PROCESS TO DOWNLOAD SAFETY AND HEALTH ABATEMENT STATUS REPORT
On your start Center in Maximo, along the top in the **RED** line, go to Reports, Work Orders, and then IA Deferred Maintenance Tracking.
Once you do that, this page will show up. Page down using the Green Arrow next to the 1 - 5 of 27 until you find the report labeled: S&CAP Abatement Plan Template
Once you find this report on page 16 – 20 of 27, click on the report.
Once you click on that report, this block will appear. The only block you need to fill out is colored yellow and has an asterisk by it.
In that block you will type in your inspection number. All inspection numbers start with either a S-2017- for schools and Agency’s or a J-2017- for Detention Facilities. Once you put that in click on the Submit button.
### Abatement Plan Template

**Inspection Number:** 5-2017-1202  
**Region:** MIDWEST  
**Agency:**  
**Date as of:** Aug 18, 2017 11:27 AM  
**Site:** IE004 - FS1-01 - MESSIKAKI SAC & FOX (SETTLEMENT) SCHOOL  
**Maximo ID:** AB105816  
**Structure #:** 101  
**Location Type:** 1100-Building  
**Round #:**  
**Description:** Building, School, Elementary, Day  
**Use:** Building / School / Elementary / Day

#### Inspection Deficiencies

<table>
<thead>
<tr>
<th>Work Order Number</th>
<th>Work Order Description</th>
<th>Site</th>
<th>Inspection Completed Date</th>
<th>Cat/ Rank</th>
<th>Ser/ Prob</th>
<th>RAC</th>
<th>Work Type</th>
<th>Status</th>
<th>Repeat Count</th>
<th>Deficiency Type (Functional or Operational)</th>
<th>Planned Correction Measure</th>
<th>Planned Completion Date</th>
<th>No Cost (Y/N)</th>
<th>Reason For Delay</th>
<th>Interim Measure Description</th>
<th>Planned Completion Date</th>
<th>Type (Material, Tool, Labor)</th>
<th>Description</th>
<th>Quantity</th>
<th>Cost / Rate</th>
<th>Hours</th>
<th>Planned Funding Method (OBM, VOPR, MIR, No Costs)</th>
<th>Standing Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1412447</td>
<td>Preschool and elementary education facility lacks proper - access requirements.</td>
<td>IE004</td>
<td>8/4/17</td>
<td>0/2</td>
<td>IV/0</td>
<td>5</td>
<td>UK</td>
<td>NAPP</td>
<td>0</td>
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<tr>
<td>A1412448</td>
<td>Classroom 1-500 has combustible material hanging from the ceiling. Potential fire hazard.</td>
<td>IE004</td>
<td>8/4/17</td>
<td>5/2</td>
<td>IV/0</td>
<td>5</td>
<td>UK</td>
<td>NAPP</td>
<td>0</td>
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<tr>
<td>A1412443</td>
<td>Main floor 1st floor wall has spray foam insulation in the building for the space behind the wall.</td>
<td>IE004</td>
<td>8/4/17</td>
<td>0/2</td>
<td>IV/0</td>
<td>5</td>
<td>UK</td>
<td>NAPP</td>
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<tr>
<td>A1412442</td>
<td>Gym 1-202 does not have total occupant load sign posted near the main exit.</td>
<td>IE004</td>
<td>8/4/17</td>
<td>0/2</td>
<td>IV/0</td>
<td>5</td>
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<td>NAPP</td>
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</table>

**Indian Affairs | Office of Facilities, Property and Safety Management (OFPSM)  
Division of Facilities Management and Construction (DFMC)**
On the top of this report click on this button. This will allow you to download this report.
Once you are on this page, click on the **arrow down button** and select Excel from the list. Once this has happened click the **OK** button.
After you click on the OK button from the previous slide the report with transfer to Microsoft Excel. Please answer the questions that pop up on your screen and the report will open in Excel. This will allow you to fill in the blanks with your information. Once you have the information saved, please forward this back to me so I can upload your data in S&CAP for you.

If you have any question or need assistance, please let me know.

Hopefully this helps!!
These are the button’s that will show up that need to be answered. Click the save button, the open button, and the Yes button.