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Introduction

This database tool was created in response to round table discussions that were facilitated with support from ODMHAS. The outcome of these meetings resulted in the creation of this database tool, designed to capture information related to appliances and building components to track the life expectancy of these assets and to assist with the long-range capital needs planning for your buildings.

If appropriately used, this tool will enable a service provider to better track warranty information for appliances and have greater visibility as to the long-range capital needs of the real estate asset.

Physical Asset Tracking Tool Outline

There are four main areas to the tracking tool: Setup Information, Add or Edit Building Components, Add or Edit Unit Components and Available Reports.
Data Needed for Initial Setup

To begin using this tool, it will be necessary to input information about your agency, communities/properties, buildings and units.

The following information is needed to set up your tool to begin taking inventory of your assets.

<table>
<thead>
<tr>
<th>Agency Information</th>
<th>Community/Properties</th>
<th>Building Information</th>
<th>Unit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Name</td>
<td>Community / Project Name</td>
<td>Community / Project Name</td>
<td>Building Address</td>
</tr>
<tr>
<td>Full Address</td>
<td>Full Address</td>
<td>Full Address</td>
<td>Unit #</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Contact Information</td>
<td>Building Type</td>
<td># of Bedrooms</td>
</tr>
<tr>
<td>Logo</td>
<td># of Buildings in Community / Project</td>
<td># of Units in Building</td>
<td># of Bathrooms</td>
</tr>
<tr>
<td></td>
<td>Community Type</td>
<td>Build Date (or estimated date if unknown)</td>
<td>Square Footage</td>
</tr>
<tr>
<td></td>
<td>Total # of Units</td>
<td>Rehab Date (or estimated date if unknown)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td># of Parking Spaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Square Feet of Parking Spaces</td>
<td></td>
</tr>
</tbody>
</table>

Asset Inventory Data Gathering

It will be necessary to gather asset inventory data by building and by unit. This can become overwhelming if you try to include all components at once. We suggest you identify components you feel are most important and then prioritize the items you want to track. After completing these two tasks you can then proceed to take an inventory of both building and unit components.

*Building asset inventory data* should include: building component, vendor, purchase date, purchase price, warranty period in years, warranty documents and receipts.
Unit asset inventory data should include: unit component, manufacturer, model, serial #, vendor, purchase date, purchase price, warranty period in years, warranty documents and receipts
System Setup

From the Main Menu, you can access the set up menu, add or edit building components, add or edit unit components, or view available reports.

Setup Information Menu

From the Setup Menu, you can input your agency information, input community / property information, input building information and input unit information. You can also update or edit prepopulated drop down lists from this menu.
Setup Information – Add Your Agency Information

1. Select **Agency Setup Information** from the setup menu.
2. Enter information about your agency.
3. Upload your company logo by double-clicking on the **Double-Click Here to Add Your Logo**.
4. Enter in a replacement cost escalator. The 'replacement cost escalator' is the annual rate of inflation that we assume with several of the report outputs. Meaning, a 2.5% escalation factor indicates that the system will assume that costs will increase 2.5% per year when attempting to predict the future replacement cost of a building or unit component. We suggest that you maintain the escalation factor between 1.5% to 3%.
5. After entering in your agency information, select **Save and Exit**.
Setup Information – Add Your Community / Property Information

If your building(s) are organized into specific or unique 'community or project names', use this form to capture information about each property name. If your building(s) are NOT organized into distinct properties, simply create a sample name like ‘Agency Real Estate’ and complete and save the form.

As you enter in each community or property, a list will be compiled in the lower left corner of the form.

1. Select Community / Property Setup Information from the setup menu.
2. To enter a NEW property name, click the Add Record button to create a blank form.
   a. Enter in all required information.
      i. To add an additional community type, see edit drop down list page ##
3. To ADD an additional community / property, select Add Record.
4. To EDIT a previously entered property name, use the Next Record or Previous Record buttons to navigate to that property.
5. After entering in your community / property information, select Save and Exit.
Physcal Asset Tracking Tool

Setup Information – Add Your Building Information
This form is used to capture information for EACH unique building where your agency is involved.

As you enter in each building, a list will be compiled in the lower left corner of the form.

*If you do not have any distinct project names, simply capture all building information under the generic property name created under “Community / Property” page.*

1. Select **Building Setup Information** from the setup menu.
2. To enter a NEW building, click the **Add Record** button to create a blank form.
   a. Enter in all required information.
      i. To add an additional building type, see edit drop down list page 11
   b. To ADD an additional Building, select **Add Record**.
3. To EDIT a previously entered building, use the **Next Record** or **Previous Record** buttons to navigate to that building.
4. After entering in your building(s) information, select **Save and Exit**.

![Building Info Form](#)
Setup Information – Add Your Unit Information

This form is used to capture information for EACH unit within a selected building address where your agency is involved.

As you enter in each unit, a list will be compiled in the lower left corner of the form.

1. Select **Unit Setup Information** from the setup menu.
2. To enter a NEW unit, click the **Add Record** button to create a blank form.
   a. Enter in all required information.
   b. To ADD an additional units, select **Add Record**.
3. To EDIT a previously entered unit, use the **Next Record** or **Previous Record** buttons to navigate to that unit.
4. After entering in your unit(s) information, select **Save and Exit**.
Prepopulating Drop down Lists

The database tool has been prepopulated with information pertaining to community types, building / exterior components, unit components and manufacturers. The lists are not an exhaustive and may need to have items added to them as it becomes necessary.

<table>
<thead>
<tr>
<th>Community Type</th>
<th>Building Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multifamily Apartment Complex</td>
<td>Concrete Walks and Stairs</td>
</tr>
<tr>
<td>Single Family Home (Single Occupant)</td>
<td>Doors -- Entry</td>
</tr>
<tr>
<td>Single Family Home (Multiple Occupants)</td>
<td>Exterior Painting / Trim</td>
</tr>
<tr>
<td>Group Home (1-2 Stories)</td>
<td>Fire Extinguisher</td>
</tr>
<tr>
<td>Group Home (3+ Stories)</td>
<td>Garage Door</td>
</tr>
<tr>
<td>Shelter</td>
<td>Landscaping / Tree Trimming</td>
</tr>
<tr>
<td>Adult Care Facility</td>
<td>Parking Lot / Driveway -- Cement</td>
</tr>
<tr>
<td>Recovery Housing</td>
<td>Roof Shingles</td>
</tr>
<tr>
<td></td>
<td>Vinyl Siding</td>
</tr>
<tr>
<td></td>
<td>Windows</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Component</th>
<th>Unit Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boiler</td>
<td>Air Conditioning (if not centralized)</td>
</tr>
<tr>
<td>Brick / Masonry Tuck Pointing</td>
<td>Bathroom Exhaust Fan</td>
</tr>
<tr>
<td>Centralized Heating / Cooling System</td>
<td>Cabinets -- Bathroom</td>
</tr>
</tbody>
</table>
### Unit Component

<table>
<thead>
<tr>
<th>Cabinets--Kitchen</th>
<th>Manufacturer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Fan</td>
<td>Amana</td>
</tr>
<tr>
<td>Clothes Dryer</td>
<td>American Standard</td>
</tr>
<tr>
<td>Countertops--Laminate</td>
<td>AO Smith</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>Bradford White</td>
</tr>
<tr>
<td>Doors--Closet</td>
<td>Bryant</td>
</tr>
<tr>
<td>Doors--Entry</td>
<td>Carrier</td>
</tr>
<tr>
<td>Doors--Garage</td>
<td>Century</td>
</tr>
<tr>
<td>Doors--Interior</td>
<td>First Alert</td>
</tr>
<tr>
<td>Doors--Screen</td>
<td>Goodman</td>
</tr>
<tr>
<td>Faucet</td>
<td>Home Alert</td>
</tr>
<tr>
<td>Flooring--Carpet</td>
<td>Hotpoint</td>
</tr>
<tr>
<td>Flooring--Ceramic Tile</td>
<td>Kelvinator</td>
</tr>
<tr>
<td>Flooring--Linoleum</td>
<td>Kenmore</td>
</tr>
<tr>
<td>Flooring--Vinyl Tile</td>
<td>Kidde</td>
</tr>
<tr>
<td>Furnace</td>
<td>Koorsen</td>
</tr>
<tr>
<td>Furnace/Heating (if not centralized)</td>
<td>Lennox</td>
</tr>
<tr>
<td>Garage Door</td>
<td>Lochinvar</td>
</tr>
<tr>
<td>Garage Door Opener</td>
<td>Mohawk</td>
</tr>
<tr>
<td>Garbage Disposal</td>
<td>Mr. Cool</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>Rheem</td>
</tr>
<tr>
<td>Range Oven (Electric)</td>
<td>Ruud</td>
</tr>
<tr>
<td>Range Oven (Gas)</td>
<td>Shaw</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Trane</td>
</tr>
<tr>
<td>Showerhead</td>
<td>Westinghouse</td>
</tr>
<tr>
<td>Smoke Detectors</td>
<td>Whirlpool</td>
</tr>
<tr>
<td>Toilet Tank Components</td>
<td>Winchester</td>
</tr>
<tr>
<td>Washing Machine</td>
<td>Winchester</td>
</tr>
<tr>
<td>Water Heater (if not centralized)</td>
<td>Winchester</td>
</tr>
</tbody>
</table>

### Adding or Editing Items in a Drop down List

1. Select the Prepopulated Drop Down from List from the **Edit Drop Down List** menu
2. To ADD, click **Add Record**, enter new information
3. To Edit, use the **Previous Record** or **Next Record** button to select entry you would like to edit
4. When finished, select **Save & Exit**
Populating Information Into System

Now that the system setup is complete, it is now time to start capturing specific building and unit components to start building your inventory.

Adding or Editing Building / Exterior Components

1. Select *Add or Edit Building / Exterior Components*, from the main menu.
2. Select the *Building* you want to add a component to or edit a component from the Select Building drop down field.
   a. YOU WILL RECEIVE AN ERROR IF YOU DO NOT SELECT A BUILDING FROM THE DROP DOWN LIST BEFORE CLICKING THE ‘EDIT’ OR ‘ADD NEW’ BUTTONS.
   b. After selecting a building, a list of already entered components will populate.
3. To ADD, click *Add New Building Component*
   a. A new window will appear with the address already populated.
   b. Enter in the requested information
      i. To add an additional component, see edit drop down list page 11
   c. To add warranty information, Double Click on the Add Warranty Documents field
   d. To add receipts, Double Click on the Add Receipts field
   e. Select *Save & Exit* when finished.
4. To EDIT an existing Building Component, select **Edit Record** button associated with that component.
   a. A window will appear with the component information. Edit as needed.

   ![Edit Building / Exterior Components](image)

   b. Select **Save & Exit** when finished.

   If you have edited, added or deleted a record but it is not reflected on the list, click the **Refresh List** button to update the listing of components.
Adding or Editing Unit Components

1. Select **Add or Edit Unit Components**, from the main menu.

2. Select the **Unit** you want to add a component to or edit a component from the Select Unit drop down field.
   - a. **YOU WILL RECEIVE AN ERROR IF YOU DO NOT SELECT A UNIT FROM THE DROP DOWN LIST BEFORE CLICKING THE 'EDIT' OR 'ADD NEW' BUTTONS.**
   - b. After selecting a unit, a list of already entered components will populate.

3. To **ADD**, click **Add New Unit Component**
   - a. A new window will appear with the unit # already populated.
   - b. Enter in the requested information
     - i. To add an additional component, see edit drop down list page 11
     - c. To **ADD** warranty information, Double Click on the Add Warranty Documents field
     - d. To **ADD** receipts, Double Click on the Add Receipts field
     - e. Select **Save & Exit** when finished.

4. To **EDIT** an existing Unit Component, select **Edit Record** button associated with that component.
   - a. A window will appear with the component information. Edit as needed.
b. Select **Save & Exit** when finished.

If you have edited, added or deleted a record but it is not reflected on the list, click the **Refresh List** button to update the listing of components.
Available Reports

Now that you have setup your system and captured data for your building and units, you may now access a number of reports that will help inform your decision making process. Click on the ‘Available Reports’ button from the main menu to access the menu of reporting options.

From the Reporting Menu, select one of the four focus areas to drill into specific screens where reports can be accessed.
1. Provider Setup Reports
   a. Property Contact List
      Provides address and contact information for each community / project entered into the tracking tool.
   b. Property General Information
      Provides location, type of community, # of buildings, address, # of units, build date, rehab date, building type, # of parking spaces and parking lot square feet
   c. Unit Listing by Building
      Provides address, unit #, # of bedrooms, # of bathrooms, and square footage

2. Inventory Asset Tracking / Disposed Assets
   a. Building and Exterior Components by Community
      Provides an overview of building and exterior components by community, including vendor, purchase date, purchase price, original warranty and remaining useful life in days
   b. Building and Exterior Components Disposed Report
      Provides a listing of disposed exterior assets by community
   c. Unit Components by Community
      Provides an overview of unit components by community, including vendor, purchase date, purchase price, original warranty and remaining useful life in days
   d. Unit Component Disposed Report
3. Warranty Asset Tracking / Disposed Assets

All of these reports use a date range parameter. You will need to enter a start date and end date.

   a. Exterior Warranty Expiration Approaching Report – Grouped By Component
   b. Exterior Warranty Expiration Approaching Report – Grouped By Property
   c. Interior Warranty Expiration Approaching Report – Grouped By Component
   d. Interior Warranty Expiration Approaching Report – Grouped By Property
4. Estimated Capital Needs

All of these reports use a date range parameter. You will need to enter a start date and end date.

   a. Estimated Capital Needs - Building Components
   b. Estimated Capital Needs – Unit Components