

FY22 Annual Work Program (AWP) Budget Building Process/Flow/Timeline

| | |
|--------------------------|--|
| November through January | DSPN RF updates next FY budget building timeline DSPN RF reviews work schedules - makes changes, if necessary DSPN RF reviews work specification - makes changes, if necessary DSPN RF reviews budget building and line-item categories in Program Manuals - makes changes, if necessary DSPN RF reviews CCLM/AWP Budget Building Form - makes changes, if necessary |
| February 18 | DSPN RF reviews AWP budget building proces and forms with Service Providers at February Training Seminar |
| March 8 - 12 | DSPN RF emails to Service Providers AWP budget building forms and instructions, including deadline date for returning budget requests |
| April 2 | Service Providers build, review and email their AWP budget requests to DSPN RF by deadline |
| March 15 - April 2 | Susan conducts first round of reviews of each AWP budget request, resolves issues, then moves them to "ready for Pat & Joe to review" SharePoint folder |
| April 5 - 30 | Pat & Joe conduct second round of reviews of each AWP budget request, resolves issues, then moves them to "final AWP budget requests" SharePoint folder |
| April 5 - 30 | Susan updates official AWP Budget request as budgets are fully reviewed and resolved |
| May 3 - 7 | Pat, Susan and Joe review final AWP Budget Request and develop talking points for presentation with WisDOT |
| May 12 | DSPN RF present AWP Budget Request to WisDOT, answers questions, resolves issues, if any |

New RF Site Work Schedule Proposal

Information provided by DSPN Roadside Facilities

Last Updated: January 15, 2021

The roadside facilities program currently utilizes a multitude of different work schedule models. In order to pursue efficiencies, cost savings and equity for WisDOT, we conducted an extensive analysis and then developed new roadside facility site work schedules that were based on data – such as:

- ADT
- Size of facility
- Size of site
- Type of corridor
- Water Usage Data

Based on this data we came up with three different work schedule needs:

1. Eight Hour
2. Ten Hour
3. Twelve Hour

Note: It is our belief that we should not define anything more and rather, allow each service provider to define the detail of their work schedules based on their knowing best what the needs of each site are.

Based on this data we propose the following new work schedule assignments:

| Service Provider | Property | Current Schedule | Proposed Schedule |
|-------------------------|----------------------|---|--------------------------|
| APTIVE, Inc | RA 31 LaCrosse | M-S 7:30a-4p | 8 HR |
| Ascend Services, Inc | RA51 Maribel | M-S 6a-6p | 8 HR |
| | RA 52 Denmark | M-S 6a-6p | 8 HR |
| Barron County | RA 33 New Auburn | M-S 7:30a-4p | 8 HR |
| | RA 34 Chetek | M-S 7:30a-4p | 8 HR |
| Handishop Ind | RA 09 Lyndon Station | <u>Sched 1</u> May 1 to Oct 31 & as needed hol/ev M-Su 7a-10p rotating | 10 HR |
| | RA 10 Mauston | <u>Sched 2</u> Nov 1 to Apr 30 excl sched 1 days M-Su 7a-9p rotating | 10 HR |
| | | <u>Sched 1</u> May 1 to Oct 31 & as needed hol/ev M-Su 7a-10p rotating | |
| | | <u>Sched 2</u> Nov 1 to Apr 30 excl sched 1 days M-Su 7a-9p rotating | |

| Service Provider | Property | Current Schedule | Proposed Schedule |
|-------------------------|-------------------------|--|--------------------------|
| Handishop, cont. | RA 106 Dickeyville | <u>Sched 1</u> May 1 to Sept 15 M-Su 7a-5p F-Su 5p-9p | 8 HR |
| | RA 16 Sparta | <u>Sched 2</u> Sept 16 to Apr 30 M-Su 7a-3p F-Su 3p-7p | |
| | | <u>Sched 1</u> Summer = Memorial to Labor Days M-Su 6:30a-4:30p Fri 4:30p-7p | 8 HR |
| | RA 53 Milston | <u>Sched 2</u> Winter = Sept to May M-Su 7a-3p Fri 4:30p-7p | |
| Highline Corp | RA 54 Black River Falls | <u>Sched 1</u> May 1 to Oct 31 M-Su 6a-10p | 12 HR |
| | RA 103 Hurley | <u>Sched 2</u> Nov 1 to Apr 30 M-Su 6a-9p | |
| | | <u>Sched 1</u> May 1 to Oct 31 M-Su 6a-10p | 12 HR |
| Indianhead | RA 61 Menomonie EB | <u>Sched 2</u> Nov 1 to Apr 30 M-Su 6a-9p | |
| | RA 62 Menomonie WB | <u>Sched 1</u> Apr 1 to Oct 31 M-Su 8a-4p | 8 HR |
| KAC | RA 26 Kenosha | <u>Sched 2</u> Nov 1 to Mar 31 M-Su 8a-4p | |
| | RA11 Portage | M-Su 7a-10:30p | 12 HR |
| Northwoods | RA 12 Poynette | M-Su 7a-10:30p | 12 HR |
| | RA 63 Lomira | M-Su 6a-4:30p | 10 HR |
| | RA 64 Theresa | M-Su 6:30a-2:30p rotating | 12 HR |
| | RA 13 Lake Mills | M-Su 6:30a-2:30p rotating | 12 HR |
| Opportunities | RA 14 Johnson Creek | M-Su 8a-4p rotating | 8 HR |
| | RA 23 Superior | M-Su 8a-4p rotating | 8 HR |
| Superior Voc Ctr | RA 13 Lake Mills | M-F 8a-4p | 8 HR |
| | RA 14 Johnson Creek | Sa & Su 8a-4p rotating | |
| VIP | RA 17 Janesville | M-F 8a-4p | 8 HR |
| | RA 22 Beloit | Sa & Su 8a-4p rotating | |
| VIP | RA 23 Superior | <u>Sched 1</u> May 1 to Sept 30 M-Su 7a-5p | 8 HR |
| | RA 17 Janesville | <u>Sched 2</u> Oct 1 -Apr 30 M-Su 7a-3p | |
| VIP | RA 17 Janesville | M-S 7a-11p | 12 HR |
| | RA 22 Beloit | M-S 7a-11p | 12 HR |



How To: Complete Inspection Generated Corrective Work Orders

Service Provider Email Notification Example:

Good Day-

An on-site inspection was completed on **XX.XX.XXXX** at **Rest Area XX**. To review the results of the inspection, please log into FAMIS, go to the "Inspection" module, click on the "Find Inspection" tab, and in the "Inspection ID:" field enter this number **XXXX**, next click on the "FIND" tab.

-Once an Inspection has been completed, the Service Provider will receive an email stating an inspection has been completed and list the inspection number and how to access the inspection (see example to the left)

If you have any questions, please feel to contact Teresa McKay at **262-903-3354**.

Note: There will be times a Service Provider will receive the Corrective Work Orders before the email has been sent.



How To: Complete Inspection Generated Corrective Work Orders, Continued

"My Request" Corrective WO Example:

Space BI Dashboard Lease Admin Sign Out

Logbook Asset Schedule Knowledge Company Inspection Property Accrual Analytics

Create Request **My Requests** Find Request Run Report Workloading Patrice Smith

CREATED BY ME ASSIGNED TO ME IN MY REGIONS Show Detail

Region: Select... Property: None Selected Select Clear Activity: Select... WO Create Date Range: 2/10/2019 to 2/9/2021 FIND

Complete By: [] to [] Priority: Select...

3 Open Requests Assigned to Me [Print WOs](#) | [Print All](#) | [Print Today](#)

| Date | ID | Initiated By | Property / Floor | Type/Sub Type | Assigned To | Status / Priority |
|-----------------------|------------|---|---|--|--|--|
| 1/12/2021 12:10 PM | [Redacted] | Request Giertych, Joe | DTSD REST AREA [Redacted] General General | HVAC HVAC Repair | Smith | Work Complete / Normal 1/27/2021 10:10 AM |
| Comments: | | Current age of A/C unit #2 is 20 years old, installed 7/14/2002. Please proceed with replacement as discussed with Lennox unit similar to Unit #1 with new furnace installation W/O #164993 currently in process. Invoice as extra work through VIP purchase order. | | Labor Hours: | Est: 0.00 Act: 0.00 | |
| Complete By: | | 2/2/2021 12:10 PM | | Asset: | Air Conditioner 2 | |
| 1/7/2021 3:41 PM | [Redacted] | Request McKay, Teresa | DTSD REST AREA [Redacted] General General | Corrective W/O from Standard Inspection Corrective W/O - Standard INS | Smith | Open / Normal 2/9/2021 10:12 AM |
| Comments: | | From Inspection 1955 2.09 Partitions: - 4=Good - Several women's partitions, in both the small and large restrooms, have dirt spots or streaks. Please check all partitions and remove dirt and streaks. See photos. | | Labor Hours: | Est: 0.00 Act: 0.00 | |
| Complete By: | | 1/28/2021 3:41 PM | | Attachments: | CFD1E800-87AC-4A23-86FF-FAA8AE0678C1.jpeg 707E1C66-FCF0-48EE-920F-B2A49E3E2CA7.jpeg | |

- If any Corrective Work Orders were created with the inspection, you can access these by going to the Logbook Module, and your My Request Tab

-You can access the Corrective Work Order by right clicking on the ID number and opening in a new tab



How To: Complete Inspection Generated Corrective Work Orders, Continued

"Inspection" Corrective WO Example:

FACILITY Services | **ROADSIDE Facilities** | Logbook | Asset | Schedule | Knowledge | Company | **Inspection** | Property | Accruent Analytics

Space | BI | Dashboard | Lease | Admin | Sign Out

Create Inspection | Find Inspection | Run Report | Patrice Smith

VIEW INSPECTION DETAILS

INSPECTION INFORMATION | [Create Request](#) | [Edit Inspection](#) | [REPEAT](#)

Inspection ID: [Redacted]

Property: DTSD REST AREA [Redacted] | **Floor:** General

Space: General

Inspection Class: BHM (2) Standard Cleanliness/Condition Property Inspection | **Inspection Type:** Cleaning and Condition

Inspector: Teresa McKay | **Inspection Date:** 1/4/2021 3:50 PM

Occupant: [Redacted] | **Room/Area:** [Redacted]

Request ID: [Redacted] | **Asset:** [Redacted]

INSPECTION SCORING

| Item | Score | Condition | Weight | Comments |
|----------------------------|-------|-------------------|--------|--------------------------------|
| 00.00 Scoring Instructions | NA | Select From Below | 100 | Create Request |

Instructions: Select a score for each item below.
 Score:
 4 -- Exceeds Standards
 3 -- Meets Standards
 2 -- Does Not Meet Standards
 1 -- Frequently Does Not Meet Standards
 0 -- Not Applicable

-You can also access Corrective Work Orders when you open the Inspection

-The Corrective Work Orders are listed at the bottom of the inspection and you can access the Corrective Work Order by right clicking on the ID number and opening in a new tab

Scheduled and/or Corrective Requests for this Inspection

| Date | ID | Initiated By | Property | Type | Assigned To | Status / Priority |
|----------------------|------------|---|--------------------------------------|--|-------------|--------------------------|
| 1/1/2021 3:50 PM CST | [Redacted] | Scheduled Smith, Patrice | DTSD REST AREA [Redacted] General | Inspections Custodial | Center | Closed / PM End of Month |
| 1/4/2021 3:50 PM CST | [Redacted] | Corrective McKay, Teresa | DTSD REST AREA [Redacted] General | Corrective WO from Standard Inspection Corrective WO - Standard INS | Center | Closed / Normal |
| 1/4/2021 3:50 PM CST | [Redacted] | Corrective McKay, Teresa | DTSD REST AREA [Redacted] General | Corrective WO from Standard Inspection Corrective WO - Standard INS | [Redacted] | Open / PROJECT -- BHM |
| 1/4/2021 3:50 PM CST | [Redacted] | Corrective McKay, Teresa | DTSD REST AREA [Redacted] General | Corrective WO from Standard Inspection Corrective WO - Standard INS | [Redacted] | Open / PROJECT -- BHM |



How To: Complete Inspection Generated Corrective Work Orders, Continued

Closing a Corrective Work Order:



REQUEST DETAILS

GENERAL INFORMATION [Print Work Order](#) | [Work Order - Financial](#)

Request ID: [Redacted] Asset: Bathroom Partitions | Bathroom Partitions

Requested By: Teresa McKay Date: 1/4/2021 4:27 PM CST

Phone: 608-661-2914 Company: DSPN

Fax: 888-435-47455 E-mail: tmckay@dspn.org

Bureau or Region: DTSD: Hwy Maint - Roadside Facilities

REQUEST DETAILS [Property Comments](#) | [From Inspection 1875](#) | [Create Inspection](#) | [Find Company](#)

Property: DTSD REST AREA [Redacted] Space: General

Tower/Wing: General

Floor: General

Type: Corrective WO from Standard Inspection Sub Type: Corrective WO - Standard INS

Assigned To: Patel, Biren - WisDOT Complete By: 6/30/2022 9:00 AM CDT

Priority: PROJECT -- BHM Status: Open

Estimated Amount: \$12,000.00 Not to Exceed Amt.: \$0.00

REQUEST HISTORY Attachment: [1](#) [2](#) [3](#) [4](#)

| Type | Update Date | Comments | Status | Assigned To | Updated By |
|---------|-----------------------|--|--------|---------------|--------------|
| Initial | 1/4/2021 4:27 PM CST | From Inspection 1875 2.09 Partitions: - 3=Needs Attention -- Create Corr WO - Partitions have permanent chemical streaks and lots of etchings into the walls. The partitions will need replacing when funds become available. See photos. This WO is for both men's and women's restrooms. | Open | [Redacted] | Teresa McKay |
| Update | 1/4/2021 4:28 PM CST | Update | Open | [Redacted] | Teresa McKay |
| Update | 1/4/2021 4:30 PM CST | Assignment has been changed to Joe Giertych | Open | Giertych, Joe | Teresa McKay |
| Update | 1/6/2021 9:55 AM CST | Biren, DSPN has identified these toilet stall partitions in poor visual condition. They are in good operating condition but have a general un-cared for appearance. Recommend adding to projects WisDOT with a cost estimate of \$1000 per compartment for budgeting. | Open | Patel, Biren | Joe Giertych |
| Update | 1/13/2021 1:16 PM CST | Assignment has been changed to Biren Patel. Cost figured at 12 toilet compartment @ \$1,000 per compartment. Cost could be higher or lower based on product used. Complete By Date: 1/25/2021 4:27 PM to 6/30/2022 9:00 AM. Priority: Normal to PROJECT -- BHM. Estimated Amount: \$0.00 to \$12,000.00. | Open | Patel, Biren | Joe Giertych |

-Under the UPDATE REQUEST section, go to the "General Comments:" field

-Type in a comment to tell "the story", by explaining what work was completed, Vendor information if used, etc.

-Change the "Assigned To:" field to the inspector who created the Corrective WO

-Click on the arrow, type in portion of the individual's name, and the name should populate and select

-A pop-up box will be displayed; click on OK

-Next, click on the "Status:" field

-From the drop-down box, select Work Complete

-An attempt to attach a photo to the Corrective WO should be made (please see the next page for instructions on how to attach a photo, etc.

-If a photo is not attached and the Inspector feels one should have been, the Inspector will return the WO to have a photo attached



UPDATE REQUEST [Reclassify WO](#)

General Comments:

Assigned To: Patel, Biren [Select](#) Status: Open

Closed By: All [Select](#) [Clear](#) Date Closed:

Billable?: No Billing Status: Not Billed

Asset: Bathroom Partitions [Select](#) [Clear](#) Failure Code:

Statement of Work:

From Inspection 1875 2.09 Partitions: - 3=Needs Attention -- Create Corr WO - Partitions have permanent chemical streaks and lots of etchings into the walls. The partitions will need replacing when funds become available. See photos. This WO is for both men's and women's restrooms.

Re-schedule for: 9:00 AM Re-Notify?

Click UPDATE to save:

-Click on "UPDATE" to save the changes

-Your Work Order is now finished, and you should no longer see this WO on your "My Request" tab
 -If you still see the Work Order, click on FIND and this will update your "My Request" tab

NOTE: The example used was turned into a BHM Project with a complete by date of 06/30/2022.

How To: Complete Inspection Generated Corrective Work Orders, Continued

Attaching a Photo or Document:



UPDATE REQUEST

[Reclassify WO](#)

General Comments:

Notify Assigned To
Notify Requestor

Assigned To:

Center, WorkControl [Select](#)

Status:

Open

Closed By:

All [Select](#) [Clear](#)

Date Closed:

Time:

Billable?:

No

Billing Status:

Not Billed

Asset:

Door [Select](#) [Clear](#)

Failure Code:

Statement of Work:

This for training purposes only!!!
Truck side entry door closer is not working.

Re-schedule for:

9:00 AM

Re-Notify?



Click UPDATE to save:

▶ MISCELLANEOUS FIELDS:

▶ PROCEDURE:

▼ ATTACHMENTS: 

[FILES:](#)

Select File:  

No Attachments Found.

[LINKS:](#)

No Links Found.

▶ OTHER OPTIONS:



[Help](#)

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- Open the Work Order
- Scroll to the bottom of the page
- Click on the "Attachments" arrow
- In the "Select File:" field, click on Browse and navigate to the location of the file on your computer
- Click "UPLOAD FILE"



WisDOT/DSPN Roadside Facilities
Equipment & Vehicle Record Form



Service Provider: _____

Name of Person Completing: _____ Today's Date: _____

Section #1 ADD Equipment or Vehicle Record Please complete the information below. **Items in RED are required fields.

Is this Piece of Equipment an Attachment to an Existing Piece of Equipment or Vehicle? YES or NO (Please Mark One)
If Yes, specify what Piece of Equipment the New Piece of Equipment is to be attached to and proceed to the "New Equipment or Vehicle Record Information Section:

Host Equipment or Vehicle Record Name:
Host Equipment or Vehicle Record Serial Number:
Host Equipment or Vehicle Record Model Number:

If NO, proceed to the "New Equipment or Vehicle Record Information Section.

Table with 4 columns for NEW Equipment or Vehicle Record Information: Name, Description, Manufacturer/Make, Model #, Vendor/Purchased From, Serial or VIN #.

Table with 4 columns for Purchase Information: Purchase Date, Amount, Estimated Life, Purchase Order #, Est Repl. Cost.

Table with 4 columns for Location Information: Property/Site Location, Quantity Available, Floor/Space, Room/Area.

Table with 4 columns for Warranty Information: Contract #, Effective Date, Expiration Date, Contact, Vendor, PO#, Maintenance Contract #, Vendor, Contract Expiration Date, # of Days Notify Expr.:

Section #2 REMOVE Equipment or Vehicle Record Please complete the information below. **Items in RED are required fields.

Table with 4 columns for Equipment or Vehicle Record to be Replaced: Name, Description, Manufacturer/Make, Model #, Serial or VIN #.

Once this form is completed, attach any receipts, warranty information, photos, etc., and include with your Monthly Invoicing Submission to the Roadside Facilities Work Program Financial Manager, Susan McCann at smccann@dspn.org