



# Utah State Division of Risk Management

Self Inspection Survey



## To All Of Our Valued Clients

- The Administration and Staff of the Utah State Division of Risk Management would like to guide you through the “Self Inspection Survey” training and to thank you for your participation.



# Purpose

- Claims histories have always given us guidance on liabilities that threaten your facilities. The inspections performed by our loss control specialists lend another set of eyes and ears to identify hazards and give recommendations to solve problems. But this survey will now establish trends from your own perspective.



# Utilizing the Survey

- **The manner in which you utilize this information is only limited by your imagination.**
  - **Clients are generating work orders from the data.**
  - **Others use data to help budget maintenance expenditures. Still others identify uses for their limited resources.**
  - **An honest and accurate survey will generate change, record the problems, and eliminate the most hazardous problems in order of priority.**
  - **The findings validate commonly known conditions, detail current needs and allow for open discussion to gain resolution.**



# What You Asked For

- More security with your surveys and data
- More control
- Access to data
- Better reports
- Lock and Unlock capability
- More concise questions
- Specific questions that were overlooked



# What You Asked For

## Cont.

- Organizations will have inspectable areas based upon their type of organization
- Inspectable area changes
  - Organizational Practices (replaced administration) - Available to all agencies. Only needs to be filled out for the main facility of the organization, and covers the entire organization. **DOES NOT NEED TO BE DONE FOR EACH FACILITY.**
  - Office Environment – Answers specific question about office spaces. Can be filled out by the Office Personnel.
  - Building Maintenance - Mandatory to be filled out on all buildings. Can be filled out by Maintenance Personnel.
  - Residence Facilities - Answers questions pertaining to the residence locations.



# What You Asked For Cont.

- Surveyors can be assigned to more than one organization.
- Coordinators can lock and unlock surveys from the coordinator area.
- Coordinators can develop and either print reports or save them for the corrective actions of their organization.



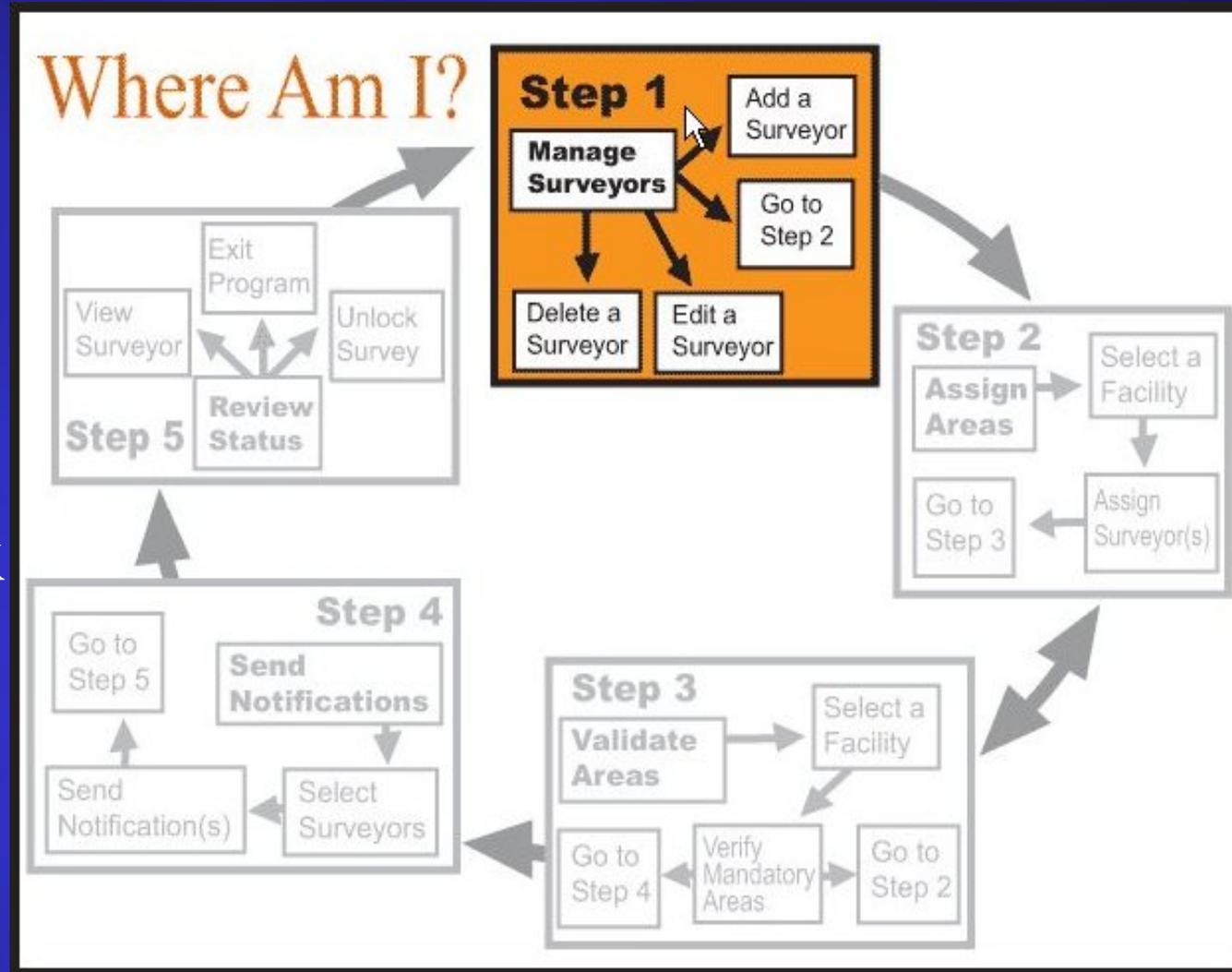
# Changes (Continued)

- The list of facilities that require an inspection has been shortened to buildings with higher occupancy, multiple use and more hazard exposure.
- Portable and satellite buildings have been grouped with the main facility to minimize additional surveys.
- Prominent buildings not found on your organization's building list do not have to be surveyed.
  - As you construct new buildings and eliminate facilities, complete the building identification survey and submitted it to Risk Management for coverage purposes.



# Features

- A new feature is the “Where Am I” box. If at any time you question where you are, click on this box to view a navigation diagram.





# Features (continued)

Three helpful tools can be accessed on the left-hand side of each survey page:

- **FAQ** – This link directs you to frequently asked questions, a problem solving tool that will be available for both coordinators and surveyors.
- **Email Risk Management** - This link enables coordinators to contact a SIS Administrator at DRM with any questions or concerns about the survey.
- **Take a Survey** - This link allows coordinators to access a survey. You must add yourself as a surveyor if you will be doing surveys.



# Controls For Risk Management

- We can add or delete coordinators.
- We can access information and reports.
- We can answer questions .
- We can give additional training on-line or upon request.
- We can add, delete, and modify questions, groups, organizations and facilities.



# Coordinator's Role in Survey Development

- Identify and add every Surveyor for your organization.
- Select a facility and assign individual Surveyors.
- Assign areas of inspection (inspectable areas) to each Surveyor.
- Verify that all inspectable areas/buildings have been assigned.
- Send notifications to Surveyors regarding their assigned buildings and inspectable areas.



# The Self Inspection Survey

The following slides are a step-by-step progression of the screens that appear on the Self Inspection Survey. As we navigate through the survey, follow along on your own computer. If at any time you are not on the same slide, please ask for assistance from one of the Risk Management staff.



On the internet go to the  
**RISK MANAGEMENT HOME PAGE**  
at [www.risk.utah.gov](http://www.risk.utah.gov)

Click on Self Inspection Survey Link on  
the Left Side



Online Services

Agency List

Business

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The Department of Administrative Services

# Division of Risk Management

SERVICES ELEVATED



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## Division of Risk Management

Our division is an integral part of the Department of Administrative Services. Our role is to provide insurance coverage for all state agencies. This coverage includes liability insurance, property insurance, and vehicle coverage. Included in this coverage group are all state universities and colleges, school districts and most of the charter schools.

### What's News

#### ◆ "Yours, Ours, Mine - Protecting Your Assets"

Fraud and Embezzlement Training Presented by the Division of Risk Management, with assistance from the Utah Attorney Generals Investigation Division, State Auditors Office, Utah Division of Insurance Fraud, Department of Technology Services and Moreton & Company. Please mark November 18th on your calendar now. [Map](#)

#### [REGISTER NOW!!](#)

#### ◆ New Web Page

The division is proud to announce the launch of a new and interactive webpage. In our effort to provide our customers, the best service available and to allow them that, access twenty-four hours a day every day. We have put most of our forms and information online. We will be adding training, and information weekly. Please look around and come back often, as content will be changing.

### Location and Hours

The Division of Risk Management in support of Governor Huntsman's ["Working 4 Utah"](#) initiative has changed their hours. Our new hours are Monday through Thursday, 7:00

### *Our Mission:*

To protect State assets, to promote safety, and to control against property, liability, and auto losses.



# Coordinators Log in

# Surveyors Log in

# Frequently Asked Questions

# Training

# Click on the Risk

# Coordinator Log-in link

and you will be taken to

the UMD Login page

The screenshot shows the Utah.gov website interface. At the top, there are navigation links for "Online Services", "Agency List", and "Business". A search bar is located in the top right corner. The main header features the Utah State Seal and the text "Division of Risk Management" and "The Department of Administrative Services". Below the header, a navigation menu includes "About Us", "Administration", "Claims", "Loss Control", "Directory", "Contact Us", and "Certificate of Insurance".

The main content area is titled "Facility Self-Inspection Survey Introduction". It includes a sidebar with links such as "DAS Home", "Risk Home", "Risk Service Plan", "Risk Guidance", "FAQs", "Legal", "How to ...", "Rates", "Forms", "Self-Inspection Survey", "Training", "Brain Teaser", "Links", and "Employee Portal".

The main text area contains the following sections:

- 2009 is available**: A paragraph explaining that coordinators can access the application via an online registration process, and surveyors can log in after notification.
- In Person Coordinator Training**: A paragraph stating that coordinator trainings are planned for November 2008.
- Coordinator Self-Inspection Survey Access and Online Training**: A paragraph explaining that the "Coordinator Log-in" link leads to a registration process page, and the "Coordinator Training" link provides an overview of the coordinator's role.
- Surveyor Self-Inspection Survey Access and Online Training**: A paragraph explaining that the "Surveyor Log-in" link connects to a page with an introduction letter, and the "Surveyor Training" link provides an overview of the surveyor's role.
- Questions**: A paragraph stating that a page of "Frequently Asked Questions" may offer assistance.

At the bottom of the page, there is a footer with copyright information: "2008 © Division of Risk Management, 5120 State Office Building/Capitol Hill Complex/450 North State Street/Salt Lake City, UT 84114, Phone: 801-538-9560 / Fax: 801-538-9597". Below the footer are several links: "Site Map", "Contact Us", "Public Parking", "DAS", "Archives", "Debt", "Facilities", "Finance", "Fleet", "Purchasing", "Parental Defense", "Risk", "Rules", "Navajo Royalties Holding Fund", "Utah.gov Home", "Utah.gov Terms of Use", "Utah.gov Privacy Policy", and "Utah.gov Accessibility Policy".



# DTS Department of Technology Services Utah Master Directory (UMD) Login Page

## UMD Security Authentication:

Requesting Coordinators must be registered users of UMD for controlled access to Utah State Applications. If a Requesting Coordinator does not have a UMD login and password, s/he will need to click “Create new user account” on the UMD login page. Because validations of the requests are conducted via email, Requesting Coordinators must have a valid email address. Some email addresses take longer to validate through outside systems, i.e., yahoo.com, hotmail.com, etc.



## Welcome

### Registered Users

Email Address

Password

(HELP)

[Manage account after logging in.](#)

Login

Your user id does not have permission to access the requested site.

---

### Public Citizens & Non-State Employees (HELP)

You can create a new user account by clicking on the following link. Some applications may require further account enhancements before you will be able to access them.

[Create new user account](#)



[Privacy Policy](#) | [Disclaimer Statement](#) | [Customer Support](#)



Requesting Coordinators will receive an email (same address provided) from UMD with an authorization code to log into the Master Directory System. This will give access to the State Network. The application process is the next step.



Enter your information in the fields. A red asterisk indicates a required field. The user ID field may contain any unique entry.

### New User Creation - Step 1 of 4 (General Info)

\* Indicates a required field.

*First Name	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
*Last Name	<input type="text" value="Doe"/>
Full Name	<input type="text" value="John Doe"/>
*Primary Email	<input type="text" value="jdoe@yahoo.com"/>
Secondary Email	<input type="text" value="jdoes@aol.com"/>
*User ID	<input type="text" value="Jdoe"/>

Next >>  






Enter a unique password with a minimum of 8 characters. Any combination of numbers and letters may be used.  
Enter a recovery question only you will know the answer to.  
Enter the answer to the question.  
Enter your password, then enter the password again to confirm.

### New User Creation - Step 2 of 4 (Password Info)

\* Indicates a required field.

\*Password Recovery Question  [Tips](#)  
\*Password Recovery Answer  [Help](#)

\*Password

\*Confirm

[<< Previous](#) | [Next >>](#)





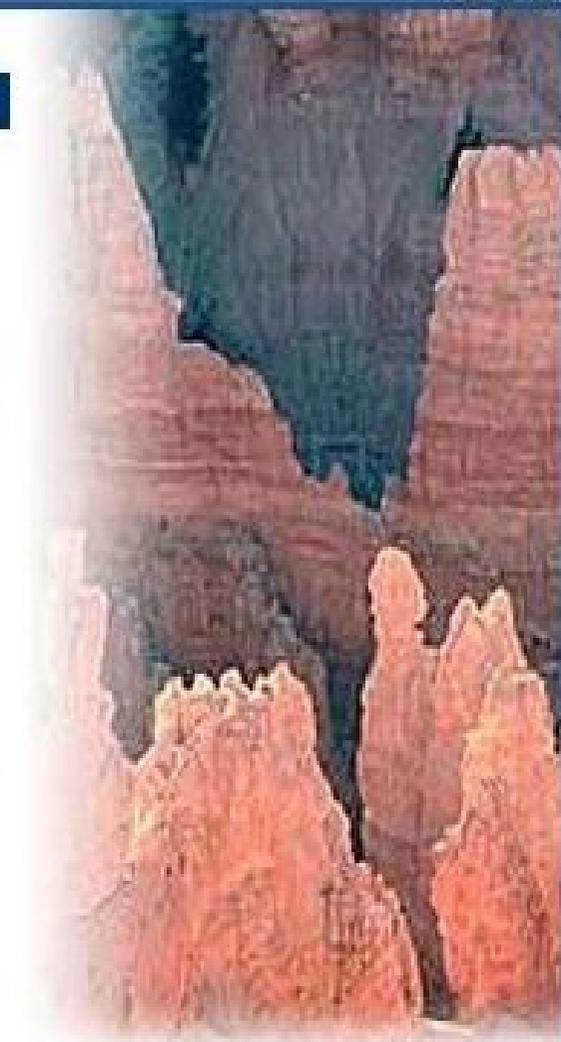
Enter your information in the fields.  
Click next

### New User Creation - Step 3 of 4 (Personal Info)

Home Street	<input type="text" value="5120 State Office Building"/>
Home City	<input type="text" value="Salt Lake City"/>
Home State	<input type="text" value="Utah"/> ▼
Home Zip	<input type="text" value="84114"/>
Home Phone	<input type="text" value="801-538-9560"/>
Birth Date	<input type="text" value="01"/> ▼ <input type="text" value="Jan"/> ▼ <input type="text" value="1972"/>

<< Previous | [Next >>](#)

[Privacy Policy](#) | [Disclaimer Statement](#) | [Customer Support](#)





# Enter your information. Click finish

## New User Creation - Step 4 of 4 (Work Info)

\* Indicates a required field.

Title	<input type="text" value="Risk Coordinator"/>
Company	<input type="text" value="Granite School District"/>
Department	<input type="text" value="Risk"/>
Street	<input type="text" value="5421 State Street"/>
P.O. Box	<input type="text"/>
City	<input type="text" value="Salt Lake City"/>
State	<input type="text" value="Utah"/> 
Zip	<input type="text" value="84114"/>
Phone	<input type="text" value="801-538-9560"/>
Cell	<input type="text" value="801-458-9856"/>
Pager	<input type="text"/>
Fax	<input type="text"/>

[<< Previous](#) | [Finish >>](#)





After the Login Function has been completed, the Self Inspection Screens Will Appear In the Following Order

(The next two slides can be skipped if you were a coordinator last year)



The screenshot shows a web application interface. At the top left, there is a navigation menu with two items: 'ADMINISTRATIVE SERVICES' and 'RISK MANAGEMENT'. The 'RISK MANAGEMENT' item is highlighted. The main content area is titled 'Risk Management Self Inspection Survey'. Below the title, there is a red-bordered box containing a 'System Message'. The message text reads: 'You have successfully registered for UMD (Utah Master Directory) access. This is only one step in gaining access to secure applications under UMD control. Now you will need to request application access. To do this please select the "Request Access" button and an automated email will be sent to the application administrator.' Below the message text is a button labeled 'Request Access'. At the bottom of the message box, it says: 'If you have any questions, please contact Risk Management via email at [sis@utah.gov](mailto:sis@utah.gov)'. Below the message box, centered on the page, is the copyright notice: '© Copyright 2007 State of Utah'.

Click the “Request Access” button. An email will automatically be sent to [sis@utah.gov](mailto:sis@utah.gov) for the DRM ADMIN to grant access to the Requesting Coordinator.



### Risk Management Self Inspection Facility Survey

Email successfully sent.

#### System Message

Currently you do not have access to this site. To request access click the button below.

[Request Access](#)

If the error persists, please contact Risk Management via email at [sis@utah.gov](mailto:sis@utah.gov)

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The Requesting Coordinator will know the message has been successfully submitted via the above-shown confirmation.



# Coordinator Home Page

- On this page you are welcomed as a coordinator.
- If you do not have the list of facilities, you are required to survey go to step #2, copy and save the list.
- Go back to step #1 Manage Surveyors.



ADMINISTRATIVE SERVICES



RISK MANAGEMENT

## Risk Management Self Inspection Survey Coordinator

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

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A Message from Risk Management

Greetings Risk Coordinators:

Welcome to version 2 of the online Self-Inspection Survey. Thanks to your input, we have made a number of changes to the application, including secured access for your organization; the ability to assign inspectors to your facilities and track progress; and the storage of facility and surveyor data for future years.

Please note that the online self-inspection survey is an annual report. Due to the delayed launch of this application version, all required surveys must be completed, submitted, and locked by June 1, 2008. The timely submission of the online survey will qualify school districts, state agencies, and state institutions of higher education for a premium credit. The premium credit criteria for FY 2008 are as follows:

1. 10% credit will be given for completion and submission of the self-inspection survey summary report by June 1, 2008.
2. 5% credit will be given for having 4 or more Risk Control Committee meetings and submitting the minutes of meetings held during FY 2007-08.

Many of you will discover that some of your facilities are not included in the list of buildings to be inspected. That was our doing, for the principal purpose of giving you more time to become familiar with this application. Where applicable, our facility selection process was based upon the values, contents, and occupancy/life safety concerns of your facilities. For those impacted, please note that we expect to expand the list of facilities to be inspected in future years.

Thanks for taking the time to ensure the inspections of your facilities. We hope this application will make that process easier. Please continue to provide input so we can improve this application to better serve each of you.

Sincerely,

Roger Livingston  
State Risk Manager

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Welcome JEFFREY ROSE

Select one of the steps in the left Navigation.

**Manage Surveyor(s):** You can add, edit or delete Surveyors for your organization.  
**Assign Inspection Areas:** You can assign or delete Inspectable Areas to a Surveyor for a specific Facility.  
**Verify Mandatory Inspectable Areas:** You can review and edit Facilities that have not been assigned mandatory Inspectable Areas.  
**Send Notifications:** You can notify any or all of your Surveyors to take the Survey(s)  
**Review Status:** You can review the Survey status of all your Facilities.  
**Take a Survey:** If you have assigned yourself as a Surveyor, click this link to take your assigned Survey(s).  
**Exit:** Click the Exit button below to exit this program.

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# Manage / Add Surveyors

- On this page you will add all of the surveyors for your facilities.
  - Name, phone number and e-mail address are required.
- You can also edit any errors you have made.
- You can delete a surveyor.
- When completed go to step #2 Select Facility.





## Risk Management Self Inspection Survey

### Coordinator

Step 1: Manage Surveyor(s) for RISK VISITORS ORGANIZATION

Where Am I?

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

**Your Surveyor(s)**

	Surveyor(s)	Facility(s) Assigned
Edit	Butterfield, Keith	Building 1
Edit	Guinee, Mark	Building 2
Edit	Leonard, Don	Building 1
Edit	Rippard, Joe	Building 1

\* First Name:  \*Last Name:

\*Phone: (  )  -  (000) 000-0000

\*Email:

**Options**

**Add Surveyor:** Above, fill in the form above and click on the "Add Surveyor" button.

**Edit:** Above, click on the Edit text link in the table above to edit the Surveyor information then click the "Save Surveyor" button.

**Delete:** Above, Click on the Delete text link in the table above to delete the Surveyor. Note: If a Surveyor has been assigned Inspection Areas the Surveyor cannot be deleted.

**Go to Step 2:** Click on the "Go to Step 2" button when you are finished adding Surveyor(s).

**Cancel:** Return to the Login page.

**Exit:** Click the Exit button below to exit this program.

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Click "Go To Step 2" to Select Facility Page



## Risk Management Self Inspection Survey

Coordinator

Where Am I?

Step 1: Manage Surveyor(s) for RISK VISITORS ORGANIZATION

### Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

### Your Surveyor(s)

	Surveyor(s)	Facility(s) Assigned
Edit	Butterfield, Keith	Building 1
Edit	Guinee, Mark	Building 2
Edit	Leonard, Don	Building 1
Edit	Rippard, Joe	Building 1

\* First Name:

\* Last Name:

\* Phone: (  )  -  (000) 000-0000

\* Email:

Add Surveyor

### Options

**Add Surveyor:** Above, fill in the form above and click on the "Add Surveyor" button.

**Edit:** Above, click on the Edit text link in the table to edit the Surveyor information then click the "Save Surveyor" button.

**Delete:** Above, Click on the Delete text link in the table above to delete the Surveyor. Note: If a Surveyor has been assigned Inspection Areas the Surveyor cannot be deleted.

**Go to Step 2:** Click on the "Go to Step 2" button when you are finished adding Surveyor(s).

**Cancel:** Return to the Login page.

**Exit:** Click the Exit button below to exit this program.

Go to Step 2

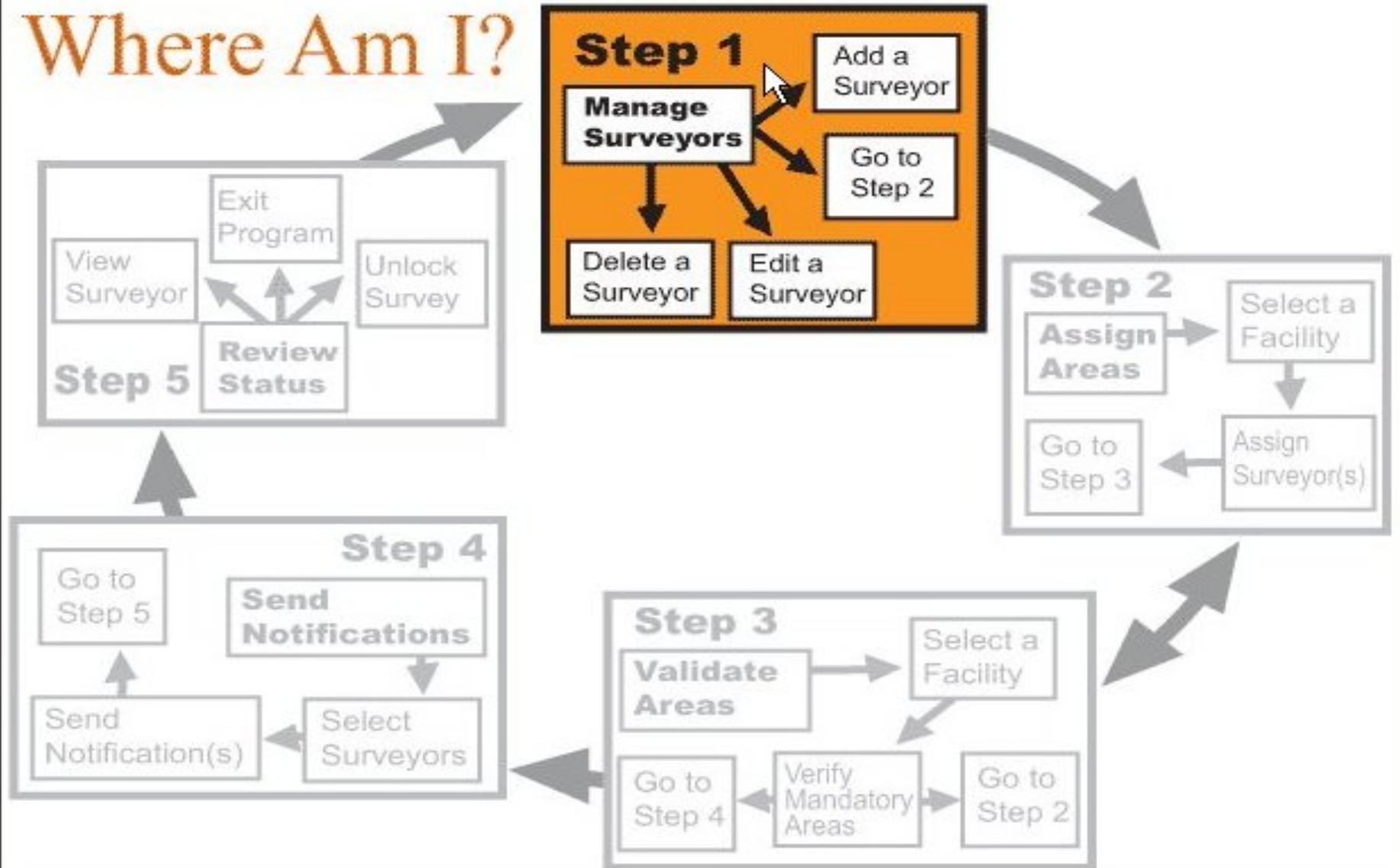
Cancel

Clear

Exit

# “Where Am I’ Step 1

## Where Am I?





# Select Facility Page

- Select a building by clicking on the radio button next to the desired facility.
- You can also search for the facility by typing its name in the field next to “Facility Name”.
- After your selection click Submit.

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ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator [Where Am I?](#)

Step 2: Assign Inspection Area(s) to a Surveyor(s)

### Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

Select a Facility

Facility Name:

	Facility Name	Address	Surveyor(s) Assigned
<input type="radio"/>	Building 1	5120 STATE OFFICE BUILDING	Butterfield, Keith Leonard, Don Rippard, Joe
<input type="radio"/>	Building 2	4120 STATE OFFICE BUILDING	Guinee, Mark
<input type="radio"/>	Building 3	3120 STATE OFFICE BUILDING	

Options

**Facility Name:** Start typing the name of the Facility for quick searching.  
**Submit:** Select a Facility by clicking the Facility's radio button in the table above then click on the "Submit" button to assign Inspection Areas.  
**Cancel:** Return to the Login page.  
**Clear:** Clear all the selections or data entered.  
**Exit:** Click the Exit button below to exit this program.

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## Risk Management Self Inspection Survey

Coordinator

Where Am I?

Step 2: Assign Inspection Area(s) to a Surveyor(s)

### Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

### Select a Facility

Facility Name:

	Facility Name	Address	Surveyor(s) Assigned
<input type="radio"/>	Building 1	5120 STATE OFFICE BUILDING	Butterfield, Keith Leonard, Don Rippard, Joe
<input type="radio"/>	Building 2	4120 STATE OFFICE BUILDING	Guinee, Mark
<input type="radio"/>	Building 3	3120 STATE OFFICE BUILDING	

### Options

**Facility Name:** Start typing the name of the Facility for quick searching.

**Submit:** Select a Facility by clicking the Facility's radio button in the table above then click on the "Submit" button to assign Inspection Areas.

**Cancel:** Return to the Login page.

**Clear:** Clear all the selections or data entered.

**Exit:** Click the Exit button below to exit this program.

# Select Facility Submit Page



# Assign Inspection Area to a Surveyor

- The name of the facility will be displayed with facility number and address.
- From the list of surveyors select the one you would like to do the survey.
  - Additional surveyors can be added later.
- Click Submit button to continue.

The screenshot shows the 'Risk Management Self Inspection Survey' web application. The header includes the 'utah gov' logo and 'ADMINISTRATIVE SERVICES'. The main title is 'Risk Management Self Inspection Survey' with a 'Where Am I?' button. Below the title, it says 'Coordinator' and 'Step 2: Assign Inspection Area(s) to a Surveyor(s)'. On the left, there is a 'Coordinator Steps' sidebar with a numbered list: 1 Manage Surveyor(s), 2 Select Facility, 3 Verify Insp. Areas, 4 Send Notification(s), and 5 Review Status. Below the sidebar are links for 'FAQ', 'Reports', 'Email Risk Management', 'Print Self Inspection Survey', and 'Take a Survey'. The main content area is titled 'Select a Surveyor' and displays facility information: Facility Number: 002, Facility Name: Building 2, Address: 4120 STATE OFFICE BUILDING, City: Salt Lake City, and Zip: 84114. Below this is a table with two columns: 'Surveyor(s)' and 'Inspection Area(s) Assigned'. The table lists four surveyors with radio buttons: Butterfield, Keith; Guinea, Mark (with 'General' in red text next to it); Leonard, Don; and Rippard, Joe. At the bottom of the main content area, there is an 'Options' section with instructions for 'Submit', 'Cancel', 'Clear', and 'Exit'. At the very bottom of the page, there are 'Submit' and 'Cancel' buttons on the left, and 'Clear' and 'Exit' buttons on the right. The footer contains the text '© Copyright 2008 State of Utah'.



# Assign Inspection Areas

- A list of inspectable areas will be displayed.
- Select the inspection areas this surveyor will inspect.
  - Check only the areas that exist in the building and on the grounds.

The screenshot shows a web application interface for "Risk Management Self Inspection Survey". At the top left is the "utah gov" logo. Below it is a navigation menu with "ADMINISTRATIVE SERVICES" and "RISK MANAGEMENT". The main heading is "Risk Management Self Inspection Survey" with a sub-heading "Coordinator" and a "Where Am I?" button. The current step is "Step 2: Assign Inspection Area(s) to a Surveyor".

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ  
Reports  
Email Risk Management  
Print Self Inspection Survey  
Take a Survey

**Assign Inspection Area(s)**

Facility Number: 002  
Facility Name: Building 2  
Address: 4120 STATE OFFICE BUILDING  
City: Salt Lake City  
Zip: 84114

Surveyor	Inspection Areas Assigned
Guinee, Mark	<input type="checkbox"/> Administrative <input checked="" type="checkbox"/> General <input type="checkbox"/> Laboratories <input type="checkbox"/> Maintenance Shops <input type="checkbox"/> Physical Security

**Options**

**Submit:** Above click on the Inspection Area check box to be assigned to this Surveyor and click on the "Submit" button.  
**Cancel:** Return to the Login page.  
**Clear:** Clear all the selections or data entered.  
**Exit:** Click the Exit button below to exit this program.

Submit Cancel Clear Exit

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# Special Areas

- The Organizational Practices Inspectable Area should only be assigned to your organization's administration building or home office. Not for each building.



# Assign Areas to a Surveyor

- If multiple surveyors will be assigned to a facility, click on the radio button for the next surveyor and select the areas that s/he will inspect. Click “Submit”.
- You cannot select multiple surveyors at the same time for different areas of a facility.

The screenshot shows the 'Risk Management Self Inspection Survey' web application. The page title is 'Risk Management Self Inspection Survey' with a sub-header 'Coordinator' and a 'Where Am I?' button. The main heading is 'Step 2: Assign Inspection Area(s) to a Surveyor(s)'. On the left, there is a 'Coordinator Steps' list with five items: 1. Manage Surveyor(s), 2. Select Facility, 3. Verify Insp. Areas, 4. Send Notification(s), and 5. Review Status. Below this are links for 'FAQ', 'Reports', 'Email Risk Management', 'Print Self Inspection Survey', and 'Take a Survey'. The main content area is titled 'Select a Surveyor' and contains a form with the following fields: Facility Number: 002, Facility Name: Building 2, Address: 4120 STATE OFFICE BUILDING, City: Salt Lake City, and Zip: 84114. Below these fields is a table with two columns: 'Surveyor(s)' and 'Inspection Area(s) Assigned'. The table has four rows, each with a radio button in the first column and text in the second. The second row, 'Guinee, Mark', has 'General' in red text in the second column. At the bottom of the form are 'Submit' and 'Cancel' buttons. Below the form is an 'Options' section with instructions: 'Submit: Select a Surveyor by clicking on the Surveyor(s) radio button then click on the "Submit" button to Assign Inspectable Areas.', 'Cancel: Return to the Login page.', 'Clear: Clear all the selections or data entered.', and 'Exit: Click the Exit button below to exit this program.' At the bottom right of the page are 'Clear' and 'Exit' buttons. The footer text is '© Copyright 2008 State of Utah'.

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ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator [Where Am I?](#)

### Step 2: Assign Inspection Area(s) to a Surveyor(s)

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

[FAQ](#)

[Reports](#)

[Email Risk Management](#)

[Print Self Inspection Survey](#)

[Take a Survey](#)

**Select a Surveyor**

Facility Number: 002  
Facility Name: Building 2  
Address: 4120 STATE OFFICE BUILDING  
City: Salt Lake City  
Zip: 84114

Surveyor(s)	Inspection Area(s) Assigned
<input type="radio"/> Butterfield, Keith	
<input type="radio"/> Guinee, Mark	General
<input type="radio"/> Leonard, Don	
<input type="radio"/> Rippard, Joe	

**Options**

**Submit:** Select a Surveyor by clicking on the Surveyor(s) radio button then click on the "Submit" button to Assign Inspectable Areas.  
**Cancel:** Return to the Login page.  
**Clear:** Clear all the selections or data entered.  
**Exit:** Click the Exit button below to exit this program.

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# Assign Inspection Areas New Surveyor

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ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator Where Am I?

### Step 2: Assign Inspection Area(s) to a Surveyor

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

**Assign Inspection Area(s)**

Facility Number: 002  
Facility Name: Building 2  
Address: 4120 STATE OFFICE BUILDING  
City: Salt Lake City  
Zip: 84114

Surveyor	Inspection Areas Assigned
Guinee, Mark	<input type="checkbox"/> Administrative <input checked="" type="checkbox"/> General <input type="checkbox"/> Laboratories <input type="checkbox"/> Maintenance Shops <input type="checkbox"/> Physical Security

**Options**

**Submit:** Above click on the Inspection Area check box to be assigned to this Surveyor and click on the "Submit" button.  
**Cancel:** Return to the Login page.  
**Clear:** Clear all the selections or data entered.  
**Exit:** Click the Exit button below to exit this program.

Submit Cancel Clear Exit

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- After the inspectable areas for the new surveyor have been selected click the Submit button.



# Add Surveyor Verify Inspectable Areas

- As surveyors are added, the names and corresponding assigned areas will be posted on the screen.
  - Once all Inspection Areas have been assigned, you can go to Select Facility on the left hand column to work on another facility or;
- When all assignments have been made move on to “Step Three”.

The screenshot shows the 'Risk Management Self Inspection Survey' web application. The header includes the 'utah.gov' logo and a navigation menu with 'ADMINISTRATIVE SERVICES' and 'RISK MANAGEMENT'. The main title is 'Risk Management Self Inspection Survey' with a sub-header 'Coordinator' and a 'Where Am I?' button. The current step is 'Step 2: Assign Inspection Area(s) to a Surveyor(s)'. On the left, a 'Coordinator Steps' list shows: 1 Manage Surveyor(s), 2 Select Facility, 3 Verify Insp. Areas, 4 Send Notification(s), and 5 Review Status. Below this are links for 'FAQ', 'Reports', 'Email Risk Management', 'Print Self Inspection Survey', and 'Take a Survey'. The main content area is titled 'Select a Surveyor' and displays facility information: Facility Number: 002, Facility Name: Building 2, Address: 4120 STATE OFFICE BUILDING, City: Salt Lake City, Zip: 84114. A table lists surveyors and their assigned inspection areas:

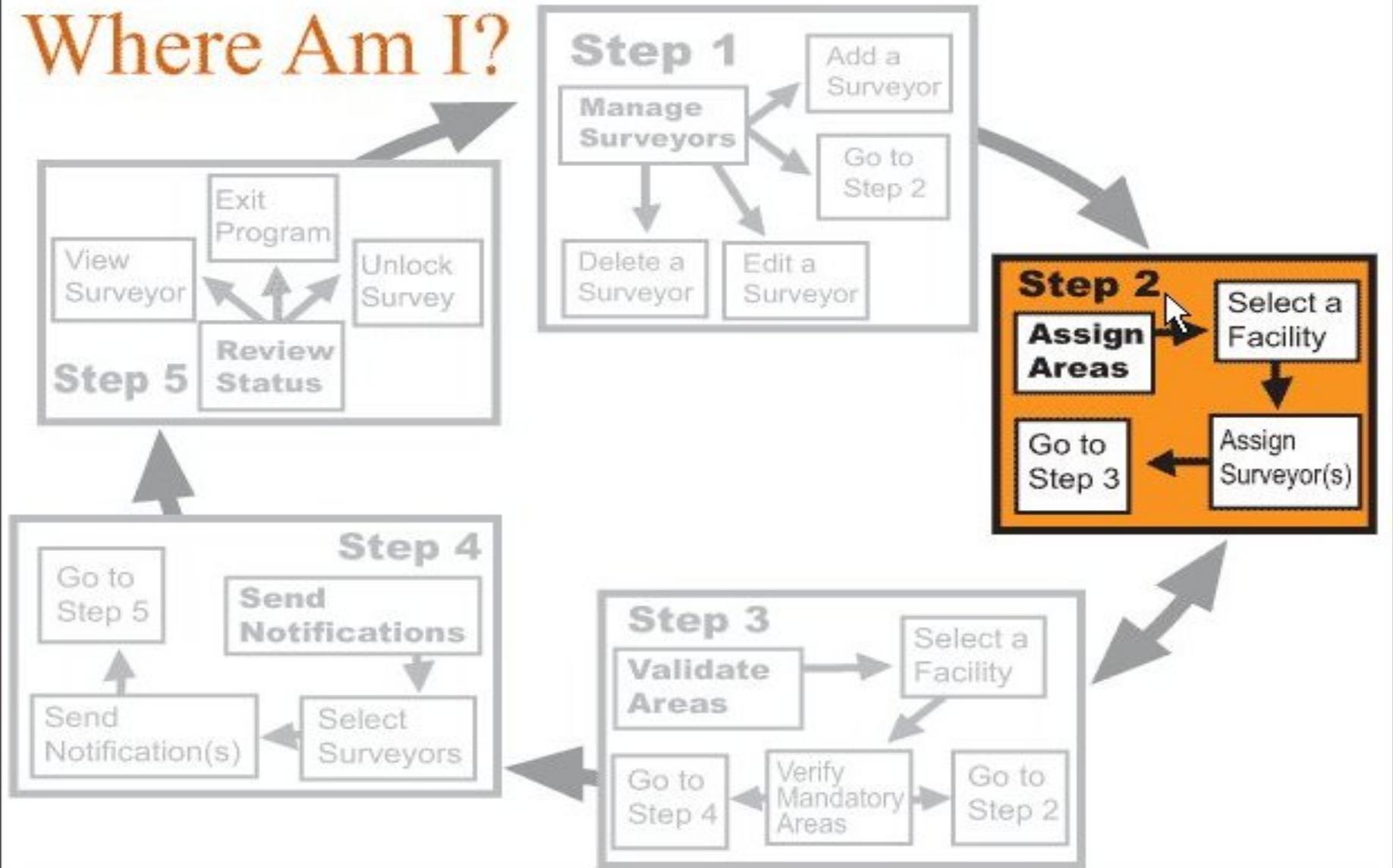
Surveyor(s)	Inspection Area(s) Assigned
<input type="radio"/> Butterfield, Keith	
<input type="radio"/> Guinee, Mark	General
<input type="radio"/> Leonard, Don	
<input type="radio"/> Rippard, Joe	

Below the table is an 'Options' section with instructions: 'Submit: Select a Surveyor by clicking on the Surveyor(s) radio button then click on the "Submit" button to Assign Inspectable Areas.', 'Cancel: Return to the Login page.', 'Clear: Clear all the selections or data entered.', and 'Exit: Click the Exit button below to exit this program.' At the bottom, there are 'Submit' and 'Cancel' buttons on the left, and 'Clear' and 'Exit' buttons on the right. The footer contains the copyright notice: '© Copyright 2008 State of Utah'.



# “Where Am I” Step 2

## Where Am I?





# Verify Mandatory Inspectable Areas

- In step #3 all facilities will be shown with the corresponding mandatory areas to be inspected. If a mandatory area has not been assigned, go back to step #2 and assign that area to a surveyor.
- When all mandatory areas have been assigned the facility will not be listed.
- Move on to Step #4.

The screenshot shows the 'Risk Management Self Inspection Survey' web application. The header includes the 'utah.gov' logo and a navigation menu with 'ADMINISTRATIVE SERVICES' and 'RISK MANAGEMENT'. The main content area is titled 'Risk Management Self Inspection Survey' and 'Coordinator', with a 'Where Am I?' button. The current step is 'Step 3: Verify Mandatory Inspectable Areas'. On the left, a 'Coordinator Steps' list shows five steps, with step 3 highlighted. The main area contains a 'Your Facility(s)' section with a 'Facility Name' input field and a table of facilities. The table has columns for 'Facility Name', 'Address', and 'Unassigned Mandatory Areas'. One facility is listed: 'Building 3' at '3120 STATE OFFICE BUILDING' with 'General' as the unassigned area. Below the table is an 'Options' section with instructions for 'Facility Name', 'Select a Facility', and 'Exit'. At the bottom, there are buttons for 'Submit', 'Go to Step 2', 'Go to Step 4', 'Cancel', 'Clear', and 'Exit'. The footer contains the copyright notice '© Copyright 2008 State of Utah'.

utah.gov

ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator [Where Am I?](#)

Step 3: Verify Mandatory Inspectable Areas

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

Your Facility(s)

Facility Name:

Facility Name	Address	Unassigned Mandatory Areas
<input type="radio"/> Building 3	3120 STATE OFFICE BUILDING	General

FAQ

Reports

Email Risk Management

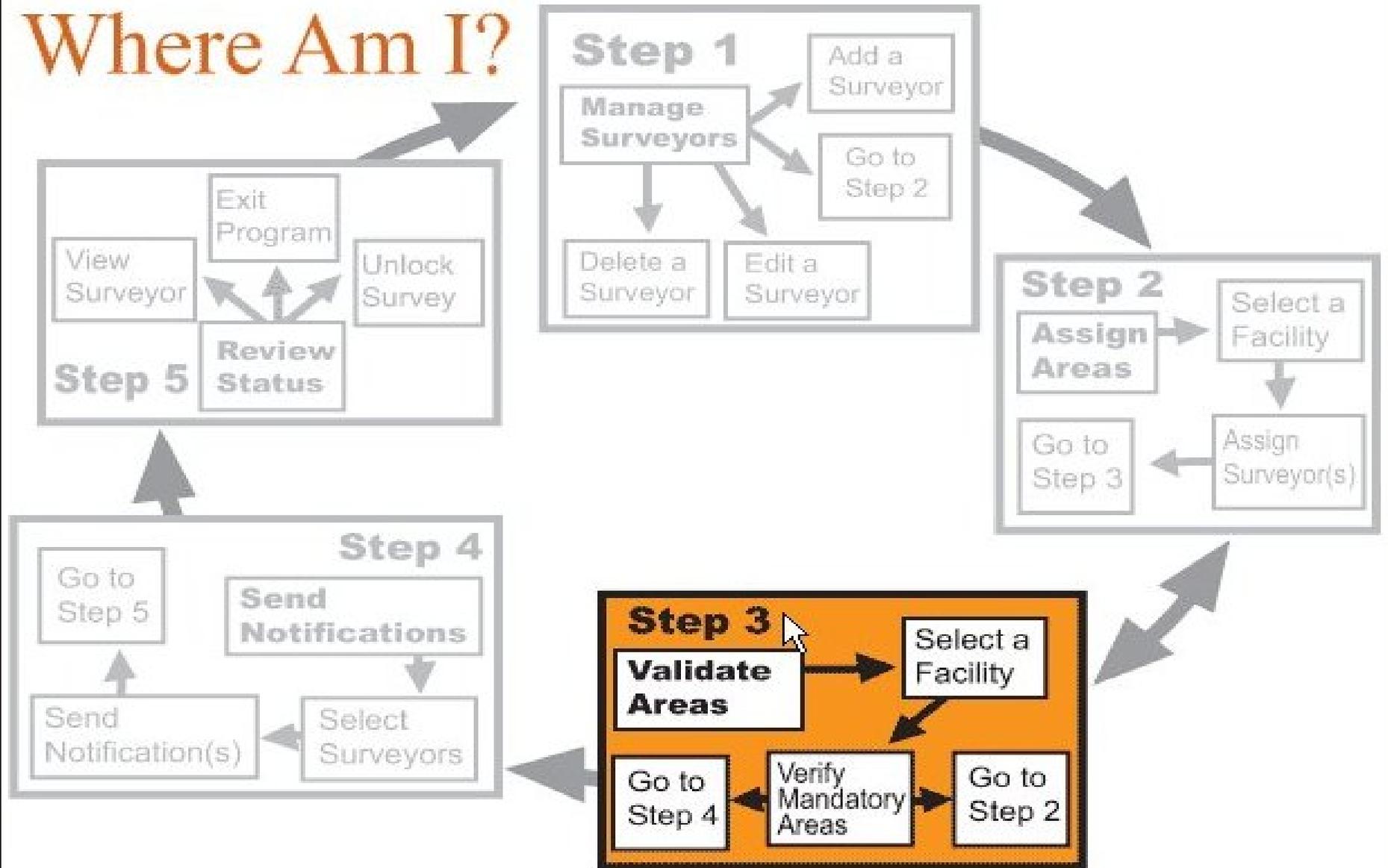
Print Self Inspection Survey

Take a Survey

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# “Where Am I” Step 3

## Where Am I?





# Send Notification to Surveyors

- The survey is ready to be taken. This will send an email to the surveyor with the facility information.
- Select the surveyor(s) you want to notify and click the “Notify” button.

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ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator Where Am I?

Step 4: Send Notification to Surveyor(s)

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

Notify Your Surveyor(s)

Surveyor(s)	Facility(s) Assigned
<input type="checkbox"/> Butterfield, Keith	001 : Building 1
<input type="checkbox"/> Guinee, Mark	002 : Building 2
<input type="checkbox"/> Leonard, Don	001 : Building 1
<input type="checkbox"/> Rippard, Joe	001 : Building 1

**Options**

**Notify:** Select the Surveyor(s) you want to notify and click on the "Notify" button. The Survey is ready to be taken. This will send an email to the Surveyor with Facility information.

**Exit:** Click the Exit button below to exit this program.

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# Send Notification to Surveyors

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ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator [Where Am I?](#)

### Step 4: Send Notification to Surveyor(s)

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

#### Notify Your Surveyor(s)

Surveyor(s)	Facility(s) Assigned
<input type="checkbox"/> Butterfield, Keith	001 : Building 1
<input type="checkbox"/> Guinee, Mark	002 : Building 2
<input type="checkbox"/> Leonard, Don	001 : Building 1
<input type="checkbox"/> Rippard, Joe	001 : Building 1

#### Options

**Notify:** Select the Surveyor(s) you want to notify and click on the "Notify" button. The Survey is ready to be taken. This will send an email to the Surveyor with Facility information.

**Exit:** Click the Exit button below to exit this program.

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# Confirm Notification of Surveyors

- This page gives confirmation that the notification has been sent. If more surveyors must be notified click the “Notify More” button and continue.
- When all notifications have been completed move on the Step #5.

The screenshot shows the Utah.gov website interface for the Risk Management Self Inspection Survey. The page is titled "Risk Management Self Inspection Survey" and is for the "Coordinator" role. The current step is "Step 4: Send Notification to Surveyor(s)".

**Coordinator Steps:**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

**Notify Your Surveyor(s)**

Surveyor(s)	Facility(s) Assigned
<input type="checkbox"/> Butterfield, Keith	001 : Building 1
<input type="checkbox"/> Guinee, Mark	002 : Building 2
<input type="checkbox"/> Leonard, Don	001 : Building 1
<input type="checkbox"/> Rippard, Joe	001 : Building 1

Buttons: Check All, Uncheck All

**Options**

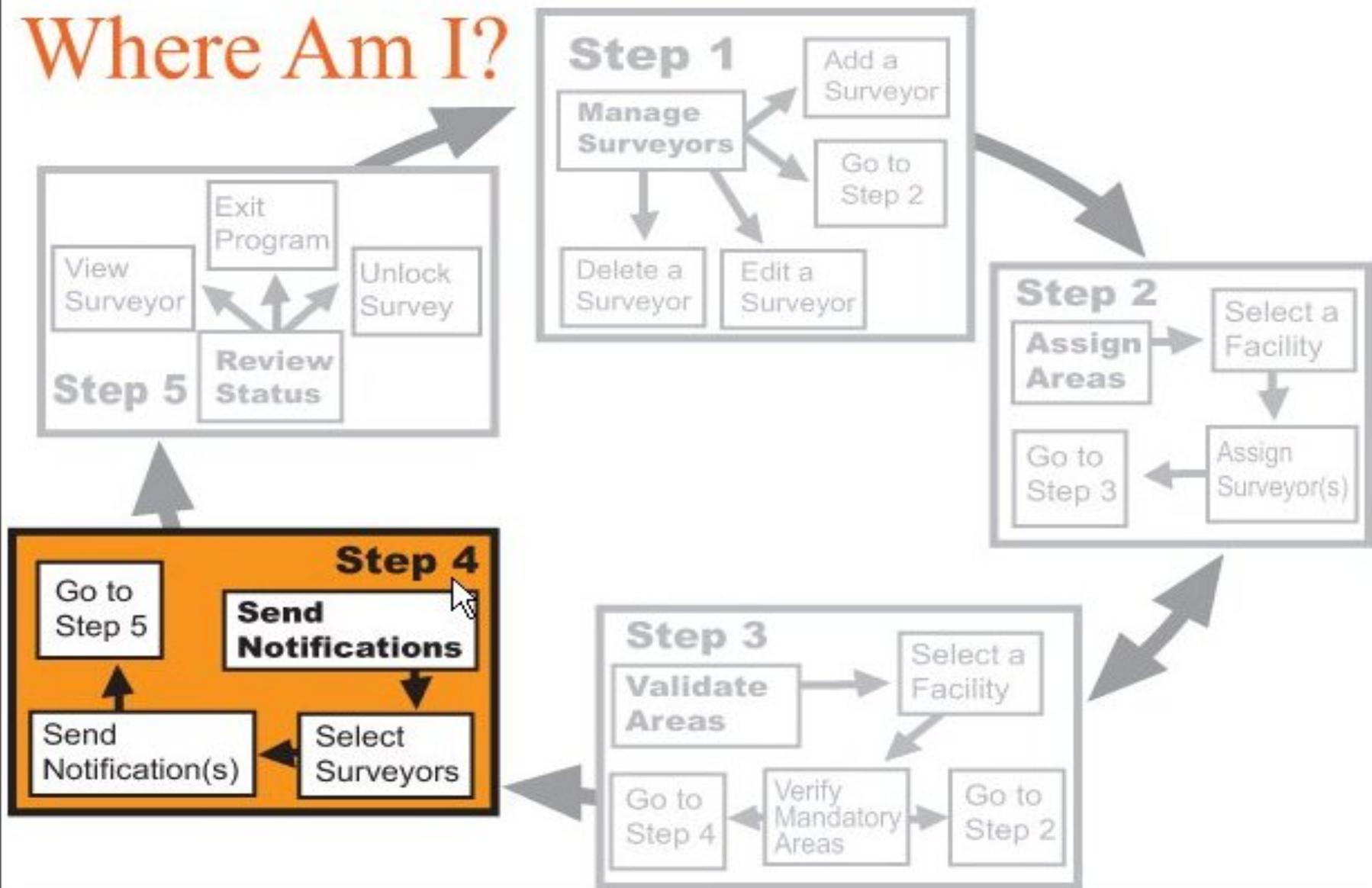
**Notify:** Select the Surveyor(s) you want to notify and click on the "Notify" button. The Survey is ready to be taken. This will send an email to the Surveyor with Facility information.  
**Exit:** Click the Exit button below to exit this program.

Buttons: Notify, Cancel, Clear, Exit

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# “Where Am I” Step 4

## Where Am I?





# Review Status of Your Facilities

- Unlock and lock a facility survey.
- You can unlock a survey that has been completed by a surveyor. Click the “Unlock” button.
- Click the “Review” or “Cancel” button if desired.

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ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator Where Am I?

Step 5: Review the Status of Your Facilities

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

Your Facility(s)

Facility Name:

	Facility(s)	Surveyor(s) Assigned	Status
<input type="radio"/>	001: Building 1	Rippard, Joe Leonard, Don Butterfield, Keith	
<input type="radio"/>	002: Building 2	Guinee, Mark	
<input type="radio"/>	0003: Building 3		

**Options**

**Facility Name:** Start typing the name of the Facility for quick searching.  
**Unlock a Survey:** Select a Facility and click on the "Unlock" button. This will unlock a Survey so the Surveyor can continue.  
**Lock a Survey:** Select a Facility and click on the "Lock" button. This will lock a Survey if all questions are answered.  
**Review:** Select the Facilities radio button and click on the "Review" button.  
**Email a Surveyor:** Click on the Surveyor's name to send an email.  
**Exit:** Click the Exit button below to exit this program.

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# Review Status of Your Facility(s)

The completion status of each facility can be reviewed, including completed or non-completed questions.

The screenshot shows the 'Risk Management Self Inspection Survey' interface on the Utah.gov website. The page is titled 'Coordinator' and 'Step 5: Review Status of Your Facility(s)'. A 'Where Am I?' button is visible. The interface is divided into several sections:

- Coordinator Steps:** A list of five steps: 1. Manage Surveyor(s), 2. Select Facility, 3. Verify Insp. Areas, 4. Send Notification(s), and 5. Review Status (the current step).
- Facility Information:** A box containing details for 'Building 1' at '5120 STATE OFFICE BUILDING', Salt Lake City, UT 84114.
- Survey Status:** A table showing the status of inspections for different areas.
- Options:** A box with instructions for 'Email a Surveyor', 'Print Survey', 'Print Corrective Actions', 'Print Status', and 'Exit'.
- Buttons:** A row of buttons for 'Print Survey', 'Print Corrective Actions', 'Print Status', 'Exit', 'Lock', and 'Cancel'.

Inspectable Area(s)	Surveyor(s)	Status
General	Leonard, Don	0/48
Laboratories	Rippard, Joe	0/16
Maintenance Shops	Butterfield, Keith	2/71

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# Review Status of Your Facility(s)

You can also email a surveyor from this page by clicking on his or her name.

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ADMINISTRATIVE SERVICES

RISK MANAGEMENT

## Risk Management Self Inspection Survey

Coordinator Where Am I!

Step 5: Review Status of Your Facility(s)

**Coordinator Steps**

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

### Facility Information

Facility Number: 001  
Facility Name: Building 1  
Address: 5120 STATE OFFICE BUILDING  
City: Salt Lake City  
Zip: 84114

### Survey Status

Inspectable Area(s)	Surveyor(s)	Status
General	Leonard, Don	0/48
Laboratories	Rippard, Joe	0/16
Maintenance Shops	Butterfield, Keith	2/71

### Options

**Email a Surveyor:** Click on the Surveyor's name to send an email.  
**Print Survey:** Click on the "Print Survey" button to get a PDF document of the Survey for this Facility.  
**Print Corrective Actions:** Click on the "Print Corrective Actions" button to get a PDF document of the Corrective Actions for this Survey.  
**Print Status:** Click on the "Print Status" button to get a PDF document of this status page.  
**Exit:** Click the Exit button below to exit this program.

Print Survey    Print Corrective Actions    Print Status    Exit

Lock    Cancel

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Mail | Send Options |

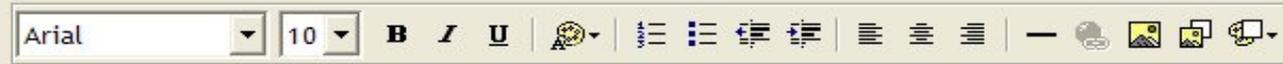
From: Jeff Rose

CC:

To: jjackson1@utah.gov

BC:

Subject:

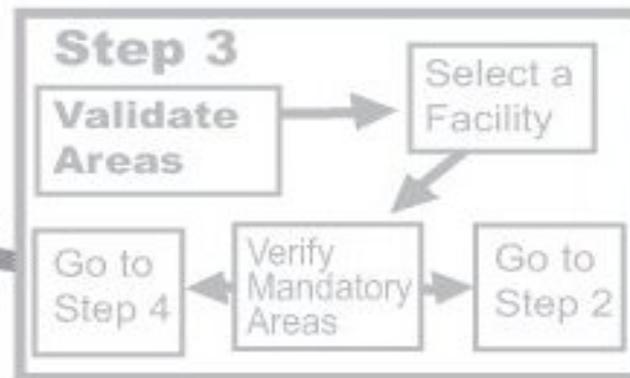
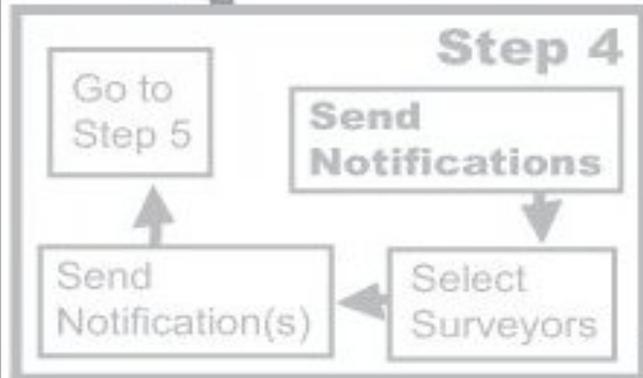
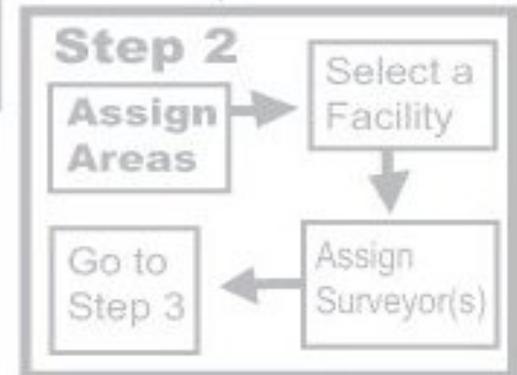
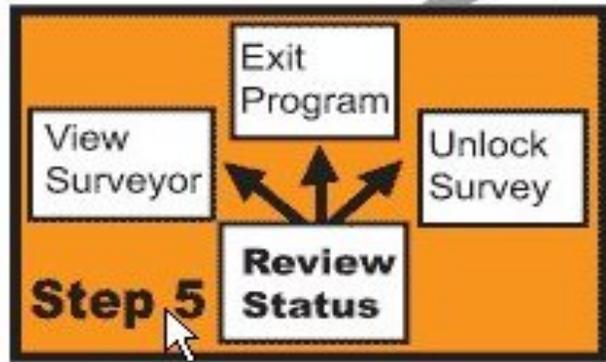


Large empty text area for composing the email body.



# “Where Am I” Step 5

## Where Am I?





# REPORTS



## Risk Management Self Inspection Survey Administration

### Coordinator Steps

- 1 Manage Surveyor(s)
- 2 Select Facility
- 3 Verify Insp. Areas
- 4 Send Notification(s)
- 5 Review Status

FAQ

Reports

Email Risk Management

Print Self Inspection Survey

Take a Survey

SIS Year: 2010

### PDF Reports

Organization Name: RISK VISITORS ORGANIZATION

- Risk Management Self Inspection Summary Report
- Risk Management Corrective Action Report

Submit

### Edit Corrective Actions

Organization Name: RISK VISITORS ORGANIZATION

Submit

Cancel

Clear Exit



Risk Management  
 Self Inspection Survey  
**Coordinator Self Inspection Status Report**  
**Organization: RISK VISITORS ORGANIZATION**  
**SIS Year: 2010**

# Coordinator Status Report

	Total Facilities	Completed	Started	Not Started	Not Assigned
<b>QTY</b>	3	0	3	-2	2
<b>Percent</b>	-	0%	100%	-66.67%	66.67%

Facility Name - Number	Inspectable Area	Surveyor	Status
Building 1	Laboratories	Joe Rippard	0 of 16
	General	Don Leonard	0 of 48
	Maintenance Shops	Keith Butterfield	2 of 71
	Physical Security	Jeff Rose	4 of 18
Building 2	K-12 Schools General	Patricia Hayden	0 of 35
	General	Mark Guinee	0 of 48



# Coordinator Corrective Action Report



## Risk Management Self Inspection Survey Risk Survey Corrective Actions SIS Year: 2010

Organization: RISK VISITORS ORGANIZATION

Facility: Building 1

Area / Question #	Responsible	Work Order #	Est. Complete	Actual Complete
Physical Security # 4	J Rose		11/20/2008	

**Question:** *Is the line of authority for your facility written down in your emergency or policy manual?*

**Problem:** *One person office*

**Action Plan:** *Will develop it based on company.*



# Thank You Again For Your Participation In The Self Inspection Survey Program

All of the information you will submit will be kept in strict confidence by Risk Management. The data will be used to identify trends, generate and develop more appropriate training, and to research better methods process and procedures for safety management within all state agencies, school districts and charter schools.



# Contact Information

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[Mcmarshall@utah.gov](mailto:Mcmarshall@utah.gov)
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