



## INSPECTION REPORTS

# How to use your Inspection Reports

### GETTING REPORTS

- > Go to <https://www.shambaugh.com/services/fire-protection> and select **ACCESS YOUR BUILDING AND FIRE SERVICE REPORTS**
- > This will open the login page for your inspection report(s). Enter the user ID and password supplied by your Shambaugh Fire Protection inspectors.
- > Once logged in, select the **Get My Reports** icon from the navigation. This will bring up the Inspection Log search page.

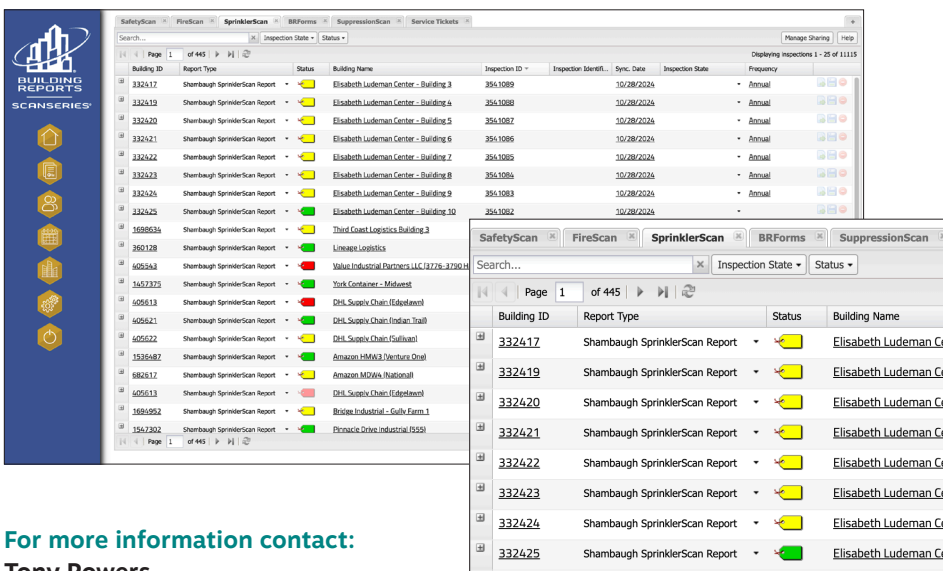
### Searching for an Inspection Log

1. Select the tab at the top of the page that corresponds with the report type you are looking for. Example device types found under each tab include:
  - > FireScan – fire alarms
  - > SafetyScan – extinguishers
  - > SuppressionScan – hood systems, dry systems
  - > BRForms – custom forms
  - > SprinklerScan – sprinklers
2. Type the name of the building in the field below the tabs and a list of matching buildings will automatically populate in the results list below.

3. Each column is sortable to help you find a specific building or report. **\*\*\* Are you Joint Commission Accredited? Be sure to select the “FireScan TJC Healthcare Report” \*\*\***
4. Using the icons to the far right of the report, you can:
  - > E-mail the report to yourself as an attachment.
  - > Download the report in PDF format.
5. To view the report online, click the name in the “Building Name” column to open in a new tab. When finished, click on the X to close the tab.

The status of each report is indicated in the Inspection Log. The colored flags indicate whether there are any actions needed within your report.

- > **Green = Passed;** no discrepancies
- > **Yellow = Passed;** notes and recommendations have been found
- > **Red = Failed;** discrepancies were found and have not been corrected. Further action is required.
- > **[Faded Color] =** This is not the most recent inspection report for this building.



Building ID	Report Type	Status	Building Name	Inspection ID	Inspection Identif.	Sync Date	Inspection State	Frequency
332417	Shambaugh SprinklerScan Report	Green	Elisabeth Ludeman Center - Building 3	3561089		10/28/2024	Annual	
332419	Shambaugh SprinklerScan Report	Yellow	Elisabeth Ludeman Center - Building 4	3561088		10/28/2024	Annual	
332420	Shambaugh SprinklerScan Report	Yellow	Elisabeth Ludeman Center - Building 5	3561087		10/28/2024	Annual	
332421	Shambaugh SprinklerScan Report	Yellow	Elisabeth Ludeman Center - Building 6	3561086		10/28/2024	Annual	
332422	Shambaugh SprinklerScan Report	Yellow	Elisabeth Ludeman Center - Building 7	3561085		10/28/2024	Annual	
332423	Shambaugh SprinklerScan Report	Yellow	Elisabeth Ludeman Center - Building 8	3561084		10/28/2024	Annual	
332424	Shambaugh SprinklerScan Report	Yellow	Elisabeth Ludeman Center - Building 9	3561083		10/28/2024	Annual	
332425	Shambaugh SprinklerScan Report	Green	Elisabeth Ludeman Center - Building 10	3561082		10/28/2024	Annual	
1695636	Shambaugh SprinklerScan Report	Green	Third Coast Logistics Building 3					
260128	Shambaugh SprinklerScan Report	Green	Lineage Logistics					
605263	Shambaugh SprinklerScan Report	Red	Value Industrial Partners LLC 17726-312018					
1652375	Shambaugh SprinklerScan Report	Red	York Container - Midwest					
605613	Shambaugh SprinklerScan Report	Red	DHL Supply Chain (Edelweiss)					
605621	Shambaugh SprinklerScan Report	Red	DHL Supply Chain (Indian Trail)					
605622	Shambaugh SprinklerScan Report	Red	DHL Supply Chain (Fulton)					
1535687	Shambaugh SprinklerScan Report	Green	Amazon HAWK Venture Deal					
682617	Shambaugh SprinklerScan Report	Green	Amazon MWVA (Houston)					
605613	Shambaugh SprinklerScan Report	Green	DHL Supply Chain (Edelweiss)					
1894992	Shambaugh SprinklerScan Report	Green	Biosig Industrial - Gully Farm 1					
1547302	Shambaugh SprinklerScan Report	Green	Phonix Drive Industrial 15551					

**For more information contact:**  
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## Docs in the Inspection Log

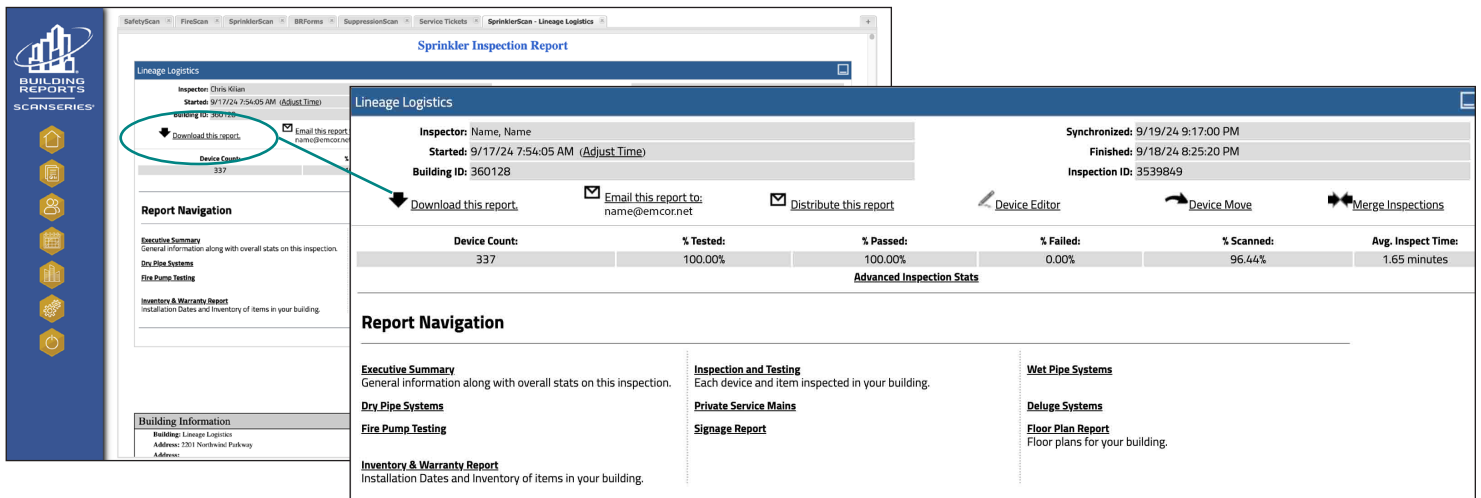
1. From the welcome screen, select “Get Reports” from the top navigation.
2. Expand the entry for the building using the + symbol in the far left column.
3. To see the documents associated with that report, click the vertical Docs tab.
4. To see the documents in each category, click the + symbol to expand the folder. To collapse, click the – symbol.

## Printing a Formatted Copy of Your Report

While online viewing is quick and easy, you may wish to print your reports. Click on the “Download this report” link found at the top of the inspection report and save the file to your computer. The downloaded file will be a properly formatted Word document that can be printed.

## THE ADVANTAGE

Now you can maximize efficiency, save money and reduce risk by managing critical inspection data with detailed online reports powered by BuildingReports.com—critical information at your fingertips. Just login to your secure account and review your report, authorize repairs, manage inventory and view inspections. Your information is accessible whenever and wherever you need it and immediately available to print for binder insertion when required.



## Navigating Your Inspection Report Online

Specific information within your report can be found by utilizing the Navigation Console. The links within the console will take you directly to the corresponding section of the report. The consoles are conveniently located at the end of each section throughout the report.

## WHAT CAN WE DO FOR YOU?

**Shambaugh, an EMCOR Company**  
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