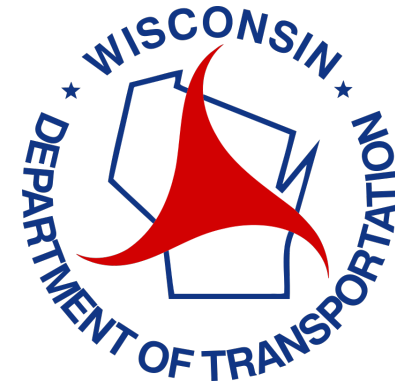




Welcome



Spring Roadside Facilities & WisDOT Quarterly Training Seminar

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

June 12, 2020

AGENDA: 8:30 – 9:00 – DSPN RF



- Welcome, Housekeeping, Webinar “Tips & Tricks” – Pat, Celina
- Meet new DSPN CEO, Lisa Davidson

Webinar Notes & Tips



DO Submit any Questions to the Q&A

Your questions will be reviewed and answered at the end of each presentation topic



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



DO NOT use the Chat for submitting questions or general conversation



This webinar is NOT being recorded for later review

Break

The Webinar is currently on break and will resume at 9:15am

Next Agenda Items Are:

- Effective July 1 – Monthly Reports now in FAMIS – Susan, Patrice, Celina
- New Incident Report & Water Meter Process in FAMIS – Patrice
- FAMIS – Work Order Friendly Reminders – Patrice

AGENDA: 9:15 – 10:00 – DSPN RF



- Effective July 1 – Monthly Reports now in FAMIS – Susan, Patrice, Celina
- New Incident Report & Water Meter Process in FAMIS – Patrice
- FAMIS – Work Order Friendly Reminders – Patrice

AGENDA: 9:15 – 10:00 – DSPN RF



- New Incident Report & Water Meter Process in FAMIS – **Patrice**
- FAMIS – Work Order Friendly Reminders – **Patrice**

Break

The Webinar is currently on break and will resume at 10:15am

Next Agenda Items Are:

- Inventory Stock Levels – Joe
- Appropriate Cleaning Supplies – Teresa
- New User Group/Cutting Edge Cleaning Practices – Joe
- Seasonal Sites Updates – Joe
- Map Cases – Teresa
- Sidewalk Edging – Teresa
- Knox Box Inventory – Joe

AGENDA: 10:15 - 11:00 – DSPN RF



- Inventory Stock Levels – Joe
- Appropriate Cleaning Supplies – Teresa
- New User Group/Cutting Edge Cleaning Practices – Joe
- Seasonal Sites Updates – Joe
- Map Cases – Teresa
- Sidewalk Edging – Teresa
- Knox Box Inventory – Joe

AGENDA: 10:15 - 11:00 – DSPN RF



Appropriate Cleaning Supplies:

Please be sure that the chemicals that you are using meet standards and are **EPA Registered**.

How To Check your Chemical:

1. Go to the internet
2. Google Product (type in product manufacturer and name)
3. My example is: P&G Professional Comet Disinfecting Spray
4. Several items will come up, skip the sites that say "Ad" in upper left corner
5. Click on Manufacturer (be sure NOT to click on an ad or a distributor)
6. Scroll down until you see: view SDS
7. Click on view SDS and choose language preference
8. Once SDS sheet is on your screen, scroll down to: **Section 15 Regulatory Information**
9. At bottom of the section, you will find: EPA Registration #3573-54

Appropriate Cleaning Supplies:



Program Manual 6.7 Wisconsin Roadside Facilities Program

Cleaning Chemicals SOP

As a general guideline, service providers should use a hydrogen peroxide-based sanitizer for cleaning five days per week and a hospital grade quaternary disinfectant two days per week for all sink, counter, toilet, urinal and partition surfaces as well as restroom doors and door handles. All cleaning products **MUST** be fragrance free / odorless.

A schedule should be set for chemical use, i.e., sanitizer used on Friday and Saturday and Monday through Wednesday, a disinfectant used on Sunday and Thursday.

Supervisors must always be alert to the need of using disinfectant on sanitizer days when necessary due to obvious bodily fluid or waste contamination or similar occurrence.

Tip:

If you are cleaning with a hydrogen peroxide-based sanitizer, and then go over the same area with a **Quaternary Disinfectant**, you can save time by just using the Quat Cleaner as it has a higher kill rate.

Map Cases

Good Examples:



Map Cases

Room for Improvements



Sidewalk Edging

- All Rest Area sidewalks (concrete) should be edged with an edger, not a String Trimmer.
- Blacktop pathways (usually at Waysides and seasonal sites) can have the edges of the path trimmed with a String Trimmer.



Sidewalk Edging

Room for improvement:

- Remove grass growing over sidewalk edge
- Insert gap between grass and sidewalk



Break

The Webinar is currently on break and will resume at: 11:15 AM

Next Agenda Items Are:

- Reports and Dashboards – Susan
- Financial Tips/Reminders – Susan
- Mobile App Roll Out – Celina, Patrice

AGENDA: 11:15 – 12:00 – DSPN RF



- Reports and Dashboards - Susan
- Financial Tips – Susan
- Mobile App Roll Out – Celina, Patrice

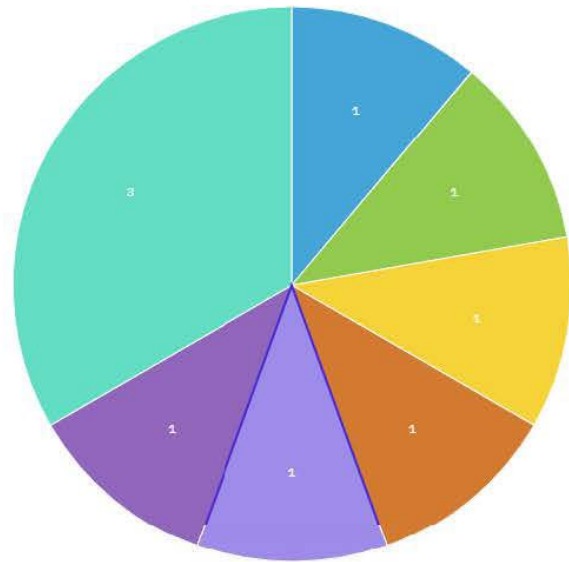
Dashboards

Tab 1

Fun with Dashboards

Open Corrective Work Orders from Standard Inspections Rest Areas & SWEFs

- Property Name
- DTSD REST AREA 51 MARIBEL
 - DTSD REST AREA 82 WESTFIE...
 - DTSD REST AREA 81 COLOMA
 - DTSD REST AREA 17 JANESVI...
 - DTSD REST AREA 53 MILSTON
 - DTSD REST AREA 14 JOHNSO...
 - DTSD REST AREA 54 BLACK RI...



Enjoy the rest of the webinar!



Number of Open Work Orders From Standard Inspections

Request Count	Corrective WO from Standard Inspection
DTSD REST AREA 14 JOHNSON CREEK	1
DTSD REST AREA 17 JANESVILLE	1
DTSD REST AREA 51 MARIBEL	1
DTSD REST AREA 53 MILSTON	1
DTSD REST AREA 54 BLACK RIVER FA...	1
DTSD REST AREA 81 COLOMA	3
DTSD REST AREA 82 WESTFIELD	1
Summary	9



Home | Service Providers Home | RAM Resources



Summary of Roadside Sites - All Regions

County	Property Name	Property Address	Mile Post Marker	Size Acres	Car Parking Qty	Truck Parking Qty	Water Supply	Electric Fountain	Wastewater	LAWCON Site	Maintained By
Adams County	DTSD TABLE SITE 01-02 SHIP ROCK	Hwy 21 - 7.0 mi E of STH 13	88+.13	3	20	0	N/A	No	N/A	No	RAM
Adams County	DTSD TABLE SITE 01-07 PARKER LAKE	Hwy 82 - 1.9 mi W of East Co line	132+.18	1	10	0	N/A	No	N/A	No	RAM
Adams County	DTSD WAYSIDE 01-04 COTTONVILLE	Hwy 13 & 21	43+.96	0	18	6	Well	Yes	Vault	No	RAM
Ashland County	DTSD WAYSIDE 02-02 GLIDDEN	Hwy 13 - 2.5 mi N of S jct. STH 77	261+.40	5	14	3	N/A	No	Vault	No	RAM
Barron County	DTSD REST AREA 33 NEW AUBURN	Hwy 53 Southbound	125	23	36	14	Well	Yes	Septic		RAM
Barron County	DTSD REST AREA 34 CHETEK	Hwy 53 Northbound	122	26	34	12	Well	No	Septic		RAM
Barron County	DTSD WAYSIDE 03-01 CAMERON	Hwy 8 - 2.5 mi W of East Co Line	67+.51	2	17	2	Well	Yes	Vault		RAM
Bayfield County	DTSD HIST MARKER 04-08 MADELINE ISLAND	Hwy 13 - 2.3 mi N of Washburn	318+.29	0	0	0	N/A	No	N/A	No	
Bayfield County	DTSD WAYSIDE 04-06 PORT WING	Hwy 13 - 3.5 mi W of Port Wing	376+.42	5	10	0	N/A	No	Vault	Yes	RAM
Bayfield County	DTSD WAYSIDE 04-10 CABLE	Hwy 63 - 1.2 mi S of Cable, Namekagon River	178+.13	6	15	3	N/A	No	Vault	Yes	RAM
Brown County	DTSD PARK & RIDE 05-01 GREEN BAY	Hwy 29 - STH 29 & CTH EB		1	52	0	N/A	No	N/A	No	
Brown County	DTSD PARK & RIDE 05-02 ASHWAUBENON	Hwy 41 - USH 41 & CTY G		2	100	0	N/A	No	N/A	No	
Brown	DTSD PARK & RIDE 05-04 DE PERE	Hwy 172 - CTH GV & Van		1	50	0	N/A	No	N/A	No	

Vehicle & Equipment Guidelines: Acquisitions & Disposal (RAM Program Manual, Section 20.4):

Planned Acquisitions:

- For acquisitions which are planned and included in the Annual Work Program (Cost Analysis section), the Contractor may proceed with the purchase as scheduled.

Unplanned Acquisitions:

- For unplanned acquisitions the Contractor must obtain prior written approval from DSPN before purchasing the equipment if they intend to be reimbursed through the Roadside Facilities Program.
- Submit an Equipment Acquisition Information Form (RAM Program Manual, Section 31.25) to DSPN prior to the equipment purchase.
- Include three written price quotes or an explanation of why three quotes were not given to DSPN along with the Equipment Acquisition Information Form
- Upon review of the information submitted, the acquisition will be approved if acceptable to the conditions of the contract.

Vehicle & Equipment Guidelines: Acquisitions & Disposal (RAM Program Manual, Section 20.4):

Vehicle & Equipment Acquisition Form:

- Upon receipt of the vehicle/equipment purchase, complete the Vehicle & Equipment Replacement Affidavit Form (RAM Program Manual, Section 31.29)
- Replacement: Complete the top portion of the form with the outgoing equipment and the bottom portion with the new.
- New (Addition): Complete only the bottom portion of the form.

Invoicing Vehicle & Equipment Acquisitions:

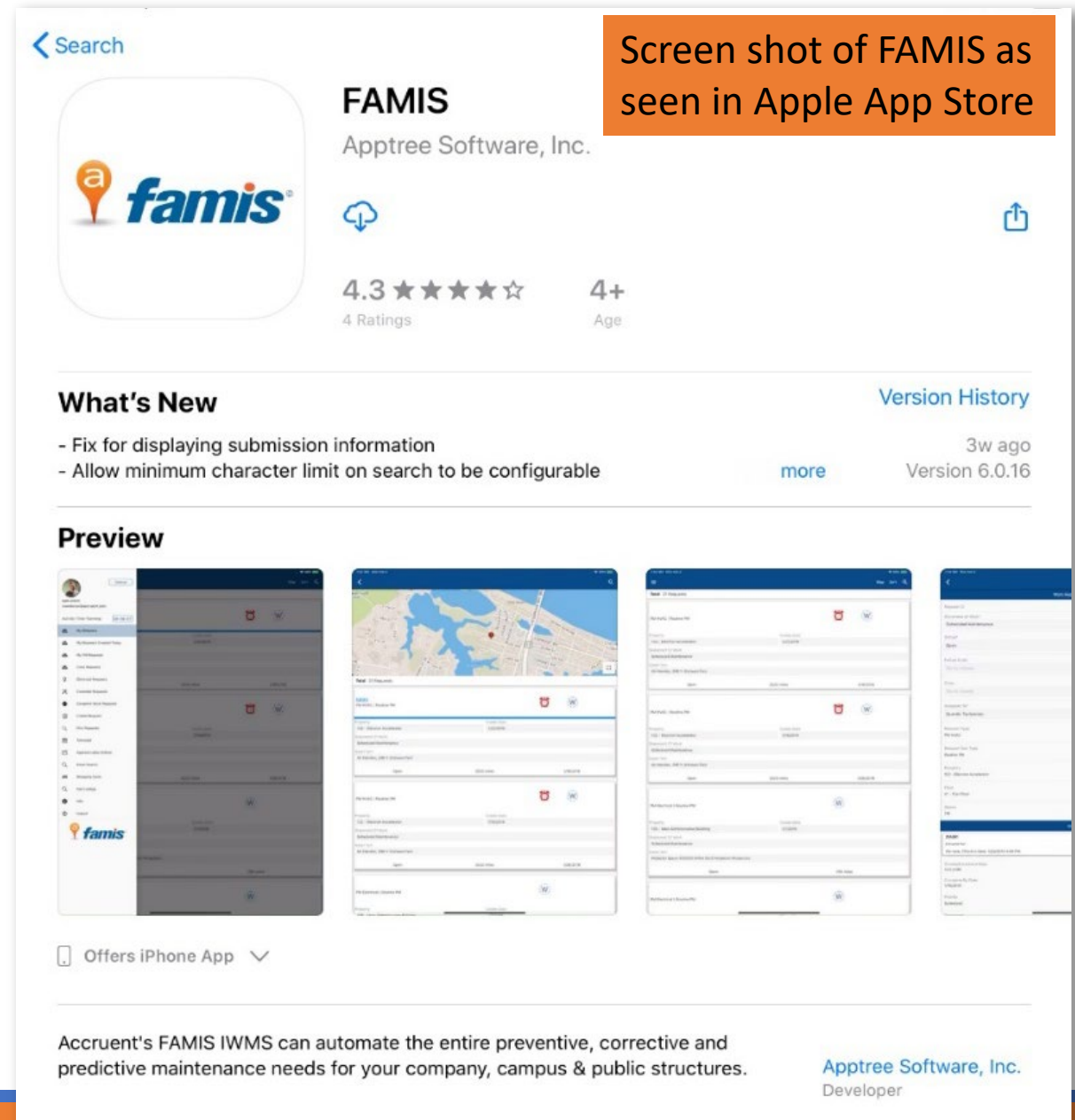
- Include the completed Vehicle & Equipment Replacement Affidavit Form along with the purchase receipt with the monthly RAM invoice that it is being billed on.
- Costs for equipment/vehicle purchases not approved, will not be approved on your monthly invoice.

FAMIS Mobile APP

FAMIS Mobile APP is in final stages of testing, soon to be rolled out.

It was developed for use in the field for convenient creation and monitoring of work orders and inspection forms. The FAMIS Mobile APP is an abridged version of the FAMIS software that is available on desktop browsers.

Screen shot of FAMIS as seen in Apple App Store



The screenshot shows the Apple App Store listing for the FAMIS app. At the top left is a search icon. The app icon features a location pin with an 'a' and the text 'famis'. The developer is listed as 'Apptree Software, Inc.'. The app has a 4.3 star rating from 4 ratings and is rated for ages 4+. Below the app information, there is a 'What's New' section with two updates: 'Fix for displaying submission information' and 'Allow minimum character limit on search to be configurable', dated '3w ago'. A 'Version History' link shows 'Version 6.0.16'. A 'Preview' section displays five screenshots of the app's interface, including a sidebar menu, a map view, and various data entry forms. At the bottom, it notes 'Offers iPhone App' and includes a promotional message: 'Accruent's FAMIS IWMS can automate the entire preventive, corrective and predictive maintenance needs for your company, campus & public structures.' The developer's name, 'Apptree Software, Inc.', is listed at the bottom right.

FAMIS Mobile APP

Work Orders Assigned:

If you are interested in using the FAMIS Mobile APP, contact Celina at cchesney@dspn.org

The screenshot displays the FAMIS Mobile APP interface. At the top, the status bar shows the time as 1:25 PM on Monday, March 30, with a battery level of 19%. The app header is dark blue with a menu icon on the left and 'Map Sort' with a search icon on the right. Below the header, it indicates 'Total 17 Requests'. Three work order cards are visible, each with a blue alarm clock icon. The first card is for request 143941, 'Plumbing | Repair Toilet / Urinal / Sink / Drain', at 'DTSD REST AREA 22 BELOIT', created on 3/25/2020. The second card is for request 143938, 'Pest Control | Pest Control', at 'DTSD REST AREA 11 PORTAGE', created on 3/24/2020. The third card is for request 142865, 'Plumbing | Other', at 'DTSD REST AREA 22 BELOIT', created on 3/13/2020. Each card includes a 'Statement Of Work' and an 'Asset Item' field. The bottom of each card shows 'Work Complete', distance in miles, and a due date.

Request ID	Category	Property	Create Date	Statement Of Work	Asset Item	Work Complete	Miles	Due Date
143941	Plumbing Repair Toilet / Urinal / Sink / Drain	DTSD REST AREA 22 BELOIT	3/25/2020	Left women's restroom, 5th toilet has a broken floor flange bolt,	(Toilet)	Work Complete	44 miles	Due: 4/14/2020
143938	Pest Control Pest Control	DTSD REST AREA 11 PORTAGE	3/24/2020	Test test test this is a test of the mobile app. Test test	(Walkway)	Work Complete	29 miles	Due: 4/13/2020
142865	Plumbing Other	DTSD REST AREA 22 BELOIT	3/13/2020	Small lobby water fountain over spraying unable to adjust,				

Lunch Break

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

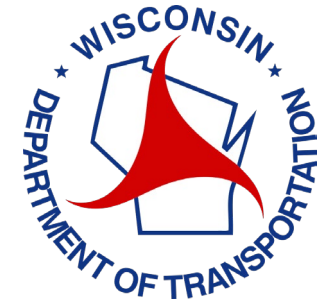
Next Agenda Items Are:

1:00 – 1:15 – WisDOT

- General Updates & Introduce New Engineer AJ Koch – Dan, AJ

1:15 – 2:00 – WisDOT

- Moment of recognition for recently passed Kenosha Asst. Site Supervisor – Dan, Isobel
- Updates (*DNC, FY21 Budget, preparing for possible COVID2.0, etc.*) – Dan
- Appreciation for heroic service workers efforts during COVID19 – Dan



AGENDA: 1:00 – 2:00 – WisDOT

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- General Updates & Introduce New Engineer AJ Koch – Dan, AJ

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In Memory of

Todd Diener

January 12, 1954 - May 20, 2020

Building and Grounds
Assistant Manager
at Kenosha Achievement
Center

Dedicated Service to RA 26 Kenosha:
August 15, 2011- May 20, 2020



Break

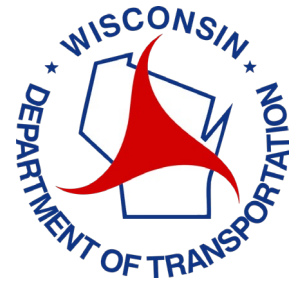
The Webinar is currently on break
and will resume at: 2:15PM

Next Agenda Items Are:

- Rest Area Project Updates -- **Biren, Joseph, Tom**

AGENDA: 2:15 – 2:45 – WisDOT

Rest Area Project Updates -- Biren, Joseph, Tom



- Major projects – RA 106, Camera, Internet, Drainage
- Petersen Onsite biannual (twice a year) inspections - Wastewater
- Initial wastewater inspections and potential projects
- PO process – contact minimum 3 vendors, set a deadline (2 weeks for less than 50K), Coordinate schedule with WisDOT staff initiating the PO and also DSPN if Work Center Funding
- Go over the form to get minimum information (attached)
- Why coordinate with WisDOT staff? – May want to do site visit either by WisDOT staff or a consultant, example: Roofing
- What is expected of Work Centers and Vendors for scheduling of the POs/Projects Work and informing WisDOT staff

Break

The Webinar is currently on break
and will resume at: 3:00PM

Next Agenda Items Are:

- SWEF Project Updates – **LeAnna, Rob**

AGENDA: 3:00 – 3:30 – WisDOT



- SWEF Project Updates – **LeAnna, Rob**



Thank you for participating in our Webinar!

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