

# CAPITAL ASSET PROJECT

## Non Permanent Structures Module (Portables, Portapak's and NP RCM's) User Guide

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

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## About this Guide

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This guide explains the basics of using the non permanent structures module of the Capital Asset Project web-site application to enter the data required to determine estimated book values for all school board owned non-permanent (NP) building assets (portables, portapaks and non-permanent relocatable classroom modules)

This guide supplements the Capital Asset User Guide issued in August 2005. Users should refer to it in order to get started and learn the basics around manoeuvring between the screens and their functionalities.

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

## Objectives

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The objective of this data collection / confirmation process is to ensure that we have a complete listing of school board **owned** non-permanent structures (portables, portapaks and relocatable classroom modules) as of **March 31, 2005**.

NOTE: If you are leasing a NP structure to another party, you are the owner / lessor, therefore you must report it as part of your asset listing.

As the source information is not up to date, you will need to add some records and note that some records are not in use. This will be discussed further in the guide.

## Source of Information

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The web-based application NP structure module has been pre-loaded with a data extract from the School Facilities Inventory System (SFIS) database that was performed in May 2005.

## Work Required

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School boards and school authorities are required to confirm two things for each NP structure

- a. GFA (Gross Floor Area): in meters squared
- b. Year Built: this is the year the structure was originally manufactured

NOTES:

1) Since the data extract originates from the SFIS database, please do not confirm the GFA and year against that database unless you know that database is up to date and accurate.

2) Since we are asking for the year built / manufactured, you may not have this date as you may not have been the first organization to purchase the structure. Where the information is not available, please provide an estimated date.

Deadline for completion is **January 31, 2006**.

## What is a non-permanent (NP) structure?

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There are two types of spaces – permanent and non-permanent. Permanent space types include the original structure, additions and permanent relocatable classroom modules (RCM) as identified by the Ministry in its review of RCMs. These items were verified and confirmed by school boards and school authorities under the **SB Search tab** of the CapEdu web-site application.

Non-permanent spaces, for Ministry of Education purposes, comprise of three different types of building structures:

- **Portables:** typically a single modular classroom
- **Portapaks:** groups of portables joined together with a common roof and main hallway
- **Non-permanent RCMs:** known in some school boards as kinderpaks or incrapaks, structures that resemble a permanent school addition, but are constructed using materials and with design details that differ from permanent school buildings.

## Getting Started

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In order to access the web-based application and get started, please refer to the Capital Asset User Guide issued in August 2005.

It is available at the following link: <http://tpfr.edu.gov.on.ca>

1. Select the Reporting Entity Project Link (first column, last item)
2. Select Memorandum
3. Scroll down until you see 2005:SB17
4. Select the Guide.

The CAPEdu website URL is: <http://204.187.93.211/CAP-Edu>

The same users that were set up for the initial work on land and building assets have access to this module. If you need to add new users, please refer to the Capital Asset User Guide for instructions on how to request additional users.

# NP Structure Main Screen

On the **Home Page**, select the **NP Structure** module to get started.

NP Structure Module

Capital Asset Project for EDU (Projet des immobilisations pour EDU)

Search NP Structure (Rechercher Structures NP) NP Structure Report (Rapport Structures NP)

Select DSB : York Region District School Board

PKR ID or Inve. Room # (# PKR ou # De la pièce) :

Facility Name (Nom de l'aménagement) :

Search (Rechercher)

Lock All NP Structures (Vérouiller toutes structures NP) for selected DSB (Pour le CS sélectionné)

215 Record(s) found

Add new NP Structure (Ajouter une nouvelle structure NP)

PKR ID # PKR	Inve.Rm # # De la pièce	Year Built Année de construction	GFA SPB	Facility Name Nom de l'aménagement	Use Rec. Utiliser dos.	Type Genre	Action
197652	P001	1997	469.00	Central Park PS	YES	RCM	Edit
197748	211	1997	316.00	Denne PS	YES	RCM	Edit
198161	107	1997	353.00	Ramer Wood PS	YES	RCM	Edit
198281	108	1997	316.00	Willowbrook PS	YES	RCM	Edit
198726	282	1991	71.30	Armadale PS	YES	PO	Edit
198786	287	1985	71.30	Aldergrove PS	YES	PO	Edit
198787	645	1988	71.30	Aldergrove PS	YES	PO	Edit
198802	564	1984	71.30	Armitage Village PS	YES	PO	Edit
198819	798	1985	71.30	Ballantrae PS	YES	PO	Edit
198840	823	1992	71.30	Bayview Hill E S	YES	PO	Edit

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...

This will show you a listing of all NP structures as was represented in the SFIS database as of June 2005.

You may also choose to view the assets by **page**, which is set as the default. The screen will show you ten records at a time, so be sure to click on the page number to view more records.

## Searching NP Structures

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This module allows you to search for NP building structures based on three different items:

1. **PKR ID #** - sequential randomly generated number assigned to the NP structure in the SFIS database by Business Services Branch
2. **Inventory Room #** - number assigned (if any) by the school board in the SFIS database
3. **Facility Name** – school that the NP structure was associated with when entered into the SFIS database

The screenshot shows a web application interface titled "Capital Asset Project for EDU (Projet des immobilisations pour EDU)". It features a search form with the following elements:

- A header bar with "Search NP Structure (Rechercher Structures NP)" on the left and "NP Structure Report (Rapport Structures NP)" on the right.
- A "Select DSB" dropdown menu currently set to "York Region District School Board".
- A text input field for "PKR ID or Inve. Room # (# PKR ou # De la pièce)".
- A text input field for "Facility Name (Nom de l'aménagement)".
- A "Search (Rechercher)" button.
- A checkbox labeled "Lock All NP Structures (Vérouiller toutes structures NP)".
- A status indicator at the bottom that reads "215 Record(s) found".

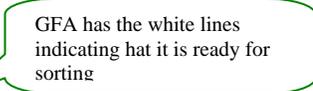
Red circles highlight the "PKR ID or Inve. Room #", "Facility Name", and "Search (Rechercher)" fields. A green circle highlights the "Search (Rechercher)" button. An arrow points from the text below to the "Search (Rechercher)" button.

Users can type in a Facility Name for example and then hit the **Search** button to begin the search and show the results of the Search.

## Sorting NP Structures

Unlike the other modules, this module allows the user to sort the search results based on the column headings in the bottom portion of the **Main Screen**. You can sort on any of the following items:

1. **PKR ID #:** for definition, refer to page 8
2. **Inve. Room #:** for definition, refer to page 8
3. **Year Built:** year the NP structure was originally built
4. **GFA** (gross floor area): size of NP structure
5. **Facility Name:** for definition, refer to page 8
6. **Use Rec.:** Denotes whether or not the record should be used or not.
7. **Type:** 3 possible types
  - a. PO = Portable
  - b. PT = Portapak
  - c. RCM = Relocatable Classroom Module
8. **Action:** Action button to edit the record



PKR ID # PKR	Inve.Rm # # De la pièce	Year Built Année de construction	GFA SPB ▲	Facility Name Nom de l'aménagement	Use Rec. Utiliser dos.	Type Genre	Action
205292	P01	0	0	Burlington Outdoor Resource Centre	YES	PO	Edit
205317	1	0	0	Central Maintenance Shop (Bayview S.S.)	YES	PO	Edit
198726	282	1991	71.30	Armadale PS	YES	PO	Edit
198786	287	1985	71.30	Aldergrove PS	YES	PO	Edit
198787	645	1988	71.30	Aldergrove PS	YES	PO	Edit
250537	686	1989	71.30	Aldergrove PS	YES	PO	Edit
198802	564	1984	71.30	Armitage Village PS	YES	PO	Edit

Users can sort by simply placing their mouse over the blue area of the column heading. Upon doing so, the column heading then shows up with a white line over and under the name of the column heading (as noted above).

Then simply left click in order to activate the sorting.

The users can re-sort the data as many times as they wish in order to monitor progress.

## Editing NP Structure Records

This is where school boards and school authorities will edit data on their NP structures.

The following fields **may** be edited:

1. **Facility Name** – if a board chooses to monitor where the NP structure is located in relation to its other schools
2. **Inventory Room #** - if a board has a particular numbering system for its NP structures. This helps to identify the asset.
3. **# of Units** – number of units in a portapaks for example
4. **SFIS Comment** – comment that was entered into the SFIS database by the board. If historical cost is available, please enter it here.

The following fields **must** be completed:

1. **Year Built** – year of manufacture of the NP structure, enter or verify information
2. **Gross Floor Area** – size in m2 of the NP structure, enter or verify information

NOTE: If either of the above fields have been left blank, you will not be able to lock the record.

Capital Asset Project for EDU (Projet des immobilisations pour EDU)

Edit NP Structure (Modifier la structure NP) :

School Board (Conseil scolaire): York Region District School Board

Facility Name (Nom de l'aménagement): Burlington Outdoor Resource Centre

PKR ID (# PKR): 205292

Type (Genre): PO

Inventory Room # (# de la pièce): P01

Units (Unités): 1

Year Built (Année de construction):

Gross Floor Area (m2) (Superficie de plancher brut (m2)):

SFIS Comment (Commentaires de SIIIS):

Use Record (Utiliser le dossier):  YES (Oui)  NO (Non)

Reason (Raison): Owned

Save (Sauvegarder) Cancel (Annuler)

Please ensure you **SAVE** any changes to records before using **Cancel** to take you back to a previous screen or your changes will be lost.

## Adding New NP Structure Records

Unlike the permanent building & land assets recently completed, you can add new NP records directly in the web-based application by selecting the “Add New NP Structure”

Capital Asset Project for EDU (Projet des immobilisations pour EDU)

Search NP Structure (Rechercher Structures NP) NP Structure Report (Rapport Structures NP)

Select DSB: York Region District School Board

PKR ID or Inve. Room # (# PKR ou # De la pièce):

Facility Name (Nom de l'aménagement): Search (Rechercher)

Lock All NP Structures (Vérouiller toutes structures NP) for selected DSB (Pour les DS sélectionné)

215 Record(s) found

**Add new NP Structure (Ajouter une nouvelle structure NP)**

This brings up the following screen:

Capital Asset Project for EDU (Projet des immobilisations pour EDU)

Edit NP Structure (Modifier la structure NP) :

School Board (Conseil scolaire): York Region District School Board

Facility Name (Nom de l'aménagement):

PKR ID (# PKR):

Type (Genre): RCM

Inventory Room # (# de la pièce):

Units (Unités):

Year Built (Année de construction):

Gross Floor Area (m2) (Superficie de plancher brut (m2)):

SFIS Comment (Commentaires de SIIS):

Use Record (Utiliser le dossier):  YES (Oui)  NO (Non)

Reason (Raison): Owned

Save (Sauvegarder) Cancel (Annuler)

Leave the PKR Id field blank

Two mandatory fields

Ensure that you have completed the mandatory fields = GFA & Year Built and then select **Save** in order to save your changes. Then by selecting **Cancel**, it will bring you back to the main NP screen.

## Deleting NP Structure Records

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As the listing of NP structures included in this database are based on the SFIS database and this database did not ask for ownership of NP structures, some of the NP structures included in this application may be leased out to others but owned by your board or school authority. Also, since the SFIS database may not be up to date, you may have disposed of NP structures.

In order to delete records, you need to **Edit** the record and then go down to the area below, and select “no” beside **Use Record**.

Note: This field has been pre-loaded as “yes” for all NP structures with a reason code of “owned”.

Capital Asset Project for EDU (Projet des immobilisations pour EDU)

Edit NP Structure (Modifier la structure NP) :

School Board (Conseil scolaire): York Region District School Board

Facility Name (Nom de l'aménagement):

PKR ID (# PKR):

Type (Genre): RCM

Inventory Room # (# de la pièce):

Units (Unités):

Year Built (Année de construction):

Gross Floor Area (m2) (Superficie de plancher brut (m2)):

SFIS Comment (Commentaires de SIIS):

Use Record (Utiliser le dossier):  YES (Oui)  NO (Non)

Reason (Raison): Owned

Save (Sauvegarder) Cancel (Annuler)

If you using the ‘no’ reason under **Use Record**, please select the **Reason drop down menu** and select the option that is appropriate:

Lease = you are renting or leasing from someone else

Other = other reason

If you select Other, please include an appropriate reason in the **SFIS Comment** field.

## Changing the NP Structure Type

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Unfortunately, users are unable to change the type of the structure in the area noted down below if it was incorrectly reported in the SFIS database.

Capital Asset Project for EDU (Projet des immobilisations pour EDU)

Edit NP Structure (Modifier la structure NP) :

School Board (Conseil scolaire): York Region District School Board

Facility Name (Nom de l'aménagement):

PKR ID (# PKR):

Type (Genre): RCM

Inventory Room # (# de la pièce):

Units (Unités):

Year Built (Année de construction):

Gross Floor Area (m2) (Superficie de plancher brut (m2)):

SFIS Comment (Commentaires de SIIS):

Use Record (Utiliser le dossier) :  YES (Oui)  NO (Non)

Reason (Raison) : Owned

Save (Sauvegarder) Cancel (Annuler)

Users must deactivate the record by selecting “no” beside the **Use Record** line. Then users are required to create a new NP structure. For instructions on how to Create a new NP structure, please refer to page 11.

# Creating a NP Structure Report

Users can generate a report on all of a school board's or school authorities NP structures.

From the **Main Screen**, users can select **NP Report** and it will create a report in an "Excel type" format. You can save this document in Excel and then sort and edit the document

The screenshot shows the 'Capital Asset Project for EDU (Projet des immobilisations pour EDU)' interface. It features a search bar for 'NP Structure (Rechercher Structures NP)' and a dropdown menu for 'Select DSB' set to 'York Region District School Board'. There are input fields for 'PKR ID or Inve. Room # (# PKR ou # De la pièce)' and 'Facility Name (Nom de l'aménagement)'. A 'Search (Rechercher)' button is present. Below the search area, there is a checkbox for 'Lock All NP Structures (Vérouiller toutes structures NP)' and a status indicator '215 Record(s) found'. A red circle highlights the 'NP Structure Report (Rapport Structures NP)' button, with an arrow pointing from the text above.

A sample report looks as follows:

M3	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	SFIS ID	FacName	DSB ID	DSBName	ORCID	iPKR_ID	iPKR_Year Built	sPKR_RoomNum	iPKR_Units	sPKR_Type	sPKR_Use	nPKR_DFA	sPKR_Comment	InUse	Reason	Locked	
2	3420	Alderwood (Leased to TCDSB Fr J Redmond)	12	Toronto District	2585	202158	1967	230-E-67	1	PO	PO	0		YES	Owned	FALSE	
3	3420	Alderwood (Leased to TCDSB Fr J Redmond)	12	Toronto District	2586	202159	1988	748-E-88	1	PO	PO	0		YES	Owned	FALSE	
4	3420	Alderwood (Leased to TCDSB Fr J Redmond)	12	Toronto District	2587	202160	1967	711-E-88	1	PO	PO	0		YES	Owned	FALSE	
5	3420	Alderwood (Leased to TCDSB Fr J Redmond)	12	Toronto District	2588	202161	1965	231-E-67	1	PO	PO	0		YES	Owned	FALSE	
6	3420	Alderwood (Leased to TCDSB Fr J Redmond)	12	Toronto District	2589	202162	1988	318-E-65	1	PO	PO	0		YES	Owned	FALSE	
7	3911	Burnett PS (Lease to Albion Gardens (Lease to TCDSB St J Vianney)	12	Toronto District	3148	203245	1972	217-E-72	1	PO	PO	0		YES	Owned	FALSE	
8	4079	Alternative Primary School Jr (North Preparatory J)	12	Toronto District	3273	203522	1989	833-E-89	1	PO	PO	0		YES	Owned	FALSE	
9	8350	Alternative Primary School Jr (North Preparatory J)	12	Toronto District	8081	251707	1989		1	PO	ZZ	70	locked	YES	Owned	FALSE	
10	8350	Alternative Primary School Jr (North Preparatory J)	12	Toronto District	8082	251708	1991		2	PO	CR	70		YES	Owned	FALSE	
11	8350	Alternative Primary School Jr (North Preparatory J)	12	Toronto District	8083	251709	1991		3	PO	CR	70		YES	Owned	FALSE	
12	8350	Alternative Primary School Jr (North Preparatory J)	12	Toronto District	8084	251710	1991		4	PO	FR	70		YES	Owned	FALSE	
13	8351	Annette Street Jr & Sr PS	12	Toronto	5251	206564	1988	z		1	PO	CC	70	Portable	YES	Owned	FALSE
14	8352	Balmly Beach Jr PS	12	Toronto	5252	206567	1997	z		1	PO	CC	70	Portable	YES	Owned	FALSE

We have included a few of the fields that are found in the SFIS database that may be helpful to users:

- Use of NP structure
- Comments input into the SFIS database by school boards & school authorities

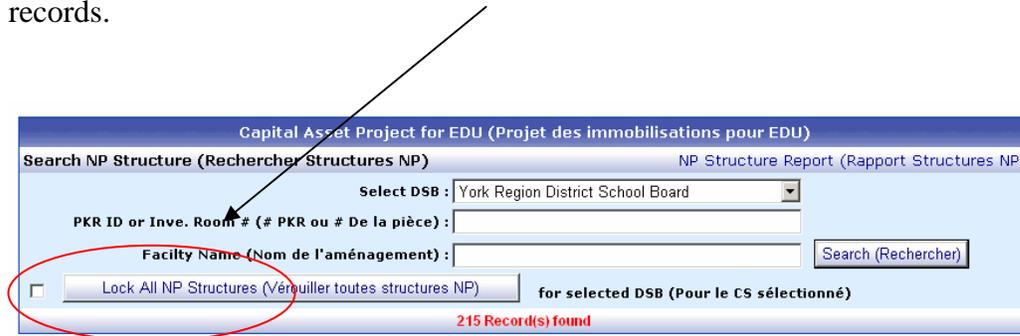
You can print and save the report. To save the file, make sure you select the appropriate format. When it prompts, 'save as type': click on the dropdown list and scroll down to Microsoft Excel Workbook.

# Locking NP Structure Records

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Unlike the land and building records that had to be locked individually, NP structure records are all locked by one simple action AFTER all of the information has been completed and verified for all records.

On the main screen, users must check the **Lock All NP Structures**. This will lock all of the records.



The screenshot shows the 'Capital Asset Project for EDU (Projet des immobilisations pour EDU)' interface. It features a search bar for NP Structures, a dropdown menu for 'Select DSB' (currently set to 'York Region District School Board'), and input fields for 'PKR ID or Inve. Room # (# PKR ou # De la pièce)' and 'Facility Name (Nom de l'aménagement)'. A 'Search (Rechercher)' button is located to the right of the facility name field. Below these fields, there is a button labeled 'Lock All NP Structures (Vérouiller toutes structures NP)' which is circled in red. To the right of this button, it says 'for selected DSB (Pour le CS sélectionné)'. At the bottom of the interface, it displays '215 Record(s) found'.

**NOTE:** Once this button has been activated, you cannot unlock the records.

Should you need to unlock any NP Structure, you will need to send an e-mail to [Reporting.Entity@edu.gov.on.ca](mailto:Reporting.Entity@edu.gov.on.ca) giving the details of the record you would like unlocked.