1. Access the Survey from the FM Custodial Assessment page at: http://facm.umn.edu/about-fm/custodial-program

   Bookmark this page for easy access to the most up-to-date survey tool link.

2. Click on the button and log-in with your internet ID and password.

   

3. In the District field, select the district where this building is located.

4. In the Building field, select the building being assessed.

5. In the Floor field, select the floor where the assessment areas are located.

   

Building the Assessment

Select all of the areas that are going to be assessed on this floor and click the Next button.

   

Note: Section 1 Assessment selections will display before Section 2 or Section 3 selections.

   

Note: If you miss selecting an area type after you complete the assessment, you can start another assessment at the end of the survey.

   

OR

You can click the Back button and select the assessment area that was missed. Your answers for the previous assessment areas will be saved.
**Assessment Definitions**

If needed, review the assessment definitions for green, yellow and red by clicking on the links. In the assessment you will be selecting a color for each area.

The district, building and areas selected are listed.

**Complete the Area Assessment**

1. If a maintenance deficiency needs to be reported, click on the link to open a new survey in a new window. At the end of the survey, you can also open a link to report a maintenance deficiency.

2. Select either green, yellow or red for each area item listed. If yellow or red is selected, you must include a comment.
   
   **Note:** Leave the question blank if an assessment item does not exist.

3. Continue to scroll through the assessment until you have assessed all the areas you selected within the section. Click **Next** to go to another assessment section or to complete the survey if you are done.

   If an assessment item is in very poor condition or very unique, you may want to take photo with your device. Upload it by clicking on the **Browse** button to take the photo and upload it. **Only one photo can be uploaded per area type.**
**ENDING THE SURVEY**

**Complete this Assessment**

Select **Yes** if you are ready to assess another floor immediately, or select **No** if you are done. **You must select either yes or no to complete this assessment.**

Click the **Submit** button to complete and finalize the survey. Changes cannot be made after the survey has been submitted.

Clicking **Yes** will return you to the beginning of the survey. Refer to the *Starting the Survey* section of this document.

Clicking **No** will still give you one more chance to start another assessment or to report a maintenance problem.

Clicking the assessment survey link will return you to the beginning of the survey. Refer to the *Starting the Survey* section of this document.

Clicking on the maintenance survey link will take you to the maintenance survey in a new window.
1. In the **District** field, select the district where this building is located.

2. In the **Building** field, select the building being assessed.

3. In the **Floor** field, select the floor where the assessment area is located.

4. Enter a room number and any other location details.

5. Enter the equipment number, if known.

6. Enter details about the problem and be as specific as possible.

**Note:** if a maintenance deficiency is in very poor condition or very unique, you can take a photo with your device. Upload it by clicking on the **Browse** button to select the photo and upload it. **Only one photo can be uploaded per area type.**

7. Click the **Next** button when the form is complete.

8. Select **Yes** to report another problem and return to the beginning of the maintenance survey or click **No** to submit this maintenance deficiency.

9. Click the **Next** button.