Annual Collection of Building Data Help Document

For assistance, contact OSPI School Facilities at: (360) 725-6265 or school.facilities@k12.wa.us

Data Collection Navigation

In order to complete the Annual Collection of Building Data, all facilities in the district must be verified by an authorized district representative. This can be done by using the buttons at the lower left and right corners of the data collection screens to navigate through each of the three required sections of the data collection. These sections include the Energy Tab, Facility Tab, and Building Tab.
When the data for the last building of each facility in a district has been reviewed and updated, the following pop-up window will appear:

![Verify A.J. West Elementary School](image)

**Note:** Once a building is verified it will be locked. Contact OSPI School Facilities to have a facility unlocked.

Progress can be monitored on the Facility and Summary Tabs as seen in the samples below.
Energy Tab

If any facilities in your district use Energy Star Portfolio Manager to track energy or water use, please answer the questions on the Energy Tab.

If Energy Star is not currently used by the district, answer no to the following question:

Facility Tab

First, confirm that all of the district facilities appear in the list on the left side of the page. Add any facilities not shown in the list by clicking on the “Add Facility” button.

Next:

- Confirm the grade ranges are correct for the selected facility.
- Add all school codes associated with the selected facility.
- Select which types of kindergarten programs are offered at the facility: half-day, full-day, or both.

Building Tab

Confirm that all of the selected facility’s buildings are listed in the tab to the left. If any of the buildings are missing, add the building by clicking the “Add Building” button.

Note: All of the buildings on the facility campus must be reviewed before verifying the facility.

Next:

- Confirm or select the Building Type for each building.
- Update the Star Condition Rating if needed.
- Add/confirm the Year Built field.
- Update Characteristics.
- Add/update Classrooms and Teaching Stations to reflect the 2014-2015 school year.

After all of a facility’s buildings have been reviewed and updated, the facility can be verified.
Once all the facilities in the district are verified, the following pop-up will be shown:

Clicking certify will submit the Collection of Building Data. If there are still changes to be made, click cancel. When ready to certify, the Certify Button can be found on the Summary Tab.

Summary Tab

The Summary Tab gives an indication of the total completeness of the data collection. The status of the data collection will remain “Incomplete” until all facilities have been verified and the Certify Button has been clicked to submit the data to OSPI. The Certify button will appear on the Summary Tab after all facilities have been verified.