WSCC Property Portal



Atrium Property Portal User Guidance



1 Property Portal Guidance

This document provides guidance on viewing drawings & documents for the WSCC property estate via a secure website. If you do not have or are unaware of a login for your department please email propertyrecords@westsussex.gov.uk in order to receive the login details to the Portal. Once you have received your login details, the guidance below can be followed.

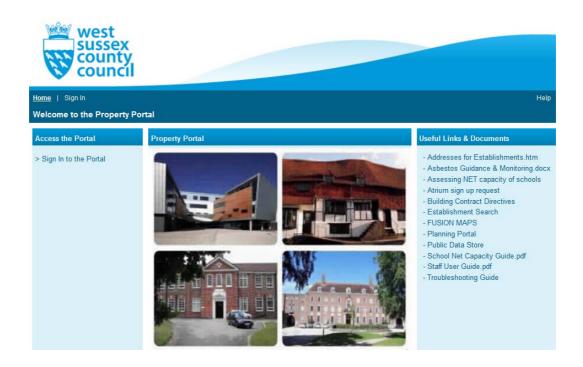
Portal viewing requirements - Java version 1.5 or later. Require an update or unsure, then please hold Ctrl & click on the icon



Please be aware that the screen prints below are for guidance purposes only and may not represent the finished website design.

2 Sign on

Welcome Page – The Portal link is below: http://buildings.westsussex.gov.uk/PropertyPortal/faces/index.jspx



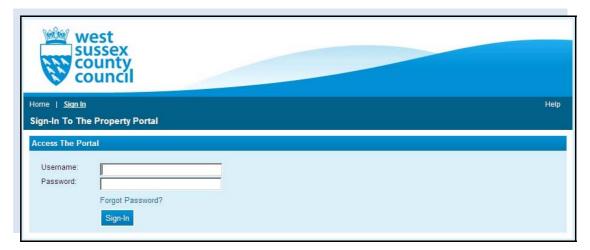
Before signing in there are quick internet links available, on the right handside.

(Note: the Username and password is upper-case with no spaces).

2.1 Username and Password changes / resets

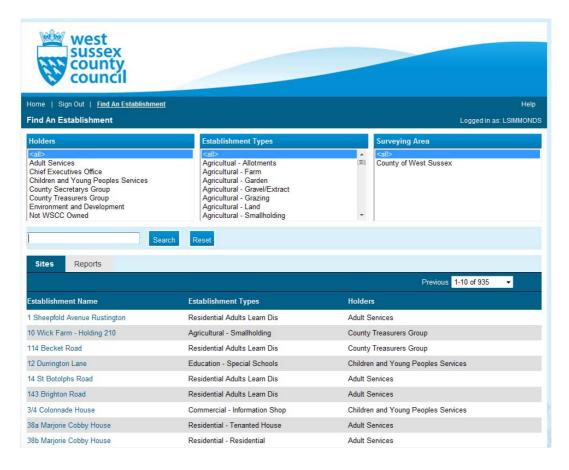
If you require a username or password change or reset please email propertyrecords@westsussex.gov.uk

(or for Schools your first port of call is to speak with the Head teacher)



Property Search and filters

The current features available for searching include an intuitive search bar that brings back Property names and an Establishment type filter above. The Holders and Surveying Area filters are to be replaced with a Parish and Property ref. filter in due course.



Property Homepage

Property pages depending on data available will provide different sets of information, this can range from: -

- Floor plans

Floor plans are derived and maintained in the property & Asset Records team for a number of reasons. Click here for more info.

- Property Development Plans

The Facilities Management team work with properties to advice and correlate a report, this is stored on the Portal for all stakeholders to view and act on.

- NET Capacity Reports

The School admissions team manage these and liaise with Schools in order to maintain suitability of building spaces for the appropriate purpose.

- Asbestos Register Extracts

The Property & Asset records team ensure any surveys received are reflected on the Atrium database. Under the HSE Control of Asbestos Regulations, WSCC as Landlord have a responsibility to manage asbestos.

- Asbestos floor plans

See floor plans description above

- Asbestos Monitoring log reports

Asbestos registers require annual and sometimes 6-monthly monitoring to ensure surveyed samples have not been disturbed (a guidance document is available on the welcome page of the Portal before you login)

- Site photos

Photos can be added against any of our properties

- RRO's

RROs are notices submitted to us under The Regulatory Reform (Fire Safety) Order 2005. The enforcing authority of WSF&RS visit our non-domestic sites and review the fire safety status of any occupied building. On completion of each site visit they send out a report on findings.

If there are any 'actionable' items, then the report is deemed a deficiency notice and we in FM are given timescales within which to respond/remedy these items. If they are not met then we run the risk of closure.

- Fire Risk Assessments (FRA's)

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Navigating to Buildings and Rooms

To view the list of buildings under the relevant establishment you can click on the Site Name and continue to click on a specific building for measured areas that align with the CAD floor plans.

