



CAMIS
FY22 Deferred Maintenance
User Guide
(Non Higher Ed)

Table of Contents

Accessing and Logging into CAMIS.....	Error! Bookmark not defined.
Password Change.....	1
Navigation	2
Home Screen.....	3
Finding Projects and Phases	4
Creating a Project	5
Creating a Phase.....	8
Requesting a Phase.....	10
Canceling a Phase	11
How to Attach Document.....	12
Cashflow Projection (Quarterly Update).....	13
Exporting Data	18
Bookmarking Reports and Projects	19
Attribute Definitions.....	21
CAMIS Contacts	23

ACCESSING AND LOGGING INTO CAMIS

To access CAMIS you will use your username and password. Your username is usually your first initial plus last name (John Smith would be jsmith). Your password is defaulted to “password” which you can change.

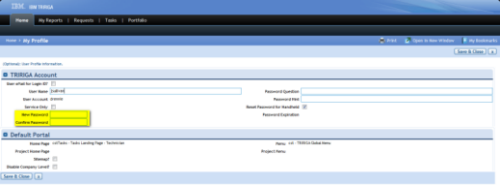
CAMIS URL [HTTPS://CAMIS.DCP.STATE.MA.US](https://camis.dcp.state.ma.us)

CHANGING PASSWORD

The Password requirements are:













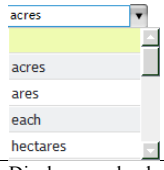

- Must contain at least 1 lower case letter
- Must contain at least 1 upper case letter
- Must contain at least 1 number
- Must contain a special character
- Must be minimum of 6 characters long

Must not exceed 15 characters long

Step	Action	Result
1	From the Home page, click the link to your name located in the upper right Welcome, Joanne Sullivan	The My Profile page will display 
2	Populate the New Password <input type="text"/> field with your new password.	New password MUST contain a Cap
3	Populate the Confirm Password <input type="text"/> field with your new password	
4	Click the Save & Close button located at the bottom left of the screen	If successful, you will get a message telling you and you will have to Sign Out and sign back in using the new password. If you are not successful and you do not get a message telling you that, the New Password screen will present itself again with blank fields. (it is most likely that the special character was not recognized so you should try a different special character in your password).

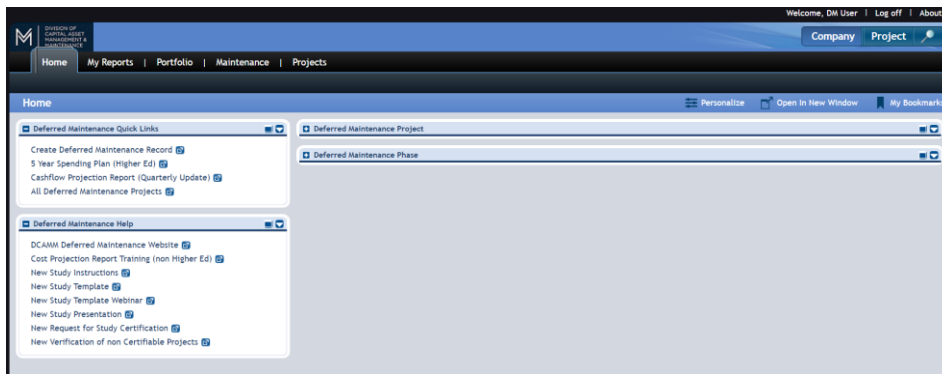
NAVIGATING CAMIS

This section will explain what the different symbols mean in CAMIS.

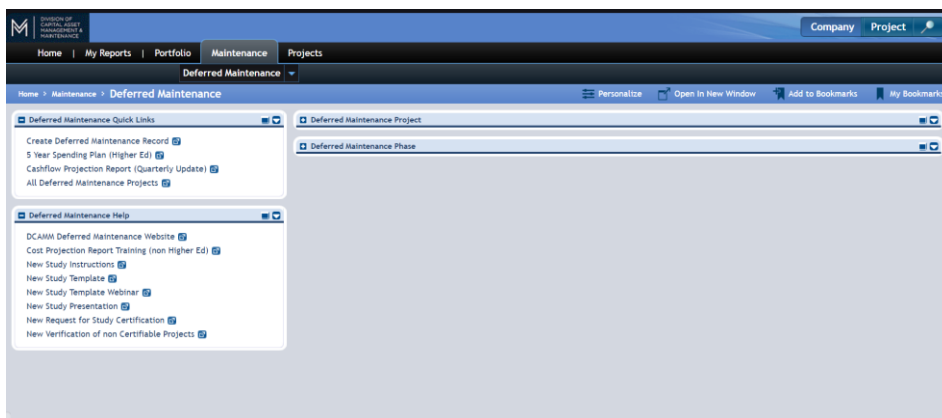
Icon	Function
	Opens the linked object in a new window
	Page forward when multiple pages are available
	Page back after page forward has been used
	Refresh the current page
	Displays a complete list that is not displayed (used with Tabs)
	Collapse the portlet
 or 	Expand or Maximizes the portlet
	Produces the list of available values with which to populate the field 
	Removes the value with which a field is currently populated
	Produces the list of available values with which to populate the field 
	Displays a calendar from which a date can be selected to populate the field

HOME SCREEN

Depending on your security role in CAMIS you will access the Deferred Maintenance screens in two ways. If your agency does not use CAMIS for work order management, then your home screen will be the Deferred Maintenance page.



If your facility uses CAMIS for work task management, you will need to navigate to the MAINTENANCE tab and then DEFERRED MAINTENANCE.



FINDING PROJECTS AND PHASES

In the Deferred Maintenance window, you will see two portlet queries. One is for the Projects and the other is for the phases within the projects. You can search either query to find, sort and even export your data. Use any of the white “contains” boxes to search any of the fields.

Search by J #.

Deferred Maintenance Phase									
Export	1 total found	Apply Filters	Clear Filters	Show More Filters	Shows: 50				
CAMIS Phase Code	Name	Location Name	Site Code	Full Path	Phase Type	Phase Status	Estimated Cost	Requested By	
J203585	Test Opportunity Phase	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - STUDY	Identified	\$10,000.00	DLP	

Search by Title.

Deferred Maintenance Phase									
Export	1 total found	Apply Filters	Clear Filters	Show More Filters	Shows: 50				
CAMIS Phase Code	Name	Location Name	Site Code	Full Path	Phase Type	Phase Status	Estimated Cost	Requested By	
J107343-1	REPLACE MAIN ELECTRICAL SWITCH GEAR - EQ # E000007743	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - STUDY	Completed	\$800,000.00	CIRIGLIANO, VINCENT	

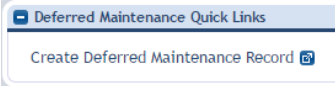
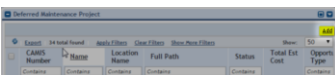
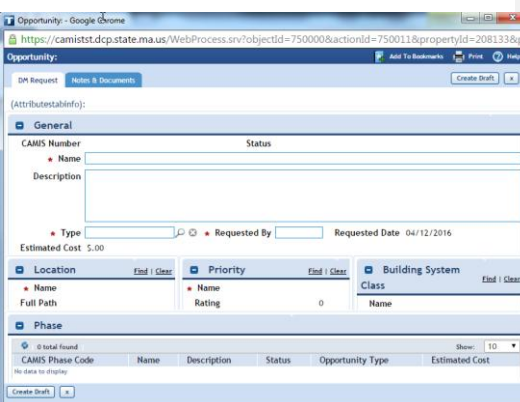
Search by Status

Deferred Maintenance Phase									
Export	14 total found	Apply Filters	Clear Filters	Show More Filters	Shows: 50				
CAMIS Phase Code	Name	Location Name	Site Code	Full Path	Phase Type	Phase Status	Estimated Cost	Requested By	
J107347-1	REPLACE MAIN ELECTRICAL SWITCH GEAR - EQ # E000007744	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - STUDY	Identified	\$4,069,800.00	CIRIGLIANO, VINCENT	
J107347-2	REPLACE MAIN ELECTRICAL SWITCH GEAR - EQ # E000007745	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - DRC	Identified	\$,00	CIRIGLIANO, VINCENT	
J107348-1	REPLACE LIGHTING CONTROLS	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - STUDY	Identified	\$214,200.00	CIRIGLIANO, VINCENT	
J110251-1	FY-10 MCCORMACK GARAGE DRAIN SYSTEM REPLACEMENT	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - STUDY	Identified	\$128,520.00	VCIRIGLIAN	
J111405-1	GARAGE DRAIN PIPING REPLACEMENT	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - STUDY	Identified	\$120,000.00	VCIRIGLIAN	
J111407-1	INSTALLATION OF NEW CEILING AND WALL FINISHES	Mccormack State Office Building	BSB01	\Locations\Sites\McCormack Building\551BSB9999 McCormack State Office Building	DEF - MAINT - STUDY	Identified	\$111,000.00	VCIRIGLIAN	

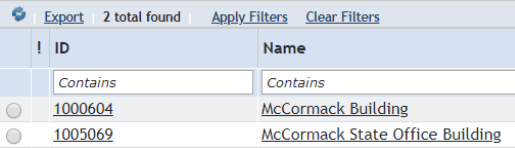
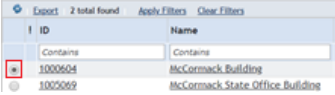
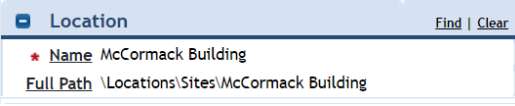

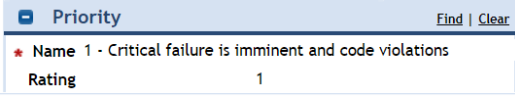
CREATING A PROJECT

To create a Deferred Maintenance record, you must create a project. The project acts as a folder for the phases that will be added later. In the project folder you will enter the basic details such as the project description, location, priority, assets, etc.

After Projects are identified you can then move them into IN PROGRESS and COMPLETE as needed. You will REQUEST a project at the phase level in later steps.

Step	Action	Result
1	<p>Using the Quick Links you can create a new project.</p>  <p>Another way from the list of Deferred Maintenance Project portlet, click the Add link</p> 	<p>The Project page for the specific phase will display:</p> 
2	<p>Populate the Name and Description Field. The name should have the FY being requested, what the project is and where it is located. The description gives you space to explain why the project is needed.</p> <p>* Name <input type="text"/></p> <p>Description <input type="text"/></p>	<p>* Name FY21 Boiler Replacement - McCormack Building</p> <p>Description The boiler in the McCormack building is 25 years old and has failed several times in the past year. The parts are scarce and it is inefficient.</p>


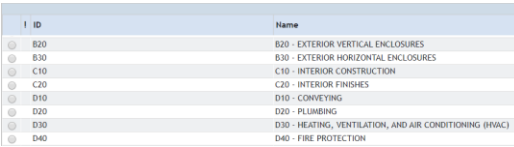
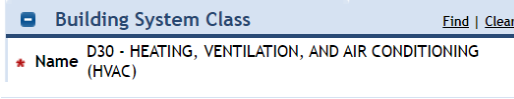
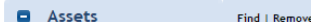
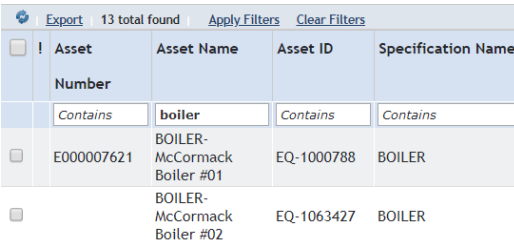
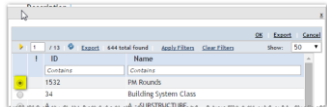


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Step	Action	Result
3	Enter the TYPE of project. This will always be "DEF-MAINT" at the project level.	Type <input type="text" value="DEF - MAINT"/>
4	Enter the REQUESTED BY field. This is the person who should be contacted if DCAMM has questions.	Requested By <input type="text" value="Robbie Brown"/>
5	Enter the LOCATION information by selecting the FIND button.	Your location list will appear. 
6	Click in the radial button to the left of the applicable Location	
7	Click the OK link	The Location field will be populated with your selection 
8	In the Priority portlet, click the Find link	A list of Priority options will display: 
9	Click in the radial button to the left of the applicable Priority and then select OK.	

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Step	Action	Result
10	Enter the Building System portlet. This helps DCAMM categorize the project. Select FIND. 	A list of Building System options will display: 
11	Click in the radial button to the left of the applicable Building System and select OK.	The Building System field will be populated. 
12	Enter any assets (If applicable). Select the FIND button to show a list of assets for the location you selected. 	A list of assets will appear 
13	Click in the radial button to the left of the applicable Asset(s) and select OK. 	The Assets field will be populated 
14	To create and save the project, Click the  button.	Project will be created and J# will appear. CAMIS Number J229856

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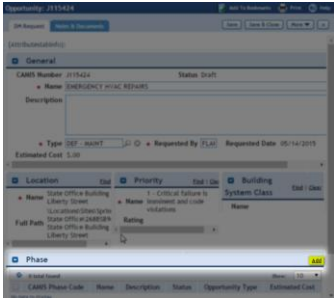
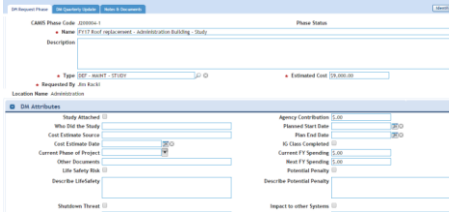
15	If a phase is being entered at this point, stay on the project form. If not, you can select "SAVE AND CLOSE" to leave the form.	
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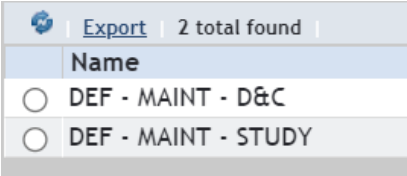
CREATING A PHASE

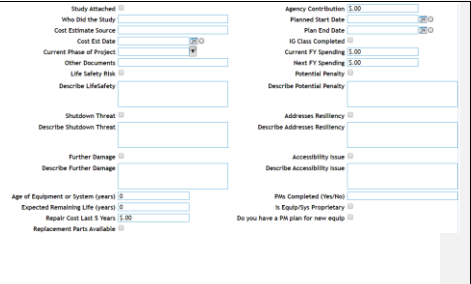
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After creating a project, you will need to create a phase on the same form. You should create either one or two phases.

1. If the project does not need a study, then phase 1 will be for design and construction (D&C) of the project.
2. If a study is needed, then phase 1 will be the study and phase 2 will be the design and construction (D&C) of the project.

Step	Action	Result
1	<p>In the project form, click the ADD button under the phase portlet.</p> 	<p>A Blank Phase page will display:</p> 

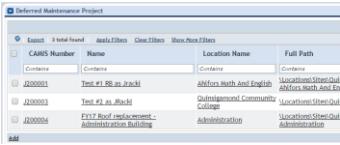

2	Enter the NAME . The recommended way is to copy the project name and add either “ - study” or “-D&C” to the end depending on what this particular phase refers to.	Name <input type="text" value="FY21 Boiler Replacement - McCormack Building - Study"/>
3	Enter the DESCRIPTION . This should be the details of the phase you are entering.	Description <input type="text" value="A study is needed for the replacement of the boiler because the surrounding systems connected to the boiler are also out of date"/>
4	Enter the TYPE . This will be either “DEF-MAINT – D&C” or “DEF-MAINT – STUDY”. 	Type <input type="text" value="DEF - MAINT - STUDY"/>
5	Enter the COST . IF you do not know the cost you can enter \$0 until you get an actual quote.	Estimated Cost <input type="text" value="\$50,000.00"/>

6	<p>Enter the DM Attributes. This is a list of questions that you will answer that DCAMM will use to help determine how to distribute funding.</p> <p>See PAGE 17 for definitions</p> <p>(If creating an emergency funding phase outside of the DM process this will not be needed)</p>	
7	<p>To complete the phase, select the IDENTIFY button on the top right to create and save the phase.</p> <p>This puts the phase into an IDENTIFIED project ready to be REQUESTED.</p>	<p>CAMIS Phase Code J229856-1</p>

REQUESTING A PHASE

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When it comes time to request a funding from DCAMM you will want to move any identified phases you have into the requested status so DCAMM can evaluate them.

Step	Action	Result
1	<p>From the list of Phases in the Deferred Maintenance Phase portlet find the phase you want to request.</p> 	<p>The Phase page for the specific project will display:</p> 

2	In the top right corner of the phase portlet, select REQUESTED to request the phase.	A warning will appear for you to confirm that you want to Request this Phase.
3	Click the Continue button to confirm. Click the X if you do not want to request the Phase.	The Phase will be moved to a Requested status. The Phase will stay as Identified.
4	The Phase form will close and the phase will be in REQUESTED status.	

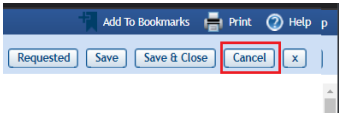
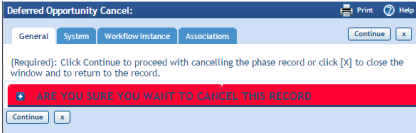


CANCELING A PHASE

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If a phase is no longer needed in the CAMIS system, you can CANCEL the phase. It will not remove the phase, but it will take it off your active lists.

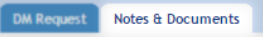
If a phase was cancelled by accident contact a CAMIS COORDINATOR and we can reverse it.

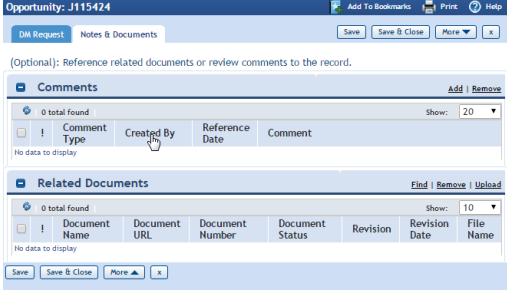
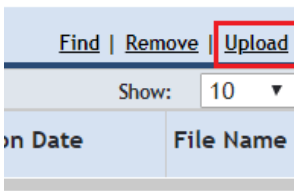
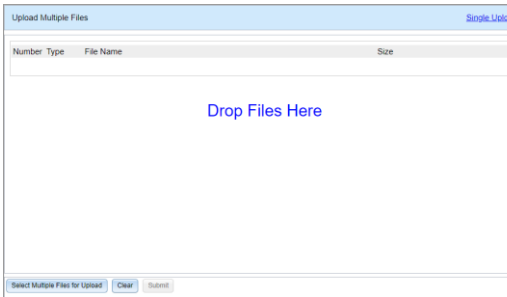
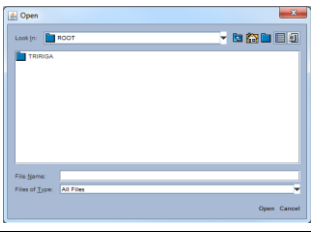

Step	Action	Result
1	From the list of Phases in the Deferred Maintenance Phase portlet select the phase to CANCEL.	The Phase page for the specific project will display:

2	<p>In the top right corner of the phase portlet, select CANCEL to cancel the phase.</p> 	<p>A warning will appear for you to confirm that you want to cancel this Phase.</p> 
3	<p>Click the  button to confirm.</p> <p>Click the  if you do not want to cancel the Phase.</p>	<p>The Phase will be moved to a Canceled status.</p> <p>The Phase will not be Canceled.</p>
4	<p>The Phase form will close and the phase will be in cancelled status.</p>	

ATTACHING A DOCUMENT TO A RECORD

You can attach documents to almost any record in CAMIS. In the Deferred Maintenance process, please attach any files to the PHASE record. You should attach any records that would support your request for funding such as studies, photos or quotes. The file can be in almost any format (PDF, JPEG, .DOC, etc.)

Step	Action	Result
1	<p>Click on the Notes & Documents tab</p> 	<p>The page will open:</p>

		
2	<p>In the Related Documents portlet, click the UPLOAD link</p> 	<p>The Object attachment Upload page will display:</p> 
3	<p>You can drag and drop your files right into the “DROP FILES HERE” Section.</p> <p>Or To browse your computer files, click “SELECT MULTIPLE FILES FOR UPLOAD”. Select the files you want then click</p>	
4	<p>Click the  button at the bottom of the screen</p>	<p>The document will be attached and displayed in the Related Documents portlet:</p>

CREATING A CASHFLOW PROJECTION (Quarterly Update)

The new Cashflow projection tab will be replacing the old Project Status Report tab on the project form. We hope that this new design will help both DCAMM and user agencies track the progress of their Deferred Maintenance projects. The new design is based on a Gantt chart which is used frequently in project management. This document will help you navigate the new process.

NOTE: Please create your DM project in the usual way, with a project and phase(s). The only change is the Cashflow Projection tab is on at the Project level form, not the phase level.

Welcome, DM User | Log off | About

Company Project

Home My Reports Portfolio Maintenance Projects

Home

Personalize Open in New Window My Bookmarks

Deferred Maintenance Quick Links

- Create Deferred Maintenance Record
- Deferred Maintenance Phases
- Active Deferred Maintenance Phases
- DM Cashflow Report**

Notifications

Deferred Maintenance Phase

Deferred Maintenance Project

Export: 27 total found Apply Filters Clear Filters Show More Filters Show: 50

CAMIS Number	Name	Location Name	Full Path	Status	Total Est Co
<input type="checkbox"/>	Contains	Contains	Contains	Contains	
<input type="checkbox"/> J107343	REPLACE CHILLER - MC 7TH FLOOR	McCormack State Office Building	\\Locations\Sites\McCormack Building 5518589999 McCormack State Office Building	Draft	\$800,000.00
<input type="checkbox"/> J107347	REPLACE MAIN ELECTRICAL SWITCH GEAR - MC LOWER MECH ROOM	McCormack State Office Building	\\Locations\Sites\McCormack Building 5518589999 McCormack State Office Building	Draft	\$4,069,800.00
<input type="checkbox"/> J107348	REPLACE LIGHTING CONTROLS - MC	McCormack State Office Building	\\Locations\Sites\McCormack Building 5518589999 McCormack State Office Building	Draft	\$214,200.00

Once you fill out a Cashflow Projection for a project, you will be able to quickly find it in this report. When the next quarterly update comes around you can just use this report to see all your projects.

Home > Cashflow Projection Report (Quarterly Update)

Open in New Window Add to Bookmarks My Bookmarks

Related Reports: -Select-

Export Apply Filters Clear Filters Show More Filters

CAMIS J Number	Project Title	DCAMM Project Number	Milestone	Milestone Status	Fiscal Year	Fund Amount	Total Expended to Date	Funding Source Type	Comments	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	Contains	Contains	Contains	Contains	After	Equals	Equals	Contains													
<input type="checkbox"/> J111431	BURKING LOT REPAIRS AND STRIPING		1 - Study and Certification	In Progress	FY22	\$5,000.00	\$5,000.00	Critical Repair Bond (CR)													
<input type="checkbox"/>			2 - Design		FY22	\$5,000.00	\$5,000.00	Critical Repair Bond (CR)													
<input type="checkbox"/>			3 - Bid		FY22	\$5,000.00	\$5,000.00	Critical Repair Bond (CR)													
<input type="checkbox"/>			4 - Construction		FY22	\$295,000.00	\$5,000.00	Critical Repair Bond (CR)													
						\$300,000.00	\$5,000.00														

To create a Cashflow Projection, navigate to a project the same way you would edit a current entry. (changed because not everyone has dealt with entering project status reports) Find the project in the DEFERRED MAINTENANCE PROJECT portlet or from your 5 YEAR SPENDING PLAN REPORT and select it to open.

Welcome, DM User | Log off | About

Company Project

Home My Reports Portfolio Maintenance Projects

Home Personalize Open In New Window My Bookmarks

Deferred Maintenance Quick Links

- Create Deferred Maintenance Record
- Deferred Maintenance Phases
- Active Deferred Maintenance Phases
- DM Cashflow Report - Status Not Complete

Notifications

Notices

Deferred Maintenance Phase

Deferred Maintenance Project

Export 27 total found Apply Filters Clear Filters Show More Filters Show: 50

CAMIS Number	Name	Location Name	Full Path
<input type="checkbox"/>	Contains	Contains	Contains
<input type="checkbox"/> J107343	REPLACE CHILLER - MC 7TH FLOOR	McCormack State Office Building	\\Locations\\Sites\\McCormack Building\\55185B999\\McCormack State Office Building
<input type="checkbox"/> J107347	REPLACE MAIN ELECTRICAL SWITCH GEAR - MC LOWER MECH ROOM	McCormack State Office Building	\\Locations\\Sites\\McCormack Building\\55185B999\\McCormack State Office Building
<input type="checkbox"/> J107348	REPLACE LIGHTING CONTROLS - MC 109	McCormack State Office Building	\\Locations\\Sites\\McCormack Building\\55185B999\\McCormack State Office Building
<input type="checkbox"/> J109203	REPLACE BATHROOMS EXHAUST FANS - MC BUILDING	McCormack State Office Building	\\Locations\\Sites\\McCormack Building\\55185B999\\McCormack State Office Building

Once open you will see the Cashflow Projection tab where the Project Status Update tab used to be. Select the tab to open it.

Opportunity: 1003649 Add To Bookmarks Print

DM Request Cashflow Projections Notes & Documents Save Save & Close More

(Attributetabinfo):

General

CAMIS Number J107343 Status Draft

Name REPLACE CHILLER - MC 7TH FLOOR

Description

Type DEF - MAINT Requested By CIRIGLIANO, VINCENT Requested Date 10/18/2007

Estimated Cost \$800,000.00 Cumulative cost Projection \$.00 Remaining Cost \$800,000.00

Location Find Clear

Name McCormack State Office Building Full Path Building\\55185B999 McCormack State Office Building

Priority Find Clear

Name 1 - Critical failure is imminent and code violations Rating 1

Building System Class Find Clear

Name

Assets Find Remove

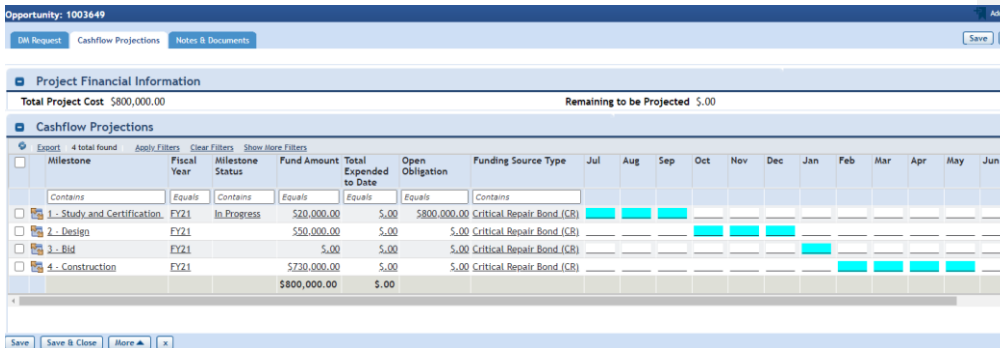
0 total found

Type	Image	ID	Name	Spec Name	Spec Class
No data to display					

When first opening the tab, it will be blank. We ask that you add 4 lines to this report. To add a line, you will select the ADD button on the right hand side of the screen.

1. Study and Certification
2. Design
3. Bid
4. Construction

This is what a completed Cashflow projection should look like when complete.



Opportunity: 1003649

DM Request Cashflow Projections Notes & Documents

Project Financial Information

Total Project Cost \$800,000.00 Remaining to be Projected \$0.00

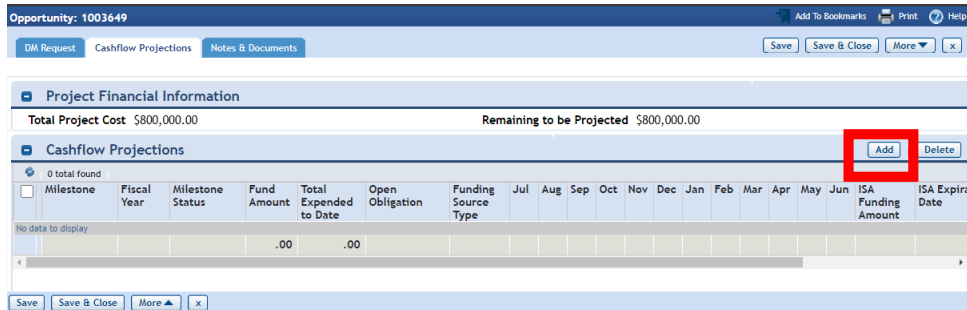
Cashflow Projections

Export 4 total found Apply Filters Clear Filters Show More Filters

Milestone	Fiscal Year	Milestone Status	Fund Amount	Total Expended to Date	Open Obligation	Funding Source Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1 - Study and Certification	FY21	In Progress	\$20,000.00	5.00	\$800,000.00	Critical Repair Bond (CR)												
2 - Design	FY21		\$50,000.00	5.00	5.00	Critical Repair Bond (CR)												
3 - Bid	FY21		5.00	5.00	5.00	Critical Repair Bond (CR)												
4 - Construction	FY21		\$730,000.00	5.00	5.00	Critical Repair Bond (CR)												
			\$800,000.00	\$0.00														

Save Save & Close More x

To Create a Cashflow Projection select “ADD” on the right hand side of the screen.



Opportunity: 1003649

DM Request Cashflow Projections Notes & Documents

Project Financial Information

Total Project Cost \$800,000.00 Remaining to be Projected \$800,000.00

Cashflow Projections

0 total found

Milestone	Fiscal Year	Milestone Status	Fund Amount	Total Expended to Date	Open Obligation	Funding Source Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	ISA Funding Amount	ISA Expir Date
No data to display																				
			.00	.00																

Save Save & Close More x

After selecting ADD, the Financial Information and Milestones Timelines form will appear.

DM FY Update: Print Help

General System Workflow Instance Associations Create X

(Required):

Project Financial Information

CAMIS J Number J107348

DCAMM Project Number

Budget (TPC) \$214,200.00

Cumulative Projections \$0.00

ISA Funding Amount \$0.00

ISA Expiration Date

Open Obligation (Encumbered) \$0.00

Total Expended to Date \$0.00

Remaining to be Projected \$214,200.00

Project Milestone Timelines

Fiscal Year

Milestone

Milestone Status

Jul

Aug

Sep

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

Jun

Cash Flow Projection per Milestone

Funding Source Type

Fund Amount \$

Create X

The first section is the Project Financial Information. We ask that you fill out the following.

1. **ISA Funding Amount:** Amount of money transferred in the ISA.
2. **Open Obligation (Encumbered):** Amount of money that has been encumbered.
3. **DCAMM Project Number:** The Project number that was assigned in the ISA (Ex: UML2101)
4. **ISA Expiration Date:** Date that the ISA Expires (Usually 2 years unless extended)
5. **Total Expended to Date:** Amount paid to vendor in this step of process.

The next sections are the Project Milestone Timelines and Projection. This is where you will tell us how long this process should take and if this step is in progress, completed or Not Applicable.

Project Milestone Timelines

Fiscal Year

Milestone

Milestone Status

Jul

Aug

Sep

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

Jun

Cash Flow Projection per Milestone

Funding Source Type

Fund Amount \$

1. **Fiscal Year:** The fiscal year that this step of the process will take place.

2. **Milestone:** The Milestone step that this data refers to.
3. **Milestone Status:** The status of the selected Milestone.
4. **Months list:** The months in which this step will take place.
5. **Funding Source Type:** What type of money is being spent (Bond, Match, SRP, etc)
6. **Fund Amount:** How much you expect to spend on this step.

After completing the four steps in your project you should end up with the report below.

Home > DM Cashflow Report Open In New Window Add to Bookmarks

Related Reports: -Select- See Projects - In Progress

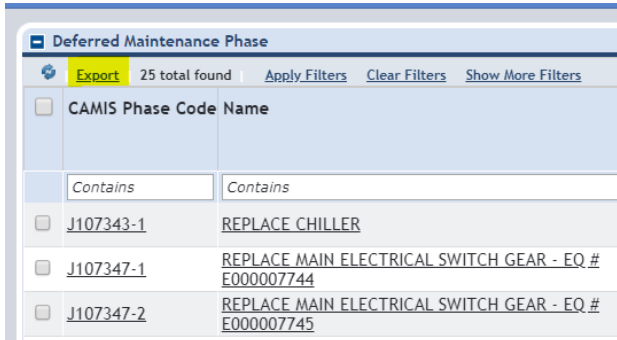
Export
Apply Filters
Clear Filters
Show More Filters

CAMIS J Number	Project Title	DCAMA Project Number	Milestone	Milestone Status	Fiscal Year	Fund Amount	Total Expended to Date	Funding Source Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	J107343	REPLACE CHILLER - WC 7TH FLOOR	8582104	1 - Study and Certification	Completed	FY21	\$20,000.00	\$20,000.00	Grant											
<input type="checkbox"/>				2 - Design	In Progress	FY21	\$20,000.00	\$100,000.00	Critical Repair Bond (CR)											
<input type="checkbox"/>				3 - Bid		FY21	\$,00	\$,00	Agency Match											
<input type="checkbox"/>				4 - Construction		FY21	\$745,000.00	\$,00	Critical Repair Bond (CR)											
							\$785,000.00	\$120,000.00												

When the time comes for the next update, you can use the Cashflow Report to see all your projects you have created Cashflow projections for. You can also follow this guide and add any other project that does not have a projection yet.

EXPORTING DATA TO EXCEL

There are many ways to export data from CAMIS query portlets or reports. Simply select the EXPORT button which is located above the headers of the query. If you use filters on the query first, the system will only export the filtered data.



CAMIS Phase Code	Name
J107343-1	REPLACE CHILLER
J107347-1	REPLACE MAIN ELECTRICAL SWITCH GEAR - EQ # E000007744
J107347-2	REPLACE MAIN ELECTRICAL SWITCH GEAR - EQ # E000007745

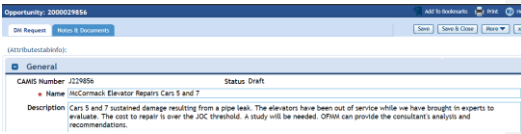
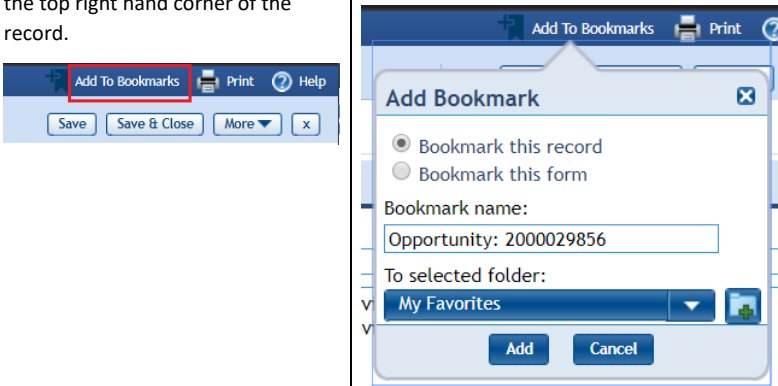
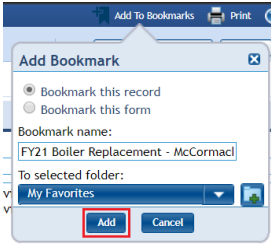
In Chrome browser it will show the downloaded file in the bottom left of your screen. In Explorer browser it will ask if you want to save or open the spreadsheet.

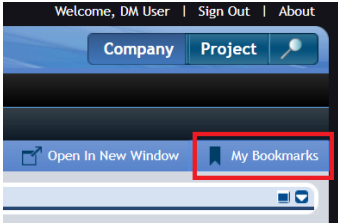
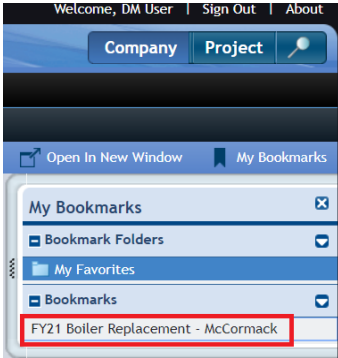
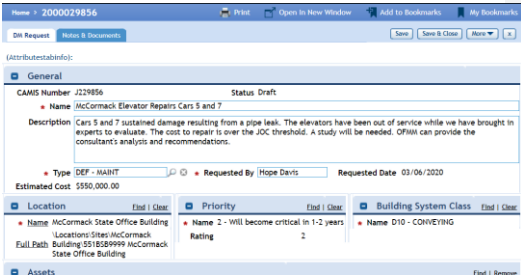
Below is how the data will appear in excel. Most formatting is lost so you will have to reformat text, column widths and heights.

Deferred Maintenance Phase by Location				
04/17/2020 12:24:07				
CAMIS Phase Code	Name	Location Name	Site Code	Full Path
J107343-1	REPLACE CHILLER	McCormack State Office Building	BSB01	\\Locations\Sites\McCormack Building\5518589999 Mc
J107347-1	REPLACE MAIN ELECTRICAL SWITCH GEAR - EQ # E000007744	McCormack State Office Building	BSB01	\\Locations\Sites\McCormack Building\5518589999 Mc
J107347-2	REPLACE MAIN ELECTRICAL SWITCH GEAR - EQ # E000007745	McCormack State Office Building	BSB01	\\Locations\Sites\McCormack Building\5518589999 Mc
J107348-1	REPLACE LIGHTING CONTROLS	McCormack State Office Building	BSB01	\\Locations\Sites\McCormack Building\5518589999 Mc
J109203-1	REPLACE BATHROOMS EXHAUST FANS - MC BUILDING	McCormack State Office Building	BSB01	\\Locations\Sites\McCormack Building\5518589999 Mc
J110200-1	CONDUCT ARC-FLASH SURVEY & PRODUCE ONE LINE DIAG.	McCormack State Office Building	BSB01	\\Locations\Sites\McCormack Building\5518589999 Mc

BOOKMARKING REPORTS AND PROJECTS

Using the bookmarking system in CAMIS can be very useful to have quick access to projects and reports you might need often.

Step	Action	Result
1	Open a Report, Project, Phase or many other records in CAMIS.	
2	Click on the ADD TO BOOKMARKS in the top right hand corner of the record.	<p>The Bookmark window will open.</p> 
3	<p>Edit the Bookmark Name to something relevant. This would be the project or phase name.</p> <p>Select ADD to save the bookmark</p> 	<p>The bookmark will save.</p>
Step	Action	Result

4	<p>The record is now saved in your bookmarks. To retrieve, go to the MY BOOKMARKS on the right hand side of your screen.</p> 	<p>This will open your bookmarks and you will see everything you have bookmarked.</p> 
5	<p>Click on any of your saved bookmarks.</p> 	<p>Your record will open.</p> 

DEFERRED MAINTENANCE ATTRIBUTES

When requesting Deferred Maintenance money, DCAMM needs a way to rank each project that is submitted. These attributes are what DCAMM bases their funding determinations on. The more information you can provide, the better chance the project has of being funded.

Who Did the Study	Name of the house doctor or qualified agency employee that executed the study.
Cost Estimate Source	Vendor Name that provided the service quote to your agency.
Cost Estimate Date	Date the vendor/contractor/house doctor provided your agency a quote for services.
Current Phase of Project	What phase is the project in (Study/ D & C) Use the drop down to select an option.
Other Documents (Notes & Documents)	Checking to note that you have additional document to support this request in funding/
Life Safety Risk	Does the project involve a life safety risk? This would be a possible injury or death if this project is not completed.
Shutdown Threat	Does the project involve a shutdown threat? Is there a possibility if action is not taken on this request that the facility would be closed, if this project is not funded.
Describe Further Damage	Does this project involve anything further damage? If this system problem is not addressed now that over time that it will close further damage to other systems within the building.
Potential Penalty	Does this project involve a potential penalty? If this problem or potential failure will cause the agency to get fined by another government agency (i.e. DPH, DPS, DLS)
Addresses Resiliency	Does this project address resiliency? This would be if the identified problem was going to be increased by the rising climate or if the completion of the project would help reduce climate change.
Accessibility Issue	Does this project involve accessibility issues? Is there a need to address accessibility (i.e. walkways, entryways, elevators, drinking foundations) because of this request or because of certain triggers where must be addressed due this request.

Planned Start Date	When do you estimate that this project will start based upon the project schedule
Plan End Date	Per your planned project schedule when will this project be completed.
IG Class Completed	Name of the facility staff employee involved with this project that has completed the Inspector General's MCPPO class on procurement
Current FY Spending	If/when this project was funded, what is the total dollar amount you project will be expended in the current fiscal year.
Next FY Spending	The amount you project will be expended in the following fiscal year.
Only Applicable if dealing with equipment	
Age of Equipment or System (years)	Current age is based upon when the system was installed in your facility
Expected Remaining Life (years)	Based upon average life span of system and when it was installed how many years does this system have for its useful life.
Repair Cost Last 5 Years	How much has your agency spent on repairs and preventative maintenance for this system.
Replacement Parts Available	Can you still get parts to address the system's needed repairs?
PMs Completed (Yes/No)	Please provide detailed information what was your preventative maintenance plan
Is Equip/Sys Proprietary	Is the equipment Proprietary (can only be serviced by the original installation vendor)
Do you have a PM plan for new equip	Please provide a detail preventative maintenance (PM) plan for the new equipment

CAMIS TEAM HELPDESK and CONTACTS



The CAMIS helpdesk is monitored by the CAMIS team and is the best way to reach out to solve any problem with CAMIS. CamisHelpdesk.DCAM@MassMail.State.MA.US

CAMIS TEAM

Dennis Fox, Program Manager	857-204-1527	Denis.M.Fox@Mass.gov
Robbie Brown, Program Coordinator	857-204-1319	Robbie.W.Brown@mass.gov
Nancy Nisil, Program Coordinator	857-204-1456	Nancy.Nisil@mass.gov
Noel Jordan, Program Coordinator	857-204-1817	Noel.Jordan@mass.gov

DEFERRED MAINTENANCE TEAM

Director of Facility Resources

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Study Certification, DM Liaison Higher Ed

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Study Certification, DM Liaison EOPSS

Michele Davis	857-204-1330	michele.davis@mass.gov
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DM Liaison EOHHS, EOEEA

Tan Nguyen	857-204-1343	Tan.Nguyen@mass.gov
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DM Liaison Trial Courts

Azinga Ming	857-204-1269	Azinga.Ming@mass.gov
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