

User Guide



SAFEFACILITY



www.dicabi.com

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Installation and Activation

System Requirements

IOS operating system version 12 and above

Android operating system 8 and above

Installation



Available for download on the Apple App Store and the Google Play Store



Things to know for setting up and registering an account:

Accounts with single site:

- Number of Advance Users
- Number of Basic Users
- Facility information including address
- Users Information
 - Name
 - Email
 - Temporary Password

Accounts with multiple sites:

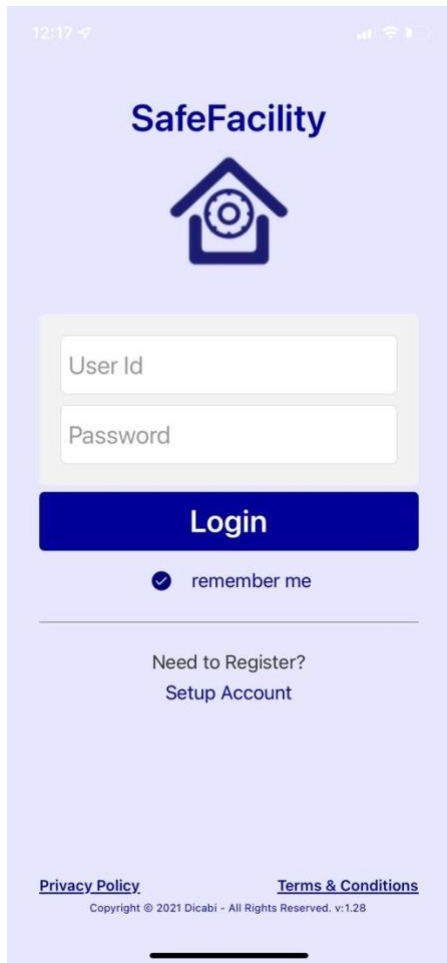
- Number of facilities including address of each site
- Number of Advance Users per site
- Number of Basic Users per site
- Users Information
 - Name
 - Email
 - Temporary Password

Vendors can be added at time of setup if available.

Existing checklist will be added by Dicabi Solutions at time of setup. Additional checklists can be added by contacting safefacility@dicabi.com.

Registering and Setting Up

After installing the application and opening it, a log in screen will appear prompting the user to set up an account.

The image shows the SafeFacility login screen on a mobile device. At the top, the time is 12:17 and there are status icons for cellular, Wi-Fi, and battery. The app logo "SafeFacility" is in blue, with a house icon containing a camera lens below it. There are two input fields: "User Id" and "Password". Below these is a blue "Login" button. Under the button is a "remember me" checkbox with a checkmark. A horizontal line separates the login section from the registration section, which says "Need to Register? Setup Account". At the bottom, there are links for "Privacy Policy" and "Terms & Conditions", and a small copyright notice: "Copyright © 2021 Dicabi - All Rights Reserved. v:1.28".

1. Click Setup Account to create an account as an Admin user.
2. Follow guidance in Setting up an Account section in this guide.

Admin users can create the agency and default facility.

Any advance level user can then add basic level users and passwords, vendors, and facilities.

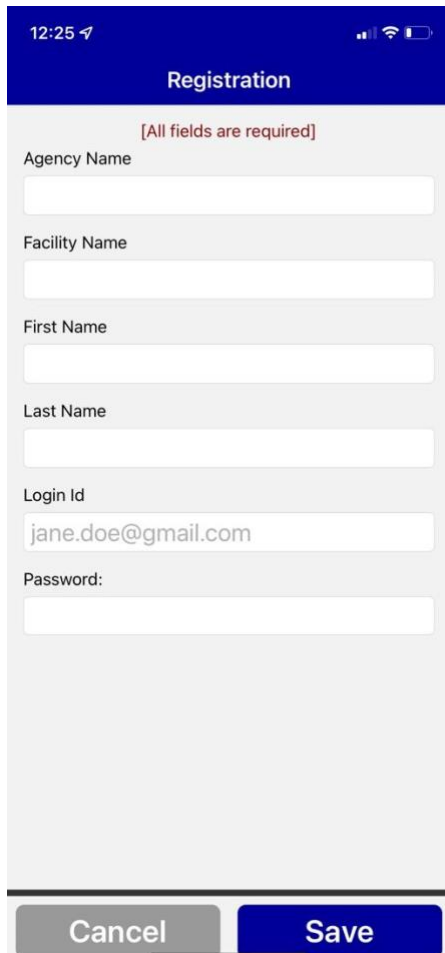
Users with existing login information:

1. Follow guidance in Login section in this guide.

Contact safefacility@dicabi.com for Registration and Setup support.

Setting up an Account

Admin users create the agency and default facility. Admin and Advance users can then add basic users, passwords, additional facilities, and vendors from Settings option after account setup.



12:25

Registration

[All fields are required]

Agency Name

Facility Name

First Name

Last Name

Login Id

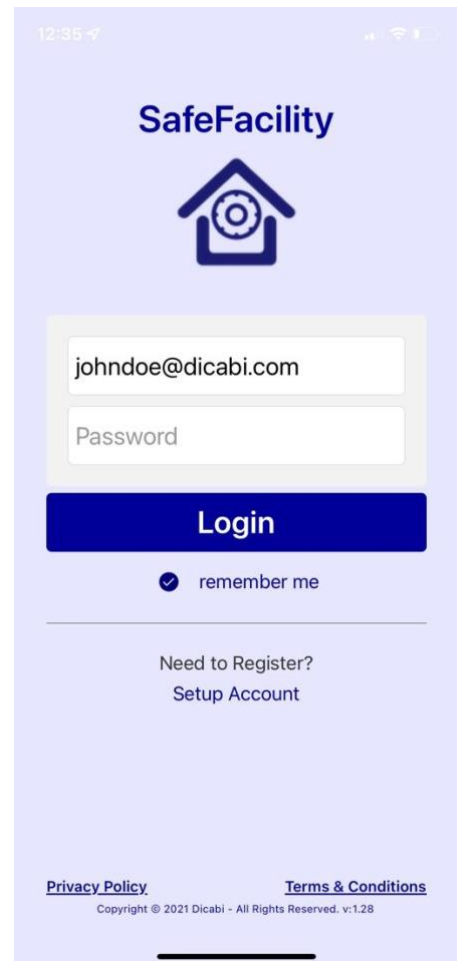
jane.doe@gmail.com

Password:

Cancel Save

1. Enter the name of agency.
2. Enter the name of the facility or site.
3. Complete the form, including the first and last name of the user, user's email address as the login id and a password.
4. Click **Save**

5. The log in screen will appear.
6. User Id will default to registered login id.
7. Enter password and click **Login**



12:35

SafeFacility



johndoe@dicabi.com

Password

Login

☒ remember me

Need to Register?
Setup Account

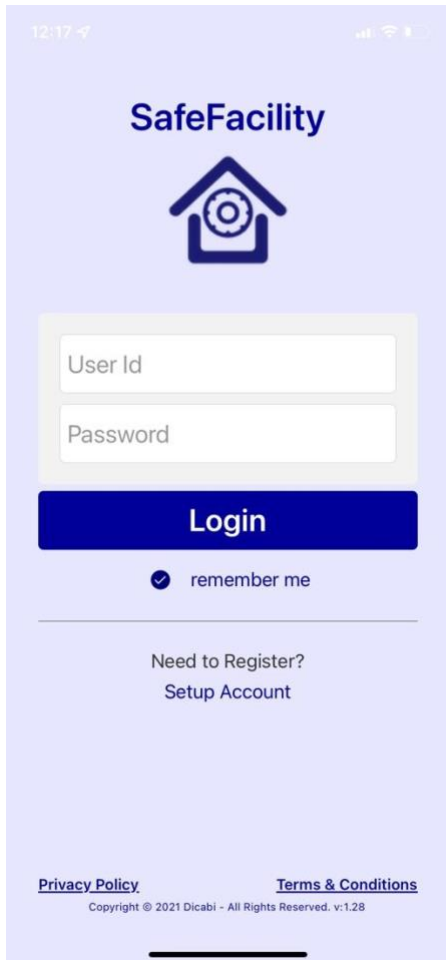
[Privacy Policy](#) [Terms & Conditions](#)

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Login

After installing the application and opening it, a log in screen will appear prompting the user to set up an account.

Login Page



1. Enter your User Id.
2. Enter your password.
3. Users added by the admin user will be assigned a password. This can be reset by an admin level user.
4. Login button initiates the authenticating of the user/password. An error message “Invalid User Id or Password, try again” is displayed if the User Id or password is incorrect or the user is inactive.

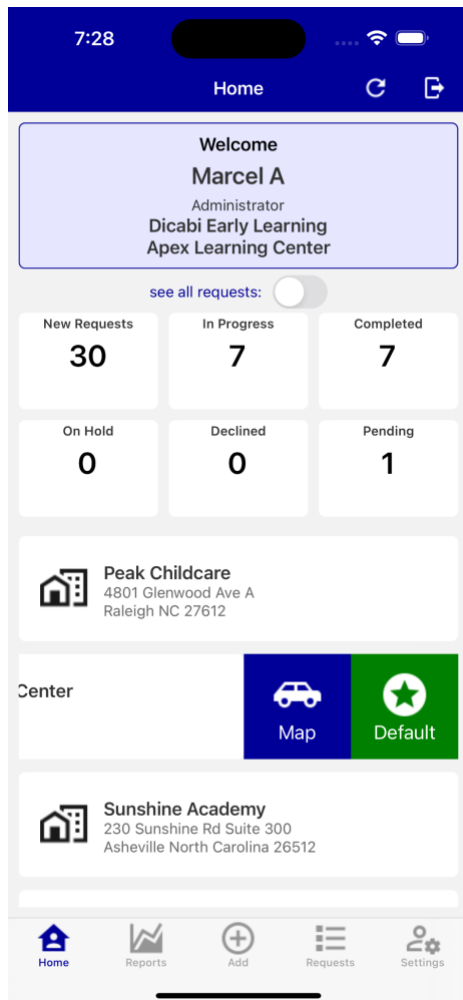
Checking the “Remember me” checkbox will save the User Id on the device so the user will not have to re-key the User Id when starting the app next time. If it is already saved and it becomes unchecked, then it will not remember the User Id for the next login attempt.

5. Privacy Policy and Terms & Conditions are links to Dicabi Solutions terms.

Tip: User Id is usually the user's work email. (i.e.: john.doe@company.com)

Home Page

After logging in, the  page is displayed with a welcome section, request section and a list of facilities.



The top welcome section lets the user know they have logged into the app as the correct person. It shows their first name, role within the company, the agency and the default facility.

The middle request section provides an at a glance view of the number of requests and statuses. Users for multi-site agencies can toggle the see all request option see all sites or a single site.

The bottom facility section provides a list of all assigned facilities to the user. By swiping left, the options for getting directions or setting a facility as the default is displayed.

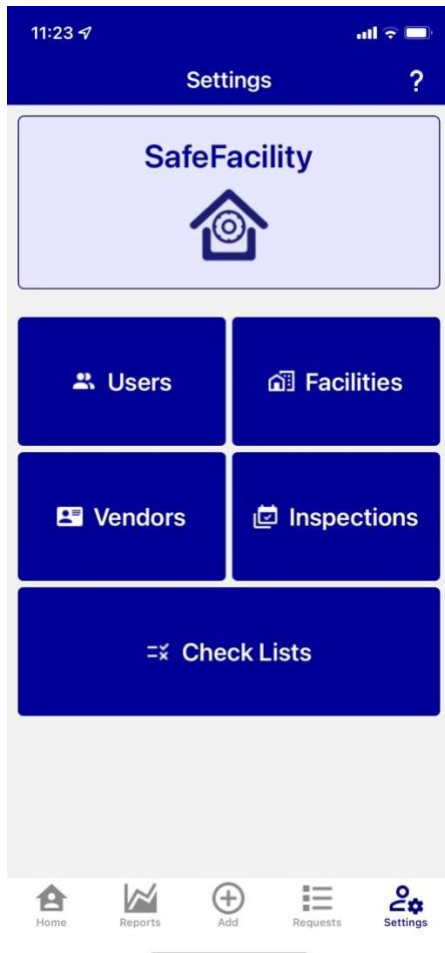
Bottom tab bar options include:

-  Home page
-  Reports (advance users only)
-  Add request
-  List of requests
-  Settings

Tip: Use the  icon to log out of the app and the  icon to refresh the page in the navigation area on the top of the page.

Settings Page

The Settings page displays options based on user permissions.



Users

Use this option to add new users, create log in credentials, assign users to facilities, entered approval levels, edit existing users and deactivating users. The Manage Users page will list all users associated with the agency.

Facilities

Use this option to add facilities with the address, edit information and deactivate facilities. The Manage Facilities page will list all facilities associated with the agency.

Vendors

Use this option to add vendors, address, contact information, contract dates, edit existing vendors and information and deactivate vendors. The Manage Vendors page will list all vendors entered by the agency.

Inspections

Use this option to add inspections based on facility, including the due and scheduled dates. The Manage Inspections page will list all inspections entered by the agency.

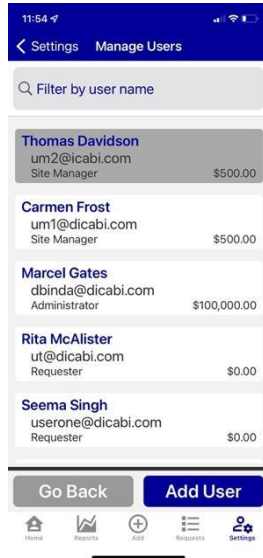
Checklist

Basic level users will have access to the Check Lists and User Guide

Use this option to complete checklist for each facility. The checklist page will list all checklist associated with the agency.

Manage Users

Adding Users



Advance users can add new users from the manage users page.

1. Click  icon to access the settings page.

2. Click 

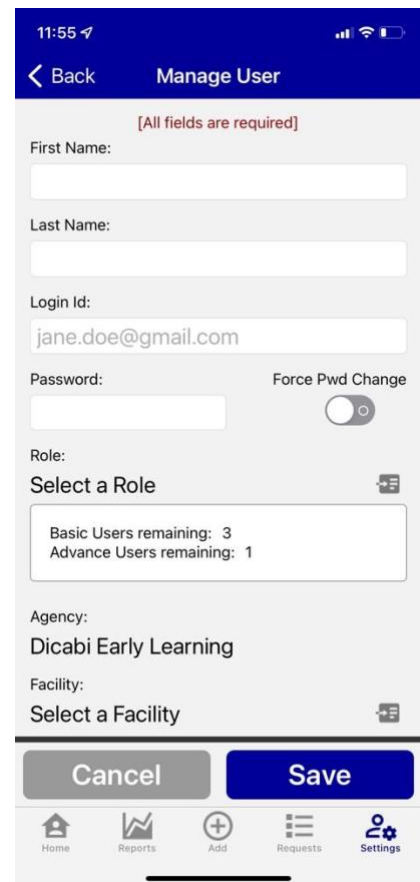
3. The Manage Users page will be displayed.

4. Click 

5. Enter all fields.

- First name
- Last name
- Login Id (User Id) in email format (jane.doe@gmail.com)
- Password
- Forced Pwd Change - toggled on will force the user to change password upon next login
- Select Role - the list will provide the correct selections based on how many roles have been applied. If someone is inactive, their role becomes available again.
- Agency - defaults based on user
- Facility - this could be a multi-list of facilities that a person has access to
- Cost Threshold - approval level of the user.
- Inactive switch deactivates the user when on and prevents them from logging into the app.

6. Click 



[All fields are required]

First Name:

Last Name:

Login Id:

Password: Force Pwd Change ☐

Role:
 Select a Role
 Basic Users remaining: 3
 Advance Users remaining: 1

Agency:
 Dicabi Early Learning

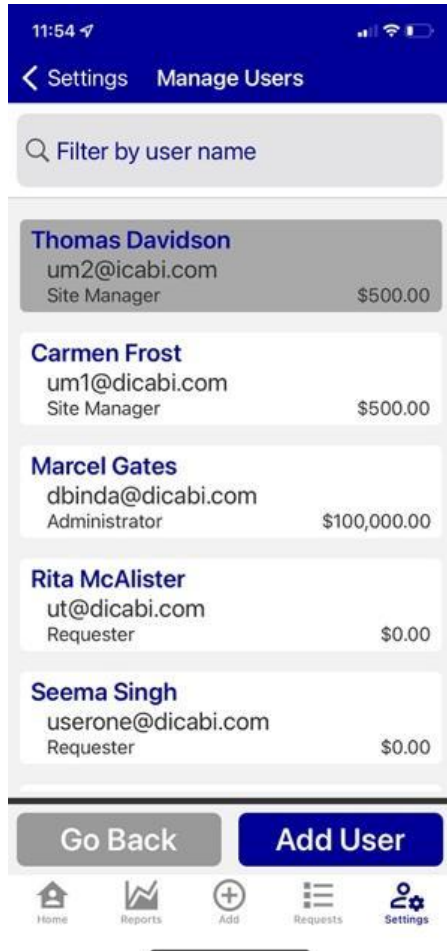
Facility:
 Select a Facility

Contact safefacility@dicabi.com to increase the number of users.

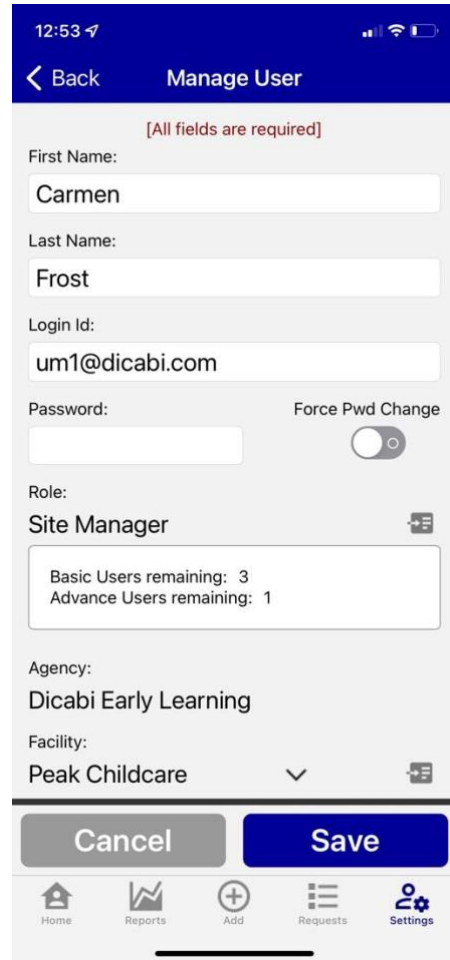
Tip: Use the cancel button to return to the User list. The save button validates the data. An error message will appear if any required fields are left blank.

Editing Users

The Manage Users page will list all users associated with the agency. Inactive users will be grayed out and active users will contain a white background. This list can be filtered by user's name.



1. Tap a user from the list to be edited.



The screenshot shows the 'Manage User' form. It has a 'Back' button at the top left. The form fields are: First Name (Carmen), Last Name (Frost), Login Id (um1@dicabi.com), Password (with a 'Force Pwd Change' toggle), Role (Site Manager), Agency (Dicabi Early Learning), and Facility (Peak Childcare). At the bottom, there are 'Cancel' and 'Save' buttons. A navigation bar at the very bottom has icons for Home, Reports, Add, Requests, and Settings.

2. Review and make necessary modifications.

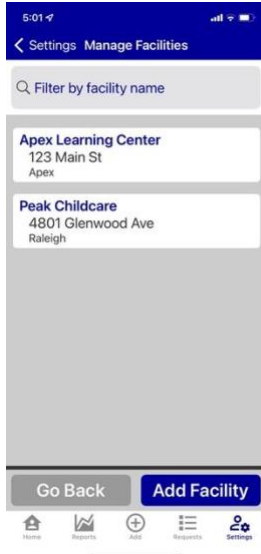
3. Complete all fields

- First name
- Last name
- Login Id (User Id)
- Password
- Select Role - the list will provide the correct selections based on how many roles have been applied. If someone is inactive, their role becomes available again.
- Agency - defaults based on user
- Facility - this could be a multi-list of facilities that a person has access to
- Cost Threshold - maximum amount the user can approve work without approval
- Inactive switch deactivates the user if on and prevents them from logging into the app.

Tip: Use the cancel button to return to the User list. The save button validates the data. Inactive users are displayed in a gray block.

Manage Facilities

Adding Facilities



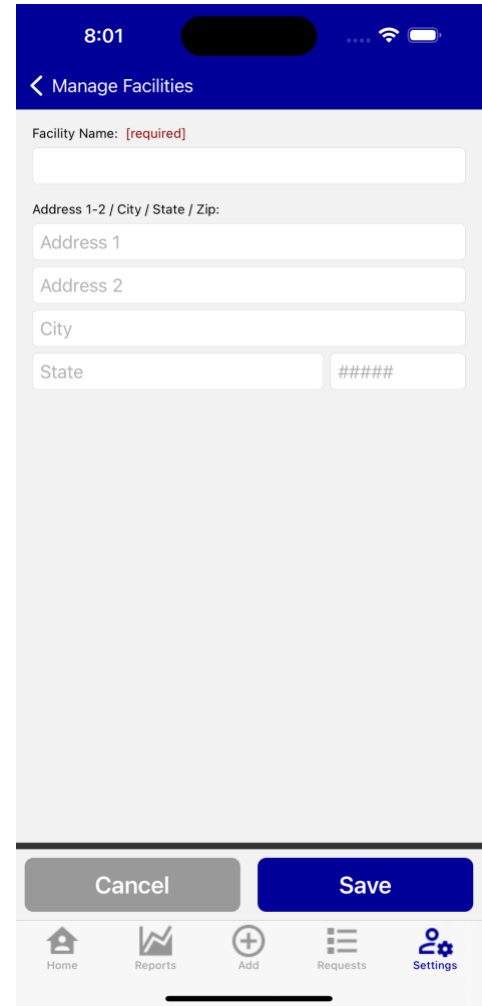
Advance users can add facilities from the manage facilities page.

1. Click  icon to access the settings page.
2. Click 
3. The Manage Facilities page will be displayed.
4. Click 

5. Enter all fields.

- Facility name
- Address Line 1
- Address Line 2
- City
- State
- Zip

The Cancel button returns to the Facility list.
The Save button validates the data.
Anything found incorrect will be highlighted red.



8:01

< Manage Facilities

Facility Name: [required]

Address 1-2 / City / State / Zip:

Address 1

Address 2

City

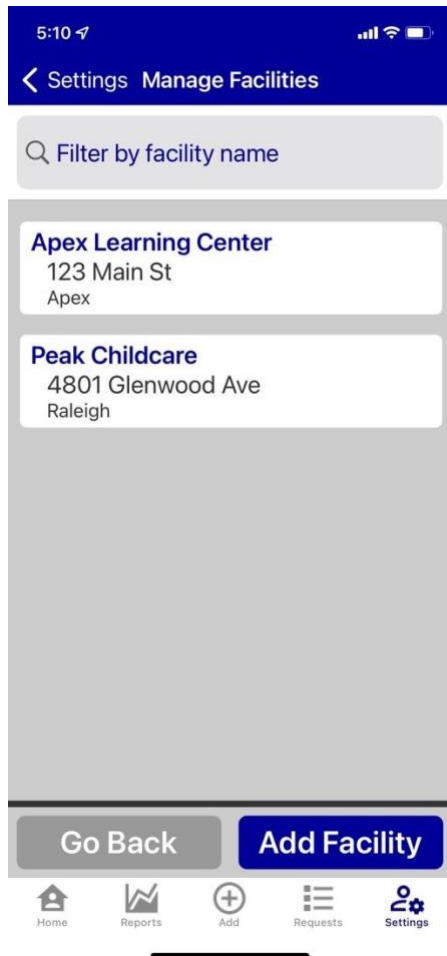
State #####

Cancel Save

Home Reports Add Requests Settings

Editing Facilities

The Manage Facilities page will list all facilities associated with the agency. Inactive facilities will be grayed out and active facilities will contain a white background. This list can be filtered by a facility name.

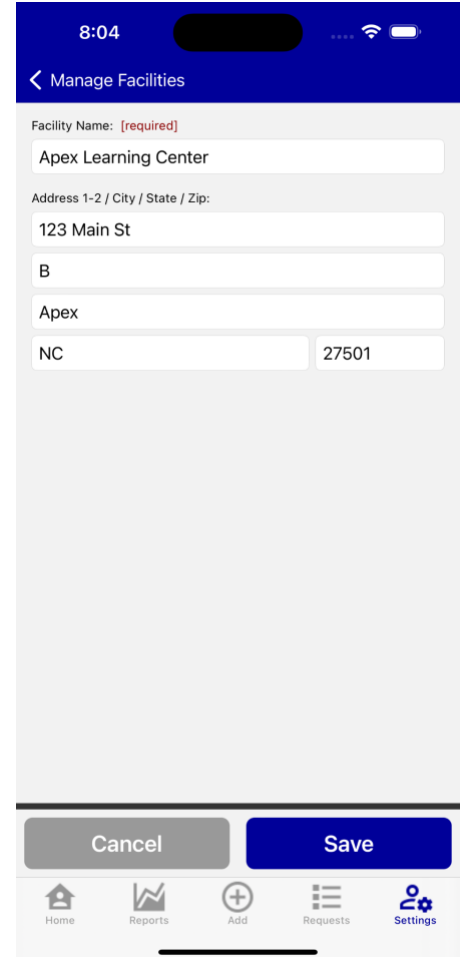


1. Select a facility from the list to be edited. Tap on the facility in the list. This will bring up a facility to be modified.

2. Review and make necessary modifications.

3. Complete all fields

- Facility name
- Address Line 1
- Address Line 2
- City
- State
- Zip

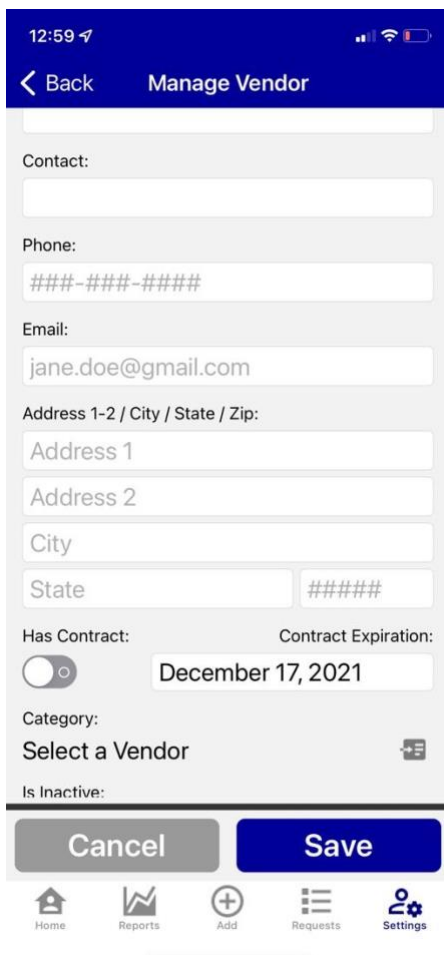


Manage Vendors

Adding Vendors

Advance users can add new vendors from the manage vendors page.

1. Click  icon to access the settings page.
2. Click 
3. The Manage Vendors page will be displayed.
4. Click 



12:59

< Back Manage Vendor

Contact:

Phone:

###-###-####

Email:

jane.doe@gmail.com

Address 1-2 / City / State / Zip:

Address 1

Address 2

City

State

#####

Has Contract: ☐ Contract Expiration: December 17, 2021

Category:

Select a Vendor

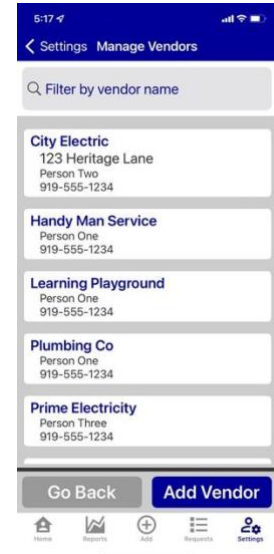
Is Inactive:

Cancel Save

Home Reports Add Requests Settings

5. Complete all fields
 - Vendor name
 - Contact person's name
 - Phone
 - Email
 - Address
 - City, State, Zip
 - Turn on Has Contract if there is a current contract with the vendor.
 - Enter contract expiration date.
 - Select Is Active if the vendor is active.

6. Click 



Tip: Use the cancel button to return to the User list. The save button validates the data. An error message will appear if any required fields are left blank.

Request Page

The Add Request page allows the user to add new request. There are five sections to complete when adding a new request:

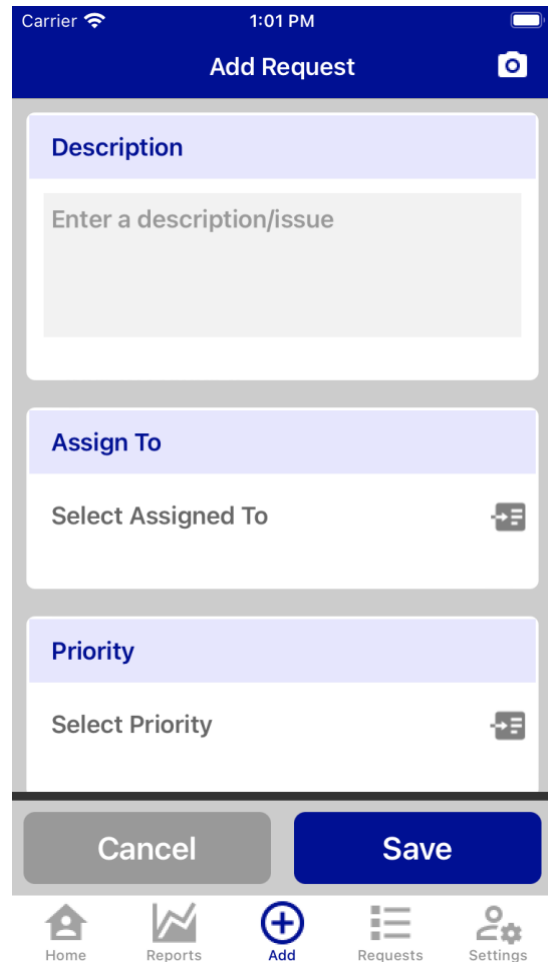
- Description
- Assign To
- Priority
- Facility
- Category

Adding New Request

1. Click the add request  icon on the home screen.

2. Complete all fields.

- **Description** - enter a description of the issue, problem or need. This is free text.
- **Assign To** - allows the user to select someone that can be assigned to the request who is associated with the default or selected facility.
- **Priority** - allows the user to pick a priority level for the request from one of the following:
 - Critical
 - High
 - Medium
 - Low



Tip: Use the camera icon available in the navigation bar to snap up to 3 photo and applied to the request. Photos will show up as a thumbnail view under the description. Tap each photo to edit or delete.

Add Request Page

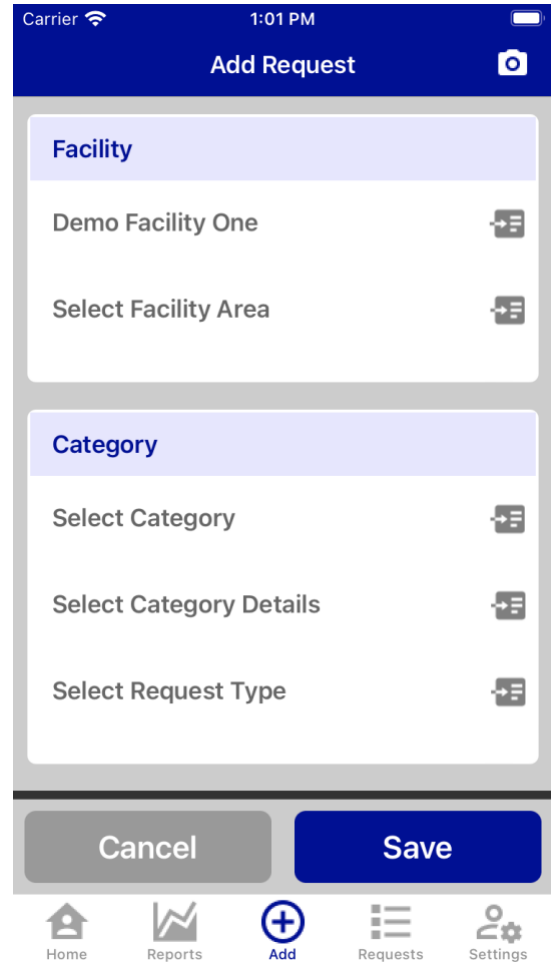
- **Facility** - defaults the selected facility from the home page. User may have the ability to choose other facilities depending on their configuration. If the facility is changed then the Assigned To will have to be selected again.

Select Facility Area - prompts the user to select where the problem/issue/need is located.

- **Category** - Select Category will prompt the user to select the general type of work that needs to be done.

The Category Details will be based upon which Category is selected. This will be dynamic if the category changes. It may prompt the user to select another detail.

The Request Type will prompt the user to select what is the reason or type of request needed.



3. Click SAVE button

The Cancel button will reset everything and reset the Facility back to the default facility.

The Save button will validate the data. Missing or blanks sections will be highlighted in **RED** prompting the user to provide a response for any highlighted red area.

Tip: Click on the  icon to for an at a glance view of the number of request and their status.

Viewing Request

There are two ways to view request, viewing request from the home screen or using the request list option.

Viewing request from the home screen.

“See all request” switch toggles the amount of data that can be seen. If it is off (by default) then it will only show information for that user and their selected facility. If the switch is on, then it will display all data for the agency.

There are 6 status boxes:

- New Requests
- In Progress
- Completed
- On Hold
- Declined
- Pending

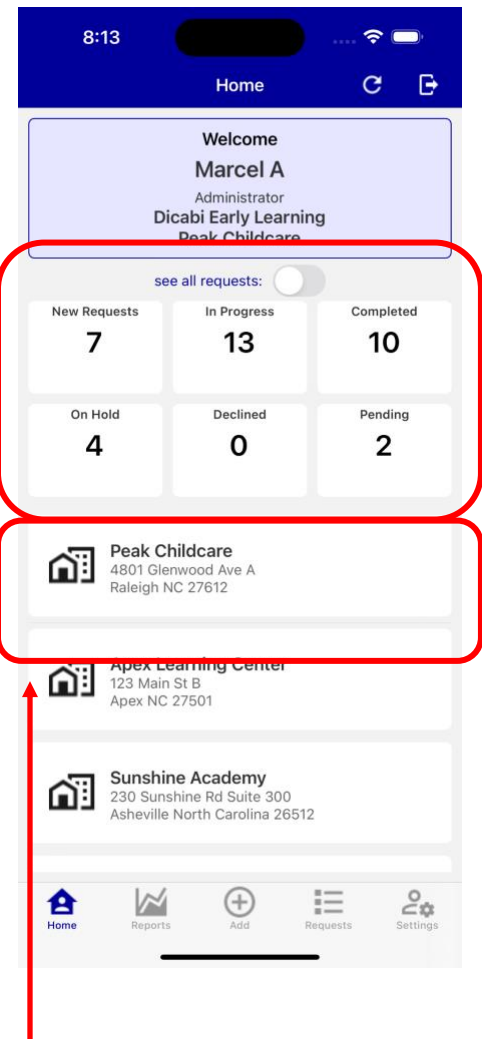
When the toggle switch is off, each box displays how many requests are associated with the user via the following fields:

- Created by
- Modified by
- Assigned to

Tapping a status box will redirect you to the request list displaying the filtered list of requests.

Status boxes turn light yellow to let the user know that a request has been assigned to them or a status has changed.

If the app is minimized and a request is created or updated (by changing the status or assigned to) then a notification message is sent to the “assigned to” user.

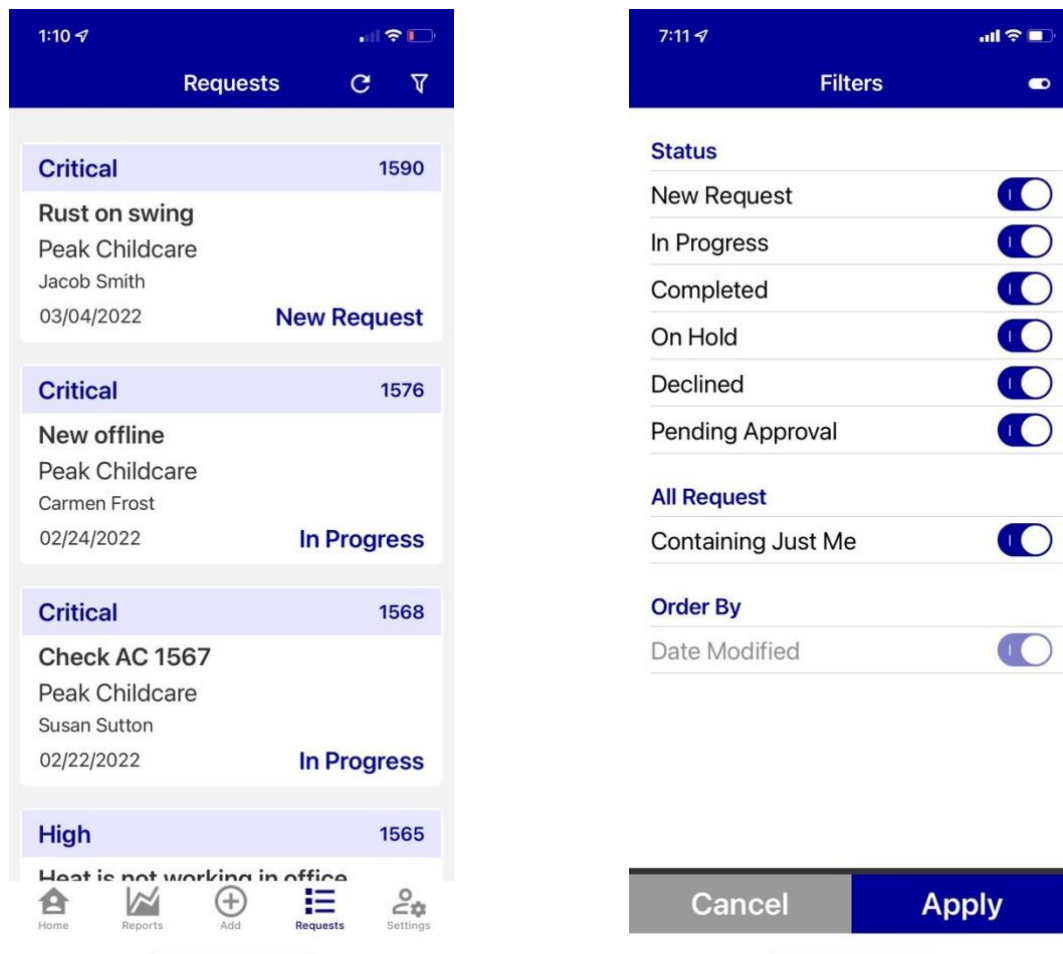


Under the status boxes, is a list of facilities that the user is assigned. The one with the star represents the selected/default facility to use when viewing the home page or adding a new request.

Request List Page

The Request List page displays a list of requests ordered by Date Last Modified.

1. From the home screen click the request list icon 
2. Click the filter icon  to select data by status or request only assigned to the user.



Any type of request that is modified will appear at the top of the list.

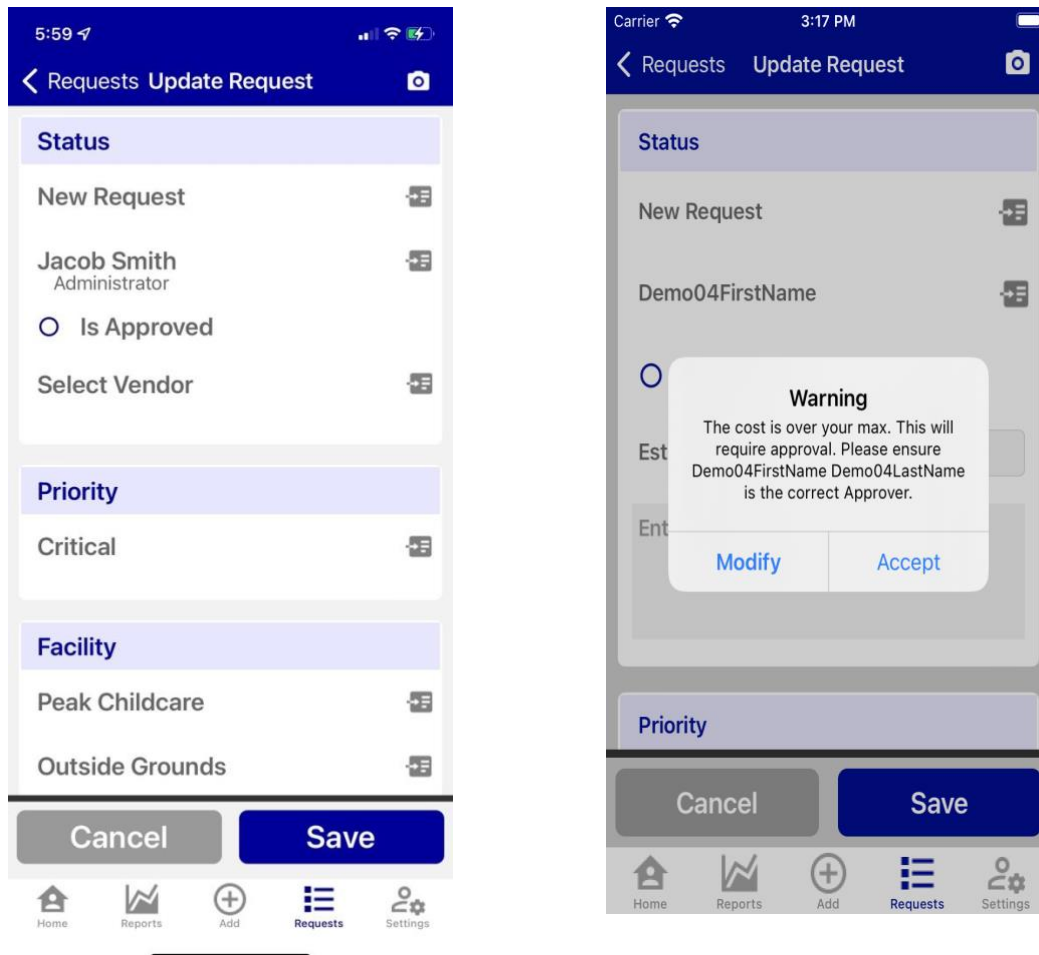
If a request is tapped, then it will open the request for editing. At the top in the navigation area the left icon is for refreshing the list. The right icon is to go to filters.

Tip: The filters page allows you to constrain the data based on status and if you want to see data that is assigned to just yourself.

Editing Request

Edit request either from the home screen or the request list screen. Request edits can be done as needed and includes status change, assigning to users, updating cost, entering additional details, and getting approvals.

1. From the home screen click the request list icon 
2. Tap on the request to be edited.



The main difference between the add request and edit request page is the Status section.

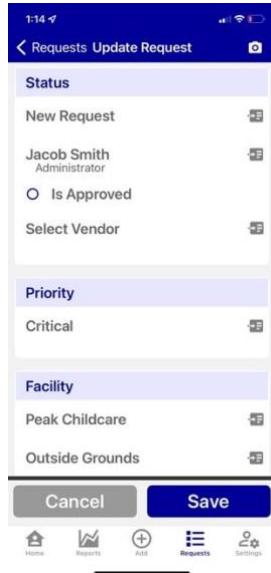
This section allows the user to approve, add vendors which allows you to add an estimated cost for the work, a contact person and a comment for history purposes.

If the estimated cost entered is greater than the user's allowable threshold amount, then a warning is posted, as noted above. If the assigned to person is not the correct person, then select "Modify" to change the assigned to.

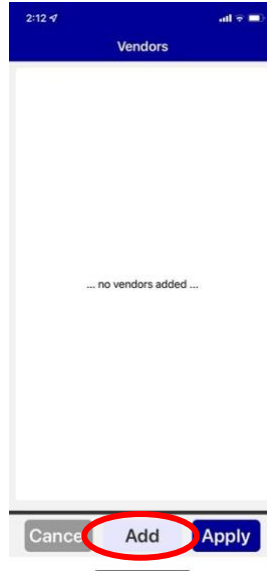
Selecting Vendor for a Request

Vendors from the vendor list can be assigned to each request. As each vendor is selected, it'll prompt the user for the estimated cost, contact person and comments and an email.

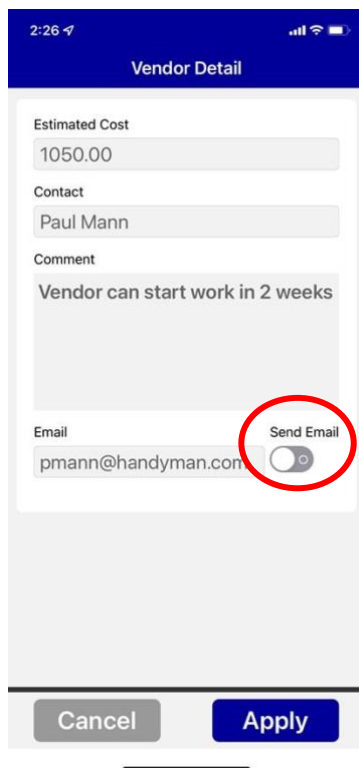
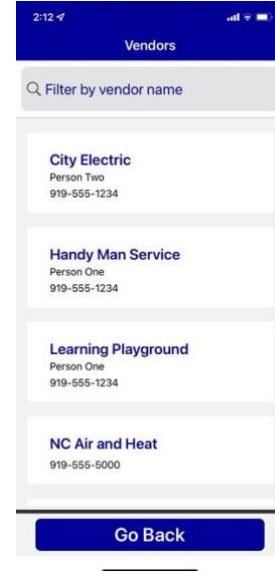
1. Tap Select Vendor



2. Tap Add to select Vendors



3. Tap on a Vendor to select



4. Complete fields for each vendor selected.

5. Turn on Send Email feature by toggling the switch.

6. Enter an email address if available.

7. Click

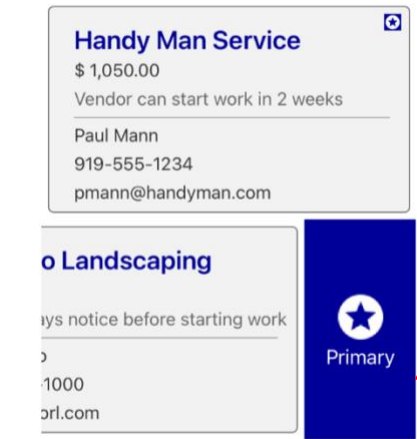
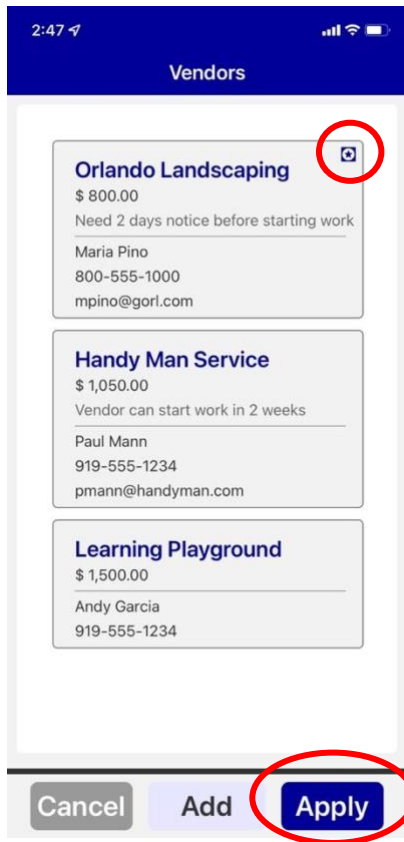


Select additional vendors from the vendor list and repeat the above steps to assign more than one vendor.

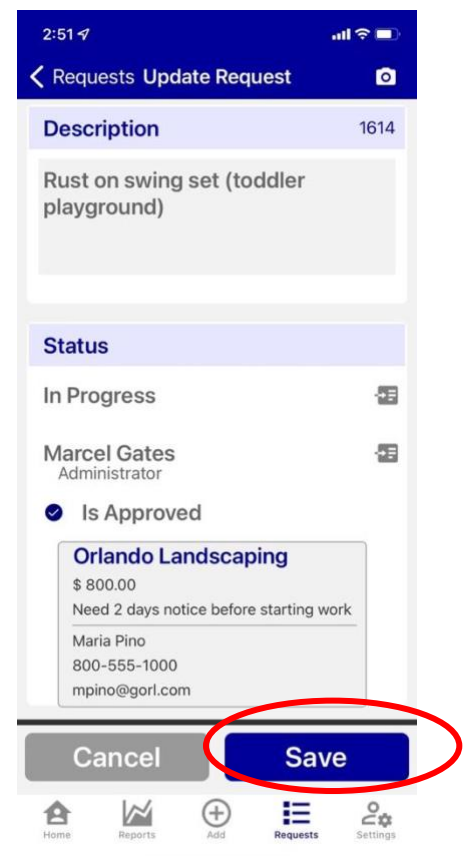
Tip: Contact information and email added through the Manage Vendors section will be displayed here.

Selecting Vendors for a request

After vendors have been added to the request tap **Apply** to go back to the Update Request page.



Swipe left on a vendor that's added to make it the primary vendor



Note: primary/preferred vendor will have the star icon on the top right. This is the vendor that will be shown on the request details.

8. Click **Save** to update request with the selected vendor.

Tip: Once vendors are applied to a request and the request is saved, an email/s will be generated using the details of the request to be sent to the vendors. This can be cancelled if not needed.

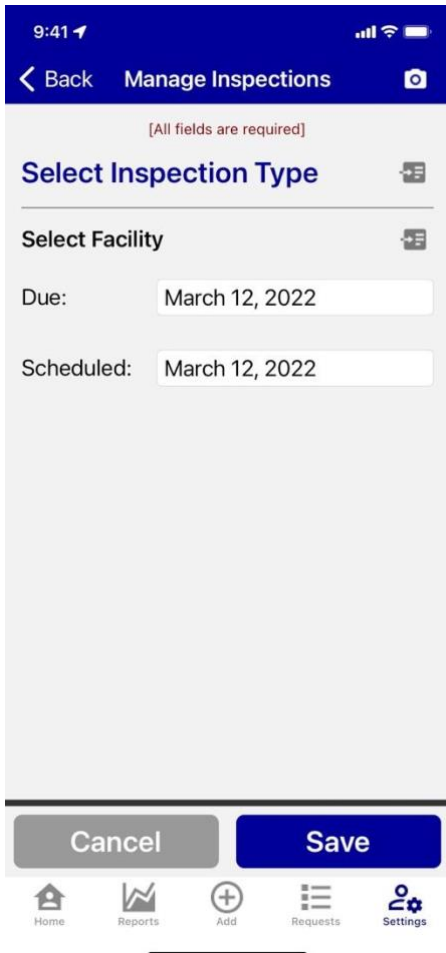
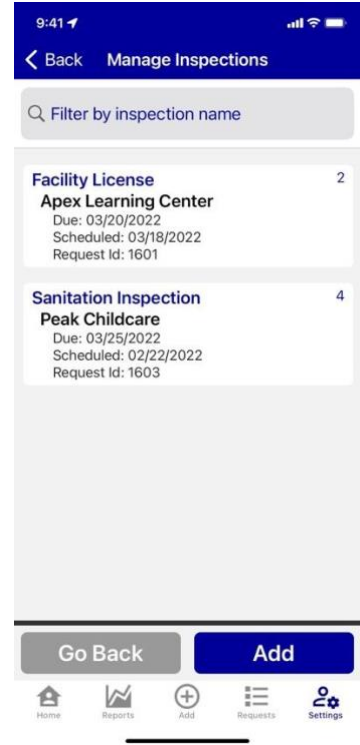
Advance users can add new inspections from the inspections page.

1. Click  icon to access the settings page.

2. Click **Inspections**

3. The Inspections page will be displayed.

4. Click **Add**

5. Complete all fields

- Select an Inspection Type
- Select a Facility
- Enter a due date (defaults to current date)
Enter a scheduled date (defaults to current date)

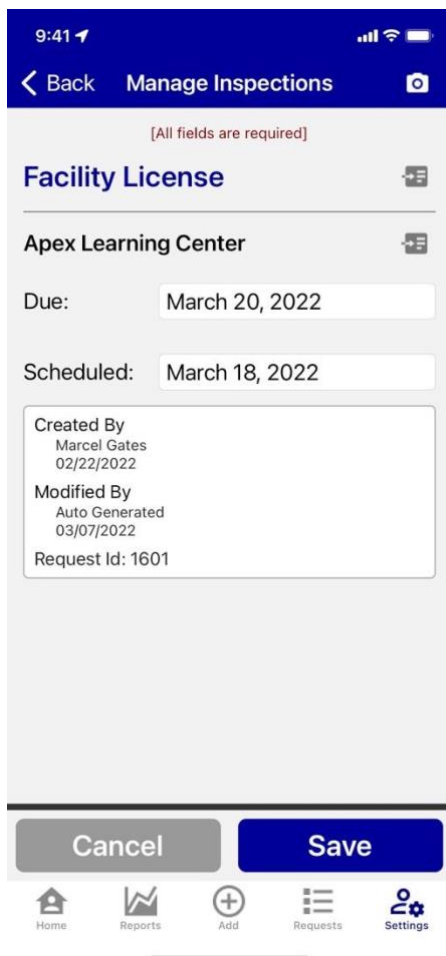
6. Click SAVE button

Tip: Use the cancel button to return to the Inspection list. The save button validates the data. Any item found incorrect will be highlighted in **red**.

Editing Inspections

Advance users can edit new inspections from the inspections page.

1. Click Inspections button
2. The Inspections list page will be displayed.
3. Click any inspection row.



9:41

< Back Manage Inspections

[All fields are required]

Facility License

Apex Learning Center

Due: March 20, 2022

Scheduled: March 18, 2022

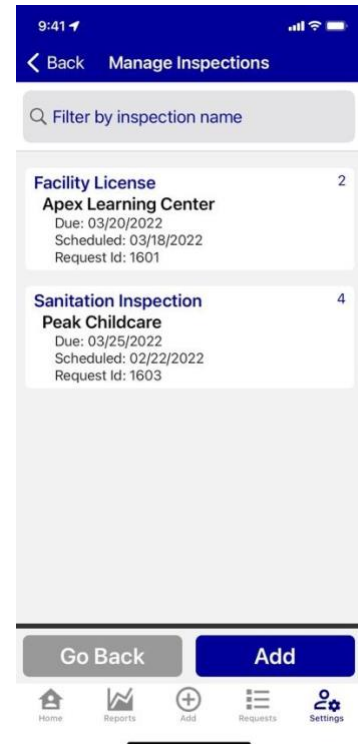
Created By
Marcel Gates
02/22/2022

Modified By
Auto Generated
03/07/2022

Request Id: 1601

Cancel Save

Home Reports Add Requests Settings



9:41

< Back Manage Inspections

Filter by inspection name

Facility License 2
Apex Learning Center
Due: 03/20/2022
Scheduled: 03/18/2022
Request Id: 1601

Sanitation Inspection 4
Peak Childcare
Due: 03/25/2022
Scheduled: 02/22/2022
Request Id: 1603

Go Back Add

Home Reports Add Requests Settings

4. Complete all fields
 - Select an Inspection Type
 - Select a Facility
 - Enter a due date (defaults to current date)
 - Enter a scheduled date (defaults to current date)
5. Click SAVE button

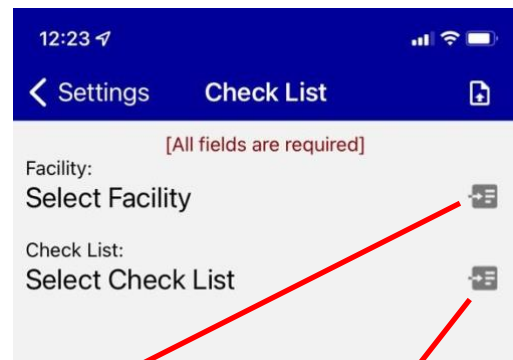
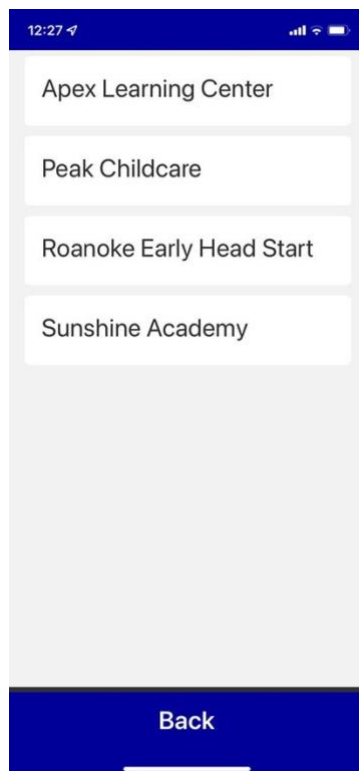
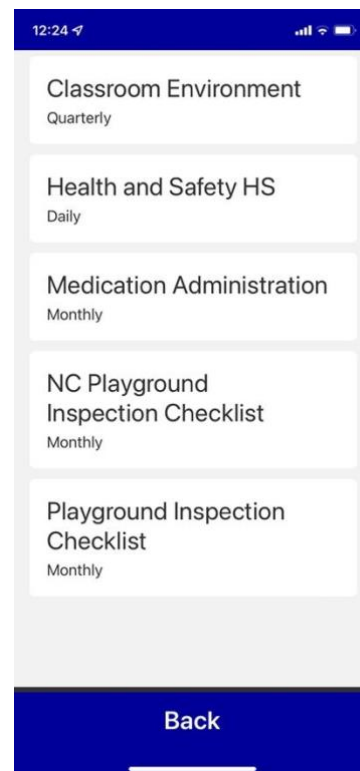
Checklist

Adding Checklist

We work with you to convert your current checklist to a digital format and will add them to your agency. All checklist associated with your agency can be accessed by Advance level and Basic level users.

Completing Checklist

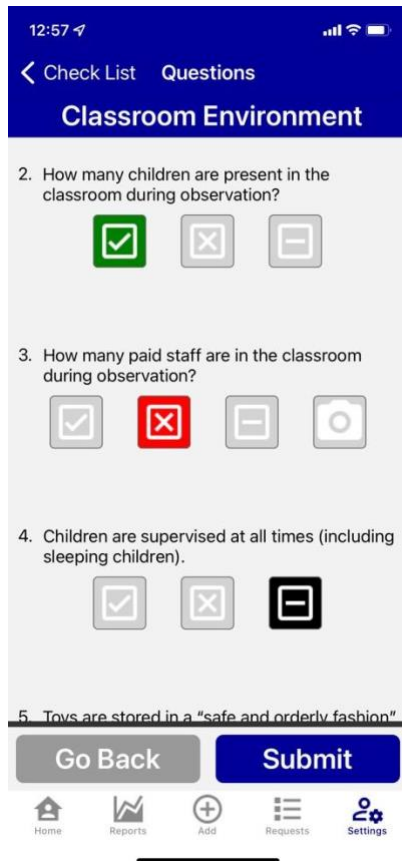
1. Click  icon to access the settings page.
2. Click 
3. The Check List page will be displayed.
4. Select facility from the Select Facility option
5. Select the checklist to be completed from the Select Check List option

Tip: A list of all the facilities and checklist associated with the agency will be displayed for selection with steps 4 and 5.

Completing a checklist

After a facility and checklist have been selected, the user is able to view the checklist and select answers.



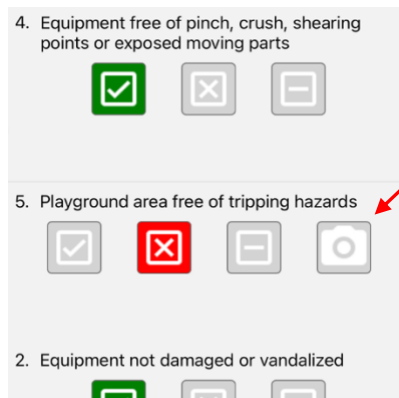
Each question can be answered by selecting the icon that represents the answers based on the key below:

-  Compliant or Yes
-  Non-compliant or No
-  Not Applicable

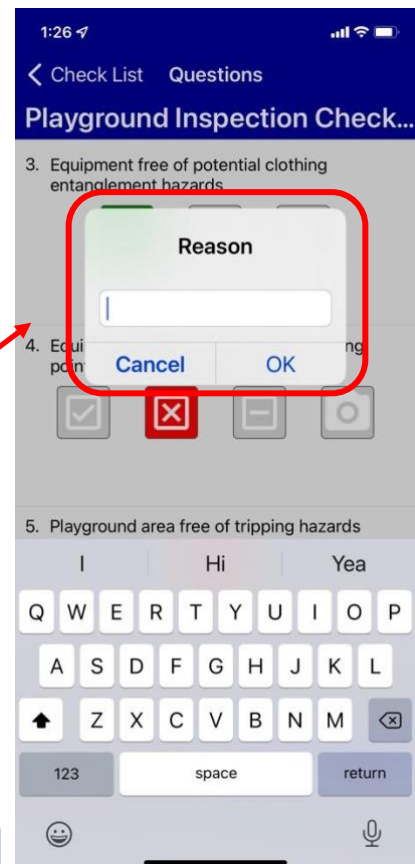
Once an icon is selected it will be highlighted as shown:

-  Compliant or Yes
-  Non-compliant or No
-  Not Applicable

Once the non-compliant or no answer is selected you will be prompted to add a reason. To leave blank, select cancel.



The camera icon will be displayed allowing the user to add a picture.



6. Scroll down to complete entire checklist and click [Submit](#)

Tip: A request will be autogenerated for any question with a non-compliant or no answer. Users can edit the request by following the steps in the “Edit Request” section.

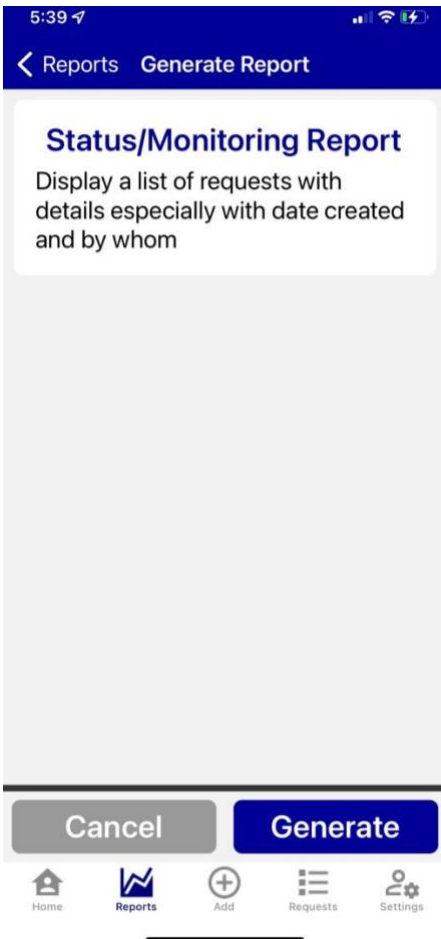
Reports

These are the reports that are currently available. Additional reports will be available in future releases.

1. Audit Request Report
2. Completion Time Report
3. Inspection Report
4. Status/Monitoring Report
5. Checklist Failed Report

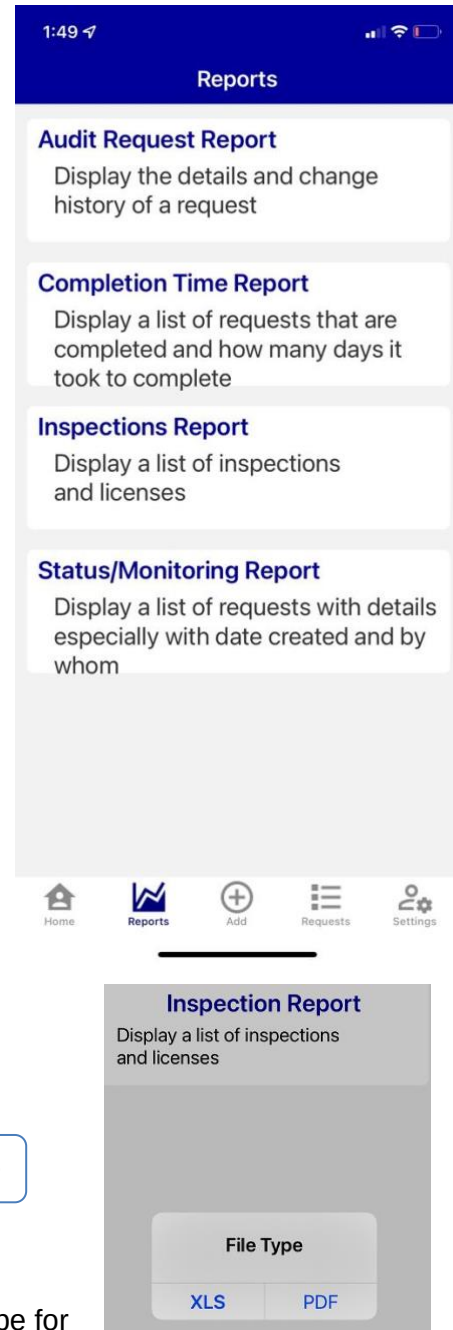
To generate reports:

1. From the home screen click the reports icon 
2. Select the report to be generated.



3. Click Generate

4. Select the file type for either an XLS or PDF format.



Tip: Each report will be generated with options for PDF or Excel format allowing you to share/send the report based on how the device is set up for example with email, print, message or to save to file options.

Status/Monitoring Report

Displays a list of requests with details including date created, requestor, priority, assigned to, category, status and approval status.

Status Of Requests Report

Status Name	ID	Date Created	Created By	Assigned To	Modified By	Priority	Description	Facility	Facility Area	Category	Category Detail	Request Type	Is Approved	Cost	Comment
New Request	426	10/15/2021 2:01:00 AM	Demo05FirtName Demo05Last Name	Demo05FirtName Demo05Last Name	Demo05FirtName Demo05Last Name	Medium	test	Demo Facility One	Outside Grounds	Flooring	Wallbase	Break Down	False	0.00	
New Request	427	10/15/2021 2:13:00 AM	Demo03FirtName Demo03Last Name	Demo03FirtName Demo03Last Name	Demo03FirtName Demo03Last Name	High	test	Demo Facility One	Outside Grounds	Electrical	Outlet	Other	False	0.00	
New Request	399	9/24/2021 8:10:00 PM	Demo03FirtName Demo03Last Name	Demo03FirtName Demo03Last Name	Demo03FirtName Demo03Last Name	Low	New	Demo Facility One	Classroom	Electrical	Switch	Vandalism	False	0.00	
New Request	407	9/29/2021 2:04:00 AM	Demo05FirtName Demo05Last Name	Demo02FirtName Demo02Last Name	Demo05FirtName Demo05Last Name	High	test	Demo Facility One	Kitchen	Flooring	Wallbase	Vandalism	True	200.00	Testing statuses
Completed	420	10/10/2021 2:16:00 PM	Demo01FirtName Demo01Last Name	Demo03FirtName Demo03Last Name	Demo03FirtName Demo03Last Name	Critical	Test audit trail	Demo Facility One	Outside Grounds	Playground	Play Structure	Break Down	True	350.00	Sand and repaint by all-pro painting
Completed	422	10/10/2021 2:16:00 PM	Demo01FirtName Demo01Last Name	Demo03FirtName Demo03Last Name	Demo03FirtName Demo03Last Name	Critical	Test audit trail	Demo Facility One	Outside Grounds	Playground	Play Structure	Break Down	True	350.00	Sand and repaint by all-pro painting
Completed	820	10/19/2021 1:39:00 AM	Demo02FirtName Demo02Last Name	Demo02FirtName Demo02Last Name	Demo02FirtName Demo02Last Name	High	Test	Demo Facility One	Parking	Electrical	No Power	Break Down	False	0.00	
Completed	734	9/17/2021 5:32:00 PM	Demo03FirtName Demo03Last Name	Demo04FirtName Demo04Last Name	Demo04FirtName Demo04Last Name	Medium	Test	Demo Facility One	Kitchen	Furniture	Cabinet	Break Down	True	200.00	

Completion Time Report

Displays a list of requests with a completed status and completion time.

Completion Time Report													
ID	Days	Date Created	Date Modified	Created By	Modified By	Assigned To	Priority	Description	Facility	Facility Area	Category	Category Detail	Request Type
734	41	9/17/2021 5:32:00 PM	10/28/2021 3:33:00 PM	Demo03First Name Demo03Last Name	Demo03First Name Demo03Last Name	Demo04First Name Demo04Last Name	Medium	Test	Demo Facility One	Kitchen	Furniture	Cabinet	Break Down
402	10	9/29/2021 12:02:00 AM	10/9/2021 1:08:00 PM	Demo05First Name Demo05Last Name	Demo05First Name Demo05Last Name	Demo03First Name Demo03Last Name	High	test update	Demo Facility One	Parking	Door or Lock	Lock	Vandalism
420	0	10/10/2021 2:16:00 PM	10/10/2021 2:23:00 AM	Demo01First Name Demo01Last Name	Demo01First Name Demo01Last Name	Demo03First Name Demo03Last Name	Critical	Test audit trail	Demo Facility One	Outside Grounds	Playground	Play Structure	Break Down
422	0	10/10/2021 2:16:00 PM	10/10/2021 2:23:00 PM	Demo01First Name Demo01Last Name	Demo01First Name Demo01Last Name	Demo03First Name Demo03Last Name	Critical	Test audit trail	Demo Facility One	Outside Grounds	Playground	Play Structure	Break Down
820	0	10/19/2021 1:39:00 AM	10/19/2021 2:33:00 AM	Demo02First Name Demo02Last Name	Demo02First Name Demo02Last Name	Demo02First Name Demo02Last Name	High	Test	Demo Facility One	Parking	Electrical	No Power	Break Down

Audit Request Report

To generate the Audit Request Report, the user will need to know the request ID. This report provides a detailed history of a request.

Audit Request Report																			
ID	Agency Name	Facility Name	Created By	Modified By	Assigned To	Create Date	Modified Date	Status	Role Id	Description	Priority	Facility Area	Category	Category Detail	Request Type	Cost	Comments	Not Approved	Inactive
421	Demo Agency	Demo Facility One	Demo01 FirstNam e Demo01 LastNam	Demo03 FirstNam e Demo03 LastNam	Demo02 FirstNam e Demo02 LastNam	10/10/2021 2:32:19 PM	10/15/2021 8:57:21 PM	Pending Approval	2	Test 2	High	Classroom	Door or Lock	Lock	Break Down	123123.00	Please approve	True	False
421	Demo Agency	Demo Facility One	Demo01 FirstNam e Demo01 LastNam	Demo02 FirstNam e Demo02 LastNam	Demo03 FirstNam e Demo03 LastNam	10/10/2021 2:32:19 PM	10/23/2021 2:12:16 PM	Pending Approval	2	Test 2	High	Classroom	Door or Lock	Lock	Break Down	123123.00	Please approve	True	False
421	Demo Agency	Demo Facility One	Demo01 FirstNam e Demo01 LastNam	Demo02 FirstNam e Demo02 LastNam	Demo03 FirstNam e Demo03 LastNam	10/10/2021 2:32:19 PM	10/23/2021 2:23:44 PM	In Progress	2	Test 2	High	Classroom	Door or Lock	Lock	Break Down	123123.00	Please approve	True	False
421	Demo Agency	Demo Facility One	Demo01 FirstNam e Demo01 LastNam	Demo02 FirstNam e Demo02 LastNam	Demo03 FirstNam e Demo03 LastNam	10/10/2021 2:32:19 PM	10/23/2021 2:25:35 PM	On Hold	2	Test 2	High	Classroom	Door or Lock	Lock	Break Down	123123.00	Please approve	True	False
421	Demo Agency	Demo Facility Two	Demo01 FirstNam e Demo01 LastNam	Demo02 FirstNam e Demo02 LastNam	Demo03 FirstNam e Demo03 LastNam	10/10/2021 2:32:19 PM	10/23/2021 2:28:19 PM	In Progress	2	Test 2	High	Classroom	Door or Lock	Lock	Break Down	123123.00	Please approve	True	False

Inspections Report

Displays a list of inspections and licenses

Inspection Report										
ID	Type	Facility	Completed	Scheduled	Due	Created By	Created Date	Modified By	Modified Date	Request Created?
2	Facility License	Apex Learning Center		5/8/2022 12:00:00 AM	3/20/2022 12:00:00 AM	Marcel Gates	2/22/2022 11:55:30 AM	Marcel Gates	4/8/2022 8:54:18 AM	True
4	Sanitation Inspection	Peak Childcare		2/22/2022 12:00:00 AM	3/25/2022 12:00:00 AM	Marcel Gates	2/22/2022 12:52:40 PM	Auto Generated	3/9/2022 7:00:04 PM	True
16	Health Inspection	Peak Childcare		5/29/2022 12:00:00 AM	6/29/2022 12:00:00 AM	Marcel Gates	3/29/2022 8:59:13 AM	Marcel Gates	3/29/2022 8:59:13 AM	False
17	Smoke Detector(s)	Sunshine Academy		4/10/2023 12:00:00 AM	5/4/2023 12:00:00 AM	Marcel Gates	5/4/2022 1:56:20 PM	Marcel Gates	5/4/2022 1:56:20 PM	False
18	Fire Inspection	Sunshine Academy		10/4/2022 12:00:00 AM	11/4/2022 12:00:00 AM	Marcel Gates	5/4/2022 1:56:48 PM	Marcel Gates	5/4/2022 1:57:06 PM	False
19	Fire Extinguisher(s)	Roanoke Early Head Start		1/4/2023 12:00:00 AM	1/9/2023 12:00:00 AM	Marcel Gates	5/4/2022 1:58:09 PM	Marcel Gates	5/4/2022 1:58:09 PM	False
20	Carbon Monoxide Detector(s)	Sunshine Academy		7/3/2022 12:00:00 AM	7/10/2022 12:00:00 AM	Marcel Gates	5/4/2022 1:58:39 PM	Marcel Gates	5/4/2022 1:58:39 PM	False

Checklist Failed Report

Displays a list failed checklist.

Checklist Failed Report								
ChecklistName	ChecklistGroupNam	Frequency	Question	FacilityName	Comment	CreatedBy	CreatedDate	RequestId
Health and Safety HS	Environments	Daily	Children are protected from potential hazards presented by windows and glass doors, including falls and breakage.	Apex Learning Center	Broken glass	Marcel Gates	5/2/2022 12:35:30 PM	1628
Health and Safety HS	Environments	Daily	Each room and hallway has an emergency evacuation route clearly posted with a primary and secondary route.	Peak Childcare	No route sign in Room 203	Marcel Gates	5/2/2022 11:48:47 AM	1627
Health and Safety HS	Environments	Daily	Each room and hallway has an emergency evacuation route clearly posted with a primary and secondary route.	Sunshine Academy	Fail	Maria Gonzalez	5/1/2022 1:29:45 PM	1622

Support

Contact safefacility@dicabi.com for support and technical assistance.