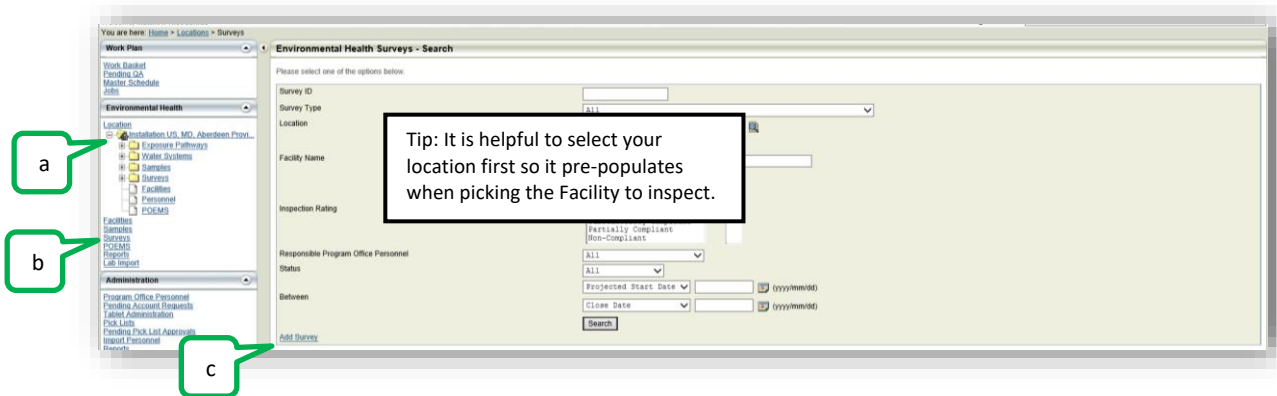
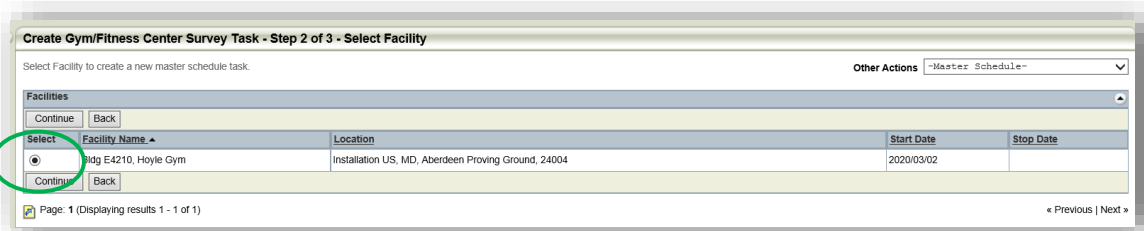
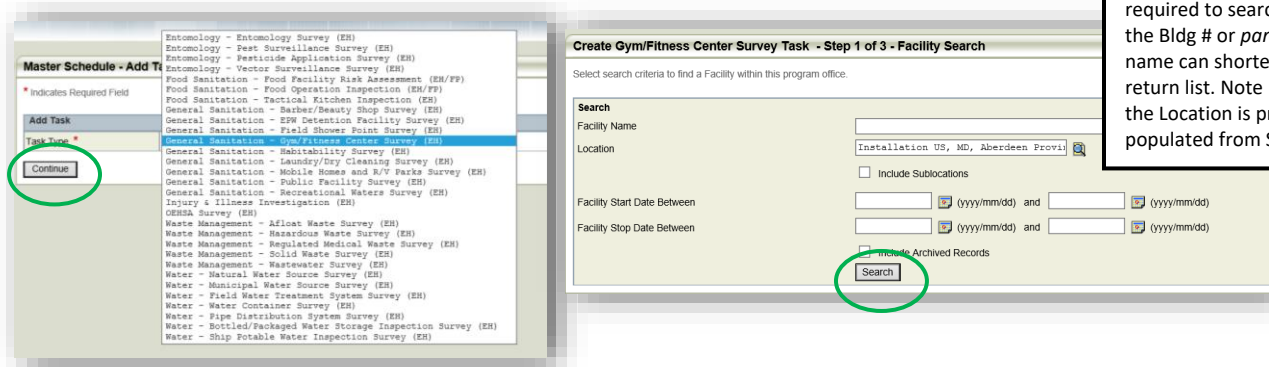


# General Sanitation Inspections (non-pool)

[1] Ensure you have accessed your (a) Location correctly, and then click Surveys (b) and Add Survey (c) as shown.



[2] Select the applicable 'General Sanitation' and search for the Facility.



[3] Bypass the Master Schedule Page by clicking 'Save and Begin Survey' and nothing else.

**Master Schedule - Detail - General Sanitation - Gym/Fitness Center Survey (EH)**

\* Indicates Required Field

Other Actions: -Master Schedule-

Buttons: Save, Save and Begin Survey, Cancel

**Schedule Information**

Location*	Installation US, MD, Aberdeen Proving Ground, 24004	Facility*	Bldg E4210, Hoyle Gym
Task Frequency*	One Time	Skill Level	
Projected Start Date*	2020/03/02 (yyyy/mm/dd)	Actual Start Date	(yyyy/mm/dd)
Previous Close Date			
Projected Due Date	(yyyy/mm/dd)		(yyyy/mm/dd)
Required by Federal Standard	<input type="checkbox"/>		
Comments			

Regulation Information, Personnel Assignments, Task Resource and Cost Information, Program Office Information

Buttons: Save, Save and Begin Survey, Cancel

[4a] All inspections will start without an ID and display as (New). Add the required fields **before** adding any other inspection results so an ID is obtained.

**Gym/Fitness Center Survey**

\* Indicates Required Field

Other Actions: -Gym/Fitness Center Survey-

Location: Installation US, MD, Aberdeen Proving Ground, 24004

Survey ID: (New)

Buttons: Save, Save And Continue Working, Cancel

**General Survey Information**

Survey Start Date/Time*	2020/03/02 (yyyy/mm/dd)	1606 (1500)	
Survey Completion Date/Time	2020/03/02 (yyyy/mm/dd)	1700 (1500)	In Progress
Surveyor Selection	Last, First: first.last@mail.mil		
Surveyor's Name	Last, First: 555-5555	Surveyor's Email	first.last@mail.mil
Surveyor's Phone Number		Surveyor's Unit	PHCR-North

**Facility Information**

Facility Name	Bldg E4210, Hoyle Gym	PHCR Center
Address		
City		
Country	United States (NATO member)	
Coordinates Lat/Long (Decimal Degrees)		

**Inspection Information**

Person In Charge Selection	Dwayne Johnson
Person In Charge Name	Dwayne Johnson
Person In Charge Phone Number	555-5555
Person In Charge Email Address	dj@rock.com
Contractor Operated*	<input type="radio"/> Yes (Specify Contractor Name) <input checked="" type="radio"/> No
Food operations present?	<input type="radio"/> Yes <input type="radio"/> No
Swimming pool present?	<input type="radio"/> Yes <input type="radio"/> No
Type of Inspection*	<input checked="" type="radio"/> Routine <input type="radio"/> Follow-Up <input type="radio"/> Complaint <input type="radio"/> Pre-Opening <input type="radio"/> Other (Specify)

Tip: While not required, it is typical to add the Completion date/time and Surveyor information at this time.

If the wrong facility is selected and the record is saved accidentally, the record (i.e. the DOEHRHS Survey ID) needs to be requested for deletion.

The PIC is a self-populating drop down specific to this Facility, but is not required to obtain an ID.

[4b] Address the violations as observed *after* an ID is obtained. Save periodically via the 'Save and Continue Working' button to ensure no data has to be reentered.

The screenshot shows a web-based inspection form with two main sections: 'Equipment' and 'Structural'. Each section contains a table of questions with radio button options for 'Yes', 'No', and 'N/A', and a 'Comments' field. In the 'Structural' section, the question 'Playing surfaces, running tracks, passageways, and other floors maintained free of spills, debris, uneven surfaces, protrusions and obstacles that may increase the potential of injury?' has the 'No' option selected. A red dashed box highlights the 'Comments' field for this question, with a red arrow pointing to it and a text box containing the instruction: 'If 'No' is selected because a violation was observed, comments will be required to mark the inspection 'Completed'.'

[5] Assign an Overall Rating and then upload the signed hard copy as an attachment. This ensures there is proof the PIC was notified.

Note that the Beauty Barber (DA 5402) and Gym (DA 7850) forms have specific critical provisions and scoring rules. Ensure the DA form rating is reflected in DOEHRs.

The screenshot shows the 'Overall Inspection Results' section of the form. It includes fields for 'Overall Inspection Rating', 'Follow-Up Required', and 'Overall Remarks'. The 'Overall Inspection Rating' section has radio buttons for 'Satisfactory' (which is selected), 'Unsatisfactory', 'Yes', and 'No'. A red dashed box highlights these options. Below this is the 'Associated Samples' section and the 'Attachments (0)' section. A text box with a black border points to the 'Attachments' section, containing the text: 'Attachment = Signed hard copy'. A plus sign icon in a circle is also visible next to the 'Attachments' label.

The screenshot shows the 'Upload Attachment File' dialog box. It contains a text input field for the file location and name, and 'Upload' and 'Cancel' buttons. Below this is the 'Attachments' section, which includes a 'Description' field, an 'Includes PII/PHI' checkbox (which is unchecked), and a 'File To Upload' field with a 'Browse...' button. A text box with a black border points to the 'Includes PII/PHI' checkbox, containing the text: 'Note: PII/PHI is typically left unchecked and not a factor here.'

[6] When finished, mark the Inspection Completed and it will turn read-only if there are **no validation errors** (e.g. forgetting to add Comments on a violation).

**Gym/Fitness Center Survey**

\* Indicates Required Field

Other Actions -Gym/Fitness Center Survey-

Location: Installation US, MD, Aberdeen Proving Ground, 24004  
Survey ID: 56063

Save Save And Continue Working Cancel

General Survey Information

Survey Start Date/Time*	2020/03/02	(yyyy/mm/dd)	1606	(1500)	Status	In Progress
Survey Completion Date/Time	2020/03/02	(yyyy/mm/dd)	1700	(1500)		Completed
Surveyor Selection	Last, First: first.last@mail.mil					
Surveyor's Name	Last, First	Surveyor's Email		first.last@mail.mil		
Surveyor's Phone Number	555-5555	PHCR-North				

In the inspection can still can be edited when 'In Progress' to the person who added it or who "owns it" (i.e. was transferred).

**Gym/Fitness Center Survey**

\* Indicates Required Field

Other Actions -Gym/Fitness Center Survey-

Location: Installation US, MD, Aberdeen Proving Ground, 24004  
Survey ID: 56063

Cancel

General Survey Information

Survey Start Date/Time*	2020/03/02	1606	Status	Completed
Survey Completion Date/Time	2020/03/02	1700		
Surveyor's Name	Last, First	Surveyor's Email	first.last@mail.mil	
Surveyor's Phone Number	555-5555	PHCR-North		

Inspection is now read-only and can't be edited, but attachments (such as signed forms) can still be uploaded.

**Gym/Fitness Center Surveys**

Please Select a survey.  
Results 1-1 of 1 records found.

Other Actions -Surveys-

Location: Installation US, MD, Aberdeen Proving Ground, 24004

Select All Deselect All Completed Export to PDF

Select	Survey ID	Location	Facility Name	Facility Type	Survey Type	Start Date	Close Date	Responsible PO Person	Inspection Rating	Survey Report	Status
<input type="checkbox"/>	56063	Installation US, MD, Aberdeen Proving Ground, 24004	Bldg E4210, Hoyle Gym	Gym/Fitness Center	General Sanitation - Gym/Fitness Center Survey (EH)	2020/03/02	2020/03/02	Nick Demus, Matthew Adam	Satisfactory	Import	Completed

Select All Deselect All Completed Export to PDF

Page: 1

The Close Date reflects the day is was marked Completed in DOEHRs.