

# CAPITAL ASSET PROJECT

## User Guide

August 2005



**Capital Asset Project** Ministry of Education  
**Projet des immobilisations** Ministère de l'éducation

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## **About this Guide**

This guide explains the basics of using the Capital Asset Project web-site application to enter the data required to determine estimated book values for all school board owned building and land assets.

The intended audience is staff at the district school boards and school authorities who will be providing and validating the building and land data.

## **System Requirements**

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This guide assumes that users of CAP:

- Are using a PC running Windows version 95, 98 or later.
- Have access to the internet
- Are running the Microsoft internet Explorer version 6.0 or later.  
Note that users running CAP under other web browsers may have problems.

## What is CAP?

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CAP (Capital Asset Project for EDU) is a database application that allows boards to submit and verify information about building and land assets to the ministry using the world wide web.

This information will be used by the Ministry and the Ontario Realty Corporation to establish estimated book values for all school board owned building and land assets to be used in the consolidated financial statements of the Province of Ontario for the fiscal year ended March 31, 2006.

Please refer to Memorandum 2005:SB7 and the Stage 1 instructions for further information on the valuation approaches to be used for estimating the book value of school board assets and Memorandum 2005:SBxx for further information on this second data collection stage.

In the first stage of data collection from this project – boards provided some initial information regarding their building and land assets. Based on this, each record has been pre-populated with some information and has been assigned an initial “Valuation Method”.

For those boards that had outstanding queries e-mailed to them by Doreen Lamarche, you will need to make those changes through this Stage 2 verification and locking process.

## User IDs

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Each person at the board who will be using CAP will need a user ID and a password.

The user ID will be your email address. User ID's (email addresses) have been created on the system based on the contact information provided during Phase 1 of the data collection process as well as the Ministry's email lists for Superintendents of Business and Internal Accountants for each board. A listing of the usernames set up to date is included in Appendix A.

### Getting your password if your username is set up

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Follow the "Logging In" procedure below. Enter your email address and click "Forgot Password". Your password will be emailed to you immediately.

### Getting more usernames set up

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Should you require additional User IDs, please provide the following information by email to **Reporting.Entity@edu.gov.on.ca**

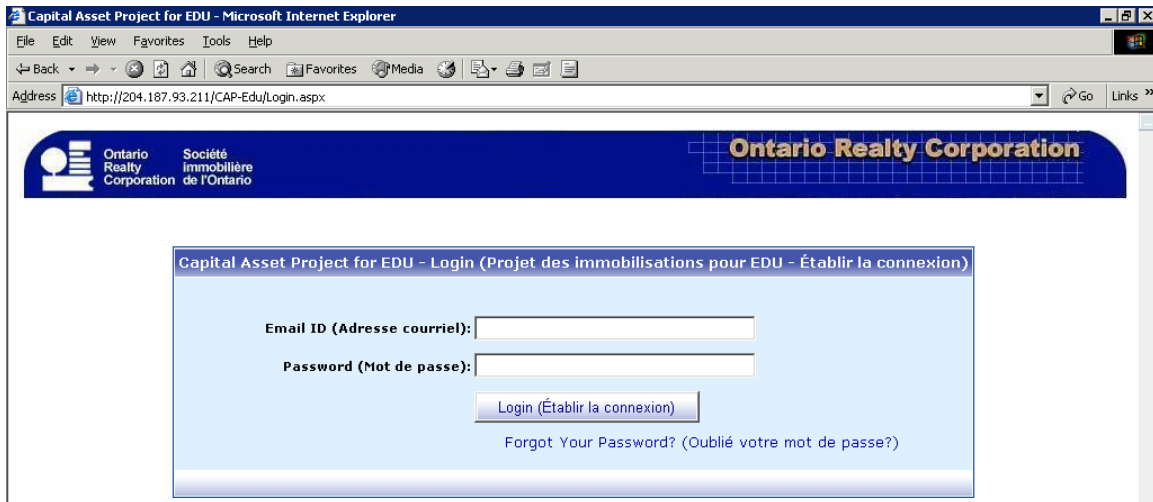
First Name:  
Last Name:  
Email Address:  
District School Board:  
Position:

You will be notified by e-mail when your username has been created. You then proceed as indicated above under "Getting your password if your username is set up" in order to get started.

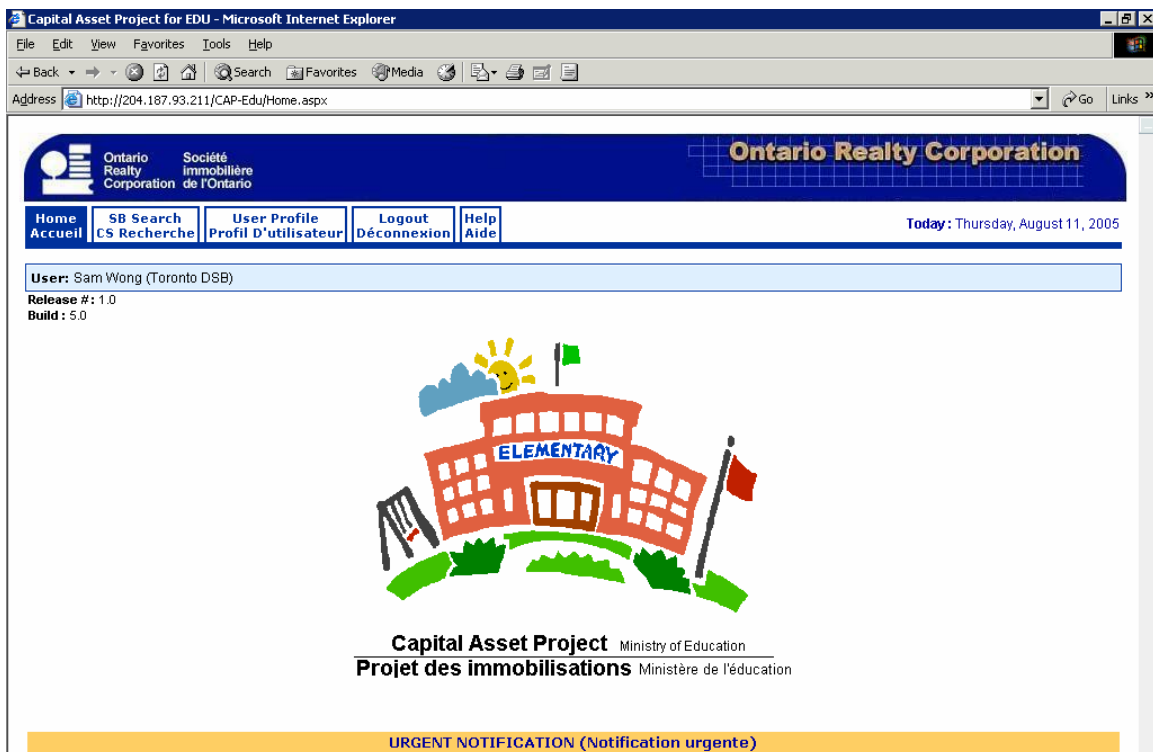
NOTE: It will take approximately 1 week from the time the username is requested and your e-mail notification is received.

# Logging In

1. Launch Microsoft Internet Explorer
2. Go to <http://204.187.93.211/CAP-Edu/>
3. **Bookmark the page for future reference.** In Internet Explorer – Select Favourites from the main menu – Select Add to Favourites and click OK.
4. Enter your email address and password. If this is your initial login – click “Forgot Your Password” and it will be emailed to you.
5. Click “Login”



6. This will take you to the Home Page.



## Home Page

---

The Home Page provides you the capability to access the following modules:

**Home** allows you to identify if you are the correct user. If not, please **Logout** and contact [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca)

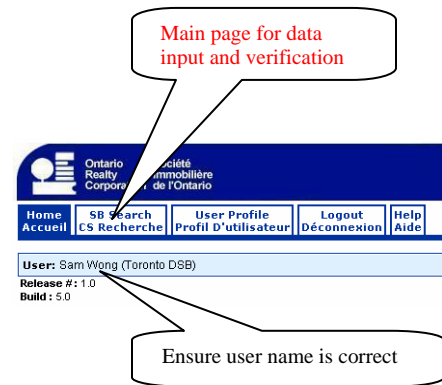
**SB Search** allows you to search and review the facilities you manage. This is the main page for **input and verification** of detail data. If you are in the wrong board, please Logout and contact Reporting.Entity@edu.gov.on.ca

**User Profile** displays detail information of the user.

**Logout** ends your session and returns you to the Login screen.

**Help** shows detail information on procedures and terminology used in this application.

**Urgent Notification** allows the Ministry of Education or ORC to communicate with you on urgent matters.



## Moving around the Screens

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The user can always return to the Home Screen, the SB Search Screen and the User Profile Screen by clicking on the Tabs at the top of each page.



Other screens are accessed by clicking on the applicable hyper-links within the screens.

Clicking the **SB Search** tab will bring you to the main selection screen with no particular facility selected.

Selecting **Cancel** on screens will bring you back to the previous screen with **the same record selected**. However – please ensure you **SAVE** any changes to records before using Cancel to take you back, or your changes will be lost.



## SB - Search Screen

This is the main screen to select the building or land assets you want to enter information for.

The CAP system consists of three modules.

- **Historical (H)** – to be used when Historical Cost records are available.
- **Benchmark/Model 98 (M)** – to be used for school type buildings or land acquired before 1965.
- **Estimate (E)** – to be used when the valuation will require an appraiser’s estimate.

On the DSB – Search Screen – there is a drop down box to select a facility. You may choose to select from “All” facility records or only those associated with a particular valuation type.

If you choose SEARCH without selecting a facility from the drop down box, you will need to know your SFIS number as the search results screen does not show the school name.

### Select a Facility:

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DSB - Search (Conseil scolaire - recherche)

DSB Name (Nom du conseil scolaire): Toronto District School Board

Valuation (Méthode d'évaluation) :

- All/Tout
- Historical/Historique (H)
- Benchmark Model 98/Coût repère Modèle 98 (M)
- Estimate/Estimé (E)

All Facilities (Toutes les immobilisations) :

List of Facility

- List of Facility
- 12
- 396 Leslie Street
- 398 Leslie Street
- 400 Leslie Street
- 404 Leslie Street
- 406 Leslie Street
- 500 Cummer Ave. (Former L B Pearson PS)
- A Y Jackson SS
- ACE (Altern. Curr. for Excluded & Suspended)

Search Results (Résultats de la recherche):

## Search Results:

Once a facility is selected – the Search Results will show the associated asset records for this facility. **Most facilities will have 2 records – one Building (B) and one Land (L) record.**

Campus ID (No de campus)	Facility ID (No de l'aménagement)	Tag # (# Code)	Prop Type (Genre de propriété)	Valuation (Évaluation)	Status (Statut)	Change Method (changer la méthodologie)	Edit Record (modifier le dossier)
9976	9128	1	L	H	Unlocked	Edit Method	Historical
9976	9128	1	B	H	Unlocked	Edit Method	Historical

- Campus ID:** ID # from ReCapp
- Facility ID:** SFIS # or assigned if not in SFIS
- Tag #:** usually 1 – could indicate a second building on same site.
- Property Type:** Building (B) or Land (L)
- Status:** **Unlocked** – record available for editing and data entry.  
**Locked** - the record can not be edited.
- Change Method:** **Click** on Edit Method to Change the valuation method applied to this record. You will go to the Valuation – Edit screen – please refer to the Valuation – Edit documentation section of this manual..
- Edit Record:** This column shows the Valuation Method currently set for this record. **Historical (H)**, **Benchmark/Model 98 (M)** or **Estimate (E)**. **Clicking** in this column will allow you to edit the data associated with this record.

The link will take you to the appropriate Edit Screen depending on the Valuation Method (Historical, Benchmark or Estimate) and the Property Type (Building or Land).

**IF A NEW BUILDING OR LAND ASSET RECORD IS REQUIRED PLEASE COMPLETE THE FORM IN APPENDIX B and email to**

[Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca).

## Valuation – Edit Screen

This screen is designed to allow the user to change the valuation method associated with a building or piece of land. It is accessed from the main SB Search Screen by clicking on “Change Method” for the record.



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Valuation - Edit (Évaluation - Modifier)

DSB Name (Nom du conseil scolaire) : Toronto District School Board  
Campus ID (No de campus) : 9448  
Facility ID (No de l'aménagement) : 8456  
Facility Name (Nom de l'aménagement) : Greenwood SS  
Tag # (# Code) : 1  
Property Type (Genre de propriété) : B  
Current Method (Méthodologie courante) : E  
New Method (Nouvelle méthode) :   
Status (Statut) : 0

Save (Sauvegarder) Cancel (Annuler)

History of Valuation Method Changes (Historique des changements à la méthode d'évaluation)

Old Method(Ancienne méthode)	New Method(Nouvelle méthode)	User(Utilisateur)	Date
E	H	Sam Wong (Toronto DSB)	8/12/2005 9:32:04 AM
H	E	Sam Wong (Toronto DSB)	8/12/2005 9:32:20 AM
1			

1. Select the appropriate Valuation Method from the drop down box.
  - Historical: Whenever cost is available
  - Benchmark: If acquired before 1965 AND Is Elementary or Secondary Type building or Land
  - Estimate: If acquired after 1965 OR Is an Other Type building regardless of age
2. Click **Save** and confirm you wish to change the method.
3. The system will show a log of valuation method changes.
4. To return to the SB Search Screen either click **Cancel** to keep the same record selected (Make sure you have Saved first!) OR Click on the SB Search tab to start a new search.

## Historical Cost – Building Screen

This screen and the related sub-screens are designed to capture information required to apply the “Historical” valuation process to these buildings. It should only be used when both of the following criteria are met:

- Historical Cost for **all** portions of the building is available, original purchase plus subsequent additions; and,
- The Year of Acquisition is confirmed for **all** portions of the building

The bottom section of the screen includes individual sub-facility records for each section of the building – the original construction and each addition. Historical costs and the gross floor area are collected at this more detailed level.

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Historical Cost - Building(Coût historique - Immeuble)

SFIS ID (No de SIIS): 9128  
 Campus ID (No de campus): 9976  
 Asset Name (Nom de l'immobilisation): Glen Park PS  
 Street Address (Adresse municipale): 101 Englemount Avenue  
 Town/City (Village/Ville): North York  
 Postal Code (Code Postal): M8B 4L5

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Building (Immeuble)

Building Model Type (Genre d'immeuble):  \*

Building Status (Statut de l'immeuble):  \*

Ownership Type (Titre de la propriété):  \*

Building Construction Cost (Coût de construction de l'immeuble):  \*

Sum of Construction Cost (Coût total de la construction):

Gross Floor Area (Superficie de plancher brut):

Comments (Commentaires):

\$1/No Cost (1\$/Valeur minimale):

Source of Transaction (Source de la transaction):

Use Record (Utiliser le dossier):  Yes  No

Record Verified & Locked (Dossier vérifié et verrouillé):

NOTE: All fields marked(\*) must be completed.  
 NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

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Bldg/Add Name (Nom de l'immeuble/de l'addition)	Year Built (Année de construction)	Floor Area (Superficie du plancher)	Cost (Coût)	Validation	Reason (Raison)	Action
Original 1	1998	5393		In Use	EDU Default	<a href="#">Edit</a>
Addition 1	1998	532		In Use	EDU Default	<a href="#">Edit</a>
1						

2. Verify pre-populated data and edit as required:

- **Building Model Type:** Pre-populated from Stage 1 – see glossary for definitions.
- **Building Status:** Default for schools is “Commercial”. ONLY change to Residential for actual residential buildings owned by the school board. If in doubt please contact [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca).

- **Ownership Type:** Pre-populated from Stage 1.
- **Building Construction Cost: PLEASE ENTER 0. The construction cost will be picked up from the detailed sub-facility records.**
- **Comments:** You may enter any comments here. Where the Ministry was able to locate the historical cost for a building or an addition, we have included a note in the comment box. Please add to the comment if necessary – Do not delete the pre-populated comment.
- **Acquired for \$1 or No Cost** Click here if the Building was acquired by the board for nominal or no cost.
- **Acquired From:** If acquired for \$1 or No Cost - indicate from where the board acquired the building.
- **Use Record:** Pre-populated from Stage 1. Click **NO** to exclude this record from the valuation process. (Ex. Exclude duplicate records, facilities not owned by the board etc.)

3. Click **SAVE**

**To ENTER COST and GROSS FLOOR AREA data:**

1. Click on **Edit** beside the portion of the school to be entered.
2. This will take you to the next screen.

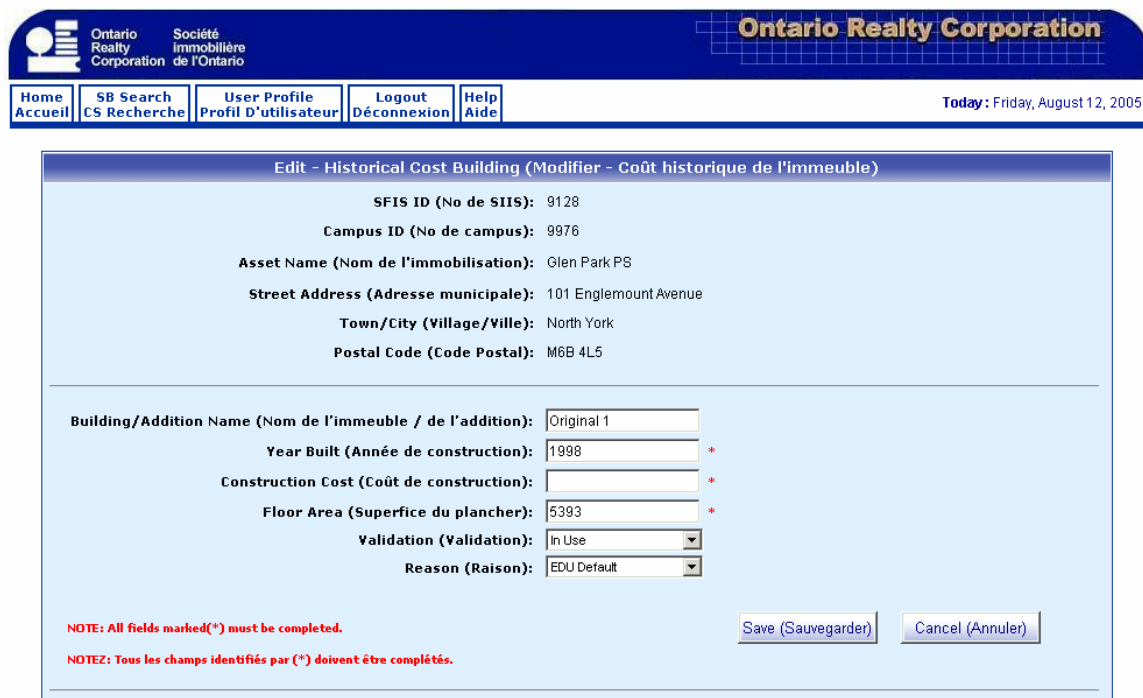
Bldg/Add Name (Nom de l'immeuble/de l'addition)	Year Built (Année de construction)	Floor Area (Superficie du plancher)	Cost (Coût)	Validation	Reason (Raison)	Action
Original 1	1998	5393		In Use	EDU Default	Edit
Addition 1	1998	532		In Use	EDU Default	Edit
1						

**IF A NEW SUB-FACILITY IS REQUIRED FOR AN EXISTING ASSET - PLEASE COMPLETE THE FORM IN APPENDIX B and email to Reporting.Entity@edu.gov.on.ca.**

## Edit – Historical Cost Building Screen

1. Enter data:

**Building/Addition Name:** Verify/Edit – pre-populated from SFIS  
**Year Built:** Verify/Edit – pre-populated from SFIS  
**Construction Cost:** Enter Historical Cost from your records. If the Ministry has located Historical Cost records in its files – it will be pre-populated here. PLEASE DO NOT EDIT  
**Floor Area:** Verify/Edit – pre-populated from SFIS  
**Validation:** **In Use** – indicates that this is an existing portion of the building and the record is to be used. If SFIS included a Year Built and a Gross Floor Area > 0 – this field has been defaulted to “In Use”.  
**Not in Use** – indicates that this portion of the building has been demolished or replaced and the record is NOT to be used.  
**Reason:** If “Not in Use” - please indicate the reason. (Do not use “Leased Out” - if a building is leased out it should still be recorded). If the record has been defaulted to “In Use” based on the Stage 1 collection process, this field is pre-populated as “EDU Default”.



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Edit - Historical Cost Building (Modifier - Coût historique de l'immeuble)

SFIS ID (No de SIIS): 9128  
Campus ID (No de campus): 9976  
Asset Name (Nom de l'immobilisation): Glen Park PS  
Street Address (Adresse municipale): 101 Englemount Avenue  
Town/City (Village/Ville): North York  
Postal Code (Code Postal): M6B 4L5

Building/Addition Name (Nom de l'immeuble / de l'addition): Original 1  
Year Built (Année de construction): 1998 \*  
Construction Cost (Coût de construction): \*  
Floor Area (Superficie du plancher): 5393 \*  
Validation (Validation): In Use  
Reason (Raison): EDU Default

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Save (Sauvegarder) Cancel (Annuler)


2. Click **Save** and you will be returned to the Historical Cost – Building page.
3. Repeat for other sections of the building.

## Verify and Lock Record


Once all information has been entered and verified – Click **Record Verified & Locked**. Click **Save**.

This will indicate that the DSB has completed their entry of data for this record and will enable the Ministry/ORC team to start work on that asset valuation.

**Once “Verified and Locked” it will not be possible for the DSB or SA to change the data. If you require the record to be unlocked – please email [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca). Please note that the unlocking procedure will take approximately 1 week.**



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**Historical Cost - Building (Coût historique - Immeuble)**

SFIS ID (No de SIIS): 9128  
 Campus ID (No de campus): 9976  
 Asset Name (Nom de l'immobilisation): Glen Park PS  
 Street Address (Adresse municipale): 101 Englemount Avenue  
 Town/City (Village/Ville): North York  
 Postal Code (Code Postal): M6B 4L5

**Building (Immeuble)**

Building Model Type (Genre d'immeuble):  \*

Building Status (Statut de l'immeuble):  \*

Ownership Type (Titre de la propriété):  \*

Building Construction Cost (Coût de construction de l'immeuble):  \*

Sum of Construction Cost (Coût total de la construction):

Gross Floor Area (Superficie de plancher brut):

Comments (Commentaires):

\$1/No Cost (1\$/Valeur minimale):

Source of Transaction (Source de la transaction):

Use Record (Utiliser le dossier):  Yes  No

**Record Verified & Locked (Dossier vérifié et verrouillé):**

**NOTE: All fields marked(\*) must be completed.**

**NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.**


Bldg/Add Name (Nom de l'immeuble/de l'addition)	Year Built (Année de construction)	Floor Area (Superficie du plancher)	Cost (Coût)	Validation	Reason (Raison)	Action
Original 1	1998	5393		In Use	EDU Default	Edit
Addition 1	1998	532		In Use	EDU Default	Edit
1						

## Historical Cost – Land

This screen and the related sub-screens are designed to capture information required to apply the “Historical” valuation process to these land assets. It should only be used when both of the following criteria are met:

- Historical Cost for **all** parcels of land is available, original purchase plus subsequent purchases; and,
- The Year of Acquisition is confirmed for **all** parcels of land

The bottom section of the screen includes individual records for portions of land – allowing you to enter differing dates of acquisition and costs for portions of one parcel of land acquired at different times.



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**Historical Cost - Land (Coût historique - terrain)**

**SFIS ID (No de SIIS):** 9128  
**Campus ID (No de campus):** 9976  
**Asset Name (Nom de l'immobilisation):** Glen Park PS  
**Street Address (Adresse municipale):** 101 Englemount Avenue  
**Town/City (Village/Ville):** North York  
**Postal Code (Code Postal):** M6B 4L5

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**Land (Terrain)**

**Ownership Type (Titre de la propriété):** Exclusive Ownership \*

**Lease End Date (Date de la fin du bail):** [ ] \*

**Comments (Commentaires):** [ ]

**\$1/No Cost (1\$/Valeur minimale):**

**Source of Transaction (Source de la transaction):** Please Select Source

**Use Record (Utiliser le dossier):**  Yes  No

**Record Verified & Locked (Dossier vérifié et verrouillé):**

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Land ACQ Date (Date ACQ - terrain)	Land ACQ Cost (Coût ACQ - terrain)	Site Size(Hec.) Taille de l'emplacement (en hectares)	Action
1		5603	Edit

4. Verify pre-populated data and edit as required:

- **Ownership Type:** Pre-populated from Stage 1.
- **Lease End Date:** Required field if land is leased.  
If “Use of Asset at no cost” is selected above but there is no actual lease – please enter a date with year = 2155.



- **Comments:** You may enter any comments here. If a Historical Cost for this land was entered by the Ministry it will be noted here. Please add to the comment if necessary – Do not delete the pre-populated comment.
- **Acquired for 1\$ or No Cost:** Click here if the Land was acquired by the board for nominal or no cost.
- **Acquired from?:** If acquired for \$1/No Cost - indicate from where the board acquired the land.
- **Use Record:** Pre-populated from Stage 1. Click **NO** to exclude this record from the valuation process. (Ex. Exclude duplicate records, land not owned by the board etc.)

5. Click **SAVE**

**To ENTER HISTORICAL COST and SITE SIZE data:**

3. Click on **Edit** beside the portion of the school to be entered.
4. This will take you to the next screen.

Land ACQ Date (Date ACQ - terrain)	Land ACQ Cost (Coût ACQ - terrain)	Site Size(Hec.) Taille de l'emplacement (en hectares)	Action
		5603	Edit
1			

**IF A NEW SUB-FACILITY IS REQUIRED FOR AN EXISTING ASSET -  
PLEASE COMPLETE THE FORM IN APPENDIX B and email to  
Reporting.Entity@edu.gov.on.ca.**

## Edit – Historical Cost Land Screen

---

1. Enter data:

**Land ACQ Date:** Verify/Edit – pre-populated from SFIS. If date needs to be entered via a calendar lookup feature – please ignore the Day and Month and select the correct year. This will be corrected in future versions.

**Land ACQ Cost:** Enter Historical Cost from your records. If the Ministry has located Historical Cost records in its files – it will be pre-populated here. **PLEASE DO NOT EDIT**

**Site Size:** Verify/Edit – pre-populated from SFIS

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**Edit - Historical Cost Land (Modifier – Coût historique du terrain)**

SFIS ID (No de SIIS): 9128  
Campus ID (No de campus): 9976  
Asset Name (Nom de l'immobilisation): Glen Park PS  
Street Address (Adresse municipale): 101 Englemount Avenue  
Town/City (Village/Ville): North York  
Postal Code (Code Postal): M6B 4L5

Land ACQ Date (Date ACQ - terrain): \*

Land ACQ Cost (Coût ACQ - terrain): \*

Site Size (Taille de l'emplacement): \*

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Save (Sauvegarder) Cancel (Annuler)

2. Click **Save** and you will be returned to the Historical Cost – Land page.
3. Repeat for other sections of the Land.
4. Once all information has been entered and verified – Click **Record Verified & Locked**. Click **Save**.

This will indicate that the DSB has completed their entry of data for this record and will enable the Ministry/ORC team to start work on that asset valuation.


**Once “Verified and Locked” it will not be possible to for the DSB to change the data. If you require the record to be unlocked – please email Reporting.Entity@edu.gov.on.ca. Please note that the unlocking procedure will take approximately 1 week.**

## Benchmark (Model 98) – Building Screen

This screen and the related sub-screens are designed to capture information required to apply the “Benchmark” valuation process to these buildings and land. It should only be used when **all** of the following criteria are met:

- Historical Cost for all portions of the building is not available
- The building was originally constructed before 1965
- The building was originally constructed as a school.

The bottom section of the screen includes individual records for each section of the building – the original construction and each addition. Gross floor area and dates of construction are collected at this more detailed level.



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**Benchmark (Model 98) - Building (Coût de repère (Modèle 98) - Immeuble)**

SFIS ID (No de SIIS): 9055  
 Campus ID (No de campus): 9915  
**Asset Name (Nom de l'immobilisation):** Blaydon PS  
**Street Address (Adresse municipale):** 25 Blaydon Avenue  
**Town/City (Village/Ville):** North York  
**Postal Code (Code Postal):** M3M 2C9

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**Building (Immeuble)**

**Building Model Type (Genre d'immeuble):**  \*

**Building Status (Statut de l'immeuble):**  \*

**Ownership Type (Titre de la propriété):**  \*

**Building Construction Cost (Coût de construction de l'immeuble):**  \*

**Sum of Construction Cost (Coût total de la construction):**

**Gross Floor Area (Superficie de plancher brut):**

**Comments (Commentaires):**

Max 1000 Chars Max de 1000 caractères

**Use Record (Utiliser le dossier):**  Yes  No

**Record Verified & Locked (Dossier vérifié et verrouillé):**

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Bldg/Add Name (Nom de l'immeuble/de l'addition)	Year Built (Année de construction)	Floor Area (Superficie du plancher)	Cost (Coût)	Validation	Reason (Raison)	Action
Addition 1	1966	691		In Use	EDU Default	Edit
Original 1	1955	1837		In Use	EDU Default	Edit
1						

6. Verify pre-populated data and edit as required:

- **Building Model Type:** Pre-populated from Stage 1 – see glossary for definitions.
- **Building Status:** Default for schools is “Commercial”. ONLY change to Residential for actual residential buildings owned by the school board. If in doubt please contact Peter Erwood ([Peter.Erwood@edu.gov.on.ca](mailto:Peter.Erwood@edu.gov.on.ca)).
- **Ownership Type:** Pre-populated from Stage 1.
- **Building Construction Cost: PLEASE ENTER 0. The construction cost will be calculated based on the benchmark sq. footage calculation.**
- **Comments:** You may enter any comments here. If a Historical Cost for this facility was entered by the Ministry it will be noted here. Please add to the comment if necessary – Do not delete the pre-populated comment.
- **Use Record:** Pre-populated from Stage 1. Click **NO** to exclude this record from the valuation process. (Ex. Exclude duplicate records, facilities not owned by the board etc.)

7. Click **SAVE**

**To ENTER GROSS FLOOR AREA and DATES OF CONSTRUCTION:**

5. Click on **Edit** beside the portion of the school to be entered.
6. This will take you to the next screen.

Bldg/Add Name (Nom de l'immeuble/de l'addition)	Year Built (Année de construction)	Floor Area (Superficie du plancher)	Cost (Coût)	Validation	Reason (Raison)	Action
Addition 1	1966	691		In Use	EDU Default	Edit
Original 1	1955	1837		In Use	EDU Default	Edit
1						

IF A NEW SUB-FACILITY IS REQUIRED FOR AN EXISTING ASSET -  
PLEASE COMPLETE THE FORM IN APPENDIX B and email to  
[Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca).

## Edit – Benchmark (Model 98) - Building Screen

4. Enter data:

- Building/Addition Name:** Verify/Edit – pre-populated from SFIS
- Year Built:** Verify/Edit – pre-populated from SFIS
- Construction Cost:** **This is not a required field for the Benchmark Screen.**  
However any Historical Costs that are available may be shown here. If the Ministry has located Historical Cost records in its files – it will be pre-populated here. PLEASE DO NOT EDIT. If Historical Cost is available for all portions of the building – please change the Valuation Method to “Historical”.
- Floor Area:** Verify/Edit – pre-populated from SFIS
- Validation:** **In Use** – indicates that this is an existing portion of the building and the record is to be used. If SFIS included a Year Built and a Gross Floor Area > 0 – this field has been defaulted to “In Use”.  
**Not in Use** – indicates that this portion of the building has been demolished or replaced and the record is NOT to be used.
- Reason:** If “Not in Use” - please indicate the reason. (Do not use “Leased Out” – if a building is leased out it should still be recorded). If the record has been defaulted to “In Use” based on the Stage 1 collection process, this field is pre-populated as “EDU Default”.

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Ontario Realty Corporation

Edit - Benchmark (Model 98) Building (Modifier - Coût de repère (Modèle 98) de l'immeuble)

SFIS ID (No de SIIS): 9055  
Campus ID (No de campus): 9915  
Asset Name (Nom de l'immobilisation): Blaydon PS  
Street Address (Adresse municipale): 25 Blaydon Avenue  
Town/City (Village/Ville): North York  
Postal Code (Code Postal): M3M 2C9

Building/Addition Name (Nom de l'immeuble / de l'addition): Original 1  
Year Built (Année de construction): 1955 \*  
Construction Cost (Coût de construction):  
Floor Area (Superficie du plancher): 1837 \*  
Validation (Validation): In Use  
Reason (Raison): EDU Default

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Save (Sauvegarder) Cancel (Annuler)

5. Click **Save** and you will be returned to the Benchmark (Model 98) – Building page.
6. Repeat for other sections of the building.

7. Once all information has been entered and verified – Click **Record Verified & Locked**.
8. Click **Save**.

This will indicate that the DSB has completed their entry of data for this record and will enable the Ministry/ORC team to start work on that asset valuation.

**Once “Verified and Locked” it will not be possible to for the DSB to change the data. If you require the record to be unlocked – please email [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca). Please note that the unlocking procedure will take approximately 1 week.**


## Benchmark (Model 98) – Land Screen

This screen is designed to capture or summarize basic information about the parcel or parcels of land that will be valued at nominal value. It should only be used when the two following criteria are met:

- Historical Cost for all portions of the land is not available; and
- The land was originally purchased before 1966 **OR** you are unsure of the exact original purchase date but you estimate that it was before 1966.

Therefore although an acquisition date is a required field it may be estimated where the exact date is unknown but prior to 1966.

The bottom section of the screen includes individual records for portions of land – allowing you to enter differing dates of acquisition for portions of one parcel of land acquired at different times.


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Today: Friday, August 12, 2005

**Benchmark (Model 98) - Land (Coût de repère (Modèle 98) Terrain)**

**SFIS ID (No de SIIS):** 9055

**Campus ID (No de campus):** 9915

**Asset Name (Nom de l'immobilisation):** Blaydon PS

**Street Address (Adresse municipale):** 25 Blaydon Avenue

**Town/City (Village/Ville):** North York

**Postal Code (Code Postal):** M3M 2C9

**Land (Terrain)**

**Ownership Type (Titre de la propriété):** Exclusive Ownership \*

**Lease End Date (Date de la fin du bail):** \*

**Comments (Commentaires):**

**Use Record (Utiliser le dossier):**  Yes  No

**Record Verified & Locked (Dossier vérifié et verrouillé):**

NOTE: All fields marked(\*) must be completed.

NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Land ACQ Date (Date ACQ - terrain)	Land ACQ Cost (Coût ACQ - terrain)	Site Size(Hec.) Taille de l'emplacement (en hectares)	Action
1		2528	Edit

8. Verify pre-populated data and edit as required:
  - **Ownership Type:** Pre-populated from Stage 1.
  - **Lease End Date:** Required field if land is leased.  
If “Use of Asset at no cost” is selected above but there is no actual lease – please enter a date with year = 2155.
  - **Comments:** You may enter any comments here. If a Historical Cost for this land was entered by the Ministry it will be noted here. Please add to the comment if necessary – Do not delete the pre-populated comment.
  - **Acquired for 1\$ or No Cost:** Click here if the Land was acquired by the board for nominal or no cost.
  - **Acquired From?:** If acquired for \$1/No Cost - indicate from where the board acquired the land.
  - **Use Record:** Pre-populated from Stage 1. Click **NO** to exclude this record from the valuation process. (Ex. Exclude duplicate records, land not owned by the board etc.)

9. Click **SAVE**

**To edit ACQUISITION DATE and SITE SIZE data:**

7. Click on **Edit** beside the portion of the school to be entered.
8. This will take you to the next screen.

Land ACQ Date (Date ACQ - terrain)	Land ACQ Cost (Coût ACQ - terrain)	Site Size(Hec.) Taille de l'emplacement (en hectares)	Action
		2528	Edit
1			

**IF A NEW SUB-FACILITY IS REQUIRED FOR AN EXISTING ASSET -  
PLEASE COMPLETE THE FORM IN APPENDIX B and email to  
Reporting.Entity@edu.gov.on.ca.**



## Edit – Benchmark (Model 98) Land Screen

1. Enter data:

**Land ACQ Date:** Verify/Edit – pre-populated from SFIS/Stage 1.  
**Land ACQ Cost:** **This is not a required field for the Benchmark Screen.** However any Historical Costs that are available may be shown here. If the Ministry has located Historical Cost records in its files – it will be pre-populated here. PLEASE DO NOT EDIT. If Historical Cost is available for all portions of the land – please change the Valuation Method to “Historical”.  
**Site Size:** Verify/Edit – pre-populated from SFIS/Stage 1 (Hectares).

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Ontario Realty Corporation

Edit - Benchmark (Model 98) Land (Modifier - Coût de repère (Modèle98) du terrain)

SFIS ID (No de SIIS): 9055  
Campus ID (No de campus): 9915  
Asset Name (Nom de l'immobilisation): Blaydon PS  
Street Address (Adresse municipale): 25 Blaydon Avenue  
Town/City (Village/Ville): North York  
Postal Code (Code Postal): M3M 2C9

Land ACQ Date (Date ACQ - terrain): \*   
Land ACQ Cost (Coût ACQ - terrain):   
Site Size (Taille de l'emplacement): \* 2528

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Save (Sauvegarder) Cancel (Annuler)

2. Click **Save** and you will be returned to the Benchmark (Model 98) – Land page.
3. Repeat for other sections of the Land.
4. Once all information has been entered and verified – Click **Record Verified & Locked**. Click **Save**.

This will indicate that the DSB has completed their entry of data for this record and will enable the Ministry/ORC team to start work on that asset valuation.

**Once “Verified and Locked” it will not be possible to for the DSB to change the data. If you require the record to be unlocked – please email [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca). Please note that the unlocking procedure will take approximately 1 week.**

## Estimate – Building Screen

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This screen and the related sub-screens are designed to capture information required to allow independent appraisers to estimate a value for these buildings. It should only be used when the two following criteria have been met:

- Historical Cost for all portions of the building is not available, and,
- The building was originally construction after 1965 OR the building was NOT originally constructed as a school.

The bottom section of the screen includes individual records for each section of the building – the original construction and each addition. Gross floor area and dates of construction are collected at this more detailed level.

1. Verify pre-populated data and edit as required:
  - **Building Status:** Default for schools is “Commercial”. ONLY change to Residential for actual residential buildings owned by the school board. If in doubt please email Reporting.Entity@edu.gov.on.ca.
  - **Building Model Type:** Pre-populated from Stage 1 – see glossary for definitions.
  - **Ownership Type:** Pre-populated from Stage 1.
  - **Use Record:** Pre-populated from Stage 1. Click **NO** to exclude this record from the valuation process. (Ex. Exclude duplicate records, facilities not owned by the board etc.)

**PLEASE NOTE: Items 2 and 4 only need to be completed for Admin/Other buildings.**

2. **Framing, Roofing, Foundation, Exterior Walls:** Please complete for Admin/Other buildings to provide additional information for the appraisers.
3. **Lockers: - Not required – ignore.**
4. **Plumbing, HVAC, Electrical, General Remarks: Not required for schools.** Please complete for Admin/Other buildings to provide additional information for the appraisers.
5. **PLEASE NOTE:** The valuation team may require photographs, floor plans or other information for Admin/Other buildings as not enough data is available in SFIS or ReCAPP on these facilities. Your board will be contacted if further information is required.
6. **Questions:** Please answer the questions regarding the building.
7. Click **SAVE**

**To ENTER GROSS FLOOR AREA and DATES OF CONSTRUCTION:**

8. Click on Edit beside the portion of the school to be entered.
9. This will take you to the next screen.

Bldg/Add Name (Nom de l'immeuble / de l'addition)	Year Built (Année de construction)	Floor Area (Superficie du plancher)	Cost (Coût)	Validation	Reason (Raison)	Action
Original 1	1968	1834		In Use	EDU Default	Edit
1						

**IF A NEW SUB-FACILITY IS REQUIRED FOR AN EXISTING ASSET -  
PLEASE COMPLETE THE FORM IN APPENDIX B and email to  
Reporting.Entity@edu.gov.on.ca.**



**Estimate - Building (Estimé - Immeuble)**

**SFIS ID (No de SIIS):** 9092  
**Campus ID (No de campus):** 9946  
**Asset Name (Nom de l'immobilisation):** Dellicrest PS  
**Street Address (Adresse municipale):** 1633 Sheppard Avenue West  
**Town/City (Village/Ville):** North York  
**Postal Code (Code Postal):** M3M 2X4

---

**Building Status (Statut de l'immeuble):** Commercial \*  
**Building Model Type (Genre d'immeuble):** Elementary Type \*  
**Ownership Type (Titre de la propriété):** Exclusive Ownership \*  
**Gross Floor Area (Superficie de plancher brut):** 1,834  
**Sum Construction Cost (Coût total de la construction):** \_\_\_\_\_  
**Use Record (Utiliser le dossier):**  Yes  No

---

**Framing (Armature):** Please Select  
**Foundation (Fondation):** Please Select  
**Roofing (Couverture):** Please Select  
**Exterior Walls (Mûrs extérieurs):** Please Select  
**General Remarks (Remarques générales):** \_\_\_\_\_  
(Maximum 255 Characters) (Maximum de 255 caractères)

---

**Floors (Planchers):** Please Select  
**Walls (Mûrs):** Please Select  
**Ceilings (Plafonds):** Please Select  
**General Remarks (Remarques générales):** \_\_\_\_\_  
(Maximum 255 Characters) (Maximum de 255 caractères)

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**Lockers (Casiers):** Adequate  
**HVAC System (Système de chauffage):** Adequate  
**Plumbing System (Système de plomberie):** Adequate  
**Electrical System (Système d'électricité):** Adequate  
**Amenities (Agréments):** \_\_\_\_\_  
**Other (Autres):** \_\_\_\_\_  
**General Remarks (Remarques générales):** \_\_\_\_\_  
(Maximum 255 Characters) (Maximum de 255 caractères)

---

**Reproduction Cost (Coût de reconstitution):** \_\_\_\_\_  
**Effective Date (Date d'entrée en vigueur):** \_\_\_\_\_  
**Asset Type (Genre d'immobilisation):** \_\_\_\_\_  
**Building Type (Genre d'immeuble):** C  
**Condition Type ID (ID du Genre de condition):** \_\_\_\_\_

---

Is the school closed? (Est-ce que l'école est fermée?)  
 If yes, is it used for other purpose?(Si oui, est-elle utilisée à d'autres fins)  
 Is there a plan to close the building within 5 years?(Est-ce que vous planifiez de fermer l'édifice d'ici cinq ans?)  
 In case of other building, such as admin building, have you taken a picture of the building and submitted to the Ministry?(Le cas échéant pour 'autres immeubles', avez-vous pris une photo de l'immeuble et l'avez-vous soumis au Ministère?)  
 In case of other building, such as admin building, is there a floor plan available for the building that could be sent to the Ministry?(Le cas échéant pour 'autres immeubles', par exemple un immeuble administratif, est-ce qu'il y a un plan d'étage pour l'immeuble qui pourrait être envoyé au Ministère?)  
 If yes to the above, has it been sent in?(Si oui à la question ci-dessus, as-t'il été soumis?)  
 In case of other building, such as admin, building, was the original building a school?(Le cas échéant pour 'autres immeubles' tel qu'un immeuble administratif, est-ce que la construction originale était celle pour une école?)  
 If yes to the above, was there any major structural modification done?(Si oui à la question ci-dessus, est-ce qu'il y a des modifications majeures apportées à l'immeuble depuis?)  
 Record Verified & Locked (Dossier vérifié et verrouillé)

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NOTE: All fields marked(\*) must be completed.  
 NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Bldg/Add Name (Nom de l'immeuble / de l'addition)	Year Built (Année de construction)	Floor Area (Superficie du plancher)	Cost (Coût)	Validation	Reason (Raison)	Action
Original 1	1968	1834		In Use	EDU Default	Edit
1						

## Edit – Estimate Building Screen

9. Enter data:

**Building/Addition Name:** Verify/Edit – pre-populated from SFIS  
**Year Built:** Verify/Edit – pre-populated from SFIS  
**Construction Cost:** **This is not a required field for the Estimate Screen.**  
However any Historical Costs that are available may be shown here. If the Ministry has located Historical Cost records in its files – it will be pre-populated here. PLEASE DO NOT EDIT. If Historical Cost is available for all portions of the building – please change the Valuation Method to “Historical”.  
**Floor Area:** Verify/Edit – pre-populated from SFIS  
**Validation:** **In Use** – indicates that this is an existing portion of the building and the record is to be used. If SFIS included a Year Built and a Gross Floor Area > 0 – this field has been defaulted to “In Use”.  
**Not in Use** – indicates that this portion of the building has been demolished or replaced and the record is NOT to be used.  
**Reason:** If “Not in Use” - please indicate the reason. (Do not use “Leased Out” – if a building is leased out it should still be recorded).

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**Edit - Estimate Building (Modifier - Estimé de l'immeuble)**

SFIS ID (No de SIIS): 9092  
Campus ID (No de campus): 9946  
Asset Name (Nom de l'immobilisation): Dellcrest PS  
Street Address (Adresse municipale): 1633 Sheppard Avenue West  
Town/City (Village/Ville): North York  
Postal Code (Code Postal): M3M 2X4

Building/Addition Name (Nom de l'immeuble / de l'addition): Original 1  
Year Built (Année de construction): 1968 \*  
Construction Cost (Coût de construction):  
Floor Area (Superficie du plancher): 1834 \*  
Validation (Validation): In Use  
Reason (Raison): EDU Default

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Save (Sauvegarder) Cancel (Annuler)

10. Click **Save** and you will be returned to the Estimate – Building page.

11. Repeat for other sections of the building.
12. Once all information has been entered and verified – Click **Record Verified & Locked**.
13. Click **Save**.

This will indicate that the DSB has completed their entry of data for this record and will enable the Ministry/ORC team to start work on that asset valuation.

**Once “Verified and Locked” it will not be possible to for the DSB to change the data. If you require the record to be unlocked – please email Reporting.Entity@edu.gov.on.ca. Please note that the unlocking procedure will take approximately 1 week.**

## Estimate – Land Screen

This screen and the related sub-screens are designed to capture information required to allow independent appraisers to estimate a value for land. It should only be used when

- Historical Cost for portions of the land is not available AND.
- The land was acquired after 1965.

The bottom section of the screen includes individual records for portions of land – allowing you to enter differing dates of acquisition for portions of one parcel of land acquired at different times.

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Today : Friday, August 12, 2005

Estimate - Land (Estimé - Terrain)

PIN (NIT):

Legal Description (Description légale):

Ownership Type (Titre de la propriété): EO

Lease End Date (Date de la fin du bail):

Surrounding Description (Descriptions des environs):

---

Estimated Land Cost (Estimé du coût du terrain):  \*

Effective Date (Year only) (Date de vigueur (année seulement)):  \*

Land Type (Genre de terrain):  \*

Gross Site Area (Taille du terrain brut):

Servicing (Services)

Water (Eau):  \*

Electricity (Électricité):  \*

Sewer (Égout):  \*

Record Verified & Locked (Dossier vérifié et verrouillé):

NOTE: All fields marked(\*) must be completed.  
 NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Land ACQ Date (Date ACQ - terrain)	Land ACQ Cost (Coût ACQ - terrain)	Site Size(Hec.) Taille de l'emplacement (en hectares)	Action
1		1834	Edit

1. **Servicing:** Please indicate if the land has water, electricity and sewer servicing.
2. Click **SAVE**

**To edit ACQUISITION DATE and SITE SIZE data:**

3. Click on Edit beside the portion of the land to be entered.
4. This will take you to the next screen.

Land ACQ Date (Date ACQ - terrain)	Land ACQ Cost (Coût ACQ - terrain)	Site Size(Hec.) Taille de l'emplacement (en hectares)	Action
		1834	Edit
1			

**IF A NEW SUB-FACILITY IS REQUIRED FOR AN EXISTING ASSET -  
PLEASE COMPLETE THE FORM IN APPENDIX B and email to  
Reporting.Entity@edu.gov.on.ca.**



## Edit – Estimate Land Screen

1. Enter data:

**Land ACQ Date:**

Verify/Edit – pre-populated from SFIS/Stage 1.

**Land ACQ Cost:**

**This is not a required field for the Estimate Screen.**

However any Historical Costs that are available may be shown here. If the Ministry has located Historical Cost records in its files – it will be pre-populated here. PLEASE DO NOT EDIT. If Historical Cost is available for all portions of the land – please change the Valuation Method to “Historical”.

**Site Size:**

Verify/Edit – pre-populated from SFIS/Stage 1. (Hectares)

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Ontario Realty Corporation

Edit - Estimate Land (Modifier - Estimé du terrain)

SFIS ID (No de SIIS): 9092  
Campus ID (No de campus): 9946  
Asset Name (Nom de l'immobilisation): Dellcrest PS  
Street Address (Adresse municipale): 1633 Sheppard Avenue West  
Town/City (Village/Ville): North York  
Postal Code (Code Postal): M3M 2X4

Land ACQ Date (Date ACQ - terrain): \*   
Land ACQ Cost (Coût ACQ - terrain):   
Site Size (Taille de l'emplacement): \* 1834

NOTE: All fields marked(\*) must be completed.  
NOTEZ: Tous les champs identifiés par (\*) doivent être complétés.

Save (Sauvegarder) Cancel (Annuler)

2. Click **Save** and you will be returned to the Estimate – Land page.
3. Repeat for other sections of the Land.
4. Once all information has been entered and verified – Click **Record Verified & Locked**. Click **Save**.

This will indicate that the DSB has completed their entry of data for this record and will enable the Ministry/ORC team to start work on that asset valuation.

**Once “Verified and Locked” it will not be possible to for the DSB to change the data. If you require the record to be unlocked – please email [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca). Please note that the unlocking procedure will take approximately 1 week.**

## Glossary of Terms

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**\$1/No Cost** is a check box where you may identify those assets that were transferred to you at a nominal value.

**All Facilities** lists all of the building and land assets associated with a board or school authority

**Amenities** refer to special features unique to the school, such as cafeteria, pool(s), etc. You are required to type this into the field.

**Asset Name** is the name associated with the asset. This information has been pre-loaded from Stage 1 of the data collection process. This field cannot be changed.

**Asset Type** identifies whether the valued asset was a land or building asset. This is a field used by the valuation team only and can not be edited by the board.

**B** is the short form for building

**Building Construction Cost: FIELD WILL NOT BE USED – ENTER 0.**

**Building Model Type** identifies whether the building was originally constructed as an elementary type building, a secondary type building or an other type of building. This field has been pre-loaded from stage 1 of the data collection process.

**Building Status** identifies the use of the buildings. It has been defaulted to “commercial” for schools. ONLY change to Residential for actual residential buildings owned by the school board or school authority. If in doubt please email Reporting.Entity@edu.gov.on.ca.

**Building/Addition Name** is the name associated with a component or sub-facility of an asset. This has been pre-populated from the SFIS database.

**Campus ID** is the identification number from the ReCAPP application.

**Cancel** on screens will bring you back to the previous screen. Ensure you hit “save” in order to save all changes before cancelling.

**Ceilings** refer to the interior ceilings of the building. You must select from a drop down menu - drywall, suspended or other. If selecting other, please include type in general remarks box.

**Comments** is a text field where you may enter any comments. If a Historical Cost for this facility was entered by the Ministry it will be noted here. Please add to the comment if necessary – Do not delete the pre-populated comment. Please note that there are a maximum number of characters associated with each comment box.

**Condition Type ID** is the condition identification code assigned to the building. This is a field used by the valuation team only and can not be edited by the board.

**Cost / Construction Cost** is the cost of purchasing, or constructing a building. Building costs should include all expenditures related directly to their acquisition or construction. These costs should include materials, labour, overhead costs incurred during construction and fees, such as attorney's and architect's, as well as building permits. All costs incurred, starting with excavation to completing of the building, are considered part of the building costs.

**Current Method** identifies the method of valuation based on stage 1 of the data collection process – (E) for Estimate, (H) for Historical Cost and (M) for Benchmark/Model 98.

**DSB Name** is the legal name of the school board or school authority

**Effective Date (Year only)** is the year that the site was acquired by a board or its predecessor(s). Also, if a parcel of land was acquired over many periods of time, the weighted average of the years by the area may be used. Where no land acquisition date is available the year prior to the original year built may be used.

**Effective date** identifies the date that the value was assigned to the asset. This is a field used by the valuation team only and can not be edited by the board.

**Electrical System** refers to all wiring in the building. You must select from a drop down menu to identify if it is adequate or inadequate.

**Electricity** asks if the parcel of land is serviced by electricity. Select from the drop down menu yes or no.

**Email ID** is your email address.

**Estimated Land Cost** includes all expenditures made to acquire the land and to ready it for use. Land costs typically include the purchase price, costs incurred in "closing", such as title to the land, legal fees, and recording fees; costs incurred in getting the land in condition for its intended use, such as grading, filling, draining and clearing; assumptions of any liens or mortgages or encumbrances on the property; and any additional land improvements that have an indefinite life.

**Exterior Walls** refers to the exterior walls of the building. You must select from a drop down menu - stone, brick, poured concrete, concrete block, pre-cast concrete, siding, or other. If selecting other, please include type in general remarks box.

**Facility ID** is the school facilities inventory system identification number. It is a unique number assigned to each facility by the Ministry of Education. If the facility did not have an SFIS number, the Ministry of Education has randomly generated one for the purposes of this exercise.

**Facility Name** is the name associated with the land or building asset. This has been pre-loaded from Stage 1 of the data collection process. This field can not be edited.

**Floor Area**, see Gross Floor Area.

**Floors** refer to the interior floors of the building. You must select from a drop down menu - wood, tile, carpet or other. If selecting other, please include type in general remarks box.

**Foundation** refers to the building foundation. You must select from a drop down menu - poured concrete, slab-on-grade, concrete block brick or other. If selecting other, please include type in general remarks box.

**Framing** refers to the exterior construction of the building. You must select from a drop down menu – structural steel, reinforced concrete, masonry, load bearing walls, prefabricated structural members, or other. If selecting other, please include type in general remarks box.

**General Remarks** is a comment box where the user can relay additional information about the information being requested. Please note that it has number of character restrictions of a maximum of 255 characters.

**Gross Floor Area (GFA)** is the space that the building asset occupies in square metres. If the asset is shared, you should report the GFA that your board or school authority owns.

**Gross Site Area** represents the total area of the land. Make sure that unit is typed in if the area is not in hectare, e.g. probably in acre, or square metre or foot.

**Help** shows detail information on procedures and terminology used in this application.

**History of Valuation Method Changes** shows the user how many times he/she has changed the valuation method for each asset. It will identify the old method, the new method and the user who made the change and the date of the change.

**Home** allows you to identify if you are the correct user.

**HVAC System** refers to the heating ventilation and air-conditioning system of the building. You must select from a drop down menu to identify if it is adequate or inadequate.

**L** is the short form for land

**Land Type** identifies the surrounding use of the land. It has been defaulted to “residential” for schools. Please CHANGE if the surrounding area is not residential. If in doubt please email [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca)

**Lease End Date** refers to a building on leased land. If the building is owned and the land is leased, specify the year when the lease will expire.

**Legal Description** is the legal boundary of the property, contained in the survey or title deed. This field cannot be edited.

**Lockers** refers to the lockers in the building – **this field is not required.**

**Logout** ends your session and returns you to the Login screen.

**New Method** allows the user to change the original method of valuation based on further information since the completion of phase 1 of the data collection process.

**Other** refers to any unique features of the building asset that is not listed that you would like to communicate to the valuation team.

**Ownership Type** identifies whether the board's ownership status regarding a particular asset. This has been pre-loaded from stage 1 of the data collection process. Where it was not completed during phase 1, please complete now.

**Password**, upon initial logon, hit "forget password" and a password will be e-mailed to you. Afterwards, you can use that password to login to the web-based application.

**PIN** is the 9-digit property identification number provided by Land Registry Office, probably contained in title deed. This field cannot be edited by the board.

**Plumbing System** refers to all the piping in the building. For Admin and Other buildings - you must select from a drop down menu to identify if it is adequate or inadequate.

**Postal Code** is the postal code associated with the asset. This information has been pre-loaded from Stage 1 of the data collection process. This field cannot be changed.

**Property Type** indicates whether the reference is to a building (B) or land (L)

**Reason** is where the board indicates why a portion of a record should not be used. See "Validation" for further detail. Reasons could be that it was demolished or burnt.

**Record Verified & Locked** is the final step in the confirmation process. The board must select this check box in order for the record to be confirmed. NOTE that once the record has been verified and locked it can not be unlocked by the board. You will need to email [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca) to unlock the record. You can anticipate a one-week turn around time from the request date to the unlock date.

**Reproduction Cost** identifies the estimated cost of the valued asset. This is a field used by the valuation team only and can not be edited by the board.

**Roofing** refers to the roof of the building. For Admin and Other buildings - you must select from a drop down menu - flat, built-up tar and gravel, wood, pitched, shingle type, concrete plank, steel deck or other. If selecting other, please include type in general remarks box.

**Save** allows you to save changes to the records

**SB Search** allows you to identify if you are in the correct board file.

**Search** allows you to search and review the facilities you manage.

**Search Results** will show the detail of the facilities search.

**Servicing** represents the availability of utilities on the site required for habitation, such as water, sewer and electricity.

**Sewer** asks if the parcel of land is serviced by sewers. Select from the drop down menu yes or no.

**Source of Transaction** is a drop down box where you may select the party where an asset was acquired at nominal value.

**Status** identifies where the record is in terms of the work completed by the board. There are two choices “unlocked” and “locked”. Unlocked is when the board is still working on the record and locked is when the record has been verified and locked. No further edits can be made to this record once it has been locked. To unlock a record please email the request to [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca).

**Street Address** is the civic address pertinent to the property. This information has been pre-loaded from Stage 1 of the data collection process. This field cannot be changed.

**Sum of Construction Cost** is the sum of all historical costs entered on the sub-facility or detail records for that asset.

**Surrounding Description** refers to the description of the land surrounding the piece of land, for example, land use or zoning.

**Tag #** is usually 1. It could indicate a second building on the same site.

**Town/City** is the location of the asset. This information has been pre-loaded from Stage 1 of the data collection process. This field cannot be changed.

**Urgent Notification** allows the Ministry of Education or ORC to communicate with you on urgent matters

**Use Record** allows the board to identify if a record should be used or not. This field has been pre-populated from Stage 1 of the data collection process. The default answer was set to “yes” unless the record was identified as being excluded – for example, where there were multiple facilities within one building, where assets were used but not owned, etc. Click **NO** to exclude a record from the valuation process.

**User Profile** displays detail information of the user.

**Validation** identifies if a portion of a record should be used. There are two options “In Use” and “Not in Use”. **In Use** – indicates that this is an existing portion of the building and the record is to be used. If SFIS included a Year Built and a Gross Floor Area > 0 – this field has been defaulted to “In Use”. **Not in Use** – indicates that this portion of the building has been demolished or replaced and the record is NOT to be used.

**Valuation - All** will list all facilities regardless of valuation method.

**Valuation - Benchmark/Model 98 (M)** will list only those assets that are school-type buildings pre-1965 where you identified that you did not have the historical cost.

**Valuation - Estimate (E)** will list only those assets that must be reviewed by an appraiser in order to determine an estimated cost.

**Valuation – Historical (H)** will list only those assets that you identified as having or possibly having the historical cost during phase 1 of the data collection process.

**Valuation** identifies the 3 possible methods of valuing tangible capital assets

**Walls** refer to the interior walls of the building. For Admin and Other buildings - you must select from a drop down menu - drywall, wood, stone, brick or other. If selecting other, please include type in general remarks box.

**Water** asks if the parcel of land is serviced by water. Select from the drop down menu yes or no.

**Year Built** identifies the year the building was originally constructed or purchased. This has been pre-populated from the SFIS database. NOTE that this date should be the date that you acquired it from an organization outside of the government reporting entity, ie. This cannot be the date that the asset was sold to you by another school board.

## Appendix A – User ID’s

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The following usernames have been set up in the system. To obtain your password - follow the “Logging In” procedure in the documentation. Enter your email address and click “Forgot Password”. Your password will be emailed to you immediately.

### Getting more usernames set up

Should you require additional User IDs, please provide the following information by email to **Reporting.Entity@edu.gov.on.ca**

First Name:  
Last Name:  
Email Address:  
District School Board:  
Position:

You will be notified by e-mail when your username has been created. You then proceed as indicated above under “Getting your password if your username is set up” in order to get started.

NOTE: It will take approximately 1 week from the time the username is requested and your e-mail notification is received.

DSB	LAST_NAME	FIRST_NAME	LOGIN
1	Foley	Ken	ken.foley@dsb1.edu.on.ca
1	Peterson	Barry	Barry.Peterson@dsb1.edu.on.ca
2	Backstrom	Bob	backstb@adsb.on.ca
2	Santa Maria	Joe	santamj@adsb.on.ca
3	Cayen-Arnold	Diane	cayenad@rainbow.edu.on.ca
3	Webb	Bev	webbb@rainbow.edu.on.ca
3	Webb	Beverley	webbbev@rainbowschools.ca
4	Shultz	Tom	shultzt@nearnorth.edu.on.ca
4	Therrien	Liz	therrienl@nearnorth.edu.on.ca
5.1	Carrie	Dean	dean.carrie@kpdsb.on.ca
5.1	O'Flaherty	Kathleen	kathleen.offherty@kpdsb.on.ca
5.2	Mills	Laura	lmills@mail.rdsb.com
5.2	Williams	Diane	dmwilliams@mailrdsb.com
6A	Parfeniuk	Steven	sparfeniuk@lakeheadschoools.ca
6A	Grace	Isabel	igrace@lakeheadschoools.ca
6A	Wiwcharuk	Lucy	lucy_wiwcharuk@lakeheadschoools
6B	Rousseau	Bruce	brousseau@sgdsb.on.ca
6B	Tsubouchi	Cathy	ctsubouchi@sgdsb.on.ca
7	Booth	Brenda	brenda_booth@bwdsb.on.ca
7	Currie	Dean	dean_currie@bwdsb.on.ca
7	Booth	Michael D	michael_booth@bwdsb.on.ca



DSB	LAST_NAME	FIRST_NAME	LOGIN
8	Baird-Jackson	Janet	jbj@fc.amdsb.ca
8	Vanderley	Rick	rvanderley@fc.amdsb.ca
9	Allen	Penny	penny_allen@gecdsb.on.ca
9	Kovosi	Ken	ken_kovosi@gecdsb.on.ca AND penny_milicia@gecdsb.on.ca
10	Anderson	Sandy	anderssa@lkdsb.net
10	Andruchow	Ron	andrucro@lkdsb.net
10	Jean	Suzanne	jeansu@lkdsb.net
11	Bushell	Kevin	k.bushell@tvdsb.on.ca
11	Greene	Brian	b.greene@tvdsb.on.ca
11	Chester	Catherine	c.chester@tvdsb.on.ca
12	Higgins	Don	don.higgins@tdsb.on.ca
12	Snider	Craig	craig.snider@tdsb.on.ca
12	Gowdy	Andrew	andrew.gowdy@tdsb.on.ca
13	Henderson	Terry	henderson_terry@durham.edu.on.ca
13	Hodgins	Edward	hodgins_edward@durham.edu.on.ca
13	Kearns	Doreen	kearns_doreen@durham.edu.on.ca
14	Allison	Bob	Bob_Allison@kprdsb.ca
14	MacDonald	Dean	Dean_MacDonald@kprdsb.ca
15	Bradley	James	jim.bradley@tldsb.on.ca
15	Burge	Kevin	kevin.burge@tldsb.on.ca
15	Kaye	Bob	Bob.Kaye@TLDSB.ON.CA
16	Dallman	Linda	linda.dallman@yrdsb.edu.on.ca
16	Lui	Anself	anselm.lui@yrdsb.edu.on.ca
16	Nuirhead	Wanda	wanda.muirhead@yrdsb.edu.on.ca
16	Richardson	Bruce	bruce.richardson@yrdsb.edu.on.ca
16	Brady	Kim	kim.brady@yrdsb.edu.on.ca
17	Cunningham	Glenn	gcunningham@scdsb.on.ca
17	Saint-Ivany	Tom	Tsaintivany@scdsb.on.ca
17	Valcic	Mark	mvalcic@scdsb.on.ca
17	Corbeil	Jane	jcorbeil@scdsb.on.ca
18	Culver	Kelly	Kelly.Culver@ugdsb.on.ca
18	Parker	Sheila	sheila.parker@ugdsb.on.ca
18	Wright	Janice	janice.wright@ugdsb.on.ca
19	Adamson	Ian	ian.adamson@peelsb.com
19	Chen	June	June.Chen@peelsb.com
19	Dhaliwal	Rani	rani.dhaliwal@peelsb.com
19	Hutchison	Lisa	lisa.hutchison@peelsb.com
19	Lucas	Renee	renee.lucas@peelsb.com
19	McNally	Wayne	wayne.mcnally@peelsb.com
19	Oliver	Barry	barry.oliver@peelsb.com
20	Consoli	Allison	consolia@hdsb.ca
20	Flynn	Marian	flynnma@hdsb.ca
20	Robertson	Allyson	robertsonal@hdsb.ca
20	Sweetman	Jackie	sweetmanj@hdsb.ca
21	Grant	Don	dgrant@hwdsb.on.ca
21	McKerrall	Dan	Dan.Mckerrall@hwdsb.on.ca
22	Lawrence	John	John.Lawrence@dsbn.edu.on.ca
23	Kuckyt	Gerry	kuckytge@gedsb.net
24	Barnard	George	george_barnard@wrdsb.on.ca
DSB	LAST_NAME	FIRST_NAME	LOGIN

24	Marklevitz	Marilyn	marilyn_marklevitz@wrdsb.on.ca
24	Vair	Jim	jim_vair@wrdsb.on.ca
24	Beal	Christine	christine_beal@wrdsb.on.ca
25	Clarke	Michael	michael_clarke@ocdsb.edu.on.ca
25	Germano	John	john_germano@ocdsb.edu.on.ca
25	Wittwer	Karen	karen_wittwer@ocdsb.edu.on.ca
26	Barkley	Nancy	nancy.barkley@ucdsb.on.ca
26	Gales	Rick	rick.gales@ucdsb.on.ca
26	Van Oosten	Bernadette	bernadette.van.oosten@ucdsb.on.ca
26	Vandine	Nina	nina.vandine@ucdsb.on.ca
27	Lynch	Peter	lynchp@limestone.on.ca
27	Richard	Roger	richardr@limestone.on.ca
28	Hoffman	Tammy	hoffmant@renfrew.edu.on.ca
28	Kuehl	Lisa	kuehl@renfrew.edu.on.ca
29	polidori	Irene	jpolidori@hwdsb.on.ca
29	Rutherford	David	drutherford@hpedsb.on.ca
30A	Malciw	Gina	ginam@ncdsb.on.ca
30A	Landry	Bob	landryb@ncdsb.on.ca
30B	Barnhardt	Grace	barnharg@npsc.edu.on.ca
31	Spina	Chris	cspina@hscdsb.on.ca
32	Lee	Hugh	leeh@scdsb.edu.on.ca
32	Yusko	Janie	yuskoj@scdsb.edu.on.ca
33A	Griffiths	Diana	dgriffiths@tncdsb.on.ca
33A	Howarth	Chris	chowarth@tncdsb.on.ca
33B	Gasparini	Cindy	cgasparini@kcdsb.on.ca
34A	Chiodo	Sheila	schiodo@tbcdsb.on.ca
34A	Fulton	Dave	dfulton@tbcdsb.on.ca
34A	Mustapic	Tom	tmustapi@tbcdsb.on.ca
34A	Smith	Teri	terismith@pvncdsb.on.ca
34A	Hibberd	Terry	thibberd@tbcdsb.on.ca
34B	Adams	Scott	sadams@snedsb.on.ca
35	Colton	Cathy	Cathy_Colton@bgcdsb.org
36	Thuss	Gerry	gerry_thuss@hpcdsb.edu.on.ca
37	Gignac	Ken	Ken_Gignac@wecdsb.on.ca
37	Marchini	Peter	Peter_Marchini@wecdsb.on.ca
38	Holmes	Tim	t.holmes@ldcsb.on.ca
38	McLean	Rebecca	r.mclean@ldcsb.on.ca
39	McAulay	Carol	carol.mcaulay@st-clair.net
39	McKenzie	Jim	jim.mckenzie@st-clair.net
39	McKenzie	Patsy	patsy.mckenzie@st-clair.net
40	DeSouza	Doug	douglas.desouza@tcdsb.org
40	D'Souza	Neil	neil.dsouza@tcdsb.org
40	Guyatt	John	john.guyatt@tcdsb.org
40	Bilenduke	Dave	dave.bilenduke@tcdsb.org
41	Friar	Joanne	jfriar@pvncdsb.on.ca
41	Mahoney	Yvonne	ymahoney@pvncdsb.on.ca
41	Welch	Robert	rwelch@pvncdsb.on.ca
42	Chan	Anna	anna.chan@ycdsb.ca
42	Dooley	Richard	richard.dooley@ycdsb.ca
42	Porter	Jackie	jackie.porter@ycdsb.ca
DSB	LAST_NAME	FIRST_NAME	LOGIN
42	Sabo	John	john.sabo@ycdsb.ca

43	Fitz	Irene	irene.fitz@dpcdsb.org
43	Fitzgibbon	John	John.Fitzgibbon@dpcdsb.org
43	Miller	Terry	tp.miller@dpcdsb.org
43	Robinson	Gail	Gail.Robinson@dpcdsb.org
43	Rogers	Joanne	joanne.rogers@dpcdsb.org
44	Derochie	Peter	pjderochie@smcdsb.on.ca
44	Elston	Pia	pelson@smcdsb.on.ca
44	Olimer	Suzanne	solimer@smcdsb.on.ca
45	Beckstead	Liz	Liz.Beckstead@durhamrc.edu.on.ca
45	Putnam	Ryan	Ryan.Putnam@durhamrc.edu.on.ca
45	Visser	David	David.Visser@durhamrc.edu.on.ca
46	Gibson	Franca	GibsonF@Haltonrc.edu.on.ca
46	McMahon	Paul	mcmahonp@hcdsb.org
46	Dempsey	Cathy	dempseyc@hcdsb.org
47	Davidson	Anthony	davidsona@hwcdsb.edu.on.ca
47	DeFilippis	Donna	defilippisd@hwcdsb.edu.on.ca
48	Duszczyszyn	Dan	dduszczyszyn@wellingtoncssb.edu.on.ca
48	McLennan	Tracy	tsothem@wellingtoncssb.edu.on.ca
48	Rodway	Peter	prodway@wellingtoncssb.edu.on.ca
49	Mitchell	Helen	Helen.Mitchell@wcdsb.edu.on.ca
49	Bennett	Dave	dave.bennett@wcdsb.edu.on.ca
50	Chase	Debbie	debbie.chase@dsbn.edu.on.ca
50	Reich	Larry	larry.reich@ncdsb.com
50	Woods	James	james.woods@ncdsb.com
51	Easton	Wally	weaston@bhncdsb.edu.on.ca
51	Petrella	Pat	ppetrella@bhncdsb.edu.on.ca
52	Grefe	Gordon	Gordon.Grefe@cdsbeo.on.ca
52	Norton	Bonnie	bonnie.norton@cdsbeo.on.ca
53	Leach	David	david_leach@occdsb.on.ca
53	Palmer	Jane	Jane_Palmer@occdsb.on.ca
54	Gallant	Stella	sgallant@rccdsb.edu.on.ca
54	Schauer	Mary	mschauer@rccdsb.edu.on.ca
54	JOHNSON	IVAN	ijohnson@rccdsb.edu.on.ca
55	Koubsky	Bob	koubsky@alcdsb.on.ca
55	Pennell	Erica	pennell@alcdsb.on.ca
55	Davies	Bryan	davies@alcdsb.on.ca
56	Boyer	Denis	boyerd@csdne.edu.on.ca
56	Moreau	Élaine	moreaue@csdne.edu.on.ca
57	Gélinas	Alain	gelinaa@gno.edu.on.ca
58	Fournier	Françoise	fournierf@csdcso.on.ca
58	Joly	Johanne	jjoly@csdcs.edu.on.ca
58	Pupo	Cari	pupoc@csdcso.on.ca
59	Tessier	Pierre	Pierre.Tessier@CEPEO.on.ca
59	Tétrault	Pierre	pierre.tetrault@cepeo.on.ca
60A	St-Louis	Michel	stlouism@cscdgr.on.ca
60B	Paulin	Michel	Paulinm@franco-nord.ca
60B	Funnell	Francine	funnellf@franco-nord.ca
61	Barette	Maryse	barettm@nouvelon.edu.on.ca
61	Modesto	Cathy	modestc@nouvelon.edu.on.ca
DSB	LAST_NAME	FIRST_NAME	LOGIN
61	Barrette	Maryse	maryse.barrette@nouvelon.edu.on.ca
62	Fortier	Michèle	mfortier@csdcab.on.ca

63	Groulx	Georges	<a href="mailto:georges_groulx@csdecso.on.ca">georges_groulx@csdecso.on.ca</a>
63	Miljan	Carolyn	<a href="mailto:miljcaro@csdecso.on.ca">miljcaro@csdecso.on.ca</a>
64	Somaroo	Bobby	<a href="mailto:bsomaroo@csdccc.edu.on.ca">bsomaroo@csdccc.edu.on.ca</a>
65	Bertrand	François	<a href="mailto:bertfr@csdceo.on.ca">bertfr@csdceo.on.ca</a>
65	Brunet	Michel	<a href="mailto:brunmi@csdcceo.on.ca">brunmi@csdcceo.on.ca</a>
65	Parisien	Jacques	<a href="mailto:parija@csdceo.on.ca">parija@csdceo.on.ca</a>
66	Brisson	Christine	<a href="mailto:brissc@ceclf.edu.on.ca">brissc@ceclf.edu.on.ca</a>
66	Giroux	Dominic	<a href="mailto:giroud@ceclf.edu.on.ca">giroud@ceclf.edu.on.ca</a>
66	Lavigne	Charlaine	<a href="mailto:lavigc@ceclf.edu.on.ca">lavigc@ceclf.edu.on.ca</a>
SA1	Babinski	Randy	<a href="mailto:airy@nexicom.net">airy@nexicom.net</a>
SA1	Larson	Teresa	<a href="mailto:tlarson@resourcenorth.com">tlarson@resourcenorth.com</a>
SA10	Levesque	Kathy	<a href="mailto:kathylev@ontera.net">kathylev@ontera.net</a>
SA13	Larose	Michel	<a href="mailto:rcss@onlink.net">rcss@onlink.net</a>
SA15	Faries	Charlie	<a href="mailto:cfaries@onlink.net">cfaries@onlink.net</a>
SA18	McMillen	Sheila	<a href="mailto:smcmillen@resourcenorth.com">smcmillen@resourcenorth.com</a>
SA20	Chilton-Jeffries	Brenda	<a href="mailto:bchilton@onlink.net">bchilton@onlink.net</a>
SA21	Linklater	Sandra	<a href="mailto:mrcssb@onlink.net">mrcssb@onlink.net</a>
SA22	Faries	Barbara	<a href="mailto:bfaries@onlink.net">bfaries@onlink.net</a>
SA23	Bresnahan	Georgina	<a href="mailto:murch@nexicom.net">murch@nexicom.net</a>
SA26	Peltomaki	Connie	<a href="mailto:parrysoundromancatholic@bellnet.ca">parrysoundromancatholic@bellnet.ca</a>
SA27	Baker	Sally	<a href="mailto:sallybaker@bellnet.ca">sallybaker@bellnet.ca</a>
SA28	Kolmel	Nora	<a href="mailto:rlrcssb@goredlake.com">rlrcssb@goredlake.com</a>

# Appendix B – Request New Asset Record Form

This form is available in excel format on the TPFR website: [tpfr.edu.gov.on.ca](http://tpfr.edu.gov.on.ca).



Ontario  
Realty  
Corporation

## Request for Addition of New Asset

Contact E-mail: \_\_\_\_\_  
District School Board Name: \_\_\_\_\_

### New Asset/Facility with no SFIS/Campus ID

Legal Discription/Street Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

### Building for New Facility

Asset Name: \_\_\_\_\_  
Ownership Type: Exclusive Ownership ▼  
Building Model Type: Elementary Type ▼  
Valuation method: Historical (H) ▼

Enter the Number of Additions to the Original Building 0 ▼

### Land for New Facility

Asset Name: \_\_\_\_\_  
Ownership: Exclusive Ownership ▼  
Valuation method: Historical (H) ▼

Number of Parcels of Land 1 ▼

Please email completed form to **Reporting.Entity@edu.gov.on.ca** with "**New Record DSB\_XXX**" in the subject heading. XXX is your school board.

Additional Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Appendix C – Request New Sub-Facility Detail Record Form

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This form is available in excel format on the TPFR website (tpfr.edu.gov.on.ca).



## Request for Additional Building or Land Detail Records

Contact E-mail: \_\_\_\_\_  
District School Board Name: \_\_\_\_\_

### Add Building with Existing Facility ID

SFIS ID: \_\_\_\_\_  
Campus ID: \_\_\_\_\_  
Asset Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_

How many Addition records would you like added?

### Add Land with Existing Facility ID

SFIS ID: \_\_\_\_\_  
Campus ID: \_\_\_\_\_  
Asset Name: \_\_\_\_\_  
Legal Discription/Street Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Valuation method:

How many additional parcels of land would you like added?

Please email completed form to **Reporting.Entity@edu.gov.on.ca** with "**New Record DSB\_XXX**" in the subject heading. XXX is your school board.

Additional Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_