

PREVENTATIVE MAINTENANCE INSPECTIONS

Android Participant Guide



LINCOLN
MILITARY
HOUSING

Every Mission Begins at Home®

OUR MISSION

At Lincoln Military Housing, our mission is to provide military families with exemplary service in a quality home environment, employees with unparalleled opportunities for personal and professional development, and military partners with quality homes and vibrant neighborhoods.

TEAM MEMBER

PARTICIPANT GUIDE

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OUR CORE VALUES

WE ACCOMPLISH
OUR MISSION THROUGH:



Commitment

We passionately strive each day to deliver on our mission to serve our residents, our partners, and each other.



Balance

We all take responsibility for creating and maintaining a healthy work-life balance for ourselves and each other.



Respect

We strive to treat others as we would like to be treated.



Empowerment

Each of us is encouraged to take initiative, ownership, and make good business decisions in the best interest of those we serve.



Integrity

We are always honest and truthful, we do what is right - ALWAYS.



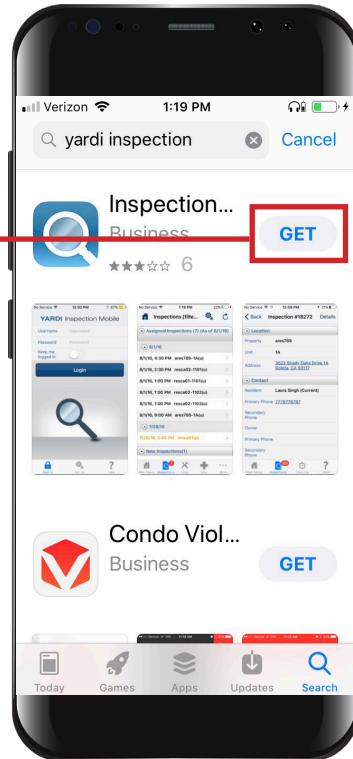
Communication

Our interactions with each other are respectful, we listen with an open mind, provide honest feedback, and we are receptive to new ideas.

■ DOWNLOADING YOUR APP

Follow the steps below to download the YARDI Inspections App.

- 1 Go to the Google Play Store to download the free **YARDI Inspections App**.



SETTING UP YOUR INSPECTIONS APP

Follow the steps below to set up the YARDI Inspections App once it's been downloaded from the Google Play Store.

1 Tap the **Settings** icon.



2 Tap **Scan**.



3 Scan the **QR code**.



NOTE: Use this QR code for Android devices.

4 Tap **Save**.

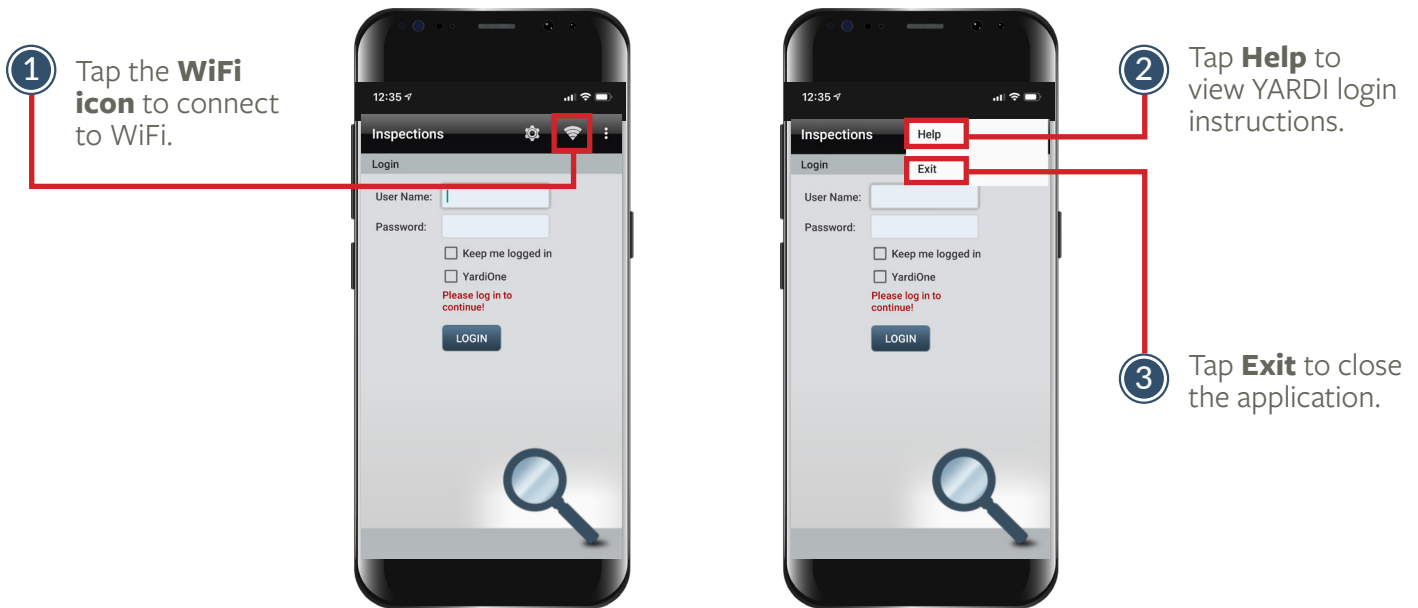


5 Tap **OK**.

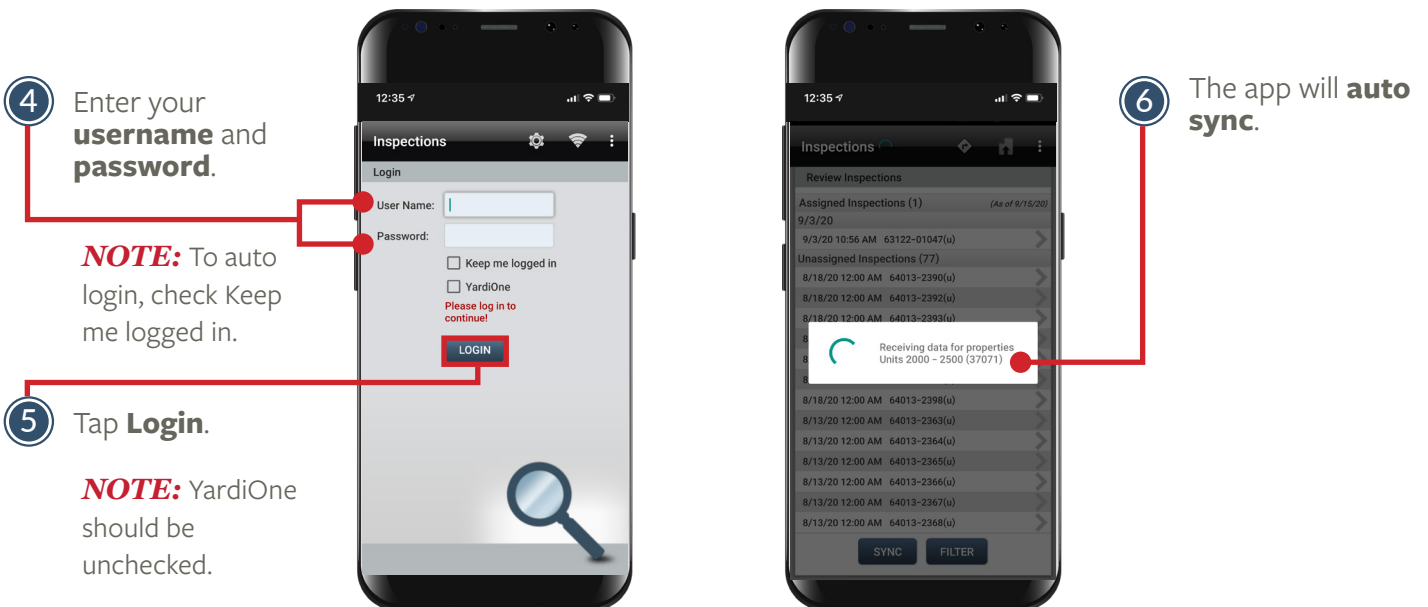


SIGNING IN TO YOUR INSPECTIONS APP

You must be setup as an inspector to utilize the YARDI Inspections App. Enter a help desk ticket to be setup as an inspector. Follow the steps below to sign into the YARDI Inspections App once the QR code has been scanned and you have received your login information.

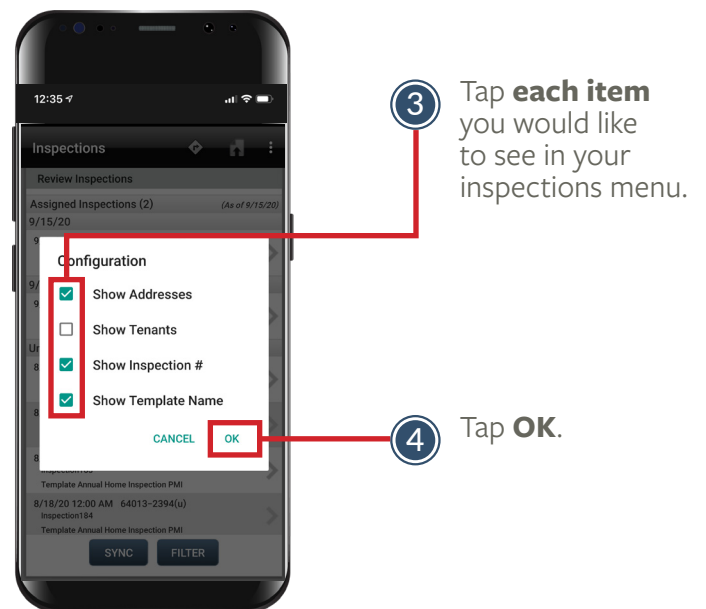
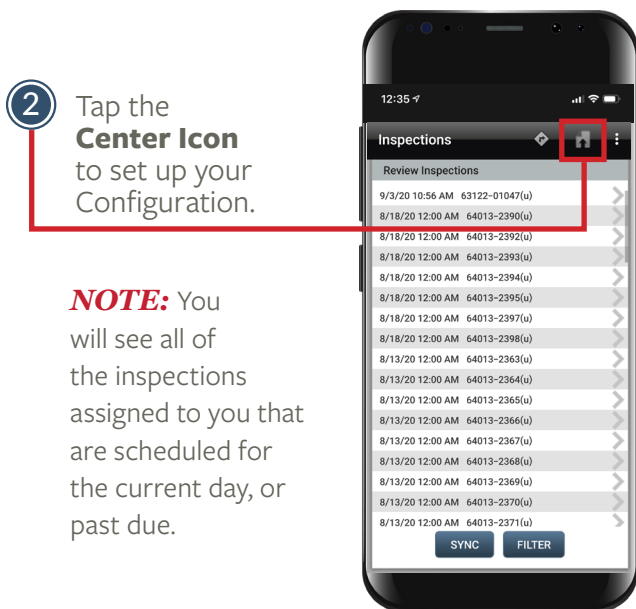


NOTE: Your YARDI Inspections App login will be the same as your YARDI Maintenance Mobile App.



SETTING UP YOUR INSPECTIONS MENU

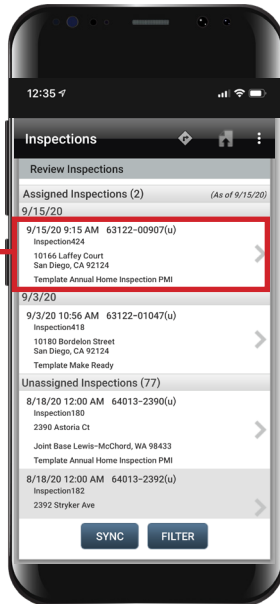
Follow the steps below to setup your inspections menu.



STARTING & STOPPING YOUR INSPECTION(S)

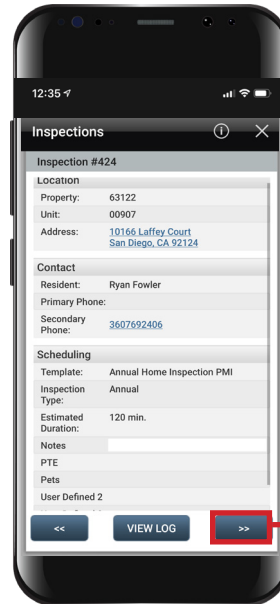
Follow the steps below to start and stop your Preventative Maintenance Inspection(s).

1 Tap the **inspection work order** you want to start.

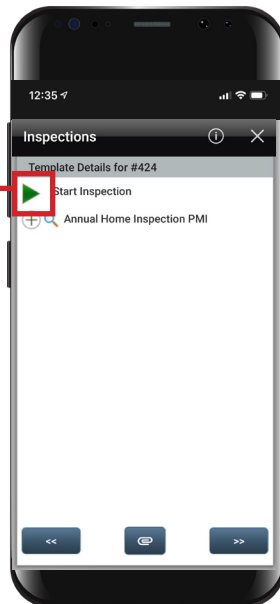


NOTE: Tap Sync to sync your Inspections menu.

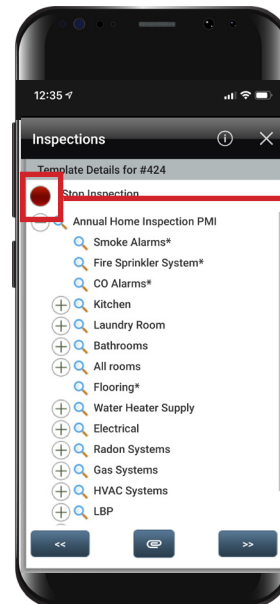
2 Tap the **Right Arrow**.



3 Tap the **Green Arrow** to Start the inspection.



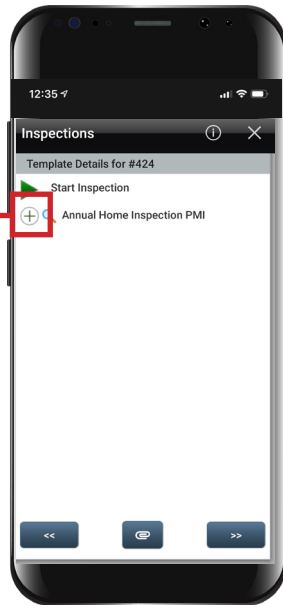
4 Tap the **Red Circle** to Stop the inspection.



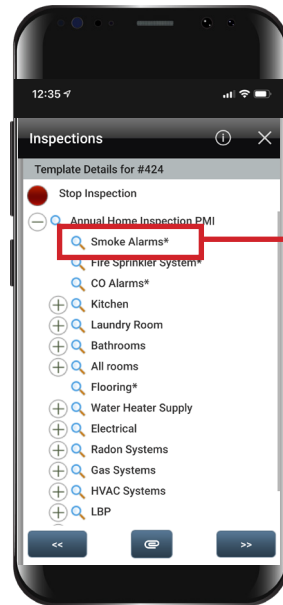
PERFORMING YOUR INSPECTION(S)

Follow the steps below to perform your Preventative Maintenance Inspection(s).

1 Tap the **+** icon next to the category.

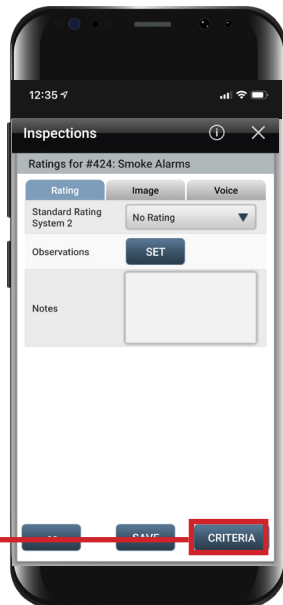


2 Tap the **sub category**.

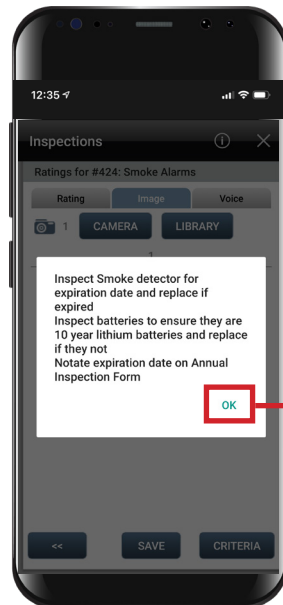


NOTE: Categories appear next to the +/- icons. Sub categories appear next to the magnifying glass icon.

3 Tap **CRITERIA** to view sub category inspection instructions.



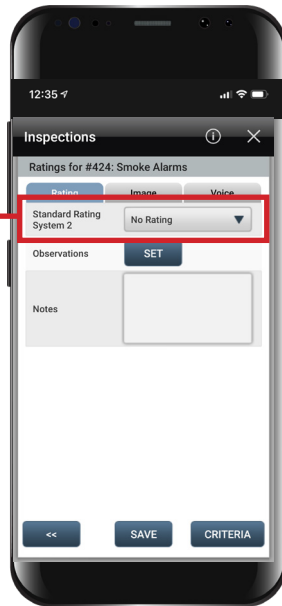
4 Tap **OK**.



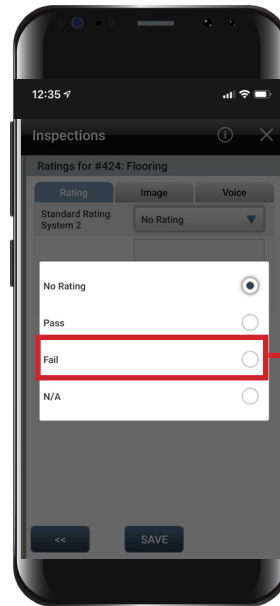
DOCUMENTING A FAILED SUB CATEGORY

Follow the steps below to document a failed sub category. Any failed sub category requires a corrective Observation to be selected (Needs Cleaning, Needs Repair, Needs Replaced), which will automatically generate a work order in YARDI. Any life safety item found to be in need of repair will have an emergency work order automatically generated. Photos are required for all failed sub categories.

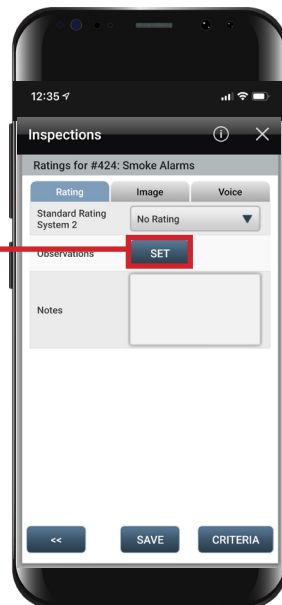
1 Tap the **Standard Rating System** drop down.



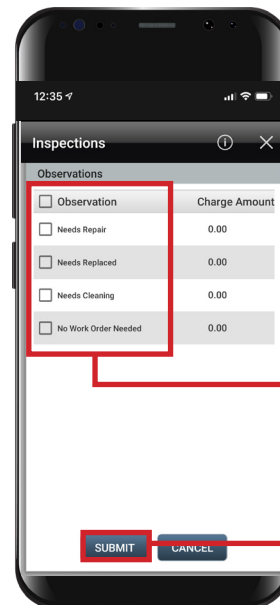
2 Tap **Fail**.



3 Tap **Set** Observations.



4 Tap Applicable **Observation**.



5 Tap **Submit**.



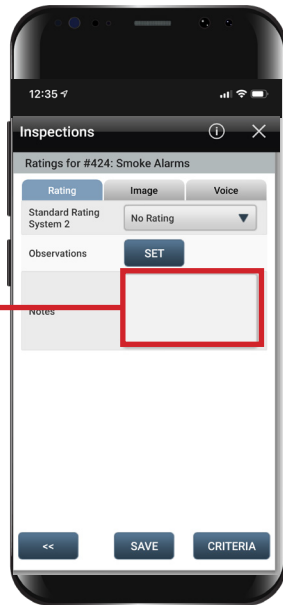
NOTE: Failed Observations include Needs Repair, Needs Replaced, or Needs Cleaning.

NOTE: An Observation must be selected for every sub category.

DOCUMENTING A FAILED SUB CATEGORY *con't*

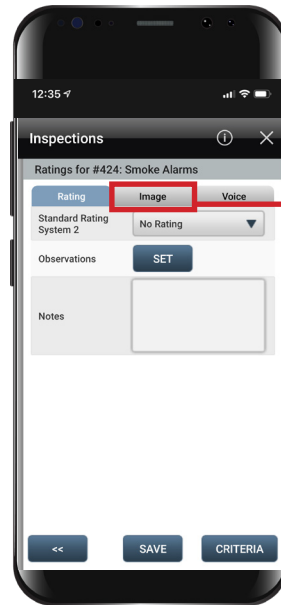
Follow the steps below to document a failed sub category. Photos are required for all failed sub categories.

6 Enter **Observation Notes**. This includes the age and/or condition of items inspected.



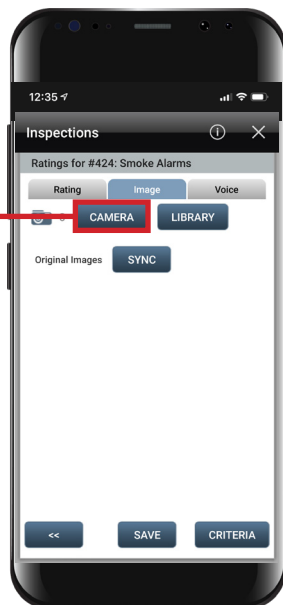
NOTE: Notes entered must be objective in writing and will be visible to Residents via the generated work order Brief Description container.

7 Tap **Image**.



NOTE: Set your device to use the lowest resolution for taking photos.

8 Tap **CAMERA** to take a photo.



NOTE: All wet areas must have a photo of the moisture reading.

9 Tap **OK**.

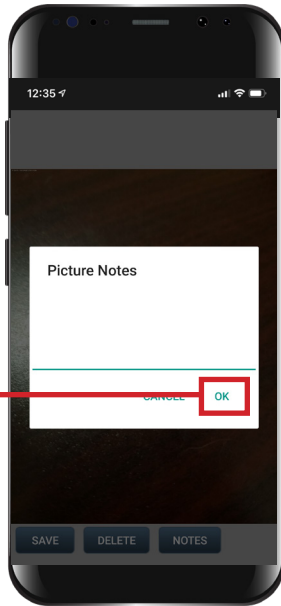


NOTE: Tap Retry to retake the photo.

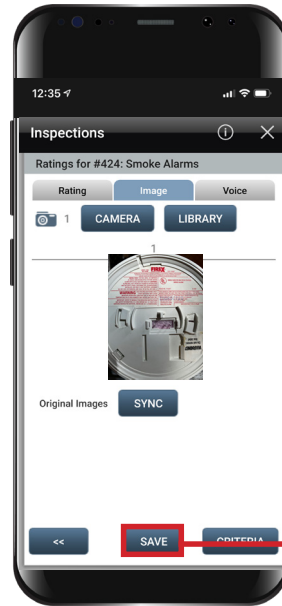
DOCUMENTING A FAILED SUB CATEGORY *con't*

Follow the steps below to document a failed sub category. Photos are required for all failed sub categories.

10 Enter **Picture Notes** and Tap **OK**.

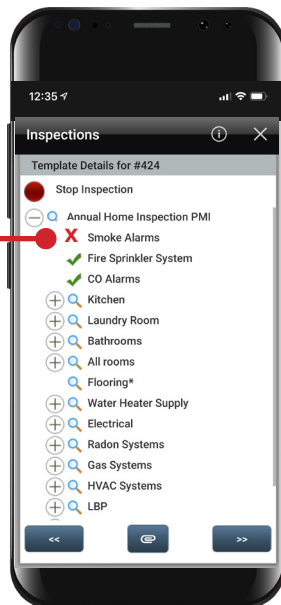


11 Tap **Save**.

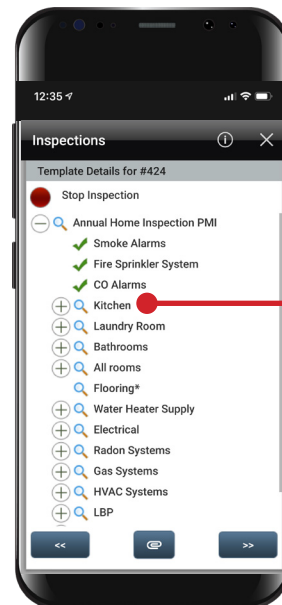


NOTE: Tap Camera to add another photo.

12 The **Red X** indicates a **failed sub category**.



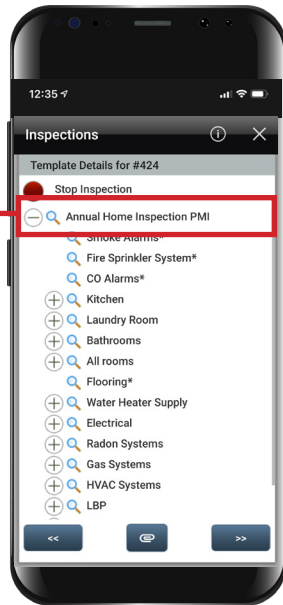
13 **Continue** to the next **sub category** or **category**.



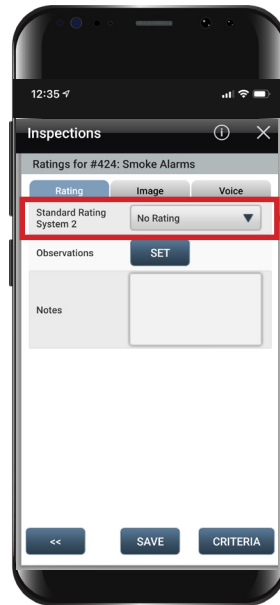
DOCUMENTING A PASSED SUB CATEGORY

Follow the steps below to document a passed sub category. Any passed sub category requires a No Work Order Needed Observation be selected. Photos are required for all passed items.

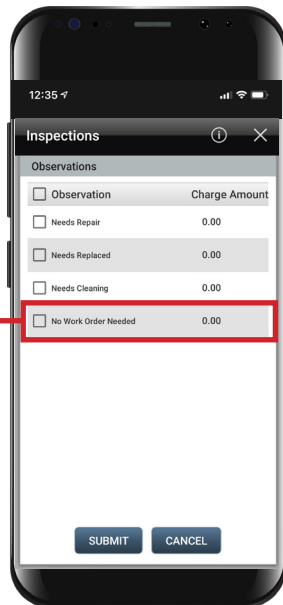
1 Tap the **sub category**.



2 Tap the **Standard Rating System** drop down.

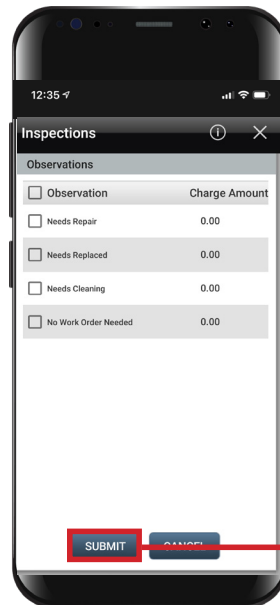


3 Tap **No Work Order Needed**.



NOTE: An Observation must be selected for every sub category.

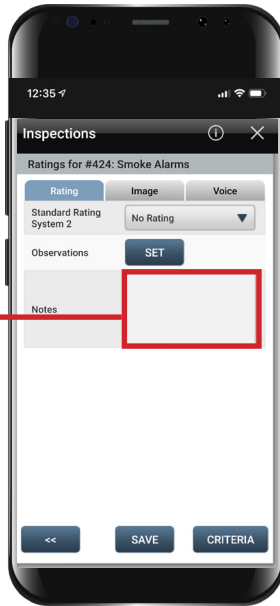
4 Tap **Submit**.



DOCUMENTING A PASSED SUB CATEGORY *con't*

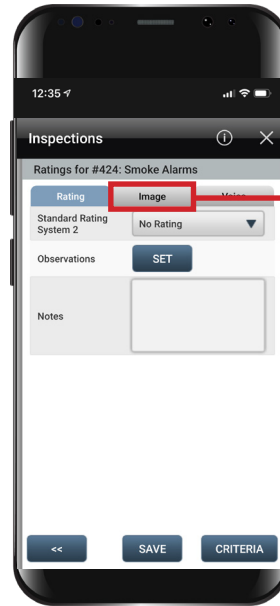
Follow the steps below to document a passed sub category. Any passed sub category requires a No Work Order Needed Observation be selected. Photos are required for all passed items. A work order is not generated for passed items.

6 Enter **Observation Notes**. This includes the age and/or condition of items inspected.



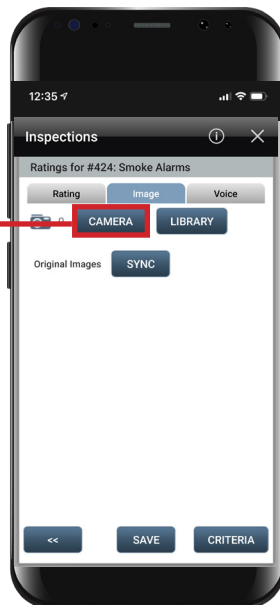
NOTE: Notes entered must be objective in writing and will be visible to Residents via the generated work order Brief Description container.

7 Tap **Image**.



NOTE: Set your device to use the lowest resolution for taking photos.

8 Tap **CAMERA** to take a photo.



NOTE: All wet areas must have a photo of the moisture reading.

9 Tap **OK**.

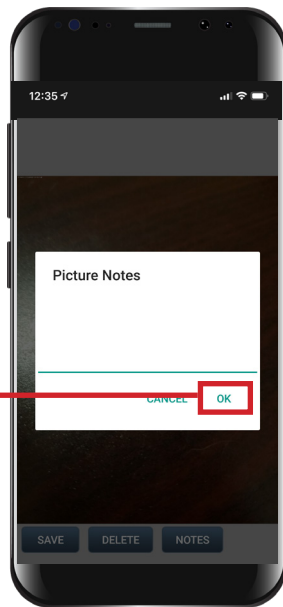


NOTE: Tap Retry to retake the photo.

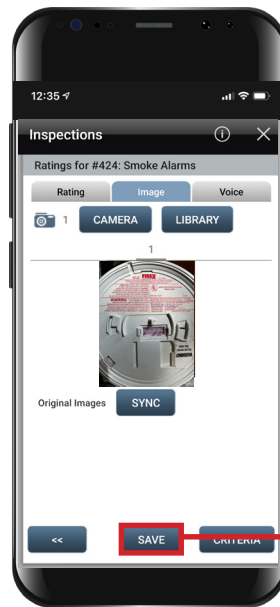
DOCUMENTING A PASSED SUB CATEGORY *con't*

Follow the steps below to document a passed sub category. Any passed sub category requires a No Work Order Needed Observation be selected. Photos are required for all passed items.

10 Enter **Picture Notes** and Tap **OK**.

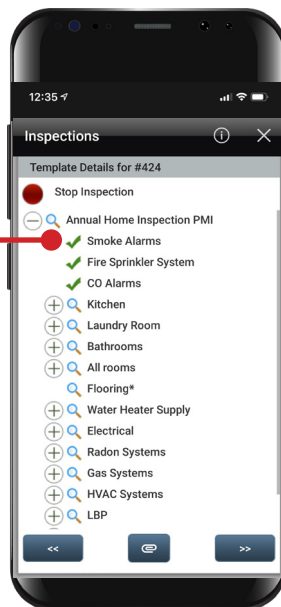


11 Tap **Save**.

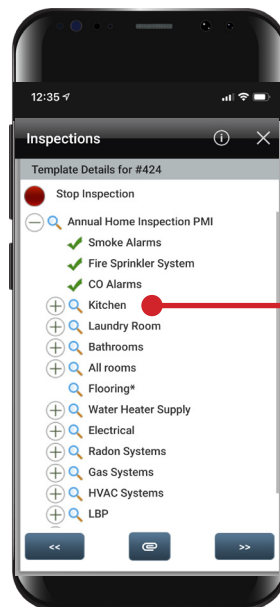


NOTE: Tap Camera to add another photo.

12 The **Green Check** indicates a **passed sub category**.



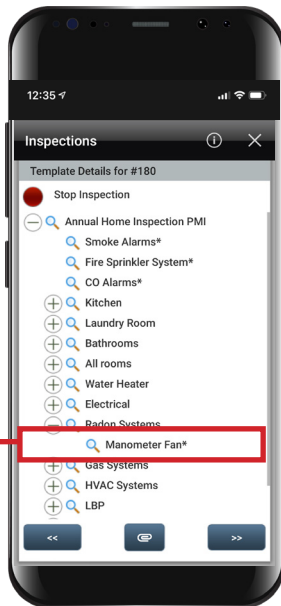
13 **Continue** to the next **sub category** or **category**.



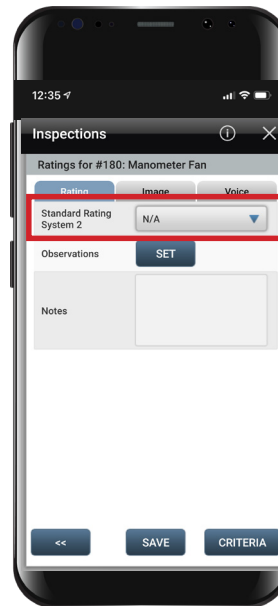
DOCUMENTING A NON-APPLICABLE SUB CATEGORY

Follow the steps below to document a non-applicable sub category. This item does not exist at the home.

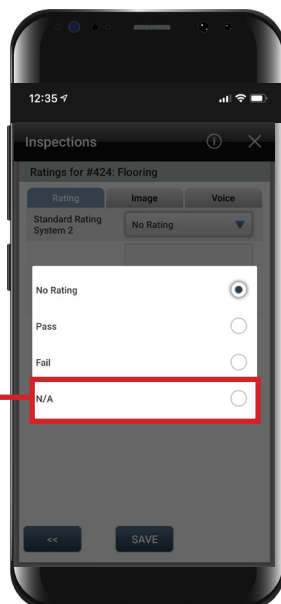
1 Tap the **sub category**.



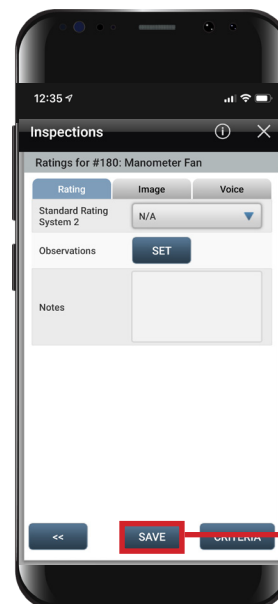
2 Tap the **Standard Rating System** drop down.



3 Tap **N/A**.



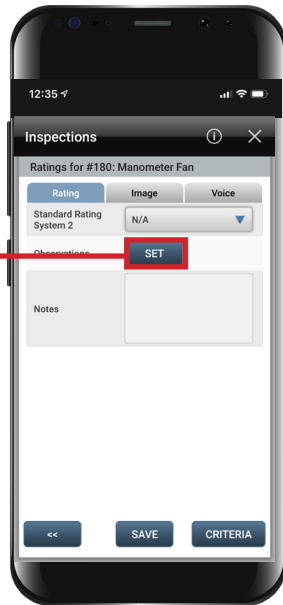
4 Tap **Save**.



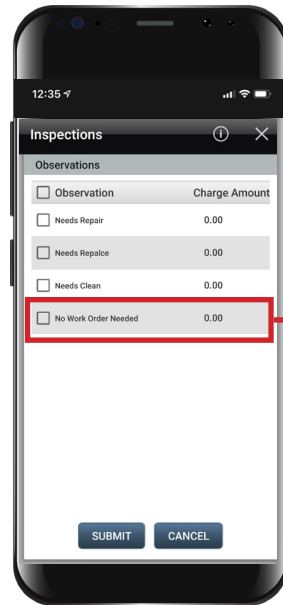
DOCUMENTING A NON-APPLICABLE SUB CATEGORY *con't*

Follow the steps below to document a non-applicable sub category. This item does not exist at the home.

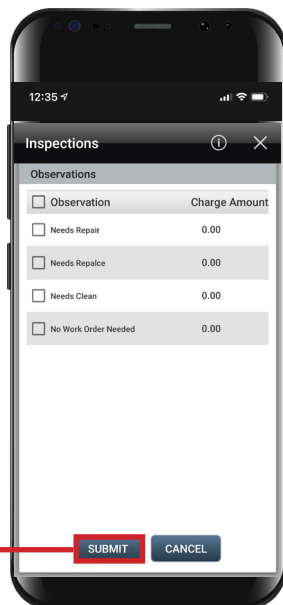
5 Tap **Set** Observation.



6 Tap **No Work Order Needed**.



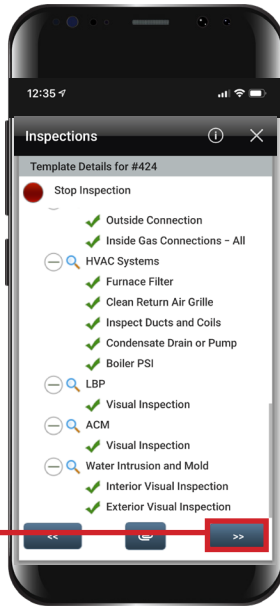
7 Tap **Submit**.



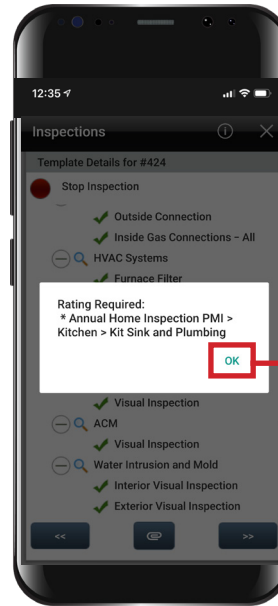
FINALIZING YOUR INSPECTION(S)

To finalize your inspection(s), all sub categories must be completed. Follow the steps below to finalize your inspection(s).

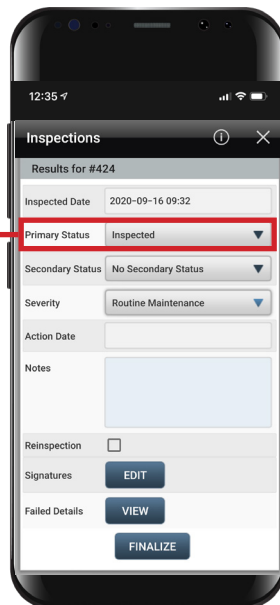
1 Tap the **Right Arrow** to complete your inspection.



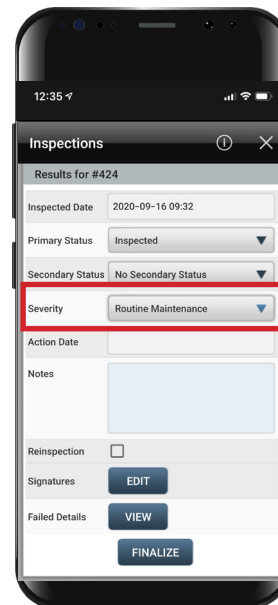
2 A warning appears that lists any pending required items. Tap **OK** and proceed to complete pending items.



3 Tap **Primary Status** and Tap **Inspected**.



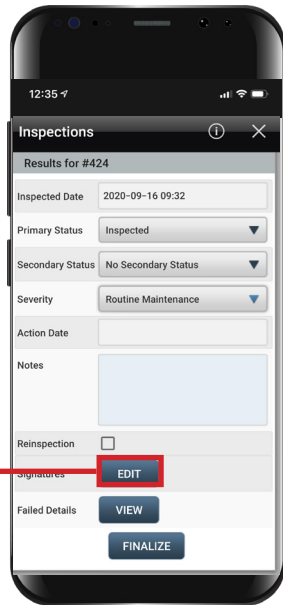
4 Tap **Severity** and Tap **Routine Maintenance**.



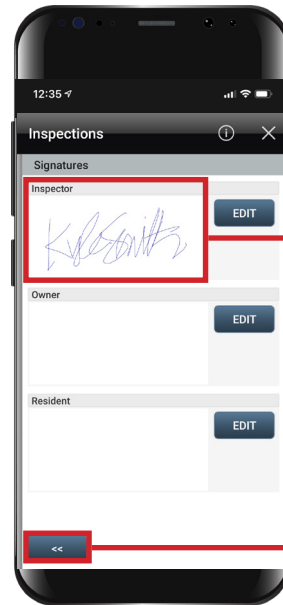
FINALIZING YOUR INSPECTION(S) *con't*

To finalize your inspection(s), all sub categories must be completed. Follow the steps below to finalize your inspection(s).

5 Tap **Signatures Edit**.



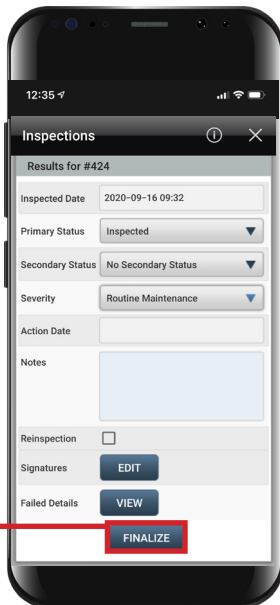
6 Under Inspector, **sign** the inspection.



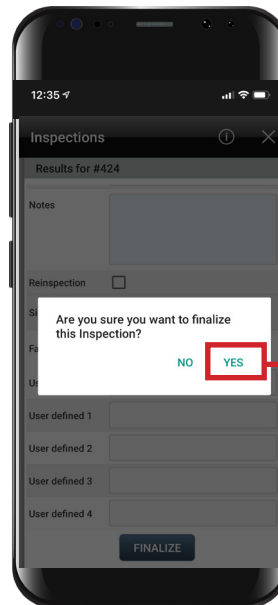
NOTE: Owner and Resident fields should be left blank.

7 Tap **Left Arrow**.

8 Tap **Finalize**.



9 Tap **YES**.



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