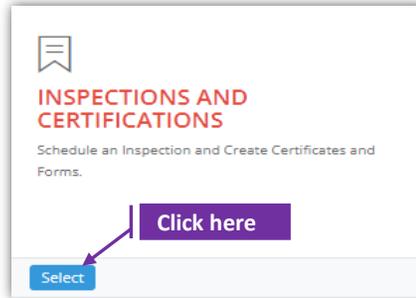
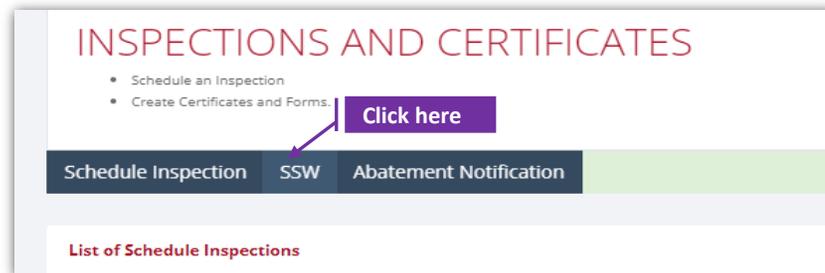


Add Supervisor Statement of Work (SSW) to a Property



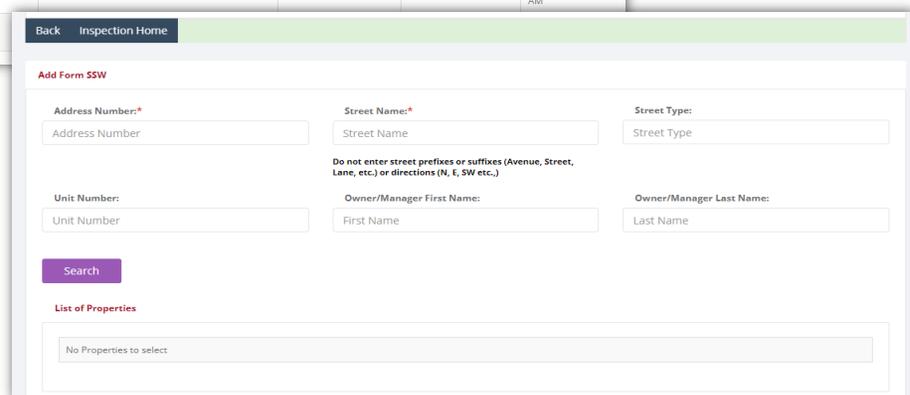
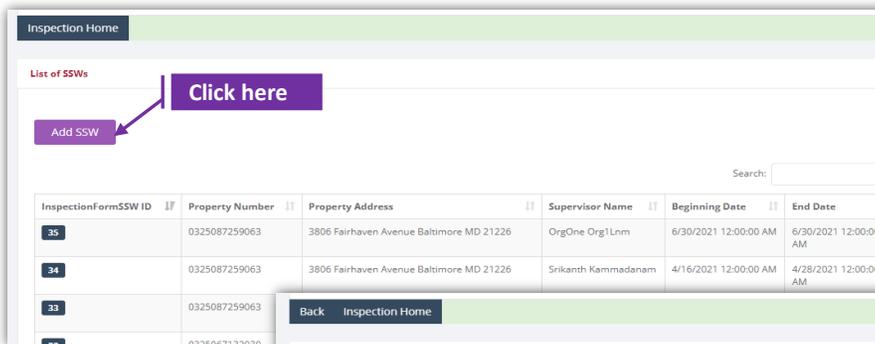
Set-1: Steps

- Click 'Select' button in 'INSPECTIONS AND CERTIFICATIONS' tile on the dashboard.
 - Users having MDE Admin / Inspector / Supervisor roles will have the access.



Set-2: Steps

- Supervisor will land on the list of SSWs page where multiple statement of work created by the signed-in Supervisor are displayed.
- Click on 'SSW' tab to view existing list of SSWs or create a new SSW.
- Supervisor lands on 'Add from SSW' page. Click the button 'Add SSW'



Add Supervisor Statement of Work (SSW) to a Property

Set-3: Steps

- Supervisor can search for the property using two required fields - Address Number, and Street Name.

Inspection Certificate No: <input type="text" value="Certificate Number"/>	Beginning Date:* <input type="text" value="Beginning Date"/>	End Date:* <input type="text" value="End Date"/>
Address: <input type="text" value="Address"/>	Unit Number: <input type="text" value="Unit Number"/>	Parcel: <input type="text" value="Parcel"/>

- Entry search criteria and click 'Search'.
- List of property records will be displayed based on the search criteria.

List of Properties

Select	Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Address Picked From	Premise Flag
<input checked="" type="radio"/>	11145 REDLAND CT MD 00000		LM TOWER LLC	Baltimore County	04042300006742		0587	SDAT	No

Inspection Certificate No:

Property selected will be auto-

End Date:*

Address:

Unit Number:

Parcel:

- Property record that is selected from the search results will be auto-displayed under address information section.
- Select the service provider from the dropdown. Supervisor's employer(s) will be listed in this dropdown.

Service Provider:*

Select a Provider ▼

Select a Provider

Silver Spring Associates

A & A Lead Inspections

- 8 questions related to the treatment type are required. Supervisor can check all applicable checkboxes.

The supervisor should check all boxes in the columns below that apply as it relates to each treatment.

Treatment Type	Supervised the performance of this treatment	Verified that the treatment is still in effect	Not Applicable	Reason
Removed and repainted any chipping, peeling or flaking paint on interior and exterior surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Repaired any structural defects that could cause paint to chip, peel or flake.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Repainted, replaced or encapsulated all interior window sills where lead based paint or untested paint exists per COMAR 26.16.05.08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
All untested window wells where lead based paint or untested paint exists are capped, with vinyl, aluminium, or other MDE approved material, in order to make them smooth and cleanable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Fixed the top sash of untreated or non-replacement windows to eliminate friction. (Subject to Federal, State and Local Codes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Re-hung all doors to prevent the rubbing together of a lead-painted surface with another surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
All kitchen and bathroom floors are overlaid with smooth, water resistant covering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
The unit is free of visible dust, debris or residue; and HEPA-vacuuming and detergent washing have been done in rooms where repairs were made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Add Supervisor Statement of Work (SSW) to a Property

Set-4: Steps

- Check the related options and click 'Save Form'.
- If any treatment question is checked as 'Not Applicable', then the reason is required. Application will throw validation error if reason is not provided & have an atleast 1 question answered as not applicable.

Are you sure you want to save the form?

You are saving the form

No, cancel please!
Yes, add it!

In the columns below that apply as it relates to each treatment.

Supervised the performance of this treatment	Verified that the treatment is still in effect	Not Applicable	Reason
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>

Please enter the reason for selecting Not Applicable.

OK

- Provide all the required information and click 'Save Form'.
 - Linked property cannot be changed once an SSW is saved.
- Supervisor will land on list of SSWs home page. Supervisor can click on the SSW-ID to view/update the existing information.

InspectionFormSSW ID	Property Number	Property Address	Supervisor Name	Beginning Date	End Date
36	0404230006742	11145 REDLAND CT MD 00000	Bala Vega	10/29/2021 12:00:00 AM	10/30/2021 12:00:00 AM

SSW-ID : 36

<p style="font-size: x-small; font-weight: bold;">Inspection Certificate No:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Certificate Number</div> <p style="font-size: x-small; font-weight: bold;">Address:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">11145 REDLAND CT M</div> <p style="font-size: x-small; font-weight: bold;">Supervisor Employer:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Silver Spring Associates</div> <p style="font-size: x-small; font-weight: bold;">Supervisor Name:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Bala Vega</div>	<p style="font-size: x-small; font-weight: bold;">Beginning Date:*</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">10/29/2021</div> <p style="font-size: x-small; font-weight: bold;">Unit Number:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"></div> <p style="font-size: x-small; font-weight: bold;">Accreditation No.:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">100044</div> <p style="font-size: x-small; font-weight: bold;">Accreditation No.:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">0</div>	<p style="font-size: x-small; font-weight: bold;">End Date:*</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">10/30/2021</div> <p style="font-size: x-small; font-weight: bold;">Parcel:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">0587</div> <p style="font-size: x-small; font-weight: bold;">Accreditation Expiration Date:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">2/6/2023 12:00:00 AM</div> <p style="font-size: x-small; font-weight: bold;">Accreditation Expiration Date:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Accreditation Expiration Date</div>
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The supervisor should check all boxes in the columns below that apply as it relates to each treatment.

Treatment Type	Supervised the performance of this treatment	Verified that the treatment is still in effect	Not Applicable	Reason
Removed and repainted any chipping, peeling or flaking paint on interior and exterior surfaces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>
Repaired any structural defects that could cause paint to chip, peel or flake.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>
Repainted, replaced or encapsulated all interior	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input style="width: 90%;" type="text" value="Test"/>