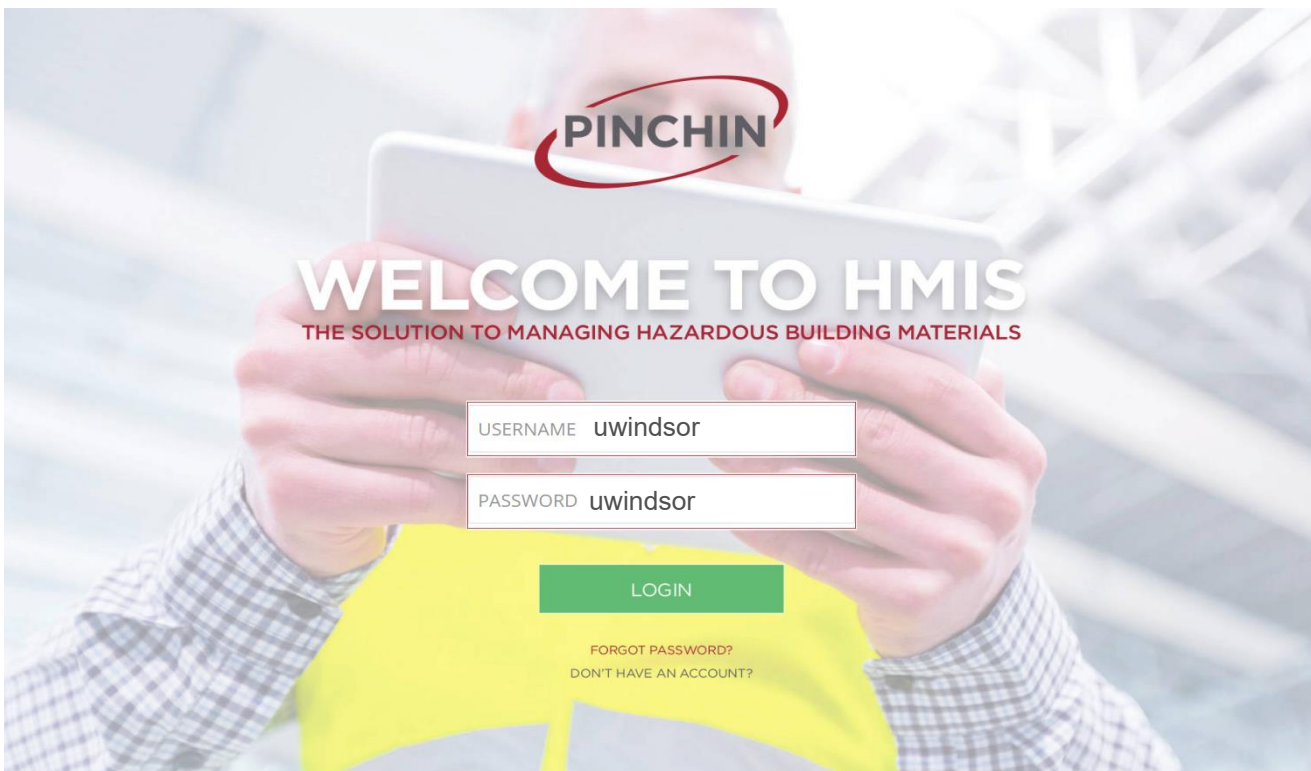




HMIS-Training Manual View Only

From internet browser (preferably Chrome) enter: <https://hmis2.hmis-online.com>

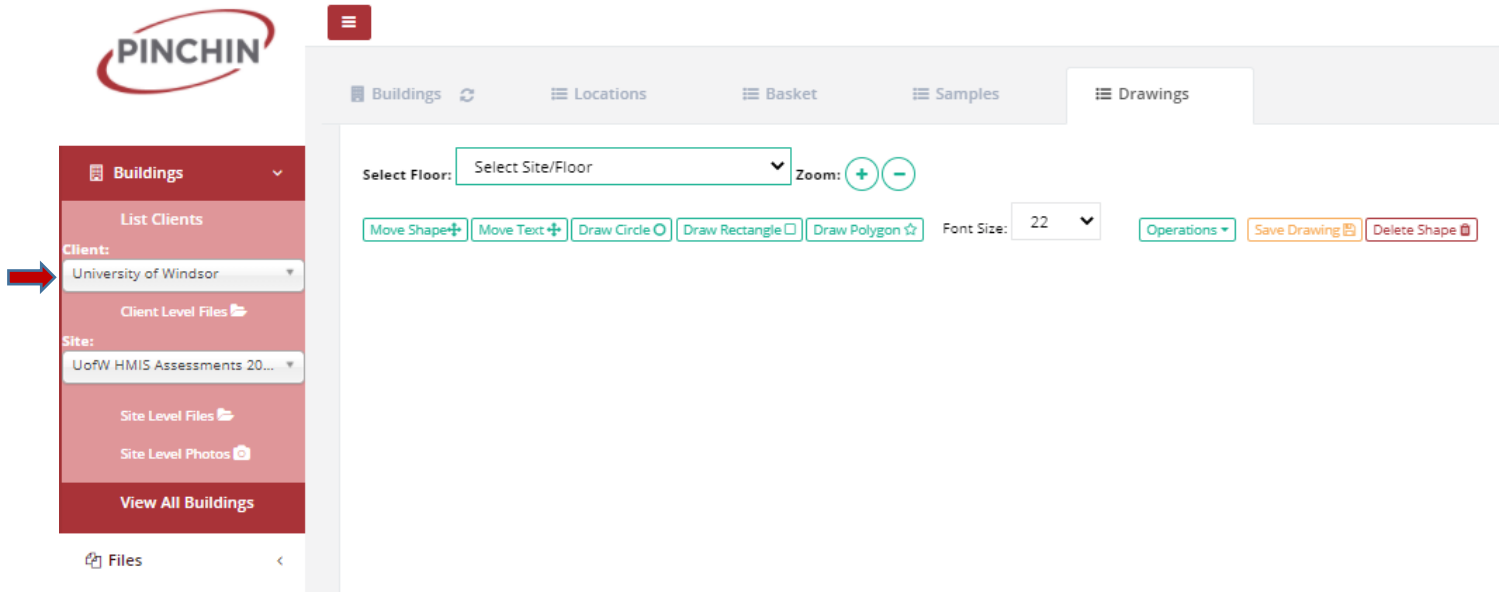


“View Only” username and password for University of Windsor employees: Username: uwindsor and Password: uwindsor

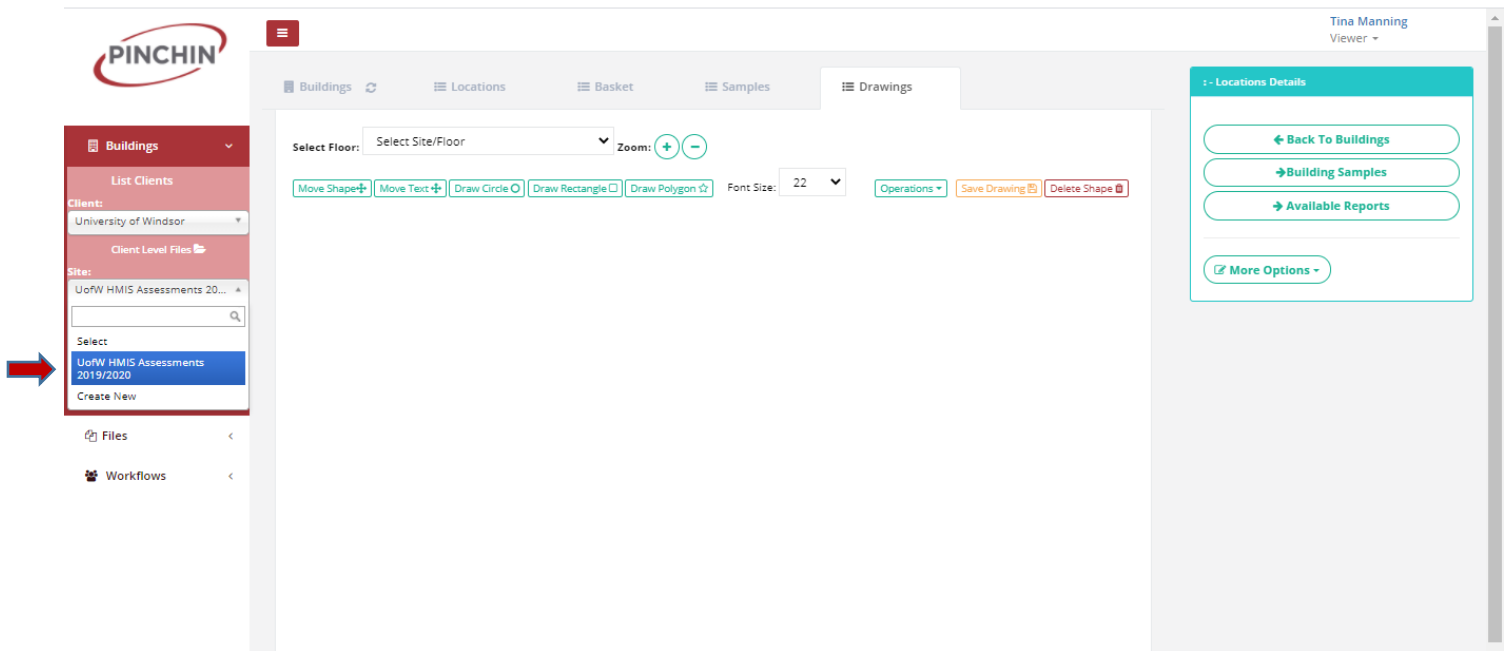


HMIS-Training Manual View Only

In the main menu option using the drop-down arrow select client from the Building List the client.



Select a site using the drop down arrow under the Site option.





HMIS-Training Manual View Only

The Building tab:

Shows a list of the building sites.

Filled in blue folders, indicate uploaded documents within the folder and the camera indicates that photos have been uploaded.

Building Name	Address	Site	Asbestos
+ PRTBL (St.Denis Filehouse) Portable	2555 College Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ 2629 2629 Riverside House & Garage	2629 Riverside Drive West, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ 4965UN Aboriginal Centre	496 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ ALUMNI Alumni Hall	750 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ Asbestos Management Plan	, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ ASU Assumption University	400 Huron Church, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ BIO Biology	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ BIOADTN Biology Addition	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ Police Campus Community Police	478 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ CART Cartier Hall	2750 Wyanotte Street W, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes

To the right of the building list is the “Building Details” for the building selected

Building Details

Building Name: Biology Addition
Building ID: BIOADTN
450 Patricia,
Windsor, ON

Year of Construction: 20148
Square Footage: 20148
Original Assessment: 2012-08-20
Surveyor: Ralph Verbeek
Last Re-Assessment: 2018-02-13
Reassessment: Ralph Verbeek & C
Surveyor: Verbeek
Next Survey On:
Last Change On: 2018-02-27 15:19:47
Note: 204632

[View/Download Reports](#)

[More Options](#)

Selecting the More Options:

Allows the user to Add Site to Basket and Add Building to Basket.

Provides the building details and the option to view the building Locations, Drawings, Samples and to Download Reports.



HMIS-Training Manual View Only

Location Tab:

Selecting the tab “Locations” gives the details of the location within the building selected.

NOTE: You must select a building first by clicking on it (highlighting it) prior to selecting “Locations” tab.

The screenshot shows the PINCHIN HMIS interface. The 'Locations' tab is selected in the top navigation bar, indicated by a red arrow. The main content area displays a table of HMIS Locations. The table has columns for #, Location Name, Floor, Room, Asbestos, and Paint. The table shows 10 entries, with the first entry being 'Exterior' and the others being 'Stairwell' and 'Mechanical Room'. A search bar and a 'Filter Hazmats' button are visible above the table. On the right side, there is a sidebar with buttons for 'Back To Buildings', 'Building Samples', 'Available Reports', and 'More Options'.

#	Location Name	Floor	Room	Asbestos	Paint
1	Exterior	NA		Yes	-
2	Stairwell	BSMT	3	Yes	-
3	Stairwell	1	3	Yes	-
4	Stairwell	2	3	Yes	-
5	Stairwell	3	3	Yes	-
6	Stairwell	4	3	Yes	-
7	Roof	4		No	-
8	Mechanical Room	4	M 401	Yes	-
9	Stairwell	3	3	Yes	-
10	Stairwell	2	4	Yes	-

Location Details:

For locations details select the Location Tab. Choose the location by using the Search feature (enter location number or name) or the Next feature which moves from page to page.

The screenshot shows the PINCHIN HMIS interface. The 'Locations' tab is selected in the top navigation bar. The main content area displays a table of HMIS Locations. A red arrow points to the search bar above the table. Another red arrow points to the 'Next' button in the pagination controls at the bottom of the table. The table shows 10 entries, with the first entry being 'Exterior' and the others being 'Stairwell' and 'Mechanical Room'. A search bar and a 'Filter Hazmats' button are visible above the table. On the right side, there is a sidebar with buttons for 'Back To Buildings', 'Building Samples', 'Available Reports', and 'More Options'.

#	Location Name	Floor	Room	Asbestos	Paint
1	Exterior	NA		Yes	-
2	Stairwell	BSMT	3	Yes	-
3	Stairwell	1	3	Yes	-
4	Stairwell	2	3	Yes	-
5	Stairwell	3	3	Yes	-
6	Stairwell	4	3	Yes	-
7	Roof	4		No	-
8	Mechanical Room	4	M 401	Yes	-
9	Stairwell	3	3	Yes	-
10	Stairwell	2	4	Yes	-



HMIS-Training Manual View Only

Click on the + (plus sign) to show the detail of the location of your choice.

HMIS Locations

Show 10 entries Search: Filter Hazmats

Showing 1 to 10 of 59 entries

#	Location Name	Floor	Room	Asbestos	Paint
+ 1	Exterior	NA		Yes	-
+ 2	Stairwell	BSMT	3	Yes	-
+ 3	Stairwell	1	3	Yes	-
+ 4	Stairwell	2	3	Yes	-
+ 5	Stairwell	3	3	Yes	-
+ 6	Stairwell	4	3	Yes	-
+ 7	Roof	4		No	-
+ 8	Mechanical Room	4	M 401	Yes	-
+ 9	Stairwell	3	3	Yes	-
+ 10	Stairwell	2	4	Yes	-

Previous 1 2 3 4 5 6 Next

BIOADTN: Biology Addition - Locations Details

- ← Back To Buildings
- Building Samples
- Available Reports
- ☑ More Options

Click on the - (negative sign) to return to normal view.

Workflows

- 8 Mechanical Room 4 M 401 Yes -

Asbestos Paint Lead Products Mercury PCB ODS Mould Water IAQ

Confined Space

System	Component	Material	Item	Covering	A*	V*	AP*	Good	Fair	Poor	Unit	Sample	Hazard
Ceiling	Not Found	None Found											
Duct	Expansion Joint	Canvas (NF)*	Joint		B	Y	10(7)				SF	V9000	[Presumed Asbestos]
Duct	Return Air	Not Insulated			B	Y							
Duct	Supply Air	Fibreglass		Canvas	D	N							
Floor		Concrete (poured)			B	Y							
Mechanical Equipment	Air Handling Unit	Not Insulated			B	Y							
Mechanical Equipment	Condensate Tank	Fibreglass		Aluminum	D	N							
Mechanical Equipment	Condensate Tank	Not Insulated			B	Y							
Mechanical Equipment	Fan Unit	Not Insulated			B	Y							
Mechanical Equipment	Generator Exhaust	Not Insulated			B	Y							
Mechanical Equipment	Generator Unit	Not Insulated			B	Y							
Other	Door	Magnesia block (F)*			D	N	100(7)				%	V9500	Presumed Asbestos
Piping	Condensate Return	Fibreglass	Straight	Canvas	D	N							

BIOADTN: Biology Addition - Locations Details

Location 8: Mechanical Room

Floor: 4
Room No: 401
Area: 1200 sf
Note:

- + View All Observations
- Collapse All Observations
- ← Back To Buildings
- View Building Samples
- Available Reports
- ☑ More Options

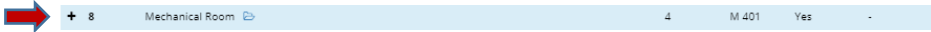


HMIS-Training Manual View Only

The Basket Tab:

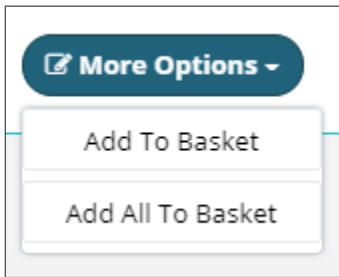
Select a location(s) while in the Locations option to copy and store location information in the Basket for required observation.

Select the location/s to be moved to the Basket.

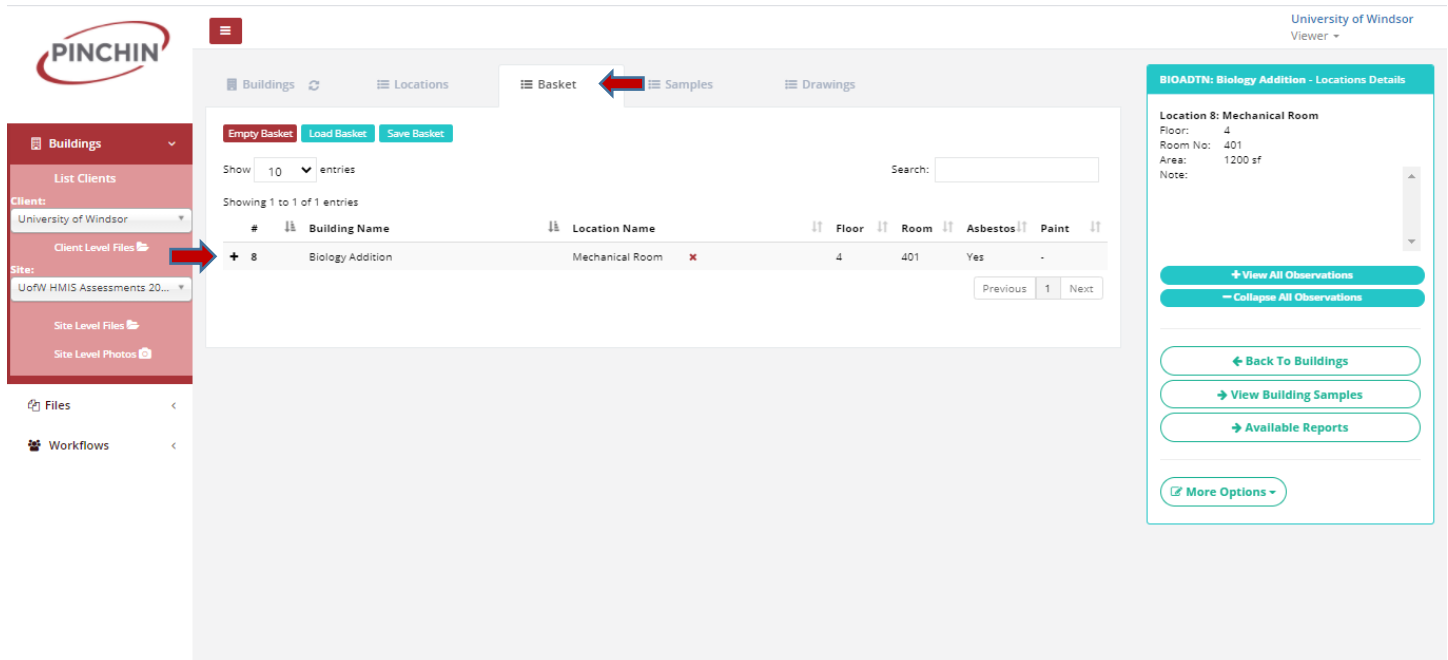


Select:

More Options then Add To Basket or Add All To Basket or right click with your mouse.



The selected location will be transferred to the Basket.



Use the + (plus sign) or the - (negative sign) to open or close the view of the location details.

The detailed information for the stored location appears in the box on the right.



HMIS-Training Manual View Only

Click Empty Basket to remove the stored locations from the basket or remove individual locations with the red "X".

The screenshot shows the PINCHIN interface with the 'Basket' tab selected. At the top left, there are buttons for 'Empty Basket', 'Load Basket', and 'Save Basket'. Below these, there is a search bar and a table with the following data:

#	Building Name	Location Name	Floor	Room	Asbestos	Paint
8	Biology Addition	Mechanical Room	4	401	Yes	-

A red 'X' icon is located to the right of the 'Mechanical Room' location name, with a red arrow pointing to it. The right sidebar shows details for 'Location 8: Mechanical Room'.

Remove all Locations from basket?

Cancel Yes, remove it!

Select: Yes, remove it!



HMIS-Training Manual View Only

The Sample Tab:

Lists entered sampled material and descriptions.

University of Windsor Viewer

Buildings Locations Basket Samples Drawings

List Map

Show 10 entries Search:

Showing 1 to 10 of 69 entries

Building Name	Address	Site	Asbestos
+ PRIBL (St.Denis Filehouse) Portable	2555 College Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ 2629 2629 Riverside House & Garage	2629 Riverside Drive West, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ 496SUN Aboriginal Centre	496 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ ALUMNI Alumni Hall	750 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ Asbestos Management Plan	, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ ASU Assumption University	400 Huron Church, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ BIO Biology	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ BIOADTN Biology Addition	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ Police Campus Community Police	478 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ CART Cartier Hall	2750 Wyanotte Street W, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes

Previous 1 2 3 4 5 6 7 Next

Building Details

Building Name: Biology Addition
Building ID: BIOADTN
450 Patricia, Windsor, ON

Year of Construction: 20148
Square Footage: 2012-08-20
Original Assessment: 2012-08-20
Surveyor: Ralph Verbeek
Last Re-Assessment: 2018-02-13
Reassessment: Ralph Verbeek & C
Surveyor: Verbeek
Next Survey On:
Last Change On: 2018-02-27 15:19:47
Note: 204632

[View/Download Reports](#)

[More Options](#)

Select the building first then choose the Sample type to view results. You can also view the building documents (lab sample certificates, previous reports etc.)

University of Windsor Viewer

Buildings Locations Basket Samples Drawings

Asbestos Paint PCB Mould Drinking Water

50001
Material: Exterior Caulking
Description: Grey exterior caulking (All samples from Loc 1).
ASBESTOS

50002
Material: Plaster
Description: Plaster (Sample A from Loc 2, Sample B from Loc 10, Sample C from Loc 13, Sample D from Loc 46, Sample E from Loc 49, Sample F from Loc 51 and Sample G from Loc 58).
NON ASBESTOS

50003
Material: Mastic, Black
Description: Black mastic (All samples from Loc 7).
NON ASBESTOS

50004
Material: Parging Cement
Description: Parging cement on steam pipe fitting (All samples from Loc 8).
ASBESTOS

BIOADTN: Biology Addition - Lab Results

Search:

File Name Include Samples

No data available in table

Showing 0 to 0 of 0 entries Previous Next



HMIS-Training Manual View Only

The Drawing Tab:

The Drawing Manager is an optional feature which allows the upload of drawings. If drawings are uploaded to the Drawing Manager, when the Drawing Tab is selected it will display Main Site Plans, Sub-Site Plans and Floor Plan Drawings.

From the Building Tab select a building.

The screenshot shows the PINCHIN interface with the 'Buildings' tab selected. The left sidebar contains navigation options for Buildings, Files, and Workflows. The main content area displays a table of buildings with the following data:

Building Name	Address	Site	Asbestos
+ PRTBL (St.Denis Filehouse) Portable	2555 College Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ 2629 2629 Riverside House & Garage	2629 Riverside Drive West, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ 496SUN Aboriginal Centre	496 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ ALUMNI Alumni Hall	750 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ Asbestos Management Plan	, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
+ ASU Assumption University	400 Huron Church, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ BIO Biology	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ BIOADTN Biology Addition	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ Police Campus Community Police	478 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
+ CART Cartier Hall	2750 Wyanotte Street W, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes

Select the Drawing Tab. If drawings were uploaded, click on the “Select Floor” menu and pick a floor.

The screenshot shows the PINCHIN interface with the 'Drawings' tab selected. The 'Select Floor' dropdown menu is open, displaying the following options:

- Select Site/Floor
- siteMap
- 1
- 2
- 3
- 4
- BSMT
- NA



HMIS-Training Manual View Only

Once you click on a floor plan to view the drawing is opened.

(Note: that you may need to “unblock” flash in your internet browser to allow the floor plan to load):

The screenshot shows the PINCHIN software interface. On the left is a sidebar with a 'Buildings' dropdown menu. The main area displays a floor plan for the 'BIOLOGY ADDITION BUILDING FOURTH FLOOR PLAN' (updated June 2008). The floor plan shows a large blue area labeled 'ROOF' and a red area labeled 'MECHANICAL M-401' with the number '8'. Other rooms are labeled '6' and '7'. A 'Select Floor: 4' dropdown and 'Zoom: + -' controls are at the top. On the right, a 'Building Details' panel contains the following information:

Building Details	
Building Name:	Biology Addition
Building ID:	BIOADTN
450 Patricia, Windsor, ON	
Year of Construction:	20148
Square Footage:	20148
Original Assessment:	2012-08-20
Surveyor:	Ralph Verbeek
Last Re-Assessment:	2018-02-13
Reassessment:	Ralph Verbeek & C
Surveyor:	Verbeek
Next Survey On:	
Last Change On:	2018-02-27 15:19:47
Note:	204632

Buttons for 'View/Download Reports' and 'More Options' are also visible.

If you click on a location with your mouse a pop-up box will display the Location details on the right:

This screenshot shows the same interface as the previous one, but with a red arrow pointing to a new 'Locations Details' panel on the right. The panel is titled 'BIOADTN: Biology Addition - Locations Details' and contains the following information:

BIOADTN: Biology Addition - Locations Details	
Location 8: Mechanical Room	
Floor:	4
Room No:	401
Area:	1200 sf
Note:	

Buttons for 'Back To Buildings', 'View Building Samples', 'Available Reports', and 'More Options' are also visible.



HMIS-Training Manual View Only

Right click a location on a floor plan location and the location information can be downloaded in pdf version.

Right click a location on a floor plan location and select view observations view the location details.

Right click a location on a floor plan location and select go to selected location to open the location in the locations tab.

The screenshot displays the PINCHIN software interface. On the left is a navigation sidebar with sections for Buildings, Files, and Workflows. The main area shows a floor plan for the 'BIOLOGY ADDITION BUILDING FOURTH FLOOR PLAN' (updated June 2008). A red arrow points to a location on the plan, which has a context menu open with options: 'Go To Selected Location', 'Download PDF', 'View Observations', and 'Add To Basket'. The location is labeled with a red '7'. A red '6' is also visible on the plan. On the right, a 'Locations Details' panel for 'Location 8: Mechanical Room' shows details: Floor: 4, Room No: 401, Area: 1200 sf, and a Note field. Below the details are buttons for 'Back To Buildings', 'View Building Samples', 'Available Reports', and 'More Options'. The top right corner shows 'University of Windsor Viewer'.



HMIS-Training Manual View Only

Downloading Reports:

Click "View/Download Reports":

The screenshot shows the PINCHIN HMIS interface. On the left is a navigation sidebar with 'Buildings' selected. The main area displays a table of buildings with columns for Building Name, Address, Site, and Asbestos. The 'BIOADTN' entry is highlighted. On the right, a 'Building Details' panel shows information for 'BIOADTN' (450 Patricia, Windsor, ON), including construction year (2018), assessment dates, and surveyors. A red arrow points to the 'View/Download Reports' button in the details panel.

Building Name	Address	Site	Asbestos
PRTLB (St.Denis Filehouse) Portable	2555 College Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
2629 2629 Riverside House & Garage	2629 Riverside Drive West, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
496SUN Aboriginal Centre	496 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
ALUMNI Alumni Hall	750 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
Asbestos Management Plan	, Windsor, ON	UoFW HMIS Assessments 2019/2020	-
ASU Assumption University	400 Huron Church , Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
BIO Biology	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
BIOADTN Biology Addition	450 Patricia, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
Police Campus Community Police	478 Sunset Avenue, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes
CART Cartier Hall	2750 Wyanotte Street W, Windsor, ON	UoFW HMIS Assessments 2019/2020	Yes

These are the list of Available Reports that can be prepared. Select the report needed and then click the "Get Report" button.

The 'Available Reports' dialog box is shown with several report options. A red arrow points to the 'Get Report' button at the bottom right.

- Location Report (List)**: Provides a list of the Pinchin assigned locations, the Room or Area names and numbers. Order by: Location No, Ascending.
- Building Summary Report**: In a tabular format, provides a summary of all of the hazardous materials in the building. Select Haz: Asbestos.
- All Data Report**: Provides all of the data collected for each building system. Select Haz: Asbestos, No Actions. Only Confirmed/Presumed: OFF.
- Remedial Recommendation**: Remedial Recommendation. Select Haz: Asbestos (fair, poor, debris).
- Hazardous Materials Summary / Sample Log**: Provides a summary of samples, materials, locations and approximate total quantity. Select Haz: All.



HMIS-Training Manual View Only

Click "Building Summary Report", then click "Get Report" to obtain a summary of all asbestos found in the building; including locations, recommended actions, quantity, etc.

no-back-button

Available Reports

Main Reports

Location Report (List)
Provides a list of the Pinchin assigned locations, the Room or Area names and numbers.
Order by:

Building Summary Report
In a tabular format, provides a summary of all of the hazardous materials in the building.
Select Haz:

All Data Report
Provides all of the data collected for each building system.
Select Haz:
Only Confirmed/Presumed ASB: OFF

Remedial Recommendation
Remedial Recommendation.
Select Haz:

idings and their

System	Asbestos	Friable	ACM Materials	Locations where ACM materials are present - Location(Room Number)	Recommended Actions	Quantity
C - Ceiling	Yes	Yes	Texture Coat	60, 88, 246	3, 7	125
		No				
D - Duct	No	No				
		Yes				
F - Floor	Yes	No				
		No	Vinyl Floor Tile and Mastic	18(304C), 20, 21, 22, 29, 35(326), 36(320), 42(307), 43(305), 49, 61, 101, 107, 108, 109, 110, 142, 148, 164, 208, 209, 210, 211, 227, 228, 242, 243	3, 7	4475 SF
			Mastic	61, 110	7	219 SF
M - Mechanical Equipment	No	No				
O - Other	Yes	Yes				
		No	Caulking	1, 150	7	100 %
			Mastic, Black	12, 13, 150, 151	7	10 SF, 100 %
P - Piping	Yes	No	Roofing material	150	7	220 SF
S - Structure	No	No	Parging Cement	10, 11, 12, 14, 16, 18(304C), 20, 22, 24(304), 41, 45, 46, 54, 147	7	168
		Yes	Cement Product	10, 14, 22, 24(304), 40, 41, 43(305), 45	7	167 LF, 1 EA
W - Wall	Yes	Yes				
		Yes	Texture Coat	142, 242, 243	5	100

This report can be downloaded or printed by choosing an icon on the right when you hover over the report with your mouse.



HMIS-Training Manual View Only

A screenshot of a web browser window. The address bar shows "actice Library - HAZ - All Docu" with a close button and a plus sign. The page content area is dark grey and contains a document viewer. The document title is "ASBESTOS SUMMARY REPORT". The Pinchin logo is visible in the center of the document. The browser's navigation bar at the top right shows icons for back, forward, refresh, download, and print. A red arrow points to the print icon. The page number "1/1" is displayed on the left side of the navigation bar.