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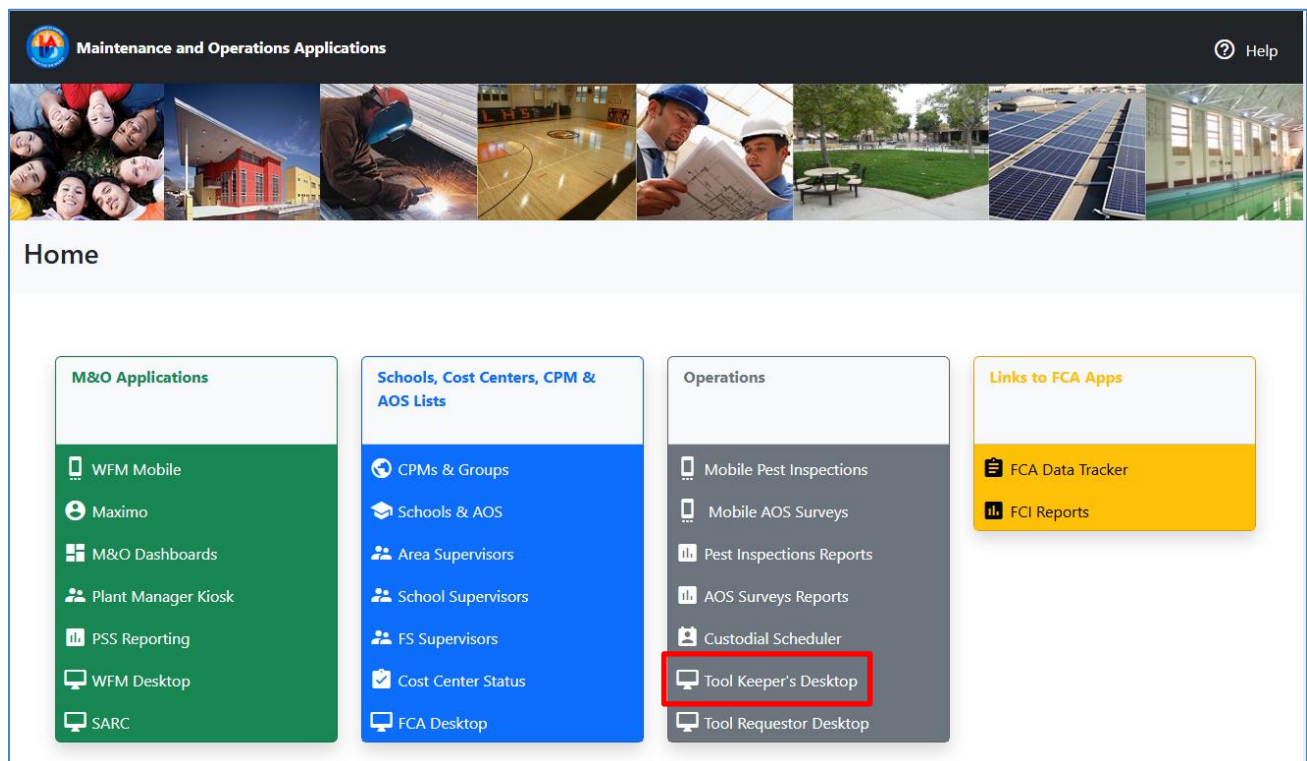
Enter your **Single sign-on** username and password. Select the **Tool Room** you wish to view/edit from the drop-down menu. Click the **Sign In** button.

Tool Room Login

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

danielle.semira

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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

luz.reyes

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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.
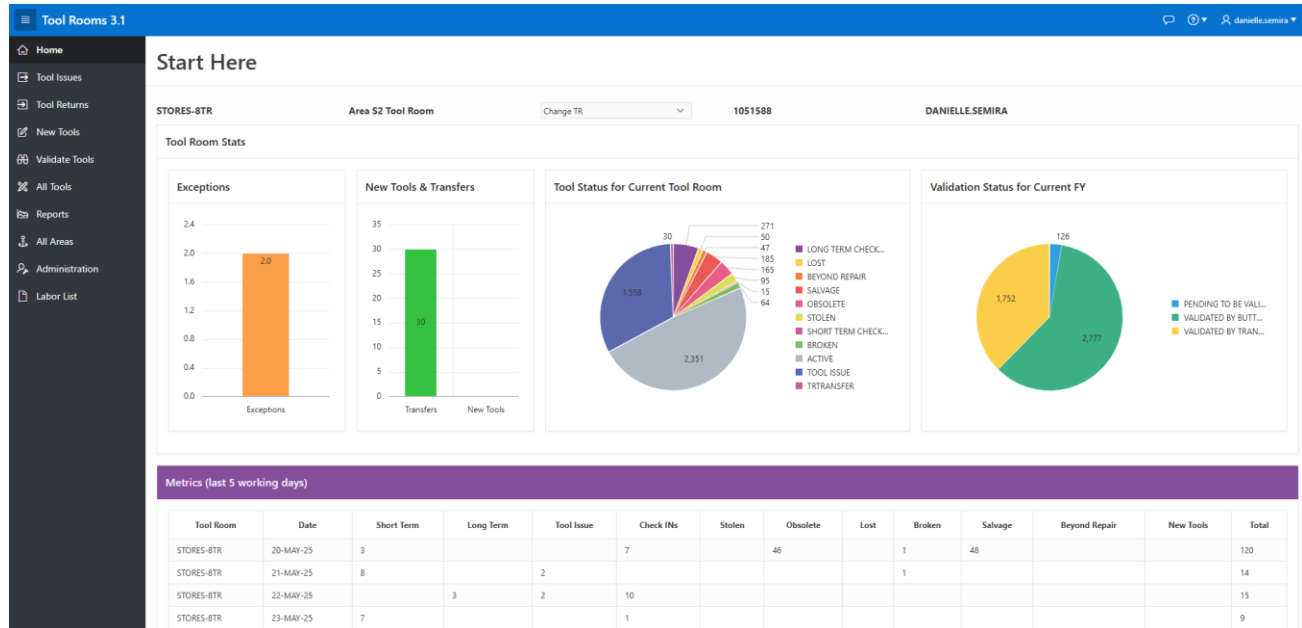
START HERE

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.
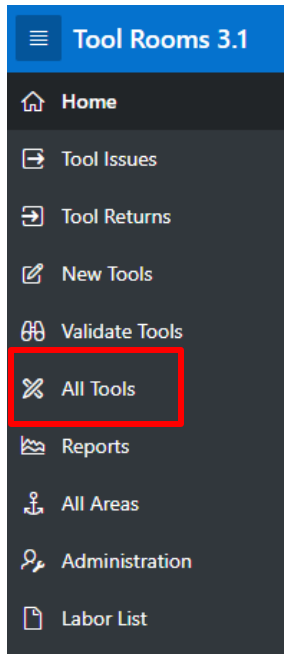
Metrics (last 5 working days)

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.
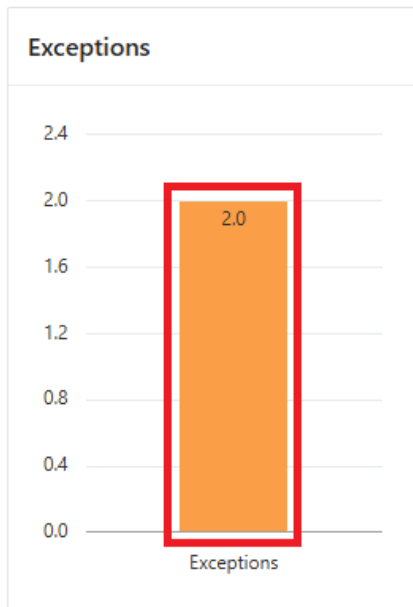
COLUMN ATTRIBUTES

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

The **Review Exceptions** page appears:

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.

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.**
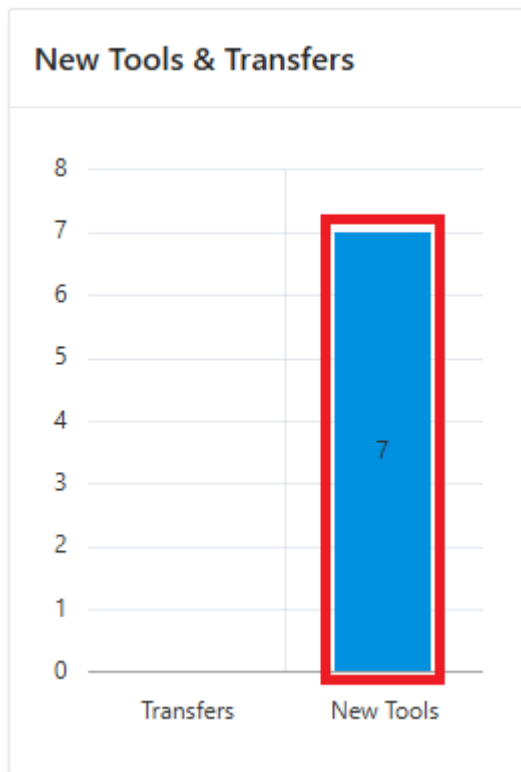
You may also access the list by clicking on **New Tools** on the left-hand side menu
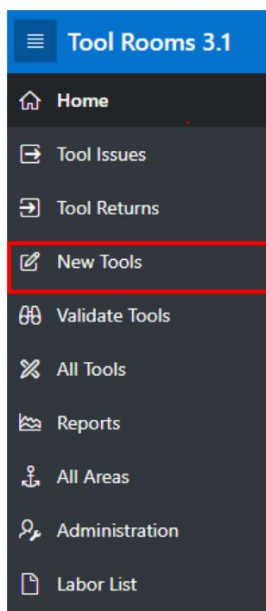
The next screen displays all the new tools you have in your database. The status of all New Tools will be empty. To update the status, click on the **BC #** or **Description** of the tool.

STORES-HQ22TR New Tools

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

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 *P51-870 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

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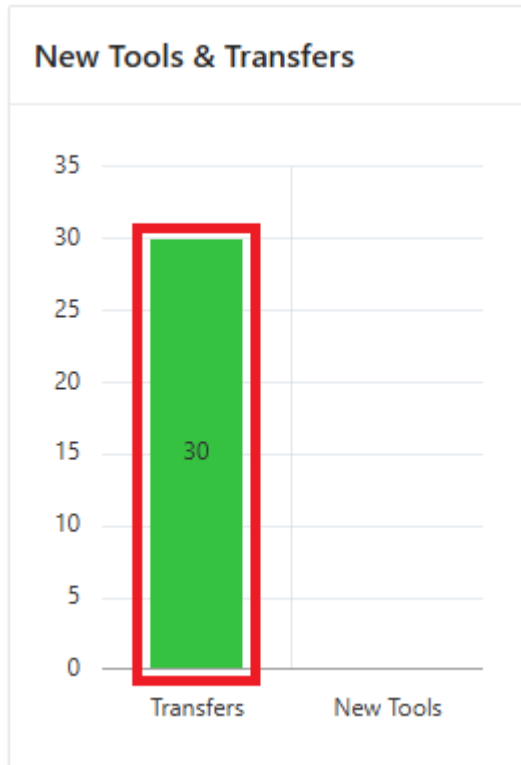
The next screen displays all the transfer tools you have in your database with a **TRTRANSFER** status.

STORES-7TR New Tools					
To process newly bought tools. Attach barcode, etch TW# etc. New tools will have empty or TRTRANSFER status.					
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, CORDLI	TE0008711 18V CORDLESS HAMMER DRILL	TRTRANSFER	MILWAUKEE *2704-20* G73AD153208711
24111	STORES-7TR	TANK / CYLINDER, NITRC	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.**

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**.

This will display the tool that you are searching for.

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.

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.

ADD A NEW TOOL

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

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**.
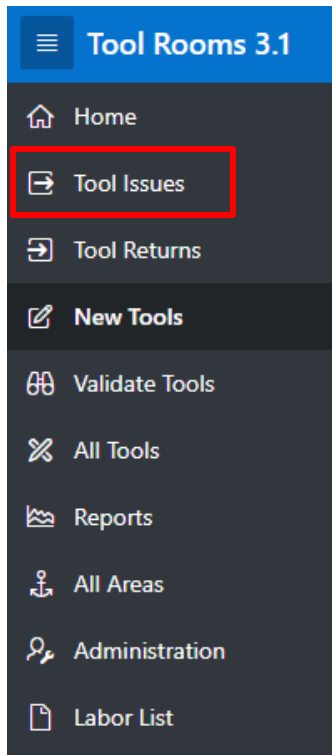
The **Tools Issues** page appears:

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:

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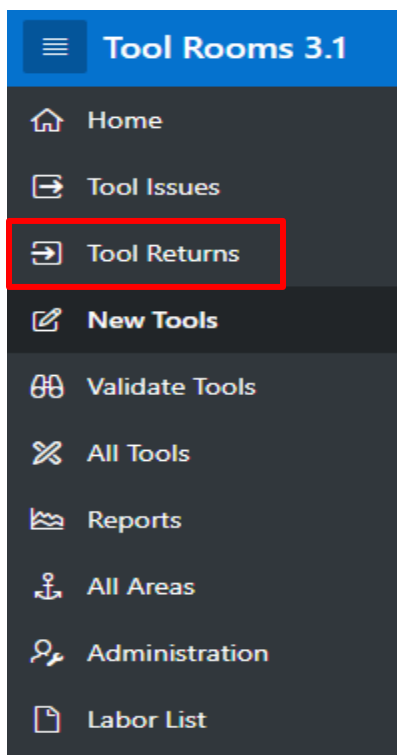
The **Tool Returns** page lists tools that have been issued to employees. Tools in this list will be in **SHORT TERM CHECKOUT**, **LONG TERM CHECKOUT**, or **TOOL ISSUE** status.

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

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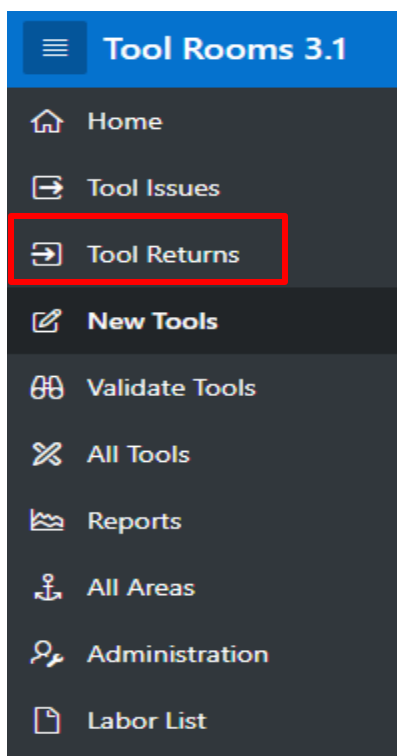
Tools that have been issued to employees will be displayed. Search for the tools being transferred. Once identified, click on the BC # or TW #.

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

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

ACTIVE
BEYOND REPAIR
BROKEN
LONG TERM CHECKOUT
LOST
OBSOLETE
SHORT TERM CHECKOUT
STOLEN
TOOL ISSUE
TRTRANSFER

Storage Location

Notes

Attachment

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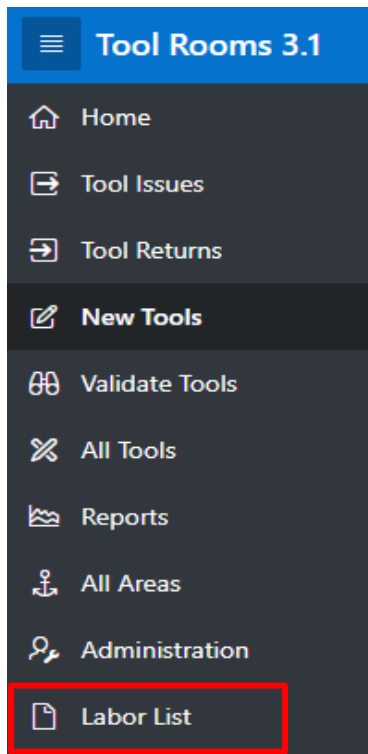
This will display the Area Tool Room. Here you will have the capability to search and filter by entering a value in the Search box or by selecting from the drop-down in AREA/DEPT, PG and/or Class Title.

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

This will display all the employees within the selected area:

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:

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.

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/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

Area S1 Tool Room — AREA/DEPT: S1 — PG: S1-GA — Class Title: PLUMBER — Rows 50 — Actions

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: N1 — Rows 50 — Actions

AREA/DEPT	PG	CLASS	LAUSD ID	NAME	FIX Error!	LOST/STOLEN	TOOL ISSUE	LONG TERM	SHORT TERM	TR	COMP
N1	N1-OK	AREA HEATING&AIR CONDITNG	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	Arno, 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.

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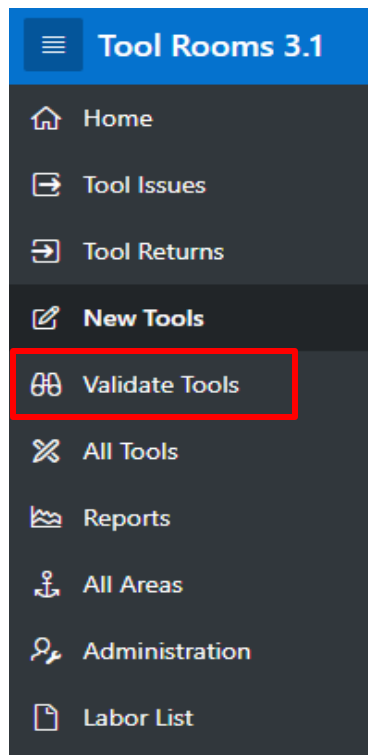
The next screen displays all items requiring validation in your area. Once the tool has been verified, click the pencil icon ![pencil] to perform the validation. This action will mark the record as validated and remove it from the list.

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.

PRINTING M&O TOOL VALIDATION REPORT

Generate the M&O **Tool Validation Report** to track the current progress of the validation process. This report provides a clear snapshot of:

- The total number of tools assigned to your area
- The number of tools that have been validated (either manually or through a transaction)
- The number of tools still pending validation (re-sets every fiscal year).

Tools are categorized as **Operational, Non-operational**, or **Archived**, and further broken down by status (e.g., Active, Tool Issue, Broken, Lost, etc.).

To access the report, click on **Validate Tools** on the left-hand menu.
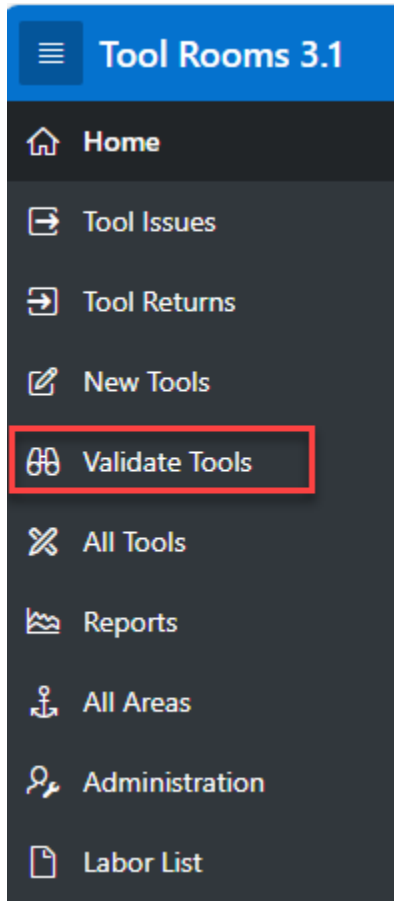
Then click on the blue PDF button.

Los Angeles Unified School District

**Existing Facilities
Maintenance & Operations**

M&O Tool Validation for FY 2025-2026

Operational tools

Area	Tool Room	Status	Total Number of Tools	Validated by Transaction	Manually Validated	Pending to be Validated	Status in Current FY
S1	STORES-7TR	ACTIVE	2,547	70	0	2,477	
S1	STORES-7TR	LONG TERM CHECKOUT	697	0	0	697	
S1	STORES-7TR	SHORT TERM CHECKOUT	48	27	0	21	
S1	STORES-7TR	TOOL ISSUE	1,745	10	0	1,735	
S1	STORES-7TR	TRTRANSFER	25	7	0	18	
Total Operational tools			**5,062**	**114**	**0**	**4,948**	

Non-Operational tools

Area	Tool Room	Status	Total Number of Tools	Validated by Transaction	Manually Validated	Pending to be Validated	Status in Current FY
S1	STORES-7TR	BROKEN	15	1	0	14	1
Total Non-Operational tools			**15**	**1**	**0**	**14**	**1**

Archived Tools

Area	Tool Room	Status	Total Number of Tools	Validated by Transaction	Manually Validated	Pending to be Validated	Status in Current FY
S1	STORES-7TR	LOST	94	0	0	0	
S1	STORES-7TR	SALVAGE	235	3	0	0	3
S1	STORES-7TR	STOLEN	143	22	0	0	22
Total Archived Tools			**472**	**25**	**0**	**0**	**25**

Signature Lines Hidden - There are still tools pending validation

Once all tools have been validated, signature lines will appear at the bottom of the report. Please ensure all required signatures are obtained to certify completion. The tool keeper and AFSD must sign the document, then the tool keeper will file the report for their records. All validations occur annually, with the process beginning on July 1st and concluding on June 30th.

M&O Tool Validation For FY 2024 - 2025

Operational Tools

Area	Tool Room	Status	Total Number of Tools	Validated By Transaction	Manually Validated	Pending to be Validated
RA	STORES-HQ22TR	ACTIVE	1363	538	0	825
RA	STORES-HQ22TR	LONG TERM CHECKOUT	1	1	0	0
RA	STORES-HQ22TR	TOOL ISSUE	1833	458	0	1375
RA	STORES-HQ22TR	TRTRANSFER	8	1	0	7
	Total Operational Tools		3205	998	0	2207

Non-Operational Tools

Area	Tool Room	Status	Total Number of Tools	Validated By Transaction	Manually Validated	Pending to be Validated	Status In Current FY
RA	STORES-HQ22TR	BEYOND REPAIR	2	1	0	1	1
RA	STORES-HQ22TR	BROKEN	3	0	0	3	
RA	STORES-HQ22TR	OBSOLETE	32	0	0	32	
	Total Non-Operational Tools		37	1	0	36	1

Archived Tools

Area	Tool Room	Status	Total Number of Tools	Status In Current FY
RA	STORES-HQ22TR	LOST	27	4
RA	STORES-HQ22TR	SALVAGE	1168	192
RA	STORES-HQ22TR	STOLEN	2	
	Total Non-Operational Tools		1197	196

Toolkeeper Signature   Date

AFSD Signature   Date

Print Date: (sysdate)

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