

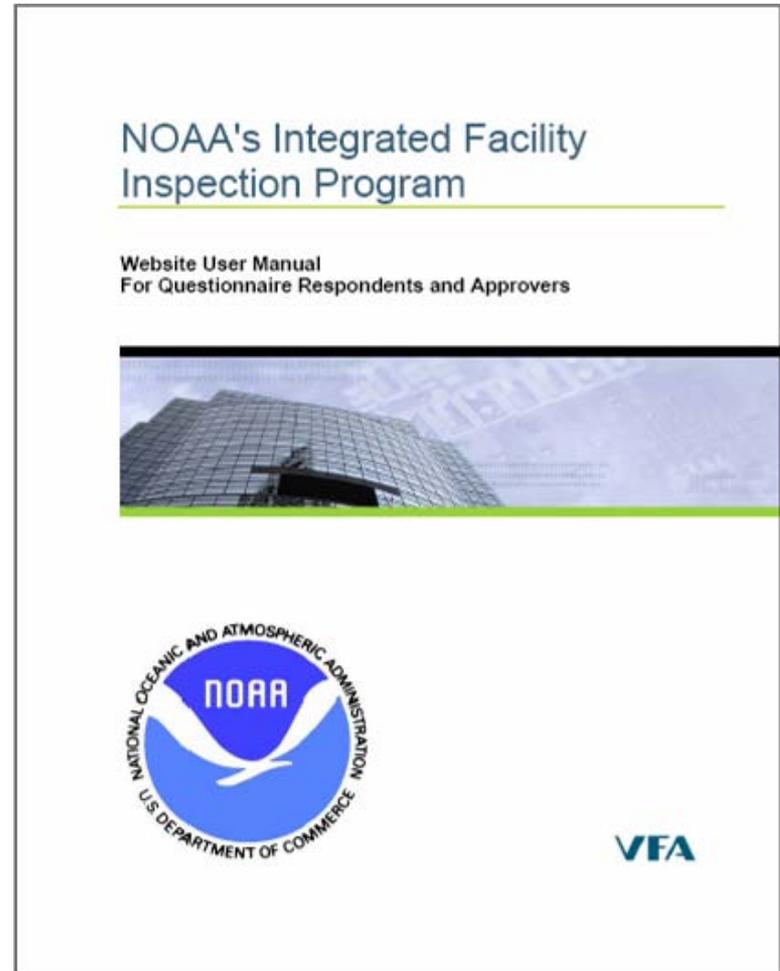
# NOAA's Integrated Facility Inspection Program



Questionnaire Respondent/Approver Tutorial

Powered by  
**VFA**

Welcome to NOAA's VFA.facility training for the NOAA Integrated Facility Inspection Program's Questionnaire Respondents (and Approvers). The purpose of this tutorial is to familiarize you with the web based VFA.facility software and walk you through the process of completing the online questionnaire found within this site. The tutorial is intended to serve as a companion document to the **Website User Manual For Questionnaire Respondents and Approvers** which is available for download within the VFA.facility website.



## Getting Started (pgs. 4 – 16)

- Setup your Computer and Log Into the VFA.facility software
- Familiarize yourself with the VFA.facility toolbars and menus

## Respondent Information (pgs. 15 – 34)

- Navigate within the Questionnaire Module
- Update the Basic Building Information
- Answer and Save the Questions
- Submit a Completed Questionnaire
- Modify and Resubmit a Rejected Questionnaire

## Approver Information (pgs. 35 – 46)

- Review a Submitted Questionnaire
- Modify and Reject an Improperly Completed Questionnaire
- Approve a Properly Completed Questionnaire

# Getting Started - Accessing NOAA's Integrated Facility Inspection Program

## Web Address

Type the Web Address for VFA's NOAA website in the Address Bar and click the "Enter" key (or 'Go')

## Setup Instructions

If this is the first time you are accessing the System on your computer, please click on the link for Set-up instructions.

## System Requirements

You may also want to review the System Requirements to insure that your PC meets the minimum requirements

VFA.facility Home - Microsoft Internet Explorer provided by VFA, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://noaa.vfafacility.com/index.jsp> Go

**VFA**  
VFA.facility v6.1.4

NOAA's Integrated Facility Inspection Program

Enter Site

First time user?  
[Setup Instructions](#)  
[System Requirements](#)

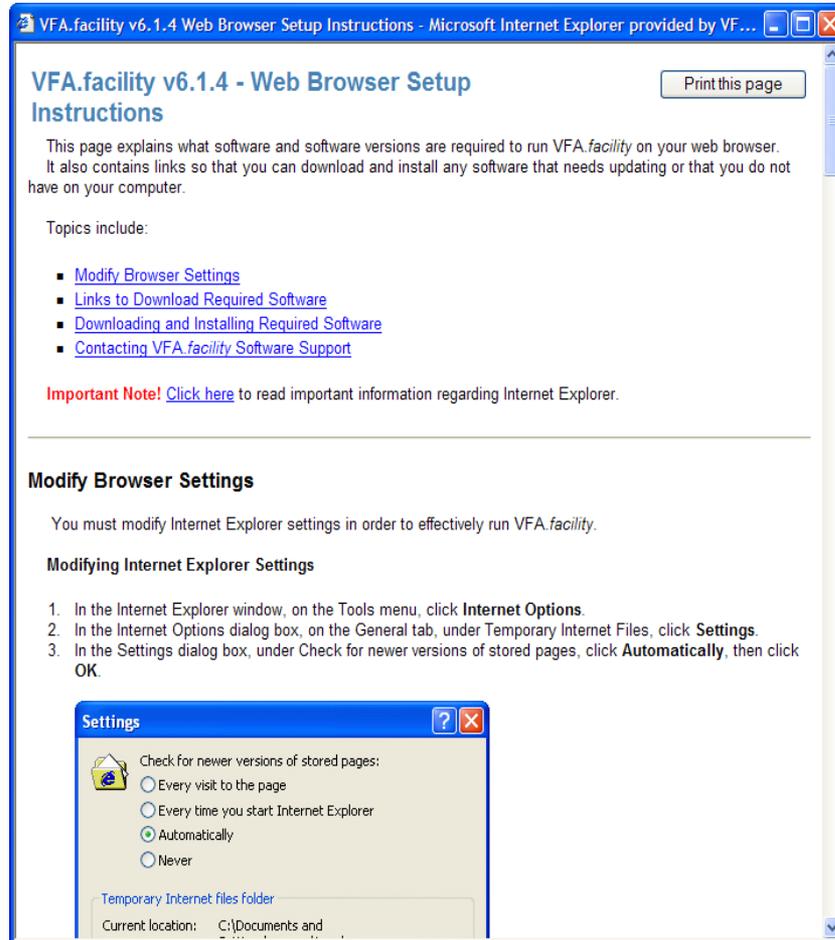
Need help?  
[Support Requests](#)

  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
U.S. DEPARTMENT OF COMMERCE

Copyright © 1998-2005 VFA, Inc. All rights reserved.

Done Trusted sites

# Getting Started - Setup Instructions



The screenshot shows a Microsoft Internet Explorer window titled "VFA.facility v6.1.4 Web Browser Setup Instructions - Microsoft Internet Explorer provided by VF...". The page content includes:

- VFA.facility v6.1.4 - Web Browser Setup Instructions** (with a "Print this page" button)
- Text: "This page explains what software and software versions are required to run VFA.facility on your web browser. It also contains links so that you can download and install any software that needs updating or that you do not have on your computer."
- Section: "Topics include:"
  - [Modify Browser Settings](#)
  - [Links to Download Required Software](#)
  - [Downloading and Installing Required Software](#)
  - [Contacting VFA.facility Software Support](#)
- Important Note!** [Click here](#) to read important information regarding Internet Explorer.
- Modify Browser Settings**

You must modify Internet Explorer settings in order to effectively run VFA.facility.

**Modifying Internet Explorer Settings**

  - In the Internet Explorer window, on the Tools menu, click **Internet Options**.
  - In the Internet Options dialog box, on the General tab, under Temporary Internet Files, click **Settings**.
  - In the Settings dialog box, under Check for newer versions of stored pages, click **Automatically**, then click OK.
- Settings** dialog box (shown as an inset):
  - Check for newer versions of stored pages:
    - Every visit to the page
    - Every time you start Internet Explorer
    - Automatically
    - Never
  - Temporary Internet files folder:  
Current location: C:\Documents and...

## Web Browser Setup Instructions

Follow the step by step instructions for modifying your browser settings and installing the Support Software. As a Questionnaire Respondent or Approver, you will only need to install (or check to make sure that you already have installed) a current version of the Internet Explorer and Adobe Reader programs.

You **DO NOT** need to download or install the Adobe SVG Viewer or VFA Upload Control as described in the Setup Instructions.

Please note that VFA.facility Software Support contact information is located at the bottom of the Setup Instructions popup window. All requests sent to the VFA Helpdesk will be replied to within one business day.

VFA.facility v6.1.4 Web Browser Setup Instructions - Microsoft Internet Explorer provided by VF...

4. If you **Run** or **Open** the installation file, then the required files are downloaded to your computer, and installation automatically begins. Follow the prompts to complete SVG Viewer installation.
5. If you **Save** the installation file to your computer, then you must select where you want to save the installation program. After the installation program successfully downloads, you may navigate to the program and double-click the file to install SVG Viewer.

**Installing VFA File Explorer and Upload Controls**

1. [Click here to install VFA File Explorer and Upload Controls.](#)

---

**Contacting VFA.facility Software Support**

If you have installed all of the required components and are having difficulties using VFA.facility, please send an email to: [help@vfa.com](mailto:help@vfa.com).

Please note the following in the email:

- Operating System Version (including Service Packs - found by right-clicking the **My Computer** icon and selecting **Properties** from the pop-up menu, and then looking on the General tab under System )
- Web Browser Version (found in the **About Internet Explorer** box under the Internet Explorer **Help** menu)

---

VFA, Inc.  
Software Support: (888) 506-8500  
[help@vfa.com](mailto:help@vfa.com)



# Getting Started - Need Help?

## HELP is only a click away!

The “*Support Requests*” link brings up a blank email message addressed to the VFA Helpdesk. You can also call VFA using our toll free number: **888-506-8500** (also listed in the Setup Instructions). Remember, all requests sent to the VFA Helpdesk will be replied to within one business day.

VFA Home - Microsoft Internet Explorer provided by VFA, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://noaa.vfafacility.com/index.jsp> Go

**VFA**  
VFA.facility v6.1.4

NOAA's Integrated Facility Inspection Program

Enter Site

First time user?  
[Setup Instructions](#)  
[System Requirements](#)

Need help?  
[Support Requests](#)

NOAA  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
U.S. DEPARTMENT OF COMMERCE

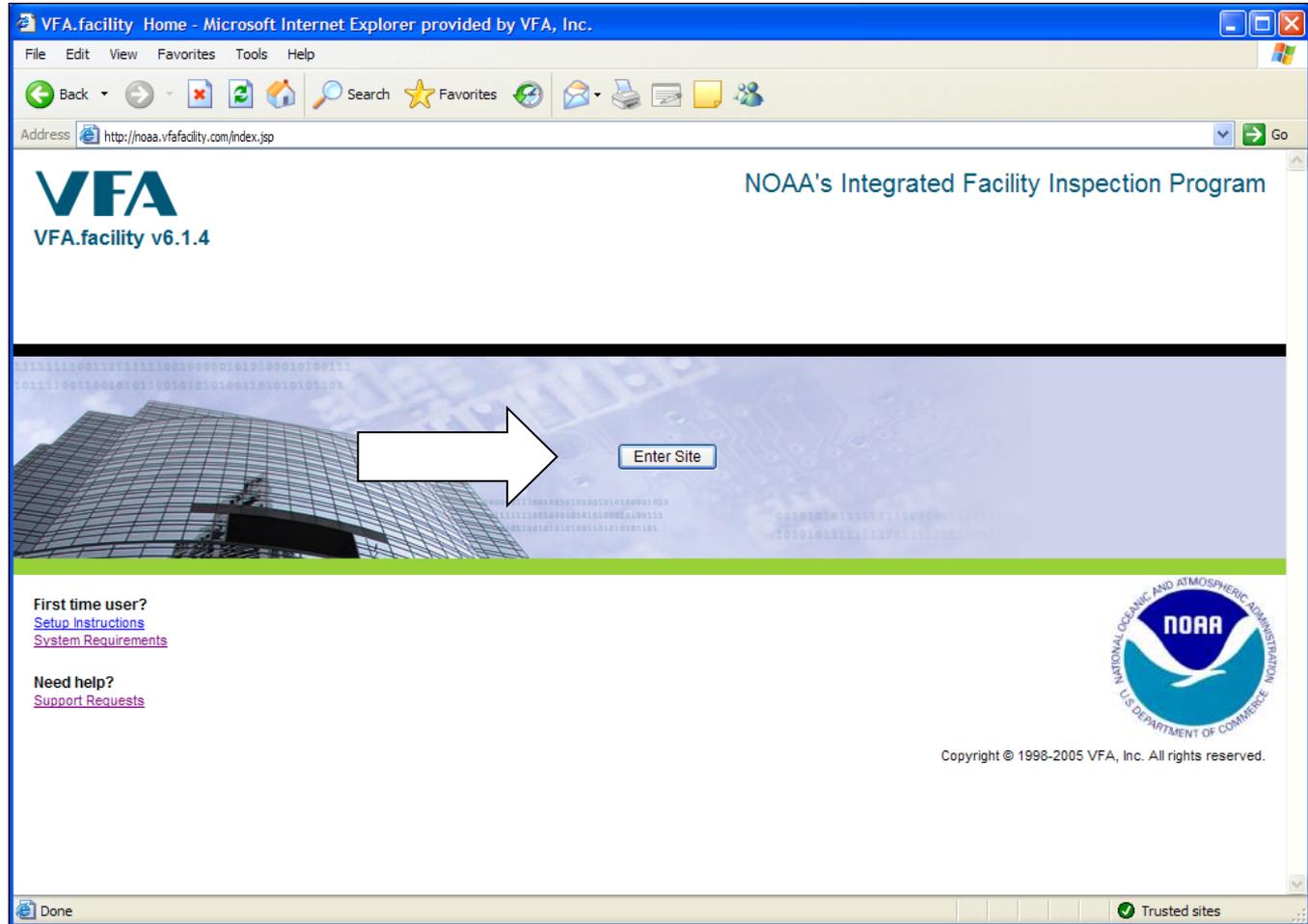
Copyright © 1998-2005 VFA, Inc. All rights reserved.

Done Trusted sites

# Getting Started - Enter Site

## Enter the Site

Once you have setup your PC according to the Setup Instructions, click on the “Enter Site” button to bring up the Logon Screen.



# Getting Started - Logon Page

VFA facility - noaa.vfafacility.com - Microsoft Internet Explorer provided by VFA, Inc.

**VFA**  
VFA.facility v6.1.4

NOAA's Integrated Facility Inspection Program

User Name

Password

Logon

[Forgot your password?](#)

  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
U.S. DEPARTMENT OF COMMERCE

Copyright © 1998-2005 VFA, Inc. All rights reserved.

Trusted sites

## Logon to the Site

You will be provided a User Name and Password via an email from the VFA Helpdesk. Please enter them in the dialog box and click the “Logon” button to enter the site.

### Forgot Your Password?

Click the “Forgot your password?” link and then enter your **User Name** at the prompt. Your password will then be automatically sent to the email address listed under your account in the website.

# Getting Started - The VFA.facility Home Page

## Questionnaire

Clicking on this tab will bring you to the Questionnaire Module

## Password Expiration Notification

Your Home Page may display an alert that your password is going to expire soon. You can click the notification in order to change your password at your convenience. If you choose to ignore the notification, you will be required to change your password when it expires upon logging into the website.

VFA - facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

Questionnaire

Welcome vfa!

Links

SECO Excel formatter file (to use: right click and "Save As \*.xls")

News

What's new

Notices

Documentation

Changes and Features Guide

User Manual

Administrator Guide

Feedback

Have a suggestion on how to make VFA.facility even more useful?

UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric  
Administration  
OFFICE OF THE CHIEF ADMINISTRATIVE  
OFFICER  
Real Property Facilities and Logistics Office

Dear Colleague:

Thank you in advance for your time in participating in this survey process. As you know, NOAA has invested in a survey software package to assess the condition of buildings in its portfolio. While the software has been enhanced to meet NOAA's needs, please appreciate that it is a commercial off the shelf system (COTS) system, and as such, it may not ask questions which fully address deficiencies at your building. If you feel that there is information which is not solicited, but is important regarding issues at the building you are surveying, please use the comment blocks to include your input.

A new feature which has been added to the system is the ability to access answers provided last year, if the building was surveyed. The availability of this information should be helpful in responding to the questionnaire.

Also, questions were raised last year as to how survey respondents should address situations where work to upgrade the building was in process, or where funding had been secured to address deficiencies, but work had yet to commence. If this situation exists, please complete the questionnaire based on the condition of the asset at the time of the survey. If work is in progress, but has not been completed, you should continue to report the building system as being deficient.

While the list of buildings being surveyed had been reviewed by Line Office representatives last year, there were several instances where respondents were assigned to answer a survey for a building that had been damaged by weather events, fires, etc., thereby rendering completion of the survey somewhat meaningless. If this situation exists for this survey cycle, please contact Mr. Gene Rodgers whose phone number is included below for further guidance.

Finally, I recognize that the majority of individuals who have been identified to respond to this questionnaire do not have a facilities background, but will be asked to respond to technically based questions. You should find the links to definitions and pictures of building systems helpful in enhancing your understanding of the questions. If you find however, that you are being asked to respond to a question which you lack an understanding of, and require additional information beyond the definitions included in the system, please feel free to contact Mr. Gene

Done

Trusted sites

100%

## News

The "What's New" and "Notices" links provide information on recent software releases and upgrades to the VFA.facility software.

## Documentation

The links in this section allow you to download printable Adobe PDF versions of the standard VFA.facility software manuals and guides. (Please note that these manuals do not cover NOAA's custom Questionnaire Module)

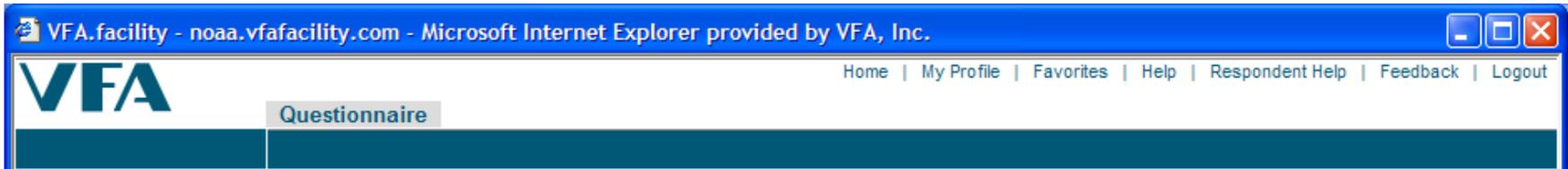
## Feedback

Provides a popup window with an Email webform which may be used to send an email to the VFA Helpdesk and Software Support department. Using this form is the same as sending an email to [help@vfa.com](mailto:help@vfa.com)

# Getting Started - Top Toolbar

## Top Toolbar

The tool bar in the top right corner of the screen allows you to navigate to several helpful support modules.



**Home** - Brings you back to this home page no matter where you are in the software.

**My Profile** - Allows you to update your password and other user account information.

**Favorites** - Favorites are disabled for Questionnaire respondents.

**Help** - This is the Help menu for the standard VFA.*facility* software (it does not include help for the Questionnaire).

**Respondent Help** - This is the Help menu for the custom NOAA Questionnaire module.

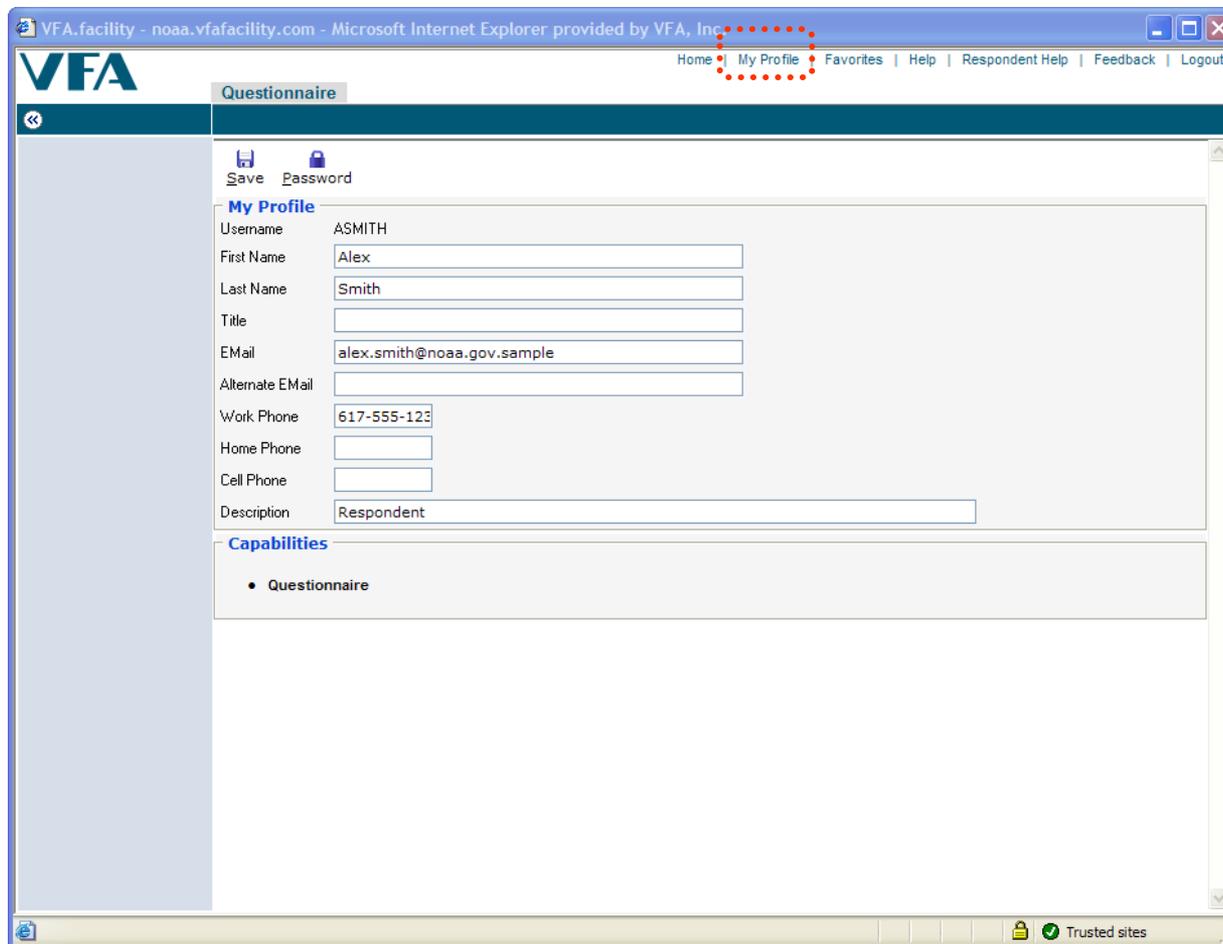
**Feedback** - Provides a popup window with an Email webform which may be used to send an email to the VFA Helpdesk and Software Support department. Using this form is the same as sending an email to [help@vfa.com](mailto:help@vfa.com)

**Logout** - Provides a secure way of logging out of the VFA.*facility* website. If you have been inactive for a period of 20 minutes and do not log out, you will be logged out of the website automatically.

# Getting Started - My Profile

## My Profile

Clicking on My Profile allows you to update your user information and password as well as view your software permissions. Respondent users will only have permissions to the Questionnaire. Please be sure that the email address is filled in correctly. If you forget your password, this is the address where your information will be sent. You may change your password by clicking on the "Password" button. Please be aware that all passwords must conform to NOAA's IT security guidelines.



VFA.facility - noaa.vfafacility.com - Microsoft Internet Explorer provided by VFA, Inc.

VFA

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

Questionnaire

Save Password

**My Profile**

Username: ASMITH

First Name: Alex

Last Name: Smith

Title:

Email: alex.smith@noaa.gov.sample

Alternate EMail:

Work Phone: 617-555-1234

Home Phone:

Cell Phone:

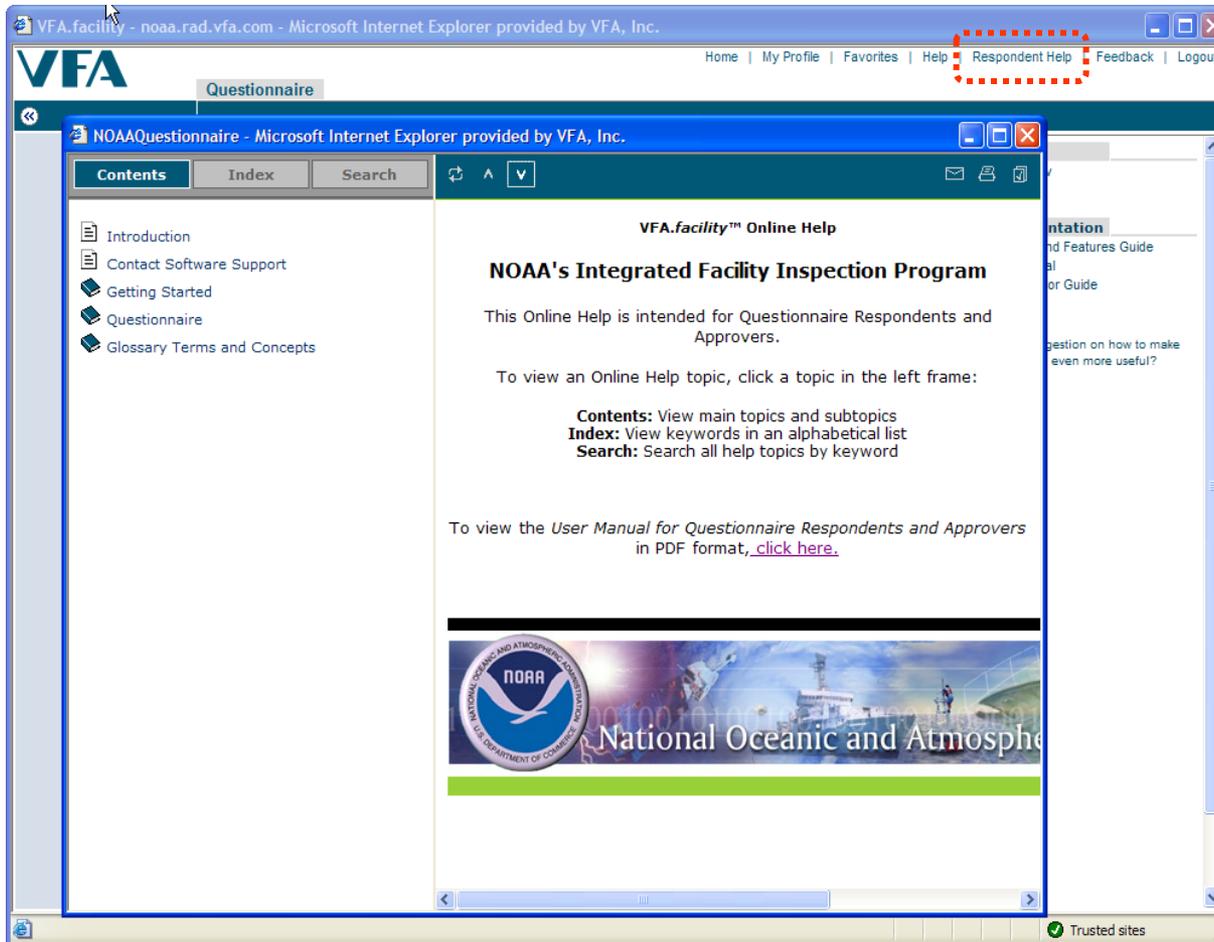
Description: Respondent

**Capabilities**

- Questionnaire

Trusted sites

# Getting Started - Respondent Help



## Respondent Help

Clicking on Respondent Help will bring up a popup Help window specific to the custom NOAA Questionnaire. This Help module allows you to view an online version of the Questionnaire User Manual through standard Contents, Index and Search tabs. You may also download an Adobe PDF version of the manual which you may then view directly on your PC or print out at your convenience.

# Getting Started - Feedback

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying "VFA.facility - noaa.vfacility.com - Microsoft Internet Explorer provided by VFA, Inc.". The browser's menu bar includes "Home", "My Profile", "Favorites", "Help", "Respondent Help", "Feedback", and "Logout". The "Feedback" menu item is highlighted with a red dashed box. The main content area of the browser shows a "VFA Send Feedback" form. The form includes the VFA logo and the text "Use the form below to send us your comments." The form fields are: "Name" (text box with "Alex Smith"), "Email" (text box with "alex.smith@noaa.gov.sample"), "Subject" (text box), "Feedback Type" (dropdown menu with "Problem" selected), and "Comments" (large text area). At the bottom of the form are "Cancel" and "Send Feedback" buttons. The browser's status bar at the bottom shows a lock icon and the text "Trusted sites".

## Feedback

Clicking on Feedback provides a popup window with an Email webform which may be used to send an email to the VFA Helpdesk and Software Support department.

**Using this form is the same as sending an email to [help@vfa.com](mailto:help@vfa.com) and, accordingly, all Feedback submissions will be responded to within one business day.**

Your name and email address will be filled in automatically. Simply fill in the Subject and select the Feedback Type (Problem, Enhancement or Comment), then type your message in the Comments box.

# Respondent Information - Asset List

## Asset List

Clicking on the Questionnaire tab will bring up the Asset List view. This is where you will begin your Assessment Survey by choosing your Asset (Building) from the list. You may only see one Asset. The Assets that you can see are dependant on the access privileges that your Administrator has assigned to your user name.

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

**Questionnaire**

### Asset List

The property(s) below reflect the building(s) you will be providing information about. As you complete the survey, the status field will indicate whether your survey has been completed, or is in process. The Facility Condition Index (FCI), will be adjusted as you complete the survey to reflect the cost to correct the deficiencies you identify, divided by the replacement value of the building. The other fields on this screen are for informational purposes only. To start the process, click on the Property Name and then Click on "Review/Update Basic Building Information".

[Review/Update Basic Building Information](#) [Begin/Complete Questionnaire](#)

(7 Assets)

ID	Property Name	Class.	Status	FCI	Replacement Value	Date Modified	City	State	Complex	Ownership
FL2883ZZ	Americold Corp	Laboratori	Start	0.0146	\$313,300	6/27/07	TAMPA	FL	Americold Corp	GSA Leased
MD0283ZZ	Avenel Business Park	General Office	Start	0	\$2,641,697	6/27/07	GAITHERSBI	MD	Avenel Business Park	GSA Leased
WAW05408	Boat Shed	Warehouse	Start	0.0176	\$454,536	6/27/07	SEATTLE	WA	Marine Operations Center - Pacific	DOC Leased
CA0221ZZ	John F. Shea Federal Building	Housing	Start	0	\$1,579,610	6/27/07	SANTA ROSA	CA	Santa Rosa Fed Bldg	GSA Owned
SCC00501	Leased Laboratory Building	Laboratori	Start	0.0247	\$10,602,603	6/27/07	CHARLESTO	SC	NOS Charleston Laboratory	DOC Leased
AKW15422	Supply Warehouse Building	Warehouse	Start	1.5336	\$374,030	6/27/07	FAIRBANKS (GILMORE CREEK)	AK	Gilmore Creek	DOC Owned
14000665	WFO - Key West, FL	WFO	Start	0.0763	\$1,470,931	6/27/07	KEY WEST	FL	WFO	DOC Owned

Trusted sites 100%

### Basic Building Information

Click an Asset in the list, and click [Review/Update Basic Building Information](#) in order view and edit the Asset's basic information. You cannot begin or edit a Questionnaire until all of the required Basic Building Information is provided.

### View Questionnaire

Click an Asset in the list, and click [Begin/Complete Questionnaire](#) in order to view and respond to the building's Questionnaire.

# Respondent Information - Basic Building Information

## NOAA Provided Asset Detail

This section is Read-only and includes a variety of informational fields with information specific to your Building.

## Respondent Information to Review/Update

If required information (as indicated by a \* or +) is missing in the **Respondent Information to Review/Update** section of the screen, then you must enter the required basic building information.

The screenshot shows a web browser window titled "VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer". The page is titled "Questionnaire" and "Basic Building Information".

**Line Office:** Training Line Office **Region/Program Office:** Training Program Office **Asset:** Americold Corp **Property ID:** FL2883ZZ

**Respondent:** ASMITH **Approver:** BJONES **Last Modified by:**

**Questionnaire Status:** Start

Please fill out or verify the information below the green section and click "Save" when you are done.

**NOAA has this information on file for this asset:**

<b>Location</b> Address 1601 N 50TH STREET Complex/Site Americold Corp City TAMPA State FL Zip 33619	<b>Type Building</b> Classification Laboratories Predominant Use Laboratories Historic Category Evaluated, Not Historic	<b>Total Occupiable SF</b> 865 <b>Size(Gross)</b> 1,548 <b>Replacement Cost</b> \$313,300 <b>Acquisition Cost</b> \$0 <b>Total Personnel</b> 0 FCI 0.0146	<b>DOC Security Level I</b> <b>OSY Contact</b> CARROLL WARD <b>Mission Dependency</b> Not Mission Dependent <b>Ownership</b> GSA Leased <b>Primary Occupant</b> NMFS
---	--	--	--

**Please provide any updates for the following information:**

<b>*Year Constructed</b> 1904	<b>+Floors Above Grade</b> 1	<b>*Utilization</b> Utilized	<b>*Means Location</b> Florida
<b>Year Renovated</b> 1904	<b>+Floors Below Grade</b> 1	<b>*Construction Type</b> IBC - Types I and II	<b>*Means CCI</b> TAMPA

Buttons: Back to Asset List, Definitions, Save, Cancel

Clicking on the **Definitions** button will bring up a Help screen with guidelines for filling in the various required fields for which you are responsible.

# Respondent Information - Definitions

## Definitions

The Definitions screen provides information on each of the fields you are responsible for filling in (or verifying the correct information). If you need further assistance filling in any of these fields, please consult with your assigned Line Office Approver.

### RS Means CCI

If the city your building is located in is not listed in the dropdown list, pick the city of the closest approximate size, that would best represent the construction costs in your city.

**Basic Building Information**

Line Office: NEWS Region/Program Office: Central Asset: NOAA Building Property ID: XXZZ01357  
Respondent: John Doe Approver: Jack Doe Last Modified by: Jane Doe  
Questionnaire Status: In Progress

Please fill out or verify the information below the green section and click "Save" when you are done.

**NOAA has this information on file for this asset:**

<b>Location</b> Address 100 Technology Way Complex/Site NOAA Office Complex City Lebanon State KS Zip 66952	<b>Type Building</b> Classification Office Predominant Use Office Historic Category Non-contributing element of NHL/NRL district	<b>Total Occupiable SF</b> 9000 <b>Size(Gross)</b> 11,970 <b>Replacement Cost</b> \$1,663,213 <b>Acquisition Cost</b> \$1,418,235 <b>Total Personnel</b> 50 <b>FCI</b> 0.0453	<b>DOC Security Level II</b> <b>OSY Contact</b> Dewey Chequem <b>Mission Dependency</b> Mission Dependent, Not Critical <b>Ownership</b> DOC Owned <b>Primary Occupant</b> NEWS
--	---	--	---

Please provide any updates for the following information:

*Year Constructed: 1995	+Floors Above Grade: 1	*Utilization: Not Utilized	*Means Location: North Dakota
Year Renovated: 1995	+Floors Below Grade: 0	*Construction Type: IBC - Types I and II	*Means CCI: BELLEVILLE

Back to Asset List Definitions Save Cancel

The area below the red bar is for your information only and cannot be updated.

The area below the green bar must be verified and/or updated.  
You are required to have values in any field marked with an asterisk (\*). For number of floors the total of the 2 values must be greater than zero.

- Year Constructed** - For NOAA owned buildings identify the year in which the building was first Constructed/Occupied and add it to the Basic Building Screen. For NOAA Leased or GSA Assigned buildings install the number 1000 and VFA will research the Year Constructed for that facility
- Year Renovated** - The year when the major building systems (heating, cooling, telecommunication, electrical, plumbing etc.) and interior finishes were replaced.
- Floors Above Grade** - The part of a building that is wholly or partly above ground level.
- Floors Below Grade** - The part of a building that is wholly or partly below ground level (Basement)
- Utilization** - You are required to select one of the four designated utilization levels based upon the **predominant use** of the space to which you are responding. (**Predominant Use** is displayed in the top half of the Basic Building Information Screen). Federal Real Property Council Proposed Government-Wide Performance Measures are described below under the heading **Predominant Use**.
- Types of Construction:**
  - IBC - Type I and II** - construction are those types of construction in which the major structural building elements are of noncombustible materials.
  - IBC - Type III** - construction is that type of construction in which the exterior walls are of noncombustible materials and the interior building elements are of any material permitted by this code.
  - IBC - Type IV** - construction (Heavy Timber, HT) is that type of construction in which the exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces.
  - IBC - Type V** - construction is that type of construction in which the structural elements, exterior walls, and interior walls are of any materials permitted by this code.
- RS Means Location** - RS Means is a national construction cost estimate source, which takes the construction costs, adjusts them for the location where the work is to be performed. The location is the State/Territory of where the facility is located.
- RS Means CCI** - RS Means is a national construction cost estimate source, which takes the construction costs, adjusts them for the location where the work is to be performed. The CCI (City Cost Index) is the number that is the multiplier of each of the RS Means line items to correct the cost to the local area.

**Predominant Use**  
The Respondent will select one from among the four following utilization indexes.

- Over - Utilized
- Utilized
- Under Utilized
- Not Utilized

# Respondent Information - Begin Questionnaire

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

### Asset List

The property(s) below reflect the building(s) you will be providing information about. As you complete the survey, the status field will indicate whether your survey has been completed, or is in process. The Facility Condition Index (FCI), will be adjusted as you complete the survey to reflect the cost to correct the deficiencies you identify, divided by the replacement value of the building. The other fields on this screen are for informational purposes only. To start the process, click on the Property Name and then Click on "Review/Update Basic Building Information".

[Review/Update Basic Building Information](#) [Begin/Complete Questionnaire](#)

(7 Assets)

ID	Property Name	Class.	Status	FCI	Replacement Value	Date Modified	City	State	Complex	Ownership
FL2883ZZ	Americold Corp	Laborator	Start	0.0146	\$313,300	6/27/07	TAMPA	FL	Americold Corp	GSA Leased
MD0283ZZ	Avenel Business Park	General Office	Start	0	\$2,641,697	6/27/07	GAITHERSB	MD	Avenel Business Park	GSA Leased
WAW05408	Boat Shed	Warehous	Start	0.0176	\$454,536	6/27/07	SEATTLE	WA	Marine Operations Center - Pacific	DOC Leased
CA0221ZZ	John F. Shea Federal Building	Housing	Start	0	\$1,579,610	6/27/07	SANTA ROSA	CA	Santa Rosa Fed Bldg	GSA Owned
SCC00501	Leased Laboratory Building	Laboratori	Start	0.0247	\$10,602,603	6/27/07	CHARLESTO	SC	NOS Charleston Laboratory	DOC Leased
AKW15422	Supply Warehouse Building	Warehous	Start	1.5336	\$374,030	6/27/07	FAIRBANKS (GILMORE CREE	AK	Gilmore Creek	DOC Owned
14000665	WFO - Key West, FL	WFO	Start	0.0763	\$1,470,931	6/27/07	KEY WEST	FL	WFO	DOC Owned

Done Trusted sites 100%

## Begin the Questionnaire

Once you have finished updating and reviewing the Basic Building information, you can move on to the Questionnaire by highlighting your building from the list and then clicking on the

[Begin/Complete Questionnaire](#)

button.

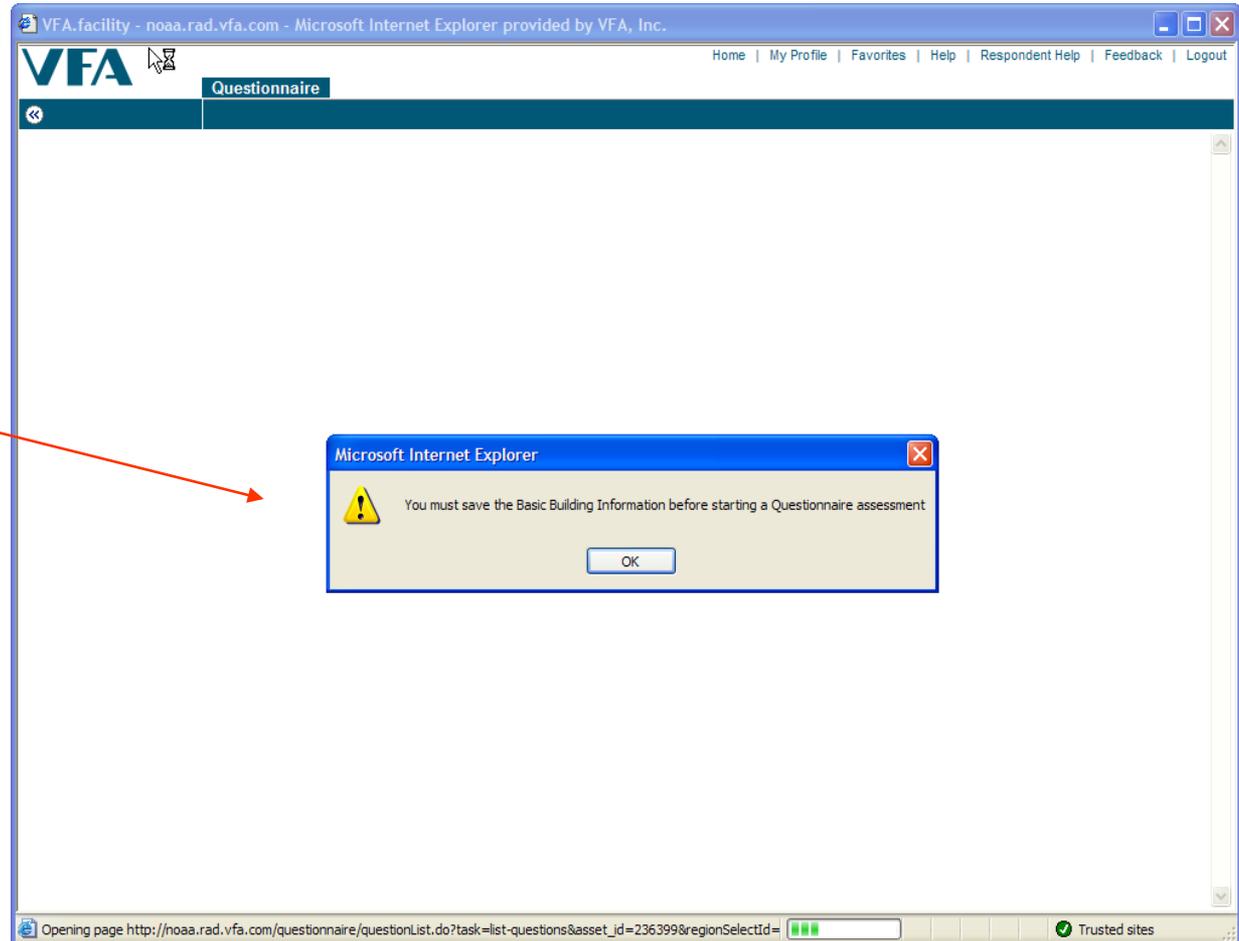
# Respondent Information - Questionnaire Listing

## Starting The Assessment

If you click the  button without clicking the  button, a reminder will pop up to remind you that must save the Basic Building Information before starting a Questionnaire assessment.

### Basic Building Information

Click "OK" and you will be brought to the Basic Building Information page. After you have updated and saved this information, you will be automatically brought to the Questionnaire Listing Screen.



# Respondent Information - Questionnaire Listing

## Breadcrumbs

At the top left-hand corner of the Questionnaire Listing screen, in red text, the Asset's **Line Office**, **Region/Program Office**, and **Asset Name** displays.

Click the

[Back to Asset List](#)

button to return to the Asset List screen in order to view another Asset's Questionnaire.

## Display Full Questionnaire

At the top middle section of the Questionnaire Listing screen, in blue text, is [Display Full Questionnaire](#). Clicking this link will display all questions in your questionnaire for printing purposes. As you fill in the questions, the answers will appear filled in in this printable questionnaire

# Respondent Information - Questionnaire Listing

## Display and Print Archived Questions

If you are tasked with filling in a questionnaire for a building which has previously been assessed within the VFA.facility website, you will see a second link next to the [Display Full Questionnaire](#) link which allows you to [Display Archived Questions](#). Clicking this link will display all questions in the previous years questionnaire for comparison purposes. Both the Current and Archived questionnaires may be printed for your convenience while gathering the facility condition information. Simply use the **Ctrl+P** keyboard shortcut to print out the displayed questionnaire.

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

### Questionnaire Listing

Training Line Office - Training Program Office - WFO - Key West, FL [Display Full Questionnaire](#) [Display Archived Questions](#) 0 of 39 complete

[Back to Asset List](#)

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.  
**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Substructure - Footings and Foundation		\$0	6/27/07	ASMITH
2	Basement Walls		\$0	6/27/07	ASMITH
3	Floor and Roof Deck		\$0	6/27/07	ASMITH
4	Exterior Walls		\$0	6/27/07	ASMITH
5	Exterior Windows		\$0	6/27/07	ASMITH
6	Exterior Doors		\$0	6/27/07	ASMITH
7	Roofing		\$0	6/27/07	ASMITH
8	Fire Separation Barriers		\$0	6/27/07	ASMITH
9	Interior Doors		\$0	6/27/07	ASMITH
10	Stair Finishes		\$0	6/27/07	ASMITH
11	Interior Wall Finishes		\$0	6/27/07	ASMITH
12	Interior Floor Finishes		\$0	6/27/07	ASMITH
13	Ceiling Finishes		\$0	6/27/07	ASMITH
14	Elevators		\$0	6/27/07	ASMITH
15	Plumbing Fixtures		\$0	6/27/07	ASMITH
16	Accessibility Compliance - Plumbing Fixtures		\$0	6/27/07	ASMITH
17	Domestic Water Distribution		\$0	6/27/07	ASMITH
18	Sanitary Waste		\$0	6/27/07	ASMITH
19	Storm Water System		\$0	6/27/07	ASMITH
20	Boilers		\$0	6/27/07	ASMITH
21	Chillers, Condensing Units and Packaged Cooling		\$0	6/27/07	ASMITH
22	Cooling Towers		\$0	6/27/07	ASMITH
23	HVAC Piping		\$0	6/27/07	ASMITH
24	Circulation Pumps		\$0	6/27/07	ASMITH
25	Ductwork and Terminal Devices		\$0	6/27/07	ASMITH

Done Trusted sites 100%

# Respondent Information - Questionnaire Listing

## Question List

If your facility is a DOC owned building (with the exception of Warehouse facilities) you will see the Question List populated with 39 questions, representing the various building systems.

If your building is a DOC Owned Warehouse facility, you will see an abbreviated Question List, populated with 29 questions.

If your building is a DOC leased building or a GSA building, you will see the Question List populated with 4 questions related to Life Safety and Environmental issues.

### To Begin

Double-click on any of the questions to begin filling in the Questionnaire. You do not need to start with the first question.

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

### Questionnaire Listing

Training Line Office - Training Program Office - WFO - Key West, FL [Display Full Questionnaire](#) [Display Archived Questions](#)

[Back to Asset List](#) 0 of 39 complete

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.  
**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Substructure - Footings and Foundation		\$0	6/27/07	ASMITH
2	Basement Walls		\$0	6/27/07	ASMITH
3	Floor and Roof Deck		\$0	6/27/07	ASMITH
4	Exterior Walls		\$0	6/27/07	ASMITH
5	Exterior Windows		\$0	6/27/07	ASMITH
6	Exterior Doors		\$0	6/27/07	ASMITH
7	Roofing		\$0	6/27/07	ASMITH
8	Fire Separation Barriers		\$0	6/27/07	ASMITH
9	Interior Doors		\$0	6/27/07	ASMITH
10	Stair Finishes		\$0	6/27/07	ASMITH
11	Interior Wall Finishes		\$0	6/27/07	ASMITH
12	Interior Floor Finishes		\$0	6/27/07	ASMITH
13	Ceiling Finishes		\$0	6/27/07	ASMITH
14	Elevators		\$0	6/27/07	ASMITH
15	Plumbing Fixtures		\$0	6/27/07	ASMITH
16	Accessibility Compliance - Plumbing Fixtures		\$0	6/27/07	ASMITH
17	Domestic Water Distribution		\$0	6/27/07	ASMITH
18	Sanitary Waste		\$0	6/27/07	ASMITH
19	Storm Water System		\$0	6/27/07	ASMITH
20	Boilers		\$0	6/27/07	ASMITH
21	Chillers, Condensing Units and Packaged Cooling		\$0	6/27/07	ASMITH
22	Cooling Towers		\$0	6/27/07	ASMITH
23	HVAC Piping		\$0	6/27/07	ASMITH
24	Circulation Pumps		\$0	6/27/07	ASMITH
25	Ductwork and Terminal Devices		\$0	6/27/07	ASMITH

Done Trusted sites 100%

# Respondent Information - Question Detail

## Question Detail

Once you have double-clicked on a question you will be brought to the detail screen where you will see a list of questions related to the building system you selected.

## Linked Definitions

Please note the highlighted links that are underlined in the tan Information Panes. Click on these links to bring up a window with pictures and definitions of the different types of building systems

The screenshot shows a web browser window titled "VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer". The page is a questionnaire for "Substructure - Footings and Foundation" at "Training Line Office - Training Program Office - WFO - Key West, FL". It is "question page 1 of 39" with a "Cost: \$0", "Status: Question", and "FCI: 0.0543". A "back to questionnaire list" button is visible. A tan information pane contains a link for "The footings and foundation" which is underlined and highlighted. Below this, a text block states: "The following questions are meant to assist in the assessment of the condition of the facility's footings and foundation:". The questions are: 1. A checkbox question about accessibility. 2. A text input field for square footage of concrete requiring repair. 3. Radio button options for Severity Index 1, 2, and 3. 4. A text input field for comments. At the bottom are buttons for "<<Previous Question", "Save as Draft", "Save as Complete", "Cancel", and "Next Question>>". The browser status bar shows "pre-validate" and "Trusted sites".

# Respondent Information - Linked Definitions

Here is an example of a Linked Definition screen for the Substructure question:

Substructure - Footings and Foundation - Microsoft Internet Explorer provided by VFA, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print TV Home People

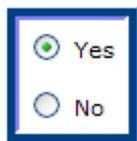
## Substructure – Footings and Foundation

<p>Footings and Foundations</p>	<p>That portion of the foundation of a structure which transmits loads directly to the soil; may be the widened part of a wall or column, the spreading course under a foundation wall, a foundation of a column, etc; used to spread the load over a greater area to prevent or reduce settling.</p>
---------------------------------	---



# Respondent Information - Answering the Questions

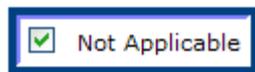
**Each Question in the Questionnaire must be answered as completely as possible. Remember that the order in which questions are answered is unimportant. Question information is entered in the following ways:**



A rectangular box containing two radio button options. The top option is labeled "Yes" and has a small green circle next to it, indicating it is selected. The bottom option is labeled "No" and has an empty radio button next to it.

## **Toggle**

A Question with round “toggles” has only one response. Click the appropriate toggle in order to select it. For example, many questions have toggles for Yes or No and can be answered by selecting only one toggle.



A rectangular box containing a checked checkbox followed by the text "Not Applicable". The checkbox has a small green checkmark inside it.

## **Checkbox**

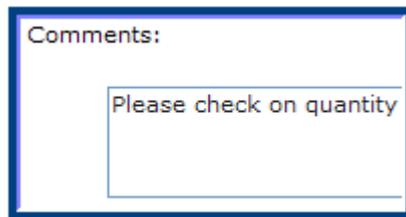
A Question response can be indicated by clicking a checkbox. Oftentimes, you click a checkbox to indicate that the Question does not apply to the Asset, or that the Question cannot be answered. To select a checkbox, click it.



A rectangular text input field containing the number "1000". To the right of the input field is the text "Sqft.".

## **Number Text Area**

Quantities and other numbers can be typed into text areas. To enter a quantity, click the blue box and type the number.



A rectangular text area with a label "Comments:" at the top left. Inside the text area, there is a smaller rectangular box containing the text "Please check on quantity".

## **Comments Text Area**

Each Question provides a text area for the respondent to enter any relevant comments about the Question. The Comments field can be used by Respondents and Line Office Approvers in order to communicate about a Question. To enter a comment, click the blue box and type the comment.

# Respondent Information - Answering the Questions

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA

Questionnaire

Training Line Office - Training Program Office - WFO - Key West, FL

Substructure - Footings and Foundation

question page 1 of 39

Cost: \$38,317 Status: Draft FCI: 0.0804

back to questionnaire list

The [footings and foundation](#) refer to the entire substructure of a building. The substructure is that part of a building below the first floor and/or framing, upon which the entire building rests.

The following questions are meant to assist in the assessment of the condition of the facility's footings and foundation:

1. If the footings and/or foundation are inaccessible and/or cannot be assessed please check here and move to the question on the next page:
2. The square footage of visible area of concrete footings and foundation requiring crack repair and or spalling (where the concrete has chipped off) work is:  
1000
3. The work associated with the condition of the building's footings and foundations should be performed:  
 Severity Index 1: Threat is immediate to next twelve months  
 Severity Index 2: Short term threat within thirteen to thirty five months  
 Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
4. Comments:  
I have noticed that there are several areas where cracking is noticeable in the foundation exterior. Recommended repair within the next 2 years.

<<Previous Question Save as Draft Save as Complete Cancel Next Question>>

pre-validate Trusted sites 100%

## Severity Index

When you indicate that there are deficiencies (or requirements) within the system by checking boxes or filling in text boxes with values, you should select the Severity Index which best represents the urgency of the identified issue. Remember that you must indicate a Severity Index or you will not be allowed to save your question "as Complete" and submit your Questionnaire.

## Comments

You may wish to clarify any of your answers by putting your justifications in the Comments box. Your Approver may also use this box to communicate any questions he or she has regarding your Answers.

# Respondent Information - Facility Condition Index

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Training Line Office - Training Program Office - WFO - Key West, FL

Substructure - Footings and Foundation question page 1 of 39

back to questionnaire list Cost: \$38,317 Status: Draft FCI: 0.0804

The [footings and foundation](#) refer to the entire substructure of a building. The substructure is that part of a building below the first floor and/or framing, upon which the entire building rests.

The following questions are meant to assist in the assessment of the condition of the facility's footings and foundation:

1. If the footings and/or foundation are inaccessible and/or cannot be assessed please check here and move to the question on the next page:
2. The square footage of visible area of concrete footings and foundation requiring crack repair and or spalling (where the concrete has chipped off) work is:
3. The work associated with the condition of the building's footings and foundations should be performed:  
 Severity Index 1: Threat is immediate to next twelve months  
 Severity Index 2: Short term threat within thirteen to thirty five months  
 Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
4. Comments:

<<Previous Question Save as Draft Save as Complete Cancel Next Question>>

pre-validate Trusted sites 100%

## FCI

An Asset's FCI (or Facility Condition Index) represents the ratio of the total cost to address the identified problems found within the building (a.k.a. Requirement Costs) to the Replacement Value that has been determined for that building. As you identify problems within the building, the FCI will increase accordingly. The lower the FCI, the better the condition of the facility.

**Facility Condition Index (or FCI)** is the total dollar amount of the identified Requirements divided by the Replacement Value of the Asset

$$\text{FCI} = \frac{\text{Total Requirement \$}}{\text{Replacement Value}}$$

$$\text{FCI} = \frac{\$200,000}{\$2,000,000}$$

$$\text{FCI} = .10 \text{ (or 10\%)}$$



**Note:** The lower the FCI, the better the condition of the facility.  
An optimal FCI would be .05 (5%) or lower.

# Respondent Information - Save as Draft or Complete

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA

Questionnaire

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

Training Line Office - Training Program Office - WFO - Key West, FL

Substructure - Footings and Foundation

question page 1 of 39

back to questionnaire list

Cost: \$38,317 Status: Draft FCI: 0.0804

The [footings and foundation](#) refer to the entire substructure of a building. The substructure is that part of a building below the first floor and/or framing, upon which the entire building rests.

The following questions are meant to assist in the assessment of the condition of the facility's footings and foundation:

1. If the footings and/or foundation are inaccessible and/or cannot be assessed please check here and move to the question on the next page:
2. The square footage of visible area of concrete footings and foundation requiring crack repair and or spalling (where the concrete has chipped off) work is:  
1000
3. The work associated with the condition of the building's footings and foundations should be performed:  
 Severity Index 1: Threat is immediate to next twelve months  
 Severity Index 2: Short term threat within thirteen to thirty five months  
 Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years
4. Comments:  
I have noticed that there are several areas where cracking is noticeable in the foundation exterior. Recommended repair within the next 2 years.

<<Previous Question Save as Draft Save as Complete Cancel Next Question>>

pre-validate Trusted sites 100%

## Save as Draft or Complete

Each Question may have either a **Draft** status or a **Complete** status. If the Question does not have any status, then all of its answers are blank. The designation of **Draft** or **Complete** is a convenient way for you to remember which Questions are finished and which Questions still need work. If you have not yet completed all parts of a question, you will not be able to save the question as **Complete**. You must instead save the question as **Draft**, letting you know that you still need to work on that question. Once all the questions have a status of **Complete**, you may submit your questionnaire.

# Respondent Information - Question Status

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

## Questionnaire Listing

Training Line Office - Training Program Office - WFO - Key West, FL [Display Full Questionnaire](#) [Display Archived Questions](#)

[Back to Asset List](#) 1 of 39 complete

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.  
**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Substructure - Footings and Foundation	Complete	\$38,317	6/29/07	ASMITH
2	Basement Walls	Draft	\$15,676	6/27/07	ASMITH
3	Floor and Roof Deck		\$0	6/27/07	ASMITH
4	Exterior Walls		\$0	6/27/07	ASMITH
5	Exterior Windows		\$0	6/27/07	ASMITH
6	Exterior Doors		\$0	6/27/07	ASMITH
7	Roofing		\$0	6/27/07	ASMITH
8	Fire Separation Barriers		\$0	6/27/07	ASMITH
9	Interior Doors		\$0	6/27/07	ASMITH
10	Stair Finishes		\$0	6/27/07	ASMITH
11	Interior Wall Finishes		\$0	6/27/07	ASMITH
12	Interior Floor Finishes		\$0	6/27/07	ASMITH
13	Ceiling Finishes		\$0	6/27/07	ASMITH
14	Elevators		\$0	6/27/07	ASMITH
15	Plumbing Fixtures		\$0	6/27/07	ASMITH
16	Accessibility Compliance - Plumbing Fixtures		\$0	6/27/07	ASMITH
17	Domestic Water Distribution		\$0	6/27/07	ASMITH
18	Sanitary Waste		\$0	6/27/07	ASMITH
19	Storm Water System		\$0	6/27/07	ASMITH
20	Boilers		\$0	6/27/07	ASMITH
21	Chillers, Condensing Units and Packaged Cooling		\$0	6/27/07	ASMITH
22	Cooling Towers		\$0	6/27/07	ASMITH
23	HVAC Piping		\$0	6/27/07	ASMITH
24	Circulation Pumps		\$0	6/27/07	ASMITH
25	Ductwork and Terminal Devices		\$0	6/27/07	ASMITH

Done Trusted sites 100%

## Question Status

If we take a look at the Status column in our sample Questionnaire Listing, we can see that the first 2 questions have been saved. The first one has a status of **Complete** and the second one still has a **Draft** status. This would indicate to me as a Respondent that I need to go back to the **Draft** question in order to finish answering it before I can save it as **Complete** and submit my Questionnaire. Remember that all questions must have a **Complete** status before the "Submit Questions" button will appear.

# Respondent Information - Submit Questions

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

## Questionnaire Listing

Training Line Office - Training Program Office - Boat Shed

Back to Asset List Submit Questions 4 of 4 complete

Display Full Questionnaire Display Archived Questions

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.

**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Interior Floor Finishes	Complete	\$11,322	6/29/07	ASMITH
2	Sprinklers and Standpipes	Complete	\$481	6/29/07	ASMITH
3	Emergency Light and Power	Complete	\$0	6/29/07	ASMITH
4	Safety and Environmental Compliance Related Questions	Complete	\$0	6/29/07	ASMITH

Done Trusted sites 100%

## Submit Questions

Here is an example of a completed 4 question Questionnaire for a DOC Leased building. As you can see, all of the questions have been "Saved as Complete" and have a **Complete** status. Once all of your questions have a **Complete** status the

Submit Questions

button will appear in the top portion on the Questionnaire Listing window

# Respondent Information - Asset Status

## Asset Status

Once your Questionnaire has been submitted, the Asset Status will be updated to reflect its **Submitted** status. In this example we see Assets with 3 of the 4 possible Statuses:

### Start

The Questionnaire is ready for use. No Questions have been answered. To start the process of answering the Questionnaire, you would click

### In Progress

The Questionnaire has been started, and is in progress. The Questions can be viewed and modified. If a **Submitted** Questionnaire has been rejected by a Line Office Approver, then the status is once again **In Progress**, and the Respondent can make the necessary changes to the Questionnaire before resubmitting it.

### Submitted

The Questionnaire has been submitted for review. All of its Questions have been answered. The questions can be viewed, but cannot be modified by the Respondent.

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

### Questionnaire

#### Asset List

The property(s) below reflect the building(s) you will be providing information about. As you complete the survey, the status field will indicate whether your survey has been completed, or is in process. The Facility Condition Index (FCI), will be adjusted as you complete the survey to reflect the cost to correct the deficiencies you identify, divided by the replacement value of the building. The other fields on this screen are for informational purposes only. To start the process, click on the Property Name and then Click on "Review/Update Basic Building Information".

(7 Assets)

ID	Property Name	Class.	Status	FCI	Replacement Value	Date Modified	City	State	Complex	Ownership
FL2883ZZ	Americold Corp	Laboratori	Start	0.0146	\$313,300	6/27/07	TAMPA	FL	Americold Corp	GSA Leased
MD0283ZZ	Avenel Business Park	General Office	Start	0	\$2,641,697	6/27/07	GAITHERSBI	MD	Avenel Business Park	GSA Leased
WAW05408	Boat Shed	Warehouse	Submitted	0.0436	\$454,536	6/29/07	SEATTLE	WA	Marine Operations Center - Pacific	DOC Leased
CA0221ZZ	John F. Shea Federal Building	Housing	Start	0	\$1,579,610	6/27/07	SANTA ROSA	CA	Santa Rosa Fed Bldg	GSA Owned
SCC00501	Leased Laboratory Building	Laboratori	Start	0.0247	\$10,602,603	6/27/07	CHARLESTO	SC	NOS Charleston Laboratory	DOC Leased
AKW15422	Supply Warehouse Building	Warehouse	Start	1.5336	\$374,030	6/27/07	FAIRBANKS (GILMORE CREEK)	AK	Gilmore Creek	DOC Owned
14000665	WFO - Key West, FL	WFO	In Progress	0.0619	\$2,066,141	6/27/07	KEY WEST	FL	WFO	DOC Owned

Done

Trusted sites 100%

# Respondent Information - Submitted Questionnaire

## Data is Locked

This is an example of a question within a Questionnaire that has been **Submitted**. Notice that the text has been grayed out and the message at the top of the window states that the Data has been **Locked**. Once your Questionnaire has been submitted, your Approver must **Reject** it before it can be modified again.

The screenshot shows a web browser window titled "VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer". The page header includes the VFA logo and navigation links: Home, My Profile, Favorites, Help, Respondent Help, Feedback, and Logout. The main content area is titled "Questionnaire" and shows the following information:

- Training Line Office - Training Program Office - Boat Shed
- Interior Floor Finishes (dropdown menu)
- question page 1 of 4
- back to questionnaire list (button)
- Cost: \$11,322
- Status: Complete
- FCI: 0.0436

A red dashed box highlights a message: "Data is locked questionnaire is Submitted". Below this, a yellow banner reads: "Products or materials applied to floor surfaces to provide a desired appearance are known as floor finishes .".

The following questions are meant to assist in the assessment of the condition of the facility's floor finishes:

- The **square foot area** of the following floor finishes requiring replacement/refinishing is:
  - Not Applicable (proceed to the question on the next page)
  - a. 1000 Sqft. -- Carpet Tile replacement
  - b. [ ] Sqft. -- Carpet replacement
  - c. [ ] Sqft. -- Vinyl Composition Tile
  - d. [ ] Sqft. -- Sealed or Painted Concrete
  - e. [ ] Sqft. -- Terrazzo
  - f. [ ] Sqft. -- Marble or Stone
  - g. [ ] Sqft. -- Ceramic or Quarry Tile
  - h. [ ] Sqft. -- Sheet Goods
  - i. [ ] Sqft. -- Rubber Flooring
  - j. [ ] Sqft. -- Raised (Computer Room) Flooring
- Are carpets and rugs free of tears and trip hazards?
  - Yes
  - No [ ] **lineal feet** of tears or trip hazards.
- The work associated with the condition of the building's floor finishes should be performed:
  - Severity Index 1: Threat is immediate to next twelve months

The browser status bar at the bottom shows "initialize", "Trusted sites", and "100%" zoom.

# Respondent Information - Approved Status

## Approving a Questionnaire

A Line Office Approver can approve a Questionnaire that has been submitted. Only Questionnaires with the status **Submitted** can be approved. The status then becomes **Approved**. When a Questionnaire is **Approved**, none of the Question responses or the Basic Building Information can be modified by the Respondent or the Line Office Approver. Contact your NOAA Representative if changes are needed to an **Approved** Questionnaire.

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

### Questionnaire

#### Asset List

The property(s) below reflect the building(s) you will be providing information about. As you complete the survey, the status field will indicate whether your survey has been completed, or is in process. The Facility Condition Index (FCI), will be adjusted as you complete the survey to reflect the cost to correct the deficiencies you identify, divided by the replacement value of the building. The other fields on this screen are for informational purposes only. To start the process, click on the Property Name and then Click on "Review/Update Basic Building Information".

[Review/Update Basic Building Information](#) [Begin/Complete Questionnaire](#)

(7 Assets)

ID	Property Name	Class.	Status	FCI	Replacement Value	Date Modified	City	State	Complex	Ownership
FL2883ZZ	Americold Corp	Laboratori	Start	0.0146	\$313,300	6/27/07	TAMPA	FL	Americold Corp	GSA Leased
MD0283ZZ	Avenel Business Park	General Office	Start	0	\$2,641,697	6/27/07	GAITHERSBI	MD	Avenel Business Park	GSA Leased
WAW05408	Boat Shed	Warehous	Approved	0.0436	\$454,536	6/29/07	SEATTLE	WA	Marine Operations Center - Pacific	DOC Leased
CA0221ZZ	John F. Shea Federal Building	Housing	Start	0	\$1,579,610	6/27/07	SANTA ROSA	CA	Santa Rosa Fed Bldg	GSA Owned
SCC00501	Leased Laboratory Building	Laboratori	Start	0.0247	\$10,602,603	6/27/07	CHARLESTO	SC	NOS Charleston Laboratory	DOC Leased
AKW15422	Supply Warehouse Building	Warehous	Start	1.5336	\$374,030	6/27/07	FAIRBANKS (GILMORE CREEK)	AK	Gilmore Creek	DOC Owned
14000665	WFO - Key West, FL	WFO	In Progress	0.0619	\$2,066,141	6/27/07	KEY WEST	FL	WFO	DOC Owned

Done Trusted sites 100%

# Approver Information - Approval Process

## Approval Process

Now let's take a look at the process for Approving (or Rejecting) a completed questionnaire. We will log in with our training Approver (Bob Jones) and take a look at the questionnaire submitted by his Respondent (Alex Smith).

The screenshot shows a web browser window titled "VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer". The page features the VFA logo and a navigation menu with links for Home, My Profile, Favorites, Help, Respondent Help, Feedback, and Logout. The main content area is titled "Questionnaire" and includes a "Welcome vfa!" message, a "Links" section with a file download instruction, and a "News" section with "What's new" and "Notices". A "Documentation" section lists "Changes and Features Guide", "User Manual", and "Administrator Guide". A "Feedback" section asks for suggestions to improve the system. The central text, addressed to a "Dear Colleague", expresses appreciation for participation, explains the NOAA survey software (COTS), and provides instructions on how to handle various survey scenarios, including damaged buildings and technical questions. The page footer shows "Done" and "Trusted sites" status.

VFA

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

Questionnaire

Welcome vfa!

**Links**

SECO Excel formatter file (to use: right click and "Save As \*.xls")

**News**

What's new  
Notices

**Documentation**

Changes and Features Guide  
User Manual  
Administrator Guide

**Feedback**

Have a suggestion on how to make VFA facility even more useful?

 UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
Real Property Facilities and Logistics Office

Dear Colleague:

Thank you in advance for your time in participating in this survey process. As you know, NOAA has invested in a survey software package to assess the condition of buildings in its portfolio. While the software has been enhanced to meet NOAA's needs, please appreciate that it is a commercial off the shelf system (COTS) system, and as such, it may not ask questions which fully address deficiencies at your building. If you feel that there is information which is not solicited, but is important regarding issues at the building you are surveying, please use the comment blocks to include your input.

A new feature which has been added to the system is the ability to access answers provided last year, if the building was surveyed. The availability of this information should be helpful in responding to the questionnaire.

Also, questions were raised last year as to how survey respondents should address situations where work to upgrade the building was in process, or where funding had been secured to address deficiencies, but work had yet to commence. If this situation exists, please complete the questionnaire based on the condition of the asset at the time of the survey. If work is in progress, but has not been completed, you should continue to report the building system as being deficient.

While the list of buildings being surveyed had been reviewed by Line Office representatives last year, there were several instances where respondents were assigned to answer a survey for a building that had been damaged by weather events, fires, etc., thereby rendering completion of the survey somewhat meaningless. If this situation exists for this survey cycle, please contact Mr. Gene Rodgers whose phone number is included below for further guidance.

Finally, I recognize that the majority of individuals who have been identified to respond to this questionnaire do not have a facilities background, but will be asked to respond to technically based questions. You should find the links to definitions and pictures of building systems helpful in enhancing your understanding of the questions. If you find however, that you are being asked to respond to a question which you lack an understanding of, and require additional information beyond the definitions included in the system, please feel free to contact Mr. Gene

Done

Trusted sites 100%

# Approver Information - Approval Process

## Program Office Select

Notice that Approvers may have responsibility for more than one Program Office. In this case they will see a dropdown menu allowing them to select which Program Office they are currently working with. This will limit the Asset List accordingly.

The screenshot shows a web browser window titled "VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer". The page is titled "Questionnaire" and "Asset List". A yellow warning box at the top states: "The property(s) below reflect the building(s) you will be providing information about. As you complete the survey, the status field will indicate whether your survey has been completed, or is in process. The Facility Condition Index (FCI), will be adjusted as you complete the survey to reflect the cost to correct the deficiencies you identify, divided by the replacement value of the building. The other fields on this screen are for informational purposes only. To start the process, click on the Property Name and then Click on 'Review/Update Basic Building Information'".

Below the warning box, there is a dropdown menu for "Region/Program Office" with "All" selected. Below that, there are two buttons: "Review/Update Basic Building Information" and "Begin/Complete Questionnaire".

The "Asset List" table contains 7 assets:

ID	Property Name	Class.	Status	FCI	Replacement Value	Date Modified	City	State	Complex	Ownership
FL2883ZZ	Americold Corp	Laboratori	Start	0.0146	\$313,300	6/27/07	TAMPA	FL	Americold Corp	GSA Leased
MD0283ZZ	Avenel Business Park	General Office	Start	0	\$2,641,697	6/27/07	GAITHERSB	MD	Avenel Business Park	GSA Leased
WAW05408	Boat Shed	Warehous	Submitted	0.0436	\$454,536	6/29/07	SEATTLE	WA	Marine Operations Center - Pacific	DOC Leased
CA0221ZZ	John F. Shea Federal Building	Housing	Start	0	\$1,579,610	6/27/07	SANTA ROSA	CA	Santa Rosa Fed Bldg	GSA Owned
SCC00501	Leased Laboratory Building	Laboratori	Start	0.0247	\$10,602,603	6/27/07	CHARLESTO	SC	NOS Charleston Laboratory	DOC Leased
AKW15422	Supply Warehouse Building	Warehous	Start	1.5336	\$374,030	6/27/07	FAIRBANKS (GILMORE CREEK)	AK	Gilmore Creek	DOC Owned
14000665	WFO - Key West, FL	WFO	In Progress	0.0619	\$2,066,141	6/27/07	KEY WEST	FL	WFO	DOC Owned

# Approver Information - Building Information Check

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

## Basic Building Information

Line Office: Training Line Office Region/Program Office: Training Program Office Asset: [Boat Shed](#) Property ID: WAW05408

Respondent: ASMITH Approver: BJONES Last Modified by: TMADAR

Questionnaire Status: Submitted

Please fill out or verify the information below the green section and click "Save" when you are done.

**NOAA has this information on file for this asset:**

<b>Location</b>			
Address 1801 Fairview Ave E	Type Building	Total Occupiable SF 3,600	DOC Security Level II
Complex/Site Marine Operations Center - Pacific	Classification Warehouses	Size(Gross) 4,248	OSY Contact none
City SEATTLE	Predominant Use Warehouses	Replacement Cost \$454,536	Mission Dependency Mission Dependent, Not Critical
State WA	Historic Category Evaluated, Not Historic	Acquisition Cost \$0	Ownership DOC Leased
Zip 98102		Total Personnel 0	Primary Occupant NMAO
		FCI 0.0436	

**Please provide any updates for the following information:**

*Year Constructed	1969	+Floors Above Grade	1	*Utilization	Utilized	*Means Location	Washington
Year Renovated	1969	+Floors Below Grade	0	*Construction Type	IBC - Types I and II	*Means CCI	SEATTLE

Buttons: Back to Asset List, Definitions, Save, Cancel

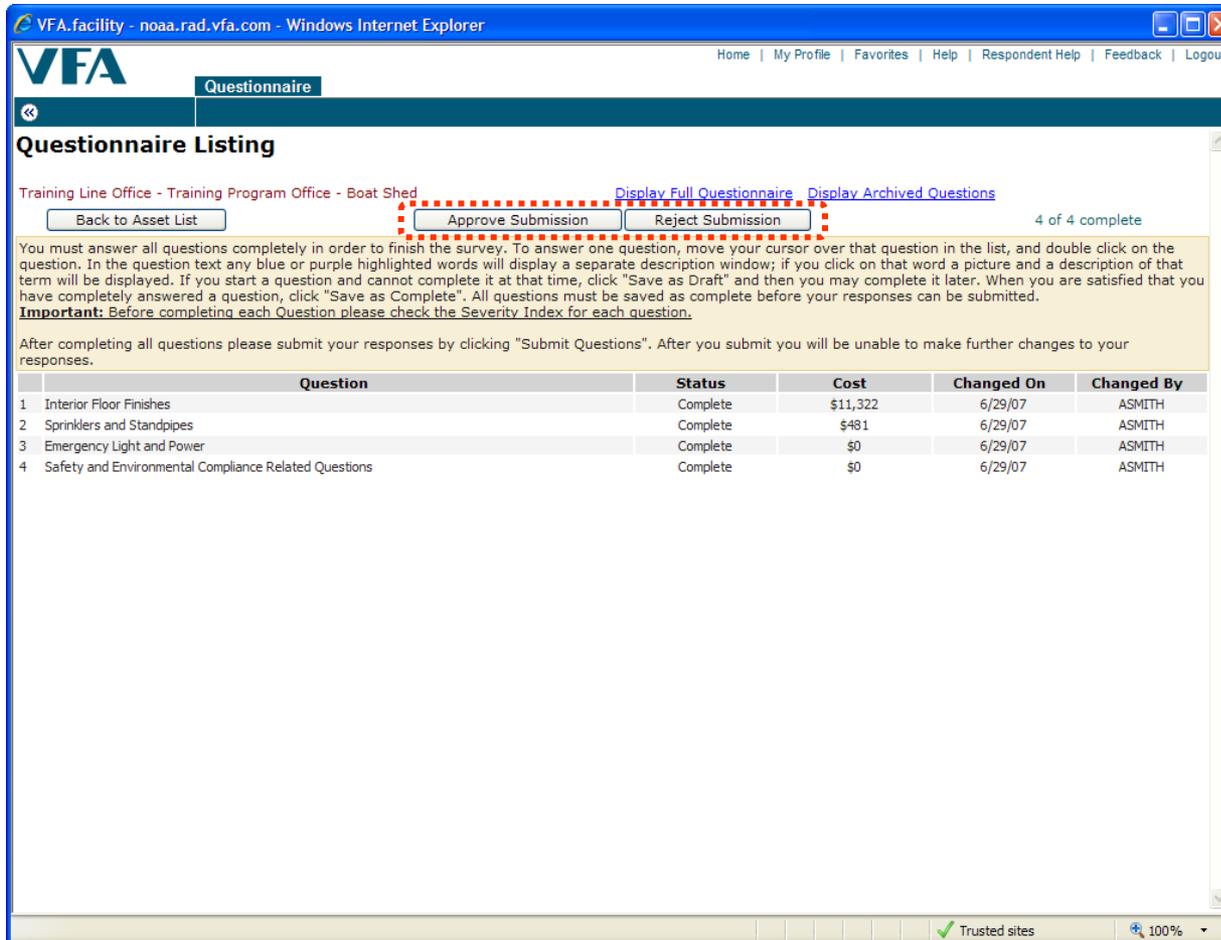
Done Trusted sites 100%

## Basic Building Information

The first thing the Approver should check is the information found in the Basic Building Information screen. If any of this information is incorrect or if you have any questions regarding the Respondents answers, you should **Reject** the questionnaire and communicate your questions/concerns to the Respondent. The Respondent may then modify his or her answers and **Resubmit** the questionnaire.

# Approver Information - Approve or Reject the Submission

Once you have checked the Basic Building Information, you may move on to the Submitted questionnaire. You should then go through each of the questions and check to make sure the information is accurate and complete. You may then **Approve** or **Reject** the submission by clicking on the appropriate button at the top of the Question Listing window



VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Questionnaire Listing

Training Line Office - Training Program Office - Boat Shed [Display Full Questionnaire](#) [Display Archived Questions](#)

4 of 4 complete

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.  
**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Interior Floor Finishes	Complete	\$11,322	6/29/07	ASMITH
2	Sprinklers and Standpipes	Complete	\$481	6/29/07	ASMITH
3	Emergency Light and Power	Complete	\$0	6/29/07	ASMITH
4	Safety and Environmental Compliance Related Questions	Complete	\$0	6/29/07	ASMITH

Trusted sites 100%

# Approver Information - Rejection Process

## Rejected Questionnaire

Should you Reject a questionnaire, it's Status will change from **Submitted** back to **In Progress**. In this case you may go back into the Question List and make comments within the appropriate questions. Lets take a look at an example...

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

### Questionnaire

#### Asset List

The property(s) below reflect the building(s) you will be providing information about. As you complete the survey, the status field will indicate whether your survey has been completed, or is in process. The Facility Condition Index (FCI), will be adjusted as you complete the survey to reflect the cost to correct the deficiencies you identify, divided by the replacement value of the building. The other fields on this screen are for informational purposes only. To start the process, click on the Property Name and then Click on "Review/Update Basic Building Information".

Region/Program Office: All

Review/Update Basic Building Information | Begin/Complete Questionnaire

(7 Assets)

ID	Property Name	Class	Status	FCI	Replacement Value	Date Modified	City	State	Complex	Ownership
FL28832Z	Americold Corp	Laboratori	Start	0.0146	\$313,300	6/27/07	TAMPA	FL	Americold Corp	GSA Leased
MD02832Z	Avenel Business Park	General Office	Start	0	\$2,641,697	6/27/07	GAITHERSB	MD	Avenel Business Park	GSA Leased
WAW05408	Boat Shed	Warehous	In Progress	0.0436	\$454,536	6/29/07	SEATTLE	WA	Marine Operations Center - Pacific	DOC Leased
CA0221ZZ	John F. Shea Federal Building	Housing	Start	0	\$1,579,610	6/27/07	SANTA ROSA	CA	Santa Rosa Fed Bldg	GSA Owned
SCC00501	Leased Laboratory Building	Laboratori	Start	0.0247	\$10,602,603	6/27/07	CHARLESTO	SC	NOS Charleston Laboratory	DOC Leased
AKW15422	Supply Warehouse Building	Warehous	Start	1.5336	\$374,030	6/27/07	FAIRBANKS (GILMORE CREEK	AK	Gilmore Creek	DOC Owned
14000665	WFO - Key West, FL	WFO	In Progress	0.0619	\$2,066,141	6/27/07	KEY WEST	FL	WFO	DOC Owned

Done Trusted sites 100%

# Approver Information - Rejection Process

Let's say that you had a problem with your Respondents answer to question 3 of this sample DOC Leased building. You may double-click on question 3 to modify it.

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

### Questionnaire Listing

Training Line Office - Training Program Office - Boat Shed [Display Full Questionnaire](#) [Display Archived Questions](#)

[Back to Asset List](#) [Submit Questions](#) 4 of 4 complete

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.  
**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Interior Floor Finishes	Complete	\$11,322	6/29/07	ASMITH
2	Sprinklers and Standpipes	Complete	\$481	6/29/07	ASMITH
3	Emergency Light and Power	Complete	\$0	6/29/07	ASMITH
4	Safety and Environmental Compliance Related Questions	Complete	\$0	6/29/07	ASMITH

Done Trusted sites 100%

# Approver Information - Rejection Process

VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

4. The quantity of the following types of emergency light fixtures requiring replacement and or addition is:

Not Applicable

Light fixtures served via an emergency generator

Self contained single head battery units

Self contained dual head battery units

Gel packs connected to existing light fixtures

5. Are exits at your facility kept free of obstructions?

Yes

No

6. Could exits which have locks on them impede exiting during an emergency?

Yes

No

7. The work associated with the condition of the building's emergency lighting should be performed:

Severity Index 1: Threat is immediate to next twelve months

Severity Index 2: Short term threat within thirteen to thirty five months

Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

8. Comments:

This should be a Severity Index 1 issue. Please change and resubmit the Questionnaire. -Bob

<<Previous Question Save as Draft Save as Complete Cancel Next Question>>

pre-validate Trusted sites 100%

## Comments

You may now enter any comments or questions you have for the Respondent in the Comments box and then click the **Save as Draft** button to save your comments. This will make it easy for the Respondent to tell which questions they need to update.

# Approver Information - Rejection Process

Note the **Draft** Status of the question to which you added your comments

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Training Line Office - Training Program Office - Boat Shed [Display Full Questionnaire](#) [Display Archived Questions](#) 3 of 4 complete

[Back to Asset List](#)

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.  
**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Interior Floor Finishes	Complete	\$11,322	6/29/07	ASMITH
2	Sprinklers and Standpipes	Complete	\$481	6/29/07	ASMITH
3	Emergency Light and Power	Draft	\$0	6/29/07	BJONES
4	Safety and Environmental Compliance Related Questions	Complete	\$0	6/29/07	ASMITH

Done Trusted sites 100%

# Approver Information - Resubmit the Questionnaire

When the Respondent returns to modify their answers they may use the Comments field to respond to the Approvers inquiries. They may then save the question by clicking the “Save as Complete” button and Resubmit the Questionnaire.

VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

4. The quantity of the following types of emergency light fixtures requiring replacement and or addition is:

Not Applicable

Light fixtures served via an emergency generator

Self contained single head battery units

Self contained dual head battery units

Gel packs connected to existing light fixtures

5. Are exits at your facility kept free of obstructions?

Yes

No

6. Could exits which have locks on them impede exiting during an emergency?

Yes

No

7. The work associated with the condition of the building's emergency lighting should be performed:

Severity Index 1: Threat is immediate to next twelve months

Severity Index 2: Short term threat within thirteen to thirty five months

Severity Index 3: Necessary, but not yet critical; threat is forecasted beyond three years

8. Comments:

This should be a Severity Index 1 issue. Please change and resubmit the Questionnaire. -Bob  
Taken care of. -Alex

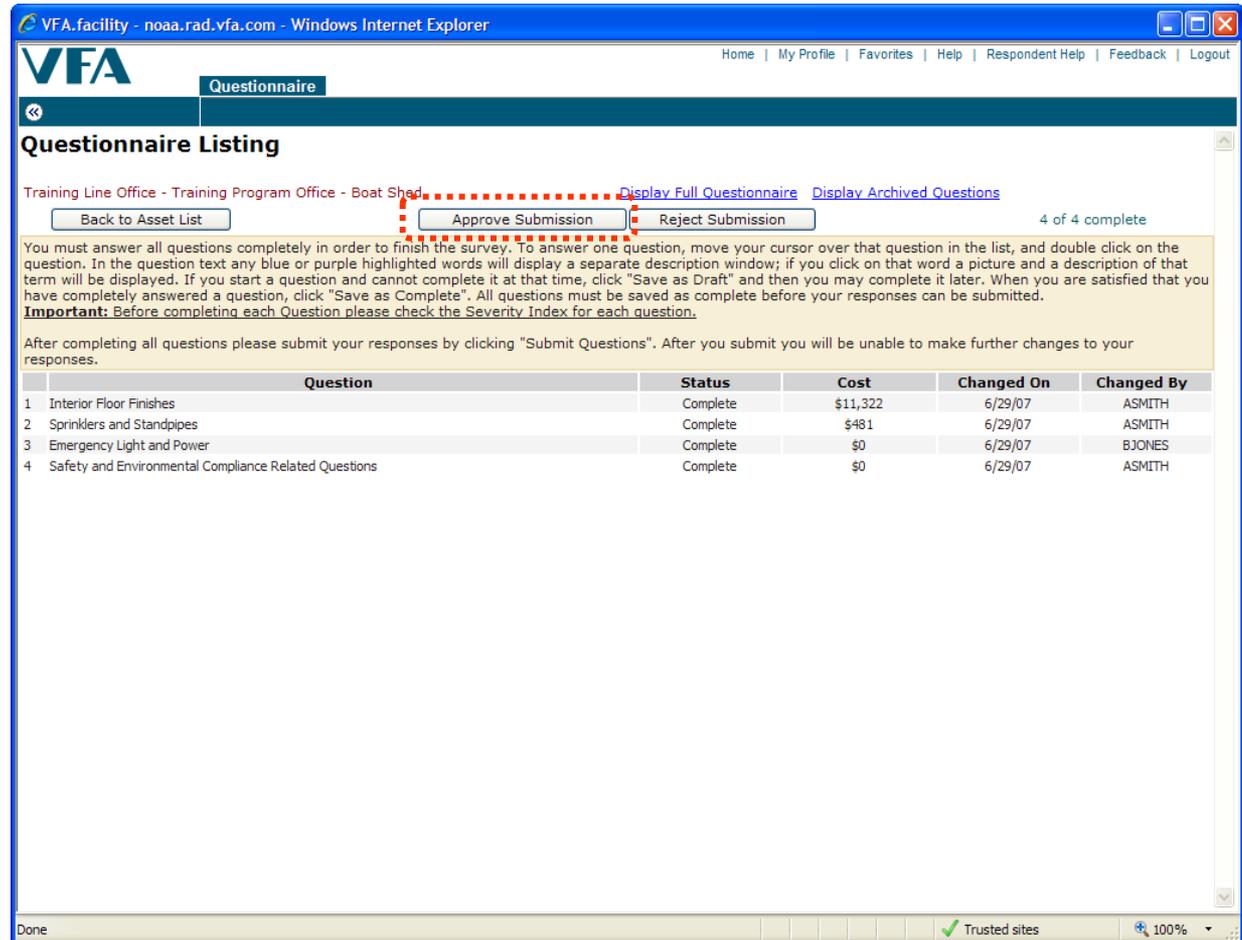
<< Previous Question   Save as Draft   **Save as Complete**   Cancel   Next Question >>

pre-validate   Trusted sites   100%

# Approver Information - Approving the Submission

## Approving the Submission

The Approver then has the option of **Approving** the updated questionnaire or **Rejecting** the questionnaire and sending it back for the Respondent to modify further. If the Approver is satisfied that the questionnaire has been filled in correctly, they may then approve the questionnaire by clicking the “Approve Submission” button.



VFA facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

### Questionnaire Listing

Training Line Office - Training Program Office - Boat Shed [Display Full Questionnaire](#) [Display Archived Questions](#)

[Back to Asset List](#) [Approve Submission](#) [Reject Submission](#) 4 of 4 complete

You must answer all questions completely in order to finish the survey. To answer one question, move your cursor over that question in the list, and double click on the question. In the question text any blue or purple highlighted words will display a separate description window; if you click on that word a picture and a description of that term will be displayed. If you start a question and cannot complete it at that time, click "Save as Draft" and then you may complete it later. When you are satisfied that you have completely answered a question, click "Save as Complete". All questions must be saved as complete before your responses can be submitted.  
**Important:** Before completing each Question please check the Severity Index for each question.

After completing all questions please submit your responses by clicking "Submit Questions". After you submit you will be unable to make further changes to your responses.

	Question	Status	Cost	Changed On	Changed By
1	Interior Floor Finishes	Complete	\$11,322	6/29/07	ASMITH
2	Sprinklers and Standpipes	Complete	\$481	6/29/07	ASMITH
3	Emergency Light and Power	Complete	\$0	6/29/07	BJONES
4	Safety and Environmental Compliance Related Questions	Complete	\$0	6/29/07	ASMITH

Done Trusted sites 100%

# Approver Information - Approved Questionnaire

## Remember!

Once a Questionnaire is **Approved**, the responses to the questions and the Basic Building Information **CANNOT** be modified by the Respondent or the Line Office Approver. Contact your NOAA Representative if changes need to be made to an **Approved** Questionnaire.

The screenshot shows a web browser window titled "VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer". The page header includes the VFA logo and navigation links: Home, My Profile, Favorites, Help, Respondent Help, Feedback, and Logout. The main content area is titled "Questionnaire" and displays the following information:

- Training Line Office - Training Program Office - Boat Shed
- Interior Floor Finishes (selected in a dropdown menu)
- question page 1 of 4
- back to questionnaire list (button)
- Cost: \$11,322
- Status: Complete
- FCI: 0.0436

A red message states: "Data is locked questionnaire is Approved".

Products or materials applied to floor surfaces to provide a desired appearance are known as floor finishes.

The following questions are meant to assist in the assessment of the condition of the facility's floor finishes:

- The **square foot area** of the following floor finishes requiring replacement/refinishing is:
  - Not Applicable (proceed to the question on the next page)
  - a.  Sqft. -- Carpet Tile replacement
  - b.  Sqft. -- Carpet replacement
  - c.  Sqft. -- Vinyl Composition Tile
  - d.  Sqft. -- Sealed or Painted Concrete
  - e.  Sqft. -- Terrazzo
  - f.  Sqft. -- Marble or Stone
  - g.  Sqft. -- Ceramic or Quarry Tile
  - h.  Sqft. -- Sheet Goods
  - i.  Sqft. -- Rubber Flooring
  - j.  Sqft. -- Raised (Computer Room) Flooring
- Are carpets and rugs free of tears and trip hazards?
  - Yes
  - No  *Lineal feet* of tears or trip hazards.
- The work associated with the condition of the building's floor finishes should be performed:
  - Severity Index 1: Threat is immediate to next twelve months

The browser status bar at the bottom shows "initialize", "Trusted sites", and "100%" zoom level.

# Approver Information - Completion

Once the Questionnaire has been **Approved**, your job as an Respondent and/or Approver is complete!



VFA.facility - noaa.rad.vfa.com - Windows Internet Explorer

VFA Questionnaire

Home | My Profile | Favorites | Help | Respondent Help | Feedback | Logout

### Asset List

The property(s) below reflect the building(s) you will be providing information about. As you complete the survey, the status field will indicate whether your survey has been completed, or is in process. The Facility Condition Index (FCI), will be adjusted as you complete the survey to reflect the cost to correct the deficiencies you identify, divided by the replacement value of the building. The other fields on this screen are for informational purposes only. To start the process, click on the Property Name and then Click on "Review/Update Basic Building Information".

Region/Program Office: All

Review/Update Basic Building Information    Begin/Complete Questionnaire

(7 Assets)

ID	Property Name	Class.	Status	FCI	Replacement Value	Date Modified	City	State	Complex	Ownership
FL2883ZZ	Americold Corp	Laboratori	Start	0.0146	\$313,300	6/27/07	TAMPA	FL	Americold Corp	GSA Leased
MD0283ZZ	Avenel Business Park	General Office	Start	0	\$2,641,697	6/27/07	GAITHERSB	MD	Avenel Business Park	GSA Leased
WAW05408	Boat Shed	Warehouse	Approved	0.0436	\$454,536	6/29/07	SEATTLE	WA	Marine Operations Center - Pacific	DOC Leased
CA0221ZZ	John F. Shea Federal Building	Housing	Start	0	\$1,579,610	6/27/07	SANTA ROSA	CA	Santa Rosa Fed Bldg	GSA Owned
SCC00501	Leased Laboratory Building	Laboratori	Start	0.0247	\$10,602,603	6/27/07	CHARLESTO	SC	NOS Charleston Laboratory	DOC Leased
AKW15422	Supply Warehouse Building	Warehouse	Start	1.5336	\$374,030	6/27/07	FAIRBANKS (GILMORE CREEK)	AK	Gilmore Creek	DOC Owned
14000665	WFO - Key West, FL	WFO	In Progress	0.0619	\$2,066,141	6/27/07	KEY WEST	FL	WFO	DOC Owned

Done    Trusted sites    100%

- **Questions?**
- Email [help@vfa.com](mailto:help@vfa.com) or call 888-506-8500 to reach VFA Software Support
- All email requests or voicemail messages will be responded to within one business day.

