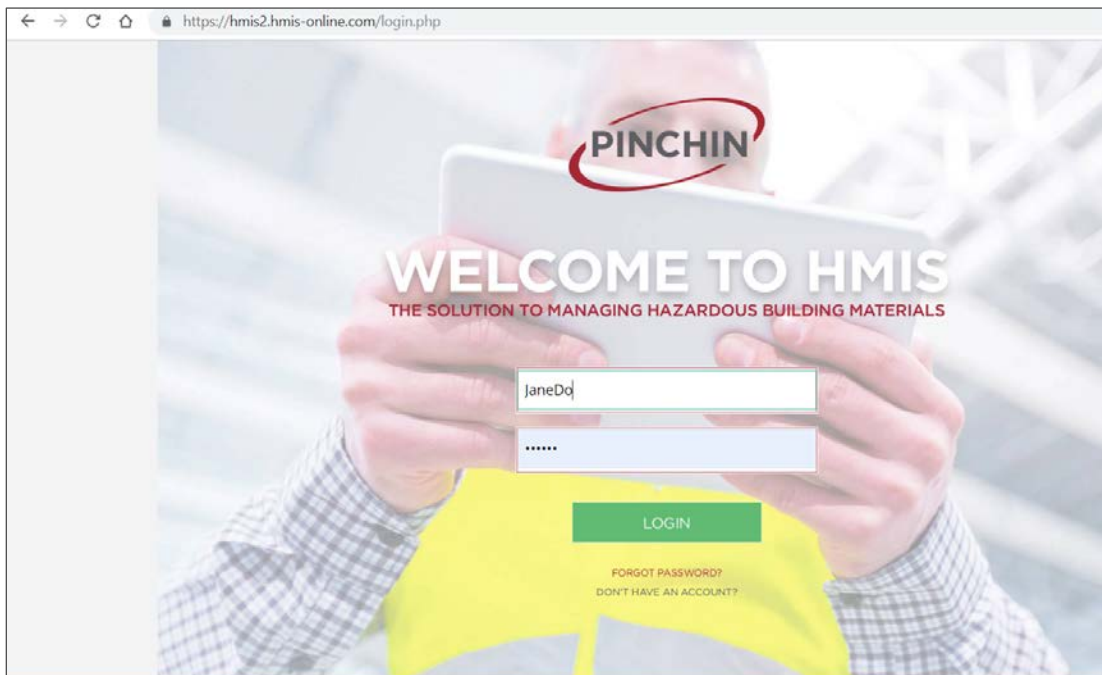




# HMIS – Training Manual

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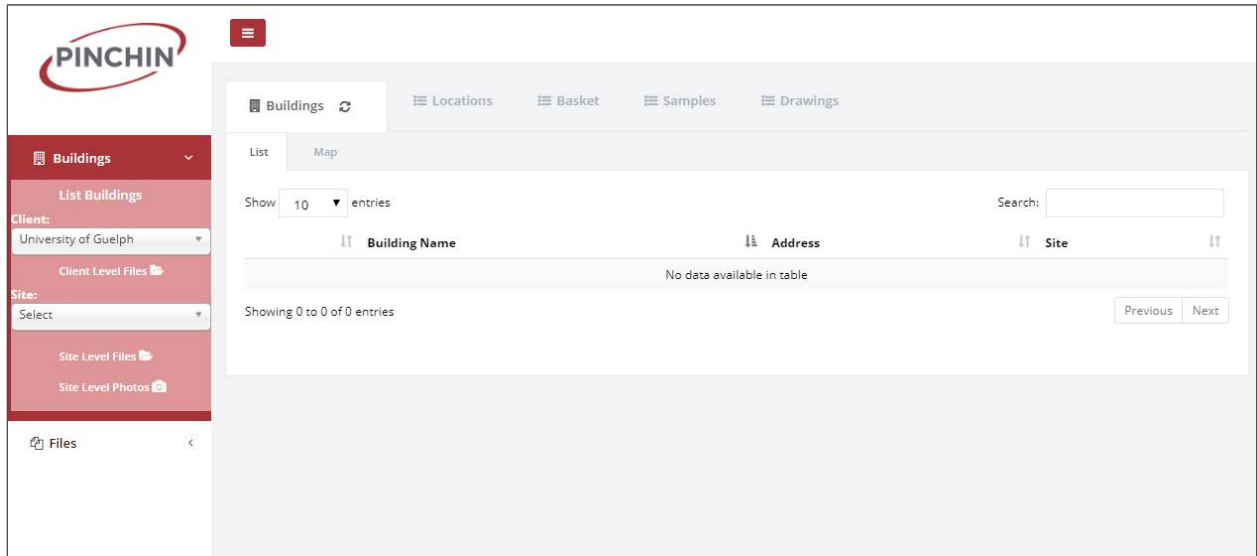




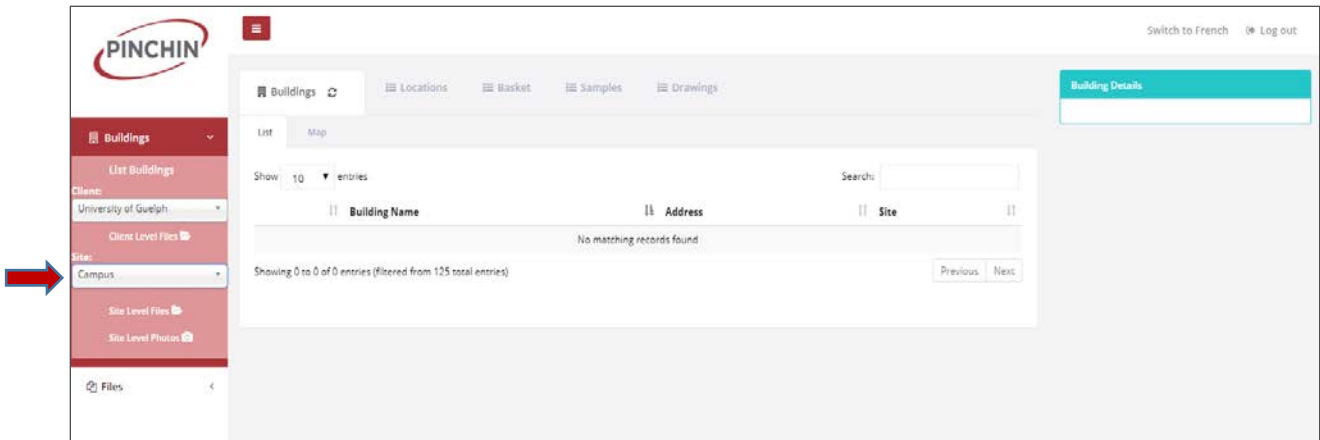
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Main Menu:



Select Site: Campus





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The Building tab:

Shows a list of the building sites.

(Selected below is 1 Trent Lane) Filled in blue folders, indicate uploaded documents within the folder.

	Building Name	Address	Site
+ 63	1 Trent Lane	, ON	Campus
+ 109	10 College Crescent	, ON	Campus
+ 184	11 College Avenue	, ON	Campus
+ 156	11 University Ave East	, ON	Campus
+ 111	11 University Avenue	, ON	Campus
+ 182	17 University Ave., East	, ON	Campus
+ 161	22 University Ave., East	, ON	Campus
+ 170	23 University Avenue East	, ON	Campus
+ 171	25 University Ave East	, ON	Campus
+ 169	27 University Ave., E.	, ON	Campus

Location Tab:

Selecting the option Locations gives the detail of the location within the building selected.

#	Location Name	Floor	Room	Asbestos
+ 1	Rear Entrance Vestibule	B	C005	No
+ 2	Hot water Tank Room	B	005	Yes
+ 3	Cubicle Office Area	B	04	Yes
+ 4	No Description	B	04 B	Yes
+ 5	Electrical/Mechanical Room	B	04A	Yes
+ 6	Storage	B	03	Yes
+ 7	No Description	B	01	Yes
+ 8	Basement Corridor	B	02	Yes
+ 9	Office	1	103	Yes
+ 10	Library	1	102	Yes

**Building Details**  
**Building Name: 1 Trent Lane**  
**Building ID: 63**  
Year of Construction: 0  
Square Footage: 0  
Original Assessment: 03/28/2005  
Surveyor: Bryan Wilson  
Last Re-Assessment:  
Reassessment Surveyor:  
Next Survey On:  
Last Change On:  
Note:



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Building Details:

Provides the building details and the option to view the building Locations, Drawings, Samples and to Download Reports.

**Building Details**

**Building Name: 1 Trent Lane**  
**Building ID: 63**

Year of Construction:  
Square Footage: 0  
Original Assessment: 03/28/2005  
Surveyor: Bryan Wilson  
Last Re-Assessment:  
Reassessment Surveyor:  
Next Survey On:  
Last Change On:  
Note:

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[→View Building Locations](#)

[→View Drawings](#)

[→ View Building Samples](#)

[→ View/Download Reports](#)

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[✎ More Options ▾](#)

Selecting the More Options:

Allows the download of the building COC.



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These are the list of Available Reports that can be prepared. Select the report needed and then click the Get Report button.

**Available Reports**

**Main Reports**

- Location Report (List)**  
Provides a list of the Pinchin assigned locations, the Room or Area names and numbers.  
Order by:
- Building Summary Report**  
In a tabular format, provides a summary of all of the hazardous materials in the building.  
Select Haz:
- All Data Report**  
Provides all of the data collected for each building system.  
Select Haz:    
Only Confirmed/Presumed ASB  OFF
- Remedial Recommendation**  
Remedial Recommendation.  
Select Haz:



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Location Details:

For locations details select the Location Tab. Choose the location by using the Search feature (enter location number or name) or the Next feature which moves from page to page.

Buildings Locations Basket Samples Drawings

List

Show 10 entries Search:

#	Location Name	Floor	Room	Asbestos
+ 1	Rear Entrance Vestibule	B	C005	No
+ 2	Hot water Tank Room	B	005	Yes
+ 3	Cubicle Office Area	B	04	Yes
+ 4	No Description	B	04 B	Yes
+ 5	Electrical/Mechanical Room	B	04A	Yes
+ 6	Storage	B	03	Yes
+ 7	No Description	B	01	Yes
+ 8	Basement Corridor	B	02	Yes
+ 9	Office	1	103	Yes
+ 10	Library	1	102	Yes

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

Click on the + (plus sign) to show the detail of the location of your choice.

#	Location Name	Floor	Room	Asbestos
+ 1	Rear Entrance Vestibule	B	C005	No
+ 2	Hot water Tank Room	B	005	Yes
+ 3	Cubicle Office Area	B	04	Yes

Click on the – (negative sign) to return to normal view.

#	Location Name	Floor	Room	Asbestos
- 1	Rear Entrance Vestibule	B	C005	No

Asbestos Lead Paint Lead Products Mercury PCB ODS Mould

System	Component	Material	Item	Covering	A*	V*	AP*	Good	Fair	Poor	Unit	Sample	Hazard
Ceiling	Not Found	N/A	Not Applicable	N/A	NI	NI	0	0	0	0	%	V0000	None
Duct	Not Found	N/A	Not Applicable	N/A	NI	NI	0	0	0	0	%	V0000	None
Floor	N/A	Rubber	Not Applicable	N/A	A	Y	0	0	0	0	%	V0000	None
Mechanical Equipment	Not Found	N/A	Not Applicable	N/A	NI	NI	0	0	0	0	%	V0000	None



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The Basket Tab:

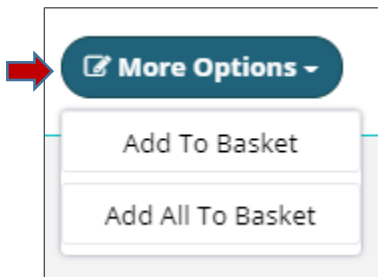
Select a locations while in the Locations option to copy and storage location information in the Basket for required observation.

Select the location/s to be moved to the Basket.

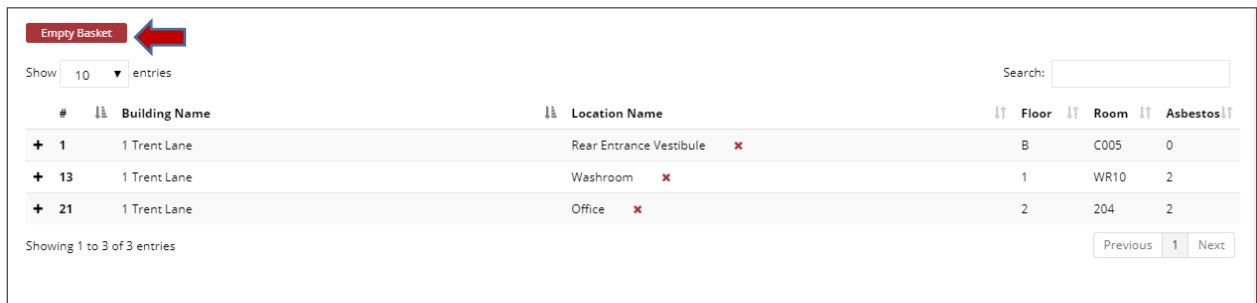


Select:

More Options then Add To Basket or Add All To Basket.

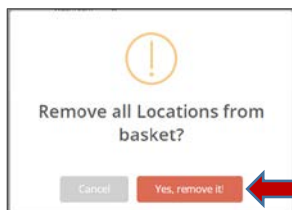


The selected locations will be transferred to the Basket.



Use the + (plus sign) or the – (negative sign) to open or close the view of the location details.

Click Empty Basket to remove the stored locations from the basket.



Select: Yes, remove it!



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The Sample Tab:

Lists entered sampled material and descriptions.

Select the building first then choose the Sample type to view results.

Asbestos	Pb Paint	PCB	Mould	Tank
<b>S0001</b> Material: Parging Cement Description: Parging cement on pipe fitting. <b>ASBESTOS</b>				
<b>S0002</b> Material: Aircell Description: Aircell on pipe straight. <b>ASBESTOS</b>				
<b>S0003</b> Material: Plaster Description: Damaged plaster wall at bottom of stairs in baseme <b>NON ASBESTOS</b>				
<b>S0004</b> Material: Vinyl Sheet Flooring Description: White vinyl sheet flooring with grey streaks. <b>NON ASBESTOS</b>				
<b>S0005</b> Material: Ceiling Tiles (lay-in) Description: Lay-in tile with random fleck and pinholes. <b>NON ASBESTOS</b>				





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The Drawing Tab:

The Drawing Manager is an optional feature which allows the upload of drawings. If drawings are uploaded to the Drawing Manager, when the Drawing Tab is selected it will displays Main Site Plans, Sub-Site Plans and Floor Plans Drawings.

From the Building Tab select a building.

	Building Name	Address	Site
+ 63	1 Trent Lane	, ON	Campus
+ 109	10 College Crescent	, ON	Campus
+ 184	11 College Avenue	, ON	Campus

Select the Drawing Tab. If drawings were uploaded, click on the link beside the assigned floor. (There are no floor plans listed below in this example).

The option to upload to Main Site Plan can be done by clicking on the Upload new main site plan link.

**Main Site Plan**

Every site has one main site plan:  
*No main site plan has been uploaded yet* [\[Upload new main site plan\]](#)

**Sub-Site Plans**

Every site also has optional, sub-site plans:  
*No sub-site plans have been uploaded yet*

**Floor Plans**

The following is a list of all of this site buildings and their floors. Click on [\[Upload new floor plan\]](#) next to a floor to upload a plan. Once the plan has been uploaded, you can click [\[Edit Plan\]](#) to access it in the Drawing Manager.

Building
63: 1 Trent Lane

- Floor: **B** *No Plan*
- Floor: **1** *No Plan*
- Floor: **2** *No Plan*
- Floor: **3** *No Plan*