**FY 2024 Source Documentation Worksheet**

1. **This Source Documentation Worksheet is to be completed prior to the FIMS data validation and provided to each member of the validation team.**
2. **Reference the FIMS Data Element Dictionary for the definition of each FIMS Data Element.**
3. **In general, source documentation is authoritative data the FIMS administrator would use to enter or update data in FIMS. Source data must have an owner, be managed, dated, and updated at appropriate intervals.**
4. **Source documentation must identify each real property asset by FIMS Property ID. Source data is required for all values, including Yes, No and Zero.**
5. **For DOE leased and Contractor leased assets, the lease agreement must be available during the validation. For GSA owned and GSA leased assets, the GSA Occupancy Agreements (OAs) must be available during the validation. Outgrant agreements must be available for outgranted DOE owned assets.**
6. **Source data update frequencies of “annual” are identified in this document with each respective listed data element. Designations for all source data update requirements can be found in the *FIMS Reporting Deadlines and Validation Guidance* and on the FIMS Data Validation Reporting Forms.**
7. **Site processes/procedures for collecting FIMS source data must be documented and available for the validation team to review during the scheduled validation.**

| **FIMS Data Element** | **Typical Acceptable Source** | **Subject Matter Expert** | **List the Data Source and Process for Obtaining** |
| --- | --- | --- | --- |
| 1. **Ownership**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedLand – DOE owned, DOE leased and withdrawnGSA OA – GSA owned and GSA leased | Data provided by the Facilities Group Management or Real Estate.For owned land, the land deed or transfer document.For withdrawn from public domain land, a “Public Land Order” issued by the Department of Interior, Bureau of Land Management on the Federal Register.For DOE leased and contractor leased assets, the Lease Agreement. For GSA OA assets, the GSA Occupancy Agreement. | Name:Phone:Email:Title:Company: |  |
| 2. **Usage Code (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedLand – DOE owned, DOE leased and withdrawnGSA OA – GSA owned and GSA leased | Annual review provided by the Facility Managers or physical walkthroughs of the assets to ensure the Usage Code is captured for the predominant usage based on the size of each facility/land parcel. | Name:Phone:Email:Title:Company: |  |
| 3. **Property Type**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedLand – DOE owned, DOE leased and withdrawnGSA OA – GSA owned and GSA leased | Data provided by the Facilities Group Management/individual Facility Mangers, or Real Estate.For owned land, the land deed or transfer document.For withdrawn from public domain land, a Public Land Order.For DOE leased and contractor leased assets, the Lease Agreement. For GSA OA assets, the GSA Occupancy Agreement. | Name: Phone: Email: Title: Company:  |  |
| 4. **Status (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedLand – DOE owned, DOE leased and withdrawnGSA OA – GSA owned and GSA leased | Annual review provided by the Facility Managers or physical walkthroughs of the assets to ensure the Status is captured for the predominant status based on the size of each facility/land parcel. | Name:Phone:Email:Title:Company: |  |
| 5. **Size**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedLand – DOE owned, DOE leased and withdrawnGSA OA – GSA owned and GSA leased | Data from as-built drawings, physical measurements, Geographic Information System (GIS), or space management system.For owned land, the land deed or a land survey.For withdrawn from public domain land, a Public Land Order or land survey.For DOE leased and contractor leased assets, the Lease Agreement. For GSA OA assets, the GSA Occupancy Agreement. | Name:Phone:Email:Title:Company: |  |
| 6. **Space Type Usable SF – Office**Building/Trailer – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | As-built drawings, physical measurements, Geographic Information System (GIS), or space management system indicating the portion of the asset that identifies office space. | Name:Phone:Email:Title:Company: |  |
| 7. **No of Floors**Building – DOE owned | Data from As-built drawings, space management system, or site facility management database. | Name:Phone:Email:Title:Company: |  |
| 8. **Repair Needs (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | Condition Assessment Information System (CAIS) Upload Report, Condition Assessment Survey (CAS) reports, or data from other industry standard cost estimating systems that capture asset deficiencies at the asset level and calculate repair/replacement cost.  | Name:Phone:Email:Title:Company: |  |
| 9. **Deferred Maintenance (DM) (A)**Building/Trailer/OSF – DOE owned | Condition Assessment Information System (CAIS) Upload Report, or other documented methodology for determining which of your asset’s Repair Needs (deficiencies) are considered Deferred Maintenance. | Name:Phone:Email:Title:Company: |  |
| 10**. Inspection Date (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | CAIS Upload Report or documentation from the last Condition Assessment Survey (CAS) inspection. For bridges, tunnels and culverts, inspection date should be the routine inspection date. | Name:Phone:Email:Title:Company: |  |
| 11. **Asset % Utilized (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | Documented results of Site’s Annual Utilization Survey. | Name:Phone:Email:Title:Company: |  |
| 12. **Total No of Federal Employees (A)**Building/Trailer – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | Data from Annual Utilization Survey, Facility Manager or other site tracking systems which are responsible to track number of occupants working in each building. | Name:Phone:Email:Title:Company: |  |
| 13. **Total No of Contractor Employees (A)**Building/Trailer – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | Data from Annual Utilization Survey, Facility Manager or other site tracking systems which are responsible to track number of occupants working in each building. | Name:Phone:Email:Title:Company: |  |
| 14. **Replacement Plant Value (RPV) (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leased | For buildings and trailers, RPV – FIMS, RPV – CAIS or RPV – Other values are acceptable (see FIMS definition). For RPV – Other source values, methodology must be provided and re-estimated at a minimum of every five years and escalated annually in between. For OSF, RPV – CAIS or RPV – Other values are acceptable. For RPV – Other source values, methodology must be provided and re-estimated at a minimum of every five years and escalated annually in between. Current Plant Value (CPV) is also acceptable for OSFs and is expected to be calculated annually. | Name:Phone:Email:Title:Company: |  |
| 15. **Annual Actual Maintenance (AM) (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | Asset level data obtained from Site financial office or Computerized Maintenance Management System (CMMS).  | Name:Phone:Email:Title:Company: |  |
| 16. **Annual Required Maintenance (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | Data from Site financial or planning office. | Name:Phone:Email:Title:Company: |  |
| 17. **Functionality Assessment Date (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned and GSA leased | Date from the last Functionality Assessment.  | Name:Phone:Email:Title:Company: |  |
| 18. **Modernization Cost (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned, and GSA leased | Condition Assessment Information System (CAIS) Upload Report or estimates from Site planning. | Name:Phone:Email:Title:Company: |  |
| 19**. Overall Asset Condition (A)**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedGSA OA – GSA owned, and GSA leased | Results from Site Functionality Assessment, Condition Assessment Surveys (CAS), or other real property indicators. | Name:Phone:Email:Title:Company: |  |
| 20. **Historic Designation**Building/Trailer/OSF – DOE ownedLand – DOE owned | Documented designation from the State Historic Preservation Officer (SHPO) listing the facilities/land parcels by Property ID and/or Property Name. | Name:Phone:Email:Title:Company: |  |
| 21. **Excess Indicator**Building/Trailer/OSF – DOE ownedLand – DOE owned and withdrawn | For Excess Indicator = ‘Yes’, email from RP-ExcessScreening@hq.doe.gov indicating the approval of the Excess Screening process or prior approval email. For Excess Indicator = ‘No’, data from Facilities Group Management or Disposition Manager/Planning.  | Name:Phone:Email:Title:Company: |  |
| 22. **Excess Date**Building/Trailer/OSF – DOE ownedLand – DOE owned and withdrawn | For Excess Indicator = ‘Yes’, date from RP-ExcessScreening@hq.doe.gov indicating the approval of the Excess Screening process or prior approval email.For Excess Indicator = ‘No’, date from Facilities Group Management or Disposition Manager/Planning.  | Name:Phone:Email:Title:Company: |  |
| 23. **Estimated Disposition Year**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedLand – DOE owned, DOE leased and withdrawnGSA OA – GSA owned and GSA leased | Data from the Disposition Manager/Planning, supported by, and aligned with, five-year planning documentation (such as Master Asset Plans, Master Site Plans, Annual Lab Plans, Master Facility Plans, Deep Dive Records, or similar), as required by DOE O 430.1C, paragraph 4.a. (1). | Name:Phone:Email:Title:Company: |  |
| 24. **GSA Notification Submitted**Building/Trailer/OSF – DOE ownedLand – DOE owned and withdrawn | Signed transmittal memo or email from Real Estate forwarding SF118 to GSA. | Name:Phone:Email:Title:Company: |  |
| 25. **GSA Notification Accepted**Building/Trailer/OSF – DOE ownedLand – DOE owned and withdrawn | Letter of acceptance from GSA.  | Name:Phone:Email:Title:Company: |  |
| 26. **Outgrant Indicator**Building/Trailer/OSF – DOE owned, DOE leased, and Contractor leasedLand – DOE owned, DOE leased and withdrawn | Data from Real Estate. For assets with an Outgrant Indicator set to ‘Yes’, sites must provide a copy of the appropriate real estate instrument to support this designation.   | Name:Phone:Email:Title:Company: |  |
| 27. **Sustainability**Building/Trailer – DOE owned with Size greater than or equal to 25,000 square feet | Data from Facility Manager or Sustainability SME. | Name:Phone:Email:Title:Company: |  |
| 28. **Sustainability – System Used**Building/Trailer – DOE Owned when Sustainability is equal to ‘Yes’ | Data from Facility Manager or Sustainability SME. | Name:Phone:Email:Title:Company: |  |
| 29. **Sustainability – Date Certified**Building/Trailer – DOE Owned when Sustainability is equal to ‘Yes’ | Data from Facility Manager or Sustainability SME. | Name:Phone:Email:Title:Company: |  |
| 30. **Year Built**Building/Trailer/OSF – DOE owned | Data of Beneficial Occupancy Letter or other site documents. | Name:Phone:Email:Title:Company: |  |
| 31. **Adjustment Cost**Building/Trailer/OSF – DOE owned | STARS reports or reports from other site managed financial databases.  | Name:Phone:Email:Title:Company: |  |
| 32. **Capitalized – Adjustment**Building/Trailer/OSF – DOE owned | STARS reports or reports from other site managed financial databases.  | Name:Phone:Email:Title:Company: |  |
| 33. **Annual Operating Cost (Site Level) (A)**Site level Operating Cost | Invoices, payment data from the site financial office. Provide procedures for any site allocated asset level cost. | Name:Phone:Email:Title:Company: |  |
| 34. **Lease Start Date**Building/Trailer/OSF – DOE leased and Contractor leasedLand – DOE leasedGSA OA – GSA owned and GSA leased | Lease agreement. Electronic or hard copies of all DOE leases and Contractor leases must be available at the validation. | Name:Phone:Email:Title:Company: |  |
| 35. **Expiration Date**Building/Trailer/OSF – DOE leased and Contractor leasedLand – DOE leasedGSA OA – GSA owned and GSA leased | Lease agreement or GSA Occupancy Agreement.Electronic or hard copies of all DOE leases, Contractor leases and GSA Occupancy Agreements must be available at the validation.  | Name:Phone:Email:Title:Company: |  |
| 36. **Annual Rent (A)**Building/Trailer/OSF – DOE leased and Contractor leasedLand – DOE leasedGSA OA – GSA owned and GSA leased | Lease agreement or GSA Occupancy Agreement.Electronic or hard copies of all DOE leases, Contractor leases and GSA Occupancy Agreements should be available at the validation.  | Name:Phone:Email:Title:Company: |  |
| 37. **Disposition Date (Archived data)**Building/Trailer/OSF/Land – all disposed assets except disposals by Admin Correction | Data from the Disposition Manager.  | Name:Phone:Email:Title:Company: |  |
| 38. **Disposition Method (Archived data)**Building/Trailer/OSF/Land – all disposed assets except disposals by Admin Correction | Data from the Disposition Manager.  | Name:Phone:Email:Title:Company: |  |
| 39. **Actual Sales Price (Archived Data)**Building/Trailer/OSF/Land – all disposed assets except disposals by Admin Correction | Data from Real Estate/Disposition Manager.  | Name:Phone:Email:Title:Company: |  |
| 40. **Net Proceeds (Archived data)**Building/Trailer/OSF/Land – all disposed assets except disposals by Admin Correction | Data from Real Estate/Disposition Manager. | Name:Phone:Email:Title:Company: |  |
| 41. **Planning Documents / Beneficial Occupancy Year (from AAIM)**Building/Trailer/Land – The year the site anticipates taking beneficial occupancy, over the next three Fiscal Years as shown by FIMS/AAIM Beneficial Occupancy Year data field. Beneficial Occupancy Year must be supported by planning documentation. Validation will be limited to buildings, trailers and land (no OSFs) with an Initial Acquisition Cost/Annual Rent of ≥$300,000 or $0 or $1 or blank. | Master Asset Plans, Master Site Plans, Annual Lab Plans, Master Facility Plans, Deep Dive Records, or similar, which document the mission need and the planned timing for the new asset (e.g. five-year real property planning and budgeting documentation, as required by DOE O 430.1C, paragraph 4.a. [1]). Due to the realities of changing budget priorities, emergent requirements and schedule risks, the actual Beneficial Occupancy Year in FIMS/AAIM may differ from the planning documents but planning documentation must show the asset is part of a larger plan for real property and the planned asset must be listed in AAIM.  | Name:Phone:Email:Title:Company: |  |

1. Annual update of Source Document needed

**Bridge Data Validation Data Elements**

| **FIMS Data Element** | **Typical Acceptable Source** | **Subject Matter Expert** | **List the Data Source and Process for Obtaining** |
| --- | --- | --- | --- |
| 1. **Routine Inspection Date**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, 1769 | Routine Bridge Inspection Report | Name:Phone:Email:Title:Company: |  |
| 1. **Routine Inspection Frequency**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, 1769 | Routine Bridge Inspection frequency document from site SME, specific to the bridge, with the proper approvals, per DOE O 437.1. The inspection frequency document should identify:* baseline month for the inspection
* inspection interval (frequency)
* inspection interval variation, if applicable
	+ reason for variation from the established interval
	+ DOE BTM approval for variation
 | Name:Phone:Email:Title:Company: |  |
| 1. **Special Inspection Date**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, 1769 | Special Inspection ReportThe date of the most recently conducted In-depth; Fracture Critical Member; Damage; or Special Inspection | Name:Phone:Email:Title:Company: |  |
| 1. **Special Inspection Frequency**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, 1769 | Special Inspection frequency document from site SME, specific to the bridge, with the proper approvals, per DOE O 437.1. The inspection frequency document should identify:* baseline month for the inspection, if applicable
* inspection interval (frequency)
* inspection interval variation, if applicable

Special inspections include; In-depth, Fracture Critical Member; Damage; or Special Inspections | Name:Phone:Email:Title:Company: |  |
| 1. **Underwater Inspection Date**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, 1769 | Underwater Inspection Report | Name:Phone:Email:Title:Company: |  |
| 1. **Underwater Inspection Frequency**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, 1769 | Underwater Inspection frequency document, from site SME, specific to the bridge, with the proper approvals, per DOE O 437.1. The inspection frequency document should identify:* baseline month for the inspection
* inspection interval (frequency)
* inspection interval variation, if applicable
 | Name:Phone:Email:Title:Company: |  |
| 1. **Posted Load Rating/Restrictions**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, 1769 | Bridge Load Rating Report and photos of bridge posting | Name:Phone:Email:Title:Company: |  |
| 1. **Load Rating Date**

OSF – all Ownerships where Status = 1 Operating, 2 Standby, or 3 Outgranted **AND** Posted Load Rating/Restrictions = A, B, D, E, G, K, L, P, or R | Load Rating Report | Name:Phone:Email:Title:Company: |  |
| 1. **Scour Evaluation**

OSF – all Ownerships where Status = 1 Operating, 2 Standby, or 3 Outgranted  | Scour Evaluation Report | Name:Phone:Email:Title:Company: |  |
| 1. **Scour Critical Plan of Action**

OSF – all Ownerships where Status = 1 Operating, 2 Standby, or 3 Outgranted **AND** Scour Evaluation = 1, 2, 3, 4, 6, 7, T, or U**AND**Usage code = 1468, 1469, 1768, 1769 | Scour Evaluation Report; Scour Critical Plan of Action Report | Name:Phone:Email:Title:Company: |  |
| 1. **Seismic Vulnerability Evaluation**

OSF – all Ownerships where the Usage Code is 1468, 1469, 1768, or 1769 | Seismic Vulnerability Evaluation Report | Name:Phone:Email:Title:Company: |  |
| 1. **Traffic Volume Date**

OSF – all Ownerships where Status = 1 Operating, 2 Standby, or 3 Outgranted **AND**Usage Code = 1768, 1769 | Traffic Volume Data Collection Report  | Name:Phone:Email:Title:Company: |  |
| 1. **Number of Lanes on Structure**

OSF – all Ownerships with Usage Code 1768 and1769. | As-Builts Documents, Routine Inspection Report | Name:Phone:Email:Title:Company: |  |