

Asset Protection Plan User Manual

Building Information

The first screen on the asset protection website is the **Building Information** screen. This screen provides an overview of the schools located within your district. Schools are listed in alphabetical order along with grades served, facility rating, building square feet, building value, current enrollment, and school capacity.

Figure 1: Example of Building Information Screen

DISTRICT ASSET PROTECTION PLAN SUMMARY Welcome **Tan LU**

Home Admin

SCHOOL LIST
Choose District: Burrillville ▾

School Name	Grade Served	Facility Rating	Bldg SF	Bldg Value	Current Enrollment	School Capacity
Austin T. Levy School	KF 01	2	42,600	\$3,787,700	339	368
Burrillville High School	09 10 11 12	2	2,300	\$14,460,300	726	1,377
Burrillville Middle School	06 07 08	2	12,600	\$13,271,500	546	1,134
Steere Farm Elementary School	PK PF 01 02 03 04 05	2	47,078	\$9,880,800	469	489
William L. Callahan School	02 03 04 05	1	76,000	\$4,695,700	362	416

First 1 Last

*** Building Condition Rating Definition**

1. Building in good condition
2. Building generally in good condition, some systems needs
3. Building in fair to poor condition
4. Building in poor condition, major renovation or replacement

If you have any questions or need to change any locked data, please contact the [School Construction Program@RIDE](mailto:School_Construction_Program@RIDE).

Next

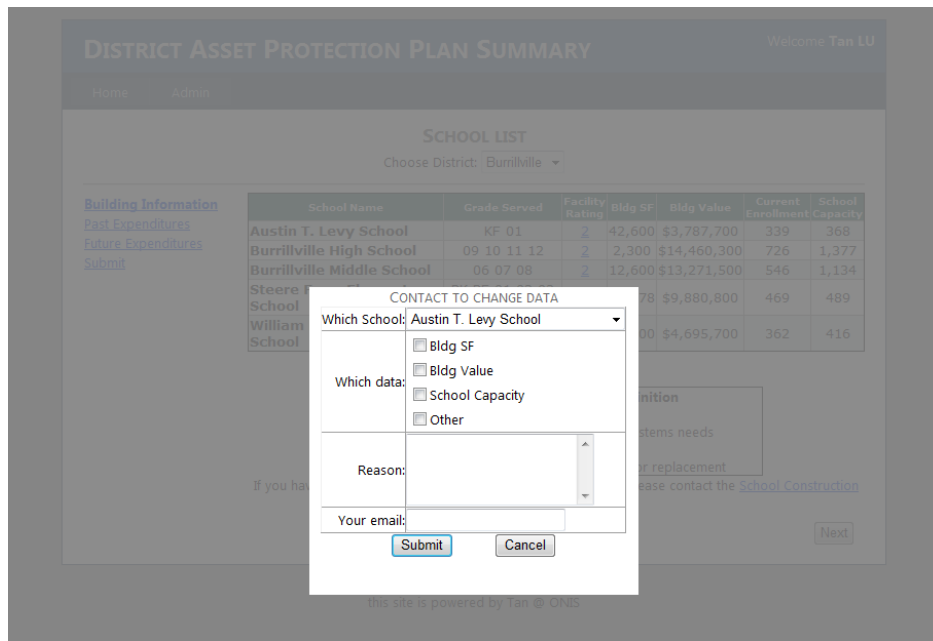
This information has been prefilled based on your districts’ past asset protection plan submissions. This information is locked due to the infrequency in which change will occur. The one exception is the facility rating, which can be changed at any time. A definition key is located at the bottom of the screen.

After reviewing the information on the Building Information screen, click on **“Past Expenditures”** on the left side of the screen or **“Next”** on the bottom right of the screen. Users can go back and forth between pages, until the information is submitted on the last screen.

Schools are displayed in groups of ten. Districts with more than ten schools can use the page navigator located below the tenth school. For example, a district with twenty schools will see **“First 1, 2 Last”**. Clicking **“1”** will display the first ten schools, while clicking **“2”** will display the second ten schools.

Clicking “First” or “last” takes a user to the first page and last page, respectively. This feature will be locked for districts with less than ten schools.

If any information on the **Building Information** screen needs to be changed or updated, click on “please contact the School Construction Program @RIDE” at the bottom of the page. A pop up box will appear which allows a user to indicate what information should be changed and the reasoning behind the request.



Definitions

Grades Served: Grades that the school serves.

Facility Rating: A rating between 1 (best) and 4 (worst), which indicates the condition of the school building. Detailed definitions are provided at the bottom of the building information screen.

Bldg SF: Building square footage

Bldg Value: Assessed building value

Current Enrollment: October 1st enrollment data reported to RIDE

School Capacity: Amount of students the building can accommodate

Past Expenditures

On the **Past Expenditures** screen, schools are listed with expenditures from the previous three years. Only changes to the past fiscal year are permitted. Changing data from the latest two years is not permitted. This screen will be updated annually so that the most recent completed fiscal year will be editable while the two previous years will not. Data for each school has been prefilled using information from previous asset protection plans.

Figure 2: Example of Past Expenditures Screen

The screenshot shows a web application interface for 'DISTRICT ASSET PROTECTION PLAN SUMMARY'. The user is logged in as 'Tan LU'. The main content area is titled 'SCHOOL LIST' and shows a dropdown menu for 'Choose District: Burrillville'. On the left, there are links for 'Building Information', 'Past Expenditures', 'Future Expenditures', and 'Submit'. The main table displays expenditure data for five schools: Austin T. Levy School, Burrillville High School, Burrillville Middle School, Steere Farm Elementary School, and William L. Callahan School. Each school's data is presented in a table with columns for 'School Name', 'Past Expenditures', and three fiscal years: 'FY_2009', 'FY_2010', and 'FY_2011'. Each school's data is expanded to show 'Capital Improvement Subtotal', 'Maintenance Subtotal', and 'Grand Total'.

School Name	Past Expenditures	FY_2009	FY_2010	FY_2011
Austin T. Levy School	Capital Improvement Subtotal	\$0	\$0	\$2,250
	Maintenance Subtotal	\$0	\$0	\$2,150
	Grand Total	\$0	\$0	\$4,400
	Burrillville High School			
Burrillville High School	Capital Improvement Subtotal	\$159,181	\$13,750	\$76,330
	Maintenance Subtotal	\$485,499	\$547,019	\$500
	Grand Total	\$644,680	\$560,769	\$76,830
	Burrillville Middle School			
Burrillville Middle School	Capital Improvement Subtotal	\$0	\$0	\$112
	Maintenance Subtotal	\$0	\$0	\$0
	Grand Total	\$0	\$0	\$112
	Steere Farm Elementary School			
Steere Farm Elementary School	Capital Improvement Subtotal	\$0	\$0	\$1,000
	Maintenance Subtotal	\$0	\$0	\$0
	Grand Total	\$0	\$0	\$1,000
	William L. Callahan School			
William L. Callahan School	Capital Improvement Subtotal	\$0	\$0	\$0
	Maintenance Subtotal	\$0	\$0	\$55
	Grand Total	\$0	\$0	\$55

First 1 Last
Please reference the [School Housing Aid Invoice for School Construction \(F-105\)](#) for category descriptions.

Previous Next

The past expenditures screen requests two types of subtotals: Capital Improvements and Maintenance. Capital improvement projects include long range repairs and upgrades such as replacing a roof, installing new windows and updating bathrooms. Maintenance expenses are routine tasks required to upkeep the facility, such as painting a classroom or fixing a ceiling tile.

To change an amount, click on a number that is blue and underlined. A pop up box will appear allowing a new value to be inserted. Once a new value is added, press update and the change will be reflected on the screen.

The screenshot shows a web application interface titled "DISTRICT ASSET PROTECTION PLAN SUMMARY" with a user greeting "Welcome Tan LU". Below the title are navigation links for "Home" and "Admin". The main section is titled "SCHOOL LIST" and includes a dropdown menu to "Choose District: Burnilville".

The interface displays a table of schools with columns for "School Name" and "Fiscal Year" (FY_2009, FY_2010, FY_2011). The table is organized into sections for different schools: Austin T. Levy School, Burrillville High School, and William L. Callahan School. Each school section includes an "Expand" button and a table of expenditure categories (Capital Improvement, Maintenance) with their respective subtotals and grand totals. Some values are highlighted in blue and underlined, indicating they are clickable.

A pop-up dialog box is overlaid on the Burrillville High School section, titled "Change Burrillville High School's 2011 Maintenance:". The dialog contains two input fields: "Original value" with a value of "\$500" and "New value" with a value of "\$500". Below the input fields are "Update" and "Cancel" buttons.

Under the school name, an expand arrow allows users to provide detailed capital improvement information. **Please note:** Changing data in the expanded area locks the Capital Improvement Subtotal. Detailed information will be required for that fiscal year.

Example:

A district spent \$50,000 in capital improvements in FY 2011 on the high school. A user can enter \$50,000 in the capital improvement subtotal or click the expand arrow to provide more information.

If the high school area is expanded and "\$10,000" is entered in the plumbing category, detailed information must be entered for that fiscal year. The capital improvement subtotal will be disabled and users will not be allowed to simply enter \$50,000 into the subtotal. The remaining \$40,000 in capital improvements must be allocated to the appropriate categories. Category definitions are available by referencing Detailed F-105 Housing Aid Form (see appendix). Detailed information is required for capital improvement projects that exceed \$500,000. For your convenience, a link is provided at the bottom of the page.

DISTRICT ASSET PROTECTION PLAN SUMMARY

Welcome **Tan LU**

[Home](#) [Admin](#)

SCHOOL LIST

Choose District: **Burrillville** ▼

[Building Information](#)
[Past Expenditures](#)
[Future Expenditures](#)
[Submit](#)

School Name	Category	Past Expenditures		
		FY_2009	FY_2010	FY_2011
Austin T. Levy School				
Collapse ▲	Substructure	\$0	\$0	\$0
	Super Structure	\$0	\$0	\$0
	Exterior Enclosure	\$0	\$0	\$0
	Roofing	\$0	\$0	\$0
	Interior Construction	\$0	\$0	\$0
	Stairs	\$0	\$0	\$0
	Interior Finishes	\$0	\$0	\$0
	Conveying	\$0	\$0	\$0
	Plumbing	\$0	\$0	\$10,000
	HVAC	\$0	\$0	\$0
	Electrical	\$0	\$0	\$0
	Fire Protection	\$0	\$0	\$0
	Site Preparation	\$0	\$0	\$0
	Site Improvements	\$0	\$0	\$0
	Soft Costs	\$0	\$0	\$0
	Capital Improvement Subtotal	\$0	\$0	\$10,000
	Maintenance Subtotal	\$0	\$0	\$2,150
Grand Total	\$0	\$0	\$12,150	
Burrillville High School				
Expand ▼	Capital Improvement Subtotal	\$159,181	\$13,750	\$76,330
	Maintenance Subtotal	\$485,499	\$547,019	\$500
	Grand Total	\$644,680	\$560,769	\$76,830
Burrillville Middle School				
Expand ▼	Capital Improvement Subtotal	\$0	\$0	\$112
	Maintenance Subtotal	\$0	\$0	\$0
	Grand Total	\$0	\$0	\$112
Steere Farm Elementary School				
Expand ▼	Capital Improvement Subtotal	\$0	\$0	\$1,000
	Maintenance Subtotal	\$0	\$0	\$0
	Grand Total	\$0	\$0	\$1,000

Once information for the past fiscal year is updated (in year one this will be FY 2011), please click **“Future Expenditures”** on the left side of the screen, or click **“next”** on the bottom right of the screen. Users can go back and forth between pages, until the information is submitted on the last screen.

Future Expenditures

The **Future Expenditures** screen prompts users to input Capital Improvement and Maintenance subtotals for the current fiscal year and four subsequent years.

Figure 3: Example of Future Expenditures Screen

The screenshot shows a web application interface for the District Asset Protection Plan Summary. The header includes the title "DISTRICT ASSET PROTECTION PLAN SUMMARY" and a user greeting "Welcome Tan LU". Below the header is a navigation bar with "Home" and "Admin" links. The main content area is titled "SCHOOL LIST" and includes a dropdown menu for "Choose District: Burrillville".

On the left side of the table, there are links for "Building Information", "Past Expenditures", "Future Expenditures", and "Submit". Each row in the table has an "Expand" button.

School Name	Future Expenditures				
	FY_2012	FY_2013	FY_2014	FY_2015	FY_2016
Austin T. Levy School					
Capital Improvement Subtotal	\$860	\$25	\$80	\$80	\$25
Maintenance Subtotal	<u>\$50</u>	<u>\$0</u>	<u>\$0</u>	<u>\$501</u>	<u>\$0</u>
Grand Total	\$910	\$25	\$80	\$581	\$25
Burrillville High School					
Capital Improvement Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Maintenance Subtotal	<u>\$500</u>	<u>\$0</u>	<u>\$50</u>	<u>\$0</u>	<u>\$0</u>
Grand Total	\$500	\$0	\$50	\$0	\$0
Burrillville Middle School					
Capital Improvement Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Maintenance Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Grand Total	\$0	\$0	\$0	\$0	\$0
Steere Farm Elementary School					
Capital Improvement Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Maintenance Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Grand Total	\$0	\$0	\$0	\$0	\$0
William L. Callahan School					
Capital Improvement Subtotal	<u>\$0</u>	\$15	\$55	<u>\$0</u>	<u>\$0</u>
Maintenance Subtotal	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Grand Total	\$0	\$15	\$55	\$0	\$0

First 1 Last
Please reference the School Housing Aid Invoice for School Construction (F-105) for category

This screen will be updated annually so that the current fiscal year is the first column on the screen. For instance, if this form were filled out in FY 2012, FY 2012 to FY 2016 would appear on the **Future Expenditures** screen. Then following fiscal year, FY 2012 will appear on the past expenditures screen and FY 2013 through FY 2017 will appear on the future expenditures screen.

To change an amount, click on a number that has been underlined and blue. A pop up box will appear allowing a new value to be inserted. Once a new value is added, press update and the change will be reflected on the screen.

Under the school name, an expand arrow allows users to provide detailed capital improvement information. **Please note:** changing data in the expanded area locks the Capital Improvement Subtotal. Detailed information will be required for that fiscal year.

Example:

A district intends to spend \$500,000 in capital improvements in FY 2014 on the middle school. A user can enter \$500,000 in the capital improvement subtotal for FY 2014 or click the expand arrow and provide more information.

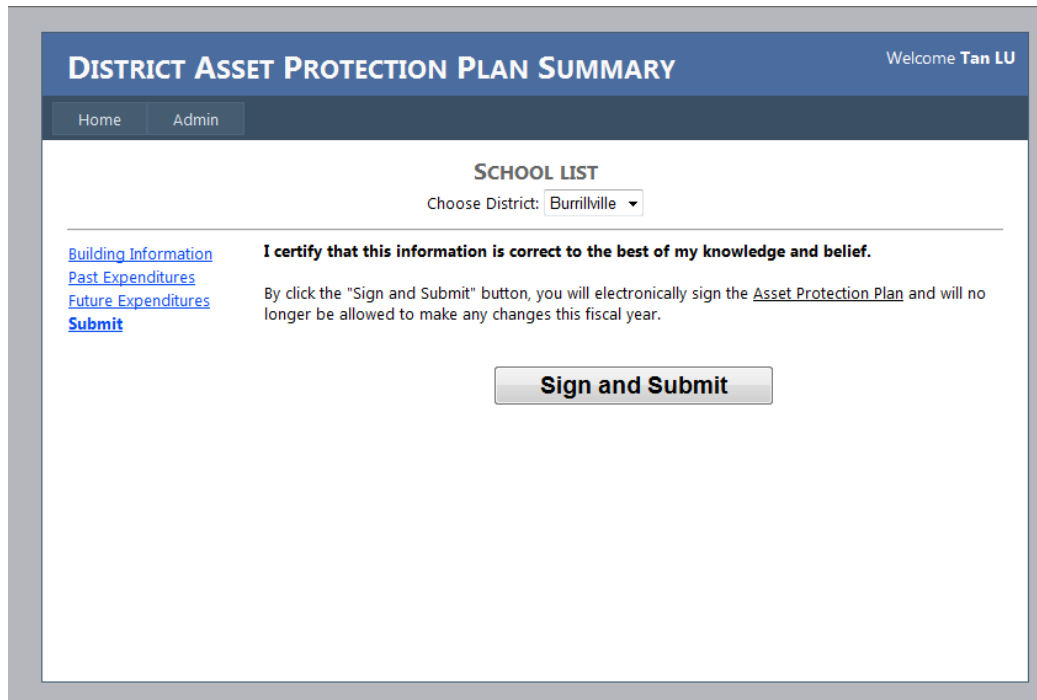
If the middle school area is expanded and “\$100,000” is entered in the roofing category, detailed information must be entered for that fiscal year. The capital improvement subtotal will be disabled and users will not be allowed to simply enter \$500,000 into the subtotal. The remaining \$400,000 in capital improvements must be allocated to the appropriate categories. Category definitions are available by referencing Detailed F-105 Housing Aid Form (see appendix). Detailed information is required for capital improvement projects that exceed \$500,000. For your convenience, a link is provided at the bottom of the page.

School Name	Future Expenditures						
Austin T. Levy School	Category	FY_2012	FY_2013	FY_2014	FY_2015	FY_2016	
<input type="checkbox"/> Collapse	Substructure	\$10	\$0	\$0	\$0	\$0	
	Super Structure	\$0	\$0	\$0	\$0	\$0	
	Exterior Enclosure	\$25	\$0	\$0	\$0	\$0	
	Roofing	\$0	\$0	\$0	\$0	\$0	
	Interior Construction	\$25	\$0	\$0	\$0	\$0	
	Stairs	\$0	\$0	\$0	\$0	\$0	
	Interior Finishes	\$200	\$25	\$30	\$80	\$25	
	Conveying	\$0	\$0	\$0	\$0	\$0	
	Plumbing	\$0	\$0	\$50	\$0	\$0	
	HVAC	\$0	\$0	\$0	\$0	\$0	
	Electrical	\$100	\$0	\$0	\$0	\$0	
	Fire Protection	\$0	\$0	\$0	\$0	\$0	
	Site Preparation	\$0	\$0	\$0	\$0	\$0	
	Site Improvements	\$0	\$0	\$0	\$0	\$0	
	Soft Costs	\$500	\$0	\$0	\$0	\$0	
	Capital Improvement Subtotal	\$860	\$25	\$80	\$80	\$25	
	Maintenance Subtotal	\$50	\$0	\$0	\$501	\$0	
	Grand Total	\$910	\$25	\$80	\$581	\$25	
	Burrillville High School		FY_2012	FY_2013	FY_2014	FY_2015	FY_2016

Once capital improvement and maintenance information has been entered in every fiscal year for every school, click on “Submit” on the left side of the screen, or click “Next” on the bottom right of the screen. Users can go back and forth between pages, until the information is submitted on the last screen.

Submit

Once the building information is verified and expenditures updated, users arrive to the final screen. Unlike previous asset protection plans which required four signatures, the electronic version only requires one. Users must certify that the information they are providing is correct to the best of their knowledge. Clicking sign and submit electronically signs the asset protection plan and no other changes will be permitted that fiscal year.



The screenshot shows a web application interface for the District Asset Protection Plan Summary. At the top, there is a blue header with the title "DISTRICT ASSET PROTECTION PLAN SUMMARY" and a user greeting "Welcome Tan LU". Below the header is a navigation bar with "Home" and "Admin" links. The main content area is titled "SCHOOL LIST" and includes a dropdown menu for "Choose District:" with "Burrillville" selected. On the left side, there are four blue links: "Building Information", "Past Expenditures", "Future Expenditures", and "Submit". To the right of these links, there is a bolded statement: "I certify that this information is correct to the best of my knowledge and belief." Below this statement is a paragraph of text: "By click the 'Sign and Submit' button, you will electronically sign the Asset Protection Plan and will no longer be allowed to make any changes this fiscal year." At the bottom center of the main content area is a large, grey button labeled "Sign and Submit".

For more information please contact Joseph da Silva at 401-222-4294 or at Joseph.dasilva@ride.ri.gov

Appendix

Renovated Area:

Description of Work	Total Amount	\$/ Sq. Ft.	% of Total
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(derived from ASTM UNIFORMAT II - Classification for Building Elements)

Division A - Substructure

Foundations			
Basement Construction			

Division B - Shell

Super Structure			
Floor Construction			
Roof Construction			
Exterior Enclosure			
Exterior Walls			
Exterior Windows			
Exterior Doors			
Roofing			
Roof Coverings			
Roof Openings			

Division C - Interiors

Interior Construction			
Partitions			
Interior Doors			
Fittings			
Stairs			
Stair Construction			
Stair Finishes			
Interior Finishes			
Wall Finishes			
Floor Finishes			
Ceiling Finishes			

Division D - Services

Conveying			
Elevators & Lifts			

District:	
Project Name:	
Amount:	

Description of Work	Total Amount	\$ / Sq. Ft.	% of Total
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(derived from ASTM UNIFORMAT II - Classification for Building Elements)

Division D - Services

Conveying			
Elevators & Lifts			
Plumbing			
Heating, Ventilation, and Air Conditioning (HVAC)			
Fire Protection			
Sprinklers			
Other Fire Protection Systems (please specify)			
Electrical			
SUBTOTAL CONSTRUCTION COSTS			

Division E - Sitework

Site Preparation			
Site Clearing			
Site Demolition			
Hazardous Waste Remediation			
Site Improvements			
Parking Lots			
Pedestrian Paving			
Fences/Gates			
Athletic Fields/Recreation			
Landscaping			
Other Site Construction (please list what is included here)			
SUBTOTAL SITEWORK			

SUBTOTAL CONSTRUCTION COSTS & SITEWORK			
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Contingency (include % of construction costs)			
General Conditions (include % of construction costs)			
Mark-up (include % of construction costs)			

TOTAL CONSTRUCTION COSTS			
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Invoice for School Construction (F-105) (continued)

District:	
Project Name:	
Amount:	

Description of Work	Total Amount	\$ / Sq. Ft.	% of Total
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(derived from ASTM UNIFORMAT II - Classification for Building Elements)

Professional Fees (include % of total construction)			
Inspection Fees (include % of total construction)			
Furnishings & Fittings (include % of total construction)			
TOTAL SOFT COSTS			
Land Acquisition (Acreage of land acquired _____)			
TOTAL PROJECT COST			