (x2) throughout Warranty expires: 2023-08-27 | Heating Boiler (natural gas/propane/fuel oil) (VAR) [Heating Boiler] 424 Warranty expires: 2025-08-27 | Exterior Doors/Hardware Door Opener exterior Warranty expires: 2025-08-27 | Acoustical Ceiling Tile throughout Warranty expires: 2025-08-27 |
| Downspouts exterior Warranty expires: 2035-08-27 | Gutters roof Warranty expires: 2035-08-27 | Membrane (thermoplastic) roof Warranty expires: 2035-08-27 | Metal Roofing roof Warranty expires: 2035-08-27 | Backstop (Basketball) gym Warranty expires: 2035-08-27 | Site Furnishings (x3) grounds Warranty expires: 2035-08-27 |
| Interior Doors/Hardware throughout Warranty expires: 2055-08-27 | | Interior Doors Frames throughout Warranty expires: 2055-08-27 | | Geothermal Wells & Pump Loop 100ton/acre grounds Warranty expires: 2065-08-27 | |

Questions?

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