



Los Angeles Unified School District
Tool Application Guide



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DEFINITION

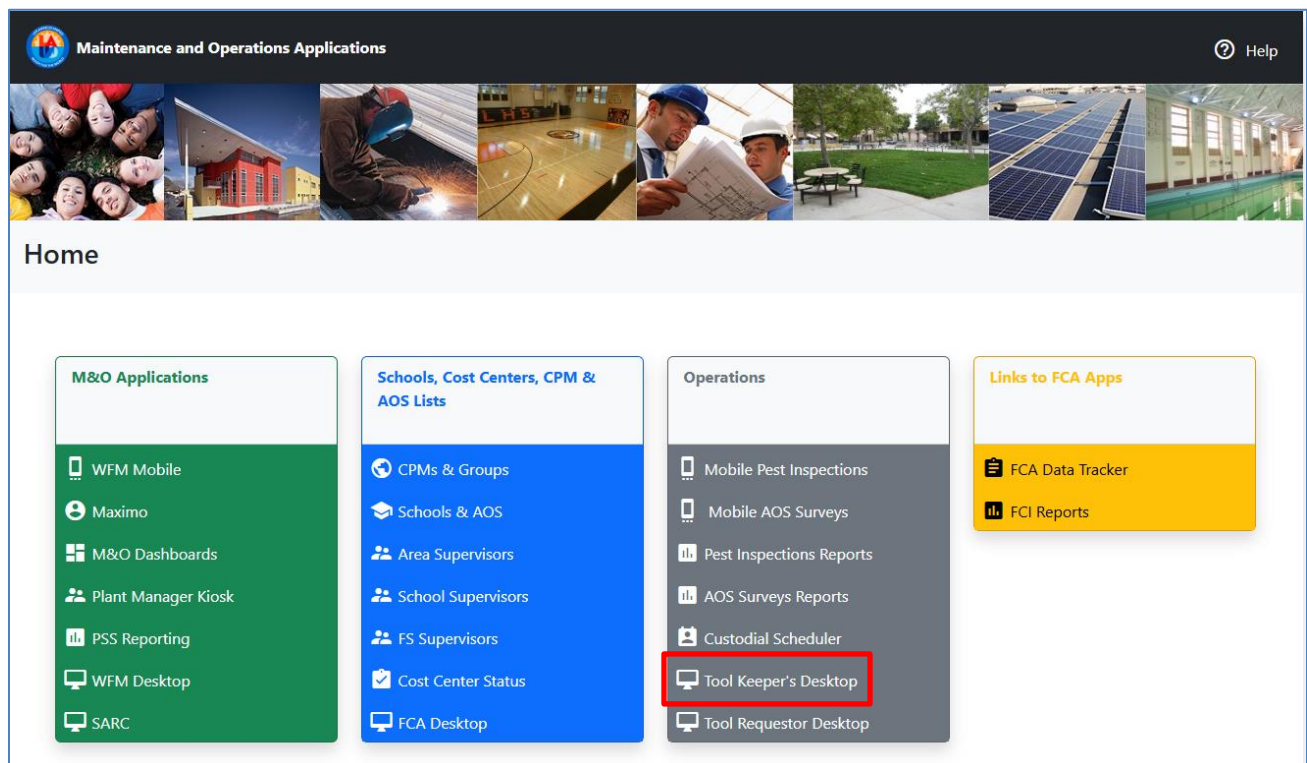
The **Tool Application Guide** is designed to assist Toolroom staff in tracking and managing tools. It provides functionality for adding, transferring, checking in, and checking out tools to users and inventory. Additionally, the guide offers M&O Administrators, Supervisors, Managers, and Directors visibility into each Area's tool inventory and related activity. It includes step-by-step instructions on how to access, view, and update tool information in the Tool Application.

Note: The Tool Application is still under development and improvement. Any changes and enhancements to the application will be reflected in future versions of this guide.

LOGGING IN

To access the Tool Application, enter the URL in a browser or click on: <https://facapps.lausd.net/>

Select **Tool Keeper's Desktop**





Tool Application Guide



Enter your **Single sign-on** username and password. Select the **Tool Room** you wish to view/edit from the drop-down menu. Click the **Sign In** button.

Tool Room Login

Use single sign-on. Do not include @lausd.net

Tool Room *

Area S2 Tool Room

Area C3 Tool Room

Area N1 Tool Room

Area N2 Tool Room

Area C1 Tool Room

Area C2 Tool Room

Area S1 Tool Room

Area S2 Tool Room

ADMIN TOOL ROOM

Asbestos Technical Unit Tool Room

HQ 22 Floor Tool Room

HQ Tool Room

Tool Room Login

Use single sign-on. Do not include @lausd.net

Tool Room *

HQ 22 Floor Tool Room

☐ Remember username

Sign In

Note: All M&O staff currently have read access to all toolrooms but only the area Toolroom staff have permission to make any changes to their toolroom. Please submit a Maximo work order for any additional access.

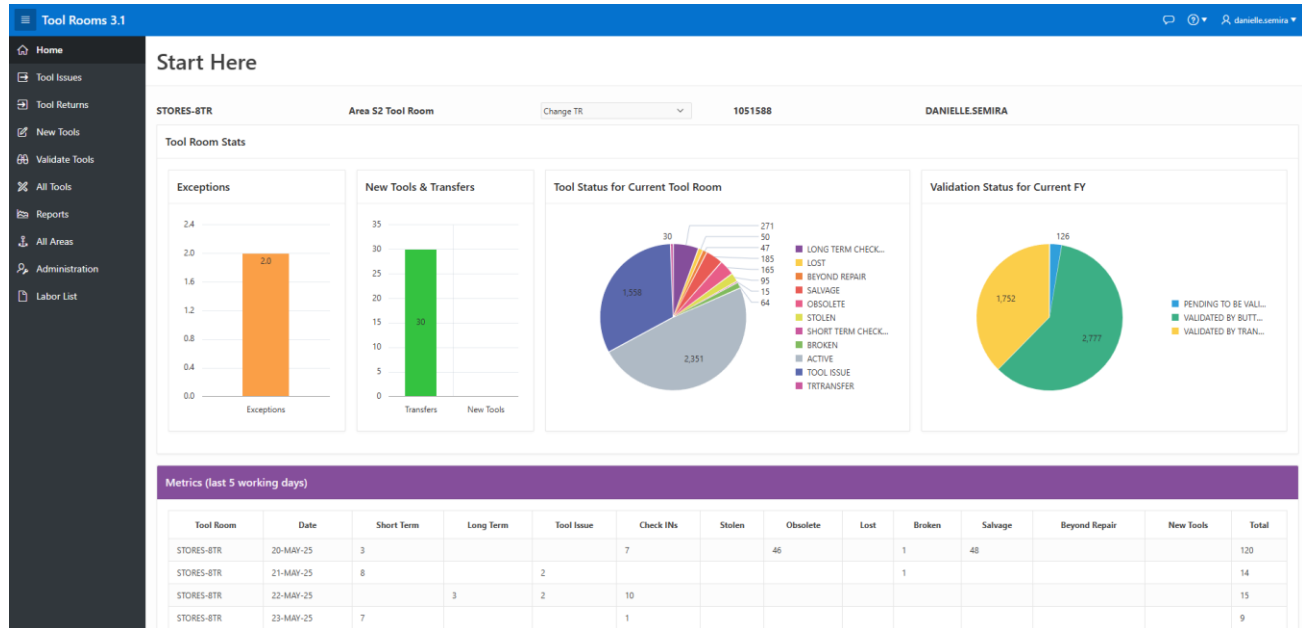


Tool Application Guide



START HERE

After logging in, the landing page will appear. The main navigation menu is located on the left, allowing you to access different sections of the application. The center of the page features a dashboard displaying various data charts.



The first set of bar charts are for **Exceptions**, **New Tools** and **Transfers**. Depending on the status of tools in the respective areas, some bars may not appear.

Next, the pie chart on the left shows the tool count by status. The pie chart on the right displays the number of tools that have been validated versus those pending validation for the current fiscal year.

The lower section of the page displays **Metrics** summarizing Toolroom activities over the past five working days, based on data from the Tool Application.

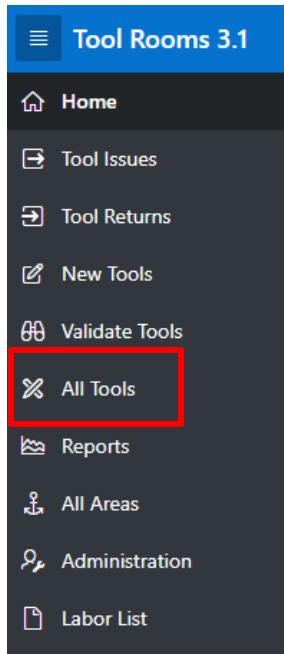
Metrics (last 5 working days)													
Tool Room	Date	Short Term	Long Term	Tool Issue	Check INs	Stolen	Obsolete	Lost	Broken	Salvage	Beyond Repair	New Tools	Total
STORES-8TR	20-MAY-25	3			7		46		1	48			120
STORES-8TR	21-MAY-25	8		2					1				14
STORES-8TR	22-MAY-25		3	2	10								15
STORES-8TR	23-MAY-25	7			1								9



TOOLS

VIEW TOOLS

Click on **All Tools** in the menu to display a list of all the tools in the tool room.



The next screen displays all the tools in your database. From this view, you can search for specific tools or create custom views to organize and filter the data according to your needs.

STORES-8TR ALL Tools							
List of ALL Tool in Tool Room with NOT EMPTY status. Search for ID separately from other fields.							
Q Search: All Text Columns Go Actions							
ID	Category	Tool	Status	Details	Kit	Issued	Updated
28426	LIGHT / FLASHLIGHT	TP0010018 PORTABLE LED LIGHT	TOOL ISSUE	PARTSMaster 800 - 0 - 1201		1202806 Nunez, Nicholas	QUANG.CHUNG 12-SEP-23
28442	LIGHT / FLASHLIGHT	TP0010019 PORTABLE LED LIGHT	ACTIVE	PARTSMaster 800-0-0202			QUANG.CHUNG 03-AUG-23
28445	LIGHT / FLASHLIGHT	TP0010020 PORTABLE LED LIGHT	ACTIVE	PARTSMaster 800-0-0202			QUANG.CHUNG 03-AUG-23
28472	DETECTOR, LEAK, GAS	TP0010021 FLUE GAS ANALYZER	ACTIVE	TESTO T310 42864729			VICTOR.J.CRUIZ 07-JUN-23
28476	DETECTOR, LEAK, GAS	TP0010022 FLUE GAS ANALYZER	ACTIVE	TESTO T310 42864748			VICTOR.J.CRUIZ 07-JUN-23



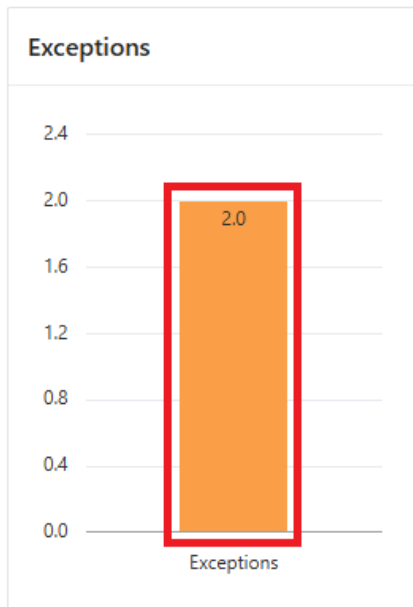
COLUMN ATTRIBUTES

Field	Description
ID	This number is used to identify and track individual tools in the database
Category	This defines and classifies tools into groups as having shared characteristics or use
Tool	This column may list the BC #, TW #, or Description
BC #	Barcode number is a machine-readable representation of numbers and characters which consists of bars and spaces. This is in the form of a sticker attached to identify the tool
TW #	Tool Number is the unique identifier for the tool. The TW can be letters or numbers or a combination of both. The number length should always be 9 characters long
Status	Describes the current condition and/or assignment of the tool
Details	This column provides the tool Manufacturer, Model and Serial # (if available)
Kit	This column would indicate if the tool is a kit or part of a kit
Issued	Displays the name and employee number of the person the tool has been issued to
Updated	Displays the name of the person who updated the tool data and date it was done
Owner	Distinguishes which unit owns a particular tool. Several units may be co-located (e.g. C3, S1, N1).

VIEW EXCEPTIONS

Every effort should be made to resolve issues and clear exceptions from the Tool Application. From the **Home** page, you can drill down into the list of tools with issues by clicking directly on the corresponding bar in the bar chart, highlighted in red below.

Tool Room Stats





Tool Application Guide



The **Review Exceptions** page appears:

Edit	Error	TW # ↓	Status	Barcode	Category	Tool Description	MAKE	Model	Serial#	Issued to EID	Updated By	Updated On
	MISSING EMPLOYEE...	TC2171964	TOOL ISSUE	TC00AD111	TOOL	TRANSFER PUMP ...	MILWAUKEE	2771-20	0625A		JOSHUA.BELTRAN	13-JUN-23
	MISSING EMPLOYEE...	TC2171957	TOOL ISSUE	TC00AC318	TOOL	TRANSFER PUMP ...	MILWAUKEE	2771-20	02180A		JAGUILAR	13-JUN-23
	DUPLICATE TW NUL...	TC2171347	ACTIVE		NAILER, FRAMING, CORDLESS	CORDLESS FRAML...	DEWALT	DCN692	DFPNFDH		DAVID.ZUNIGA	06-JUL-23
	DUPLICATE TW NUL...	TC2171219			DRILL, HAMMER, CORDLESS	DEWALT CORDLES...	DEWALT	DCD996	DCZRHCD	778489	MAXADMIN	13-JUN-23
	DUPLICATE TW NUL...	TC2171171			BLOWER, LEAF, CORDLESS	DEWALT DCE100B ...	DEWALT	DCE100b	580608	778489	MAXADMIN	13-JUN-23
	MISSING EMPLOYEE...	TC2170371	TOOL ISSUE	TC00A8670	BLOWER, LEAF, CORDLESS	DEWALT CORDLES...	DEWALT	DCE100	155272		JAGUILAR	13-JUN-23
	MISSING EMPLOYEE...	TC2170312	TOOL ISSUE	TC00AD086	LIGHT / FLASHLIGHT	LED HP FLOOD LIG...	MILWAUKEE	2360-20	H02A9160802244		ARMAND.GUZAM...	13-JUN-23

Tools in this list have issues that need to be resolved. Issues may include:

Issue	Description
MISSING EMPLOYEE FOR CHECKOUT	Enter the employee name or employee number
DUPLICATE TW NUMBER	Validate the data in the system. If more than one tool has the same TW #, check the tools and confirm which tool has that TW #. If the record is a duplicate contact the Maximo team
INACTIVE EMPLOYEE	Validate employee information and make necessary corrections.
EMPLOYEE NOT IN AREA	Confirm employee information and take necessary actions
ISSUED BUT ACTIVE STATUS	Validate information and make necessary updates to the record

To make corrections, click on the pencil  in the **Edit** column. This will open the **Exception Update** page.

Edit	Error	TW # ↓	Status	Barcode	Category	Tool Description	MAKE	Model	Serial#	Issued to EID	Updated By	Updated On
	MISSING EMPLOYEE...	TP0013416	TOOL ISSUE	TP0013416	TOOLBOX / CART / LADDER ...	Rear Door Rack Me...	Aluminess	210-579	459-20805Q		IAN.HAWKINS	02-MAY-25
	MISSING EMPLOYEE...	TP0016414	TOOL ISSUE	TP0016414	TOOLBOX / CART / LADDER ...	Jobsite Storage Pia...	Knaack	90	2416312721		IAN.HAWKINS	13-MAY-25

1 rows selected Total 2



Exception Update

Exception Msg

MISSING EMPLOYEE FOR CHECKOUT

* BC # (Sticker)

TC00AD111

* TW # (Etched)

TC2171964

* Category

^

Description

TRANSFER PUMP M18

Manufacturer

MILWAUKEE

Model

2771-20

Serial #

0625A

Issued to EID

^

Issued to CC

^

Issued to Name

Issued to Phone

* Status

TOOL ISSUE

▼

Storage Location

▼

Notes

enter optional notes

* TW # (Etched)

MUST enter unique TW#, if any

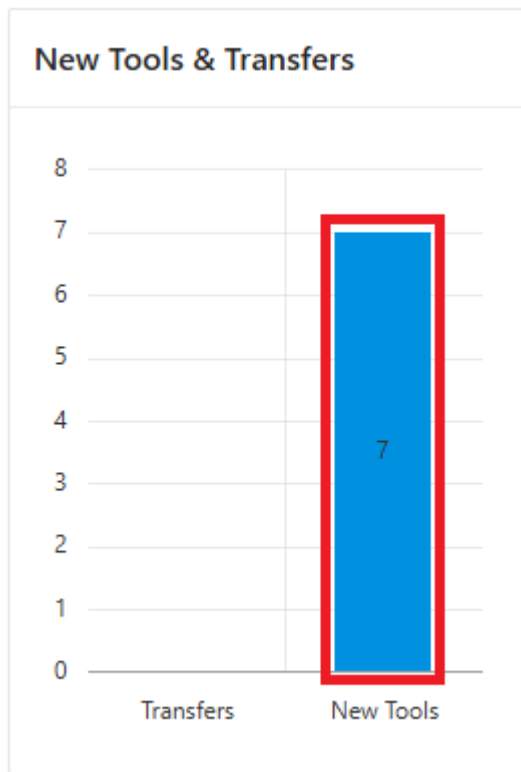
Save

Make all the necessary corrections then click **Save**. After updating, the tool will no longer appear in the **Exceptions** list.

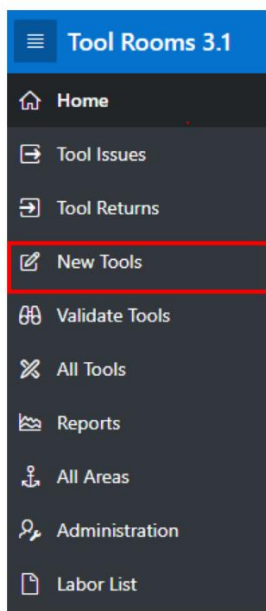
VIEW NEW TOOLS

Tools that are purchased and received through Maximo appear in the **New Tools** list. Records are automatically created in the Tool App.

From the **Home** page and under **New Tools & Transfers**, click on the corresponding bar of the bar graph above **New Tools**.



You may also access the list by clicking on **New Tools** on the left-hand side menu



The next screen displays all the new tools you have in your database. The status of all New Tools will be empty. To update the status, click on the **BC #** or **Description** of the tool.



Tool Application Guide



STORES-HQ22TR New Tools					
To process newly bought tools. Attach barcode, etch TW# etc. New tools will have empty or TRTRANSFER status.					
Q Search: All Text Columns Go Actions					
ID	Tool Room	Category	Tool	Status	Details
45796	STORES-HQ22TR	SHEAR, METAL	TK0012705 TK0012705 18V SINGLE CUT SHEAR	TRTRANSFER	MILWAUKEE 2637-20
45793	STORES-HQ22TR	SCALE, REFRIGERANT	TK0012704 TK0011045 SCALE	TRTRANSFER	FIELD PIECE SRS2
45798	STORES-HQ22TR	MANIFOLD / CHARGING	TK0012706 TK0012706 MANIFOLD CHARGING GAUGES	TRTRANSFER	YELLOW JACKET PS1-870 TITAN

The **Accept or Transfer New Tool** window will appear. Update the status of the tool to either **ACTIVE**, **LONG TERM CHECKOUT**, **SHORT TERM CHECKOUT**, **TOOL ISSUE** OR **TRTRANSFER**. Populate the other fields as needed. Hit **Save**.

Accept or Transfer New Tool

BC # (Sticker)

TW # (Etched)

AA405

* Category

AIR CONDITIONER

* Part of Kit?

NO

* Description

PORTABLE AC

Manufacturer

FRIEDRICH

Model

ZHP14DB

Serial #

2202D11104

Issued to EID

Issued to CC

Stranger's Name

Stranger's Phone

* Status

Storage Location

PO

34493

Notes

enter optional notes

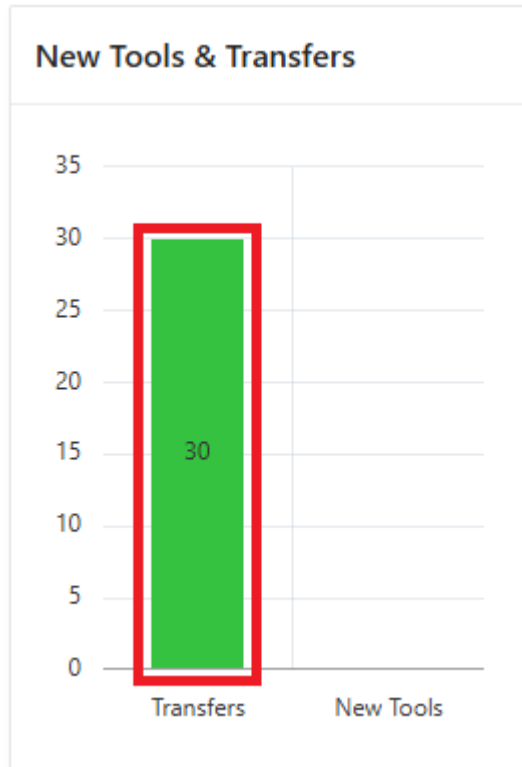
Save



VIEW TRANSFERS

Tools in this list have been transferred from another tool room.

From the **Home** page and under **New Tools & Transfers**, click on the green bar graph above **Transfers**.



The next screen displays all the transfer tools you have in your database with a **TRTRANSFER** status.

STORES-7TR New Tools					
To process newly bought tools. Attach barcode, etch TW# etc. New tools will have empty or TRTRANSFER status.					
Search: All Text Columns Go Actions					
ID	Tool Room	Category	Tool	Status	Details
24099	STORES-7TR	LIGHT / FLASHLIGHT	TE001583G 18V FLOOD LIGHT	TRTRANSFER	MILWAUKEE 2361-20 F47A9160401583G
24103	STORES-7TR	SAW, RECIPROCATING / S	TE0004127 SAWZALL	TRTRANSFER	MILWAUKEE 2621-20 G09AD1434127
24106	STORES-7TR	DRILL, HAMMER, CORDL	TE0008711 18V CORDLESS HAMMER DRILL	TRTRANSFER	MILWAUKEE 2704-20 G73AD153208711
24111	STORES-7TR	TANK / CYLINDER, NITRO	TE00DOC35 NITRO TANK	TRTRANSFER	DRAIN KAT DOC35457 MBK-6



To update the status, click on the **BC #** or **Description** of the tool. The **Accept or Transfer New Tool** window will appear. Update the status of the tool to **TOOL ISSUE**, populate the other fields as needed, then click **Save**.

Accept or Transfer New Tool

BC # (Sticker)

TW # (Etched)

AA405

* Category

AIR CONDITIONER

^

* Part of Kit?

NO

▼

* Description

PORTABLE AC

Manufacturer

FRIEDRICH

Model

ZHP14DB

Serial #

2202D11104

Issued to EID

^

Issued to CC

^

Stranger's Name

Stranger's Phone

* Status

▼

Storage Location

▼

PO

34493

Notes

enter optional notes

Save



SEARCH TOOLS

You may search for a specific tool or a list of tools using the Search feature.

If you are searching for a specific tool and have the TW # or ID, you may enter it in the Search field and click **Go**.

STORES-8TR ALL Tools

List of ALL Tool in Tool Room with NOT EMPTY status. Search for ID separately from other fields.

This will display the tool that you are searching for.

STORES-8TR ALL Tools

List of ALL Tool in Tool Room with NOT EMPTY status. Search for ID separately from other fields.

☒

ID	Category	Tool	Status	Details	Kit	Issued	Updated	Owner
28515	SANDER, BELT	TP0010025 TP0010025 3" x 2" BELT SANDER	ACTIVE	MAKITA 9903 163305 E			05-MAR-24	QUANG.CH

1 rows selected Total 1



FILTER TOOLS

You can apply filters to narrow down your dataset for more focused viewing or analysis. This functionality allows you to exclude, reorganize, or display data based on specific criteria.

Enter as many keywords as needed in the **Search box**, then press **Enter or Go**. The filtered results will be displayed along with the corresponding dataset.

STORES-2TR ALL Tools				
List of ALL Tool in Tool Room with NOT EMPTY status. Search for ID separately from other fields.				
VACUUM Go Actions				
☒  Search for 'DEWALT' ☒  Search for 'ACTIVE' ☒  Search for 'VACUUM'				
ID	Category	Tool	Status	Details
56566	VACUUM	TC00AA252 TC00AA252 WET/DRY 2 GAL	ACTIVE	DEWALT DCV581H 100043
56914	VACUUM, SHOP, HEPA	TC00AA793 TC00AA793 WET-DRY HEPA VACUUM	ACTIVE	DEWALT DCV58H 201531
56916	VACUUM, SHOP, HEPA	TC00AA794 TC00AA794 HEPA VACCUM	ACTIVE	DEWALT 201533
	VACUUM, SHOP, HEPA	TC00AA795		DEWALT

You can remove all or any of the filters by unchecking the box beside the filter icon  or hitting X .

To download, format, save a report, or perform other functions, click on **Actions** and choose the desired option from the drop down menu.



STORES-1TR ALL Tools

List of ALL Tool in Tool Room with NOT EMPTY status. Search for ID separa

Search: Milwaukee Go Actions

Search for 'drill' Search for 'active' Search for 'Milwaukee'

ID	Category
22792	DRILL, HAMMER
22956	BIT, DRILL
	DRILL, HAMMER

Columns Filter Data Format Selection Chart Report Download Help

ADD A NEW TOOL

Select **New Tools** from the Menu to add a new tool into the database.

Tool Rooms 3.1

- Home
- Tool Issues
- Tool Returns
- New Tools**
- Validate Tools
- All Tools
- Reports
- All Areas
- Administration
- Labor List



Tool Application Guide



Click on the **New** button on the upper right-hand corner.

STORES-HQ22TR New Tools

New

To process newly bought tools. Attach barcode, etch TW# etc. New tools will have empty or TRTRANSFER status.

The **Add Record** window will open. Complete the following fields in this section:

Field	Action
BC # (Sticker)	Enter a unique barcode number
TW # (Etched)	Enter the Tool Watch number (if available)
Category	Select the tool category from the list
Part of a Kit?	Indicate if the tool is part of a kit
Description	Enter basic description of the tool
Manufacturer	Enter tool manufacturer
Model	Enter the tool model
Serial #	Enter the unique serial number
Status	Select from the drop-down list
Storage Location	Enter the location from the drop-down where the tool would normally be stored
PO	Enter the Purchase Order number (if available)
Notes	Enter any relevant information

There is an option to immediately check out the tool to an employee.

Field	Action
Issued to EID	Enter the employee's name or employee number of the person you are checking the tool out to.
Issued to CC	Enter the site or location where the employee reports to
Issued to Name	If the employee number and name are not available, enter the name of the employee you are checking the tool out to.
Issued to Phone	Enter the phone number of the employee you are checking the tool out to

Click **Save**.



Add Record

* BC # (Sticker)

MUST enter unique BC#, if any

* TW # (Etched)

MUST enter unique TW#, if any

* Category

^

* Part of Kit?

NO

▼

* Description

MUST enter accurate description

Manufacturer

Model

Serial #

Issued to EID

^

Issued to CC

^

Issued to Name

Issued to Phone

* Status

▼

Storage Location

▼

PO

Notes

enter optional notes

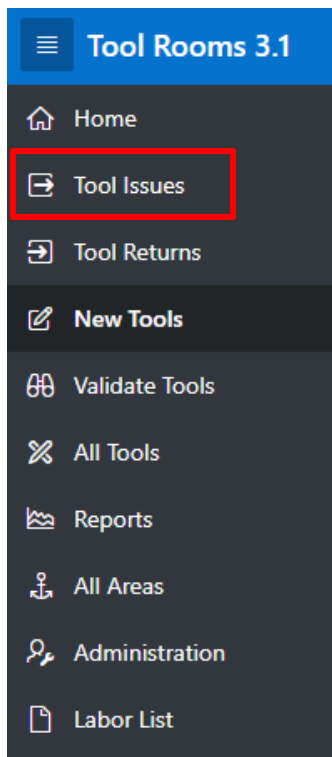
Save

TRANSACTIONS

TOOL ISSUES

The Tool Issues function allows you to check out tools to an employee. If necessary, you can also assign a due date for the return of the tools.

To access this function, from the **Home** page select **Tool Issues**.



The **Tools Issues** page appears:

STORES-7TR Tool Issues					
To process tool issues, Tools must be in ACTIVE status to be issued. KITs must be created prior to issuing, use other page to create kits. Search for ID separately from other fields.					
Q Search: All Text Columns Go Actions					
ID	Category	Tool	Status	Req	Details
64511	AIR CONDITIONER	TK0080595 PORTABLE AIR CONDITIONER	ACTIVE		DELONGHI EX390LN 32848
64515	AIR CONDITIONER	TK0080598 PORTABLE AIR CONDITIONER	ACTIVE		DELONGHI EX390LN 33384
64517	AIR CONDITIONER	TK0080599 PORTABLE AIR CONDITIONER	ACTIVE		DELONGHI EX390LN 27536

Tools that are active and available in the tool room will be displayed.

Search for the tool being issued. Once located, click on the **Barcode #** or **TW #**. You can also use the **Search** field to find the specific tool being checked out. The **Update Check In/Out** window will then appear:



Tool Application Guide



Update Check In/Out

Late After

BC # (Sticker) TK0077354

TW # (Etched) TK0072398

Category SAW, RECIPROCATING / SAWZALL, CORDED

Description SAW, RECIPROCATING / SAWZALL, CORDED

Manufacturer DEWALT

Model DWE305

Serial # 250712

Issued to EID

Issued to WO

Issued to CC

Issued to Name

Issued to Phone

* Status ACTIVE

Storage Location MAIN TOOL ROOM

Notes enter optional notes

Attachment Choose file

Save

Most of the tool's data attributes - such as **Barcode #**, **TW #**, **Category**, **Description**, **Manufacturer**, **Model** and **Serial #** - will already be populated.

Next, complete the following additional fields:

Field	Action
Issued to EID	Enter the employee's name or employee number of the person you are checking the tool out to
Issued to WO	Enter the Work Order number (if available)
Issued to CC	Enter the site or location where the employee reports to
Issued to Name	Will automatically be populated once there is data in the Issued to EID
Issued to Phone	Enter the phone number of the employee you are checking the tool out to
Status	Select the type of check out from the drop-down list
TOOL ISSUE	Tool is issued for the employee's position. Tool may be kept by the employee even when the employee moves to another location
LONG TERM CHECKOUT	Tool is issued for an extended period



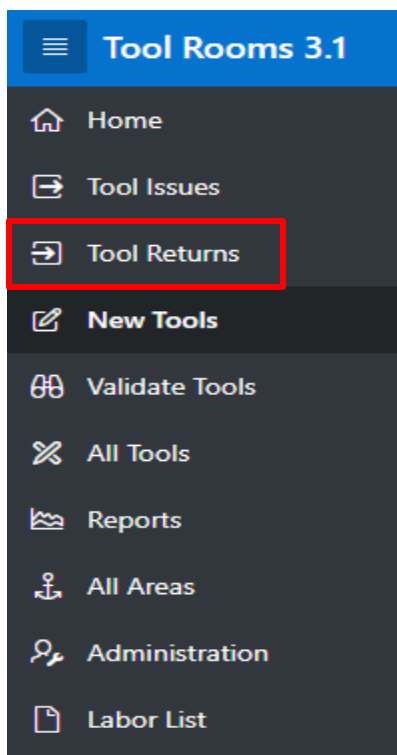
SHORT TERM CHECKOUT	Tool is issued for a short period of time. You may assign the number of days the tool is checked out from the Days drop-down list Note: A Late After field (top of the page) is automatically populated when the Status chosen is SHORT TERM CHECKOUT and a number is entered in the Days drop-down
Notes	Enter any relevant information
Attachment	You may upload documents or pictures

Click **Save**.

TOOL RETURNS

The Tool Returns function allows you to check in tools once returned by an employee.

To access this function from the **Home** page, select **Tool Returns**.



The **Tool Returns** page lists tools that have been issued to employees. Tools in this list will be in **SHORT TERM CHECKOUT**, **LONG TERM CHECKOUT**, or **TOOL ISSUE** status.



Tool Application Guide



STORES-7TR Tool Returns								
To process tool returns. Tools must be in SHORT TERM CHECKOUT, LONG TERM CHECKOUT, or TOOL ISSUE status to be returned. KITs must be created prior to issuing. use other page to create kits. Search for ID separately from other fields.								
Search: All Text Columns Go Actions								
ID	Category	Tool	Status	Kit	Details	Issued To	Lat...	Updated
64507	AIR CONDITIONER	TK0080414 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN 27450	0001853601 BELL SH		SANTOS.LOPEZ 14-AUG-23
64510	AIR CONDITIONER	TK0080411 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN	0001853601 BELL SH		SANTOS.LOPEZ 14-AUG-23
64518	AIR CONDITIONER	TK0080831 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN 00959	0001826801 NIMITZ MS		SANTOS.LOPEZ 18-AUG-23

Search for the tool being returned. Once identified, click on the **BC #** or **TW #**. The **Update Check In/Out** window will appear:

Update Check In/Out

Late After

BC # (Sticker) TK0083523

TW # (Etched) TK0071163

Category DETECTOR, LEAK, REFRIGERANT

Description UV LEAK DETECTOR

Manufacturer YELLOW JACKET

Model ACCUPRO

Serial # 15365423

Issued to EID

Issued to WO

Issued to CC

Issued to Name

Issued to Phone

* Status SHORT TERM CHECKOUT

Storage Location

Notes UV LEAK DETECTOR

Attachment Choose file

Save

To check in the tool, change the **Status** to **Active**. This will remove the employee's name and ID from being associated with the tool.

Complete the remaining fields.

Field	Action
Notes	Enter any relevant information



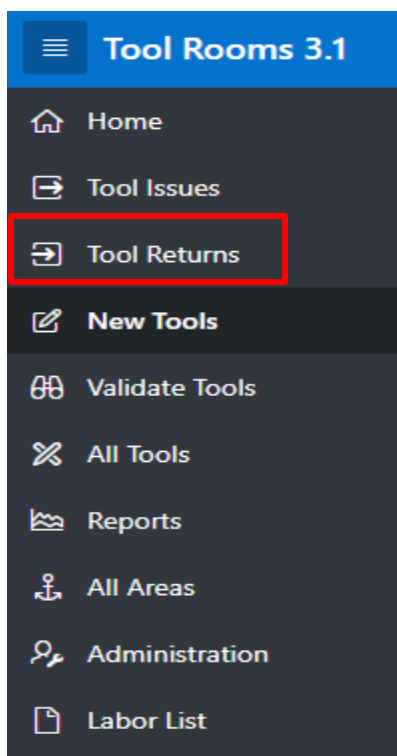
Attachment	You may upload documents or pictures

Click **Save**.

TRANSFER TOOLS

A tool that is classified as a *Tool Issue* - or one issued to an employee based on their role, (e.g., a drill motor for a plumber or electrician) - will remain checked out to the employee even if their area assignment changes. When this occurs, the tools assigned to the employee should be reassigned to their new area.

To transfer a tool to another area, click on **Tool Returns** on the Menu.



Tools that have been issued to employees will be displayed. Search for the tools being transferred. Once identified, click on the BC # or TW #.



Tool Application Guide



STORES-7TR Tool Returns						
To process tool returns. Tools must be in SHORT TERM CHECKOUT, LONG TERM CHECKOUT, or TOOL ISSUE status to be returned. KITs must be created prior to issuing. use other page to create kits. Search for ID separately.						
Q v Search: All Text Columns Go Actions v						
ID	Category	Tool	Status	Kit	Details	Issued To
64507	AIR CONDITIONER	TK0080414 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN 27450	0001853601 BELL SH
64510	AIR CONDITIONER	TK0080411 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN	0001853601 BELL SH
64518	AIR CONDITIONER	TK0080831 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN 00959	0001826801 NIMITZ MS
64523	AIR CONDITIONER	TK0080832 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN 37167	0001837901 ORCHARD ACAD ...
64524	AIR CONDITIONER	TK0080833 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN 18814	0001837901 ORCHARD ACAD ...
64525	AIR CONDITIONER	TK0080838 PORTABLE AIR CONDITIONER	LONG TER...		DELONGHI EX390LN 19276	0001837901 ORCHARD ACAD ...

The **Update Check In/Out** window will appear. Update the status to **TRTRANSFER** and select the Tool Room in which the tools and the employee are transferring to. Hit **Save**.

Update Check In/Out

Late After

BC # (Sticker)

TW # (Etched) **TA0016167**

Category **FAN / AIR BLOWER / MISTER** Power

Description **20V JOB SITE FAN**

Manufacturer **MILWAUKEE**

Model **0886-20**

Serial # **G47A9215091313**

Issued to EID

Issued to WO

Issued to CC

Issued to Name

Issued to Phone

* Status **TRTRANSFER**

Storage Location A/S/B AISLE SHELF BIN

Notes

Attachment

The transferred tools will be visible in the new area's **New Tools** section with a status of **TRTRANSFER**.



UPDATE STATUS OF UNUSABLE TOOLS

Update Check In/Out

Late After

BC # (Sticker)

TW # (Etched) **TK0080595**

Category **AIR CONDITIONER**

Description **PORTABLE AIR CONDITIONER**

Manufacturer **DELONGHI**

Model **EX390LN**

Serial # **32848**

Issued to EID

Issued to WO

Issued to CC

Issued to Name

Issued to Phone

* Status **ACTIVE**

Storage Location

Notes

Attachment

ACTIVE

BEYOND REPAIR

BROKEN

LONG TERM CHECKOUT

LOST

OBSOLETE

SHORT TERM CHECKOUT

STOLEN

TOOL ISSUE

TRTRANSFER

Save

The status of tools that can no longer be used should be updated in the database. Do a Search for the specific tool and click on the **BC #** or **Description**. This will display a window with the tool attributes.

Select appropriate status:

Status	Description
BROKEN	Tool is damaged and will attempt to be repaired
OBSOLETE	Tool is no longer in production or is out of date. Tool will be sent to Salvage
BEYOND REPAIR	Tool has extensive damage that cannot be repaired. Tool will be sent to Salvage
SALVAGE	Tool has been sent to Salvage

Click **Save**.



UPDATE STATUS OF LOST OR STOLEN TOOLS

The status of tools that are lost or stolen should be updated in the database. Search for the specific tool and click on the **BC #** or **Description**. This will display a window with the tool attributes.

Update Check In/Out

Late After

BC # (Sticker)

TW # (Etched) **TK0080595**

Category **AIR CONDITIONER**

Description **PORTABLE AIR CONDITIONER**

Manufacturer **DELONGHI**

Model **EX390LN**

Serial # **32848**

Issued to EID

Issued to WO

Issued to CC

Issued to Name

Issued to Phone

* Status **STOLEN**

Storage Location **MAIN TOOL ROOM**

Notes enter optional notes

Attachment Choose file

Save

Select status:

Status	Description
LOST	Tool is lost. Enter any relevant information in the Notes field
STOLEN	Tool has been stolen. Obtain a police report and attach

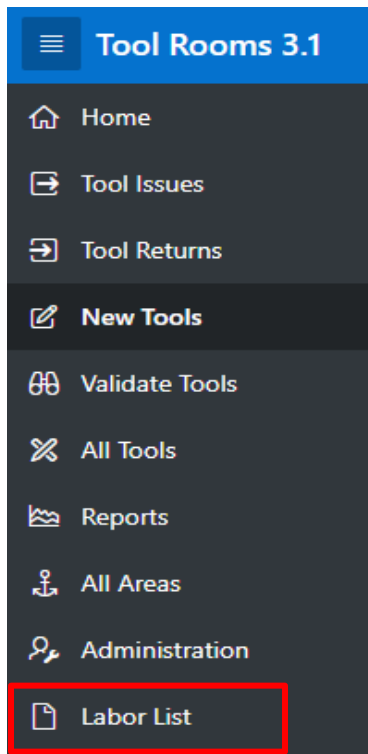
Click **Save**.



LABOR LIST

The Labor List contains a record of all employees assigned to a specific area. From this page you can view employees from an AREA/DEPT, PG and/or Class Title.

To access the list of employees, click on **Labor List** from the Menu.



This will display the Area Tool Room. Here you will have the capability to search and filter by entering a value in the Search box or by selecting from the drop-down in AREA/DEPT, PG and/or Class Title.

Area S1 Tool Room		AREA/DEPT		PG		Class Title	
Q		Go	Rows	50	Actions		

To view a particular set of employees, select an option from the **AREA/DEPT** drop-down:



Tool Application Guide



AREA/DEPT

ons

CENTRAL

CS

ENERGY

FCA

FETU

FS

HQ

INSP

MOX

N1

N2

OEHS

PSS

PUC

PUN

PUS

S1

S2

SP

TU

This will display all the employees within the selected area:

Area S1 Tool Room											
		AREA/DEPT S1		PG		Class Title					
Q		Go		Rows 50		Actions					
AREA/DEPT	PG	CLASS	LAUSD ID	NAME	FIX Error!	LOST/STOLEN	TOOL ISSUE	LONG TERM	SHORT TERM	TR	COMP
S1	S1-MC	PLASTERER & CONCRETE FINI			0	0	9	0	0	STORES-7TR	
S1	S1-AA	SR CARPENTER			0	0	5	0	0	STORES-8TR	
S1	S1-GA	PLUMBER			0	0	16	0	1	STORES-7TR	
S1	S1-SUB	BLDG & GROUNDS WORKER			0	0	0	0	0	-	
S1	S1-GP	GARDENER			0	0	0	0	0	-	
S1	S1-EA	SR ELECTRICIAN			0	0	6	0	0	STORES-7TR	
S1	S1-SUB	BLDG & GROUNDS WORKER			0	0	0	0	0	-	

You can drill down on your employee set by selecting from the **PG** drop-down menu. For ex:

PG

S1-GA

N2-ZK

N2-ZM

N2-ZO

OEHS

PPD

S-AA

S-ADMIN

S-CA

S-CLER

S-EA

S-GA

S-HW

S-NA

S1-AA

S1-ADMIN

S1-CA

S1-CLER

S1-EA

S1-FA

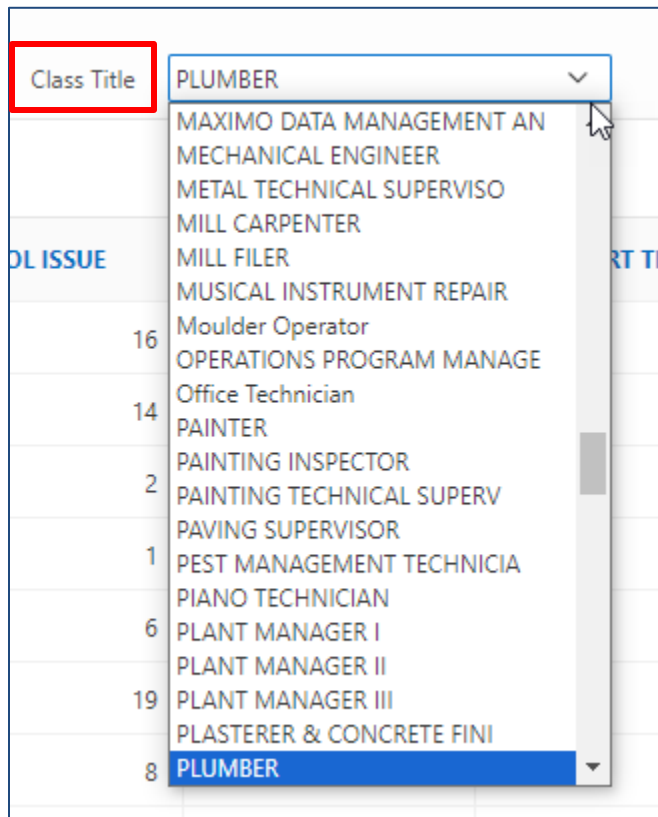
S1-GA



A shorter sub-set will be displayed:

AREA/DEPT	PG	CLASS
S1	S1-GA	PLUMBER
S1	S1-GA	PLUMBER
S1	S1-GA	PLUMBER
S1	S1-GA	PLUMBER
S1	S1-GA	MAINTENANCE WORKER
S1	S1-GA	PLUMBER
S1	S1-GA	PLUMBER
S1	S1-GA	SR PLUMBER
S1	S1-GA	AREA PLUMBING SUPERVISOR

You can further drill down by selecting from the **Class Tile** drop-down.





Tool Application Guide



The resulting page provides a summary of tools assigned to the group, including their classification as a **TOOL ISSUE**, **SHORT TERM CHECKOUT** OR **LONG TERM CHECKOUT**. The list also identifies any tools reported as **Lost** or **Stolen**.

Area S1 Tool Room											
AREA/DEPT		PG	CLASS	LAUSD ID	NAME	FIX Error!	LOST/STOLEN	TOOL ISSUE	LONG TERM	SHORT TERM	
S1	S1-GA	PLUMBER				0	0	16	0	1	
S1	S1-GA	PLUMBER				0	0	14	0	0	
S1	S1-GA	PLUMBER				0	0	2	0	0	
S1	S1-GA	PLUMBER				0	0	1	0	0	
S1	S1-GA	PLUMBER				0	0	6	0	0	
S1	S1-GA	PLUMBER				0	0	19	0	2	
S1	S1-GA	PLUMBER				1	0	8	0	0	

PRINTING TOOL ISSUE REPORT

A **Tool Issue Report** must be printed and signed whenever a Tool Keeper issues tools to employees that are considered **TOOL ISSUES**.

To print, click on the pencil icon  beside the employee's name. The **List Labor Tools** window will open listing all the tools that are being issued to the employee as **TOOL ISSUE**.

Area S2 Tool Room											
AREA/DEPT		PG	CLASS	LAUSD ID	NAME	FIX Error!	LOST/STOLEN	TOOL ISSUE	LONG TERM	SHORT TERM	
N1	N1-OK	AREA HEATING&AIR CONDITING	734062	Abrahamian, Edward		1	1	0	0	1	STORES-1TR
N1	N1-NA	MAINTENANCE WORKER	1137793	Albracht, Chris		0	0	5	0	0	-
N1	N1-GP	GARDENER	755181	Alcaraz, Calletano		0	0	14	0	0	-
N1	N1-EA	ELECTRICIAN	1106107	Arguello-Tress, Ramon		0	0	12	0	0	STORES-1TR
N1	N1-AA	CARPENTER	720339	Armo, Todd Patrick		2	0	20	0	1	STORES-10TR
N1	N1-OK	COMPLEX PROJECT MANAGER	778730	Arriaza, Wilson		0	0	44	0	0	-
N1	N1-HW	ENGINEERING AIDE	778633	Baghoomian, Verej		7	0	0	0	0	-
N1	N1-EA	ELECTRICIAN	1075829	Bancila, Constantin		1	0	10	0	0	STORES-1TR
N1	N1-NA	HEATING & AIR CONDITIONIN	1094841	Barajas, Fernando		19	0	12	1	0	STORES-1TR



List Labor Tools

1094841

TI 12

LT 1

ST 0

COMPLETED IN STORES-1TR

COUNT COMPLETE

PDF REPORT

Tools

TA0006335 - CHARGING SCALE

LEGACY >

TA0009651 - DIGITAL CLAMP METER

LEGACY >

TA0009904 - DIGITAL CLAMP METER

LEGACY >

TA0009903 - FLUKE MULTIMETER DIGITAL WITH TEMP

LEGACY >

TA0011433 - HAMMER DRILL

LEGACY >

TA0009905 - INSULATED NUT DRIVER SET

LEGACY >

Click on the **PDF REPORT** button to open the report. Print the report and have the employee sign and date the document confirming receipt of the tools. The Tool Keeper should also sign and date the document. Keep this document as a record of the transaction.



Tool Application Guide



**Los Angeles Unified School District**

**Existing Facilities
Maintenance & Operations**

Tool Issue

Dept: N1 Employee Name: Employee ID: Job Title: HEATING & AIR CONDITIONIN

Issue Type: TOOL ISSUE							
Tool Room	TW Number	Issue Date	Tool Category	Tool Description	Manufacturer	Tool Model	Serial Number
STORES-1TR	TA0017156	12/14/23	WRENCH / SOCKET SET	SOCKET SET	PROTO	J52128	
STORES-1TR	TA0017158	12/14/23	METER, MULTIMETER	TRUE RMS MULTIMETER	FLUKE	179	48900435
STORES-1TR	TA0017161	12/14/23	LADDER, MULTILADDER	LITTLE GIANT LADDER, ADJUSTABLE	LITTLE GIANT	VELOCITY	82349V2920LH
STORES-1TR	TA0009292	12/14/23	RECOVERY UNIT, REFRIGERANT	RECOVERY MACHINE	ROBINAIR	RG6	1.60E+11
STORES-1TR	TA0009902	12/14/23	WRENCH / SOCKET SET	WRENCHES BOXED RATCHETING	PROTO		
STORES-1TR	TA0009636	12/14/23	WELDING, TORCH	WELDING KIT / BRAZING	VICTOR	CGA-200	
STORES-1TR	TA0017157	12/14/23	METER, CLAMP ON	CLAMP METER	FLUKE	902FC	474761865V
STORES-1TR	TA0017159	12/14/23	MANIFOLD / CHARGING GAUGES	DIGITAL MANIFOLD GAUGES	TESTO	557	48113361
STORES-1TR	TA0017160	1/21/25	DRILL, HAMMER	1/2" CORDLESS DRILL / DRIVER / HAMMER DRILL	MILWAUKEE	2607-20	F25CD175200224
STORES-HQ22TR	TZ0015750	12/14/23	SMARTPHONE, WFM	SMARTPHONE, WFM	MOTOROLA	MOTO G5 PLUS	
STORES-1TR	TA0018072	12/14/23	RECOVERY UNIT, REFRIGERANT	RECOVERY MACHINE	JB INDUSTRIES	F6-BOOST	F6B0921001192
STORES-1TR	TA0009906	12/14/23	DRIVER, IMPACT	IMPACT DRIVER 18V	MILWAUKEE	2653-20	E42BD14020662

Employee Name (Print):

Employee Signature: Date:

Tool Keeper Name (Print):

Tool Keeper Signature: Date:

May 29, 2025 10:48 AM Report Name: tool_issue.rptdesign 1 / 2

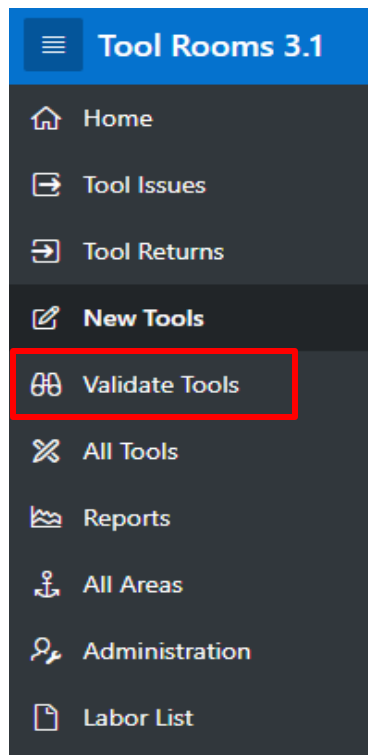
VALIDATION

The Validation functionality is designed to enable Tool Keepers to perform annual tool validation within the Tool Application. Tools that have no recorded transactions in the Tool Application during the fiscal year must be validated to ensure compliance with the M&O Tool policy.

Click on **Validate Tools** on the left side menu to display a list of all tools that need to be validated.



Tool Application Guide



The next screen displays all items requiring validation in your area. Once the tool has been verified, click the pencil icon  to perform the validation. This action will mark the record as validated and remove it from the list.

If the record's status is incorrect, update it accordingly. Updating the status will also mark the record as being validated and will remove it from the list.

STORES-BTR Validate Tools for 24-25 Fiscal Year									
To audit/validate tools every fiscal year. Tools with LEGACY, LOST, SALVAGE, STOLEN statuses excluded.									
Go Actions									
ID	Tool Room	Category	Tool	Details	Tool Location	Status	Issued	Updated	Validate
39973	STORES-BTR	AIR CONDITIONER	TP0013829 TP0005555 COMFORT AIRE	COMFORT-AIRE	-	LONG TERM CHECKOUT	0001364001 ESHelman EL	Update	
40137	STORES-BTR	OSCILLATING / MULTI TOOL	TP0017936 Oscillating Tool	DEWALT DCS335B 897837	S-13690	TOOL ISSUE	728065 Reynolds, Lawrence L.	Update	
59938	STORES-BTR	AIR CONDITIONER	TP0018061 TW0000066 COMFORT AIRE CONDITIONER	COMFORT-AIRE PSH-1410 34DE65628041B0102H0188	-	LONG TERM CHECKOUT	0001661601 7TH ST ES AI MAG	Update	
			TP0018062						

Should you have any questions on this guide, please contact the Maximo Team at MaximoTeam@laschools.net.