

U. S. DEPARTMENT OF ENERGY

Condition Assessment Information System (CAIS)

CAIS USER'S GUIDE



CAIS
CAIS



12/22/2016

SUMMARY OF CHANGES PAGE

The following information is being used to control and track modifications made to this document:

Date	Author	CAIS Release Version	Summary of Changes
08/17/2015	Gordy/Smith/ Mann	3.0	Initial release
09/10/2015	Smith	3.0.15	Website update, IU Previous and Next, Ad Hoc IU level DM Flag,
11/10/2015	Smith	3.1	Updated Chap 5,6 and 10 screenshots, Copy IU, Updated report samples
12/17/2015	Smith	3.1.1	new screenshots for IU Detail, New IU, IU List, Archive Asset, Saved Types. Added Funding Source and Funding Type to Site Data window. Added Site Read Only user.
01/21/2016	Smith	3.2	Password change to 60 days. DED – removed Project Priority, Design Start Date, Design Complete Date; added Location Description. Removed 'Fair' from the Condition pick list. Modified report 005 and 006.
3/11/2016	Smith	3.3	My Profile – Advanced Filter selection; Copy IU – Last Inspection Date update; Report 005 – add Location Description
4/18/2016	Smith	3.4	Type Search and Modernization Flag
6/15/2016	Smith	3.5	Added IU Upload process; added IU Search to IU Detail; Ad Hoc Report enhancements; added Area to the CAIS to FIMS Upload process; added Estimated Disposition Year; added Property ID and 'All Areas' to Archive IU Search and IU Search; Modified report 003 and 004; updated Contacts
8/31/2016	Smith	3.6	Updated Chapter 9 Projects; updated Chapter 8 IU Delete button; DED; Chapter 10 Ad Hoc Report
10/03/2016	Smith	3.7	Menu updates – Chapters 2,9,12; updated Report 006; RPAM 430.1C update
10/12/2016	Smith	3.8	Added Chapter 13 Estimating, added Estimating data fields to DED
11/08/2016	Smith	3.9	Updated Chapter 13 Estimating screenshots – New Estimate, Estimate List and add Report 007
11/30/2016	Smith	3.9.1	Updated FIMS Upload
12/22/2016	Smith	3.10	Updated Chap 6 Inspection Unit Level Processing and Chap 3 Site Level Processing

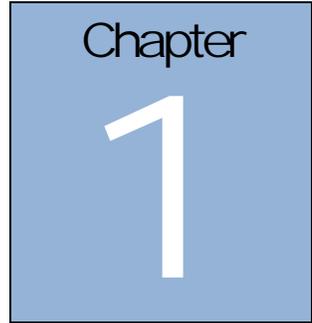
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CAIS Overview

Welcome

Welcome to the Condition Assessment Information System (CAIS). CAIS is a web-based cost-estimating tool used throughout the U.S. Department of Energy (DOE) that is based on RS Means construction costing data. It uses industry standard deficiency systems (Unifomat II) and construction costing information to implement a costing algorithm for modeling deficiency repair and replacement costs. As a result, CAIS provides DOE with condition assessment information to ensure real property assets are maintained and will continue to meet DOE program goals.

CAIS supports and implements the requirements of DOE Order 430.1C (Real Property Asset Management Order). This order states that all real property assets must have a deficiency based inspection once every five (5) years. CAIS also provides the capability to develop and prioritize projects for reducing Repair Needs and Deferred Maintenance backlogs, in addition to replacing and/or upgrading real property asset components.

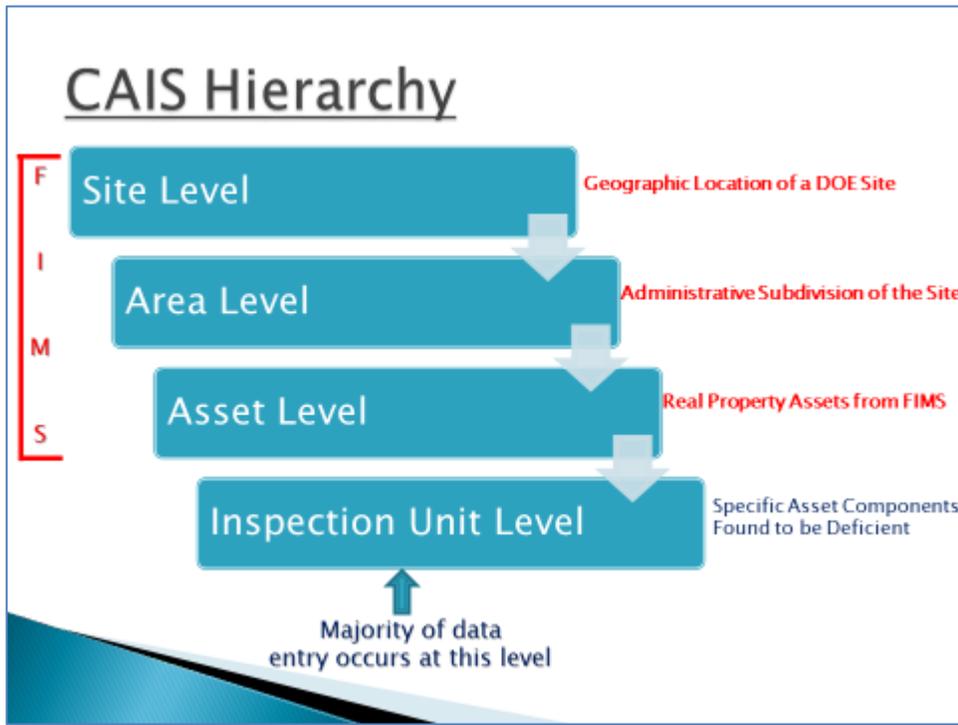
CAIS interfaces with the DOE Facilities Information Management System (FIMS) which is the Department's corporate real property database.

This is an important interface because it allows CAIS to easily upload critical information to FIMS which includes:

- Repair Needs
- Deferred Maintenance
- Last Inspection Date
- Modernization Cost
- Repair Needs by System

CAIS contains four (4) levels of information: Site, Area, Asset and Inspection Unit (IU). The Site, Area and Asset levels align with FIMS. CAIS uses the FIMS Site and Area naming conventions. In addition, only real property assets identified in FIMS are included in CAIS. The IU level is where the deficiency information from the most recent inspection is captured.

This diagram depicts the CAIS Hierarchy of Data:



CAIS is owned and managed by the Office of Asset Management (MA-50). Adam Pugh is the federal system owner and point of contact for CAIS. **His contact information is below:**

- Adam Pugh, MA-50
 - o (202) 287-1397
 - o adam.pugh@hq.doe.gov

Condition Assessment Survey (CAS) Overview

DOE's Condition Assessment Survey (CAS) program is based on the Unifomat II system developed by the Construction Specifications Institute (CSI) that RS Means employs in its square foot cost analysis. In compliance with DOE Order 430 1C, Real Property Asset Management, the DOE CAS program involves visual and non-invasive inspections of real property assets.

The CAS program is a systemized, standard approach to facility and asset evaluations. It includes the following:

- A physical deficiency based assessment of assets based on industry standards
- The use of CAIS, which is the Department's database used for cost estimating of Repair Cost and Replacement Cost. CAIS utilizes RS Means costing data and is updated annually.
- Producing Repair Needs, Deferred Maintenance and Modernization costs, based on reliable industry standard methodologies that can be used to support funding requests.

The CAS program has been designed to support the vital process of creating a facility condition baseline that is founded on recognized fully-defined industry-based inspection and deficiency standards. It is an essential

tool in determining realistic requirements needed to obtain budgetary funding. The CAS program is vital in helping to direct limited resources to the most critical facilities and systems.

R.S. Means Data License

R.S. Means Costing Data and Replacement Plant Value Models are DOE and R.S. Means proprietary information and may not be shared with external engineering firms or with other software vendors.

CAIS and the R.S. Means data contained in it are for the sole purpose of supporting the Department of Energy In-house Condition Assessment Information System (CAIS) and can only be used for that purpose. Any further reproduction or transmittal of this information is not permitted without prior written permission of the Department of Energy and the R.S. Means Company.

CAIS Basics

Accessing CAIS

CAIS is a web-based application that can be accessed via the Internet using Internet Explorer version 10 or later. Other browsers such as Google Chrome or Firefox can be used but only Internet Explorer is officially supported.

From your browser, type in the following URL to access CAIS: <https://cais.doe.gov>

Logging into CAIS

Once you have entered the URL from your browser, the CAIS logon screen will appear:

CAIS Login

Username:

Password:

Login Reset

CAIS Condition Assessment Information System
U. S. Department of Energy

NOTICE TO USERS

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

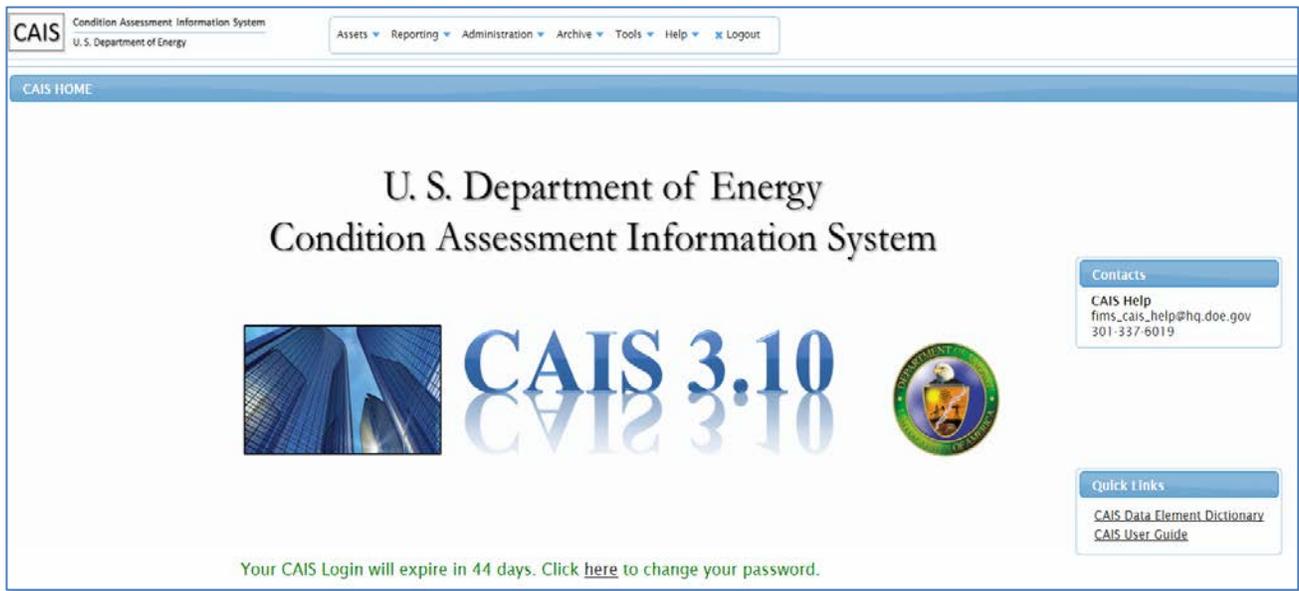
Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

To log in to CAIS, you will need a Username and Password, which can be obtained from your CAIS Administrator.

Once you enter your Username and Password, click the **Login** button or press **Enter**. This will launch the CAIS application.

Use the **Reset** button to clear the contents of the Username and Password fields, if you have entered them incorrectly.

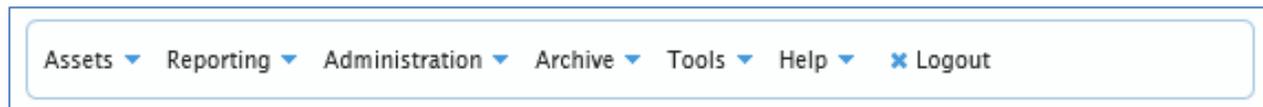
Once you have successfully logged into CAIS, the CAIS Home window will appear:



For more information regarding login credentials, please refer to Chapter 14 Application Security of this manual or click [here](#) for quicker access.

Menus

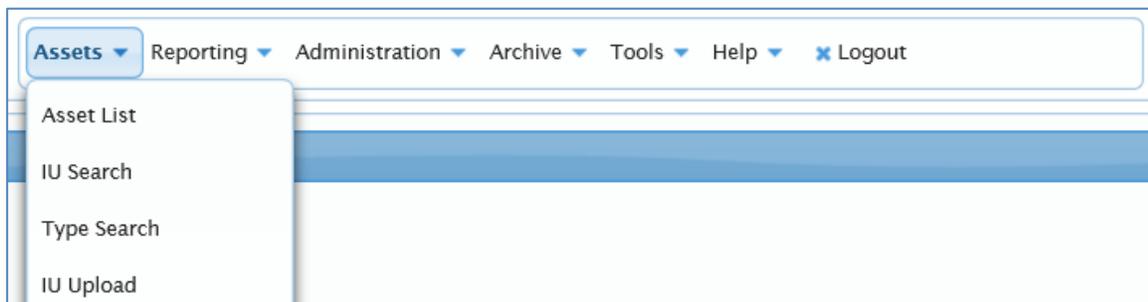
CAIS provides a selection of menu options at the top of the window which will guide you through the application.



By clicking on one of these menu options, additional menu items will be available for you to select.

These options are defined below:

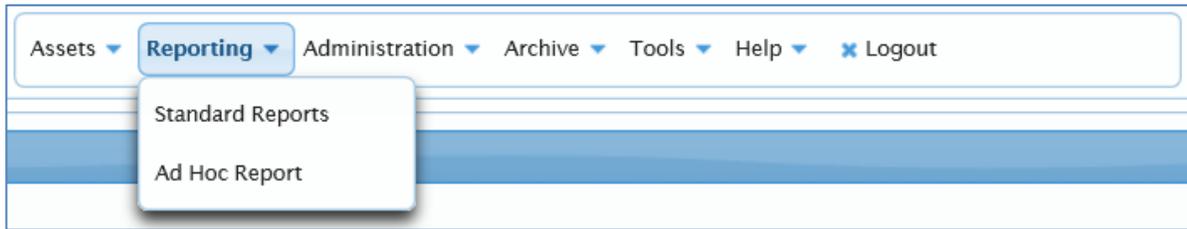
Assets



From the Assets menu, the following choices are available:

- **Asset List** - This menu option will provide you with a list of real property assets. From here you can access the Asset Level or Inspection Unit Level information.
- **IU Search** - This menu option will provide you with the capability to go directly to the IU record by inputting an IU number. You may also search by Property ID, Equipment ID or Work Order to retrieve a list of IU records to select.
- **Type Search** - This menu option will provide you with the capability to query the RS Means data for a specific building component type, based on Volume, WBS, Component, Type, RS Means Line Number, Unit of Measure, Green Flag, Maintenance Flag and/or Assembly Only.
- **IU Upload** – This menu option provides access to the CAIS Inspection Unit (IU) Upload process. This process is an alternative way of updating IU data using an Excel template to update multiple records at one time.

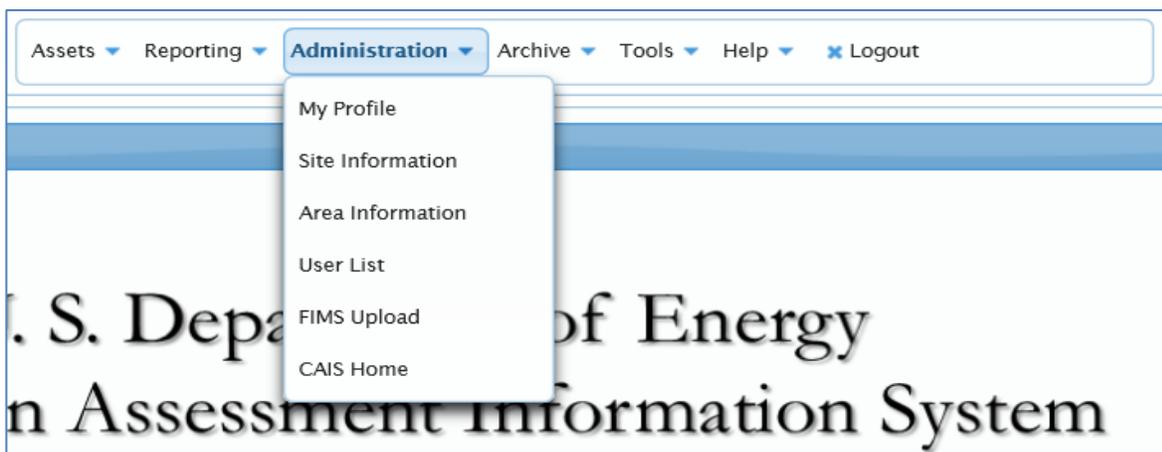
Reporting



From the Reporting menu, the following choices are available:

- **Standard Reports** - This menu option will provide you with the capability to generate one of the CAIS standard reports.
- **Ad Hoc Queries** - This menu option will provide you with the capability to develop Asset level, Inspection Unit level or Archive Ad Hoc queries to extract information from the CAIS database.

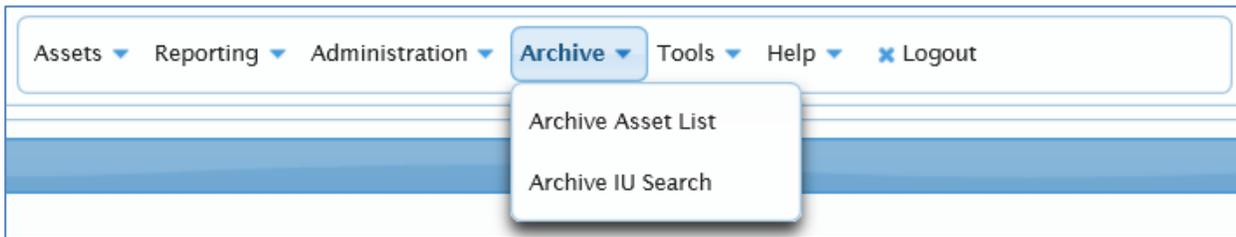
Administration



From the Administration menu, the following choices are available:

- **My Profile** - This menu option will provide the capability to modify your password, update your contact information and establish your default location while you use CAIS.
- **Site Information** - This menu option will provide access to the Site Level information in CAIS as well as the capability to customize pick list data fields within CAIS.
- **Area Information** - This menu option will provide access to the Area Level information that is included in CAIS.
- **User List** - This menu option will be used primarily by CAIS Administrator users to perform account management tasks.
- **FIMS Upload** - This menu option will provide you with the capability to upload critical CAIS data to FIMS.
- **CAIS Home** - This menu option will direct you to the CAIS Home page.

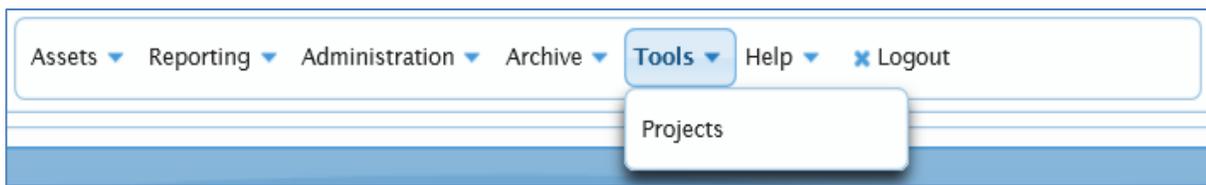
Archive



From the Archive menu, the following choices are available:

- **Archive Asset List** - This menu option will display and allow you to access data related to real property assets that have been archived in the CAIS database.
- **Archive IU Search** - This menu option will allow you to access data related to Inspection Unit records that have been archived in the CAIS database.

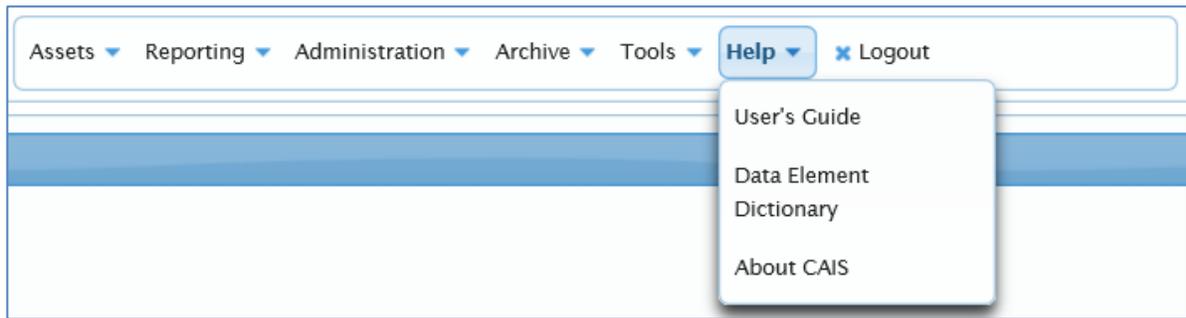
Tools



From the Tools menu, the following choice is available:

- **Projects** - This menu option will provide you with a list of projects that were created by your Site for the purpose of tracking the reduction of Repair Needs/Deferred Maintenance and/or Modernization Costs.

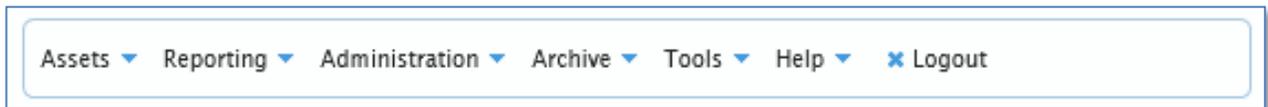
Help



From this Help menu, the following choices are available:

- **User's Guide** - This menu option will allow you to access the CAIS User's Guide.
- **Data Element Dictionary** - This menu option will allow you to access the CAIS Data Element Dictionary that defines each of the data elements included in the CAIS database.
- **About CAIS** - This menu option will provide you with a brief overview of CAIS and the latest software version number.

Logout



This menu option will terminate your CAIS session.

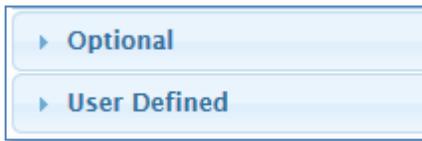
Data Entry Concepts

Navigation Tabs



CAIS uses navigation tabs to facilitate easy access to varied information. These tabs are available at the Site, Area, Asset, Inspection Unit, Archive and Project Levels within CAIS. You can easily navigate to a tab simply by clicking on the tab name. You will notice the active tab that you are currently viewing will always be colored differently from the other tabs.

Window Expansion



At the Inspection Unit Level, the IU Detail window provides an option to expand and collapse the Optional and User Defined portions of this window. This allows the user to simplify the view if they do not wish to use those data fields contained within the Optional and User Defined sections. To expand these sections, simply click the **Optional** or **User Defined** label.

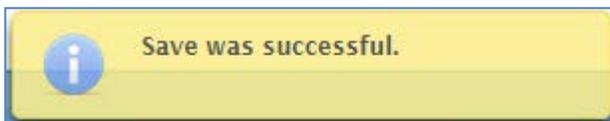
Saving Changes to the database



If you have been assigned update rights to CAIS, you will notice on many screens a **Save** button as you navigate through the system. If you do not have update rights, the **Save** button will be disabled.



Please note: The Save button must be clicked on each window prior to navigating to another window in order to save your changes to the database. When a record is successfully saved, you will receive the following confirmation message on the top right of the screen:



Date Fields



The date fields in CAIS utilize a graphical calendar. Arrow keys at the top of the calendar can be used to advance to future or previous months. Simply click the date you wish to select for a particular field. Once done, the graphical calendar will disappear and the date field will be populated with the date you selected. The option also exists that allows you to enter the date directly into the field without using the graphical calendar. Dates must be input in MM/DD/YYYY format.

Return to List



While viewing a Site, Area, Asset, Inspection Unit, Archive or Project Level record, a **Return to List** button will be available. This button will allow you to quickly navigate back to the Site, Area, Asset, Inspection Unit, Archive or Project List windows. These list windows allow you to sort and filter to easily navigate to another record.

System Messages



As you use the data entry windows, CAIS will display messages on the top right side of the window to assist you in the entry process. These messages generally indicate if a data field is required and missing or, if a data field does not pass a validation test. Once displayed, you can click the 'X' button on the top right of the message box to delete the message or simply allow CAIS to remove it, once the record is successfully saved.

Annual Processing

RS Means Annual Update

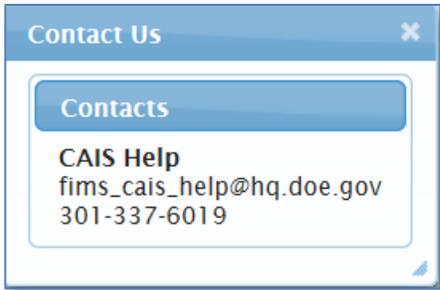
CAIS utilizes Uniformat II which is an industry standard method for classifying building components and cost estimating. The Uniformat II assembly cost data and geographic adjusters originate from RS Means. This data is updated annually and usually occurs in February. This process is conducted by the Headquarters CAIS Support Team and requires no action on the part of the Site. This update coincides with the RPV Model and Geographic Site Factor updates in FIMS. Sites are notified, in advance, that the updates will occur.

Year-end Snapshot

At the end of each fiscal year, a snapshot will be taken of the CAIS database. This snapshot will enable Sites to query historical CAIS information. The date of this snapshot will coincide with the date of the FIMS year-end snapshot.

Contact Us

For those needing assistance using CAIS, an e-mail address and phone number can be found on the **Contact Us** link in the footer of the CAIS application. When you click **Contact Us**, a dialog box like the one below will appear.



CAIS Informational Website

Additional resources can be obtained from the CAIS informational website. A link to this website can be found in the footer of the CAIS application. The URL for this website is <https://cais.doe.gov/caisinfo>. Users can find valuable information related to the condition assessment process, system documentation, change requests, upcoming training opportunities and points of contact.



Site Level Processing

Site Overview

A Site is a geographical location that is a subdivision of the DOE Field Office. CAIS Site Level data parallels the FIMS Site Level data.

The following Site Level data is maintained in FIMS and is automatically updated in CAIS as changes are made to FIMS:

Field Office	Site Name	Site Number
--------------	-----------	-------------

Site List

All CAIS users can view the Site Level data.

To access the Site Level data, click **Administration** then **Site Information** to open the Site List. Change the Field Office pick list, if applicable. Click the **Site Name** from the Site List to access the Site Level data.

CAIS Condition Assessment Information System
U. S. Department of Energy

Assets ▾ Projects ▾ Reporting ▾ Administration ▾ Archive ▾ Interfaces ▾ Help ▾ Logout

Site List

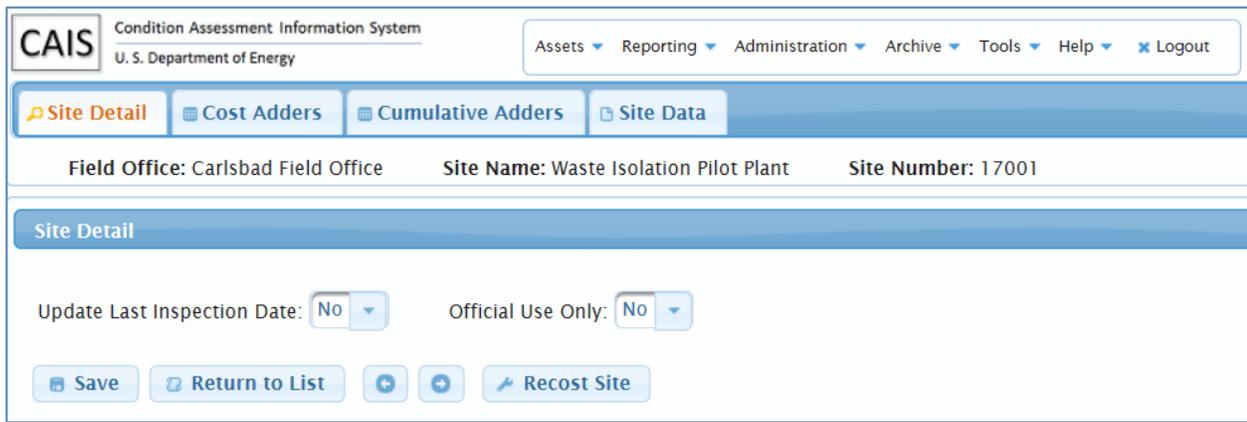
Field Office: EMCBC ▾

Site Name ↕	Site Number ↕
Depleted Uranium Hexafluoride (DUF6) - Paducah	07010
Depleted Uranium Hexafluoride (DUF6) - Portsmouth	07004
Paducah Gaseous	07006
Portsmouth Gaseous	07007

Site Detail

The Headquarters Administrator, Field Office Administrator and Site Administrator are the only users that can modify CAIS Site Detail data.

The Site Detail window contains Site Level global designations. Only the Headquarters Administrator, Field Office Administrator and Site Administrator will have the Save button activated for making updates to the Site Detail data.



The Site Info window allows the following designations to be made for Site processing:

Update Last Inspection Date	Designate that the IU Inspection Date should be used to update the Asset Level Last Inspection Date (if the date is more recent than the existing Asset Level Last Inspection Date)
Official Use Only	Designates if 'Official Use Only' is to be displayed on all CAIS generated Standard Reports

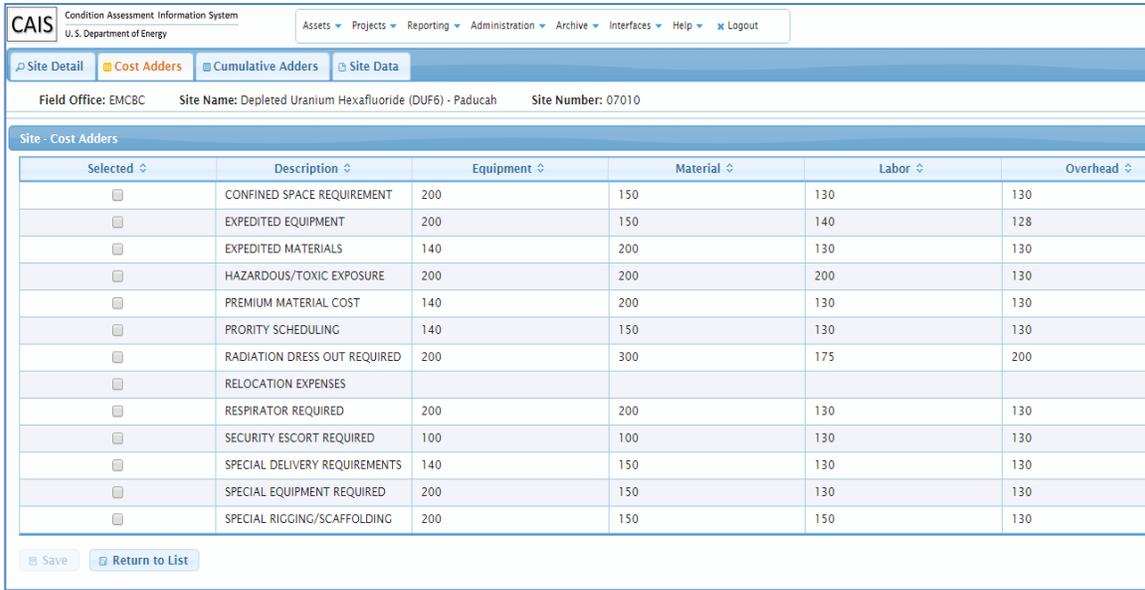
To commit changes to the database, click the **Save** button.

Use the previous  and next  buttons to navigate from one Site record to another.

The Site Detail window has a  button. By clicking this button a site can recost all their CAIS generated Deferred Maintenance, Repair Needs and/or Modernization Cost. A site would only need to use this feature if changes were made to the Site and/or Area level data in CAIS. For example, a Site or Area level Cost Adder or Cumulative Adder was selected or changed, and/or the Area level Geographic Adjuster was changed.

Cost Adders

By clicking on the Cost Adders tab, the Cost Adders window will display:



Selected	Description	Equipment	Material	Labor	Overhead
<input type="checkbox"/>	CONFINED SPACE REQUIREMENT	200	150	130	130
<input type="checkbox"/>	EXPEDITED EQUIPMENT	200	150	140	128
<input type="checkbox"/>	EXPEDITED MATERIALS	140	200	130	130
<input type="checkbox"/>	HAZARDOUS/TOXIC EXPOSURE	200	200	200	130
<input type="checkbox"/>	PREMIUM MATERIAL COST	140	200	130	130
<input type="checkbox"/>	PRIORITY SCHEDULING	140	150	130	130
<input type="checkbox"/>	RADIATION DRESS OUT REQUIRED	200	300	175	200
<input type="checkbox"/>	RELOCATION EXPENSES				
<input type="checkbox"/>	RESPIRATOR REQUIRED	200	200	130	130
<input type="checkbox"/>	SECURITY ESCORT REQUIRED	100	100	130	130
<input type="checkbox"/>	SPECIAL DELIVERY REQUIREMENTS	140	150	130	130
<input type="checkbox"/>	SPECIAL EQUIPMENT REQUIRED	200	150	130	130
<input type="checkbox"/>	SPECIAL RIGGING/SCAFFOLDING	200	150	150	130

The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can modify CAIS Cost Adders.

The Cost Adders window allows Site Level Cost Adders to be selected that are applied to the cost calculation for the entire Site.

Only the Headquarters Administrator, Field Office Administrator and Site Administrator will have the Save button activated for making updates to the Site Cost Adders data. To add a Site Level Cost Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Cumulative Adders

By clicking on the Cost Adders tab, the Cost Adders window will display:



The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can modify CAIS Cumulative Adders.

The Cumulative Adders window allows Site Level Cumulative Adders to be selected that are applied to the cost calculation for the entire Site.

Only the Headquarters Administrator, Field Office Administrator and Site Administrator will have the Save button activated for making updates to the Site Cumulative Adders data. To add a Site Level Cumulative Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

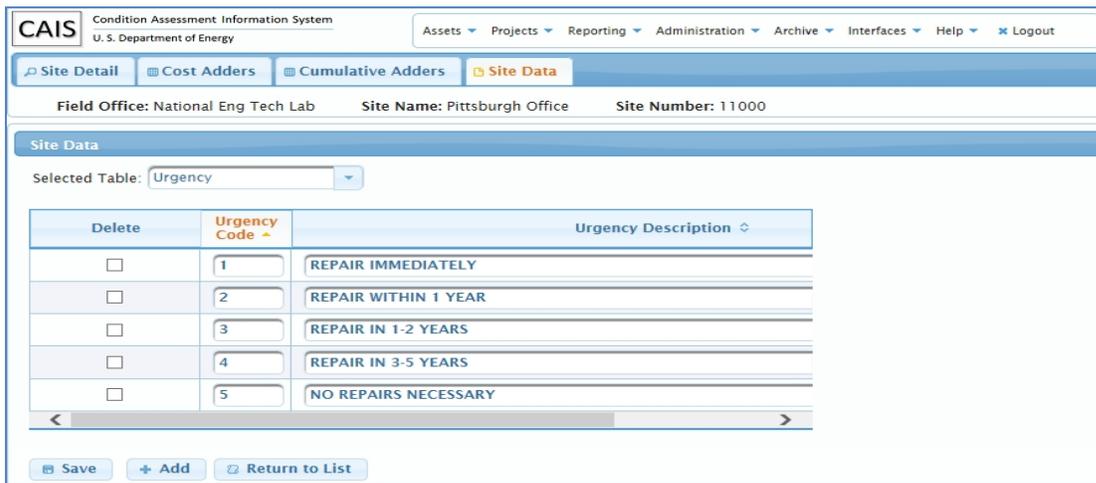
Site Data

The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can modify CAIS Site Data.

The Site Data window allows for the maintenance of the Site defined pick list used by CAIS. Only the Headquarters Administrator, Field Office Administrator and Site Administrator will have the Save button activated for this window. **This window allows for the adding, updating and deleting of pick list values for the following CAIS data fields:**

Access	Importance	Repair Purpose
Cost Adders	Inspector	Repair Symptom
Cumulative Adders	IU Status	Repair Task
Discipline	Location	Modernization
Funding Source	Project Status	Service
Funding Type	Project Type	Site Defined
Group	Repair Cause	Urgency

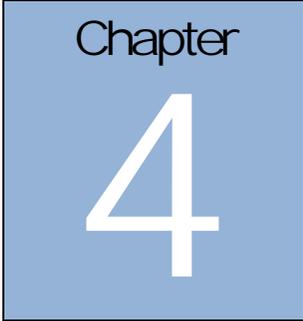
To make changes to a user-defined data field, select the data field to be edited from the Selected Table pick list. The data field table will open. **Below is an example of the Urgency data field table:**



To edit information, simply click in the appropriate field and change the information. Click the **Save** button to commit the changes to the database.

To add a new entry, click the **Add** button to insert a new line. Add values to the required fields. Click the **Save** button to commit the changes to the database.

To delete an entry, click the checkbox in the **Delete** column to insert a checkmark. Click the **Save** button to commit the changes to the database.



Area Level Processing

Area Overview

An Area is an administrative subdivision of a Site. CAIS Area Level data parallels the FIMS Area Level data.

The following Area Level data is maintained in FIMS and updated in CAIS automatically as changes are made to FIMS:

Area Name	Area Number
-----------	-------------

Area List

All CAIS users can view the Area Level data.

To access the Area Level data, click **Administration** then **Area Information** to open the Area List: Change the Field Office and/or Site pick lists, if applicable. Click the **Area Name** from the Area List to access the Area Level data.

The screenshot shows the CAIS web application interface. At the top left is the CAIS logo and the text "Condition Assessment Information System" and "U. S. Department of Energy". A navigation menu includes "Assets", "Projects", "Reporting", "Administration", "Archive", "Interfaces", "Help", and "Logout". The main content area is titled "Area List" and features two dropdown menus: "Field Office: EMCBC" and "Site: Paducah Gaseous". Below these is a table with two columns: "Area Name" and "Area Number".

Area Name	Area Number
Infrastructure (INF)	003
Remediation (REM)	001
USEC	002

Area Detail

The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can modify CAIS Area Detail data.

The Area Detail window allows for the designation of a geographic cost adjuster. Only the Headquarters Administrator, Field Office Administrator and Site Administrator will have the SAVE button activated for making updates to the Area Detail data.

The screenshot shows the CAIS (Condition Assessment Information System) web interface. At the top left, the CAIS logo is displayed next to the text "Condition Assessment Information System" and "U. S. Department of Energy". A navigation menu at the top right includes "Assets", "Projects", "Reporting", "Administration", "Archive", "Interfaces", "Help", and "Logout". Below the navigation menu, there are three tabs: "Area Detail" (selected), "Cost Adders", and "Cumulative Adders". The main content area displays the following information: "Field Office: EMCBC", "Site Name: Paducah Gaseous", "Site Number: 07006", "Area Name: Infrastructure (INF)", and "Area Number: 003". Below this information, there is a section titled "Area Detail" with a "Geographic Adjusters:" label and a dropdown menu currently set to "KENTUCKY, PADUCAH". At the bottom of this section, there are two buttons: "Save" and "Return to List".

To commit changes to the database, click the **Save** button.

Cost Adders

By clicking on the Cost Adders tab, the Cost Adders window will display:

The screenshot shows the CAIS interface with the following details:

- Field Office: EMCBC
- Site Name: Paducah Caseous
- Site Number: 07006
- Area Name: Infrastructure (INF)
- Area Number: 003

Site Applied Adders

Description	Equipment	Material	Labor	Overhead
No records found.				

Area Level Adders

Selected	Description	Equipment	Material	Labor	Overhead
<input type="checkbox"/>	CONFINED SPACE REQUIREMENT	200	150	130	130
<input type="checkbox"/>	DIFFICULT UNDERGROUND EXCAVATI	1000	100	100	1000
<input type="checkbox"/>	EXPEDITED EQUIPMENT	200	150	140	128
<input type="checkbox"/>	EXPEDITED MATERIALS	140	200	130	130
<input type="checkbox"/>	HAZARDOUS/TOXIC EXPOSURE	200	200	200	130
<input type="checkbox"/>	PREMIUM MATERIAL COST	140	200	130	130
<input type="checkbox"/>	PRIORITY SCHEDULING	140	150	130	130
<input type="checkbox"/>	RADIATION DRESS OUT REQUIRED	200	300	175	200
<input type="checkbox"/>	RELOCATION EXPENSES				
<input type="checkbox"/>	RESPIRATOR REQUIRED	200	200	130	130

The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can modify CAIS Cost Adders.

The Cost Adders window allows Area Level Cost Adders to be selected that are applied to the cost calculation for the entire Area. Any Site Level applied Cost Adders will be displayed in the Site Applied Adders section of the window.

Only the Headquarters Administrator, Field Office Administrator and Site Administrator will have the Save button activated for making updates to the Area Cost Adders data. To add an Area Level Cost Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Cumulative Adders

By clicking on the Cumulative Adders tab, the Cumulative Adders window will display:

CAIS Condition Assessment Information System
U.S. Department of Energy

Assets Projects Reporting Administration Archive Interfaces Help Logout

Area Detail Cost Adders **Cumulative Adders**

Field Office: EMCBC Site Name: Paducah Gaseous Site Number: 07006
Area Name: Infrastructure (INF) Area Number: 003

Area Cumulative Adders

Site Applied Adders

Description	Value
No records found.	

Area Level Adders

Selected	Description	Value
<input type="checkbox"/>	PRS OVERHEAD	135
<input type="checkbox"/>	SST OVERHEAD	135

Save Return to List

The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can modify CAIS Cumulative Adders.

The Cumulative Adders window allows Area level Cumulative Adders to be selected that are applied to the cost calculation for the entire Area. Any Site Level applied Cumulative Adders will be displayed in the Site Applied Adders section of the window.

Only the Headquarters Administrator, Field Office Administrator and Site Administrator will have the Save button activated for making updates to the Area Cumulative Adders data. To add an Area Level Cumulative Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).



Asset Level Processing

Asset List

To access the list of assets for your Site, click **Assets** from the menu and select **Asset List**. The Asset List window will display the real property assets based on the Field Office, Site and Area default that you have established for your user account. Please reference Chapter 14 Application Security under **My Profile** or click [here](#) to learn how to establish a default location.



Please note: Only building, trailer and OSF real property assets from FIMS, regardless of ownership, are included in CAIS. Vertical scroll bars exist on the right that allow you to view the entire window.

CAIS Condition Assessment Information System U. S. Department of Energy							
Assets ▾ Projects ▾ Reporting ▾ Administration ▾ Archive ▾ Interfaces ▾ Help ▾ Logout							
Field Office: Savannah River Site ▾		Site Name: Savannah River Site ▾		Area Name: A ▾			
Asset List							
	HQ Program Office ▾ Select One ▾	Property ID ▾	Property Name ▾	Property Type ▾ Select One ▾	Last Inspection Date ▾	Repair Needs ▾	Deferred Maintenance ▾
IU List	EM	054002	RAIN SHELTER, NORTH OF 300-AREA PARK LOT	Structure	09/17/2015	\$408,680	\$404,442
IU List	EM	054005	RAIN SHELTER, SOUTH OF BUILDING 773-A	Structure	07/13/2015	\$3,177	\$3,177
IU List	EM	501000	FENCE AND ROAD LIGHTING	Structure	10/05/2015	\$1,397,587	\$1,397,587
IU List	EM	503000	DIST LI(POLES,TOWERS,LI HARDWARE &CABLE)	Structure	12/02/2014	\$915,443	\$915,443
IU List	EM	503002	EMERGENCY GENERATOR	Structure	12/10/2014	\$172,901	\$172,901
IU List	EM	601000	STANDARD GAGE TRACK	Structure	12/10/2014	\$186,733	\$186,733

The Asset List window will display the HQ Program Office, Property ID, Property Name and Property Type for each real property asset. The Property ID contains a link that will direct you to the Asset Detail information. There is also an IU List link that will take you directly to the list of IU records for an asset.

The default sort for the Asset List window is the Property ID; however, the sort can be easily changed by clicking on the **up/down** arrows next to the column name. The arrows will allow you to sort ascending or

descending. The capability also exists to filter on any of the columns displayed. For the Program and Property Type, click the pick list to select a specific value to filter on. For the Property ID and Property Name, begin typing in the filter fields below the column name. As you type, the Asset List window will automatically filter based on your entry.

To modify the Asset List window to reflect a different Field Office, Site and Area, click one of these fields and modify as needed. If the Field Office is modified you will notice the pick list for Site and Area will be refreshed with new options. If the Site is modified, you will notice the pick list for Area will be refreshed with new options.

Asset Detail

By clicking on the Property ID link, you will be directed to the Asset Detail window below:

The screenshot shows the CAIS (Condition Assessment Information System) interface for the U.S. Department of Energy. The top navigation bar includes 'Assets', 'Projects', 'Reporting', 'Administration', 'Archive', 'Interfaces', 'Help', and 'Logout'. The main content area is titled 'Asset Detail' and contains the following information:

- Field Office:** Los Alamos Field Ofc
- Site Name:** Los Alamos National Laboratory
- Area Name:** Fenton Hill
- Property ID:** 57-0017
- Property Name:** OPERATING BLDG
- Property Type:** Building
- Ownership:** DOE Owned

Below this summary, there are several data fields:

- HQ Program Office:** NNSA
- Usage Code:** 601 Maintenance Shops, General
- Status:** Shutdown
- Mission Dependency:** Not Mission Dependent
- RPV:** \$4,017,119
- RPV Model:** N14 - Maintenance Shops - \$235.89
- Gross Sqft:** 4,050
- Year Built:** 1980
- Estimated Disposition Year:** 9999

Further down, there are financial and inspection-related fields:

- Deferred Maintenance:** \$106,147
- Repair Needs:** \$106,147
- Modernization Cost:** (empty field)
- Last Inspection Date:** 05/04/2011
- Next Inspection Date:** (empty field)
- Group:** STO (dropdown menu)

A 'Comments' section is present with a text area (limit 1000 characters). At the bottom, there are fields for 'Added by FIMS', 'Updated by FIMS' (04/12/2016), and 'Archived by FIMS'. The interface concludes with 'Save' and 'Return to List' buttons.

At the top of the Asset Detail window is information that describes the asset you are currently viewing. This information includes Field Office, Site Name, Area Name, Property ID, Property Name, Property Type and Ownership; it will be constantly displayed regardless of the tab you are viewing.

The next section below displays basic facility information about the asset. All of these data fields originate from FIMS and are displayed as read-only. If any of these data fields are modified in FIMS, those updates will be immediately reflected in CAIS.

The FIMS data fields displayed as read-only include the following:

Property ID	RPV
Property Name	RPV Model
Property Type	Gross Sqft (Buildings/Trailers)
Ownership	Primary Qty (OSF)
HQ Program Office	Primary Unit of Measure (OSF)
Usage Code	PBPI
Mission Dependency	Year Built
Status	Estimated Disposition Year

The remaining portion of the window includes data fields from CAIS. Deferred Maintenance, Repair Needs and Modernization Cost are system generated based on data input at the Inspection Unit Level or the System Level Deficiency Cost window. These are some of the critical fields that are uploaded to FIMS. Please reference Chapter 12 CAIS to FIMS Upload or click [here](#) for more information.

The Last Inspection Date can be system generated if the CAIS Administrator sets the Update Last Inspection Date field from the Site Detail window to 'Yes'. As a result, if the Inspection Date from an Inspection Unit record for a particular asset is more recent than the Last Inspection Date from the Asset Detail window, then CAIS will automatically update the Last Inspection Date with the most recent date from the Inspection Unit record.

There are three (3) audit date fields at the bottom of the window. These are updated based on activity in FIMS.

Added by FIMS: Updated by FIMS: Archived by FIMS:

- **Added by FIMS** - When an asset is added to FIMS it is automatically added to CAIS. This field represents the date the asset was added to CAIS.
- **Updated by FIMS** - When any of the FIMS data fields that are displayed in this window are updated, this date reflects when those updates occurred in CAIS.
- **Archived by FIMS** - This date reflects when this asset was archived in FIMS. When an asset is archived in FIMS it is automatically archived in CAIS. Please reference Chapter 11 Archive Processing or click [here](#) for more information.

To make any updates on this screen, click the field you wish to update and make your changes. To commit changes to the database, click the **Save** button.

Use the previous  and next  buttons to navigate from one Asset Level record to another.

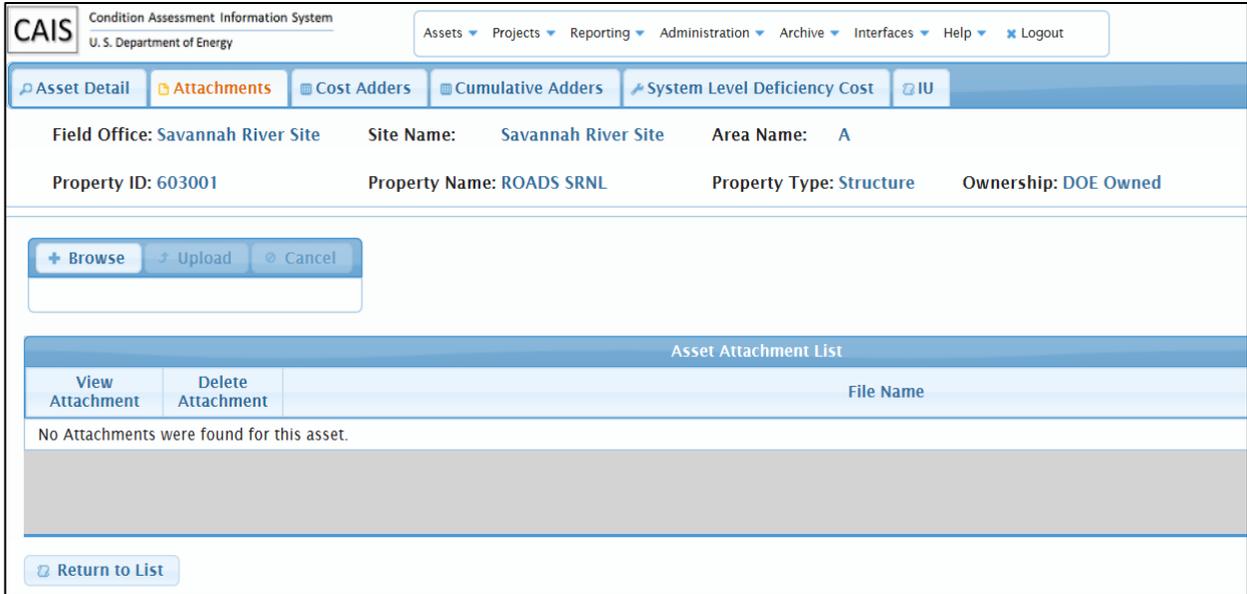
To return to the Asset List window, click the **Return to List** button.



IMPORTANT NOTE ABOUT COST CALCULATIONS: If you remove or add any Cost Adders or Cumulative Adders at the Asset Level, CAIS will automatically recost the Asset record and all Inspection Unit records associated with the asset.

Attachments

By clicking on the Attachments tab, the Attachments window will display below:



CAIS has the capability to store Attachments at the Asset Level. Attachments that have already been uploaded for a particular asset will be displayed when the window opens. The file name will be displayed along with buttons to download or remove the Attachments. Click the **Download** button to view the image.

If you wish to remove an Attachment, click the **Remove** button. CAIS will indicate the successful removal of the Attachment by providing a confirmation message.

To upload an attachment, perform the following:

1. Click the **Browse** button. You will then select the file you wish to attach.
2. Once you have selected a file, click the **Upload** button. If you wish to cancel the upload, click the **Cancel** button.
3. Once you click **Upload**, CAIS will attach the file and you will then see the file name displayed on the Asset Attachment List.



Please note: You can upload multiple attachments. Acceptable file types include .jpg, .pdf, .xls, .xlsx, .doc and .docx.

If you wish to return to the Asset List window, click the **Return to List** button.

Cost Adders

By clicking on the Cost Adders tab, the Cost Adders window will display:

Site/Area Applied Adders					
Type	Description	Equipment	Material	Labor	Overhead
Site	COST ADJUSTER-SRS	157	157	229	229
Site	GEOGRAPHICAL SITE FACTOR	100	97	101	100

Asset Level Adders					
Selected	Description	Equipment	Material	Labor	Overhead
<input type="checkbox"/>	ARA	230	230	230	100
<input type="checkbox"/>	ASBESTOS INSULATION PIPE,TANK	278	100	278	200
<input type="checkbox"/>	ASBESTOS TRANSITE,ROOF,TILES	143	100	143	150
<input type="checkbox"/>	CA	170	170	170	100
<input type="checkbox"/>	CONFINED SPACE NON-PERMIT	100	100	110	100
<input type="checkbox"/>	CONFINED SPACE PERMIT RQD	140	100	140	140
<input type="checkbox"/>	CONGESTED AREA	260	100	260	150

The Cost Adders window allows Asset Level Cost Adders to be selected that are applied to the cost calculation for the asset. Any Site Level or Area Level applied Cost Adders will be displayed in the Site/Area Applied Adders section of the window.

To add an Asset Level Cost Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Cumulative Adders

By clicking on the Cumulative Adders tab, the Cumulative Adders window will display:

Site/Area Applied Adders		
Type	Description	Value
Area	Deactivation Overhead	135

Asset Level Adders		
Selected	Description	Value
<input type="checkbox"/>	PRS OVERHEAD	135
<input type="checkbox"/>	SST OVERHEAD	135

The Cumulative Adders window allows Asset Level Cumulative Adders to be selected that are applied to the cost calculation for the asset. Any Site Level or Area Level applied Cumulative Adders will be displayed in the Site/Area Applied Adders section of the window.

To add an Asset Level Cumulative Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

System Level Deficiencies Cost

By clicking on the **System Level Deficiency Cost** tab, the **System Level Deficiency Cost** window will display:

Volume	System Level				Repair Needs				Deferred Maintenance				Total	
	Cost	Factor	Percent Failed	DM	Engineered	System Level	IU	Calculation Method	Engineered	System Level	IU	Calculation Method	Repair Needs	Deferred Maintenance
A10-Foundation	\$51,768	1.000	10	Yes		\$5,177	\$0	Sys Level		\$5,177	\$0	Sys Level	\$5,177	\$5,177
A20-Basement	\$21,957	1.000	0	No		\$0	\$0	Sys Level		\$0	\$0	IU	\$0	\$0
B10-Superstr.	\$246,419	1.000	10	Yes		\$24,642	\$0	Sys Level		\$24,642	\$0	Sys Level	\$24,642	\$24,642
B20-Ext. Closure	\$258,030	1.000	20	Yes		\$51,606	\$0	Sys Level		\$51,606	\$0	Sys Level	\$51,606	\$51,606
B30-Roofing	\$29,717	1.000	10	Yes		\$2,972	\$0	Sys Level		\$2,972	\$0	Sys Level	\$2,972	\$2,972
C10-Int. Const.	\$152,964	1.000	0	No		\$0	\$0	IU		\$0	\$0	IU	\$0	\$0
C20-Int. Stairs	\$81,240	1.000	0	No		\$0	\$0	IU		\$0	\$0	IU	\$0	\$0
C30-Int. Finish	\$225,689	1.000	20	Yes		\$45,138	\$0	Sys Level		\$45,138	\$0	Sys Level	\$45,138	\$45,138
D10-Conveyno	\$187,759	1.000	0	No		\$0	\$0	Sys Level		\$0	\$0	IU	\$0	\$0
Totals:					\$0	\$254,903	\$0		\$0	\$254,903	\$0		\$254,903	\$254,903

The System Level Deficiency Cost window provides an alternative to inputting Inspection Unit Level data. **This window provides the following capabilities:**

- Repair Needs and Deferred Maintenance can be calculated by the percentage of the building system that is deficient. It can only be used for buildings and trailers that are utilizing a Replacement Plant Value (RPV) Model as the basis for the RPV calculation in FIMS.
- Sites can input an Engineered Cost for Repair Needs or Deferred Maintenance.
- Can be used in conjunction with the Inspection Unit Level data to calculate Repair Needs or Deferred Maintenance.

Why would you want to use the System Level Deficiency Cost window?

- Assets that are in shutdown status and will eventually be disposed.

- RPAM still requires inspections on these assets but doesn't warrant the time needed to conduct a full CAS inspection.
- Assets where a system is in a known state of failure and a full CAS inspection is unnecessary.

There are four (4) Calculation Methods used by this screen to calculate Repair Needs and Deferred Maintenance:



Please note: The selection of Cost Adders and/or Cumulative Adders have no impact on these calculations.

1. **IU** - This is the default calculation method that is selected when you open this window for the first time. It reflects the Repair Needs and Deferred Maintenance that was calculated based on entries at the Inspection Unit level.
2. **Engineered** - This calculation method represents a site-entered estimate for Repair Needs or Deferred Maintenance. When you enter an Engineered Cost for a particular volume, the Calculation Method will automatically change to Engineered.
3. **System Level** - This calculation method represents a calculated Repair Needs or Deferred Maintenance when the Percent Failed is populated. The Percent Failed should represent the percentage of the volume that is deficient. Once the Percent Failed is populated, CAIS will immediately calculate a Repair Need under the System Level column. You will notice the Calculation Method will automatically change to System Level. If you go to the DM pick list and change the value to 'Yes', then the System Level Cost that was generated for Repair Needs will also be generated for Deferred Maintenance under the System Level column.

The formula for calculating these System Level values is as follows:

$$\text{System Level Repair Needs/Deferred Maintenance Cost} = (\text{System Level Percent Failed} * \text{System Level Cost}) * \text{System Level Factor}$$

The System Level Cost is system generated and is based on the RPV value of the asset and RPV Ratios that are provided by RS Means based on the RPV model used to calculate the RPV. The Factor field, which defaults to 1.000, can be modified if there is a need for escalating cost, due to specific Site requirements.

4. **System Level + IU** - This calculation method represents the System Level cost as defined in Step 3 in this list, plus any Inspection Unit Level cost that has previously been entered.



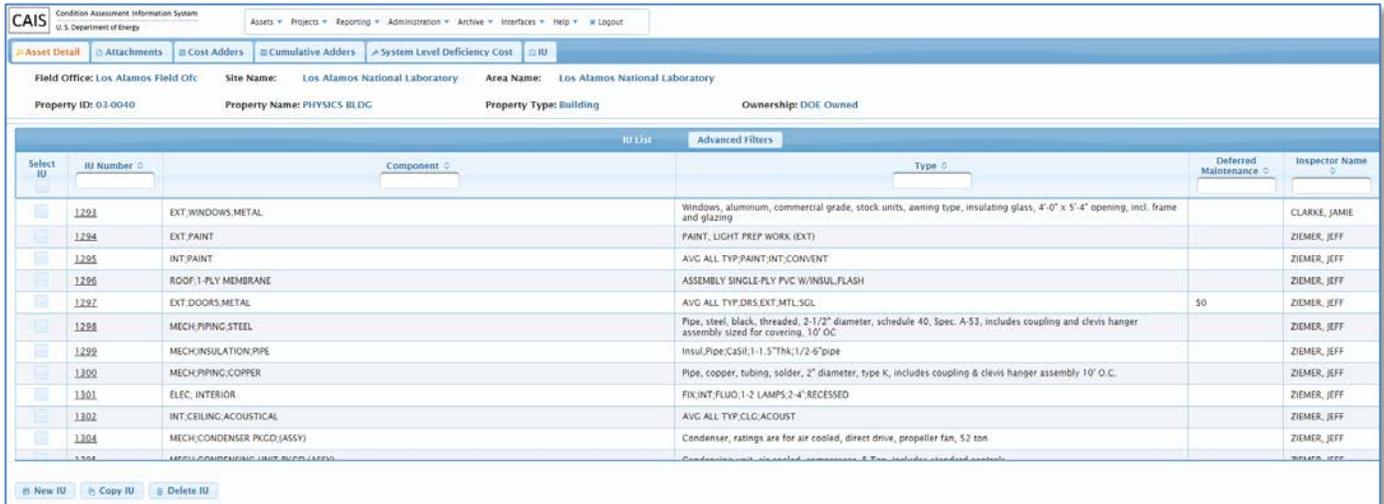
Please note: As you work with this window, you will notice there are total columns on the right-hand side which will represent the Total Repair Needs and Total Deferred Maintenance for each Volume. There are also Repair Needs and Deferred Maintenance grand totals at the bottom of the window that represent the Asset Level Repair Needs and Deferred Maintenance.

To make any updates on this screen, click the field you wish to update and click the **Save** button to commit the changes to the database. Once saved, the Total Repair Needs and Deferred Maintenance at the bottom of this screen will match the Repair Needs and Deferred Maintenance on the Asset Detail window.

To return to the Asset List window, click the **Return to List** button.

Inspection Unit List

By clicking on the IU tab, the Inspection Unit List window will display:



The Inspection Unit list window will display the Field Office, Site Name, Area Name, Property ID, Property Name, Property Type and Ownership at the top. This list represents all Inspection Unit records that have been previously input for the asset identified.

The Inspection Unit List window includes the IU Number, Component, Type, Deferred Maintenance and Inspector Name. The default sort for this window is the IU Number; however, the sort can be easily changed by clicking on the **up/down** arrows next to the column name. The arrows will allow you to sort ascending and descending. The capability also exists to filter on any of the columns displayed. Just click into the **filter field** below the column name and begin typing. As you type, the Inspection Unit list window will automatically filter, based on your entry.

The use of **Advanced Filters** provides additional fields that you can filter on. These additional fields are defined below:

Deferred Maintenance Flag	Modernization Type
Discipline	Project ID
Equipment ID	Repair Needs Flag
IU Status	Urgency
Location	Work Order
Modernization Flag	Inspection Date

You can now perform one of the following actions:

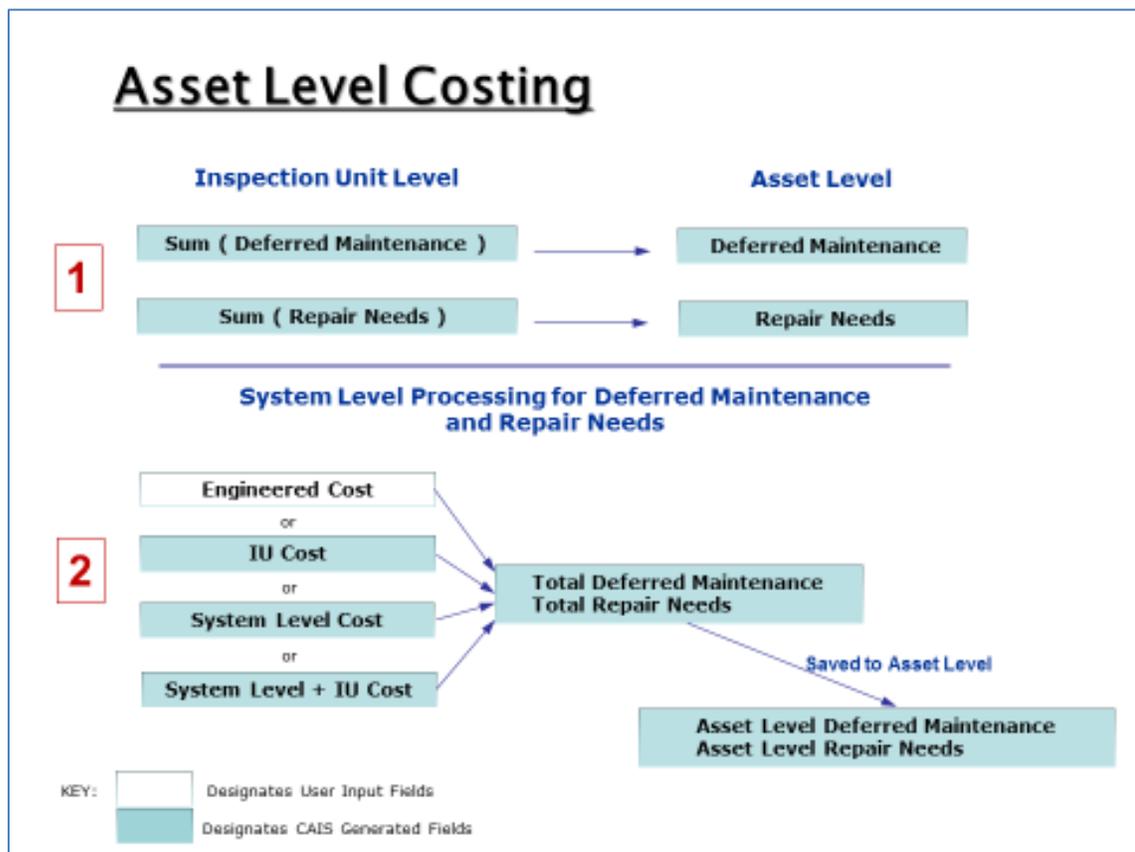
1. To navigate to the Inspection Unit Detail windows, click the **IU Number** link.
2. If you wish to input a new Inspection Unit record, click the **New IU** button at the bottom of this window.

3. Use the  button to copy existing IU(s) to the same or other assets. Reference Chapter 6 Inspection Unit Level Processing in this manual for additional information or click [here](#).
4. Use the  button to permanently delete one or more selected IUs from the IU List window. A popup will confirm that you wish to delete the selected IU(s).
5. Click one of the **tabs** listed below to return to the Asset Level information.

Asset Detail	Cumulative Adders
Attachments	System Level Deficiency Cost
Cost Adders	

The following diagram represents how **Asset Level costing occurs within CAIS**. Costing at this level can occur over one of two paths:

- **Option 1** symbolizes data entry at the Inspection Unit Level that results in Repair Needs and Deferred Maintenance being moved up to the Asset Level.
- **Option 2** represents a Site's use of the System Level Deficiency Cost window to calculate Repair Needs and Deferred Maintenance at the Asset Level. This process can work independently or in conjunction with the Inspection Unit Level, based on the Calculation Methods selected.





Inspection Unit Level Processing

A Condition Assessment Survey (CAS) is a visual, non-invasive inspection of a real property asset. When a CAS inspection is conducted, deficiencies can be identified. The Inspection Unit Level is where these deficiencies are entered into CAIS. This is where the majority of the data entry occurs within CAIS.

Inspection Unit List

There are two (2) ways to access a list of Inspection Units for a specific asset:

1. Click **Assets** from the menu and select **Asset List**. The Asset List window will display the real property assets based on the Field Office, Site and Area default that you have established for your user account. In the first column of the Asset List is a link called IU List. Click the **IU List** link to display the IU List window which contains a list of all Inspection Unit records associated with that asset.
2. Click **Assets** from the menu and select **Asset List**. The Asset List window will display the real property assets based on the Field Office, Site and Area default that you have established for your user account. By clicking on the Property ID, you will be directed to the Asset Level information. From there, you will see an IU tab at the top of the window on the far right. Click the **IU tab** and the IU List window will be displayed containing all Inspection Unit records associated with that asset.

Select IU	IU Number	Component	Type	Deferred Maintenance	Inspector Name
<input type="checkbox"/>	1221	EXT.WINDOWS.METAL	Windows, aluminum, commercial grade, stock units, awning type, insulating glass, 4'-0" x 5'-4" opening, incl. frame and glazing		CLARKE, JAMIE
<input type="checkbox"/>	1224	EXT.PAINT	PAINT, LIGHT PREP WORK (EXT)		ZIEMER, JEFF
<input type="checkbox"/>	1225	INT.PAINT	AVG ALL TYP.PAINT.INT.CONVENT		ZIEMER, JEFF
<input type="checkbox"/>	1226	ROOF,1-PLY MEMBRANE	ASSEMBLY SINGLE-PLY PVC W/INSUL.FLASH		ZIEMER, JEFF
<input type="checkbox"/>	1227	EXT.DOORS.METAL	AVG ALL TYP.DRS.EXT.MTL.SGL	\$0	ZIEMER, JEFF
<input type="checkbox"/>	1228	MECH.PIPING,STEEL	Pipe, steel, black, threaded, 2-1/2" diameter, schedule 40, Spec. A-53, includes coupling and clevis hanger assembly sized for opening, 10' O.C.		ZIEMER, JEFF
<input type="checkbox"/>	1229	MECH.INSULATION.PIFE	Insul.Pipe:Ca5il:1-1.5"Thk:1/2-6"pipe		ZIEMER, JEFF
<input type="checkbox"/>	1300	MECH.PIPING,COPPER	Pipe, copper, tubing, solder, 2" diameter, type K, includes coupling & clevis hanger assembly 10' O.C.		ZIEMER, JEFF
<input type="checkbox"/>	1301	ELEC. INTERIOR	FIX.INT.FLUO:1-2 LAMPS,2-4"RECESSED		ZIEMER, JEFF
<input type="checkbox"/>	1302	INT.CEILING,ACOUSTICAL	AVG ALL TYP.CLG.ACOUST		ZIEMER, JEFF
<input type="checkbox"/>	1304	MECH.CONDENSER PKCO.(ASSY)	Condenser, ratings are for air cooled, direct drive, propeller fan, 52 ton		ZIEMER, JEFF

The Inspection Unit List window will display the Field Office, Site Name, Area Name, Property ID, Property Name, Property Type, and Ownership at top that denotes the current asset represented by the list of Inspection Unit records on the window.

The default sort for the Inspection Unit List window is the IU Number; however, the sort can be easily changed by clicking on the **up/down arrows** next to the column name. The arrows will allow you to sort ascending or descending.



Please note: The capability also exists to filter on any of the columns displayed. You can begin typing in the filter fields below the column name. As you type, the Inspection Unit List window will automatically filter, based on your entry.

This screen provides Basic Filters and Advanced Filters. The default is Basic Filters unless you setup your User Profile to default to Advanced Filters.

Basic Filters

Basic Filters include the following data fields:

IU Number	Deferred Maintenance
Component	Inspector Name
Type	

Advanced Filters

Advanced Filters provides the following additional fields to use for filtering:

Deferred Maintenance Flag	Modernization Type
Discipline	Project ID
Equipment ID	Repair Needs Flag
IU Status	Urgency
Location	Work Order
Modernization Flag	Inspection Date

Basic Filters

To revert back to Basic Filters, click the **Basic Filters** button.

Copy IU



The **Copy IU** button will copy selected IU(s) from the IU List window to the requested asset(s) within your site. All associated IU data will be copied (IU Detail, Attachment, Cost Adders, Cumulative Adders, and Deficiencies) and a new IU(s) will be created with a new IU Number(s).



Important - when IUs are copied: If the CAIS Administrator set the Update Last Inspection Date field on the Site Detail window to 'Yes', the Asset Last Inspection Date will be updated with the IU Inspection Date if the IU Inspection Date is greater than the Asset Last Inspection Date.

On the IU List window, use the checkboxes in the Select IU column to select one or more IUs desired to be copied. The checkbox in the Select IU header can be selected to check all IUs.

IU List Basic Filters							
Select IU		IU Number	Component	Type	Deferred Maintenance	Inspector Name	Deferred Maintenance Flag
<input type="checkbox"/>		6862	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$14,667	BYRD, CHRIS	Y
<input type="checkbox"/>		7000	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$10,195	BYRD, CHRIS	Y
<input checked="" type="checkbox"/>		7001	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$89,128	BYRD, CHRIS	Y
<input checked="" type="checkbox"/>		7002	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$200,256	BYRD, CHRIS	Y
<input checked="" type="checkbox"/>		7003	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$167,341	BYRD, CHRIS	Y
<input checked="" type="checkbox"/>		7004	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$290,229	BYRD, CHRIS	Y
<input type="checkbox"/>		7005	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$77,846	BYRD, CHRIS	Y
<input type="checkbox"/>		7006	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$9,026	BYRD, CHRIS	Y
<input type="checkbox"/>		7007	PAVING;WALKWAYS (ASSY)	Concrete sidewalk, 4" thick, 4" gravel base, 4' wide	\$209,563	BYRD, CHRIS	Y



Click the **Copy IU** button. The following window will open. Use the checkboxes in the Select IU column to select the asset(s) where the selected IU(s) will be copied. The checkbox in the Select IU header can be selected to check all assets.

Copy IU

Properties to Copy IU(s) to			
Copy IU	Area Name	Property Name	Property ID
<input type="checkbox"/>	A	RAIN SHELTER, NORTH OF 300-AREA PARK LOT	054002
<input type="checkbox"/>	A	RAIN SHELTER, SOUTH OF BUILDING 773-A	054005
<input checked="" type="checkbox"/>	A	FENCE AND ROAD LIGHTING	501000
<input type="checkbox"/>	A	DIST LI(POLES,TOWERS,LI HARDWARE &CABLE)	503000
<input type="checkbox"/>	A	EMERGENCY GENERATOR	503002
<input type="checkbox"/>	A	STANDARD GAGE TRACK	601000
<input type="checkbox"/>	A	ROADS (INC. BRIDGES & CULVERTS)	603000
<input type="checkbox"/>	A	ROADS SRNL	603001
<input type="checkbox"/>	A	WALKS	604000
<input type="checkbox"/>	A	WALKS, SRTC	604001
<input checked="" type="checkbox"/>	A	FENCES	605000
<input checked="" type="checkbox"/>	A	FENCES, SRNL	605001
<input type="checkbox"/>	A	SEWAGE LIFT STATION	607000

Copy IU(s) Cancel



Click the **Copy IU(s)** button to copy the IU(s) to the selected asset(s).



Use the **Cancel** button to cancel the IU Copy process.

New Inspection Unit



By clicking on the **New IU** button from the IU List window, the New Inspection Unit window will be displayed:

CAIS

Condition Assessment Information System
 U. S. Department of Energy

Assets ▾ Projects ▾ Reporting ▾ Administration ▾ Archive ▾ Interfaces ▾ Help ▾ Logout

IU Detail |
 Attachments |
 Cost Adders |
 Cumulative Adders |
 Deficiencies

Field Office: NNSA Production Office	Site Name: Pantex Plant	Area Name: Pantex
Property ID: 04-022	Property Name: Pantex Building	Property Type: Building

▾ Required

IU Number: <input style="width: 80%;" type="text"/>	Inspector Name: <input style="width: 80%;" type="text"/>	
Volume: <input style="width: 80%;" type="text"/>	Discipline: <input style="width: 80%;" type="text"/>	
WBS: <input style="width: 80%;" type="text"/>	Inspection Date: <input style="width: 80%;" type="text"/>	
Component: <input style="width: 80%;" type="text"/>		
Type: <input style="width: 80%;" type="text"/>		

Quantity: <input style="width: 80%;" type="text"/>	Repair Cost: <input style="width: 80%;" type="text"/>	Deferred Maintenance Flag: <input style="width: 80%;" type="text"/>
Replacement Qty: <input style="width: 80%;" type="text"/>	Replacement Cost: <input style="width: 80%;" type="text"/>	Repair Needs Flag: <input style="width: 80%;" type="text"/>
Engineered Cost: <input style="width: 80%;" type="text"/>	National Average Cost: <input style="width: 80%;" type="text"/>	Modernization Flag: <input style="width: 80%;" type="text"/>
Urgency: <input style="width: 80%;" type="text"/>	Official Cost: <input style="width: 80%;" type="text"/>	Modernization Type: <input style="width: 80%;" type="text"/>
Condition: <input style="width: 80%;" type="text"/>	Completed Cost: <input style="width: 80%;" type="text"/>	Location: <input style="width: 80%;" type="text"/>

Location Description:

Equipment ID:

Description:

Comments: (limit 2000 characters)

▸ Optional

▸ User Defined

Save Delete Archive New IU Copy IU Type Return to IU List Search IU Search

The New Inspection Unit window will display the Field Office, Site Name, Area Name, Property ID, Property Name and Property Type at top that represents the asset for which the Inspection Unit record will be created.

There are 11 fields that are required to create a new Inspection Unit record. They are defined in the table below. The remaining fields are optional. Detailed definitions can be found in Appendix A, Data Element Dictionary of this manual or click [here](#).

Component	Quantity
Condition	Type
Discipline	Urgency
Inspection Date	Volume
Inspector Name	WBS
Location	



Please note: The following key fields have a direct impact on the cost calculations. Accuracy when populating these fields is critical.

- Volume** – Represents the system based on Uniformat II (see below). The Work Breakdown Structure (WBS) is automatically filtered based on the selection for this field.

A10 - Foundations	D40 - Mechanical - Fire Protection
A21 - Basement Construction	D50 - Electrical Systems
B10 - Superstructure	E10 – Equipment
B20 - Exterior Closure	E20 - Selective Building Demo
B30 - Roofing	F10 - Specialty Systems
C10 - Interior Construction	F20 - Selective Building Systems
C20 - Interior Stairs	G10 - Sitework Preparation
C30 - Interior Finishes	G20 - Sitework Improvements
D10 - Conveying Systems	G30 - Sitework Mechanical Utilities
D20 - Mechanical - Plumbing	G40 - Sitework Electrical Utilities
D30 - Mechanical - HVAC	G90 - Sitework Other

- Work Breakdown Structure (WBS)** – Represents the industry standard breakdown of the Volume into individual elements. The Component is automatically filtered based on the selection for this field.
- Component** – Represents further detail of the WBS. The Type is automatically filtered based on the selection for this field.
- Type** – Represents the specific materials or construction detail of the Component. At the end of the Type description is the RS Means line number. If the numbers starts with a letter, it indicates the Type represents an Assembly; otherwise, the Type represents a specific Component.

The following is an example of the four key fields:

Volume: B20 – Exterior Closures

WBS: Ext;Doors

Component: INT,EXT;DOORS;OVHD ROLL-UP / EACH

Type: Doors, vertical lift, motorized, steel, 14 gauge, 20' x 25', incl. frame and control panel / 083619100180



Please note: There are several cost fields included on this window. Many of these are generated by CAIS as a result of your input. It is important to understand the distinction between each of them.

- **Engineered Cost** – User input Inspector estimated engineered cost which overrides any CAIS system generated costs.
- **Repair Cost** – System generated cost, based on the value of the Quantity field and the severity/percentages input on the Deficiencies window.
- **Replacement Cost**– System generated cost, based on the value of the Replacement Quantity field.
- **Official Cost**– System generated cost to repair or replace after Cost/Cumulative Adders and Geographic Adjusters have been applied. There is a hierarchy for how CAIS generates the value for the Official Cost. **See below:**
 - Engineered Cost
 - Replacement Cost
 - Repair Cost
- **National Average Cost**– System generated cost to repair or replace prior to any Cost/Cumulative Adders, as well as Geographic Adjusters having been applied. This is essentially the base RS Means cost. This field is not generated when Engineered Cost is input.
- **Completed Cost**– User input field that represents the cost to repair or replace a component

The Official Cost, which is generated by CAIS, will be added to Asset Level Repair Needs, Deferred Maintenance or Modernization cost fields, depending on the following three (3) fields:

- **Repair Needs Flag** - If this field is set to 'Yes', the Official Cost generated from an Inspection Unit record will be added to the assets Repair Needs cost.
- **Deferred Maintenance Flag** - If this field is set to 'Yes', the Official Cost generated from an Inspection Unit record will be added to the assets Deferred Maintenance cost.



Important: In order for this field to be set to 'Yes', the Repair Needs Flag must also be set to 'Yes'.

- **Modernization Flag** - If this field is set to 'Yes', the Official Cost generated from an Inspection Unit record will be added to the assets Modernization cost.



Important: This field can only be set to 'Yes' when the Repair Needs Flag and the Deferred Maintenance Flag are set to 'No'.

- The IU Search window will display the Field Office, Site and Area default that you have established for your user account. The Area pick list provides an 'All Areas' option to allow a site to search all Areas within the Site. Additionally, the Property ID, IU Number, Equipment ID and Work Order are available to use for search criteria.
- The IU Search window provides 2 options:
 - This window will allow you to go directly to the IU Detail window by inputting an IU number.
 - You may also search for IU records by Property ID, Equipment ID or Work Order.
 - If a single IU record is retrieved from the Property ID, Equipment ID or Work Order search, the IU Detail window will open.
 - If multiple IU records are retrieved, a list of IU records will display. Select one of the IU records from the list to open the IU Detail window.

The IU Detail window will display as follows:

The screenshot shows the CAIS IU Detail window. At the top, there is a navigation bar with tabs for IU Detail, Attachments, Cost Adders, Cumulative Adders, and Deficiencies. Below this, the following information is displayed:

- Field Office: National Eng Tech Lab
- Site Name: Pittsburgh Office
- Area Name: All
- Property ID: PBOO0058
- Property Name: Building 58
- Property Type: Building

The main form area is titled "Required" and contains the following fields:

- IU Number: 101354
- Inspector Name: POFFENBERGER, BILL
- Volume: B10 / Superstructure
- Discipline: Civil
- WBS: Superstr;Stairs;Steel
- Inspection Date: (empty)
- Component: SUPERSTR;STAIRS;STEEL / JOB
- Type: Stair, minimum labor/equipment charge / 055119509000
- Quantity: 1
- Repair Cost: \$0
- Deferred Maintenance Flag: No
- Replacement Qty: (empty)
- Replacement Cost: (empty)
- Repair Needs Flag: Yes
- Engineered Cost: \$2,176
- National Average Cost: \$0
- Modernization Flag: No
- Urgency: REPAIR IMMEDIATELY
- Official Cost: \$2,176
- Modernization Type: (empty)
- Condition: Poor
- Completed Cost: (empty)
- Location: PENTHOUSE

Below the form fields, there are sections for Location Description, Equipment ID, and Description. A comments section at the bottom contains the following text:

Comments: (limit 2000 characters)
 B-58 / REPLACE THE PENTHOUSE EXIT STEPS ON THE ROOF OF THIS FACILITY. ASSURE THAT THE NEW STEPS COMPLY WITH ALL APPLICABLE REGULATIONS.
 NOTE: THE EXISTING STEPS HAVE BEEN REMOVED FROM THEIR MOUNTED LOCATION, AND ARE LAYING ON THE ROOF OF THE FACILITY. THE STEPS HAVE DETERIORATED, AND MAY NOT COMPLY WITH CURRENT REGULATIONS.

At the bottom of the window, there is a toolbar with buttons for Save, Delete, Archive, New IU, Copy IU, Type, Return to IU List, and IU Search.

The IU Detail window will display the Field Office, Site Name, Area Name, Property ID, Property Name and Property Type at top of the window to identify the asset to which the Inspection Unit record belongs. This information will be constantly displayed regardless of which Inspection Unit record window you are viewing.

You will also notice at the top of the window are tabs that include additional information associated with the Inspection Unit record.



The tab that is currently active is colored differently than the remaining ones. By clicking on a particular tab, you will be directed to additional data fields, which will be described later in this section. The '+' sign on a tab designates that data exists on this window for the current IU.

The IU Detail window is divided into three parts, Required, Optional and User Defined, and are described below:

Required

This window includes the required data fields, as defined in the previous section, as well as Comments, Description, Equipment ID and CAIS calculated costs fields. By default, the Required portion of the IU Detail window is always open.

Required

IU Number: <input type="text" value="70268"/>	Inspector Name: <input type="text" value="POFFENBERGER/FASCHING, Bill"/>	
Volume: <input type="text" value="D50 / Electrical Systems"/>	Discipline: <input type="text" value="Mechanical"/>	
WBS: <input type="text" value="Elec,Serv+Distrib,Low Voltage Distrib"/>	Inspection Date: <input type="text" value="9/30/13"/>	
Component: <input type="text" value="ELEC;TRANSFORMERS / EACH"/>		
Type: <input type="text" value="XFMR; 25 KVA; 120-480V SEC; 1/3 PH / 262213101500"/>		

Quantity: <input type="text" value="1"/>	Repair Cost: <input type="text" value="\$0"/>	Deferred Maintenance Flag: <input type="text" value="No"/>
Replacement Qty: <input type="text"/>	Replacement Cost: <input type="text"/>	Repair Needs Flag: <input type="text" value="Yes"/>
Engineered Cost: <input type="text"/>	National Average Cost: <input type="text" value="\$0"/>	Modernization Flag: <input type="text" value="No"/>
Urgency: <input type="text" value="REPAIR IMMEDIATELY"/>	Official Cost: <input type="text" value="\$0"/>	Modernization Type: <input type="text"/>
Condition: <input type="text" value="Poor"/>	Completed Cost: <input type="text"/>	Location: <input type="text" value="OTHER"/>

Location Description:

Equipment ID:

Description:

Comments: (limit 2000 characters)

Optional

By default, the Optional section is collapsed. To view the data fields included in this section, click the **Optional** label. The Optional section will expand and all data fields will be available for update. If you wish to collapse this section, click the **Optional** label.



Please note: You may choose to have the Optional and Required sections expanded by default when you open the IU Detail window by checking the Optional and User Defined Panels Expanded option on the My Profile window. Reference Chapter 14 Application Security or click [here](#) for more details.

Optional

Service: <input type="text"/>	Year Installed: <input type="text"/>	Work Order: <input type="text"/>
IU Status: <input type="text"/>	Completion Year: <input type="text"/>	Next Inspection Date: <input type="text"/>
Importance: <input type="text"/>	Last Remodeled: <input type="text"/>	Access: <input type="text"/>
Optimum Year: <input type="text"/>	Repair Symptom: <input type="text"/>	Project ID: <input type="text"/>
Last Updated By: <input type="text" value="doegordy"/>	Repair Task: <input type="text"/>	Locked Flag: <input type="text"/>
Last Updated: <input type="text" value="7/11/15"/>	Repair Cause: <input type="text"/>	FY Baseline Date: <input type="text"/>
Creation Date: <input type="text" value="7/8/15"/>	Repair Purpose: <input type="text"/>	FY Baseline Cost: <input type="text"/>

Many of these fields can be customized. Sites can choose to use as few or as many of these fields as needed. There are some fields which are display only. **They include the following:**

Creation Date	Last Updated By
FY Baseline Date	Locked Flag
FY Baseline Cost	Project ID
Last Update	

User Defined

By default, the User Defined section is collapsed. To view the data fields included in this section, click the **User Defined** label. The User Defined section will expand and all data fields will be available for update. If you wish to collapse this section, click the **User Defined** label.



Please note: You may choose to have the Optional and Required sections expanded by default when you open the IU Detail window by checking the Optional and User Defined Panels Expanded option on the My Profile window. Reference Chapter 14 Application Security or click [here](#) for more details.

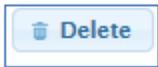
The screenshot shows a window titled "User Defined" with a dropdown menu for "Site Defined 1" and ten text input fields labeled "User Defined 1" through "User Defined 9".

The Site Defined 1 data field can be customized. The remaining fields are text fields and will accept any values.

There are several buttons at the bottom of the IU Detail window and their functions are defined below:



The **Save** button can be used once you have made updates to one or more of the sections of the IU Detail window. You will receive a confirmation message indicating the record has been successfully saved



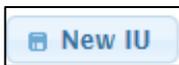
The **Delete** button can be used to permanently delete an Inspection Unit record.



Important: Once a record is deleted, it cannot be retrieved!



The **Archive** button can be used to archive an Inspection Unit record when you no longer want the Inspection Unit to be a part of your active inventory. The information associated with an archived Inspection Unit record can still be retrieved under the Archive menu option or the Ad Hoc query tool.



The **New IU** button can be used to create a new Inspection Unit record.



The **Copy IU** button allows you to make a copy of the Inspection Unit record within your site. When the copy occurs, data from all tabs are duplicated under the copied Inspection Unit and a new IU Number is generated when saved.



The **Return to List** button will navigate you back to the IU List window.



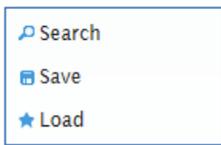
Use the **Previous** and **Next** buttons to navigate from one Inspection Unit Level record to another.



The **IU Search** button allows you to navigate directly to another IU by entering the **IU Number** and clicking the **IU Search** button.

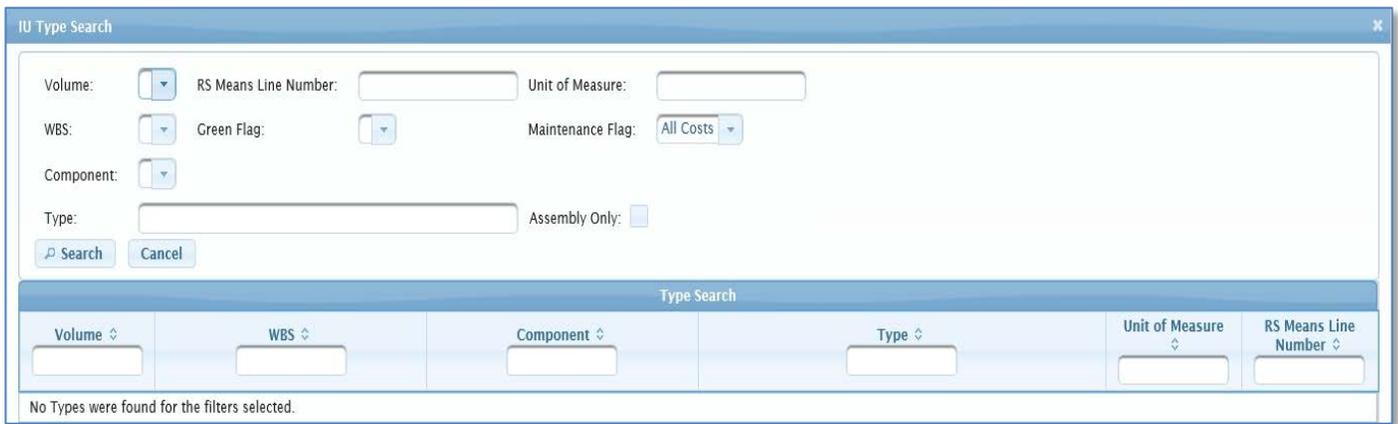


When clicking on the **Type** button, three (3) options will appear as shown below:



Type Search

When you click **Search**, the **IU Type Search** window appears:



This feature may also be accessed by selecting **Assets** from the menu and then click **Type Search**.

This window allows you to search for a specific **Volume**, **WBS**, **Component** and **Type** combination based on values entered into one or more of the following fields:

Volume	Unit of Measure
WBS	Green Flag (Yes/No field referring to Sustainability types)
Component	Maintenance Cost (options: Maintenance

	Cost Only, No Maintenance Costs, or All Costs) See Note below
Type (Use this field to narrow your search by entering one or more keywords)	Assembly Only (check box that allows filtering for RS Means assemblies which excludes component level RS Means items)
RS Means Line Number	



Please note: Use the Maintenance Cost Only option when you are replacing existing components. For example, window or door replacements in an existing building. The option of No Maintenance Cost should be used in new construction.

After inputting your search criteria, click the **Search** button. The results will be displayed in the Type Search table. Use the filtering and/or sorting features of the Type Search table to further refine your search. Use the **Cancel** button to be returned to the previous window. To select a specific Type, click the link in the **Type** column. Once done, you will be returned to the IU Detail window and the Volume, WBS, Component and Type will be populated with the data from the Type you selected.



IMPORTANT NOTE ABOUT COST CALCULATIONS:

- When making updates to an Inspection Unit on the IU Detail window (Required Section only) that involve any of the following fields, CAIS will automatically recost the Inspection Unit record and the Asset Level record.
 - Volume, WBS, Component or Type
 - Engineered Cost
 - Replacement Cost
 - Repair Cost
 - Repair Needs Flag
 - Deferred Maintenance Flag
 - Modernization Flag
- If you remove or add any Cost Adders or Cumulative Adders at the Inspection Unit Level, CAIS will automatically recost the Inspection Unit record and the Asset Level record.

Type Save

When you click **Save** in the Type pick list, you will store the Volume, WBS, Component and Type combination on the Type Load window. **The following message will display indicating your Type Save has been successful:**



Type Load

When you click Load in the Type pick list, a window that identifies Saved Types appears:

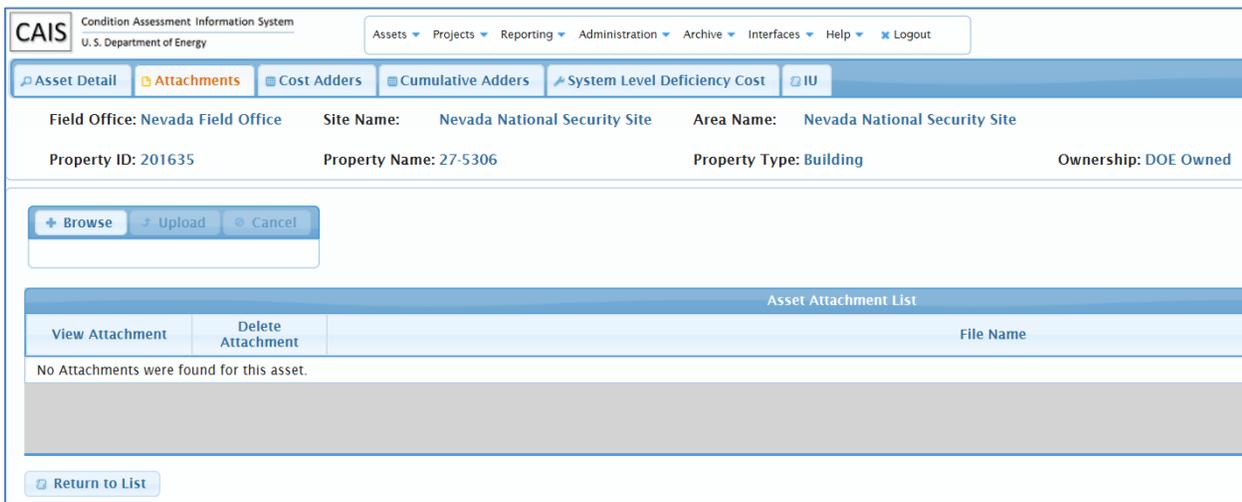
Saved Types						
Delete	Volume	WBS	Component	Type	Unit of Measure	RS Means Line Number
<input type="checkbox"/>	B10-Superstr.	Superstr;Stairs;Steel	SUPERSTR;STAIRS;STEEL	Stair, minimum labor/equipment charge	JOB	055119509000
<input type="checkbox"/>	C30-Int. Finish	Int;Paint,Finishes+Coatings;Conventional	INT;PAINT	Paints & coatings, varnish, minimum labor/equipment charge	JOB	099323109000
<input type="checkbox"/>	D10-Conveying	Conveying;Elevators;Traction	ELEC;MOTORS;ELEC;10HP+	Motors, dripproof, premium efficiency, 1.15 service factor, 1800 RPM, 230/460 V, 60 Hz, 50 HP	EA.	267113200650
<input type="checkbox"/>	D50-Electrical	Elec;Spcl;Lightning Prot+Surge Suppress	ELEC;LIGHTNING/SURGE SUPPRESSOR	LIGHTNING PROTECTION FOR DOE SNM COMPONENT STAGING FACILITY	EA.	D50901200010

This window allows you to select a previously saved Volume, WBS, Component and Type combination to simplify the data entry effort. You can change the sort by clicking on the **arrow keys** next to the column headings. To select one of the combinations, click the link in the **Type** column. Once selected, you will be returned to the IU Detail window and the Volume, WBS, Component and Type will be populated with the data from the Type combination you selected.

Use the Delete column to select entries to remove from your Saved Types list. Click the **Delete** checkbox and then click the **Save** button to remove entries.

Attachments

By clicking on the Attachments tab, the Attachments window will display:



CAIS has the capability to store Attachments at the Inspection Unit Level. Attachments that have already been uploaded for a particular Inspection Unit will be displayed when the window opens. The file name will be displayed along with buttons to download or remove the Attachments. Click the **Download** button to view the image. If you wish to remove an Attachment, click the **Remove** button. CAIS will indicate the successful removal of the Attachment by providing a confirmation message.

To upload an attachment, perform the following:

1. Click the **Browse** button. You will then select the file you wish to attach.
2. Once you have selected a file, click the **Upload** button. If you wish to cancel the upload, click the **Cancel** button.
3. Once you click **Upload**, CAIS will attach the file and you will then see the file name displayed on the Asset Attachment List.



Please note: You can upload multiple attachments. Acceptable file types include .jpg, .pdf, .xls, .xlsx, .doc and .docx.

If you wish to return to the Inspection Unit List window, click the **Return to List** button. You can also click on another tab to view additional data associated with this Inspection Unit record.

Cost Adders

By clicking on the **Cost Adders** tab, the **Cost Adders** window will display:

The screenshot shows the CAIS Cost Adders window. At the top, there are navigation tabs: IU Detail, Attachments, Cost Adders (selected), Cumulative Adders, and Deficiencies. Below the tabs, the following information is displayed: Field Office: EMCBC, Site Name: Portsmouth Gaseous, Area Name: Portsmouth DOE - FBP, Property ID: X-345, Property Name: SNM Storage Bldg, and Property Type: Building.

The main content area is divided into two sections:

- Site/Area/Asset Applied Adders:** A table with columns: Type, Description, Equipment, Material, Labor, and Overhead. It contains one row: PORTSMOUTH SITE PLANT ADDER with values 250, 250, 250, and 250.
- IU Level Adders:** A table with columns: Selected (checkbox), Description, Equipment, Material, Labor, and Overhead. It contains 15 rows of adders, each with a checkbox and numerical values in the other columns.

At the bottom of the window, there are buttons for Save and Return to List.

Type	Description	Equipment	Material	Labor	Overhead
Site	PORTSMOUTH SITE PLANT ADDER	250	250	250	250

Selected	Description	Equipment	Material	Labor	Overhead
<input type="checkbox"/>	AREA ADDER	250	250	250	250
<input type="checkbox"/>	CONFINED SPACE REQUIREMENT	0	0	150	0
<input type="checkbox"/>	EXPEDITED EQUIPMENT	150	0	0	0
<input type="checkbox"/>	EXPEDITED MATERIALS	0	150	0	0
<input type="checkbox"/>	FALL PROTECTION	100	50	50	50
<input type="checkbox"/>	HAZARDOUS/TOXIC EXPOSURE	0	0	0	0
<input type="checkbox"/>	PREMIUM MATERIAL COST	0	0	0	0
<input type="checkbox"/>	PRIORITY SCHEDULING	150	150	150	150
<input type="checkbox"/>	RADIATION DRESS OUT REQUIRED	0	300	175	0
<input type="checkbox"/>	RELOCATION EXPENSES	0	0	0	0
<input type="checkbox"/>	RESPIRATOR REQUIRED	0	200	125	0
<input type="checkbox"/>	SECURITY ESCORT REQUIRED	0	0	200	0
<input type="checkbox"/>	SPECIAL DELIVERY REQUIREMENTS	0	0	0	0
<input type="checkbox"/>	SPECIAL EQUIPMENT REQUIRED	0	0	0	0
<input type="checkbox"/>	SPECIAL RIGGING/SCAFFOLDING	0	0	0	0

The Cost Adders window allows Inspection Unit Level Cost Adders to be selected that are applied to the cost calculation for the IU. Any Site Level, Area Level or Asset Level applied Cost Adders will be displayed in the Site/Area/Asset Applied Adders section of the window.

To add an Inspection Unit Level Cost Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Cumulative Adders

By clicking on the Cumulative Adders tab, the Cumulative Adders window will display:

CAIS Condition Assessment Information System
U.S. Department of Energy

Assets Projects Reporting Administration Archive Interfaces Help Logout

[IU Detail](#)
[Attachments](#)
[Cost Adders](#)
[Cumulative Adders](#)
[Deficiencies](#)

Field Office: NNSA Production Office Site Name: Y-12 National Security Complex Area Name: NNSA
 Property ID: 113CUNV Property Name: Sample Prep Facility Property Type: Building

IU - Cumulative Adders

Site/Area/Asset Applied Adders		
Type	Description	Value
Asset	OUTSIDE PIDAS	548

IU Level Adders		
Selected	Description	Value
<input type="checkbox"/>	CONFINED SPACE	150
<input type="checkbox"/>	EQUIPMENT MOBILIZATION	250
<input type="checkbox"/>	INCREASE OUTSIDE TO INSIDE PID	129
<input type="checkbox"/>	INSIDE PIDAS	677
<input type="checkbox"/>	NUCLEAR FACILITY	198
<input type="checkbox"/>	SCAFFOLDING, RIGGING	150
<input type="checkbox"/>	TRENCHING & EXCAVATING	250

[Save](#) [Return to List](#)

The Cumulative Adders window allows Inspection Unit Level Cumulative Adders to be selected that are applied to the cost calculation for the asset. Any Site Level, Area Level or Asset Level applied Cumulative Adders will be displayed in the Site/Area/Asset Applied Adders section of the window.

To add an Inspection Unit Level Cumulative Adder, click the **Selected** checkbox for all adders to be applied. Click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Deficiencies

By clicking on the Deficiencies tab, the Deficiencies window will display:

Code	Group	Description	Light	Moderate	Severe	Fail	Comment
C1	EXT,SPECIALTY COATINGS	COATING: ALLIGATORING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C2	EXT,SPECIALTY COATINGS	COATING: BUBBLING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C5	EXT,SPECIALTY COATINGS	COATING: CHAULKING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C6	EXT,SPECIALTY COATINGS	COATING: CHECKING, CRACKING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C3	EXT,SPECIALTY COATINGS	COATING: CRACKING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C7	EXT,SPECIALTY COATINGS	COATING: EROSION Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C8	EXT,SPECIALTY COATINGS	COATING: FLAKING, PEELING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C0	EXT,SPECIALTY COATINGS	COATING: MILDEW Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C9	EXT,SPECIALTY COATINGS	COATING: POOR BONDING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C4	EXT,SPECIALTY COATINGS	COATING: SOILING Etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

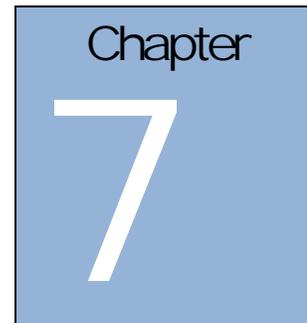
The Deficiencies window is associated with the calculation of **Repair Costs**. If you are only interested in CAIS calculating **Replacement Cost**, you will not use this window.

This window identifies all potential deficiencies based on the Volume, WBS, Component and Type that have been entered on the IU Detail window. For each deficiency, there are four degrees of severity: Light, Moderate, Severe and Fail. The Inspector will determine if the coverage area falls into the Light, Moderate, Severe or Fail category, based on the impact of a deficiency to the Inspection Unit. A percentage will be input into the appropriate field, which will identify the severity of the deficiency. The coverage percentage cannot exceed 100% for any given deficiency. You can identify as many deficiencies as needed on this window.

Some fields will contain a value of 'N/A'. Entering a percentage in these fields is **NOT** allowed. It has been pre-determined that some deficiencies will not have all four (4) percentage fields available for entry. A Comment field also is available for each deficiency where additional inspection information can be entered.

Once you have entered your data, click the **Save** button to commit changes to the database.

If you wish to return to the Inspection Unit List window, click the **Return to List** button. You can also click on another tab to view additional data associated with this Inspection Unit record.



Cost Adders and Cumulative Adders

Cost Adders

Site/Asset/Asset Applied Adders						
Type	Description	Equipment	Material	Labor	Overhead	
Site	PORTSMOUTH SITE PLANT ADDER	250	250	250	250	
IU Level Adders						
Selected	Description	Equipment	Material	Labor	Overhead	
<input type="checkbox"/>	AREA ADDER	250	250	250	250	
<input type="checkbox"/>	CONFINED SPACE REQUIREMENT	0	0	150	0	
<input type="checkbox"/>	EXPEDITED EQUIPMENT	150	0	0	0	
<input type="checkbox"/>	EXPEDITED MATERIALS	0	150	0	0	
<input type="checkbox"/>	FALL PROTECTION	100	50	50	50	
<input type="checkbox"/>	HAZARDOUS/TOXIC EXPOSURE	0	0	0	0	
<input type="checkbox"/>	PREMIUM MATERIAL COST	0	0	0	0	
<input type="checkbox"/>	PRIORITY SCHEDULING	150	150	150	150	
<input type="checkbox"/>	RADIATION DRESS OUT REQUIRED	0	300	175	0	
<input type="checkbox"/>	RELOCATION EXPENSES	0	0	0	0	
<input type="checkbox"/>	RESPIRATOR REQUIRED	0	200	125	0	
<input type="checkbox"/>	SECURITY ESCORT REQUIRED	0	0	200	0	
<input type="checkbox"/>	SPECIAL DELIVERY REQUIREMENTS	0	0	0	0	
<input type="checkbox"/>	SPECIAL EQUIPMENT REQUIRED	0	0	0	0	
<input type="checkbox"/>	SPECIAL RIGGING/SCAFFOLDING	0	0	0	0	

DOE has many unique and hazardous environments which lead to a higher level of security. As a result of these circumstances, the cost to repair or replace asset components can significantly increase. **CAIS provides the flexibility to include Cost Adders, which are essentially costing multipliers for the following:**

- Equipment
- Labor
- Material
- Overhead

Cost Adders can be defined at four different levels within CAIS: Site, Area, Asset and IU. When implemented, Cost Adders will impact Repair Cost, Replacement Cost and Official Cost. It is important to work with the appropriate Subject Matter Experts at your Site to correctly identify Cost Adders that should be defined within

CAIS. Correctly applying Cost Adders will improve the accuracy of CAIS estimates for Repair and Replacement Cost, which is the basis for Repair Needs, Deferred Maintenance and Modernization Cost.

To access the Cost Adders for your Site, perform the following steps:

1. Click the **Administration** menu and select **Site Information**
2. From the Site List, select your Site by clicking on the **Site Name**
3. Click the **Site Data** tab
4. Go to the **Selected Table** pick list and choose **Cost Adder**

A list of Cost Adders that have been defined for your Site will display:

Delete	Cost Adder Code	Cost Adder Description	Equipment	Labor	Material	Overhead
<input type="checkbox"/>	01	SECURITY ESCORT REQUIRED	100	130	100	130
<input type="checkbox"/>	02	HAZARDOUS/TOXIC EXPOSURE	200	200	200	130
<input type="checkbox"/>	03	PRIORITY SCHEDULING	140	130	150	130
<input type="checkbox"/>	04	SPECIAL DELIVERY REQUIREMENTS	140	130	150	130
<input type="checkbox"/>	05	PREMIUM MATERIAL COST	140	130	200	130
<input type="checkbox"/>	06	RELOCATION EXPENSES				
<input type="checkbox"/>	07	EXPEDITED MATERIALS	140	130	200	130
<input type="checkbox"/>	08	EXPEDITED EQUIPMENT	200	140	150	128
<input type="checkbox"/>	09	SPECIAL RIGGING/SCAFFOLDING	200	150	150	130
<input type="checkbox"/>	10	RADIATION DRESS OUT REQUIRED	200	175	300	200
<input type="checkbox"/>	11	RESPIRATOR REQUIRED	200	130	200	130



Please note: The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can add, modify or delete CAIS Cost Adders.

To Add a New Cost Adder:

1. Click the **Add** button. A blank row will appear and you can now input the new Cost Adder by inputting the Cost Adder Code, Cost Adder Description and values for Equipment, Labor, Material and Overhead. When inputting the Cost Adder values, you will need to input 100 plus the percentage you wish to increase the cost for a particular Cost Adder category. For example, if you want to increase the cost of labor by 30%, you will enter a value of 130%. If you want to increase the cost of labor by 100%, you will enter a value of 200%. If you input a Cost Adder value of less than 100%, this will result in a decrease of your cost estimates. It is acceptable to have blank Cost Adder categories for a particular Cost Adder. Blank Cost Adder categories are ignored when costs are being generated by CAIS.
2. Once the fields have been entered, click the **Save** button to commit the changes to the database.

To Modify an Existing Cost Adder:

1. Place the cursor on the field you wish to modify. Make modifications as you wish.
2. Once you have completed your modifications, click the **Save** button to commit changes to the database.

To Delete a Cost Adder:



Please note: Prior to removing any Cost Adder, ensure it is not being used by your Site.

1. Place a check mark in the Delete column that is associated with the Cost Adder you wish to delete. You can choose multiple Cost Adders to delete.
2. Once completed, click the **Save** button to remove these Cost Adders for your Site.

Cumulative Adders

CAIS also has Cumulative Adders which allow Sites to identify increases in the cost to repair or replace asset components not associated with Equipment, Material, Labor and Overhead. Cumulative Adders could represent actions such as special inspections or quality assurance processes that are mandated at certain Sites, due to the nature of their mission. Sites can define Cumulative Adders at four (4) different levels within CAIS which include Site, Area, Asset and IU.



Unlike Cost Adders, Cumulative Adders contain one value and only impact the Official Cost.

To access the Cumulative Adders for your Site, perform the following steps:

1. Click the **Administration** menu and select **Site Information**
2. From the Site List, select your Site by clicking on the **Site Name**
3. Click the **Site Data** tab.
4. Go to the **Selected Table** pick list and choose **Cumulative Adder**

A list of Cumulative Adders that have been defined for your Site will display:

CAIS Condition Assessment Information System
U. S. Department of Energy

Assets Projects Reporting Administration Archive Interfaces Help Logout

Site Detail Cost Adders **Cumulative Adders** Site Data

Field Office: EMCBC Site Name: Depleted Uranium Hexafluoride (DUF6) - Paducah Site Number: 07010

Site Data

Selected Table: Cumulative Adder

Delete	Cumulative Adder Code	Cumulative Adder Description	Cumulative Adder Value
<input type="checkbox"/>	16	UDS OVERHEAD	135

Save Add Return to List



Please note: The Headquarters Administrator, Field Office Administrator, and Site Administrator are the only users that can add, modify or delete CAIS Cumulative Adders.

To Add a New Cumulative Adder

1. Click the **Add** button. A blank row will appear and you can now input the new Cumulative Adder by inputting the Cumulative Adder Code, Cumulative Adder Description and Cumulative Adder Value. When inputting the Cumulative Adder value, you will need to input 100 plus the percentage you wish to increase the cost. For example, if you want to increase the cost by 50%, you will enter a value of 150%. If you input a Cumulative Adder value of less than 100%, this will result in a decrease of your cost estimates.
2. Once the fields have been entered, click the **Save** button to commit changes to the database.

To Modify an Existing Cumulative Adder

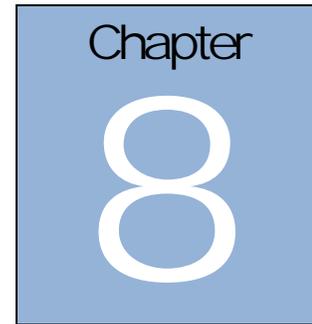
1. Place the cursor on the field you wish to modify. Make modifications as you wish.
2. Once you have completed your modifications, click the **Save** button to commit changes to the database.

To Delete a Cumulative Adder



Please note: Prior to removing any Cumulative Adder, please ensure it is not being used by your Site.

1. Place a check mark in the Delete column that is associated with the Cumulative Adder you wish to delete. You can choose multiple Cumulative Adders to delete.
2. Once completed, click the **Save** button to remove these Cumulative Adders for your Site.



Inspection Unit Upload

The CAIS IU Upload process provides a tool for updating multiple records in a single process versus individually accessing each record to make an update. The upload allows data to be loaded into CAIS from an Excel template format.

Data for existing IU records may be uploaded via the IU Upload process. The IU Upload process is initiated from the CAIS application via a link that allows the generation of the Excel template. Data being uploaded is subject to the same validation criteria applied by the CAIS application. Data that meets data entry requirements is moved to the CAIS database. Data that fails to meet data entry requirements will generate a detailed error report.

IU Upload Template

The CAIS application will generate a template to be used for the upload. A picklist of Available Columns displays the list of CAIS data fields that can be updated through the IU Upload process.

To create a template:

1. From the CAIS Main Menu select **Assets**, then **IU Upload**.
2. Use one of the following methods to move data fields to be uploaded from the 'Available Columns' list to the 'Selected Columns' list.
 - Double-click the data field
 - Drag and drop the data field by clicking the data field in the 'Available Columns' list and while holding the left mouse button drag the data field to the 'Selected Columns' list
 - Click the data field and use the navigational arrows between the 'Available Columns' list and the 'Selected Columns' list to move the data field
 - To select multiple data fields, Ctrl + Click each desired data field in the 'Available Columns' list.

Use the  navigational arrow between the 'Available Columns' list and the 'Selected Columns' list to move the group of data fields to the 'Selected Columns' list.

3. After selecting all the data fields to be uploaded in your upload file, click .

At the prompt, **Save** the Excel template file.

The template will contain key identifying data fields that you did not select as you generated the template. These key identifying data fields, Site Number and IU Number, allow the upload process to uniquely identify the record in CAIS that you intend to modify.



Do not change the column headings generated in the Excel template file. Any changes to the column headings will cause the upload process to fail.

- The Excel template should then be populated with your upload data to complete the creation of the upload file.

Data Formatting Guidelines

The following will assist with formatting the data to be uploaded in your upload template file:

- Date fields should be formatted as MM/DD/YYYY.
-  To remove a value from a data field, place blanks in that cell in your Excel upload template. Do not leave cells blank if you don't intend to remove the data from the CAIS database.
- Numeric data fields should be formatted without dollar signs or commas. Decimal points may be used for numeric values defined as decimals.
- The upload process will recognize upper- and lower- case letters. All desired capitalization should be applied to the data in your upload template file.
- When uploading CAIS picklist values, the Code should be uploaded to the database not the Description.

Initiating an Upload

To initiate an upload:

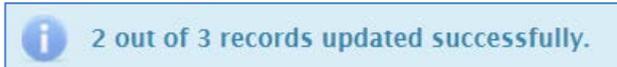
- From the CAIS Main Menu select **Assets**, then **IU Upload**.

- Under the Upload File section of this window, click  to locate and Open the upload template file that is to be uploaded. The file name will be displayed.

- Click the  button to initiate the process.

The upload process runs immediately upon clicking the upload button.

- Upon completion of the upload, a message will be displayed with the number of records updated successfully as shown here.



- If there were update errors, the View Status Log link becomes available. Click the View Status Log link to see the IU Upload Status Log. The IU Upload Status Log will identify how many records processed successfully and also provide the detailed error messages and the rows in the Excel upload template file of any records that did not upload.

To print the IU Upload Status Log, click



The following is a sample of the IU Upload Status Log:



6. If visible, click the **View Rejected Record(s)** button to open an Excel file with the rejected (not uploaded) records. Data values in error are highlighted by marking them in red text.

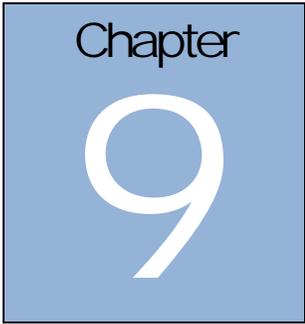
The following is a sample of the Rejected Record(s) Excel file:

	A	B	C	D	E	F	G
1	Site Number	IU Number	Completed Cost	Comments	Completion Year	Description	Importance
2	11002	100101	52000	Upper left inside	2012	Unit needs	XMP

If you Browse and retrieve a file for uploading and decide you want to remove it and not upload the data, click the **Cancel** button.



Remember, it is important that you review and verify your data after the IU Upload process to ensure that the values were uploaded correctly.



Project Module

The Project Module provides the capability to develop and prioritize projects for reducing Repair Needs/Deferred Maintenance backlogs and for replacing/upgrading assets. Essentially, once a project has been established in CAIS, you can then select Inspection Unit records to be included in your project; for example, you may want to develop a roofing project at your Site. In order to do that, you will build a project within CAIS and then select Inspection Unit records related to roofing that you want to include in your project.

Project List

To access the list of projects for your Site, click **Tools** from the menu and select **Projects**. The Project List window will display the Projects, based on the Field Office and Site default that you have established for your user account. Please reference Chapter 14 Application Security, under My Profile or click [here](#) to learn how to establish a default location.

CAIS Condition Assessment Information System U. S. Department of Energy					
Assets ▾ Projects ▾ Reporting ▾ Administration ▾ Archive ▾ Interfaces ▾ Help ▾ Logout					
Project List					
Project ID ▾	Project Name ▾	Actual Cost ▾	Estimated Cost ▾	Construction Start Date ▾	Construction End Date ▾
PRO116-SP07	FY07 ROOF REPLACEMENTS		\$60,291		08/29/2007
PRO117-SP08	DOM WTR, Z12 S & MAA		\$500,932		05/07/2010
PX-P-07-01A	ELECTRICAL TASKS		\$1,683,999		
PX-R-05-02	16-13 COMPUTER CONTROLS REPL		\$2,099,367		09/30/2006
PX-R-05-06	REPL AHU'S- 12-26		\$54,610		
RECAP PROJECT	ALL CATENARY POLES		\$724,480		
Z12 DW #1-SP08	Z12 S. REPLACE 160 FT & 2 VLVS		\$135,537		09/25/2009

[New Project](#)

The Project List window will display the Project ID, Project Name, Actual Cost, Estimated Cost, Construction Start Date and Construction End Date for each project. The Project ID will contain a link that will direct you to the Project Detail information.

The default sort for the Project List window is the Project ID; however, the sort can be easily changed by clicking on the **up/down** arrows next to the column name. The arrows will allow you to sort ascending or descending. The capability also exists to filter on any of the columns displayed. Simply begin typing in the filter fields below the column name. As you type, the Project List window will automatically filter, based on your entry.

To modify the Project List window to reflect a different Field Office or Site, click one of these fields and modify, as needed. If the Field Office is modified, you will notice the pick list for the Site will be refreshed with new options.

New Project

To create a new Project, click the **New Project** button at the bottom of the Project List window. **The new Project window will be displayed as below:**

The only required fields are the Project ID and Project Name. The remaining data fields are optional. There are two data fields that default to 'No'. They are IUs Locked, and Project Archive.

Once you input the necessary fields, click the **Save** button to create your project within CAIS. You will now be directed to the Project Detail window.

If you do not wish to proceed with creating a new project, click the **Return to List** button to navigate back to the Project List window.

Project Detail

By clicking on the Project ID link from the Project List window, you will be directed to the Project Detail window as shown below:

At the top of the Project Detail window, Field Office and Site are displayed to identify the project to which they belong. This will be displayed regardless of the tab you are viewing within the Project module. With the exception of the Official Cost Estimate, Total DM this Project, and Total Non-DM this Project, the remaining fields on this window are available for update.



Please note: Here are some important points about the following fields:

- **Official Cost Estimate** – This is a system generated field that represents the sum of the Official Cost from all of the Inspection Unit records that are included in the project.
- **Funding Source, Funding Type, Project Status, and Project Type** – These fields can have their pick list customized by each Site. Please reference Chapter 3 Site Level Processing, under Site Data or click [here](#) for customizing Site defined data fields.
- **IUs Locked** – When the value for this field is set to ‘Yes’, any Inspection Unit record that is included in the Project will be locked and no updates will be permitted.

To make any updates on this screen, click the field you wish to update and click **Save** to commit changes to the database when finished updating.

The remaining buttons on the bottom of the screen are defined below:

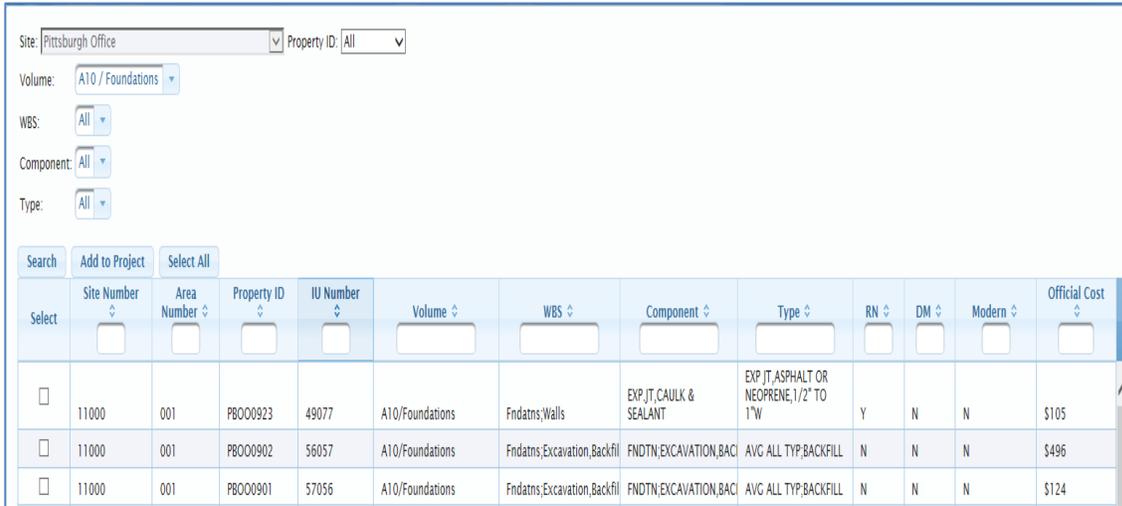
- To return to the Project List window, click the  button.
- To select Inspection Unit records to be included in your Project, click the  button. Reference the next section for more information on how to perform this task.
- When the Project is completed, click the  button. **Completing a project will trigger the following actions:**
 - The Repair Needs, Deferred Maintenance and Modernization Flags will be set to 'No' for those Inspection Unit records that were included in the project.
 - The Repair Needs, Deferred Maintenance and Modernization Cost that was associated with the Inspection Unit records that were included in the project will be removed from the Asset Level Repair Needs, Deferred Maintenance and Modernization Cost.
 - The Project Status field on the Project Detail record will be set to 'Completed'.
 - The lock on the Inspection Unit records included in the project will be removed.
- If you wish to delete a Project, click the  button.

Deleting a project will trigger the following actions:

- The Project ID will be removed from all Inspection Unit records that were included in the Project.
 - The Locked Flag will be set to 'No' for all Inspection Unit records that were included in the Project. This only occurs if the IUs Locked field was set to 'Yes' in the Project.
 - The Project will be deleted from CAIS and will be **unavailable** to restore. You will be given an opportunity to confirm your intention to delete the project prior to the actual deletion.
- Use the  and  buttons to navigate from one Project record to another.

Select Inspection Units

To select Inspection Unit records to be included in a Project, click the **Select IUs** button from the Project Detail window.



The following fields are available to narrow your search criteria when identifying Inspection Unit records to be included in a project:

Site	WBS
Property ID (will default to 'All' but you can select individual assets)	Component
Volume	Type

If you wish to search on Type, you will need to populate the Component, WBS and Volume. If you want to search on Component, you will need to populate the WBS and Volume. Finally, if you want to search on WBS, you will need to populate the Volume. You can use as few or as many fields as you wish to narrow your search.

To add Inspection Unit records to a Project, perform the following:

1. After defining your search criteria, click the **Search** button. The results of your search will be displayed in the table on the window.
2. Place a check mark in the first column for any Inspection Unit record you want to include in the Project. For convenience, there is a **Select All** button that will place a check mark in the first column of the entire table.
3. Once you have completed your selections, click the **Add to Project** button. You will receive a confirmation message indicating Inspection Unit records have been added to the Project. When the Inspection Unit records are added to the Project, the associated Project ID field on the Inspection Unit records will be updated to reflect the associated Property ID; in addition, if the IUs Locked Flag is set to 'Yes' on the Project Detail window, the IUs Locked field on the Inspection Unit record will be updated to reflect a value of 'Yes'.
4. You can then close the Search IUs window and the Project Detail window will be displayed.

Project Inspection Units

By clicking on the Project IUs tab, the list of Inspection Units that are linked to the Project will be displayed. **The Project IUs window will display the Field Office and Site at the top as seen below:**

Project Detail		Project IUs										
Field Office: NNSA Production Office Site: Y-12 National Security Complex												
Remove	Site Number ↕	Area Number ↕	Property ID ↕	IU Number ↕	Volume ↕	WBS ↕	Component ↕	Type ↕	RN ↕	DM ↕	Modern ↕	Official Cost ↕
<input type="checkbox"/>	21002	001	Y700266 FENCING	6230	A10/Foundations	Fndatms;Excavation,Bac	FN0TN,EXCAVATION,B	AVC ALL TYP,BACKFILL	Y	Y	N	\$177

The default sort for this window is the Project ID; however, the sort can be easily changed by clicking on the **up/down arrows** next to the column name. The arrows will allow you to sort ascending and descending. The capability also exists to filter on any of the columns displayed. Just click into the filter field below the column name and begin typing. As you type the Project IUs window will automatically filter based on your entry.



Please Note: The Inspection Unit records cannot be updated from this screen.

To navigate back to the Project Detail window, click the **Project Detail** tab.

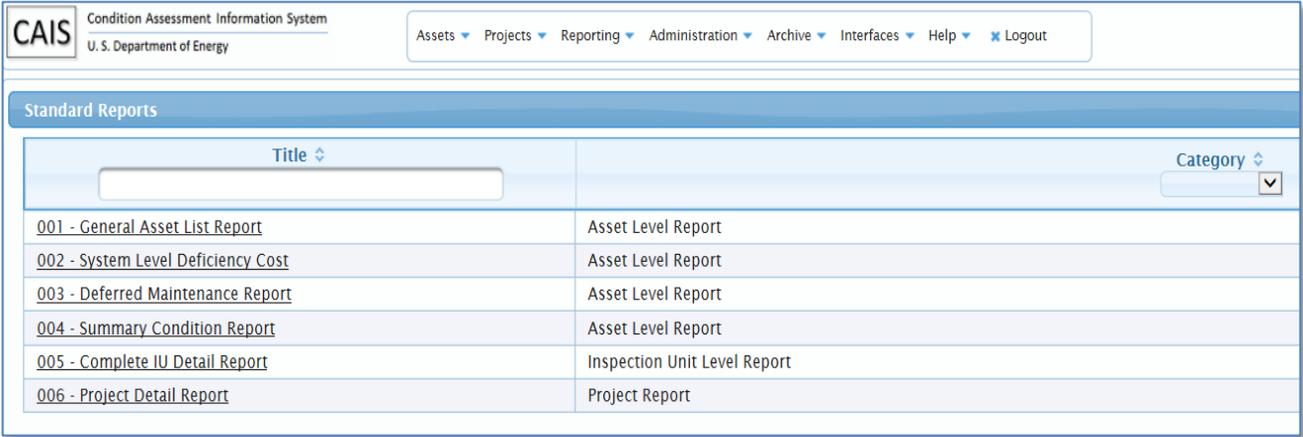
Chapter
10

Reporting

Standard Reports

CAIS provides a set of standard reports that represent Asset, Inspection Unit and Project information.

To access the Standard Reports window, click **Reporting** then **Standard Reports**.



A brief description of each report is provided below. To review samples of the CAIS Standard Reports, reference Appendix B, CAIS Standard Report Samples or click [here](#).

Report Title	Description
001 General Asset List Report	Provides general Asset Level information
002 System Level Deficiency Cost	Provides Repair Needs and Deferred Maintenance by volume
003 Deferred Maintenance Report	Provides Deferred Maintenance by volume.
004 Summary Condition Report	Provides Repair Needs, Deferred Maintenance, Summary Condition and FCI by volume and can include abbreviated Inspection Unit data if desired
005 Complete IU Detail Report	Provides detailed Inspection Unit Level data that can include Cost and Cumulative Adders, Deficiencies and User Defined fields
006 Project Detail Report	Provides Project and associated Inspection Unit data

These standard reports can be previewed and printed directly from CAIS. The user will be prompted to provide some criteria before generating a standard report; for example, a user may want to select one of their Sites for the report to represent or perhaps choose multiple assets to be included in the report. Each report can have the output generated in PDF or Excel formats.



Please note: To generate a Standard Report for specific Property IDs, you must first select a Field Office, Site and Area.

A sample of these prompts is provided below:

Field Office:	<ul style="list-style-type: none"> All Chicago Office EMCBC Golden Field Office NNSA Production Office National Eng Tech Lab Nevada Field Office OCRWM
Site:	<ul style="list-style-type: none"> All Y-12 National Security Complex
Area:	<ul style="list-style-type: none"> All CTF EM NE - Oak Ridge National Lab. (X-10) NNSA SC - Oak Ridge National Lab. (X-10)
Property ID:	<ul style="list-style-type: none"> All CTF OUTDOOR RANGES K-1654 K-1654-A K-1654-AA K-1654-BB K-1654-CC K-1654-D

To generate a Standard Report, perform the following:

1. Select **Reporting** from the menu and then choose **Standard Reports**.
2. From the Standard Reports window, click the **Title** you wish to generate.
3. Enter the **report prompts** as requested. This will enable you to refine your criteria for the report.



Please note: Depending on your response to the report prompts, some reports can be very large. It is recommended you check total number of pages before you decide to print.

4. You will then select your output option. Choose either **PDF Report** or **Excel Report**. The PDF option will provide a formal formatted report suitable for printing. The Excel option will provide the raw data used to produce the report. The Excel spreadsheet will have English column names and numeric columns will be formatted. You can also print the output from Excel.
5. To print a copy of the report, from the report preview, click **File, Print** and then click the **Print** button. (Options may vary slightly depending on which version of Adobe or Microsoft Office you are currently running).

6. To exit the report preview window from a .pdf format, close the browser tab that contains the report. If you wish to close the report preview for an Excel report, click the **X** on the top right of the window or click **File** and select **Exit**.

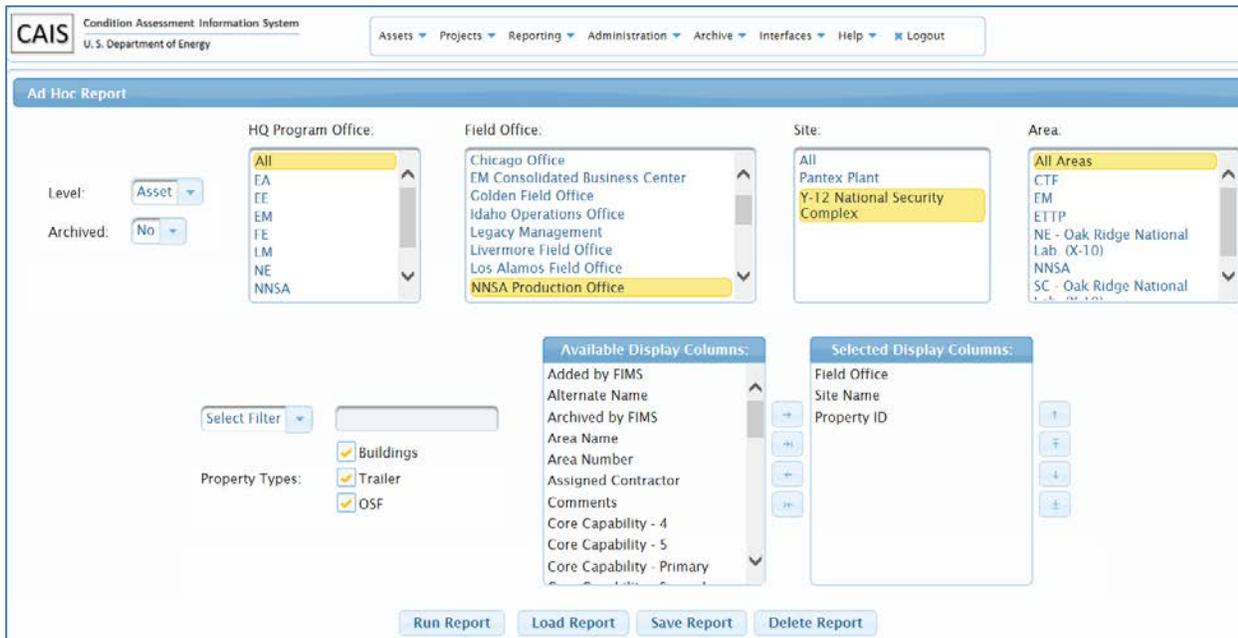
To save a Standard Report, perform the following:

1. Click **File** and select **Save as**. From the File Name field, you can modify the file name, if you wish and select a location to store the file.
2. Click the **Save** button to store the PDF or Excel file.

Ad Hoc Report

The Ad Hoc Report tool is built into the CAIS application. It provides list boxes, check boxes and pick list of search criteria and columns that are chosen to create an Excel report. Data may be extracted from the Active and Archive CAIS data at the Asset and Inspection Unit Level.

To access the Ad Hoc Report window, click **Reporting** then **Ad Hoc Report**.



Creating an Ad Hoc Report

The basic steps to generate an Ad Hoc Report are below:

1. From the Level pick list choose **Asset** to retrieve CAIS Asset Level data or choose **IU** to retrieve CAIS Inspection Unit level data.
2. By default the Archived selection is set to 'No' to query the active CAIS data. To query the CAIS Archived data, select 'Yes' from the Archived list box.
3. From the HQ Program Office, Field Office, Site and Area list boxes, select your desired criteria. The Field Office and Site will default to your CAIS My Profile settings.



Please note: To select multiple consecutive list box items, click the first item and then shift + click the last item. To select multiple non-consecutive list box items, click the first item and then ctrl + click each additional list box item.

4. Use the Select Filter pick list to retrieve data for a specific asset. Choose either **Property ID** or **Property Name** from the pick list and then input the appropriate Property ID or Property Name value in the text box provided.

5. Select the Property Type by clicking the check boxes to select or deselect each option.

6. If IU level was selected, two additional criteria fields **Repair Needs Flag** and **Deferred Maintenance Flag** will be displayed for further refining your retrieved data. Pick list choices are
 - Yes – retrieves IU records where the selected flag is 'Yes'
 - No – retrieves IU records where the selected flag is 'No'
 - All – retrieves all IU records regardless of the flag value
7. Select the columns you wish to display by moving them from the Available Display Columns list to the Selected Display Columns list.

Columns can be moved from one list to the other by:

- Double clicking the column
- Clicking and dragging the column
- Clicking one column , or using click and shift + click to select consecutive columns, or using click and ctrl + click to select non-consecutive columns and then use the navigation arrows as follows:
 - Using the  to move the selected column(s) to the Selected Display Columns list
 - Using the  to move all columns to the Selected Display Columns list
 - Using the  to move the selected column(s) to the Available Display Columns list
 - Using the  to move all the columns to the Available Display Columns list

8. Columns will appear in the Excel report in the same order as they are in the Selected Display Columns list.

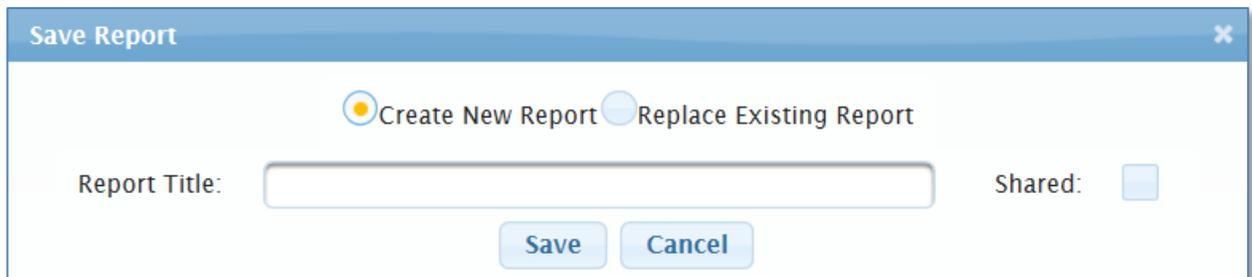
The columns in the Selected Display Columns list may be reordered using the navigational arrows,  Move Up,  Move Top,  Move Down, and  Move Bottom, to the right of the list.

9. To generate the report, click the  button. Large reports may take a few extra seconds to display.

Saving an Ad Hoc Report

To save the report criteria for an Ad Hoc Report, follow the steps below:

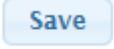
1. Click the  button. The following popup will appear.



2. To save a new report, click the **Create New Report** button. Type a report name in the **Report Title** box.

OR

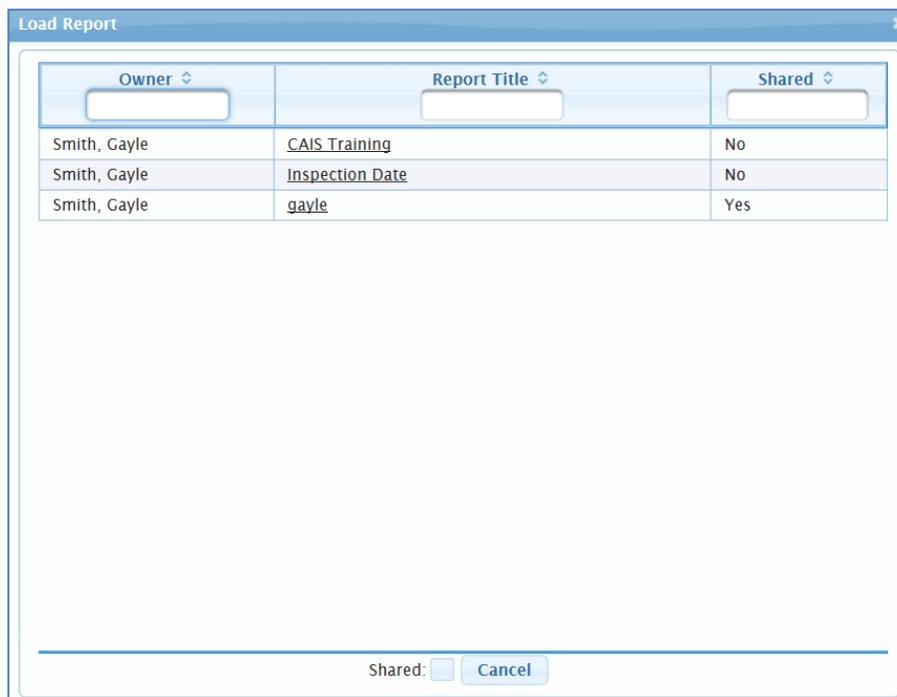
To resave an existing report, click the **Replace Existing Report** button. Select the report from the **Report Title** pick list.

- If you desire to share the report so other CAIS users can run the report, click the **Shared** checkbox. By leaving the Shared checkbox unchecked, the report will remain private for access by your logon only.
- Click  to save the report criteria or click  to cancel the Save operation.

Loading a Saved Ad Hoc Report

To load a saved Ad Hoc Report, follow the steps below:

- Click the  button. The following popup will appear.



- By default your saved Ad Hoc reports are displayed. To include shared Ad Hoc reports in the list, click the **Shared** checkbox. The Owner column displays the name of the Ad Hoc report originator. Your Ad Hoc reports will sort to the top of the list, followed by an alphabetical list by Owner of all CAIS shared Ad Hoc reports. Use the column heading to sort and/or filter on the users.
- Select a report from the **Report Title** pick list.
- Click  to load the saved report criteria or click  to cancel the Load operation.
- To generate the Ad Hoc Report, click the  button. Large reports may take a few extra seconds to display.

Deleting a Saved Ad Hoc Report

To delete a previously saved Ad Hoc Report, follow the steps below:

1. Click the **Delete Report** button.
2. Select a report from the **Report Title** pick list.
3. Click **Delete** to delete the saved Ad Hoc Report or click **Cancel** to cancel the Delete operation.

Shared/Unshare a Saved Ad Hoc Report

To share or unshare a previously saved Ad Hoc report, follow the steps below:

1. Click the **Share/Unshare** button. The following popup will appear.

Report Title	Shared
CAIS Training	No
Inspection Date	No

Buttons: Save, Cancel

2. Use the **Shared** Yes/No picklist to Share = Yes or Unshare = No your listed Ad Hoc reports.
3. Click **Save** to save your changes. Click **Cancel** to exit without changes.



Archive Processing

The archive process is an important part of managing your inventory of assets and Inspection Units in CAIS. Real property assets identified in CAIS originate from FIMS. These assets may be disposed of at some point through a variety of disposition methods identified in FIMS.

Asset Archiving

When an asset is disposed of and archived in FIMS, it will be automatically archived in CAIS. This will ensure that the inventory in CAIS will mirror that of FIMS. When archiving of an asset occurs, the information associated with the asset is still accessible and can be updated. This also includes all Inspection Unit records associated with the archived asset. Archived assets however, cannot be restored from the Archive, unless they are restored in FIMS. If this occurs, you will need to contact the Headquarters CAIS Support Team for assistance in restoring the asset from the Archive in CAIS.

Inspection Unit data can be archived, as well when the repairs or replacement associated with the Inspection Unit is completed. Unlike assets, you can control when Inspection Unit records are archived. Once an Inspection Unit is archived, the information associated with the Inspection Unit is still accessible and can be updated. The capability does exist for you to easily restore an archived Inspection Unit record.

Archived Asset List

When an asset is automatically archived in CAIS as a result of the asset being archived in FIMS, the information associated with the record can be easily retrieved and updated, if needed. To access the list of archived assets for your Site, click **Archive** from the menu and select **Archive Asset List**. The Archived Asset List window will display the archived real property assets based on the Field Office, Site and Area default that you have established for your user account. Please reference Chapter 14 Application Security, under My Profile or click [here](#) to learn how to establish a default location. Vertical scroll bars exist on the right that allow you to view the entire window. An **ARCHIVE** designation in red is visible by the menu to remind you that you are viewing an archived asset.

CAIS		Condition Assessment Information System					U.S. Department of Energy	
Assets ▾ Projects ▾ Reporting ▾ Administration ▾ Archive ▾ Interfaces ▾ Help ▾ Logout								ARCHIVE
Field Office: National Eng Tech Lab ▾		Site Name: Pittsburgh Office ▾		Area Name: All ▾				
Archived Asset List								
	HQ Program Office ▾ Select One	Property ID ▾	Property Name ▾	Property Type ▾ Select One	Last Inspection Date ▾	Repair Needs ▾	Deferred Maintenance ▾	
IU List	FE	POSE0051	Communication Systems Lines	Structure		\$1	\$0	
IU List	FE	POSE0052	Communications Equipment	Structure		\$1	\$0	

The Archived Asset List window will display the Program Office, Property ID, Property Name and Property Type for each archived asset. The Property ID will contain a link that will direct you to the Asset Detail information for the archived asset. Additionally, there is an IU List link that will direct you to the archived Inspection Unit records associated with the asset.

The default sort for the Archived Asset List window is the Property ID; however, the sort can be easily changed by clicking on the **up/down** arrows next to the column name. The arrows will allow you to sort ascending or descending. The capability also exists to filter on any of the columns displayed. For the Program and Property Type, click the **pick list** to select a specific value to filter on. For the Property ID and Property Name, begin typing in the filter fields below the column name. As you type, the Archived Asset List window will automatically filter based on your entry.

To modify the Archived Asset List window to reflect a different Field Office, Site and Area, click one of these fields and modify as needed. If the Field Office is modified, you will notice the pick list for Site and Area will be refreshed with new options. If the Site is modified, you will notice the pick list for Area will be refreshed with new options.

Archived Asset Detail

By clicking on the Property ID link, you will be directed to the Archived Asset Detail window below:

CAIS Condition Assessment Information System
U. S. Department of Energy

Assets ▾ Projects ▾ Reporting ▾ Administration ▾ Archive ▾ Interfaces ▾ Help ▾ Logout

ARCHIVE

Asset Detail Attachments Cost Adders Cumulative Adders System Level Deficiency Cost IU

Field Office: Golden Field Office Site Name: National Wind Technology Center Area Name: Golden Field Office

Property ID: 4.5 Property Name: NWTC Data Shed 4.5 Property Type: Building Ownership: DOE Owned

HQ Program Office: Usage Code:

Status: Mission Dependency:

RPV: RPV Model:

Gross Sqft: Year Built:

Estimated Disposition Year:

Deferred Maintenance: Repair Needs: Modernization Cost:

Last Inspection Date: Next Inspection Date: Group:

Comments: (limit 1000 characters)

Added by FIMS: Updated by FIMS: Archived by FIMS:

At the top of the Archived Asset Detail window is information that describes the archived asset you are currently viewing. This information includes Field Office, Site Name, Area Name, Property ID, Property Name, Property Type and Ownership. It will be consistently displayed regardless of the tab you are viewing. The next section below displays basic facility information about the asset. All of these data fields originated from FIMS and are displayed as read-only.

The remaining portion of the window includes data fields from CAIS. Deferred Maintenance, Repair Needs and Modernization Cost are system generated, based on data input at the Inspection Unit Level or the System Level Deficiency screen.

You will notice at the bottom of the window, there is an audit date field called Archived by FIMS. This field identifies the date the asset was archived in FIMS.

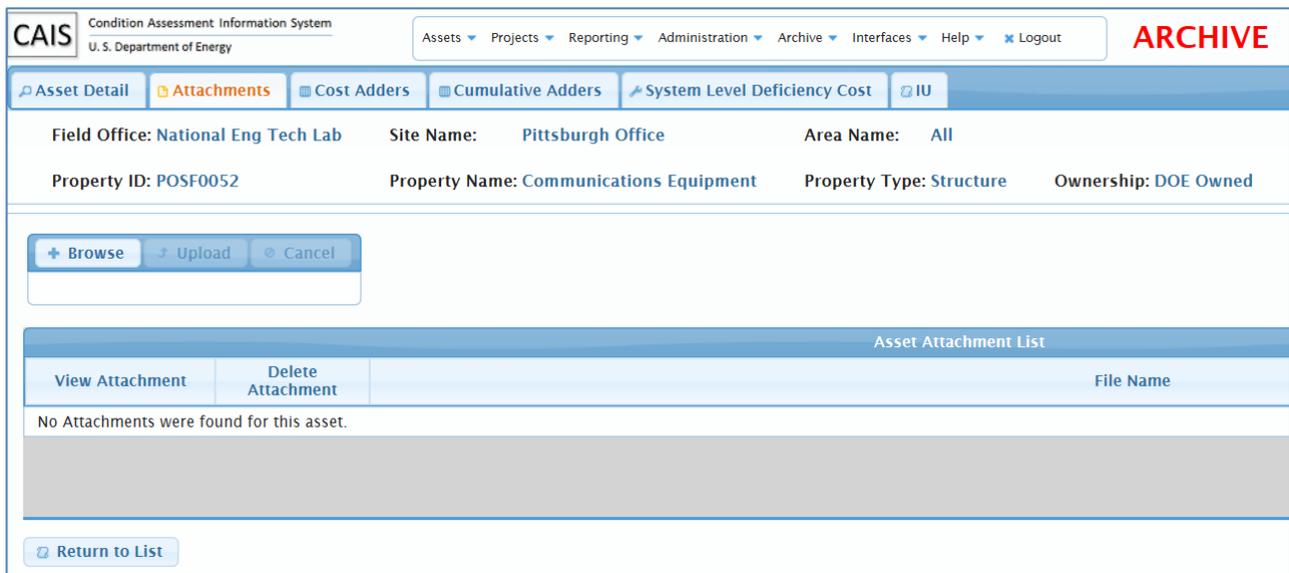
If you wish to make any changes to the available fields on this screen, click the field you wish to update and click the **Save** button to commit the changes to the database when finished.

Use the previous  and next  buttons to navigate from one Archived Asset record to another.

To return to the Archived Asset List window, click the **Return to List** button.

Archived Asset Attachments

By clicking on the Attachments tab, the Archived Attachments window will display.



Attachments that have already been uploaded for the archived asset will be displayed when the window opens. The file name will be displayed along with buttons to download or remove the Attachments. Click the **Download** button to view the image.

If you wish to remove an Attachment, click the **Remove** button. Once an Attachment has been successfully removed, CAIS will provide a confirmation message indicating this.

To upload an Attachment, perform the following:

1. Click the **Browse** button. You can then select the file you wish to attach.
2. Once you have selected a file, click the **Upload** button. If you wish to cancel the upload, click the **Cancel** button.
3. Once you click **Upload**, CAIS will attach the file and you will then see the file name displayed on the Asset Attachment List.

Multiple Attachments may be uploaded. Acceptable file types include .jpg, pdf, doc, .docx, .xls and xlsx.

If you wish to return to the Archived Asset List window, click the **Return to List** button.

Archived Cost Adders

By clicking on the **Cost Adders** tab, the **Archived Cost Adders** window will display:

Site/Area Applied Adders					
Type	Description	Equipment	Material	Labor	Overhead
Site	EXPEDITED EQUIPMENT	150			
Site	PRIORITY SCHEDULING		150	150	150
Area	EXPEDITED MATERIALS		150		

Asset Level Adders					
Selected	Description	Equipment	Material	Labor	Overhead
<input type="checkbox"/>	CONFINED SPACE REQUIREMENT			150	
<input type="checkbox"/>	HAZARDOUS/TOXIC EXPOSURE				

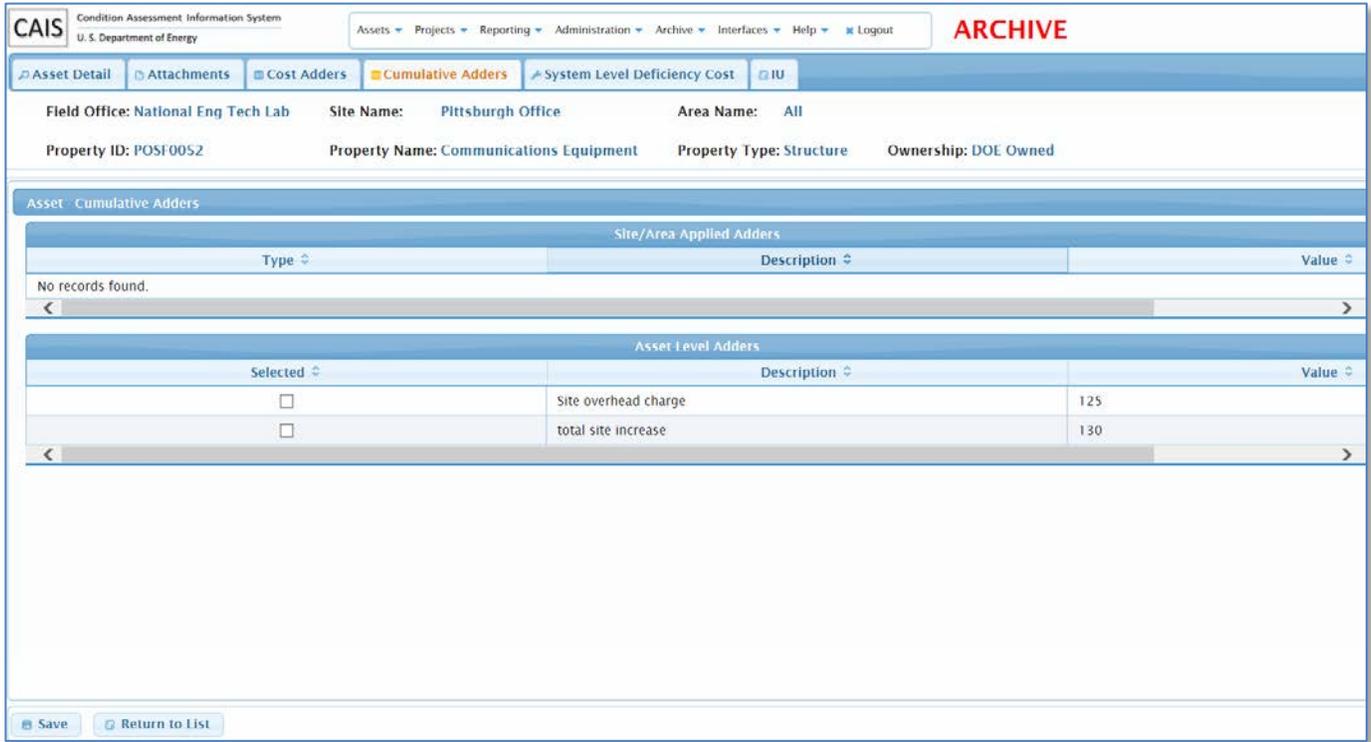
The Archived Cost Adders window allows Asset Level Cost Adders to be selected that are applied to the cost calculation for the asset. Any Site Level or Area Level applied Cost Adders will be displayed in the Site/Area Applied Adders section of the window.

Changes may be made to the Archived Cost Adders. After completing any changes, click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Archived Cumulative Adders

By clicking on the Cumulative Adders tab, the Archived Cumulative Adders window will display:



The Archived Cumulative Adders window allows Asset Level Cumulative Adders to be selected that are applied to the cost calculation for the asset. Any Site Level or Area Level applied Cumulative Adders will be displayed in the Site/Area Applied Adders section of the window.

Changes may be made to the Archived Cumulative Adders. After completing any changes, click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Archived System Level Deficiency Cost

By clicking on the System Level Deficiency Cost tab, the Archived System Level Deficiency Cost window will display as seen below:

CAIS Condition Assessment Information System
U. S. Department of Energy
Assets Projects Reporting Administration Archive Interfaces Help Logout
ARCHIVE

Asset Detail
Attachments
Cost Adders
Cumulative Adders
System Level Deficiency Cost
IU

Field Office: Richland Ops Office Site Name: Office of River Protection Area Name: RPP

Property ID: 241SY275 Property Name: Gas Monitoring Shelter (GMS-2) Property Type: Building Ownership: DOE Owned

RPV Model: E25 - Warehouse/Storage(pre-eng) Usage Code: 400 General Storage

System Level Deficiency Cost														
Volume	System Level				Repair Needs				Deferred Maintenance				Total	
	Cost	Factor	Percent Failed	DM	Engineered	System Level	IU	Calculation Method	Engineered	System Level	IU	Calculation Method	Repair Needs	Deferred Maintenance
A10-Foundation	\$0	1.000	10	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
A20-Basement	\$0	1.000	0	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
B10-Superstr.	\$0	1.000	10	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
B20-Ext. Closure	\$0	1.000	20	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
B30-Roofing	\$0	1.000	20	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
C10-Int. Const.	\$0	1.000	0	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
C20-Int. Stairs	\$0	1.000	0	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
C30-Int. Finish	\$0	1.000	20	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
D10-Conveying	\$0	1.000	0	Yes		\$0	\$0	Sys Level		\$0	\$0	Sys Level	\$0	\$0
Totals:					\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0

Save
Return to List

To make any updates on this screen, click the field you wish to update and click the **Save** button to commit the changes to the database when finished. Once saved, the Total Repair Needs and Deferred Maintenance at the bottom of this screen will match the Repair Needs and Deferred Maintenance on the Archived Asset Detail window.

To return to the Archived Asset List window, click the **Return to List** button.

Archived Inspection Unit List

By clicking on the IU tab, the Archived Inspection Unit List window will display:

Copy IU	IU Number	Component	Type	Deferred Maintenance	Inspector Name
<input type="checkbox"/>	166171	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT)	\$4,318	BYRD, CHRIS
<input type="checkbox"/>	166172	ROOF;1-PLY MEMBRANE	ELASTOMERIC,FLUID APPLIED,20MIL	\$905	BYRD, CHRIS
<input type="checkbox"/>	166173	EXT;WALLS;METAL SIDING	Steel siding, minimum labor/equipment charge	\$655	BYRD, CHRIS

The Archived Inspection Unit list window will display the Field Office, Site Name, Area Name, Property ID, Property Name, Property Type and Ownership at the top. This list represents all Inspection Unit records that have been previously input for the archived asset described at the top.

The Archived Inspection Unit List window includes the IU Number, Component, Type, Deferred Maintenance and Inspector Name. The default sort for this window is the IU Number; however, the sort can be easily changed by clicking on the **up/down** arrows next to the column name. The arrows will allow you to sort ascending and descending. The capability also exists to filter on any of the columns displayed. Just click into the filter field below the column name and begin typing. As you type, the Archived Inspection Unit list window will automatically filter based on your entry.

The use of **Advanced Filters** provides additional fields that you can filter on. These additional fields are defined below:

Deferred Maintenance Flag	Modernization Type
Discipline	Project ID
Equipment ID	Repair Needs Flag
IU Status	Urgency
Location	Work Order
Modernization Flag	Inspection Date

You can now perform one of the following actions:

- To navigate to the Archived Inspection Unit Detail windows, click the **IU Number** link.
- Click one of the tabs at the top to return to the Archived Asset Level information. **The tabs available are:**
 - Asset Detail
 - Attachments
 - Cost Adders
 - Cumulative Adders
 - System Level Deficiency Cost

Inspection Unit Archiving

Archived Inspection Unit List

Archived Inspection Unit records may be associated with active or archived assets. **There are two ways to access a list of Archived Inspection Units.**

1. Click **Archive** from the menu and select **Archive Asset List**. The Archived Asset List window will display the archived real property assets based on the Field Office, Site and Area default that you have established for your user account. In the first column of the Archived Asset List is a link called IU List. Click the **IU List** link to display a window containing all Inspection Unit records associated with the archived asset.

OR

2. Click **Archive** from the menu and select **Archive IU Search**. The Archived IU Search window will display as follows:

Area	Property ID	IU Number	Equipment ID	Work Order
Los Alamos National Laboratory	16-0201	6043		
Los Alamos National Laboratory	16-0201	19025		

- The Archived IU Search window will display the Field Office, Site and Area default that you have established for your user account. The Area pick list provides an 'All Areas' option to allow a site to search all Areas within the Site. Additionally, the Property ID, IU Number, Equipment ID and Work Order are available to use for search criteria.
- This window provides 2 options:
 - This window will allow you to go directly to the IU record by inputting an Archive IU number.
 - You may also search for Archived IU records by Property ID, Equipment ID or Work Order.
 - If a single IU record is retrieved from the Property ID, Equipment ID or Work Order search, the IU record will open.
 - If multiple IU records are retrieved, a list of IU records will display. Select one of the IU records from the list to open it.

Archived IU Detail

Once a valid Archive IU Number has been retrieved/selected, the Archived IU Detail window will appear.

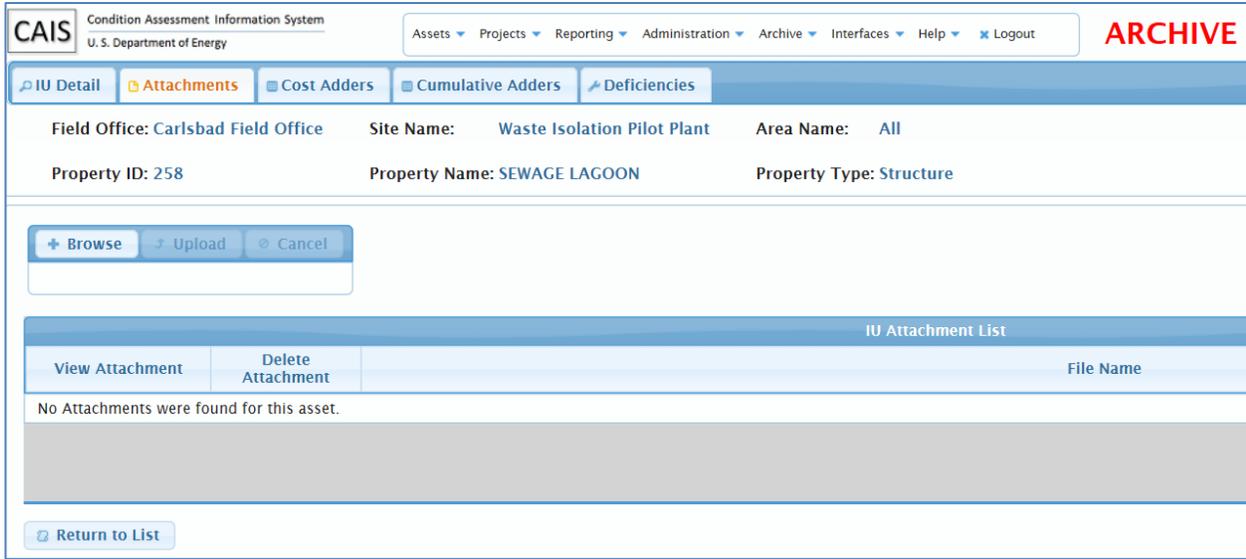
At the top of the Archived IU Detail window is information that identifies the asset to which this archived Inspection Unit record belongs. This information includes Field Office, Site Name, Area Name, Property ID, Property Name and Property Type. It will be consistently displayed regardless of the tab you are viewing. An ARCHIVE designation in red is visible by the menu to remind you that you are viewing an archived Inspection Unit record. The **Optional** and **User Defined** sections can be expanded by clicking those labels if they are currently collapsed.



Please note: You can make updates to one or more of the sections of the Archived IU Detail window. Click the **Save** button once all updates have been made to commit the changes to the database.

Archived IU Attachments

By clicking on the Attachments tab, the Archived Attachments window will display:



Attachments that have already been uploaded for the archived Inspection Unit will be displayed when the window opens. The file name will be displayed along with buttons to download or remove the Attachments. Click the **Download** button to view the image.

If you wish to remove an Attachment, click the **Remove** button. Once an attachment has been successfully removed, CAIS will provide a confirmation message indicating this.

To upload an attachment, perform the following:

1. Click the **Browse** button. You will then select the file you wish to attach.
2. Once you have selected a file, click the **Upload** button. If you wish to cancel the upload, click the **Cancel** button.
3. Once you click **Upload**, CAIS will attach the file and you will then see the file name displayed on the Asset Attachment List.

Multiple Attachments may be uploaded. Acceptable file types include .jpg, pdf, doc, .docx, .xls and.xlsx.

If you wish to return to the Archived Inspection Unit List window, click the **Return to List** button. You can also click on another tab to view additional data associated with the archived Inspection Unit record.

Archived IU Cost Adders

By clicking on the Cost Adders tab, the Archived IU Cost Adders window will display:

CAIS Condition Assessment Information System
U.S. Department of Energy

Assets ▾ Projects ▾ Reporting ▾ Administration ▾ Archive ▾ Interfaces ▾ Help ▾ Logout

ARCHIVE

Field Office: Carlsbad Field Office Site Name: Waste Isolation Pilot Plant Area Name: All
 Property ID: 258 Property Name: SEWAGE LAGOON Property Type: Structure

IU - Cost Adders

Site/Area/Asset Applied Adders

Type	Description	Equipment	Material	Labor	Overhead
No records found.					

IU Level Adders

Selected	Description	Equipment	Material	Labor	Overhead
<input type="checkbox"/>	CONFINED SPACE REQUIREMENT	200	150	130	130
<input type="checkbox"/>	EXPEDITED EQUIPMENT	200	150	140	128
<input type="checkbox"/>	EXPEDITED MATERIALS	140	200	130	130
<input type="checkbox"/>	HAZARDOUS/TOXIC EXPOSURE	200	200	200	130
<input type="checkbox"/>	PREMIUM MATERIAL COST	140	200	130	130
<input type="checkbox"/>	PRIORITY SCHEDULING	140	150	130	130
<input type="checkbox"/>	RADIATION DRESS OUT REQUIRED	200	300	175	200
<input type="checkbox"/>	RELOCATION EXPENSES				
<input type="checkbox"/>	RESPIRATOR REQUIRED	200	200	130	130
<input type="checkbox"/>	SECURITY ESCORT REQUIRED	100	100	130	130
<input type="checkbox"/>	SPECIAL DELIVERY REQUIREMENTS	140	150	130	130
<input type="checkbox"/>	SPECIAL EQUIPMENT REQUIRED	200	150	130	130

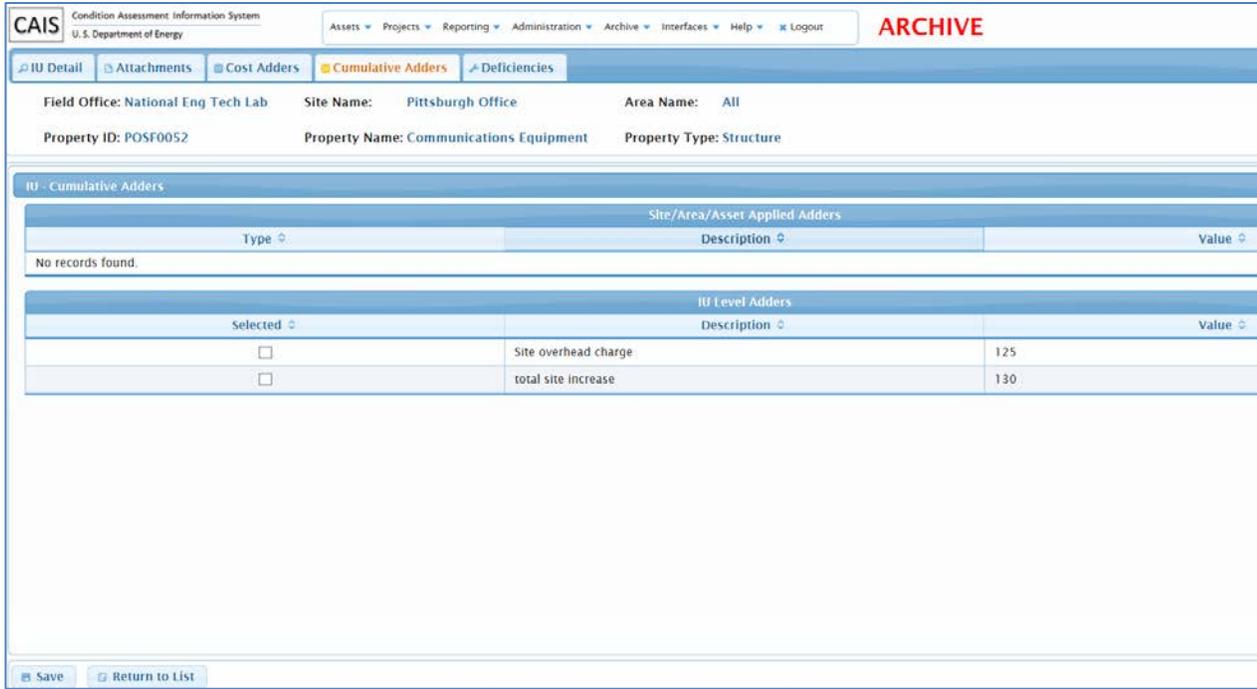
The Archived IU Cost Adders window allows Inspection Unit Level Cost Adders to be selected that are applied to the cost calculation. Any Site Level, Area Level or Asset Level applied Cost Adders will be displayed in the Site/Area/Asset Applied Adders section of the window.

Changes may be made to the Archived IU Cost Adders. After completing any changes, click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Archived IU Cumulative Adders

By clicking on the Cumulative Adders tab, the Archived IU Cumulative Adders window will display:



The Archived IU Cumulative Adders window allows Inspection Unit Level Cumulative Adders to be selected that are applied to the cost calculation. Any Site Level, Area Level or Asset Level applied Cumulative Adders will be displayed in the Site/Area/Asset Applied Adders section of the window.

Changes may be made to the Archived IU Cumulative Adders. After completing any changes, click the **Save** button to commit the changes to the database.

Reference Chapter 7 Cost Adders and Cumulative Adders in this manual for additional information or click [here](#).

Archived Deficiencies

By clicking on the Deficiencies tab, the Archived Deficiencies window will display:

Code	Group	Description	Light	Moderate	Severe	Fail	Comment
X1	FNDTN.DAMP/WATERPROOFING	EXCEEDS DESIGN LIFE	N/A	N/A	N/A	<input type="checkbox"/>	
M5	FNDTN.DAMP/WATERPROOFING	MEMBRANE: BLISTERING Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M7	FNDTN.DAMP/WATERPROOFING	MEMBRANE: CRACKING Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M2	FNDTN.DAMP/WATERPROOFING	MEMBRANE: FISHMOUTHS, OPEN SEAMS Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M3	FNDTN.DAMP/WATERPROOFING	MEMBRANE: HOLES, PENETRATIONS, LEAKS Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M1	FNDTN.DAMP/WATERPROOFING	MEMBRANE: LOOSE ADHESIVE, BUBBLES Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M6	FNDTN.DAMP/WATERPROOFING	MEMBRANE: SPLITTING Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M4	FNDTN.DAMP/WATERPROOFING	MEMBRANE: SURFACE DETERIORATION Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
X2	FNDTN.DAMP/WATERPROOFING	PHYSICAL DAMAGE	N/A	N/A	N/A	<input type="checkbox"/>	

The Archived Deficiencies window is associated with the calculation of Repair Costs. This window identifies all potential deficiencies based on the Volume, WBS, Component and Type that have been entered on the Archived IU Detail window.



Please note: Some fields will contain a value of 'N/A'. Entering a percentage in these fields is **NOT** allowed. It has been pre-determined that some deficiencies will not have all four (4) percentage fields available for entry.

A comment field also is available for each deficiency where additional inspection information can be entered. Once you have entered your data, click the **Save** button to commit the changes to the database. You will receive a confirmation that your changes have been successfully saved.

If you wish to return to the Archived Inspection Unit List window, click the **Return to List** button. You can also click on another tab to view additional data associated with the archived Inspection Unit.

CAIS to FIMS Upload

FIMS Upload

CAIS provides an upload process to update FIMS. The data fields uploaded to FIMS are essential for FIMS year-end reporting and at a minimum should be uploaded to FIMS prior to the Deferred Maintenance / Repair Needs annual year-end reporting deadline, which typically occurs at the end of September.

The following data fields are uploaded to FIMS through the CAIS FIMS Upload process:

Deferred Maintenance	Modernization Cost
Repair Needs	Uniformat Repair Needs data
Last Inspection Date	

To access the FIMS Upload process, click **Administration** from the menu and select **FIMS Upload**. The FIMS Upload process window will open displaying the five steps to perform the upload as shown below:

Step 1: Select Site to Upload to FIMS

Field Office:

Site:

Area:

Step 2: Recost Site/Area

Step 3: View data being uploaded to FIMS

Step 4: Upload to FIMS

Step 5: View Exception Data

Step 1: Select the Site to Upload to FIMS

The Field Office will automatically default to your User ID Profile Field Office restriction and will be display only. The Site will automatically default to your User ID Profile Site restriction. It will be display only for Site users because Site users only have access rights to one Site. For Field Office users, make a selection from the available Sites in the pick list.

The Area pick list will default to 'All Areas' within a Site. If you desire to upload to a specific Area, select the Area from the pick list.

Step 2: Recost Site/Area

This step performs a Site/Area level recost of Deferred Maintenance, Repair Needs and Modernization values prior to uploading to FIMS.

Click the  button to execute the Site/Area level recost based on the selected Site and Area.

Step 3: View data being uploaded to FIMS

Click the  button to generate an Excel report of the Site's data that will be uploaded to FIMS.

Two sheets will be generated in the spreadsheets. The first sheet **Upload DM and RN** will show the Deferred Maintenance, Repair Needs, Modernization Cost and Last Inspection Date to be uploaded. The second sheet **Upload Uniformat** will show the Repair Needs cost by Volume Code to be uploaded.

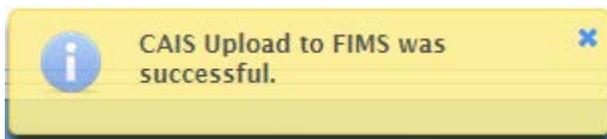
Step 4: Upload to FIMS

Click the  button to initiate the upload to FIMS.

An Uploading processing box will display to show that the upload is in progress.



Upon completion, the following message will be displayed:



Step 5: View Exception Data

After the upload has completed, click the  button to see if there is any exception data that did not upload. The Exception Report is produced in an Excel format and provides messages as to why the data did not upload.

FIMS Updates to CAIS

CAIS has 21 data fields that parallel FIMS. The database provides automatic updates from FIMS to CAIS for these 21 data fields when updates are made in FIMS.

The following table identifies the 21 data fields updated through this process:

Field Office	Property Type	RPV Model
Site Name	HQ Program Office	Gross Sqft (buildings and trailers)
Site Number	Ownership	Primary Qty (OSF)
Area Name	Usage Code	Primary Unit of Measure (OSF)
Area Number	Mission Dependency	Physical Barriers Preventing Inspection (PBPI)
Property ID	Status	Year Built
Property Number	RPV	Estimated Year Disposition



Please note: These 21 data fields are display only and not updatable in CAIS.

New Real Property Assets

As new real property assets are added to FIMS, the assets are simultaneously added to CAIS through a database process. All buildings, trailers and OSF regardless of ownership are added to CAIS.

When the new asset is created in CAIS, the **Added by FIMS** date field on the Asset Detail window will be populated with the date the asset was added.

A CAIS user may also receive an automated email notification that a new asset has been added to CAIS for their Site if the **Email Notifications** check box on the My Profile window is checked. Reference the My Profile section in Chapter 14 Application Security for more details or click [here](#)

Updates to Existing Assets

When updates to any of the 21 data fields listed in the previous table occur in FIMS, CAIS is simultaneously updated through a database process.

When these updates occur in CAIS, the **Updated by FIMS** date field on the Asset Detail window will be populated with the date the asset was last updated.

Assets Archived in FIMS

When assets are archived in FIMS, they are simultaneously archived in CAIS through a database process.

When these updates occur in CAIS, the **Archived by FIMS** date field on the Asset Detail window of the archived asset will be populated with the date the asset was archived.

A CAIS user may also receive an automated email notification that an asset has been archived in CAIS for their Site if, the **Email Notifications** check box on the My Profile window is checked. Reference the My Profile section in Chapter 14 Application Security for more details or click [here](#).

Chapter
13

Estimating

Estimating Module

CAIS provides a module that can be used to calculate Estimates for repairs/replacements of deficiencies. The module incorporates the RS Means costing data already utilized by CAIS to calculate the Estimates. Estimates can be developed at the component or assembly level. The tool can be used to develop custom Replacement Plant Values (RPVs) for buildings, OSFs and trailers. All Estimates are updated annually during the automated RS Means costing update to CAIS.

Estimate List

To access the list of Estimates for your Site, click **Tools** from the menu and select **Estimates**. The Estimate List window will display the Estimates, based on the Field Office and Site default that you have established for your user account. Please reference Chapter 14 Application Security, under My Profile or click [here](#) to learn how to establish a default location.

The screenshot shows the CAIS web interface. At the top, there is a navigation menu with options: Assets, Reporting, Administration, Archive, Tools, Help, and Logout. Below the menu, there are dropdown menus for 'Field Office: EMCBC' and 'Site Name: Mound'. The main content area is titled 'Estimate List' and contains a table with the following data:

	Estimate ID	Estimate Name	Total Estimate Value	Created By
<input type="checkbox"/>	1	Carpet	\$80,389	Gordy, Mark
<input type="checkbox"/>	2	Fence refinish	\$20,306	Gordy, Mark
<input type="checkbox"/>	4	Kitchen updates	\$12,567	Gordy, Mark
<input type="checkbox"/>	6	Kitchen 2 refresh	\$104,866	Gordy, Mark

At the bottom of the interface, there is a toolbar with buttons for '+ New Estimate', 'Copy', 'Delete', 'Export Estimate', and 'Manage Addrs'.

The Estimate List window displays the Estimate ID, Estimate Name, Total Estimate Value and Created By for each Estimate. The Estimate ID contains a link that will direct you to the Estimate Detail information.

The default sort for the Estimate List window is the Estimate ID. However, the sort can be easily changed by clicking on the **up/down** arrows next to the column name. The arrows will allow you to sort ascending or descending. The capability also exists to filter on Estimate ID, Estimate Name or Created By. Simply begin typing in the filter field below the column name. As you type, the Estimate List window will automatically filter, based on your entry.

To modify the Estimate List window to reflect a different Field Office or Site Name, click and select another value from the pick list. If the Field Office is modified, you will notice the pick list for the Site Name will be refreshed with new options.

The buttons at the bottom of the Estimate List window perform the following functions:



The **New Estimate** button opens the New Estimate window to create a new Estimate. See the New Estimate section below for detailed processing steps.



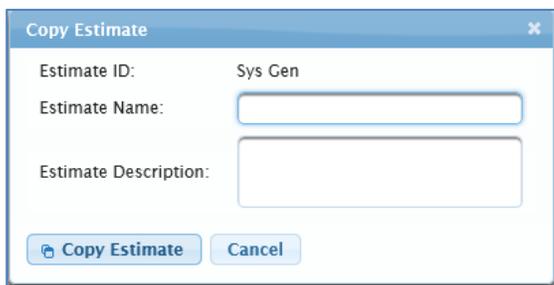
The **Copy** button will copy a selected existing Estimate and create a new Estimate. Use the check box on the Estimate List window to select the Estimate to be copied and click . The window below will open.



Enter the Estimate Name and Estimate Description and click the  button to copy the



Estimate or click the  button to cancel the copy operation.



The **Delete** button will permanently delete the selected existing Estimate(s). Use the check box on the

Estimate List window to select the Estimate(s) to be deleted and click . You will be prompted to



confirm the delete. Click the  button to delete or click the  button to cancel the delete request.



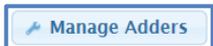
To produce a PDF or Excel report of one or more Estimates, use the check boxes on the Estimate List window to select the Estimate(s) for the report. Click the **Export Estimate** button and then choose either the **PDF** or **Excel** format.

The Excel report will provide three sheets of information in the spreadsheet. The Estimate data detail, the Cost Adders included in the Estimate and the Additional Cost applied to the Estimate.

The PDF report will produce a formal formatted report, CAIS 007 Cost Estimate Report. It contains all the Estimate line items including a Subtotal, any Additional Cost applied and a Total Estimate Value.



The **Manager Adders** button will open the window to allow Estimate Cost Adders to be added, updated or deleted for your Site. These Estimate Cost Adders are separate from the CAIS Cost Adders. These adders allow adjustments based on Equipment, Labor, Material and Overhead resulting in the escalation of the



Estimate cost. Click the button to open the following window.

Delete	Cost Adder Code	Description	Equipment	Labor	Material	Overhead
<input type="checkbox"/>	01	Labor		135		
<input type="checkbox"/>	02	Project Overhead				140
<input type="checkbox"/>	03	Site	125	125	125	125
<input type="checkbox"/>	04	Equipment	175			
<input type="checkbox"/>	05	Material			120	
<input type="checkbox"/>	06	Profit	150			



Click the button to add a line to create a new Estimate Cost Adder.



Click the button to save the new adder or to save any changes.



Click the button to return to the Estimate List window.

New Estimate



To create a new Estimate, click the button at the bottom of the Estimate List window. **The new Estimate window will be displayed.**



Enter the Estimate Name and Estimate Description and click the **Save/Build Estimate** button to create your Estimate. The **Estimate Detail** window below will open.



If you do not wish to proceed with creating a new Estimate, click the **Cancel** button to close the New Estimate window.

Estimate Detail

By clicking on the Estimate ID link from the Estimate List window or after saving a New Estimate, you will be directed to the Estimate Detail window as shown below:

Source	Quantity	RS Means Line Number	Type Description	UOM	Estimated Value
Assembly	1,000	C30204100060	Carpet tile, nylon, fusion bonded, 18" x 18" or 24" x 24", 24 oz	S.F.	\$4,655
Master Format	1,000	096816103000	Carpet, commercial grades, direct cement, nylon, plush, 36 oz., medium traffic	S.Y.	\$47,528
Subtotal:					\$52,183
Total Estimate Value:					\$82,183

The Field Office and Site Name are displayed to identify the Site with which the Estimate is associated.

The Estimate ID is system generated when you create a new Estimate. It uniquely identifies the Estimate.



The Estimate Name, Estimate Description and Geographic Adjuster are updatable. Click the **Save** button to commit changes to the database after making any updates to these data fields.

The Estimate Detail window is used to build your Estimate. Use this window to add Estimate line items to your Estimate or delete them. Adders may be applied to each line item and an overall Additional Cost may be added to the Estimate on this window.

Adding Estimate Line Items



Clicking the **Estimate Type Search** button on the Estimate Detail window will open the Estimate Type Search window as shown below:

RS Means Line Number	Type Description	UOM
B20302102750	Door, wood, comb, storm & screen, hinged, 3'-0" x 6'-8" opening	Opng.
B20302102800	Door, wood, comb, storm & screen, hinged, 3'-0" x 7'-0" opening	Opng.
B20302102850	Door, wood, overhead, panels, heavy duty, manual operation, 8'-0" x 8'-0" opening	Opng.
B20302102900	Door, wood, overhead, panels, heavy duty, manual operation, 10'-0" x 10'-0" opening	Opng.
B20302102950	Door, wood, overhead, panels, heavy duty, manual operation, 12'-0" x 12'-0" opening	Opng.
B20302103000	Door, wood, overhead, panels, heavy duty, manual operation, 14'-0" x 14'-0" opening	Opng.

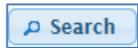
There are two ways to search and retrieve cost data to add to your Estimate.

Search Option 1

Use the following data fields to search for items to add to your Estimate:

- **Source** – Choose one of the following picklist values:
 - Assembly – Collection of components which make up the functional elements that are common to most buildings. Assembly data is arranged according to the UNIFORMAT II classification system. Generally, this option is associated with new construction.
 - Maintenance Assembly - Collection of components which make up the functional elements that are common to most buildings that are associated with maintenance and/or repair activities of existing construction. Assembly data is arranged according to the UNIFORMAT II classification system.
 - Maintenance Master Format - Represents a master list of titles and numbers for individual building components. This option is associated with maintenance and/or repair activities of existing construction.
 - Master Format - Represents a master list of titles and numbers for individual building components. Generally, this option is associated with new construction.

- **RS Mean Line Number** – Use this field to search for a specific line number or enter a portion of a line number.
- **Type** – Enter one or more keywords to search the cost data.



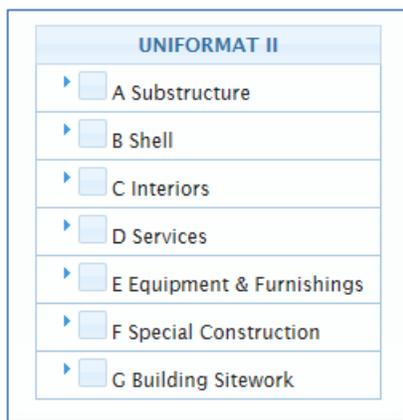
Click the button to retrieve the matching cost data.

Search Option 2

A tree structure is available to search the Uniformat II and Master Format data. Make a select from the Source



picklist and then click the button to open either the Uniformat II or Master Format tree structure in the bottom left pane of the window as shown here.



OR



Use the button beside each level to expand it to the next level. To retrieve cost data at a specific level, click



the check box to place a in one or more check boxes.

Select Estimate Line Items

The retrieved cost data can be sorted using the **up/down** arrows next to the column name. The arrows will allow you to sort ascending or descending. The capability also exists to filter on RS Means Line Number, Type Description, and UOM (Unit of Measure). Simply begin typing in the filter field below the column name. As you type, the retrieved data will automatically filter, based on your entry.

Use the check boxes to select cost data to add to your Estimate. One or more line items may be selected as shown



here. Click the button to add the line items to your Estimate and return to the Estimate Detail window.

<input type="checkbox"/>	RS Means Line Number	Type Description	UOM
<input type="checkbox"/>	C30204100060	Carpet tile, nylon, fusion bonded, 18" x 18" or 24" x 24", 24 oz	S.F.
<input checked="" type="checkbox"/>	C30204100080	Carpet tile, nylon, fusion bonded, 18" x 18" or 24" x 24", 35 oz	S.F.
<input type="checkbox"/>	C30204100100	Carpet tile, nylon, fusion bonded, 18" x 18" or 24" x 24", 42 oz	S.F.
<input type="checkbox"/>	C30204100140	Carpet, tufted, nylon, roll goods, 12' wide, 26 oz	S.F.
<input checked="" type="checkbox"/>	C30204100160	Carpet, tufted, nylon, roll goods, 12' wide, 36 oz	S.F.
<input type="checkbox"/>	C30204100180	Carpet, tufted, roll goods, woven, wool, 12' wide, 36 oz	S.F.

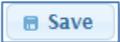


Click the button to go back to the Estimate Detail window.

Calculating the Estimate Line Item Cost

After the line item is added to the Estimate, you are returned to the Estimate Detail window. The following data is entered to calculate the Estimate cost.

- Quantity - Enter a Quantity for the line item to calculate the Estimated Value. Quantity should be entered in the specified Unit of Measure (UOM).



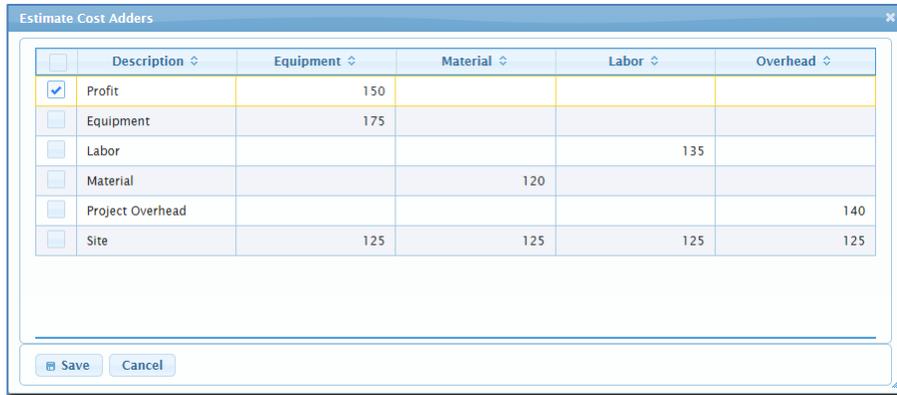
Click the button to calculate the Estimate line item cost and commit the change to the database.

Adding Estimate Cost Adders to the Estimate Line Item Cost

Estimate Cost Adders may be applied to each Estimate line item using the following steps. These Estimate Cost Adders are defined and managed by the Site from the Estimate List window.



- Click the button on the Estimate line item to open the Estimate Cost Adder window as shown here.



- Select or deselect the desired Estimate Cost Adder(s) by clicking the checkbox.

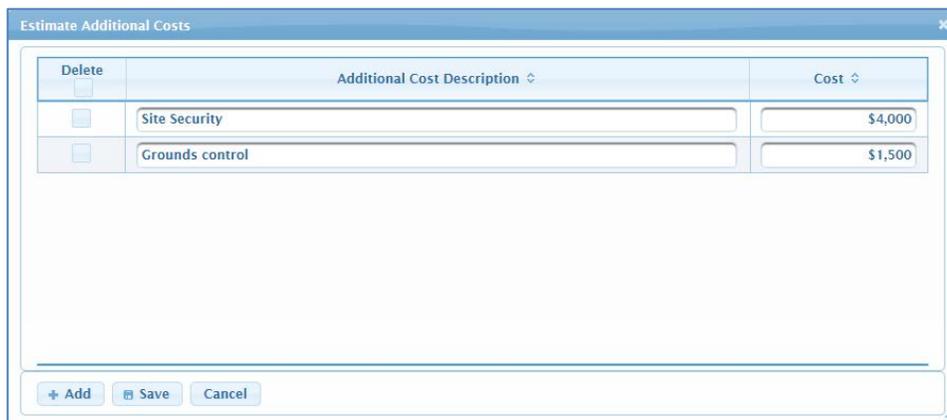
- Click the  button to recalculate the Estimate line item cost and return to the Estimate Detail window. Notice the Adder button , the '+' identifies that an Adder has been applied to this line item.

- Click the  button to return to the Estimate Detail window without applying adders.

Adding Additional Cost to the Estimate

Additional Cost may be added to the Estimate following these steps:

- Click the  button to open the Estimate Additional Costs window as shown here.

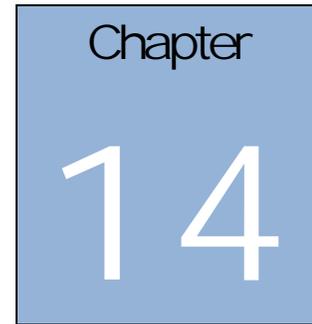


- Click the  button to add a row and enter the Additional Cost Description and Cost. Repeat to add more costs.
- Click the  button to recalculate the Total Estimate Value and return to the Estimate Detail window. Notice the Add Cost button , the '+' identifies that Additional Cost have been added to the Estimate.
- Use the **Delete** checkbox to remove Additional Cost Adders. Then click the  button to recalculate the Total Estimate Value and return to the Estimate Detail window.
- Use the  button to return to the Estimate Detail window without applying adders.

Deleting Estimate Line Item Cost from an Estimate

To remove an Estimate line item from an Estimate, use the checkbox(es) to select the Estimate line item(s) to be removed and then click the  button. The Total Estimate Value will be recalculated.

To return to the Estimate List window from the Estimate Detail window, click the  button.



Application Security

Security Overview

CAIS is an unclassified computer system, owned and operated by the Department of Energy. The CAIS user must adhere strictly to the security measures and internal controls that have been established. Access to CAIS is granted based on certain expectations. These expectations are referred to as **Rules of Behavior**. When you log into CAIS and establish/modify your password, you will need to acknowledge that you have read and agree to these Rules of Behavior. CAIS is protected from unauthorized access through the use of passwords. Each CAIS user is assigned a User ID and password by their Field Office or Site Administrator.

The following Rules of Behavior must be adhered to when changing your password:

Rules of Behavior

- Password contains between eight (8) and 20 non-blank characters
- Password contains at least one (1) number
- Password must contain a non-numeric in the first and last position
- Password must contain at least one (1) special character within the first seven (7) positions
- Password does not contain the User ID
- Password does not include the user's own or to the best of his/her knowledge, close friends or relatives names, employee serial number, Social Security number, birth date, phone number, or any information about him/her that the user believes could be readily learned or guessed
- Password does not, to the best of the user's knowledge, include common words that would be in an English dictionary, or from another language which the user has familiarity
- Password does not, to the best of the user's knowledge, employ commonly used proper names, including the name of any fictional character or place
- Password does not contain any simple pattern of letters or numbers, such as "qwertyxx" or "xyz123xx"
- Password employed by the user on his/her unclassified system is different than the passwords employed on his/her classified systems

Additionally, you agree to protect your password in the following manner:

- Must not share the password except in emergency circumstances or when there is an overriding operational necessity
- Must not leave clear-text passwords in a location accessible to others or secured in a location whose protection is less than that required for protecting the information that can be accessed using the password
- Must not enable applications to retain passwords for subsequent reuse

- Password must be changed at least every 60 days, immediately after sharing, on direction from management, and as soon as possible, but within one (1) business day after a password has been compromised, or after it is suspected that a password has been compromised.

Upon logging into CAIS, a message will display with the days remaining before your Password will expire. This message will change to **red** when your Password is within 10 days of expiring. CAIS will notify you through an email 7 days prior to your Password expiring. If your Password expires, CAIS will generate an additional email with the appropriate CAIS Administrator to contact to have your User ID reactivated. It is highly recommended that you change your Password immediately after receiving a reminder message.

CAIS also utilizes a suspension feature for individual with three (3) invalid login attempts. **The following message will be received if your logon account becomes suspended:**



The account has been locked. Please contact your System Administrator to unlock your account.



Please note: Once the account has been suspended, you will need to contact your CAIS Administrator to have the account reactivated.

For any accounts that have been inactive for a period of 60 days, those accounts will automatically be suspended as well. Contact your CAIS Administrator to reactivate suspended accounts.

In addition to your password, your system access is also control by the security level assigned to your User ID. Add, Update, and Delete access to all CAIS records is controlled by the assigned security level.

Security Levels

Headquarters Administrator

- Full access to all data within the CAIS Database
- Can establish user accounts

Headquarters Read Only

- Read-only access to all data within the CAIS database

Field Office Administrator

- Add, update and delete access to all Sites for a specific Field Office
- Responsible for establishing and maintaining user accounts for one (1) Field Office

Field Office User

- Add, update and delete access to all Sites for a specific Field Office

Field Office Read Only

- Read-only access to all Sites for a specific Field Office

Site Administrator

- Add, update and delete access to one specific Site
- Responsible for establishing and maintaining user accounts for one Site

Site User

- Add, update and delete access to one specific Site

Site Read Only

- Read-only access to one specific Site

Request a User ID

To request a CAIS User ID, an email should be sent to the appropriate CAIS Administrator for your Field Office/Site. **The email should include the following information for the individual requesting the User ID:**

Name	Email address
DOE Organization or Contractor Name	Security Level requested
Phone Number	Field Office/ Site requesting access

The CAIS Administrator will acknowledge the request by assigning a User ID or denying the request. After receiving notification that your User ID has been created, you will logon to CAIS with the User ID and Password supplied to you.

After logging on to the CAIS logon page, another page will pop up requesting you to enter your **New Password** and **Confirm New Password**. You should create a new password following the Rules of Behavior guidelines outlined previously in this Chapter. **Acknowledge the Rules of Behavior** by selecting 'Yes' from the pick list and click the **Save** button. You will then receive a window that acknowledges that you have

successfully changed your password and to click [here](#) to login again. Click **here** to enter your CAIS User ID and the New Password you just created to access the system.

Request for Reactivating a User ID

If your User ID becomes suspended and you can no longer access CAIS, you must send an email to your CAIS Administrator requesting reactivation.

After receiving notification that your User ID has been reactivated, you will logon to CAIS with your User ID and the new password supplied to you.

After logging on to the CAIS logon page, another page will pop up requesting you to enter your **New Password, Confirm New Password** and to **Acknowledge the Rules of Behavior**. After entering the requested information, click the **Save** button. You will then receive a window that acknowledges that you have successfully changed your password and to click [here](#) to login again. Click **here** and enter your CAIS User ID and the New Password to access the system.

My Profile

The CAIS application allows you to modify your personal information associated with your User ID. To display and modify your user information, click **Administration** then **My Profile**.

The following User Detail window is displayed with the information that may be modified:

The screenshot shows the CAIS User Detail window. At the top, there is a navigation bar with the CAIS logo and the text 'Condition Assessment Information System U.S. Department of Energy'. Below this is a menu bar with options: Assets, Projects, Reporting, Administration, Archive, Interfaces, Help, and Logout. The main content area is titled 'User Detail' and contains the following fields:

- User ID: testsad
- First Name: John
- Last Name: Smith
- Security Level: Site User
- Organization: DOE
- Email: john.smith@hq.doe.gov
- Phone Number: (301) 933-6002
- Password: [masked] with an 'Update Password' button
- Account Status: Suspended

On the right side, there are sections for 'Default Location' and 'Custom Settings':

- Default Location:**
 - Field Office: National Eng Tech Lab (Restricted)
 - Site: Pittsburgh Office (Restricted)
 - Area: All
- Custom Settings:**
 - Email Notifications: [checked]
 - Optional and User Defined Panels Expanded: [checked]
 - Advanced Filters: [checked]

At the bottom of the window, there are four buttons: Save, Delete, Return to List, and Refresh Database.



It is imperative to keep your contact information up-to-date. Your email address is used to generate application emails for password and other notifications.

The shaded data fields designate information that is protected and not updatable.

Your Default Location is determined by your CAIS Administrator when your User ID is created. The data field(s) designated as **Restricted** can only be changed by your CAIS Administrator. You may modify the data field(s) that is not protected. This Default Location determines what data will be displayed by default throughout CAIS. For example, the Asset List will open and list CAIS assets for the Default Location specified Field Office, Site and Area. Another example is when you open the Standard Reports, the criteria window will default to your designated Field Office and Site.

Use the Custom Settings check boxes to designate the following:

Email Notifications	Check this check box if you desire to receive email notifications whenever a FIMS asset is created in CAIS or archived in CAIS
Optional and User Defined Panels Expanded	Check this check box if you desire to have the Optional and User Defined sections of the IU Detail window to always be expanded (open) when you open this window.
Advanced Filters	Check this check box if you desire the Advanced Filters to be your default on the IU List window. If unchecked, the default is Basic Filters.

User List

All CAIS users may view the list of CAIS application users. To browse the CAIS users, click **Administration** then **User List**. The following User List window will appear:

The screenshot shows the CAIS User List interface. At the top, there is a navigation menu with options: Assets, Projects, Reporting, Administration, Archive, Interfaces, Help, and Logout. Below the menu, the page title is "User List". There are two dropdown menus for "Field Office" (set to EMCBC) and "Site" (set to Paducah Gaseous), along with a "Create New User" button. The main content is a table with the following data:

User ID	First Name	Last Name	Organization	Security Level	Account Status
bodell	Martin	Bodell	Swift and Staley	Site Admin	Active
doemann	Kim	Mann	Headquarters	Field Office Read Only	Active
dsills	Daron	Sills	Fluor	Field Office Read Only	Active
emkoscis	Jessica	Pedersen	Fluor	Field Office Read Only	Active
jbeck	Jeff	Beck	Swift and Staley	Site User	Active
jbrown	Jim	Brown	Swift and Staley	Site User	Active
jhaves	Jacob	Hayes	Swift and Staley	Site Admin	Active
smarinell	Stacey	Marinelli	Swift and Staley	Site Admin	Active
tgross	Tim	Gross	Swift and Staley	Site User	Active

To view a particular user record, click the desired **User ID** from the User List.

User Detail

The User Detail window will open upon selecting a User ID from the User List window. **The following information on this window is read-only for all users except the CAIS Administrators:**

The screenshot shows the CAIS User Detail window. The header includes the CAIS logo, the text 'Condition Assessment Information System U. S. Department of Energy', and a navigation menu with items: Assets, Projects, Reporting, Administration, Archive, Interfaces, Help, and Logout. The main content area is titled 'User Detail' and contains the following fields and sections:

- User ID:** doesmith
- First Name:** Gayle
- Last Name:** Smith
- Security Level:** HQ Admin
- Organization:** STARGATES
- Email:** gayle.smith@hq.doe.gov
- Phone Number:** (301) 337-6002
- Password:** [masked] with an 'Update Password' button
- Account Status:** Active
- Default Location:**
 - Field Office:** EMCBC
 - Site:** Mound
 - Area:** All
- Custom Settings:**
 - Email Notifications:
 - Optional and User Defined Panels Expanded:
 - Advanced Filters:

At the bottom of the window are four buttons: Save, Delete, Return to List, and Refresh Database.

Administrator Responsibilities

The CAIS Headquarters Administrator, Field Office Administrator, and Site Administrator have responsibility for maintaining the CAIS user community within their Field Office /Site designations.

The responsibilities are as follows:

- Review and approve the request for User IDs and Passwords from individuals under the purview of the specified Field Office and/or Site
- Add, delete, update or reinstate CAIS users under the purview of their Field Office and/or Site
- Maintain a current record of all CAIS users under the purview of their Field Office and/or Site and annually review for updates and deletes to their CAIS user community

Adding a New User

The CAIS Headquarters Administrator, Field Office Administrator and the Site Administrator are the only CAIS users that can add a new CAIS user.

If you are a CAIS Headquarters Administrator, Field Office Administrator or a Site Administrator, you can add a new user by clicking **Administration** then **User**

List. From the User List, click the  button. **The New User window appears as follows:**

To establish a new user account, enter the requested information and click the Save button.

Updating / Reactivating a User

The CAIS Headquarters Administrator, Field Office Administrator and the Site Administrator are the only CAIS users that can update or reinstate a CAIS user.

If you are a CAIS Headquarters Administrator, Field Office Administrator or a Site Administrator, you can update a user by clicking **Administration** then **User List**. From the User List, click the **User ID** associated with the user information you wish to modify.

The following information may be updated:

First Name	Password
Last Name	Account Status
Security Level	Site Default Location
Organization	Area Default Location
Email	Email Notifications
Phone Number	

When a user is selected that the CAIS Administrator does not have security rights to modify, the **Save** button is hidden, allowing the Administrator to **view** only the User Detail information.

Reactivating a suspended User ID

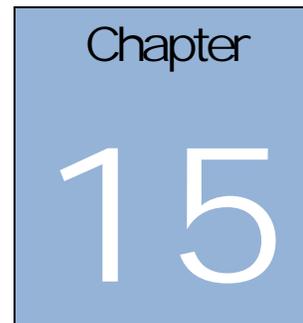
If a User ID becomes suspended and they can no longer logon to CAIS, the CAIS Administrator can reactivate the suspended User ID and change the password.

To reactivate a suspended User ID, on the User Detail window, change the Account Status value to 'Active', change the Password, and click **Save**.

Deleting a User

The CAIS Headquarters Administrator, Field Office Administrator and the Site Administrator are the only CAIS users that can delete a CAIS user.

If you are a CAIS Headquarters Administrator, Field Office Administrator or a Site Administrator, you can delete a user by clicking **Administration** then **User List**. From the User List, click the **User ID** associated with the user information you wish to delete. Click the  button to delete the user record. A message appears confirming the delete operation.



Help

CAIS User's Guide

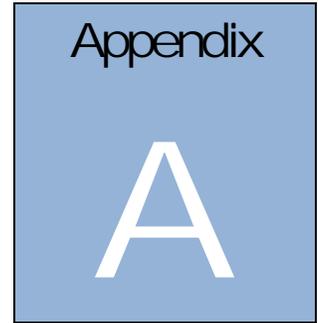
To access the .pdf version of the CAIS User's Guide while logged into CAIS, click **Help** from the menu and then select **User's Guide**. The CAIS User's Guide is designed to provide comprehensive end-user assistance with all aspects of the application. You can also access the CAIS User's Guide from the Quick Links menu on the CAIS Home page when you first log into CAIS.

CAIS Data Element Dictionary

To access the .pdf version of the CAIS Data Element Dictionary while logged into CAIS, click **Help** from the menu and then select **Data Element Dictionary**. The CAIS Data Element Dictionary, which originates from Appendix A of the CAIS User's Guide, provides definitions for all data elements in the CAIS database. The Data Element Dictionary also identifies required/optional fields, database column names and data element characteristics. The data elements are listed by English name displayed on all of the application windows. You can also access the CAIS Data Element Dictionary from the Quick Links menu on the CAIS Home page when you first login to CAIS.

About CAIS

To access the latest software version number and a brief description of the CAIS application, click **Help** from the menu and then select **About CAIS**.



Appendix A: CAIS Data Element Dictionary

CAIS Data Element Dictionary

English Name	Element Name/ Window Name	Format	Definition
Access Optional	INSP_ACCESS_CODE <i>IU Detail</i>	Char(4)	Defines the access requirement of the inspection unit. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
Access Restrictions Field Office Required	 <i>User Detail</i>	Char(2)	Specifies the Field Office that a user may access.
Access Restrictions Site Required	 <i>User Detail</i>	Char(5)	Specifies the Site that a user may access.
Account Status Required	 <i>User Detail</i>	Char(9)	Indicates whether a user's account is Suspended, meaning the user is unable to logon to CAIS, or is Active. This field is only visible on the User Detail window to Headquarters Field Office Administrators.
Actual Cost Optional	PROJ_ACTUAL_COST <i>Project Detail</i>	Num(12)	Represents the actual cost expenditures to complete the project.
Added by FIMS System Generated	ASTS_ADDED_BY_FIMS <i>Asset Detail</i>	Date	When a new real property asset is created in FIMS, FIMS will automatically add the asset to CAIS. This field represents the date (MM/DD/YYYY) the property was added to CAIS from FIMS.
Alternate Name	<i>Ad Hoc – Asset Level</i>		This data field is imported from the Facilities Information Management System (FIMS).

English Name	Element Name/ Window Name	Format	Definition
			The alternate name assigned to a specific property.
Approval Date Optional	PROJ_APPROVAL_DATE <i>Project Detail</i>	Date	Represents the date that project approval was received.
Archived by FIMS System Generated	ASTS_ARCH_BY_FIMS <i>Asset Detail</i>	Date	When a real property asset leaves the department's inventory, it is archived in FIMS. The field represents the date (MM/DD/YYYY) the property was archived in FIMS.
Area Cost Adders Selected Optional	 <i>Area Cost Adders</i>		Checkbox that identifies when checked that the cost adder is applied to all the assets and IUs under the Area when the costs are calculated.
Area Cumulative Adders Selected Optional	 <i>Area Cumulative Adders</i>		Checkbox that identifies when checked that the cost adder is applied to all the assets and IUs under the Area when the costs are calculated.
Area Name FIMS	AREA_NAME <i>Area List</i> <i>Asset Detail</i>	Char(35)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. A name that is assigned to identify an administrative subdivision of a Site.
Area Number FIMS	AREA_NUMBER <i>Area List</i>	Char(3)	This data field is imported from FIMS and is display only. A three-digit number that identifies an administrative subdivision of a Site.
Asset Cost Adders Selected Optional	 <i>Asset Cost Adders</i>		Checkbox that identifies when checked that the cost adder is applied to the asset and all IUs associated with that Asset when the costs are calculated.
Asset Cumulative Adders Selected Optional	 <i>Asset Cumulative Adders</i>		Checkbox that identifies when checked that the cost adder is applied to the asset and all IUs associated with that Asset when the costs are calculated.
Assigned Contractor	<i>Ad Hoc – Asset Level</i>		This data field is imported from the Facilities Information

English Name	Element Name/ Window Name	Format	Definition
			<p>Management System (FIMS).</p> <p>The name of the company/contractor assigned responsibility for managing and maintaining the real property asset. This optional field is available for tracking asset responsibility at sites with multiple contractors.</p>
<p>Comments</p> <p>Optional</p>	<p>ASTS_COMMENT INSP_COMMENTS PROJ_DESC</p> <p><i>Asset Detail</i> <i>IU Detail</i> <i>Project Detail</i></p>	<p>Char(1000) Char(2000) Char(2000)</p>	<p>Text field that contains comments associated with the asset, IU or project record.</p>
<p>Completed Cost</p> <p>Optional</p>	<p>INSP_COMP_COST</p> <p><i>IU Detail</i></p>	<p>Num(14)</p>	<p>The actual cost to correct the deficiency.</p>
<p>Completion Year</p> <p>Optional</p>	<p>INSP_COMP_YR</p> <p><i>IU Detail</i></p>	<p>Num(4)</p>	<p>Completion Year (YYYY) represents the year in which the IU Status was changed to 'Complete' on the inspection unit record.</p>
<p>Component</p> <p>Required</p>	<p>COMP_DESC</p> <p><i>IU Detail</i> <i>IU List</i></p>	<p>Char(60)</p>	<p>Represents further detail of the WBS (Work Breakdown Structure).</p> <p>This also identifies the unit of measure associated with the Volume, WBS, and Component selected.</p>
<p>Condition</p> <p>Required</p>	<p>INSP_CONDITION_CODE</p> <p><i>IU Detail</i></p>	<p>Char(2)</p>	<p>Pick list that represents the condition associated with the inspection unit.</p> <p>Values are:</p> <ul style="list-style-type: none"> • 10 - Excellent • 20 - Good • 30 - Adequate • 40 - Poor • 50 - Fail
<p>Construction Complete Date</p>	<p>PROJ_CONSTRUCT_COMP_DATE</p>	<p>Date</p>	<p>Represents the date the construction phase of the project was completed.</p>

English Name	Element Name/ Window Name	Format	Definition
Optional	<i>Project Detail</i>		
Construction Start Date Optional	PROJ_CONSTRUCT_START_DATE <i>Project Detail</i>	Date	Represents the date of initiation for the project construction.
Core Capability – Primary	<i>Ad Hoc – Asset Level</i>		This data field is imported from the Facilities Information Management System (FIMS) and is display only. The Core Capability from the FIMS pick list that would be most degraded should the asset fail to perform as intended.
Core Capability – Secondary	<i>Ad Hoc – Asset Level</i>		This data field is imported from the Facilities Information Management System (FIMS) and is display only. The Core Capability from the FIMS pick list that would be the second most degraded should the asset fail to perform as intended.
Core Capability - Tertiary	<i>Ad Hoc – Asset Level</i>		This data field is imported from the Facilities Information Management System (FIMS) and is display only. The Core Capability from the FIMS pick list that would be the third most degraded should the asset fail to perform as intended.
Core Capability - 4	<i>Ad Hoc – Asset Level</i>		This data field is imported from the Facilities Information Management System (FIMS) and is display only. The Core Capability from the FIMS pick list that would be the fourth most degraded should the asset fail to perform as intended.
Core Capability - 5	<i>Ad Hoc – Asset Level</i>		This data field is imported from the Facilities Information Management System (FIMS) and is display only.

English Name	Element Name/ Window Name	Format	Definition
			The Core Capability from the FIMS pick list that would be the fifth most degraded should the asset fail to perform as intended.
Created By System Generated	CEST_CREATED_BY <i>Estimate List</i>	Char(8)	Name of the CAIS user that created the Estimate.
Creation Date Optional	INSP_CREATION_DATE <i>IU Detail</i>	Date	System generated date when the inspection unit was created.
Default Location Area Required	 <i>User Detail</i>	Char(10)	Specifies the Area to be active each time the user enters CAIS.
Default Location Field Office Required	 <i>User Detail</i>	Char(2)	Specifies the Field Office to be active each time the user enters CAIS.
Default Location Site Required	 <i>User Detail</i>	Char(5)	Specifies the Site to be active each time the user enters CAIS.
Deferred Maintenance System Generated	ASTS_DM <i>Asset Detail</i> <i>IU List</i>	Num(10)	<p>Maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period.</p> <p>Maintenance costs and work do not include the following:</p> <ul style="list-style-type: none"> • Regularly scheduled janitorial work such as cleaning and preserving facilities and equipment. • Work performed in relocating or installing partitions, office furniture, and other associated activities. • Work usually associated with the removal, moving, and placement of equipment. • Work aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended. • Improvement work performed directly by in-house workers or in support of construction contractors

English Name	Element Name/ Window Name	Format	Definition
			accomplishing an improvement. <ul style="list-style-type: none"> • Work performed on special projects not directly in support of maintenance or construction. • Non-maintenance roads and grounds work, such as grass cutting and street sweeping.
Deferred Maintenance Calculation Method Optional	SDEF_DM_CALCULATION_MET HOD <i>System Level Deficiency Cost</i>	Char(10)	Pick list to identify the value to be used for Deferred Maintenance. Defaults to IU. Values are: <ul style="list-style-type: none"> • Engineered • IU • Sys Level • Sys Level + IU
Deferred Maintenance Engineered Optional	SDEF_ENGINEERED_COST <i>System Level Deficiency Cost</i>	Num(10)	Represents an Engineer Estimated Cost for Deferred Maintenance by Volume.
Deferred Maintenance Flag Required	INSP_DM_FLAG <i>IU Detail</i>	Char(1)	A Yes/No field that indicates if the Official Cost associated with the inspection unit should be identified as Deferred Maintenance. Defaults to 'Yes'. The Repair Needs Flag, must equal 'Yes', for the Deferred Maintenance Flag to be set to 'Yes'. A value of 'Yes' indicates that the Official Cost from the inspection unit will be included in the assets Deferred Maintenance cost. A value of 'No' indicates that the Official Cost from the inspection unit will not be included in the assets Deferred Maintenance cost.
Deferred Maintenance IU System Generated	SDEF_IU_CALCULATED_COST <i>System Level Deficiency Cost</i>	Num(10)	Sum of the IU Deferred Maintenance for an asset by Volume.

English Name	Element Name/ Window Name	Format	Definition
Deferred Maintenance Sys Level System Generated	SDEF_DEF_MAINT_SYSTEM_L VL <i>System Level Deficiency Cost</i>	Num(10)	If the System Level DM flag = 'Yes', this is a calculated Deferred Maintenance cost by Volume based on the Percent Failed and Factor. Deferred Maintenance System Level = System Level Cost x System Level Factor x System Level Percent Failed
Description Optional	INSP_DESC <i>IU Detail</i>	Char(200)	Detailed description of the inspection unit.
Discipline Required	INSP_DISCIPLINE_CODE <i>IU Detail</i>	Char(3)	Describes the area of expertise of the individual performing the Condition Assessment. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
Discipline Code	<i>Ad Hoc – IU Level</i>		Code associated with the Discipline that describes the area of expertise of the individual performing the Condition Assessment.
Email Required	<i>User Detail</i>	Char(100)	E-mail address associated with the user.
Email Notification Required	<i>User Detail</i>	Char(1)	A checkbox that indicates the user wishes to receive email notifications when new real property assets are added to CAIS.
Engineered Cost Optional	INSP_EST_COST <i>IU Detail</i>	Num(14)	Inspector estimated engineered cost associated with the inspection unit. All entries are subject to the inspector estimated limit established by the Site Administrator. All entries must be below the inspector estimated limit. Input into this field will override any CAIS calculated costs in the Official Cost field.
Equipment ID	INSP_EQUIP_ID	Char(50)	Identification number associated with the equipment.

English Name	Element Name/ Window Name	Format	Definition
Optional	<i>IU Detail</i>		
Estimate Description Optional	CEST_DESC <i>Estimate Detail</i>	Char(100)	A narrative description of the Estimate.
Estimate ID System Generated	CEST_EST_SEQ_NO <i>Estimate Detail</i>	Num(12)	A system generated number that uniquely identifies the Estimate.
Estimate Name Required	CEST_NAME <i>Estimate Detail</i>	Char(50)	The descriptive name of the Estimate.
Estimated Disposition Year FIMS	ASTS_EST_DISP_YR <i>Asset Detail</i>	Char(4)	<p>This data field is imported from the Facilities Information Management System (FIMS) and is display only.</p> <p>The estimated fiscal year that disposition of a real property asset will be completed (e.g. For Demolition it would be the estimated contract completion year. For Transfers outside the Department, the estimated year the property transfer will be completed).</p> <p>In cases where it is impossible to estimate a disposition year, sites may enter '9999'.</p>
Estimated Value System Generated	CESD_EST_VALUE <i>Estimate Detail</i>	Num(10)	Calculated cost for the Estimate line item. Includes Estimate Cost Adders if applied.
Field Office FIMS	SITE_FIELD_OFFICE FLDO_FIELD_OFFICE <i>Asset Detail</i> <i>Site List</i> <i>User List</i>	Char(2)	<p>This data field is imported from the Facilities Information Management System (FIMS) and is display only.</p> <p>Code used to identify the DOE Field Office or Operations Office.</p>
Field Office Number	<i>Ad Hoc – Asset Level</i> <i>Ad Hoc – IU Level</i>		<p>This data field is imported from the Facilities Information Management System (FIMS).</p> <p>Code used to identify the DOE Operations/Field Office. The first two digits of the Site Number identify the Field Office.</p>

English Name	Element Name/ Window Name	Format	Definition
First Name Required	<i>User Detail</i>	Char(35)	Represents the first name of the CAIS user.
Funding Request Date Optional	PROJ_FUNDING_REQ_DATE <i>Project Detail</i>	Date	Represents the date a formal funding request was initiated for a project.
Funding Source Optional	PROJ_FUNDING_SOURCE <i>Project Detail</i>	Char(2)	Represents the source of financial resources to be used to complete the project. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
Funding Type Optional	PROJ_FUNDING_TYPE <i>Project Detail</i>	Char(2)	Represents the method that was used to fund the project. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
FY Baseline Cost Optional	INSP_FY_BASELINE_COST <i>IU Detail</i>	Num(14)	The Official Cost from the time the baseline was executed.
FY Baseline Date Optional	INSP_FY_BASELINE_DATE <i>IU Detail</i>	Date	The date (MM/DD/YYYY) the FY Baseline was first generated for the inspection unit.
Geographic Adjusters Required	AREA_GADJ_KEY_SEQ CEST_GEO_ADJUSTER <i>Area Detail</i> <i>Estimate Detail</i>	Num(10)	Used by the CAIS costing algorithm to account for where your Site is located geographically in the country. This number is updated annually by RS Means.
Gross Sqft FIMS	ASTS_GROSS_SQFT <i>Asset Detail</i>	Num(10)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. <u>Preferred Method:</u> The area of all floor areas on all levels of a building or trailer in square feet as determined by using an industry standard methodology such as ANSI/BOMA Z65.3-2009, <i>Gross Area of a Building: Standard Methods of Measurement</i> . <u>Secondary Method:</u> The total floor area of a building or

English Name	Element Name/ Window Name	Format	Definition
			trailer in square feet measured between exterior finished surfaces and multiplied by the number of floors.
Group Optional	ASTS_GROUP AGRP_CODE <i>Asset Detail</i>	Char(15)	Allows for the characterization of assets into categories that are independent of the area. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
HQ Program Office FIMS	ASTS_PROGRAM <i>Asset Detail</i> <i>Asset List</i>	Char(4)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. The DOE headquarters program office responsible for the building, trailer, or OSF and its operations (SC, EM, etc.).
Importance Optional	INSP_IMPORTANCE_CODE <i>IU Detail</i>	Char(4)	Defines the significance of the inspection unit. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
In House Labor Optional	PROJ_IN_HOUSE_LABOR <i>Project Detail</i>	Char(1)	A Yes/No field that indicates if in-house labor was used as part of the project.
Inspection Date Required	INSP_DATE <i>IU Detail</i>	Date	Date (MM/DD/YY) that represents when the IU inspection occurred.
Inspector ID	<i>Ad Hoc – IU Level</i>		Code associated with the name of the inspector who performed the Condition Assessment.
Inspector Name Required	INSP_ID <i>IU Detail</i> <i>IU List</i>	Char(30)	Identifies the name of the inspector who performed the Condition Assessment. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.

English Name	Element Name/ Window Name	Format	Definition
IU Cost Adders Selected Optional	<i>IU Cost Adders</i>		Checkbox that identifies when checked that the cost adder is applied to the IU when the costs are calculated.
IU Cumulative Adders Selected Optional	<i>IU Cumulative Adders</i>		Checkbox that identifies when checked that the cumulative adder is applied to the IU when the costs are calculated.
IU Deficiencies Code System Generated	IUDF_DEFI_CODE <i>IU Deficiencies</i>	Char(2)	RS Means predefined deficiency code based on the IU Component/Type.
IU Deficiencies Comment Optional	IUDF_COMMENT <i>IU Deficiencies</i>	Char(2000)	Text field that contains comments associated with the IU deficiencies.
IU Deficiencies Description System Generated	DEFI_DESC_1 DEFI_DESC_2 <i>IU Deficiencies</i>	Char(40) Char(40)	RS Means predefined deficiency description based on the IU Component/Type.
IU Deficiencies Group System Generated	IUDF_DEFI_DEFG_CODE <i>IU Deficiencies</i>	Char(7)	RS Means predefined deficiency group description based on the IU Component/Type.
IU Deficiencies Light Moderate Severe Fail Optional	IUDF_LIGHT_VALUE IUDF_MODERATE_VALUE IUDF_SEVERE_VALUE IUDF_FAIL_VALUE <i>IU Deficiencies</i>	Char(3) Char(3) Char(3) Char(3)	The coverage percentage the Component is impaired by the deficiency. Inspector determines if the deficiency is Light, Moderate, Severe or Fail.
IU Number System Generated	INSP_KEY_SEQ_NO <i>IU Detail IU List IU Search</i>	Num(10)	A unique identifier that is system generated and assigned to each inspection unit record that is input into CAIS.
IU Status Optional	INSP_IU_STATUS_CODE <i>IU Detail</i>	Char(4)	Identifies the current status of the inspection unit. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
IUs Locked	PROJ_IUS_LOCKED	Char(1)	Indicates if the Inspection Unit records associated with a

English Name	Element Name/ Window Name	Format	Definition
Optional	<i>Project Detail</i>		project should be protected from being updated.
Last Inspection Date Required	ASTS_LAST_INSP_DTE <i>Asset Detail</i>	Date	The date (MM/DD/YYYY) when the last inspection of the asset occurred.
Last Name Required	<i>User Detail</i>	Char(35)	Represents the last name of the CAIS user.
Last Remodeled Optional	INSP_LAST_REMODEL_DATE <i>IU Detail</i>	Date	Represent the last date (MM/DD/YY) the inspection unit was remodeled.
Last Updated System Generated	INSP_LAST_UPDT_DATE <i>IU Detail</i>	Date	Represents the date (MM/DD/YY) of the last update to the inspection unit record.
Last Updated By System Generated	INSP_LAST_UPDT_BY <i>IU Detail</i>	Char(30)	Represents the name of the last person who updated the inspection unit record.
Location Required	INSP_LOCATION_CODE <i>IU Detail</i>	Char(40)	Identifies the physical location of the inspection unit within the real property asset. This pick list is created and maintained by the Site Administrator using the CAIS Site Data window.
Location Description Optional	INSP_LOCATION_DESC <i>IU Detail</i>	Char(150)	A description of the location of the inspection unit within the real property asset. Use this field instead of using the User Defined fields for location description.
Locked Flag Optional	INSP_LOCKED_FLAG <i>IU Detail</i>	Char(1)	Identifies an inspection unit record that is locked from changes due to it being included in a project that was created using the projects module.

English Name	Element Name/ Window Name	Format	Definition
Mission Dependency FIMS	ASTS_MISSION_DEPENDENCY <i>Asset Detail</i>	Char(1)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. The value an asset brings to the performance of the mission as determined by DOE in one of the following categories. - Mission Critical - Mission Dependent, Not Critical - Not Mission Dependent
Modernization Cost System Generated	ASTS_RIC_COST <i>Asset Detail</i>	Num(15,3)	Cost representing improvements to the asset that result in better quality work, increased capacity, extended useful life as well as enhancing the value of the asset.
Modernization Flag Required	INSP_RIC_FLAG <i>IU Detail</i>	Char(1)	A Yes/No field that indicates if the Official Cost associated with the inspection unit should be identified as Modernization Cost. Defaults to 'No'. This field can only be set to 'Yes' when the Repair Needs Flag and the Deferred Maintenance Flag are set to 'No'. A value of 'Yes' indicates that the Official Cost from the inspection unit will be included in the assets Modernization Cost. A value of 'No' indicates that the Official Cost from the inspection unit will not be included in the assets Modernization Cost.
Modernization Type Required when Modernization Flag = 'Yes'	INSP_RIC_TYPE_CODE <i>IU Detail</i>	Char(2)	Pick list that represents improvements that result in better quality work, increased capacity, extended useful life as well as enhancing the value of the asset. This pick list is created and maintained by the Site using the CAIS Site Data window.
National Average Cost	INSP_NAT_AVG_COST	Num(14,3)	Represents a calculated repair or replacement cost prior

English Name	Element Name/ Window Name	Format	Definition
System Generated	<i>IU Detail</i>		to any Cost Adders, Cumulative Adders or Geographic Adjusters are applied.
Next Inspection Date Optional	ASTS_NEXT_INSP_DTE INSP_NEXT_INSP_DATE <i>Asset Detail</i> <i>IU Detail</i>	Date	Represent the date (MM/DD/YYYY) of the next scheduled inspection unit or asset level inspection.
Official Cost System Generated	INSP_OFFICIAL_COST <i>IU Detail</i>	Num(14)	At the inspection unit level, this represents the cost to repair or replace a building component. Official Cost calculations include Cost Adders, Cumulative Adders and Geographic Adjusters.
Official Cost Estimate System Generated	PROJ_EST_COST <i>Project Detail</i>	Num(12)	A system generated field that represents the sum of the Official Cost for all Inspection Unit records that are included in a Project.
Official Use Only Required	SITE_OUO <i>Site Detail</i>	Char(1)	Designates whether "Official Use Only" will appear in the footer of all CAIS standard reports. Selections for this field are 'Yes' or 'No'.
Optimum Year Optional	INSP_OPTIMUM_YR <i>IU Detail</i>	Char(4)	Represents the year in which the inspection unit will become deficient if it is not repaired or replaced.
Optional and User Defined Panels Expanded Optional	 <i>User Detail</i>	Char(1)	A checkbox that indicates when checked that the user wishes to have the IU Detail window Optional and User Defined sections always expanded upon entering the window. The IU Detail window default is to have the Optional and User Defined sections collapsed.
Organization Required	 <i>User Detail</i>	Char(50)	Organization to which the user belongs.
OSF Primary Quantity FIMS	ASTS_PRI_QUANTITY <i>Asset Detail</i>	Num(16,3)	This data field is imported from the Facilities Information Management System (FIMS) and is display only.

English Name	Element Name/ Window Name	Format	Definition
			A numeric value representing the measurement for an OSF based upon the unit of measure generated by FIMS from the OSF usage code.
OSF Primary Unit of Measure FIMS	ASTS_DIMEN_CODE_1 <i>Asset Detail</i>	Char(5)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. Dimension code that designates the primary unit of measure which is based on the usage code for the OSF.
Ownership FIMS	ASTS_OWNERSHIP <i>Asset Detail</i>	Char(1)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. Identifies the property as: DOE Owned (O), DOE Leased (D), Contractor Leased (C), GSA Owned (G), GSA Leased (L), Permit (P), or Contractor License (E),
Password (New Password, Confirm New Password) Required	<i>User Detail</i> <i>Update Password</i> <i>Password Reset</i>	Char(20)	A sequence of characters used to logon to the CAIS. The password may consist of eight to twenty alphanumeric characters. It must start and end with a nonnumeric character. It must contain at least one (1) number and one of the following special characters within the first seven (7) positions. ! # \$ % & () *
PBPI FIMS	ASTS_PBPI <i>Asset Detail</i>	Char(1)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. Physical Barriers Preventing Inspection (PBPI) Indicates (Y/N) if a condition assessment for an Other Structure and Facility (OSF) is not appropriate to determine Deferred Maintenance or Repair Needs due to the presence of physical barriers.
Phone Number Required	<i>User Detail</i>	Char(14)	Telephone number and extension of the CAIS user.

English Name	Element Name/ Window Name	Format	Definition
Project Archive Optional	PROJ_ARCHIVED <i>Project Detail</i>	Char(1)	A Yes/No field that indicates if the project has been archived.
Project ID Required (Project Detail) Optional (IU Detail)	PROJ_ID INSP_PROJ_ID <i>Project Detail</i> <i>IU Detail</i>	Char(15)	A unique number that is generated by the user when a new project is created in the Projects module. The Project ID is a display only field on the IU Detail window.
Project Name Required	PROJ_NAME <i>Project Detail</i>	Char(30)	Represents the user assigned name of a project defined within the project module.
Project Status Optional	PROJ_STATUS_CODE <i>Project Detail</i>	Char(4)	A pick list identifying the status of the project. This pick list is created and maintained by the Site using the CAIS Administrator Site Data window.
Project Type Optional	PROJ_TYPE_CODE <i>Project Detail</i>	Char(4)	A pick list Identifying the type of project. This pick list is created and maintained by the Site using the CAIS Administrator Site Data window.
Property ID FIMS	ASTS_PROPERTY_ID <i>Asset Detail</i> <i>Asset List</i> <i>IU Search</i>	Char(20)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. A unique control number assigned to a property.
Property Name FIMS	ASTS_NAME <i>Asset Detail</i> <i>Asset List</i>	Char(40)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. The name assigned to a specific property.
Property Type FIMS	ASTS_PROPERTY_TYPE <i>Asset Detail</i>	Char(1)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. Code that identifies an asset by B - Building, S - Other Structures and Facilities (OSF), and T - Trailer.

English Name	Element Name/ Window Name	Format	Definition
Quantity Required	INSP_QTY CESD_QTY <i>IU Detail</i> <i>Estimate Detail</i>	Num(8)	The inspected quantity associated with the IU. For the Estimate module, enter the quantity associated with the UOM (Unit of Measure) to calculate the Estimate line item cost. NOTE: The unit of measure is defined with the Component. Ensure the Quantity entered represents the stated Unit of Measure.
Real Property Unique ID FIMS	ASTS_PROP_SEQ_NO		This data field is imported from the FIMS and is display only. A FIMS system generated number used to uniquely identify a real property asset.
Repair Cause Optional	INSP_REPAIR_CAUSE_CODE <i>IU Detail</i>	Char(3)	Identifies the cause of the needed repair associated with the inspection unit. This pick list is created and maintained by the Site using the CAIS Administrator Site Data window.
Repair Cost System Generated	INSP_REPAIR_COST <i>IU Detail</i>	Num(14,3)	System generated cost to repair the IU based on the Volume, WBS, Component, Type, Deficiencies and Quantity.
Repair Needs System Generated	ASTS_REPAIR_NEEDS SDEF_REPAIR_NEEDS <i>Asset Detail</i> <i>System Level Deficiency Cost</i>	Num(10)	The estimated cost to restore a real property asset's component failures noted during a condition assessment survey to a state substantially equivalent to the most recently configured capacity, efficiency, or capability as required my mission. The "needs" originate from the real property asset, not necessarily management. Repair Needs will always be equal to or exceed Deferred Maintenance; the difference between the two depends on each noted deficiency's optimum period and acceptability to management.

English Name	Element Name/ Window Name	Format	Definition
Repair Needs Calculation Method Optional	SDEF_REPAIR_NEEDS_CALC_METHOD <i>System Level Deficiency Cost</i>	Char(14)	Pick list to identify the value to be used for Repair Needs. Defaults to IU. Values are: <ul style="list-style-type: none"> • Engineered • IU • Sys Level • Sys Level + IU
Repair Needs Engineered Optional	SDEF_REPAIR_NEEDS_ENGINEERED <i>System Level Deficiency Cost</i>	Num(10)	Represents an Engineer Estimated Cost for Repair Needs by Volume.
Repair Needs Flag Required	INSP_RN_FLAG <i>IU Detail</i>	Char(1)	A Yes/No field that indicates if the Official Cost associated with the inspection unit should be identified as Repair Needs. Defaults to 'Yes'. A value of 'Yes' indicates that the Official Cost from the inspection unit will be included in the assets Repair Needs cost. A value of 'No' indicates that the Official Cost from the inspection unit will not be included in the assets Repair Needs cost.
Repair Needs IU System Generated	SDEF_REPAIR_NEEDS_IU <i>System Level Deficiency Cost</i>	Num(10)	Sum of the IU Repair Needs for an asset by Volume.
Repair Needs System Level System Generated	SDEF_REPAIR_NEEDS_DEF_MAINT_SYSTEM_LVL <i>System Level Deficiency Cost</i>	Num(10)	Calculated Repair Needs cost by Volume based on the Percent Failed and Factor. Repair Needs System Level = System Level Cost × System Level Factor × System Level Percent Failed

English Name	Element Name/ Window Name	Format	Definition
Repair Purpose Optional	INSP_REPAIR_PURPOSE_CODE <i>IU Detail</i>	Char(3)	Identifies the purpose for the repair associated with the inspection unit. This pick list is created and maintained by the Site using the CAIS Administrator Site Data window.
Repair Symptom Optional	INSP_REPAIR_SYMPTOM_CODE <i>IU Detail</i>	Char(3)	Pick list to define a physical feature that a repair is needed of the inspection unit, i.e. thumping, grinding, etc. This pick list is created and maintained by the Site using the CAIS Site Data window.
Repair Task Optional	INSP_REPAIR_TASK_CODE <i>IU Detail</i>	Char(3)	Pick list to define the job/assignment associated with the repair of the inspection unit. This pick list is created and maintained by the Site using the CAIS Site Data window.
Replacement Cost System Generated	INSP_REPL_COST <i>IU Detail</i>	Num(14,3)	System generated cost to replace the IU based on the Volume, WBS, Component, Type and Replacement Qty.
Replacement Qty Optional	INSP_REPL_QTY <i>IU Detail</i>	Num(8)	The quantity of the IU to be replaced. NOTE: The unit of measure is defined with the Component. Ensure the Replacement Qty entered represents the stated unit of measure.
RPV (Replacement Plant Value) FIMS	ASTS_RPV (CAIS_TBL_ASSET) <i>Asset Detail</i>	Num(14,2)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. Current cost to replace an existing asset with a new asset based on comparable size and current usage using current technology, codes, standards and materials. This value does not include the cost of the underlying land, personal property (furnishings), sitework, D&D cost, demolition, contamination and any production equipment.
RPV Model	ASTS_RPV_MODEL	Char(3)	This data field is imported from the Facilities Information

English Name	Element Name/ Window Name	Format	Definition
FIMS	<i>Asset Detail</i> <i>System Level Deficiency Cost</i>		Management System (FIMS) and is display only. A typical building that would be built to replace an existing building. The model uses costs and engineering statistics compiled by RS Means. The data is gathered from various cities across the United States for typical types of buildings that would be built for a particular function or usage. The model uses today's construction techniques, materials and current building codes.
RS Means Line Number	<i>Ad Hoc – IU Level</i> <i>Estimate Detail</i>		The RS Means supplied number that represents the Volume, WBS, Component and Type combination. If the RS Means Line Number begins with an alphabetic character, it represents an assembly. If it begins with a number, it represents a component.
Security Level Required	<i>User Detail</i>	Char(25)	Determines the Add, Update, and Delete capability of the user. The levels of CAIS security are: HQ Admin HQ Read Only Field Office Admin Field Office User Field Office Read Only Site Admin Site User Site Read Only
Service Optional	INSP_SERVICE_CODE <i>IU Detail</i>	Char(4)	Pick list to define the service type provided by the IU. This pick list is created and maintained by the Site using the CAIS Site Data window.
Site Cost Adders Selected Optional	<i>Site Cost Adders</i>		Checkbox that identifies when checked that the cost adder is applied to all the assets and IU under the Site when the costs are calculated.
Site Cumulative Adders Selected			Checkbox that identifies when checked that the cumulative adder is applied to all the assets and IU under

English Name	Element Name/ Window Name	Format	Definition																				
Optional	<i>Site Cumulative Adders</i>		the Site when the costs are calculated.																				
Site Data Selected Table Optional	<i>Site Data</i>		<p>Pick list that allows the editing of the following user definable tables:</p> <table border="1"> <tr> <td>Access</td> <td>Location</td> </tr> <tr> <td>Cumulative Adder</td> <td>Repair Cause</td> </tr> <tr> <td>Cost Adder</td> <td>Repair Purpose</td> </tr> <tr> <td>Discipline</td> <td>Repair Symptom</td> </tr> <tr> <td>Funding Source</td> <td>Repair Task</td> </tr> <tr> <td>Funding Type</td> <td>RIC</td> </tr> <tr> <td>Group</td> <td>Service</td> </tr> <tr> <td>Importance</td> <td>Site Defined</td> </tr> <tr> <td>Inspector</td> <td>Urgency</td> </tr> <tr> <td>IU Status</td> <td></td> </tr> </table>	Access	Location	Cumulative Adder	Repair Cause	Cost Adder	Repair Purpose	Discipline	Repair Symptom	Funding Source	Repair Task	Funding Type	RIC	Group	Service	Importance	Site Defined	Inspector	Urgency	IU Status	
Access	Location																						
Cumulative Adder	Repair Cause																						
Cost Adder	Repair Purpose																						
Discipline	Repair Symptom																						
Funding Source	Repair Task																						
Funding Type	RIC																						
Group	Service																						
Importance	Site Defined																						
Inspector	Urgency																						
IU Status																							
Site Defined 1 Optional	INSP_SITE_DEF_CODE <i>IU Detail</i>	Char(10)	<p>This is a Site created and maintained pick list. It is used and defined on an individual Site basis.</p> <p>This pick list is created and maintained using the CAIS Site Data window.</p>																				
Site Name FIMS	SITE_NAME <i>Site List</i> <i>Area List</i> <i>Asset Detail</i> <i>User List</i>	Char(50)	<p>This data field is imported from the Facilities Information Management System (FIMS) and is display only.</p> <p>Name assigned to a DOE Site.</p>																				
Site Number FIMS	SITE_NUMBER <i>Site List</i>	Char(5)	<p>This data field is imported from the Facilities Information Management System (FIMS) and is display only.</p> <p>Five-digit number that uniquely identifies the Site.</p>																				
Source Required	CESD_SOURCE Estimate Detail	Char(19)	<p>A pick list used by the Estimate Type Search window to filter the RS Means cost data being searched. Choices are:</p>																				

English Name	Element Name/ Window Name	Format	Definition
			<p><u>Assembly</u> - Consists of a collection of components which make up the functional elements that are common to most buildings. Assembly data is arranged according to the UNIFORMAT II classification system. An example of an Assembly would be for a roof or footing. An assembly option would make it easy to find all of the components of a roof or footing in one single line item. Generally, this option is associated with new construction.</p> <p><u>Maintenance Assembly</u> - Consists of a collection of components which make up the functional elements that are common to most buildings that are associated with maintenance and/or repair activities of existing construction. Assembly data is arranged according to the UNIFORMAT II classification system.</p> <p><u>Maintenance Master Format</u> - Represents a master list of titles and numbers used to organize specifications and other project information for most commercial building design and construction projects. This option represents Master Format building components associated with maintenance and/or repair activities of existing construction.</p> <p><u>Master Format</u> - Represents a master list of titles and numbers used to organize specifications and other project information for most commercial building design and construction projects. CAIS uses Master Format 2014 to cover many of the new modern technologies, materials and procedures used today. Master Format represents individual building components. Generally, this option is associated with new construction.</p>
<p>Status</p> <p>FIMS</p>	<p>ASTS_STATUS</p> <p><i>Asset Detail</i></p>	<p>Char(2)</p>	<p>This data field is imported from the Facilities Information Management System (FIMS) and is display only.</p> <p>Reflects programmatic intentions as well as the predominant physical/operational status of an asset based on size. The selections are as follows:</p> <p style="text-align: center;">Operating</p>

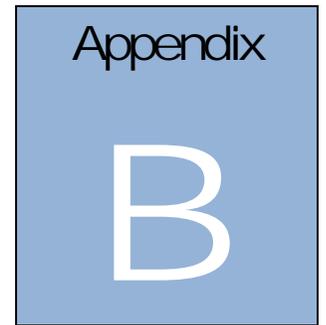
English Name	Element Name/ Window Name	Format	Definition		
			Standby Outgranted Shutdown Undergoing Stabilization/Deactivation Undergoing Decommissioning Undergoing Disposition In-Situ Closed In-Situ Closed - LTM		
System Level Cost (by Volume) System Generated	SDEF_WBS_COST <i>System Level Deficiency Cost</i>	Num(14)	System generated cost based on the asset's RPV multiplied by the WBS RPV Ratio for each of the Volumes.		
System Level DM Optional	SDEF_DEF_MAINT_FLAG <i>System Level Deficiency Cost</i>	Char(1)	Yes/No flag to indicate if the calculated Repair Needs System Level cost should also be used for the Deferred Maintenance System Level cost.		
System Level Factor Optional	SDEF_PERCENT_FACTOR <i>System Level Deficiency Cost</i>	Num(6,3)	Factor used in the calculation of the System Level Repair Needs. Defaults to 1.000. Values can range from .001 to 10.000. $\text{Repair Needs System Level} = \text{System Level Cost} \times \text{System Level Factor} \times \text{System Level Percent Failed}$		
System Level Percent Failed Optional	SDEF_PERCENT_VALUE <i>System Level Deficiency Cost</i>	Num(3)	Pick list of values from 0 to 100 incremented by 5. Represents the percentage of the Volume in failure. Used as part of the calculation for Repair Needs System Level cost. $\text{Repair Needs System Level} = \text{System Level Cost} \times \text{System Level Factor} \times \text{System Level Percent Failed}$		
Total Deferred Maintenance System Generated	<i>System Level Deficiency Cost</i>		This system generated value for each Volume is based on the Deferred Maintenance (DM) Calculation Method. <table border="1" data-bbox="1205 1344 1873 1406"> <tr> <td data-bbox="1205 1344 1430 1406">If DM Calculation</td> <td data-bbox="1430 1344 1873 1406">Displayed Cost Value equals</td> </tr> </table>	If DM Calculation	Displayed Cost Value equals
If DM Calculation	Displayed Cost Value equals				

English Name	Element Name/ Window Name	Format	Definition										
			<table border="1"> <thead> <tr> <th>Method is</th> <th></th> </tr> </thead> <tbody> <tr> <td>Engineered</td> <td>Deferred Maintenance Engineered</td> </tr> <tr> <td>IU</td> <td>Deferred Maintenance IU</td> </tr> <tr> <td>Sys Level</td> <td>Deferred Maintenance Sys Level</td> </tr> <tr> <td>Sys Level + IU</td> <td>Deferred Maintenance Sys Level + Deferred Maintenance IU</td> </tr> </tbody> </table>	Method is		Engineered	Deferred Maintenance Engineered	IU	Deferred Maintenance IU	Sys Level	Deferred Maintenance Sys Level	Sys Level + IU	Deferred Maintenance Sys Level + Deferred Maintenance IU
Method is													
Engineered	Deferred Maintenance Engineered												
IU	Deferred Maintenance IU												
Sys Level	Deferred Maintenance Sys Level												
Sys Level + IU	Deferred Maintenance Sys Level + Deferred Maintenance IU												
Total DM this Project System Generated	PROJ_TOT_DM <i>Project Detail</i>	Num(12)	A system generated field that represents the sum of the Official Cost where the DM Flag = Y for all Inspection Unit records that are included in a Project.										
Total Estimate Value System Generated	CEST_TOT_EST_VAL <i>Estimate Detail</i> <i>Estimate List</i>	Num(10)	Calculated total cost for the Estimate. May include Cost Adders for the Estimate line items if applied and an Additional Cost if added.										
Total Non-DM this Project System Generated	PROJ_TOT_RIC <i>Project Detail</i>	Num(12)	A system generated field that represents the sum of the Official Cost where the DM Flag = N for all Inspection Unit records that are included in a Project.										
Total Repair Needs System Generated	<i>System Level Deficiency Cost</i>		This system generated value for each Volume is based on the Repair Needs (RN) Calculation Method. <table border="1"> <thead> <tr> <th>If RN Calculation Method is</th> <th>Displayed Cost Value equals</th> </tr> </thead> <tbody> <tr> <td>Engineered</td> <td>Repair Needs Engineered</td> </tr> <tr> <td>IU</td> <td>Repair Needs IU</td> </tr> <tr> <td>Sys Level</td> <td>Repair Needs Sys Level</td> </tr> <tr> <td>Sys Level + IU</td> <td>Repair Needs Sys Level + Repair Needs IU</td> </tr> </tbody> </table>	If RN Calculation Method is	Displayed Cost Value equals	Engineered	Repair Needs Engineered	IU	Repair Needs IU	Sys Level	Repair Needs Sys Level	Sys Level + IU	Repair Needs Sys Level + Repair Needs IU
If RN Calculation Method is	Displayed Cost Value equals												
Engineered	Repair Needs Engineered												
IU	Repair Needs IU												
Sys Level	Repair Needs Sys Level												
Sys Level + IU	Repair Needs Sys Level + Repair Needs IU												
Type Required	TYPE_NAME <i>Asset List</i>		This pick list represents the specific materials or construction detail of the Component.										

English Name	Element Name/ Window Name	Format	Definition
	<i>IU Detail</i> <i>IU List</i>		
Type Description System Generated	CESD_DESC <i>Estimate Detail</i>	Char(255)	The description of the Estimate line item.
Unit of Measure (UOM)	<i>Ad Hoc – IU Level</i> <i>Estimate Detail</i>		Identifies the measurement associated with the RS Means Component.
Update Last Inspection Date Required	SITE_UPDT_LAST_INSP_DTE <i>Site Detail</i>	Char(1)	Indicates whether the Last Inspection Date at the asset level is updated with the Last Inspection Date from the IU level. Selections for this field are 'Yes' or 'No'.
Updated by FIMS System Generated	ASTS_UPDT_BY_FIMS <i>Asset Detail</i>	Date	The field represents the date (MM/DD/YYYY) the property was last updated in FIMS.
Urgency Required	INSP_URGENCY_CODE <i>IU Detail</i>	Char(2)	This pick list identifies the timeframe/attention to be given to the repair or replacement. This pick list is created and maintained by the Site using the CAIS Site Data window.
Usage Code FIMS	ASTS_USAGE_CODE <i>Asset Detail</i> <i>System Level Deficiency Cost</i>	Char(4)	This data field is imported from the Facilities Information Management System (FIMS) and is display only. Code which designates the predominant current use based on size of a real property asset. For example, buildings used for office purposes are classified as office even though certain smaller portions of them may be used for storage or research.
User Defined 1 User Defined 2 User Defined 3 User Defined 4 User Defined 5 User Defined 6 User Defined 7 User Defined 8	INSP_USER_DEF_1 INSP_USER_DEF_2 INSP_USER_DEF_3 INSP_USER_DEF_4 INSP_USER_DEF_5 INSP_USER_DEF_6 INSP_USER_DEF_7 INSP_USER_DEF_8	Char(256) Char(256) Char(256) Char(256) Char(256) Char(30) Char(30) Char(30)	These nine (9) optional data fields are specific to each Site and are defined by the Site.

English Name	Element Name/ Window Name	Format	Definition
User Defined 9 Optional	INSP_USER_DEF_9 <i>IU Detail</i>	Char(30)	
User ID Required	<i>User Detail</i>	Char(8)	Uniquely identifies the user to CAIS. The User ID may consist of a minimum of four up to eight alphanumeric characters. The User ID must begin with an alphabetic character.
Volume Required	INSP_VOLUME SDEF_VOLUME_CODE <i>IU Detail</i> <i>System Level Deficiency Cost</i>	Char(3)	Represents the Uniformat II which is a standard for classifying building elements and related site work. Elements are defined as major components common to most buildings. Uniformat II represents the following: A10 Foundations A20 Basement Construction B10 Superstructure B20 Exterior Closure B30 Roofing C10 Interior Construction C20 Interior Stairs C30 Interior Finishes D10 Conveying Systems D20 Mechanical - Plumbing D30 Mechanical - HVAC D40 Mechanical - Fire Protection D50 Electrical Systems E10 Equipment E20 Furnishings F10 Specialty Systems F20 Selective Building Demo G10 Sitework Preparation G20 Sitework Improvements G30 Sitework Mechanical Util. G40 Sitework Electrical Util. G90 Sitework Other
WBS (Work Breakdown Structure)	IWBS_DESC <i>IU Detail</i>	Char(50)	Represents the industry standard breakdown of the Volume into individual elements.

English Name	Element Name/ Window Name	Format	Definition
Required			
WBS Key	<i>Ad Hoc – IU Level</i>		RS Means code associated with the WBS (Work Breakdown Structure).
Work Order Optional	INSP_WORK_ORDER <i>IU Detail</i>	Char(25)	Used to identify a work order related to the IU.
Year Built FIMS	ASTS_YEAR_BUILT <i>Asset Detail</i>		<p>This data field is imported from the FIMS and is display only.</p> <p>For DOE construction, the fiscal year (YYYY) that a building/trailer is accepted for beneficial occupancy. If acquiring an existing building/trailer, it is the fiscal year the building/trailer was constructed (best estimate if unknown).</p> <p>For OSFs with usage codes 1468 Public Assess Bridges (Trains), 1469 Controlled Access Bridges (Trains), 1768 Public Access Bridges (Vehicular), or 1769 Controlled Access Bridges (Vehicular), the calendar year (YYYY) construction of the structure was completed.</p>
Year Installed Optional	INSP_YR_INSTALLED <i>IU Detail</i>	Num(4)	The year (YYYY) the inspection unit was installed.



Appendix B: Standard Report Samples

CAIS 001

U.S. Department of Energy Condition Assessment Information System General Asset List

Page: 1 of 1
10/27/2015

Field Office: EM Consolidated Business

Site: Paducah Gaseous

Area: Remediation (REM)

Property ID: PCB-310

Property Name: PCB Troughing in C-310

Property Type: Structure

Property

HQ Program Office: EM
Ownership: DOE Owned
Usage Code: 8419 Other, Industrial Waste/Haz Piping
Status: Operating
Mission Dependency: Mission Critical
Year Built:
Group:
RPV Model:
Last Inspection Date: 09/06/2011
Next Inspection Date:

Dimensions

Gross Sqft:
OSF Primary Quantity: 7,000.000 FEET

Costs

Repair Needs: \$ 0
Deferred Maintenance: \$ 0
Modernization Cost: \$ 0
PBPI:
RPV: \$ 409,661

Audit

Added By FIMS:

Updated By FIMS: 03/16/2015

Archived by FIMS:

CAIS 002		U.S. Department of Energy Condition Assessment Information System System Level Deficiency Cost										Page: 1 of 1 10/27/2015	
Field Office: Carlsbad Field Office			Site: 17001 Waste Isolation Pilot Plant					Area:001All					
Property ID: 254.1		Property Name: AREA SUBSTATION #1			Property Type: Building		Ownership: DOE Owned						
RPV: \$ 22,299		RPV Model: E25 Warehouse/Storage(pre-eng)			Usage Code: 612 Electronics Shops								
--- System Level ---			----- Repair Needs -----				----- Deferred Maintenance -----				----- Totals -----		
Volume	Percent Factor	Percent Failed	Engineered	System Level	IU	Calculation Method	Engineered	System Level	IU	Calculation Method	Repair Needs	Deferred Maintenance	
A10 Foundation	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
A20 Basement	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
B10 Superstr.	1.000	0		\$ 0	\$ 8,209	IU	\$ 0	\$ 8,209	IU	\$ 8,209	\$ 8,209	\$ 8,209	
B20 Ext. Closure	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
B30 Roofing	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
C10 Int. Const.	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
C20 Int. Stairs	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
C30 Int. Finish	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
D10 Conveying	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
D20 Plumbing	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
D30 HVAC	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
D40 Fire Prot.	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
D50 Electrical	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
E10 Equipment	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
E20 Furnishing	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
F10 Specialty	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
F20 Bldg. Demo.	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
G10 Site-Prep.	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
G20 Site-Improve	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
G30 Site-Mech	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
G40 Site-Electical	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
G90 Site-Other	1.000	0		\$ 0	\$ 0	IU	\$ 0	\$ 0	IU	\$ 0	\$ 0	\$ 0	
				\$ 0	\$ 8,209		\$ 0	\$ 8,209		\$ 8,209	\$ 8,209	\$ 8,209	

CAIS 003

U.S. Department of Energy
Condition Assessment Information System
Deferred Maintenance Report

Page: 1 of 2
06/01/2016

Field Office: National Energy Site: Pittsburgh Office Area: All

Property ID	Property Name		Property Type	Group	Last Inspection Date	HQ Program Office	Total Deferred Maintenance	
PBOO0058	Building 58		Building		02/25/2016	FE	\$ 13,761	
A10:	\$0	A20: \$0	B10: \$4,275	B20: \$0	B30: \$0	C10: \$0	C20: \$0	C30: \$9,486
D10:	\$0	D20: \$0	D30: \$0	D40: \$0	D60: \$0	E10: \$0	E20: \$0	F10: \$0
F20:	\$0	G10: \$0	G20: \$0	G30: \$0	G40: \$0	G90: \$0		
PBOO0059	Building 59		Building		08/30/2001	FE	\$ 34,215	
A10:	\$0	A20: \$0	B10: \$0	B20: \$34,215	B30: \$0	C10: \$0	C20: \$0	C30: \$0
D10:	\$0	D20: \$0	D30: \$0	D40: \$0	D60: \$0	E10: \$0	E20: \$0	F10: \$0
F20:	\$0	G10: \$0	G20: \$0	G30: \$0	G40: \$0	G90: \$0		
PBOO0083	Building 83		Building			FE		
A10:	\$0	A20: \$0	B10: \$0	B20: \$0	B30: \$0	C10: \$0	C20: \$0	C30: \$0
D10:	\$0	D20: \$0	D30: \$0	D40: \$0	D60: \$0	E10: \$0	E20: \$0	F10: \$0
F20:	\$0	G10: \$0	G20: \$0	G30: \$0	G40: \$0	G90: \$0		
PBOO0084	Building 84		Building		10/20/2003	FE	\$ 66,085	
A10:	\$2,367	A20: \$2,131	B10: \$0	B20: \$22,831	B30: \$10,869	C10: \$0	C20: \$0	C30: \$2,840
D10:	\$0	D20: \$0	D30: \$25,047	D40: \$0	D60: \$0	E10: \$0	E20: \$0	F10: \$0
F20:	\$0	G10: \$0	G20: \$0	G30: \$0	G40: \$0	G90: \$0		
Area Grand Totals:							Area Total Deferred Maintenance:	\$ 114,061
A10:	\$ 2,367	A20: \$ 2,131	B10: \$ 4,275	B20: \$ 57,046	B30: \$ 10,869	C10: \$ 0	C20: \$ 0	C30: \$ 12,326
D10:	\$ 0	D20: \$ 0	D30: \$ 25,047	D40: \$ 0	D60: \$ 0	E10: \$ 0	E20: \$ 0	F10: \$ 0
F20:	\$ 0	G10: \$ 0	G20: \$ 0	G30: \$ 0	G40: \$ 0	G90: \$ 0		

U.S. Department of Energy
Condition Assessment Information System
Summary Condition Report

Field Office: EM Consolidated Business Center Site: 07006 Paducah Gaseous Area: 003 Infrastructure (INF)
 Property ID: C-101 Property Name: Cafeteria Property Type: Building Ownership: DOE Owned
 RPV: \$ 3,852,822 RPV Model: E04 Cafeteria/Dining HQ Program Office: EM Group:
 Usage Code: 291 Cafeteria Mission Dependency: Not Mission Dependent

Volume	Cost	Deferred Maintenance	Repair Needs	FCI	Summary Condition
A10 Foundation	\$ 195,723	\$ 0	\$ 0	0.00 %	Excellent
A20 Basement	\$ 113,812	\$ 0	\$ 0	0.00 %	Excellent
B10 Superstr.	\$ 189,405	\$ 0	\$ 0	0.00 %	Excellent
B20 Ext. Closure	\$ 664,111	\$ 25,270	\$ 25,270	3.81 %	Good
B30 Roofing	\$ 138,894	\$ 391	\$ 391	0.28 %	Excellent
C10 Int. Const.	\$ 183,125	\$ 0	\$ 0	0.00 %	Excellent
C20 Int. Stairs	\$ 0	\$ 0	\$ 0		
C30 Int. Finish	\$ 495,396	\$ 3,411	\$ 3,411	0.69 %	Excellent
D10 Conveying	\$ 0	\$ 0	\$ 0		
D20 Plumbing	\$ 386,708	\$ 14,231	\$ 14,231	3.68 %	Good
D30 HVAC	\$ 1,012,791	\$ 0	\$ 0	0.00 %	Excellent
D40 Fire Prot.	\$ 94,702	\$ 0	\$ 0	0.00 %	Excellent
D50 Electrical	\$ 378,193	\$ 0	\$ 0	0.00 %	Excellent
E10 Equipment	\$ 0	\$ 0	\$ 0		
E20 Furnishing	\$ 0	\$ 0	\$ 0		
F10 Specialty	\$ 0	\$ 0	\$ 0		
F20 Bldg. Demo.	\$ 0	\$ 0	\$ 0		
G10 Site-Prep.	\$ 0	\$ 0	\$ 0		
G20 Site-Improve	\$ 0	\$ 0	\$ 0		
G30 Site-Mech	\$ 0	\$ 0	\$ 0		
G40 Site-Electical	\$ 0	\$ 0	\$ 0		
G90 Site-Other	\$ 0	\$ 0	\$ 0		
Total:		\$ 43,303	\$ 43,303	1.12 %	Excellent

CAIS 005	U.S. Department of Energy		Page: 1 of 25
	Condition Assessment Information System		03/10/2016
	Complete IU Detail Report		
Field Office: Savannah River Site	Site: Savannah River Site	Ownership: DOE Owned	
Area: A	Property ID: 501000	Property Name: FENCE AND ROAD LIGHTING	Property Type: Structure
HQ Program Office: EM	Mission Dependency: Not Mission Dependent	Group: SS O&S	

Inspection Unit			
IU Number: 6720	Inspector ID: BYRD,CHRIS	Discipline: ELECTRICAL	
Inspection Date: 02/08/2012	Urgency: REPAIR IN 3-5 YEARS	Condition: Adequate	
Equipment ID: A4-501-EEP-DG-001		Location: EXTERIOR	

<table style="width: 100%;"> <tr> <td colspan="3" style="text-align: center;">Quantity/Cost</td> </tr> <tr> <td>Quantity:</td> <td>1</td> <td>Repair Cost: \$ 0</td> </tr> <tr> <td>Replacement Qty:</td> <td>1</td> <td>Replacement Cost: \$ 70,706</td> </tr> <tr> <td></td> <td></td> <td>Engineered Cost:</td> </tr> <tr> <td></td> <td></td> <td>Official Cost: \$ 70,706</td> </tr> <tr> <td>Deferred Maint Flag:</td> <td>Y</td> <td>Deferred Maint Cost: \$ 70,706</td> </tr> <tr> <td>Repair Need Flag:</td> <td>Y</td> <td>Repair Needs Cost: \$ 70,706</td> </tr> <tr> <td>Modernization Flag:</td> <td>N</td> <td>Modernization Cost: \$ 0</td> </tr> <tr> <td>Modernization Type:</td> <td></td> <td>Completed Cost:</td> </tr> </table>	Quantity/Cost			Quantity:	1	Repair Cost: \$ 0	Replacement Qty:	1	Replacement Cost: \$ 70,706			Engineered Cost:			Official Cost: \$ 70,706	Deferred Maint Flag:	Y	Deferred Maint Cost: \$ 70,706	Repair Need Flag:	Y	Repair Needs Cost: \$ 70,706	Modernization Flag:	N	Modernization Cost: \$ 0	Modernization Type:		Completed Cost:	<table style="width: 100%;"> <tr> <td colspan="2" style="text-align: center;">Optional</td> </tr> <tr> <td>Work Order:</td> <td>Service: OPERATIONAL STANDBY</td> </tr> <tr> <td>Project ID:</td> <td>Importance:</td> </tr> <tr> <td>Locked Flag:</td> <td>IU Status:</td> </tr> <tr> <td>Optimum Year:</td> <td>Repair Symptom: DETERIORATION</td> </tr> <tr> <td>Year Installed: 1983</td> <td>Repair Task: REPLACEMENT</td> </tr> <tr> <td>Completion Year:</td> <td>Repair Cause: AGE</td> </tr> <tr> <td>Last Remodeled:</td> <td>Repair Purpose: DESIGN LIFE EXCEEDED</td> </tr> <tr> <td>Next Inspection:</td> <td>Access:</td> </tr> <tr> <td>Creation Date: 06/29/2010</td> <td>FY Baseline Date: 08/21/2010</td> </tr> <tr> <td>Last Updated Date: 03/10/2016</td> <td>FY Baseline Cost: \$ 83,503</td> </tr> <tr> <td>Last Update By: Smith, Gayle</td> <td></td> </tr> </table>	Optional		Work Order:	Service: OPERATIONAL STANDBY	Project ID:	Importance:	Locked Flag:	IU Status:	Optimum Year:	Repair Symptom: DETERIORATION	Year Installed: 1983	Repair Task: REPLACEMENT	Completion Year:	Repair Cause: AGE	Last Remodeled:	Repair Purpose: DESIGN LIFE EXCEEDED	Next Inspection:	Access:	Creation Date: 06/29/2010	FY Baseline Date: 08/21/2010	Last Updated Date: 03/10/2016	FY Baseline Cost: \$ 83,503	Last Update By: Smith, Gayle	
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Uniformat		WBS: Elec;Spcl;Uninterruptable Power Supply
Volume: D50	Electrical Systems	
Component: ELEC;GENERATORS;STANDBY;EMERGENCY;(ASSY) / EACH		
Type: Generator set, diesel, 3 phase 4 wire, 277/480 V, 100 kW, incl battery, charger, muffler, & day tank, excl conduit, wiring, & concrete / 263213132300		

Location Description: Exterior - north side

Description: EMERGENCY GENERATOR, STREET AND FENCE LIGHTING

Comments: PER DOE CAS MANUAL STANDARD SYSTEM DESIGN LIFE TABLE 9 THE DESIGN LIFE FOR EMERGENCY POWER GENERATOR, RECIPROCATING DIESEL, 100KW, IS 20 YEARS.

CAIS 006

**U.S. Department of Energy
Condition Assessment Information System
Project Detail Report**

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09/29/2016

Field Office: NNSA Production Office

Site Name: Pantex Plant

Project ID: EST8-SP

Project Name: 12-6 EXTERIOR P-SHOP WORK

Construction Start Date: 06/20/2006

Construction Complete Date: 09/01/2006

In House Labor: Yes

Funding Request Date: 06/16/2006

Approval Date: 06/16/2006

Project Status: Completed

Funding Source: PLUS UP

Funding Type: MAINTENANCE

Actual Cost: \$ 23,200

Property ID	IU Number	Volume Code	Component	Type	Quantity	Unit of Measure	Official Cost
12-006	49861	B20	EXT;PAINT	Paints & coatings, walls, concrete masonry units (CMU), porous, first coat, latex, spray / 099113900580	5500	SQFT	\$ 7,780
12-006	166268	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	5632	SQFT	\$ 61,780
12-006	166269	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	2184	SQFT	\$ 23,957
12-006	166270	B20	EXT;WALLS;MASONRY;CMU,BRICK	ALL INCLUSIVE GENERIC IU (NO COST) / NO COST	5632	SQFT	\$ 41,187
12-006	166271	B20	EXT;WALLS;MASONRY;CMU,BRICK	ALL INCLUSIVE GENERIC IU (NO COST) / NO COST	2184	SQFT	\$ 15,971
12-006	166272	B20	EXT;WALLS;MASONRY;CMU,BRICK	ALL INCLUSIVE GENERIC IU (NO COST) / NO COST	1020	SQFT	\$ 7,459
12-006A	76060	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	232	SQFT	\$ 2,086
12-006A	76061	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	232	SQFT	\$ 2,086
12-006A	76062	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	360	SQFT	\$ 3,237
12-006A	76063	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	450	SQFT	\$ 4,046
12-006B	49893	B20	EXT;PAINT	Paints & coatings, walls, concrete masonry units (CMU), porous, first coat, latex, spray / 099113900580	2000	SQFT	\$ 3,177
12-006S	53842	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	533	SQFT	\$ 5,582
12-006S	53843	B20	EXT;PAINT	PAINT, MEDIUM PREP WORK (EXT) / 099103300700	182	SQFT	\$ 1,805
						Official Cost Subtotal:	\$ 180,153
						Grand Total:	\$ 180,153