PHYSICAL ASSET TRACKING TOOL

MINI CAPITAL NEEDS ASSESSMENT
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

- Setup Information
- Add or Edit Building Components
- Add or Edit Unit Components
- Available Reports
Setup Information

- **Setup Information: Agency, Buildings and Units**
  - Click on button to the left to enter information about your agency and provide data for each building and unit.

- **Add or Edit Building / Exterior Components**
  - Click on button to the left to Add or Edit information about exterior building components (roofs, parking lots, windows, etc.).

- **Add or Edit Unit Components**
  - Click on button to the left to Add or Edit information about specific unit components (appliances, HVAC, water heaters, etc.).

- **Available Reports**
  - Once data is captured in the steps above, run reports to display information about your buildings and units.
Agency Information Needed:

- Agency Name
- Full Address
- Contact Information
- Logo
Agency Information Entry Form

Agency Name: My Service Agency
Address: 123 Main Street
City: Mytown
State: OH
Zip: 45678
Phone: [555] 555-1212
Fax: [555] 555-1213
Contact First Name: Jane
Contact Last Name: Doe
Mr., Mrs., Ms., Professional Title: Mrs.
Contact Email: jdoe@myagency.org
Agency Website: www.myagency.org
Agency Notes: Housing and service provider for my county.

Please enter information about your agency in the form to the left. You may also upload your company logo by double-clicking on the ‘Double-Click Here to Add Your Logo’ button. Browse to the location of your logo on your computer and select. When complete, click the ‘Save and Exit’ button above to save this information.

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%.

Double-Click Here to Add Your Logo

Replacement Cost Escalator: 2.50%
Community / Project Information Needed:

- Community/Project Name
- Full Address
- Contact Information
- # of Buildings in Community/Project
- Community Type
- # of units
Add or Edit
Community / Project
Information

Community / Project Name: Happy Group Home
Address: 555 Wellness Place
City: Anywhere
State: OH
Zip Code: 43219
Contact First & Last Name: Bob Manager
Contact Phone: (614) 555-1212
Community Contact Email: bobmanager@myagency.org
Number of Buildings in Community / Project: 3
Is the community a scatter site community? 
Community Type: Apartment
# Units in Community / Project: 6
Community Notes:

If your building(s) are organized into specific or unique 'community or project names', use this form to capture information about each property name. Study the list below of project or community names that have been previously entered. To EDIT a previously entered property name, use the 'Next Record' or 'Previous Record' buttons to navigate to that property. To enter a NEW property name, click the 'Add Record' button to create a blank form.

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.

Here is a current list of the communities / projects you have entered:

<table>
<thead>
<tr>
<th>Community Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Group Home</td>
</tr>
<tr>
<td>My Multifamily Project</td>
</tr>
<tr>
<td>Agency Real Estate Assets</td>
</tr>
</tbody>
</table>

Records: 1 of 3
Setup Information

Building Setup Information Needed:

- Full Address
- Building Type
- # of Units in Building
- Build Date
- Rehab Date
- # of Parking Spaces
- Square Feet of Parking Spaces
SETUP INFORMATION: BUILDINGS

Add or Edit Building Addresses for Project / Community

Community / Project Name: Happy Group Home
Address: 789 Maple Street
City: Anywhere
State: OH
Zip: 43219

Building Type: Group Home (1-2 Stories)
# Units in Building: 2
Estimated Date Built: 1965
Estimated Date of Rehab: 2004
# of Parking Spaces: 10
Square Feet of Parking Spaces: 1760
Building Notes: 1 Story

Use this form to capture information for EACH unique building where your agency is involved. If the building is NOT listed below (in the box displaying the previously entered buildings), click the 'Add Record' button above to create and enter information for the new building. Click the 'Previous' or 'Next Record' buttons to edit information for a previously entered building.

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

The listing of previously entered buildings are itemized below:

<table>
<thead>
<tr>
<th>Building Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>789 Maple Street</td>
</tr>
<tr>
<td>333 Oak Street</td>
</tr>
<tr>
<td>123 Elm Court</td>
</tr>
<tr>
<td>555 Ashview Court</td>
</tr>
<tr>
<td>88 First Street</td>
</tr>
<tr>
<td>99 Fifth Avenue</td>
</tr>
</tbody>
</table>

Records: 1 of 6
Unit Setup Information Needed:

- Building Address
- Unit #
- # of Bedrooms
- # of Bathrooms
- Square Footage
SETUP INFORMATION: UNITS

Add or Edit Unit Information

Building Address: Happy Group Home, 789 Maple Street
Unit #: 101
# of Bedrooms: 1
# of Bathrooms: 1
Square Footage: 550

Unit Notes: Unit is below grade with only two windows.

Before adding any NEW unit information into the system, first verify that the unit has NOT been previously entered by studying the list of entered units below.

If the unit has NOT been previously entered, select the appropriate building from the 'Building Address' drop down list and then enter the specific information related to the unit on the form. Click 'Save & Exit' when data entry is completed.

Here is a current list of all of the UNITS that have been entered into the system, along with their associated BUILDINGS.
We will circle back around to this at the end.
Add or Edit Building Components

- **Setup Information: Agency, Buildings and Units**: Click on button to the left to enter information about your agency and provide data for each building and unit.
- **Add or Edit Building / Exterior Components**: Click on button to the left to Add or Edit information about exterior building components (roofs, parking lots, windows, etc.).
- **Add or Edit Unit Components**: Click on button to the left to Add or Edit information about specific unit components (appliances, HVAC, water heaters, etc.).
- **Available Reports**: Once data is captured in the steps above, run reports to display information about your buildings and units.
Add or Edit Building Components

Identify - Prioritize - Take Inventory

- Building Component
- Vendor
- Purchase Date (if known, or approximate date)
- Purchase Price (if known, or approximate price)
- Warranty Period in Years
- Warranty Documents
- Receipts
Add or Edit Building Components

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Information: Agency, Buildings and Units</td>
<td>Click on button to the left to enter information about your agency and provide data for each building and unit.</td>
</tr>
<tr>
<td>Add or Edit Building / Exterior Components</td>
<td>Click on button to the left to Add or Edit information about exterior building components (roofs, parking lots, windows, etc.).</td>
</tr>
<tr>
<td>Add or Edit Unit Components</td>
<td>Click on button to the left to Add or Edit information about specific unit components (appliances, HVAC, water heaters, etc.).</td>
</tr>
<tr>
<td>Available Reports</td>
<td>Once data is captured in the steps above, run reports to display information about your buildings and units.</td>
</tr>
</tbody>
</table>
### Add or Edit Building Components

<table>
<thead>
<tr>
<th>Exterior Component</th>
<th>Purchase Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Group Home</td>
<td></td>
</tr>
<tr>
<td>Happy Group Home</td>
<td></td>
</tr>
<tr>
<td>Happy Group Home</td>
<td></td>
</tr>
<tr>
<td>Happy Group Home</td>
<td></td>
</tr>
<tr>
<td>My Multifamily Project</td>
<td></td>
</tr>
<tr>
<td>555 Ashville Drive</td>
<td></td>
</tr>
<tr>
<td>555 Ashville Drive</td>
<td></td>
</tr>
<tr>
<td>555 Ashville Drive</td>
<td></td>
</tr>
<tr>
<td>555 Ashville Drive</td>
<td></td>
</tr>
</tbody>
</table>

- **Select Building:**
  - Happy Group Home, 789 Maple Street

**Actions:**
- Add New Building Component
- Refresh List

**Components:**
- Boiler: 8/24/1971
- Brick / Masonry Tuck Pointing: 5/15/2009
- Fire Extinguisher: 10/22/2016

**Actions:**
- Edit Record

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**ADD A NEW COMPONENT**
Add or Edit Building Components

- **Setup Information: Agency, Buildings and Units**: Click on button to the left to enter information about your agency and provide data for each building and unit.
- **Add or Edit Building / Exterior Components**: Click on button to the left to Add or Edit information about exterior building components (roofs, parking lots, windows, etc.).
- **Add or Edit Unit Components**: Click on button to the left to Add or Edit information about specific unit components (appliances, HVAC, water heaters, etc.).
- **Available Reports**: Once data is captured in the steps above, run reports to display information about your buildings and units.
ADD OR EDIT BUILDING COMPONENTS

Edit Building / Exterior Components

Address: 101 Maple Street

Building / Exterior Component: Fire Extinguisher

Vendor: Koorsen Fire and Security

Purchase Date: 10/22/2016

Purchase Price: $96.00

Warranty Period in Years: 5

Notes: Central hallway fire extinguisher.

Building / Exterior Asset Disposed: [ ]

Building / Exterior Asset Disposed Date: [ ]

Use this form to EDIT information related to a building or exterior component. If the actual date of purchase is not known, estimate the date. Similarly, also attempt to estimate the purchase price for that component in the year it was purchased (if the actual purchase price is not known). If the item had a warranty period, please try to capture this period (in years).

If a building component has been DISPOSED (meaning, it is no longer in use), click the ‘Building / Exterior Asset Disposed’ checkbox and enter the date that this item was removed from service.

Once information related to a component has been edited, click the ‘Save & Exit’ button to return to the previous screen.
Add or Edit Unit Components

Setup Information: Agency, Buildings and Units
- Click on button to the left to enter information about your agency and provide data for each building and unit.

Add or Edit Building / Exterior Components
- Click on button to the left to Add or Edit information about exterior building components (roofs, parking lots, windows, etc.).

Add or Edit Unit Components
- Click on button to the left to Add or Edit information about specific unit components (appliances, HVAC, water heaters, etc.).

Available Reports
- Once data is captured in the steps above, run reports to display information about your buildings and units.
Add or Edit Unit Components

Identify - Prioritize - Take Inventory

- Unit Component
- Manufacturer
- Model
- Serial #
- Vendor
- Purchase Date (if known, or approximate date)
- Purchase Price (if known, or approximate price)
- Warranty Period in Years
- Warranty Documents
- Receipts
Add or Edit Unit Components

**Setup Information: Agency, Buildings and Units**
Click on button to the left to enter information about your agency and provide data for each building and unit.

**Add or Edit Building / Exterior Components**
Click on button to the left to Add or Edit information about exterior building components (roofs, parking lots, windows, etc.).

**Add or Edit Unit Components**
Click on button to the left to Add or Edit information about specific unit components (appliances, HVAC, water heaters, etc.).

**Available Reports**
Once data is captured in the steps above, run reports to display information about your buildings and units.
ADD OR EDIT UNIT COMPONENTS

Listing of Unit Components

Select Unit: 555 Ashview Court, Unit # A1

<table>
<thead>
<tr>
<th>Unit Component</th>
<th>Purchase Date</th>
<th>Edit Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioner</td>
<td>8/29/2012</td>
<td></td>
</tr>
<tr>
<td>Furance</td>
<td>9/13/2017</td>
<td></td>
</tr>
<tr>
<td>Dishwasher</td>
<td>8/13/2017</td>
<td></td>
</tr>
</tbody>
</table>

Add New Unit Component

This page lists the components associated with each UNIT that have been captured in the system. Select the desired unit from the 'Select Unit' drop down list to the left and in doing so, the listing of components associated with the selected unit will be displayed.

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.

To edit, modify or delete any of the existing components associated with the selected unit, click on the 'Edit Record' button associated with that component.

To add a NEW unit component to the list, click the 'Add New Unit Component' button to enter information about a new unit component (like a furnace, range, hot water tank, etc.).

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.
Use this form to **ADD** information related to a new unit component. If the actual date of purchase is not known, estimate the date. Similarly, also attempt to estimate the purchase price for that component in the year in which it was purchased (if the actual purchase price is not known). If the item has a warranty period, estimate this period (in years).

Once information related to the **NEW** component has been captured, click the 'Exit' button to return to the previous screen.

Use this form to **EDIT** information related to a unit component. If the actual date of purchase is not known, estimate the date. Similarly, also attempt to estimate the purchase price for that component in the year in which it was purchased (if the actual purchase price is not known). If the item had a warranty period, please try to capture this period (in years).

If a unit component has been **DISPOSED** (meaning, it is no longer in use), click the 'Interior Asset Disposed' checkbox and enter the date that this item was removed from service.
Available Reports

- **Setup Information: Agency, Buildings and Units**: Click on button to the left to enter information about your agency and provide data for each building and unit.
- **Add or Edit Building / Exterior Components**: Click on button to the left to Add or Edit information about exterior building components (roofs, parking lots, windows, etc.).
- **Add or Edit Unit Components**: Click on button to the left to Add or Edit information about specific unit components (appliances, HVAC, water heaters, etc.).
- **Available Reports**: Once data is captured in the steps above, run reports to display information about your buildings and units.
Available Reports

Ohio MHAS
Promoting wellness and recovery

Return to Main Menu

Provider Set Up Reports
Click on button to the left to run reports related to general information about buildings and units.

Inventory Asset Tracking / Disposed Assets
Click on button to the left to run reports related to existing building and unit components that have been captured in system.

Warranty Info / Life Expectancy
Click on button to the left to run reports related to warranty expiration dates and the remaining useful life of components.

Estimated Capital Needs
Click on button to the left to run reports that estimate the cost to replace building and unit components in the future.
Click on the buttons above to run the corresponding report. Click on the 'Export Data' button adjacent to the report button to export the data to Microsoft Excel or other desired file formats for use beyond this system.
Available Reports

- **Provider Set Up Reports**: Click on button to the left to run reports related to general information about buildings and units.
- **Inventory Asset Tracking / Disposed Assets**: Click on button to the left to run reports related to existing building and unit components that have been captured in system.
- **Warranty Info / Life Expectancy**: Click on button to the left to run reports related to warranty expiration dates and the remaining useful life of components.
- **Estimated Capital Needs**: Click on button to the left to run reports that estimate the cost to replace building and unit components in the future.

Return to Main Menu
INVENTORY ASSET TRACKING / DISPOSED ASSETS REPORTS

Click on the buttons above to run the corresponding report. Click on the 'Export Data' button adjacent to the report button to export the data to Microsoft Excel or other desired file formats for use beyond this system.
Available Reports

Provider Set Up Reports: Click on button to the left to run reports related to general information about buildings and units.

Inventory Asset Tracking / Disposed Assets: Click on button to the left to run reports related to existing building and unit components that have been captured in the system.

Warranty Info / Life Expectancy: Click on button to the left to run reports related to warranty expiration dates and the remaining useful life of components.

Estimated Capital Needs: Click on button to the left to run reports that estimate the cost to replace building and unit components in the future.
Available Reports

- **Provider Set Up Reports**: Click on button to the left to run reports related to general information about buildings and units.
- **Inventory Asset Tracking / Disposed Assets**: Click on button to the left to run reports related to existing building and unit components that have been captured in the system.
- **Warranty Info / Life Expectancy**: Click on button to the left to run reports related to warranty expiration dates and the remaining useful life of components.
- **Estimated Capital Needs**: Click on button to the left to run reports that estimate the cost to replace building and unit components in the future.

[Return to Main Menu]
Setup Information

- **Agency Setup Information**: Click on 'Agency Setup Information' to enter information about your Agency.
- **Community / Property Setup Information**: Click on 'Community / Property Setup Information' to add or edit information about specific groupings of buildings (i.e., a specific PROJECT).
- **Building Setup Information**: Click on 'Building Setup Information' to add or edit information about specific BUILDING associated with each property/community.
- **Unit Setup Information**: Click on 'Unit Setup Information' to add or edit information about specific UNITS associated with each building.
- **Edit Drop Down Lists**: Click on 'Edit Drop Down Lists' to customize the various drop-down lists used by this system to better meet your needs.
EDIT DROP DOWN LISTS

Community Types
Click on 'Community Types' to customize / update the list of choices from the drop-down list.

Building / Exterior Components
Click on 'Building / Exterior Components' to customize / update the list of choices from the drop-down list.

Unit Component
Click on 'Unit Elements' to customize / update the list of choices from the drop-down list.

Manufacturers
Click on 'Manufacturers' to customize / update the list of choices from the drop-down list.
EDIT DROP DOWN LISTS

Add or Edit Community Types

use this form to add or edit the contents of the 'community types' drop down list. the 'community types' are used to allow you to group your communities / projects into specific groups (such as apartment buildings, group homes, shelters, etc.) for reporting purposes. use the 'previous record' or 'next record' buttons to select the desired listing of previously entered community types from the list to the left. if you need to add a new community type to the list (no better represent the housing provided by your agency), click the 'add record' button above and enter the desired community type in the box. click 'save and exit' once finished.

Add or Edit Building Components

use this form to add or edit the contents of the 'building components' drop down list. the 'building components' are the list of items that you will be tracking related to the building, exterior and building mechanicals (such as roofs, boilers, exterior doors, etc.). use the 'previous record' or 'next record' buttons to select the desired listing of previously entered building components from the list to the left. if you need to add a new building component to the list to better represent the needs of your building, click the 'add record' button above and enter the desired component in the box. click 'save and exit' once finished.
EDIT DROP DOWN LISTS

**Add or Edit Unit Components**

- Unit Component: [Input Field]
- Life Span (Years): [Input Field]

The listing of previously entered Unit Components are itemized below:

<table>
<thead>
<tr>
<th>Interior Component</th>
<th>Life Span (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning (if not centralized)</td>
<td>12</td>
</tr>
<tr>
<td>Bathroom Exhaust Fan</td>
<td>10</td>
</tr>
<tr>
<td>Bathrooms - Bathroom</td>
<td>30</td>
</tr>
<tr>
<td>Cabinehs - Kitchen</td>
<td>35</td>
</tr>
<tr>
<td>Ceiling Fan</td>
<td>10</td>
</tr>
<tr>
<td>Clothes Dryer</td>
<td>13</td>
</tr>
<tr>
<td>Countertops - Laminate</td>
<td>20</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>9</td>
</tr>
<tr>
<td>Doors - Closet</td>
<td>20</td>
</tr>
<tr>
<td>Doors - Entry</td>
<td>25</td>
</tr>
<tr>
<td>Doors - Garage</td>
<td>23</td>
</tr>
<tr>
<td>Doors - Interior</td>
<td>35</td>
</tr>
<tr>
<td>Doors - Screen</td>
<td>15</td>
</tr>
<tr>
<td>Faucets</td>
<td>15</td>
</tr>
<tr>
<td>Flooring - Ceramic Tile</td>
<td>15</td>
</tr>
<tr>
<td>Flooring - Vinyl Tile</td>
<td>15</td>
</tr>
<tr>
<td>Furnaces</td>
<td>15</td>
</tr>
<tr>
<td>Furnaces / Heating (if not centralized)</td>
<td>20</td>
</tr>
<tr>
<td>Garage Door</td>
<td>20</td>
</tr>
<tr>
<td>Garage Door Opener</td>
<td>10</td>
</tr>
</tbody>
</table>

Use this form to Add or Edit the contents of the Unit Components drop-down list. The Unit Components represent the list of all of the components that you desire to track in this system. Examples include refrigerators, oven, interior doors, smoke detectors, hot water heaters, garbage disposals, etc.

For each item on the list, please indicate the expected life expectancy for that item. The system will use the life expectancy of the item to calculate when it will likely need to be replaced.

To edit items already on the list, use the Previous Record or Next Record buttons to select the desired listing of previously entered Unit Component from the list to the left. If you need to add a NEW Unit Component to the list (to better represent the items that your Agency intends to track), click the Add Record button above and enter the desired item. Click 'Save and Exit' once finished.

**Add or Edit Manufacturers**

- Manufacturer Name: [Input Field]

The listing of previously entered Manufacturers are itemized below:

<table>
<thead>
<tr>
<th>Manufacturer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amana</td>
</tr>
<tr>
<td>American Standard</td>
</tr>
<tr>
<td>AO Smith</td>
</tr>
<tr>
<td>Bradford White</td>
</tr>
<tr>
<td>Bryant</td>
</tr>
<tr>
<td>Carrier</td>
</tr>
<tr>
<td>Century</td>
</tr>
<tr>
<td>Def Rite</td>
</tr>
<tr>
<td>Goodman</td>
</tr>
<tr>
<td>Honeywell</td>
</tr>
<tr>
<td>Hotpoint</td>
</tr>
<tr>
<td>Kenmore</td>
</tr>
<tr>
<td>Kielie</td>
</tr>
<tr>
<td>Koester</td>
</tr>
<tr>
<td>Lennox</td>
</tr>
<tr>
<td>Latchingar</td>
</tr>
<tr>
<td>Mohawk</td>
</tr>
<tr>
<td>Mr. Cool</td>
</tr>
<tr>
<td>Rheem</td>
</tr>
<tr>
<td>Rinnai</td>
</tr>
<tr>
<td>Show</td>
</tr>
<tr>
<td>Trane</td>
</tr>
<tr>
<td>Whirlpool</td>
</tr>
<tr>
<td>Whirlpool</td>
</tr>
<tr>
<td>York</td>
</tr>
</tbody>
</table>

Use this form to Add or Edit the contents of the Manufacturers drop-down list. This drop-down list will be used when entering building or unit components so you can better track the manufacturer of your appliances, hot water tanks, furnaces, etc.

Use the Previous Record or Next Record buttons to select the desired listing of previously entered manufacturers from the list to the left. If you need to add a NEW manufacturer to the list (to better reflect the items purchased by your agency), click the Add Record button above and enter the manufacturer in the box. Click 'Save and Exit' once finished.