Instructions for Using the FIMS Data Validation Forms

(updated on January 16, 2012)

For DOE Owned Validation:

1. Log into FIMS and run the random asset generator Report #69. This includes the random simultaneous selection of buildings, trailers, and OSF's. Select the Field Office, Site, and Sample Size from the criteria screen. Choose the Report Format of Excel Report.

2. While the spreadsheet is open that contains the output from the FIMS random asset generator, use the mouse to select all of the data and then type CTRL-C. Very important: Do not select the header information.

3. Open the data validation form (fims_dv_formsv4_owned.xls) that was downloaded from the FIMS web site (http://fimsinfo.doe.gov/data_validation.htm).

4. When you open the data validation form, you will automatically be directed to the FIMS worksheet. Click on the cell that is labeled "paste here". If you are not at the FIMS worksheet, click on the FIMS worksheet which is located by the menu bar at the bottom of the window.

5. Type CTRL-V to paste the contents from the FIMS random asset generator. Once this is completed, the individual facility sheets will automatically be populated with the FIMS data. The number of completed facility sheets will vary based on the sample size you selected in Step 1.

6. Save the data validation form (fims_dv_formsv4_owned.xls) once the sheets are populated with FIMS data.

7. As you complete the individual facility sample sheets as part of the validation process, the Scorecard percentages will automatically be calculated for you.

8. The Site level operating cost fields are automatically populated with FIMS data as well. The Site level operating cost can be found on the Site OpCost sheet. If you are conducting a validation that combines multiple sites into a single validation, it will be necessary for you to copy the OpCost sheet and populate the site level operating cost data.

9. The validation sheets have been formatted to print on two pages.

10. Close the spreadsheet that was created as part of the FIMS random asset generator process. You will no longer need that sheet.

11. Ensure that all data validation sheets are complete before you begin to complete the scorecard which is included with the data validation sheets.

12. Since the Scorecard is automatically generated for you, you will only need to input the text in the appropriate cells to complete the Scorecard. Once you have determined the overall Status and Progress ratings, input "Red", "Yellow", or "Green" in the appropriate cells. The scorecard will automatically color those cells based on your input.

Important Additional Notes:

- With the inclusion of all three property types into a single random selection of assets, there are data fields that are specific to a particular property type. In some instances during a validation, certain data fields will be blank and as a result will display as a zero (0) in the FIMS value column. This zero is displayed as a result of a default MS Excel setting for blank cells. During the use of the validation forms, for those fields that do not apply to a particular asset and have a zero (0) displayed in the FIMS Value column, simply input a zero (0) in the Value from Source column to continue the validation. This will ensure there is no negative impact on your scorecard as a result of data field that does not apply to a specific asset.

- With respect to Trailers, please keep in mind that trailers do not have a selection of RPV models available to choose from like building records do. If the trailer is real property, FIMS automatically uses the real property trailer model N33. For validation purposes, if you are using a FIMS generated RPV value for a trailer, the only component to be reviewed during the validation would be the Site factor (only if you have deviated from the default site factor).

The following table represents the data elements currently being validated and the property types that they apply to.

	PROPERTY TYPES		
FIMS DATA ELEMENT	BUILDINGS	OSF'S	TRAILERS
Ownership	√	√	√
Usage Code	√	√	√
Property Type	√	√	√
Status	√	√	√
Size (GSF or Primary Qty)	√	√	√
Secondary Quantity		√	
Utilization	√		√
Replacement Plant Value	√	√	√
Deferred Maintenance	√	√	√
Annual Actual Maintenance	√	√	√
Mission Dependency	√	√	√
Historic Designation	√	√	√
Using Organization	√	√	√
Main Location	√	√	√
Location City	√	√	√
Location State	√	√	√
Location County	√	√	√
Location Zip Code	√	√	√
Location Congressional District	√	√	√
Excess Indicator	√	√	√
Estimated Disposition Year	√	√	√
Number of Federal Employees	√		√
Number of Contractor Employees	√		√
Number of Other Personnel	√		√
Total No of Occupants	√		√
Outgrant Indicator	√	√	√
CR – Total Roof Projected Area	√		√
CR – Vegetative Area	√		√
CR – Reflective Area	√		√
CR – Photovoltaic Area	√		√
CR – Plan Comp Cool Roof Date	√		√
CR – Not Economically Feasible	√		√
Sust: Compliance Approach	√		√
Sust: Planned Compliance Year	√		√
Sust: USGBC Project ID	√		√
Sust: Certification Level Received	√		√
Sust: GPP Met	√		√
Operating Cost [1]	√	√	√
Meters – Electricity	√	√	√
Meters – Gas – Natural	√	√	√
Meters – Gas – Other	√	√	√
Meters – Coal	√	√	√
Meters – Fuel Oil	√	√	√
Meters – Steam	√	√	√
Meters – Water – Chilled	√	√	√
Meters – Water – Potable	√	√	√
Meters – Water – Non Potable, Fresh	√	√	√

[1] Operating cost is currently input at the site and asset level. Typically during a validation, the site level operating cost will be validated unless asset level costs have been input by the Site.

Additional data elements are included at the bottom of the validation form that may be beneficial to you during a validation. This table represents the property types they apply to.

	PROPERTY TYPES		
FIMS DATA ELEMENT	BUILDINGS	OSF'S	TRAILERS
Inspection Date	√	√	√
RPV Source	√	√	√
Site Factor	√		√
RPV Model	√		
Primary Unit of Measure		√	
Secondary Unit of Measure		√	
PBPI		√	
No Floors	√		√

For DOE Leased Validation:

1. Log into FIMS and run the standard report #69a (DOE Leased Assets). This will include all of the DOE Leases for your site. Select the Field Office, Site, and Sample Size from the criteria screen. Choose the Report Format of Excel Report. If your site does not have any DOE Leases, do not proceed with the remaining steps.

2. While the spreadsheet is open that contains the output from report 69a, use the mouse to select all of the data and then type CTRL-C. Very important: Do not select the header information.

3. Open the data validation form (fims_dv_formsv4_leased.xls) that was downloaded from the FIMS web site (http://fimsinfo.doe.gov/data_validation.htm).

4. When you open the data validation form, you will automatically be directed to the FIMS worksheet. Click on the cell that is labeled "paste here". If you are not at the FIMS worksheet, click on the FIMS worksheet which is located by the menu bar at the bottom of the window.

5. Type CTRL-V to paste the contents from the FIMS report 69a. Once this is completed, the individual facility sheets will automatically be populated with the FIMS DOE Lease data.

6. Save the data validation form (fims_dv_formsv4_leased.xls) once the sheets are populated with FIMS data.

7. As you complete the individual facility sample sheets as part of the validation process, the Scorecard percentages will automatically be calculated for you.

8. The validation sheets have been formatted to print on two pages.

9. Close the spreadsheet that was created as part of the FIMS report 69a. You will no longer need that sheet.

10. Ensure that all data validation sheets are complete before you begin to complete the scorecard which is included with the data validation sheets.

11. Since the Scorecard is automatically generated for you, you will only need to input the text in the appropriate cells to complete the Scorecard. Once you have determined the overall Status and Progress ratings, input "Red", "Yellow", or "Green" in the appropriate cells. The scorecard will automatically color those cells based on your input.

Important Additional Notes:

- With the inclusion of all three property types into a single random selection of assets, there are data fields that are specific to a particular property type. In some instances during a validation, certain data fields will be blank and as a result will display as a zero (0) in the FIMS value column. This zero is displayed as a result of a default MS Excel setting for blank cells. During the use of the validation forms, for those fields that do not apply to a particular asset and have a zero (0) displayed in the FIMS Value column, simply input a zero (0) in the Value from Source column to continue the validation. This will ensure there is no negative impact on your scorecard as a result of data field that does not apply to a specific asset.

- With respect to Trailers, please keep in mind that trailers do not have a selection of RPV models available to choose from like building records do. If the trailer is real property, FIMS automatically uses the real property trailer model N33. For validation purposes, if you are using a FIMS generated RPV value for a trailer, the only component to be reviewed during the validation would be the Site factor (only if you have deviated from the default site factor).

The following table represents the data elements currently being validated and the property types that they apply to.

	PROPERTY TYPES		
FIMS DATA ELEMENT	BUILDINGS	OSF'S	TRAILERS
Ownership	√	√	√
Usage Code	√	√	√
Property Type	√	√	√
Status	√	√	√
Size (GSF or Primary Qty)	√	√	√
Secondary Quantity		√	
Utilization	√		√
Replacement Plant Value	√	√	√
Annual Actual Maintenance	√	√	√
Mission Dependency	√	√	√
Historic Designation	√	√	√
Using Organization	√	√	√
Main Location	√	√	√
Location City	√	√	√
Location State	√	√	√
Location County	√	√	√
Location Zip Code	√	√	√
Location Congressional District	√	√	√
Estimated Disposition Year	√	√	√
Number of Federal Employees	√		√
Number of Contractor Employees	√		√
Number of Other Personnel	√		√
Total No of Occupants	√		√
Outgrant Indicator	√	√	√
CR – Total Roof Projected Area	√		√
CR – Vegetative Area	√		√
CR – Reflective Area	√		√
CR – Photovoltaic Area	√		√
CR – Plan Comp Cool Roof Date	√		√
CR – Not Economically Feasible	√		√
Sust: Compliance Approach	√		√
Sust: Planned Compliance Year	√		√
Sust: USGBC Project ID	√		√
Sust: Certification Level Received	√		√
Sust: GPP Met	√		√
Meters – Electricity	√	√	√
Meters – Gas – Natural	√	√	√
Meters – Gas – Other	√	√	√
Meters – Coal	√	√	√
Meters – Fuel Oil	√	√	√
Meters – Steam	√	√	√
Meters – Water – Chilled	√	√	√
Meters – Water – Potable	√	√	√
Meters – Water – Non Potable, Fresh	√	√	√
Lease Expiration Date	√	√	√
Annual Rent	√	√	√
Other Costs	√	√	√
Lease Authority	√	√	√

Additional data elements are included at the bottom of the validation form that may be beneficial to you during a validation. This table represents the property types they apply to.

	PROPERTY TYPES		
FIMS DATA ELEMENT	BUILDINGS	OSF'S	RP TRAILERS
Inspection Date	√	√	√
RPV Source	√	√	√
Site Factor	√		√
RPV Model	√		
Primary Unit of Measure		√	
Secondary Unit of Measure		√	
PBPI		√	
No Floors	√		√

For Land Validation:

1. Log into FIMS and run the standard report #69b (Land). This will qualify DOE Owned, DOE Leased, and Withdrawn from Public Domain land records. Sites with 25 or less land records will validate 100% of their land records. Sites with more than 25 land records will validate 25 land records based on a random selection. Select the Field Office and Site from the criteria screen. Choose the Report Format of Excel Report. If your site does not have any land records, do not proceed with the remaining steps.

2. While the spreadsheet is open that contains the output from report 69b, use the mouse to select all of the data and then type CTRL-C. Very important: Do not select the header information.

3. Open the data validation form (fims_dv_formsv4_land.xls) that was downloaded from the FIMS web site (http://fimsinfo.doe.gov/data_validation.htm).

4. When you open the data validation form, you will automatically be directed to the FIMS worksheet. Click on the cell that is labeled "paste here". If you are not at the FIMS worksheet, click on the FIMS worksheet which is located by the menu bar at the bottom of the window.

5. Type CTRL-V to paste the contents from the FIMS report 69b. Once this is completed, the individual facility sheets will automatically be populated with the FIMS land data.

6. Save the data validation form (fims_dv_formsv4_land.xls) once the sheets are populated with FIMS data.

7. As you complete the individual sample sheets as part of the validation process, the Scorecard percentages will automatically be calculated for you.

8. The validation sheets have been formatted to print on a single page.

9. Close the spreadsheet that was created as part of the FIMS report 69b. You will no longer need that sheet.

10. Ensure that all data validation sheets are complete before you begin to complete the scorecard which is included with the data validation sheets.

11. Since the Scorecard is automatically generated for you, you will only need to input the text in the appropriate cells to complete the Scorecard. Once you have determined the overall Status and Progress ratings, input "Red", "Yellow", or "Green" in the appropriate cells. The scorecard will automatically color those cells based on your input.

The following table represents the data elements currently being validated for land records.

FIMS DATA ELEMENT	Land
Ownership	√
Usage Code	√
Property Type	√
Status	√
Size (Acreage)	√
Annual Actual Maintenance	√
Mission Dependency	√
Historic Designation	√
Using Organization	√
Main Location	√
Location City	√
Location State	√
Location County	√
Location Zip Code	√
Location Congressional District	√
Excess Indicator	√
Estimated Disposition Year	√
Outgrant Indicator	√
Lease Expiration Date	√
Annual Rent	√
Lease Authority	√
Acquisition Method	√
Year Acquired	√

Bridge Safety Inspection Verification

A bridge safety inspection verification is now a part of the FIMS owned validation process. Standard report #68, Bridge Safety Inspection Report, has been developed to include OSF assets that have been categorized with the following bridge usage codes.

1168 – Public Access Bridges (Walking)
1169 – Controlled Access Bridges (Walking)
1468 – Public Access Bridges (Trains)
1469 – Controlled Access Bridges (Trains)
1768 – Public Access Bridges (Vehicular)
1769 – Controlled Access Bridges (Vehicular)

Of these six OSF usage codes, only assets with usage codes 1468 (Public Access Bridges, Trains), 1469 (Controlled Access Bridges, Trains), and 1768 (Public Access Bridges, Vehicular) will be a part of the bridge safety inspection verification process.

To initiate this process, populate the Bridge Inspection sheet. To do so, perform the following:

1. Log into FIMS and run the Bridge Safety Inspection Report #68 from the Special report menu. Select the Site and Program from the criteria screen. Choose the Report Format of MS Excel and click on Print Preview. Not all sites have bridges assets. Upon generating the report, if the output is blank, then your site does not have any bridge assets for verification. Otherwise, please proceed to the next step.

2. While the spreadsheet is open that contains the output from the FIMS Bridge Safety Inspection Report, use the mouse to select all of the data and then type CTRL-C. Very important: Do not select the header information.

3. Open the data validation form (fims_dv_formsv4_owned.xls) that was downloaded from the FIMS web site (http://fimsinfo.doe.gov/data_validation.htm).

4. When you open the data validation form, click on the Bridge worksheet. It may be necessary for you to use the right arrow keys on the bottom left portion of the window in order to scroll the sheets to the right until you see the Bridge worksheet. Click on the cell that is labeled "paste here".

5. Type CTRL-V to paste the contents from the FIMS Bridge Safety Inspection Report. Once this is completed, the first four columns of the Bridge Inspection worksheet will automatically be populated with the FIMS data. The number of populated rows will vary depending on the bridges that are identified in FIMS for your site. Please note that any rows not containing data will display a value of zero (0) in the cells.

6. You will now need to complete the remaining 4 columns of data for each of the bridge assets that contain an OSF usage code of 1468, 1469, and 1768. Save the data validation form (fims_dv_formsv4_owned.xls) once the sheet is fully populated.

7. The Bridge Inspection worksheet has been formatted to print on one page.

8. Be sure to close the spreadsheet that was created as part of the FIMS Bridge Safety Inspection Report.

9. Ensure that all data fields are completed for these assets before proceeding to complete the Bridge Safety Verification score on the Scorecard.

10. On the Scorecard, input "Red", "Green", or N/A in the Score cell under Bridge Safety Inspection Verification. The rating that is input should be in accordance with the signed FIMS Data Validation Guidance from OECM.