

# Fall 2020 Roadside Facilities & WisDOT Quarterly Training Seminar

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(Due to pandemic, this  
quarter's seminar is offered  
as a ZOOM Webinar)

**December 3, 2020**

# Welcome

Introductions, Housekeeping, Webinar Tips, Celina/Pat

Greetings from DSPN CEO, Lisa Davidson

Greetings from DSPN Dir. of Membership, Jeff Kaphengst



Submit any  
Questions to  
the Q&A

**DO NOT**  
Use the Q&A for  
*comments or any  
communication  
unrelated to questions  
for host and panelists*

Use the Chat  
for general  
conversation



Portions of this  
seminar may  
be recorded

# Seminar Notes & Tips

# Break

Take a moment to use the facilities and adjust your mask. The seminar will resume at **9:15 AM**



## Up Next

**9:15 – 10:00 – DSPN RF**

Two On-Line Polling Surveys

Interest in Electric Static Sprayers

Interest in Fog Sprayers

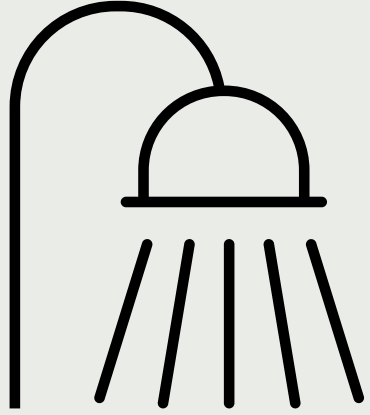
New Equipment Inventory Process

Mobile App Roll Out – Update

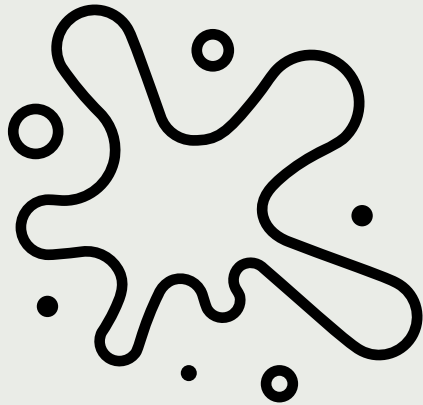
Snow Removal; Edge to Edge Shoveling

Invoicing – Extra Work Helpful Hints

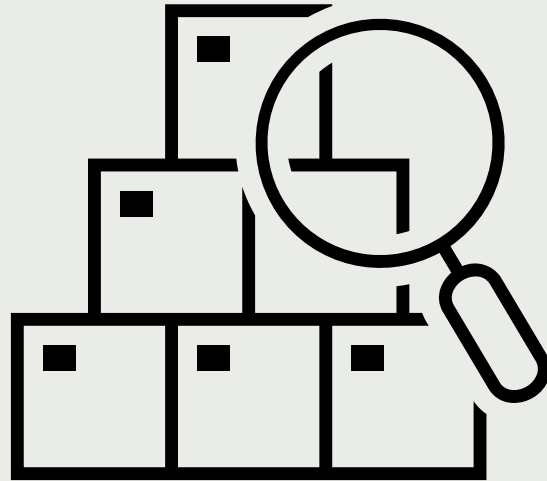
Discuss On-Line Polling Results



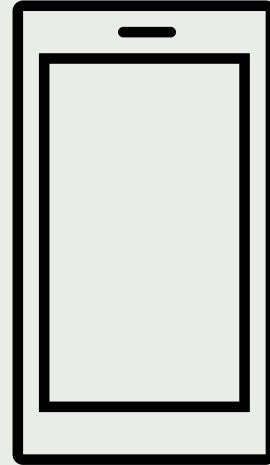
To Spray or Not To Spray...that is  
the question today in our  
morning poll



New  
Equipment  
Inventory  
Process



# Mobile App Roll Out – Update



A brief update from Patrice

# Snow Removal; Edge to Edge Shoveling

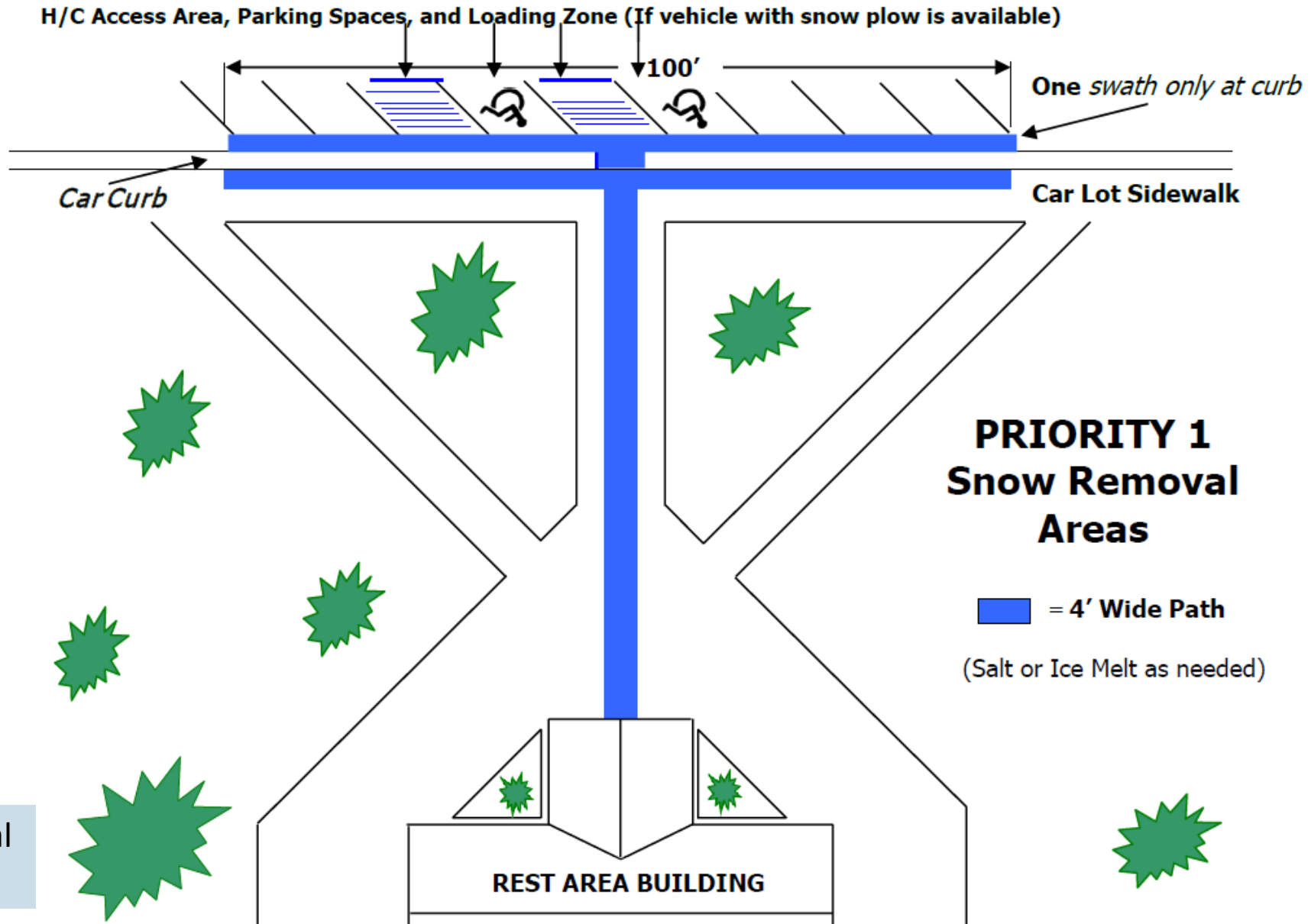
***PRIORITY 1*** (See snow/ice removal diagram. Priority 1 areas are to be maintained free of snow and ice continually while the staff is on site. Salt and/or other snow and ice control chemicals should be used as necessary to keep walkways clear throughout the storm.)

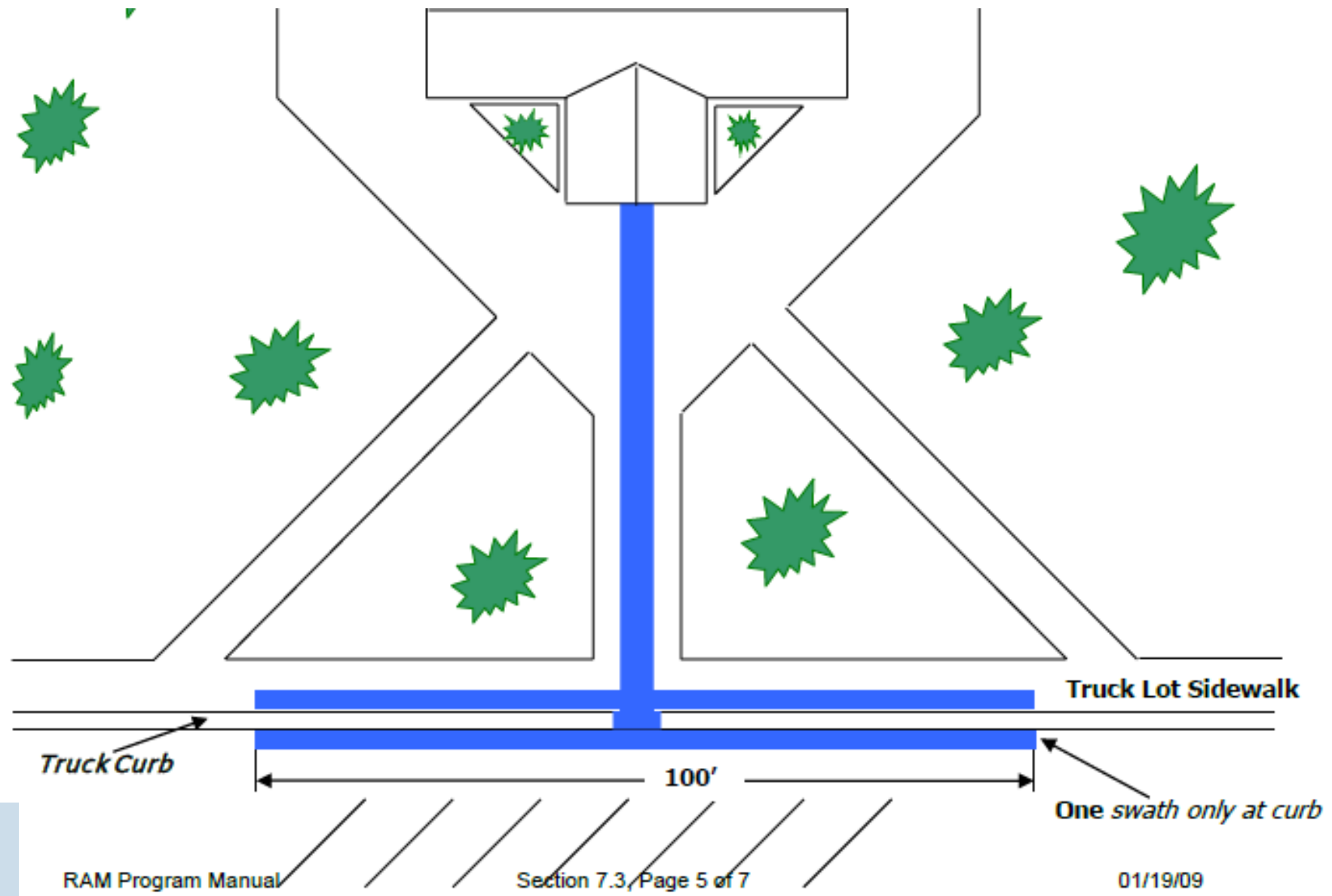
- **PATH (FOUR FEET WIDE) FROM THE MAIN DOORS TO CAR AND TRUCK LOTS.**
- **SIDEWALKS (IN FRONT OF THE PARKING LOTS), CURBS, AND GUTTERS FOR FIFTY FEET IN EACH DIRECTION FROM THE CENTER OF THE CLEARED PATH. HANDICAP PARKING AND UNLOADING SPACES AND HANDICAP RAMPS WITHIN 100 FEET OF THE WALKWAY.**

RAM Program Manual

Section 7.3

# SNOW/ICE REMOVAL DIAGRAM





# Snow Removal; Edge to Edge Shoveling

**PRIORITY 2** (Priority 2 areas are to be cleared as soon as possible following clearing of Priority 1 areas and must be cleaned IN TOTAL within 48 hours after the end of the storm).

- **PLAZA AND ALL REMAINING SIDEWALKS (EDGE TO EDGE) INCLUDING THE ADJACENT CURB, GUTTER AND RAMPS AND CONCRETE SLAB AREAS SERVING REAR EXIT DOORS WITH NO WALKS OR PLAZAS.**
- **BENCHES, TRASH/RECYCLING BINS, AND TELEPHONE.**
- **ATTENTION: SOME OUTER WALKWAYS MAY NOT RECEIVE SNOW REMOVAL SERVICE BY THE SITE CREW. THESE AREAS ARE IDENTIFIED AND AGREED UPON BY THE SITE MANAGER AND DSPN PRIOR TO THE SNOW SEASON.**

RAM Program Manual

Section 7.3

# CURBS:

## Priority 1: Handicap Ramps and curbs



**Does Not Meet Standards**



**Does Not Meet Standards**



**Meets Standards!**

# SIDEWALKS

Priority 1: Path from main doors to car and truck lots.

Priority 1: Walks in front of the parking lots curbs, and gutters (approximately 50 feet in both directions from center.)

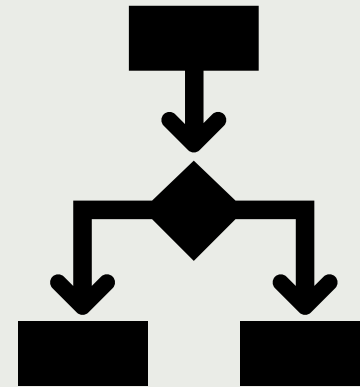


**Meets Standards**



**Meets Standards**

# Fiscal Year 2021 Extra Work Procedure





# What is Extra Work?

- § If work crew is requested by WisDOT or DSPN RF to perform unplanned work or hire a vendor to do so.
- § May require pre-approval from program management in order to be reimbursed as an allowable cost.
- § The cost of materials and supplies to perform these tasks plus any labor hours that exceed the normally scheduled maintenance hours may be allowable costs.
- § These extra work costs should be included on the normal monthly billing but must be additionally documented on the "Extra Work Identification Sheet".

# NEW EXTRA WORK FORM

Attach to monthly invoice sent to WisDOT.

## "Extra Work" Identification Sheet

*A Work Order Number is required. This form will be returned to you if there is no Work Order Number included.*

**Work Order Number:** \_\_\_\_\_

**Rest Area Maintenance (RAM) Program**

INSTRUCTIONS: Occasionally it may be necessary to perform unscheduled, unspecified services called "Extra Work". An example would be vandalism or weather damage repairs. Extra Work costs should be billed on the normal monthly invoices (in the usual categories) for "Custodial Care and Landscape Maintenance" services. The "Extra Work" Identification Sheets will justify additional costs and detail extra work tasks for DOT reports. Send Extra Cost Identification Sheets to WisDOT with RAM invoice.

Site: \_\_\_\_\_ Month, Y \_\_\_\_\_


Description of Work: \_\_\_\_\_

Office Use: \_\_\_\_\_  
 Facility Mtnc: \_\_\_\_\_ Other Extra Work \_\_\_\_\_

List costs billed which have been incurred to perform extra work. Generally these are labor and materials.

- SALARIES** (only include labor hours that exceed normally scheduled hours) \$ \_\_\_\_\_  
 Supervisor Hrs \_\_\_\_\_ x \$ \_\_\_\_\_ Per Hour = \$ \_\_\_\_\_  
 Worker Hrs \_\_\_\_\_ x \$ \_\_\_\_\_ Per Hour = \$ \_\_\_\_\_
- FRINGE BENEFITS (include FICA)** \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_
- MATERIAL & SUPPLIES** \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_
- EQUIPMENT** \$ \_\_\_\_\_  
 \_\_\_\_\_
- VEHICLE COSTS** \$ \_\_\_\_\_  
 \_\_\_\_\_
- CONTRACTOR SERVICE COST** \$ \_\_\_\_\_  
 \_\_\_\_\_

**FAMIS Work Order # MUST be written on the form!**



**FACILITY Services**  
**ROADSIDE Facilities**

Logbook Asset Schedule Knowledge Company Inspection Property Accruent Analytics

Space BI Dashboard Lease Admin Sign Out

Susan McCann

Create Request My Requests Find Request Run Report Workloading

### REQUEST DETAILS

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

<b>Request ID:</b>	159239	<b>Asset:</b>	Generator   <a href="#">Generator</a>
<b>Requested By:</b>	Steve Geisinger	<b>Date:</b>	9/22/2020 2:17 PM CDT
<b>Phone:</b>	715-924-3953	<b>Company:</b>	Barron County Developmental Services, Inc.
<b>Fax:</b>	715-537-5608	<b>E-mail:</b>	<a href="mailto:widotra34@gmail.com">widotra34@gmail.com</a>
<b>Bureau or Region:</b>	DTSD: Hwy Maint - Roadside Facilities		

[Property Comments](#) | [Create Inspection](#) | [Find Company](#)

<b>Property:</b>	<a href="#">DTSD REST AREA 33 NEW AUBURN</a>	<b>Space:</b>	<a href="#">General</a>
<b>Tower/Wing:</b>			
<b>Floor:</b>	General		
<b>Type:</b>	Extra Work	<b>Sub Type:</b>	Other
<b>Assigned To:</b>	Center, WorkControl - WisDOT	<b>Complete By:</b>	10/12/2020 2:17 PM CDT
<b>Priority:</b>	Normal	<b>Status:</b>	Closed
<b>Estimated Amount:</b>	\$0.00	<b>Not to Exceed Amt.:</b>	\$0.00
<b>Closed By:</b>	Center, WorkControl	<b>Closed On:</b>	10/14/2020 4:10 PM CDT

### REQUEST HISTORY

Type	Update Date	Comments	Status	Assigned To	Updated By
Initial	9/22/2020 2:17 PM CDT	While completing PM on generator it would not start inside the building or at the generator. There was an error about not charging. Contacted JJC (Bob Bitney). He found a lot of mice inside. Thinking a wire may be chewed inside. He is working on removing mice and will then try to identify problem.	Open	Center, WorkControl	Steve Geisinger
Update	9/22/2020 4:04 PM CDT	Assignment has been changed to Steve Geisinger.	Open	Geisinger, Steve	WorkControl Center
Update	9/22/2020 4:04 PM CDT	Update	Open	Geisinger, Steve	WorkControl Center
Update	9/23/2020 8:41 AM CDT	Status has been changed to "Acknowledged".	Acknowledged	Geisinger, Steve	Steve Geisinger
Update	10/14/2020 2:05 PM CDT	Generator has had mice removed and poison in there from now on for rest area	Work Complete	Center, WorkControl	Steve Geisinger

RAM Program Manual  
 Section 31.24



**LEE DOOR AND HARDWARE**  
**Commercial Door Systems**

2531 Branwood Drive • Wisconsin Rapids, WI 54494 • mark@leedoor.com  
 Phone: 715-424-3490 • Fax: 715-424-0532 • Cell: 715-572-0646

**Invoice**

Date	Invoice #
6/6/2020	1875

<b>Bill To</b>
Handishop Industries, Inc. 1411 North superior Ave. Tomah, WI. 54660

P.O. No.	Terms	Project
	2% 10 Net 30	Jasckson Cty...

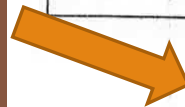
Quantity	Description	Rate	Amount
1	Jackson County Rest Areas 53 & 54 Troubleshoot and Repair Auto Door Operators on 06-3-2020 Labor and Travel	450.00	450.00
Thank you! All work is complete!		<b>Total</b>	<b>\$450.00</b>

*[Signature]*

*Many Thank*

*Mark Lee*

*06-06-2020*



*Famis 149854  
149852*

**Vendor receipt(s) MUST  
 accompany extra work form.**

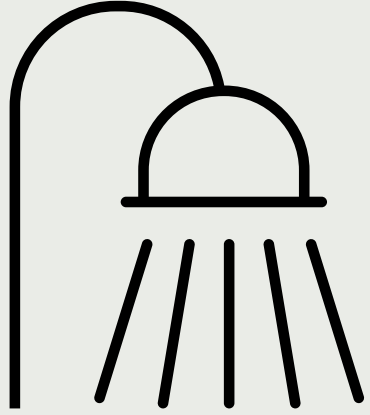
# MONTHLY INVOICE REMINDERS



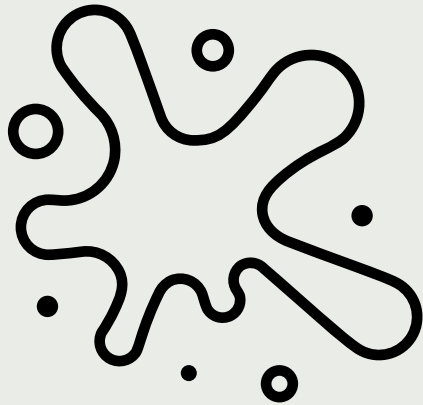
DSPN RF is responsible for auditing the invoice, authorizing payment, and forwarding it to WisDOT Expenditure Accounting for payment. Service Providers continue to receive payment directly from WisDOT per your contract.

Submit your RAM and SWEFM monthly invoices along with all supporting documentation and receipts to Disability Service Provider Network Roadside Facilities (DSPN RF) via e-mail to Susan McCann at [smccann@dspn.org](mailto:smccann@dspn.org), within 20 days after the end of the month of service.

**COVID-19:** DSPN RF has received directions from WisDOT to continue tracking COVID-19 costs at Rest Areas and SWEFs until further notice. Any **additional** hours, salaries, fringe, and/or supplies (i.e. PPE equipment) costs due to COVID-19 should be billed and submitted to **Susan McCann at [smccann@dspn.org](mailto:smccann@dspn.org)** on a separate invoice.



Results of the online poll



# Break

Take a moment to use the facilities and adjust your mask. The seminar will resume at **10:15 AM**



## Up Next

**10:15 - 11:00 –DSPN RF**

Panel Discussion – Information Exchange

Facilitated by Joe Giertych

Panelist: Tom Langan, Handishop Industries, Inc.

Panelist: Christie Keup, Superior Vocations Center, Inc.

Panelist: Terry Mohr, Northwoods, Inc. of Wisconsin

Panelist: Ken Sween, VIP Services, Inc.

Panelist: Isobel O'Rourke, Kenosha Achievement Center, Inc.

# Panel Discussion

Facilitated by Joe Giertych

**Christie Keup**

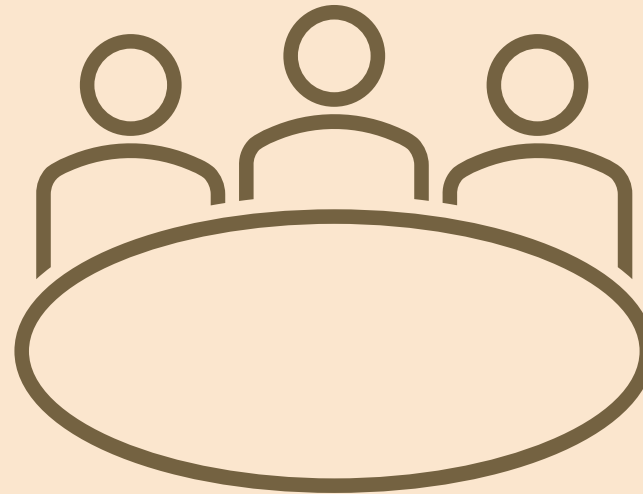
Superior Vocations  
Center, Inc.

**Isobel O'Rourke**

Kenosha Achievement  
Center, Inc.

**Tom Langan**

Handishop Industries, Inc.

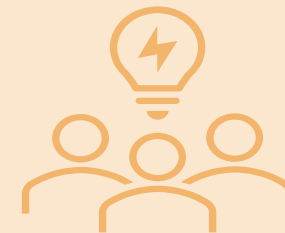


**Ken Sween**

VIP Services, Inc.

**Terry Mohr**

Northwoods, Inc. of  
Wisconsin



# Break

Take a moment to use the facilities and adjust your mask. The seminar will resume at **11:15 AM**



## Up Next

**11:15 – 12:00 – DSPN RF**

**FAMIS: Celina/Patrice**

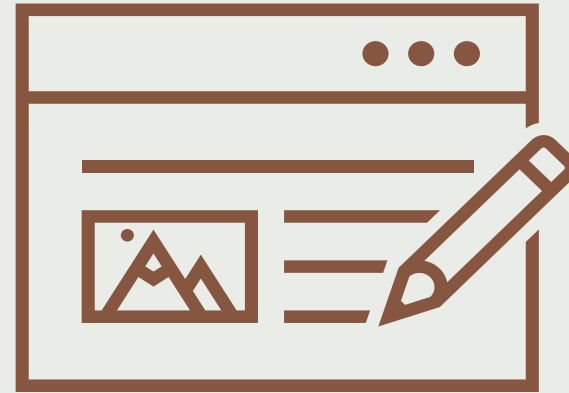
**Polling and Q&A: Celina/Patrice**

**FAMIS Tips and Tricks: Celina**

- **Attaching an Asset to a Work Order**
- **Adding meaningful Comments to a Work Order**
- **Attaching documents to a Work Order**
- **Easy Corrections in Inspections**

11:15 – 12:00

FAMIS  
FAMIS  
FAMIS



with Celina and Patrice

# New Feature: Forgot Password



## Sign In

User Name

patrice.smith

Password

.....

SIGN IN

[View Mobile](#) | [Privacy Policy](#) |

[Change Password](#)

[Forgot Password](#)



Welcome to the WisDOT Facility Services

Integrated Work Management System

\*\*\*Chrome is the best compatible browser for IWMS. Users may experience loss of functionality using other internet browsers\*\*\*

**NOTICE:** If you need assistance please contact the appropriate administrator:

[Patrice Smith](#) - DTSD Roadside Facilities

[Sri Teja Gollapudi](#) - DBM Owned and Leased Facilities

[Chris Truitt](#) - DBM Leased Facilities

[Cindy Main](#) - DBM Owned and Leased Facilities

Thank you in advance for completing all of the surveys our FAMIS system sends when your work requests are completed.

**EMERGENCY WORK ORDERS:** An emergency work order is appropriate in the following situations: imminent property damage, significant security risks, or biohazard cleaning. Please consider this when submitting work orders. Thank you.

[View guide on how to use this system.](#)

[View training video.](#)

WisDOT Employees Only.

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# Poll Question 1

Would you close a PM WO if you have a question or concern for WCC?

- **Yes**
- **No**
- **Not Sure**

## Poll Question 2

If you are completing an **Asset Record Form**, what types of Assets would the form include?

- A. **Furnace, Water Heater, AC Unit, Doors**
- B. **Snow Blower, Mower, Trailer**
- C. **Mower, Fire Extinguisher, Enclosed Trailer, Hand Dryers**



## WisDOT/DSPN Roadside Facilities Asset Record Form



Service Provider/WC:

Name of Person Completing:  Date:

<b>NEW</b>	<b>EDIT</b>	<b>INACTIVE</b>
Please go to Asset Name Section Below	Asset Name: <input type="text"/> Enter Changes Below	Asset Name: <input type="text"/> Inactive Date: <input type="text"/>

**\*\* Items in RED are required fields**

<b>Asset Name:</b>		<b>Date:</b>	
Asset Name	<input type="text"/>	Serial #	<input type="text"/>
Asset Class	FAMIS Admin will enter	Asset Rank	FAMIS Admin will enter
Manufacturer	<input type="text"/>	Model #	<input type="text"/>
Asset Description	N/A	Vendor	<input type="text"/>
Asset Safety Comment	N/A	Status Comments	N/A

## Poll Question 3

Should you close a **PM** with an **FCA Rank**?

- **Yes**
- **No**
- **Not Sure**

## Poll Question 4

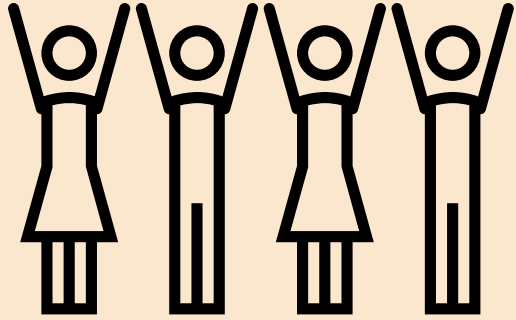
When **New Assets** are purchased—If not received with the purchase process, should I request **Warranty Information**?

- **Yes**
- **No**
- **Not Sure**

## Poll Question 5

Who should receive the **Warranty Information**?

- [rffi@dspn.org](mailto:rffi@dspn.org)
- [dduck@dspn.org](mailto:dduck@dspn.org)
- [psmith@dspn.org](mailto:psmith@dspn.org)



A Moment to  
reflect on your  
Achievements



Your reports...

tell the story

# FAMIS Tips and Tricks:

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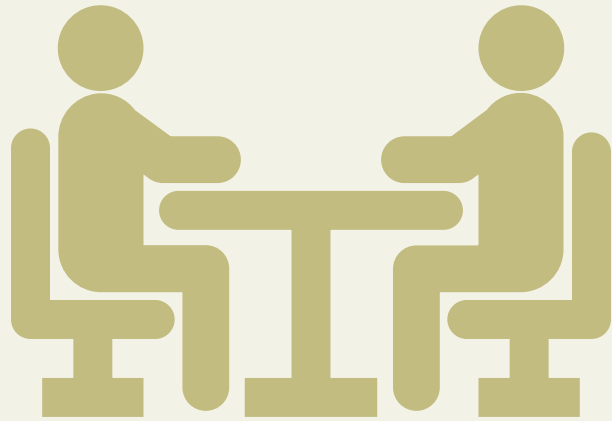
## 1. Attaching an Asset to a Work Order

<b>Assigned To:</b>	Center, WorkControl <a href="#">Select</a>
<b>Closed By:</b>	All <a href="#">Select</a> <a href="#">Clear</a>
<b>Billable?:</b>	No
<b>Asset:</b>	Not Selected <a href="#">Select</a> <a href="#">Clear</a>

## 2. Including Meaningful Comments to a Work Order

## 3. How to attach documents to a Work Order

## 4. Easy Corrections (Correcting mistakes within a Water Meter Reading)



# Lunch Break

1:00 – 2:00 – WisDOT

Honoring Dennis Wolfe

Dan

General Updates/ COVID Reminder/Awareness

Dan

2:00 – 2:15 Break

2:15 – 2:45 – WisDOT

Rest Area Project Updates

Biren/Joseph

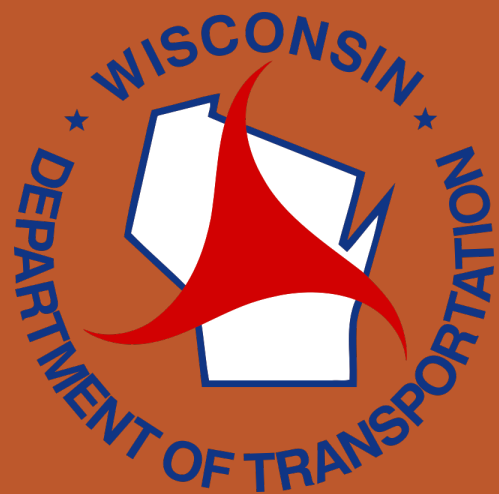
SWEF Updates

AJ/Dan

Public Comments/Opiniator

AJ

The seminar is currently on break and will resume at 1:00 PM



Honoring Dennis Wolfe Northwoods Inc. of Wisconsin

Dan

General Updates/COVID Reminder/Awareness

Dan

# Break

Take a moment to use the facilities and adjust your mask. The seminar will resume at **2:15 PM**



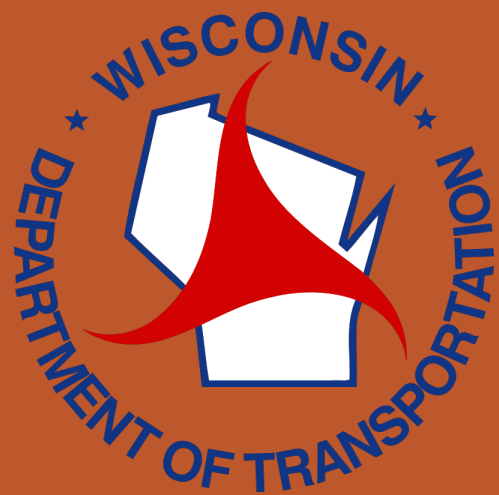
## Up Next

2:15 – 2:45 – WisDOT

Rest Area Project Updates      Biren/Joseph

SWEF Updates      AJ/Dan

Public Comments/Opiniator      AJ



Rest Area Project Updates

Biren/Joseph

SWEF Updates

AJ/Dan

Public Comments/Opiniator

AJ



Thank you for participating in our Seminar!

Please continue to stay safe and thank you for your hard work through these difficult times.