



Virtual Logbook – Vendors

Prepared by:

Project Management Unit (PMU)

Planning and Project Management Office

September 2024



General Virtual Logbook

PMU has implemented a digital logbook instead of physical one that will allow vendors, skilled trade, and other visitors to:

- 1. Check-in
- 2. Check-out
- 3. Pre-check-in

NYCHA requires the scheduled vendors to pre-check-in at least 24 hours in advance of the appointment to fill in the planned onsite form.

General Virtual Logbook Link

<https://forms.office.com/g/qZW4Etshy1>

Pre-Check In Vendor Form

<https://forms.office.com/g/1btDLfEX41>

GENERAL VIRTUAL LOGBOOK

Sign In Here



**Are you a vendor, a skilled trades worker,
or visiting NYCHA residents?**

Make sure to sign in & out using the QR code.

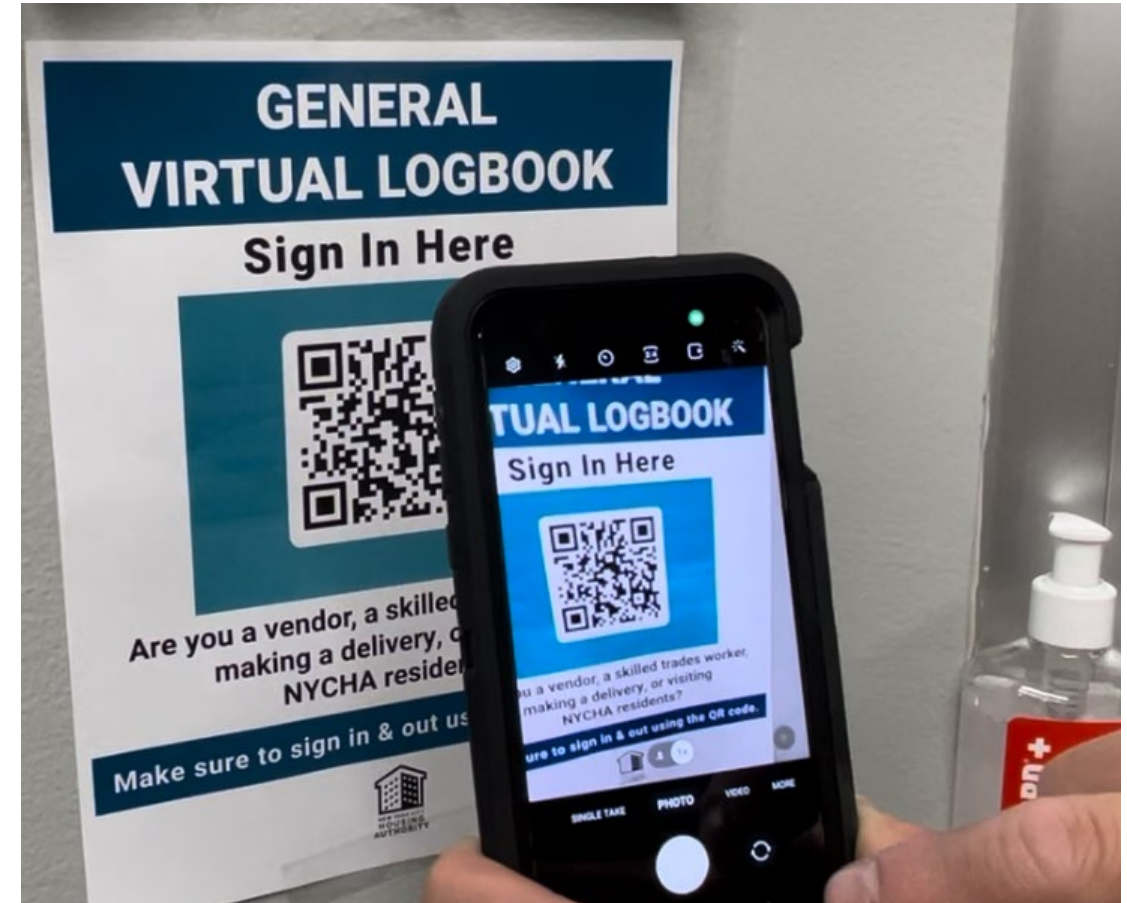
Virtual Logbook

NYCHA has transitioned from physical to a virtual logbook, facilitating streamlined processes for vendors, skilled trades, and visitors by enabling them to:

1. At the location where you would normally find the physical logbook for Skilled Trade, there's now a flyer with a QR code. Scan it to check in and out upon arrival.
2. Replace traditional paper logbooks with a virtual.

This digital system offers several benefits:

- Development staff and Central Office (CO) will have real-time visibility of the virtual logbook.
- Quality Assurance, Compliance, Operations, and Monitoring Agents can efficiently track vendor's activities.
- Developments and CO can remotely monitor the logbook, ensuring accurate records of on-site vendors, skilled trades, and visitors.





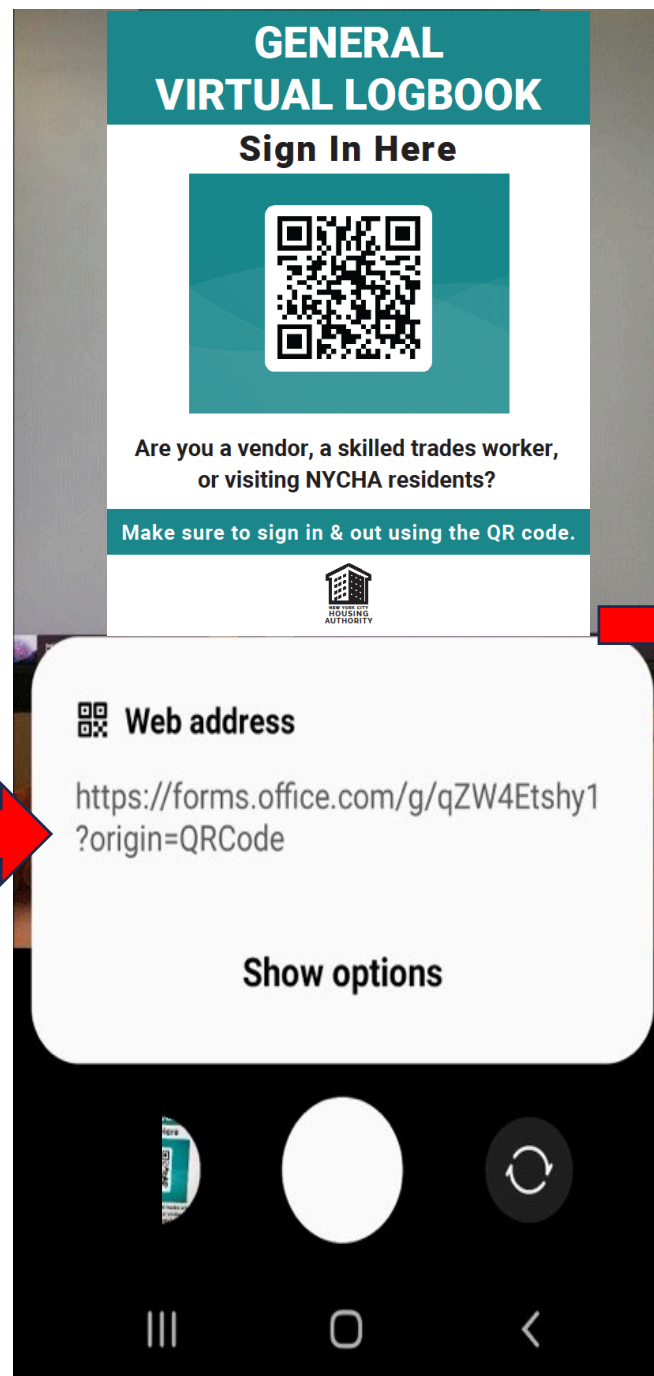
Vendors Checking In

Checking In

1. **Open your camera app:** Handheld has a built-in camera app. Locate and open it.
2. **Point the camera at the QR code:** Hold your phone so the QR code appears within the frame on your camera screen. Try to keep the code level and in focus.
3. **Scan the code:** Many phones will automatically detect the QR code and display a notification or highlight it on the screen.
4. **Follow the prompt:** Once the code is scanned, you'll usually see a notification with a link or additional information. Tap the notification to be directed to the form for Check-in/check-out encoded in the QR code.

Note: please input 'N/A' if a certain item does not apply to you.

Instructional Video: [How to Scan QR Code on Any Android - 2023 \(youtube.com\)](https://www.youtube.com/watch?v=...)



12:43
Camera 5G

GENERAL VIRTUAL LOGBOOK

Please answer all mandatory questions. This form must be completed when you check-in and when you check-out.

By submitting this form the contractor or subcontractor as applicable certifies that all the information entered into the form is form true and accurate in all respects and such information does not contain any false or misleading statement or any material omission.

* Required

1. NYCHA Department or Vendor Company Name *
2. Full Name *
3. Email *

forms.office.com



General Virtual Logbook

➤ Fill out all #1-6

➤ **Note:** #3- Vendor Company Name, Vendor **must** fill out complete Vendor Company Name


GENERAL VIRTUAL LOGBOOK

Please answer all mandatory questions. This form must be completed when you check-in and when you check-out.

By submitting this form the contractor or subcontractor as applicable certifies that all the information entered into the form is form true and accurate in all respects and such information does not contain any false or misleading statement or any material omission.

* Required

1. Please select one of the following Options *

- Vendor Check In 
- Vendor Check Out
- Skilled Trades Check In
- Skilled Trades Check Out
- Other Check In
- Other Check Out

Next

* Required

Vendor Check In Section

2. Full Name *

Enter your answer

3. Vendor Company Name *

Enter your answer

4. Phone Number *

Enter your answer

5. Vendor ID

Enter your answer

6. Business License Number

Enter your answer

General Virtual Logbook Cont.

➤ Fill out #7-11.

7. Development *

Select your answer

8. Full address of work being performed (include apartment # or general area as applicable) *

Enter your answer

9. Work Order # (ie.12345707, 126478958, 887495, etc.)

Enter your answer

10. Type of contract

Blanket Agreement (should have a release #)

Standard Purchase Orders (Micro purchase/Small Procurement)

11. Purchase Order # (include release # when applicable)

Enter your answer

10. Type of contract

Blanket Agreement (should have a release #)

Standard Purchase Orders (Micro purchase/Small Procurement)

11. Purchase Order # (include release # when applicable)

Enter your answer

General Virtual Logbook Cont.

- Fill out #12-13.
- #13, if there are more staff reporting on site, select yes.

12. Type of work performed by vendor *

Select your answer

- Capital Projects
- Asbestos Abatement
- Asbestos Air Monitoring
- Asbestos Inspection
- Asphalt
- Bathtub Wall Surround
- Boiler Welding and Repairs
- Brickwork

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13. Are there any additional staff reporting on site? *

Yes

No



General Virtual Logbook Cont.

➤ List up to 5 staff members (#14-28), and if more, list additional names in #29.

Additional Staff Section
Please enter the details listed in this section for additional staff that are on site

14. Staff 1 - Full Name

15. Staff 1 - License Number

16. Staff 1 - License Expiration Date

17. Staff 2 - Full Name

18. Staff 2 - License Number

19. Staff 2 - License Expiration Date

20. Staff 3 - Full Name

21. Staff 3 - License Number

22. Staff 3 - License Expiration Date

23. Staff 4 - Full Name

24. Staff 4 - License Number

General Virtual Logbook Cont.

- List up to 5 staff members (#14-28), and if more, list additional names in #29.

25. Staff 4 - License Expiration Date

26. Staff 5 - Full Name

27. Staff 5 - License Number

28. Staff 5 - License Expiration Date

29. List additional staff (Full Name-License Number-License Expiration Date) that are working at the location




General Virtual Logbook Cont.

- If no additional staff reporting to site, select no, and submit form.
- Once the form is submitted, if applicable, submit another response.

13. Are there any additional staff reporting on site? *

Yes

No 



General Virtual Logbook Cont.


Checking Out

- Check-Out or go to a new location.

* Required

1. Please select one of the following Options *

Vendor Check In

Vendor Check Out 

Skilled Trades Check In

Skilled Trades Check Out

Other Check In

Other Check Out

Next

* Required

Vendor Check Out Section


If you are ending the day, please select "Home (End of Day)" in the drop down menu below

2. Full Name *

Enter your answer

3. Vendor Company Name *

Enter your answer

4. If Re-Assigned to Another Development * 

Select your answer

Back Submit

General Virtual Logbook Cont.

- Select next location or Home (End of Day).
- If next location is selected, make sure to check-in at next location upon arrival.

4. If Re-Assigned to Another Development *

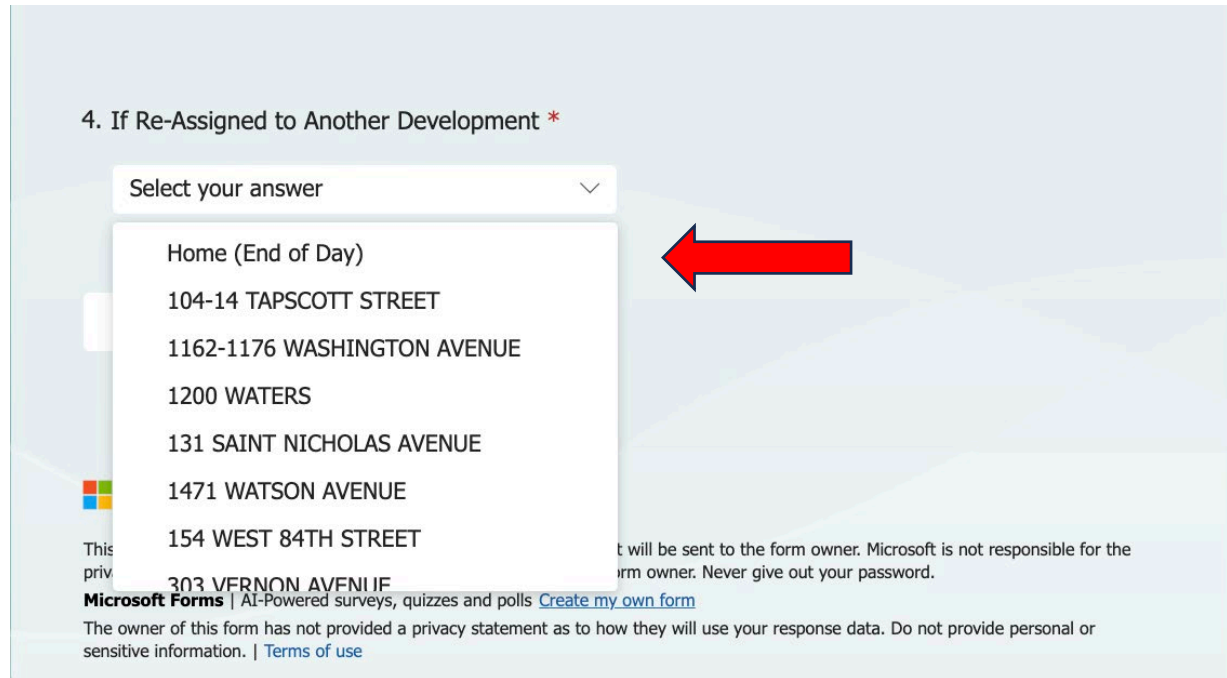
Select your answer

- Home (End of Day)
- 104-14 TAPSCOTT STREET
- 1162-1176 WASHINGTON AVENUE
- 1200 WATERS
- 131 SAINT NICHOLAS AVENUE
- 1471 WATSON AVENUE
- 154 WEST 84TH STREET
- 303 VERNON AVENUE

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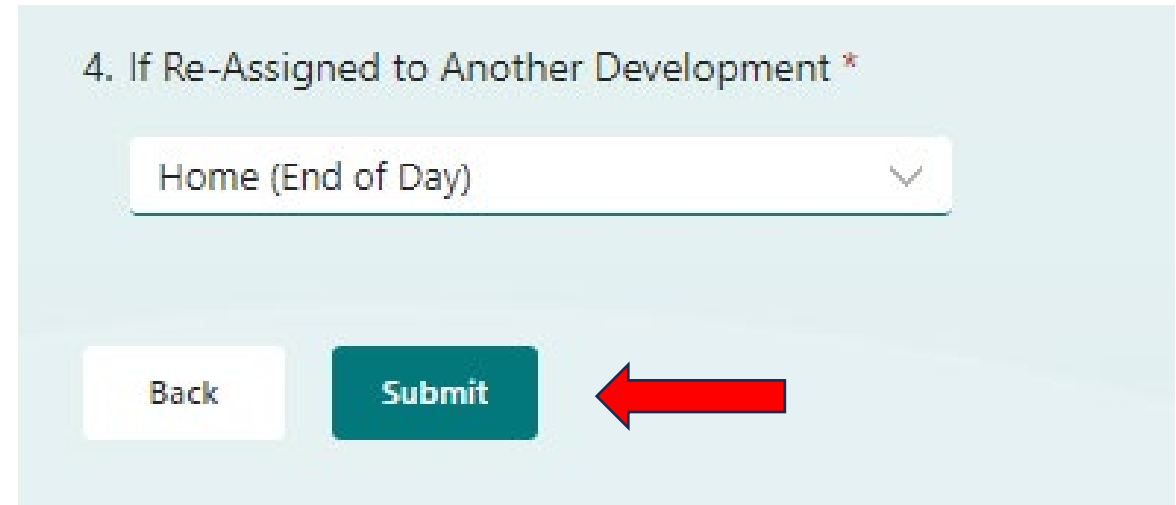
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4. If Re-Assigned to Another Development *

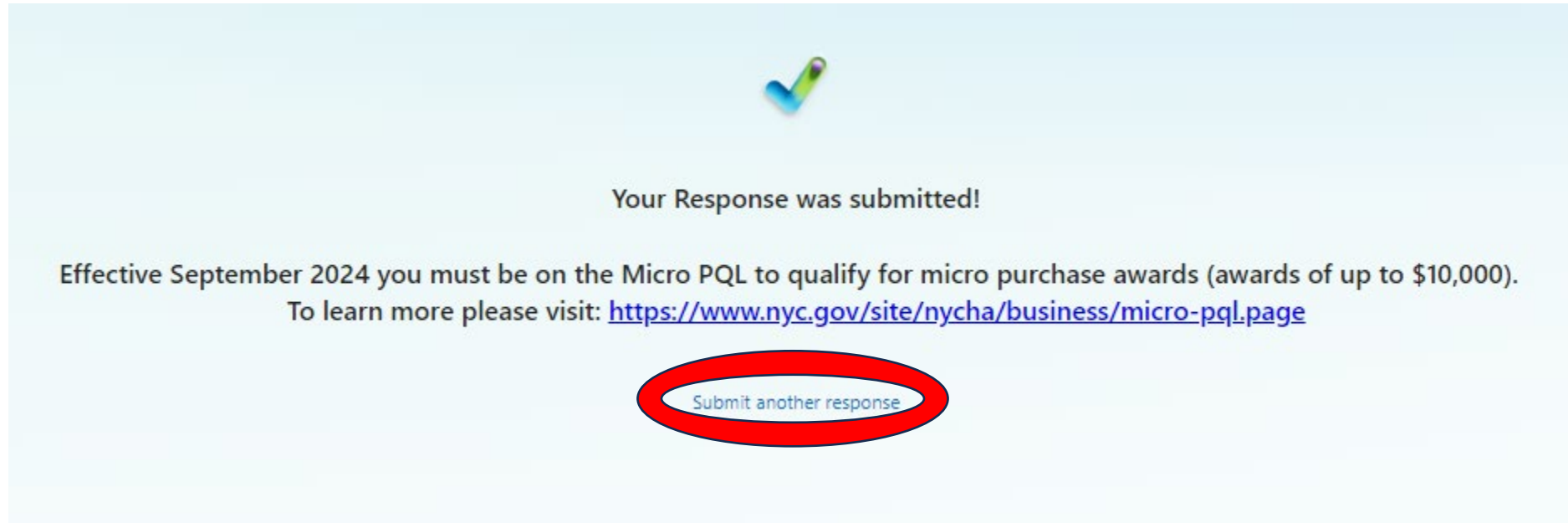
Home (End of Day)

Back Submit



General Virtual Logbook Cont.

- Once the form is submitted, if applicable, submit another response.



Pre-Check-In Form



Pre-Check In Form - Vendor

- At least 24 hours before scheduled visit. Fill out fields #1-9

* Required

1. Vendor Company Name *

2. Vendor Supervisor Full Name *

3. Email *

4. Phone Number *

5. Development *

6. Purchase Order # (includes release # when applicable)

7. Pre-Check In From Date *

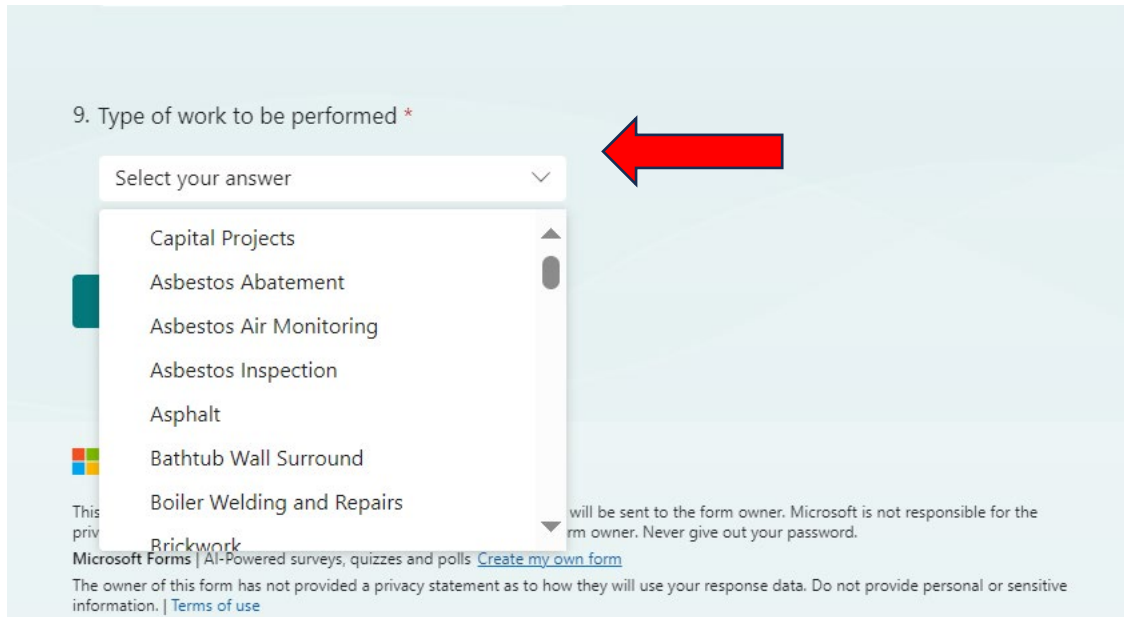
8. Estimated Time of Arrival *

9. Type of work to be performed *

Submit

Pre-Check In Form Cont.- Vendor

- Fill out fields #9-10.
- #9 has a drop-down box, make sure to select the type of work to be performed.
- #10, please add the work order number.
- Submit the form.



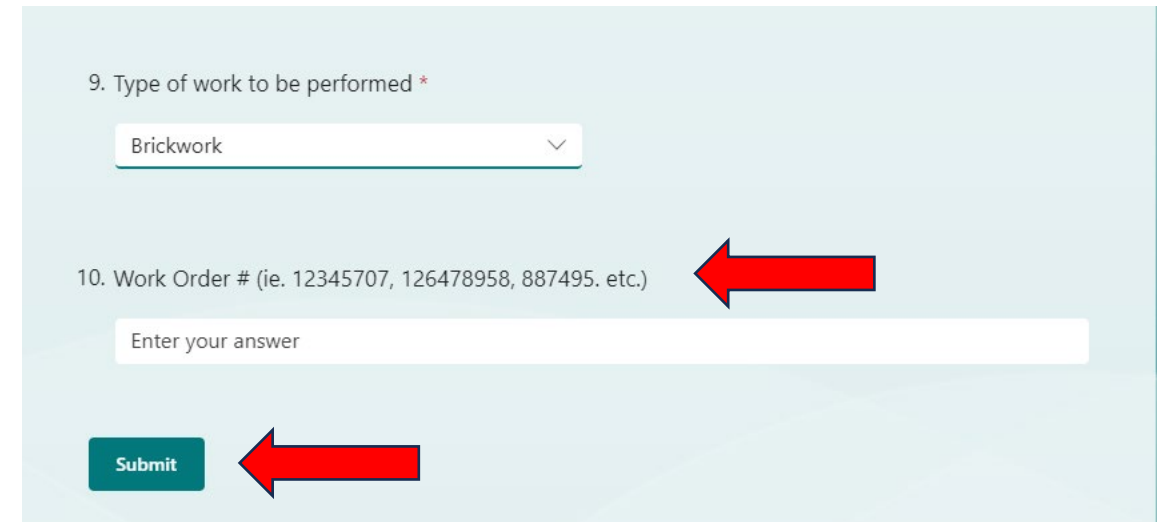
9. Type of work to be performed *

Select your answer

- Capital Projects
- Asbestos Abatement
- Asbestos Air Monitoring
- Asbestos Inspection
- Asphalt
- Bathtub Wall Surround
- Boiler Welding and Repairs

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9. Type of work to be performed *

Brickwork

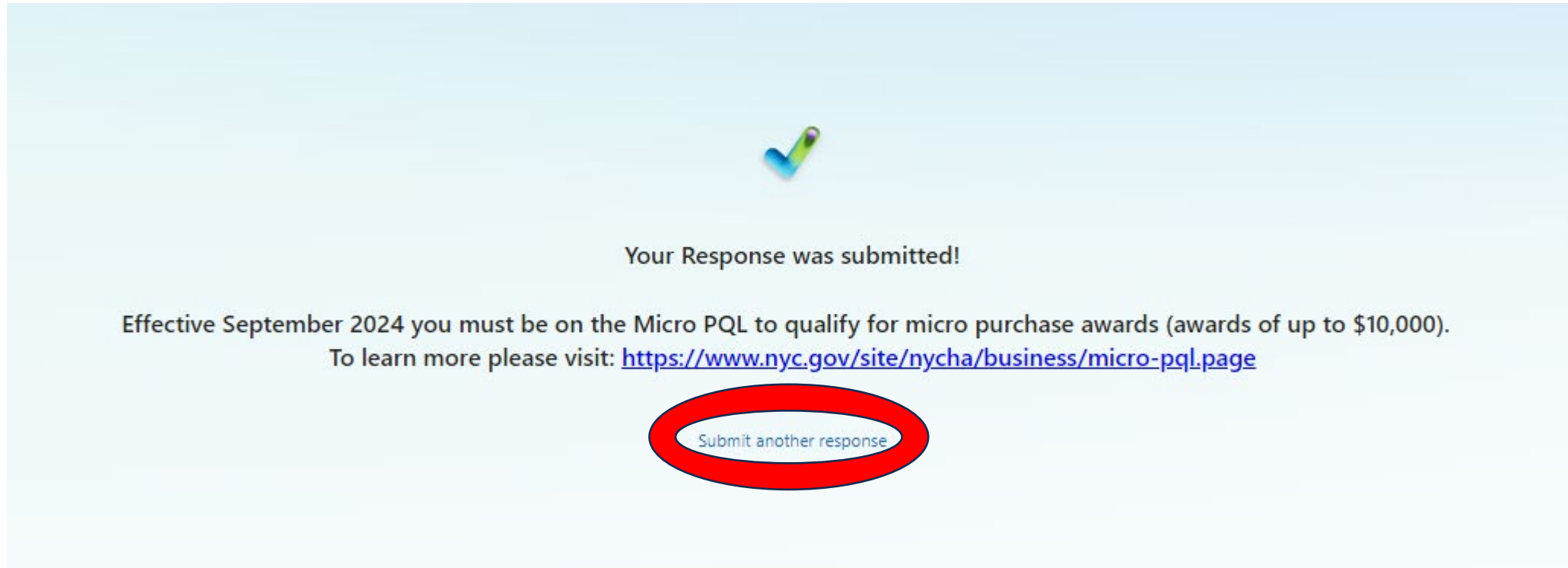
10. Work Order # (ie. 12345707, 126478958, 887495. etc.)

Enter your answer

Submit

Pre-Check In Form Cont.- Vendor

- Once the form is submitted, if applicable, submit another response.



Cancellation or Rescheduling

Virtual Logbook:

If the development or resident reschedules the work order on the same day, please follow the steps below:

Same Day Reschedules:

- Step 1: Sign-In upon arrival.
- Step 2: If you are informed of a reschedule/cancellation upon arrival then check out.
- Step 3: Sign in at next designated location.
- Step 4: Inform your supervisor of reschedule/cancellation.

Planned Onsite Form:

If you need to reschedule due to unforeseen circumstances, please follow the steps below:

Rescheduling:

- Step 1: Resubmit another form with the rescheduled date.
- Step 2: Contact the Property Management Office to inform them of the rescheduled date.



Common Technical Issues

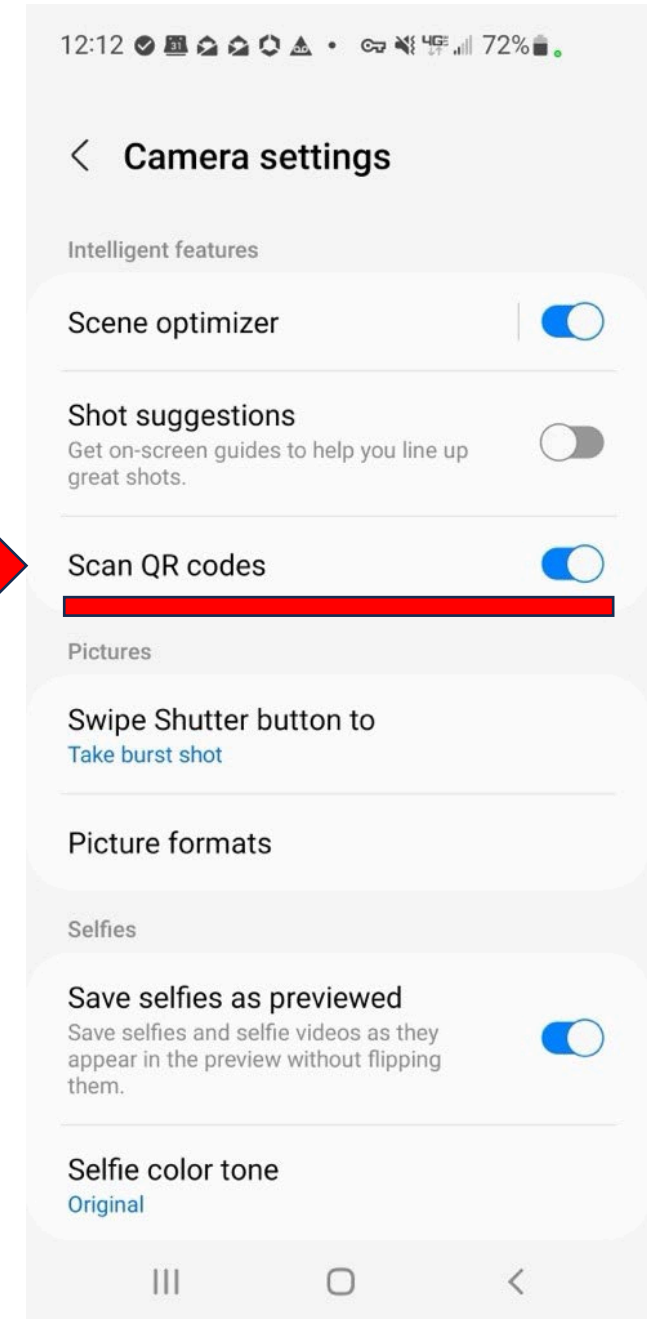
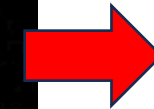
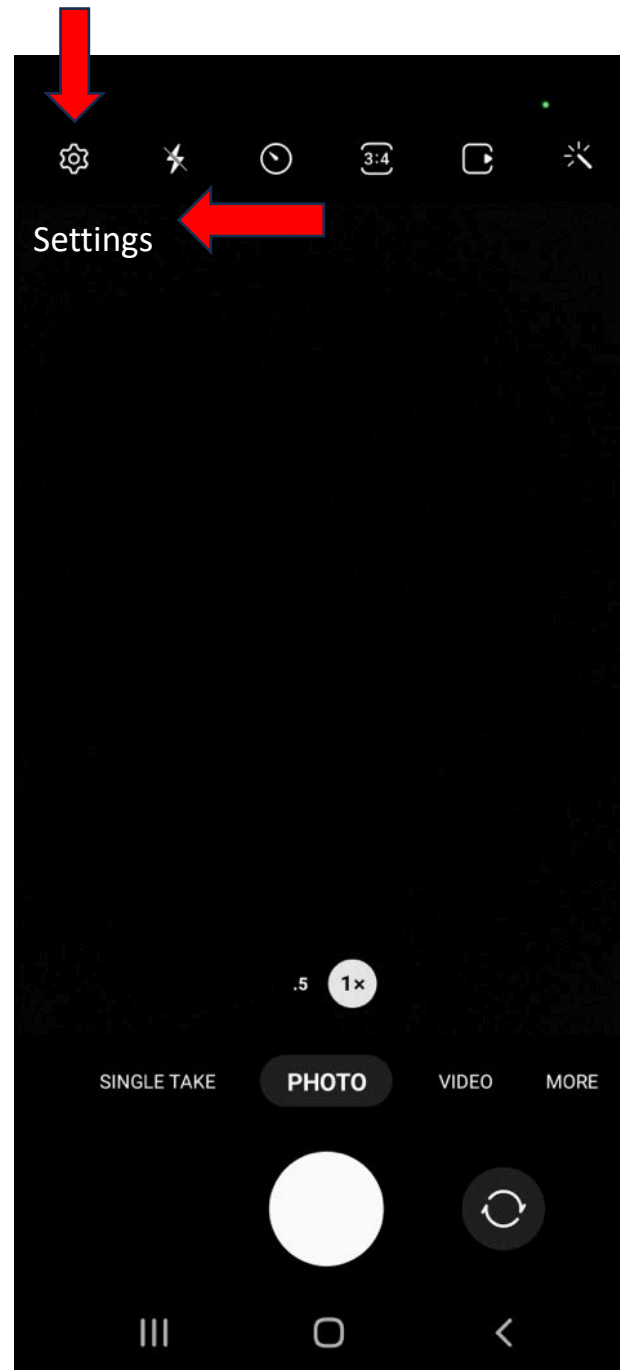
Common Tech. Issues

Enable QR Code with NYCHA Handheld/Phone

There have been instances where users encountered difficulty accessing the QR code using the camera.

Below are steps on how to enable the QR code:

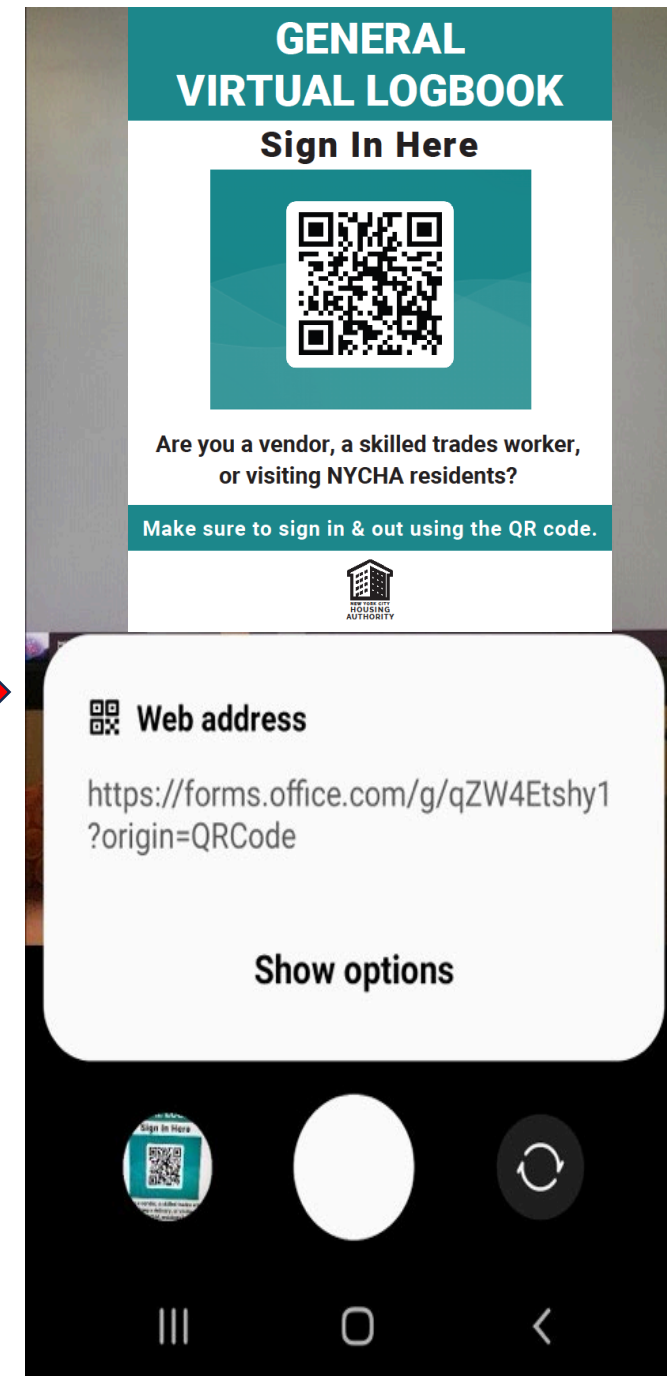
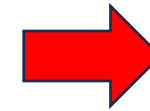
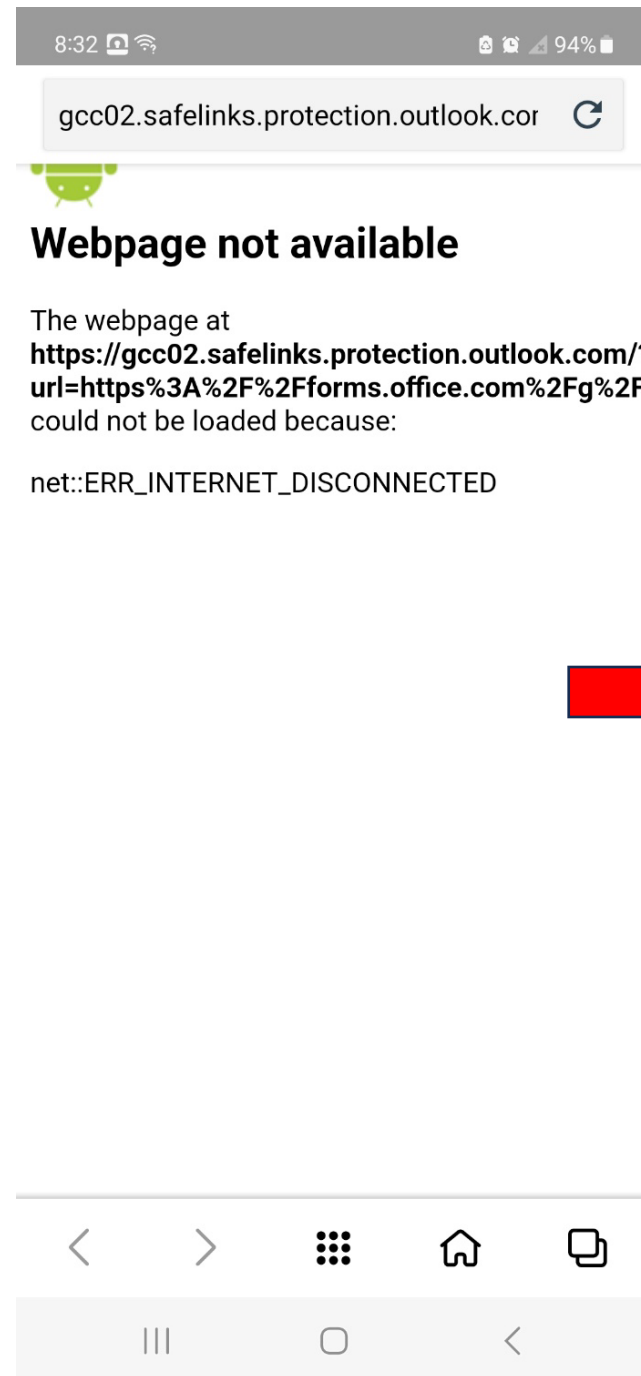
- 1: Open the camera on the phone.
- 2: On the top left-hand side select the settings gear.
- 3: Under “Scan QR codes” make sure the option is on.
- 4: Refer to slide 6 to start the check-in and out process.



Common Tech. Questions Cont. Using Correct Browser

There have been instances where users encountered difficulty accessing the link via Google Chrome browsers.

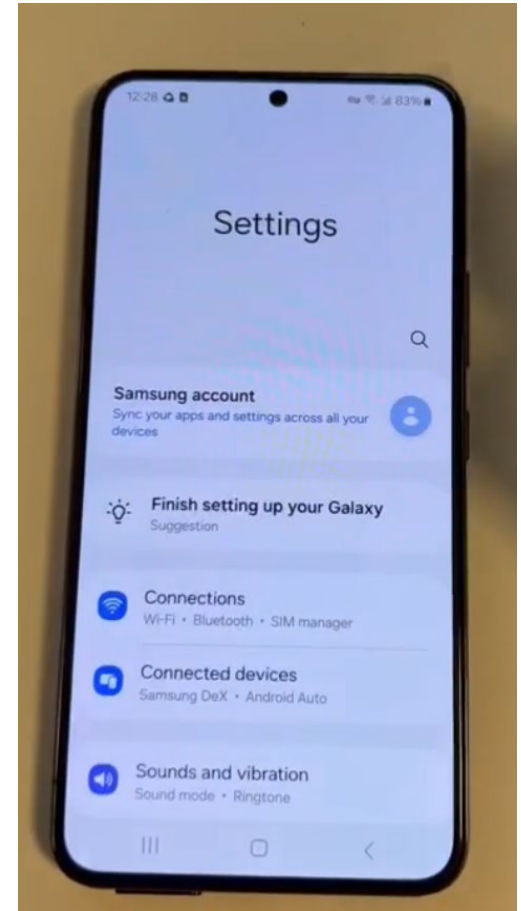
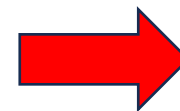
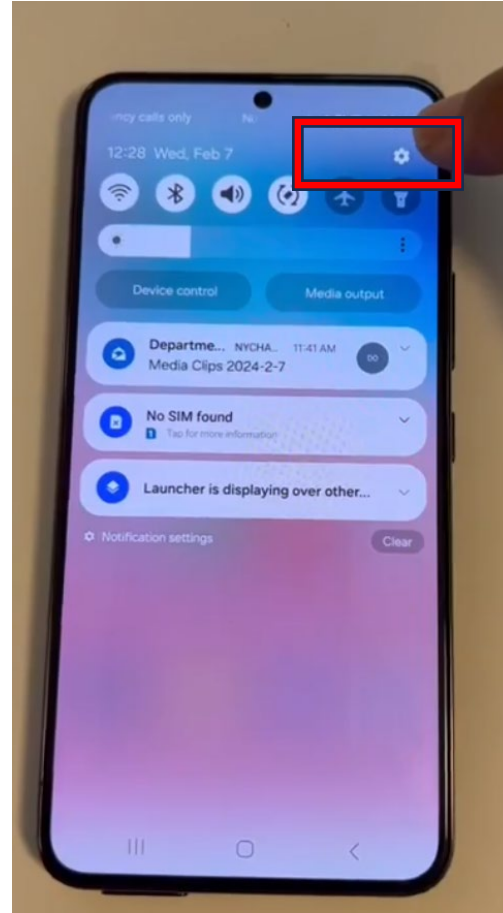
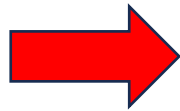
- The next page provides steps on switching browsers from Chrome to Web to access the virtual logbook link.



Common Tech. Questions Cont.

Using Correct Browser on an Android Phone

- 1: Select the top of the phone then swipe down.
- 2: Select the settings gear on the top right corner.
- 3: Swipe down to the end of settings.



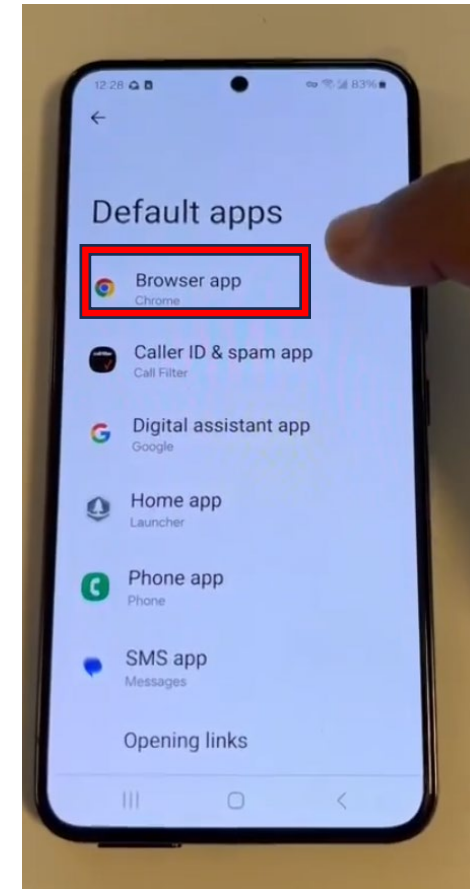
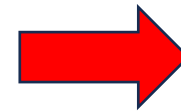
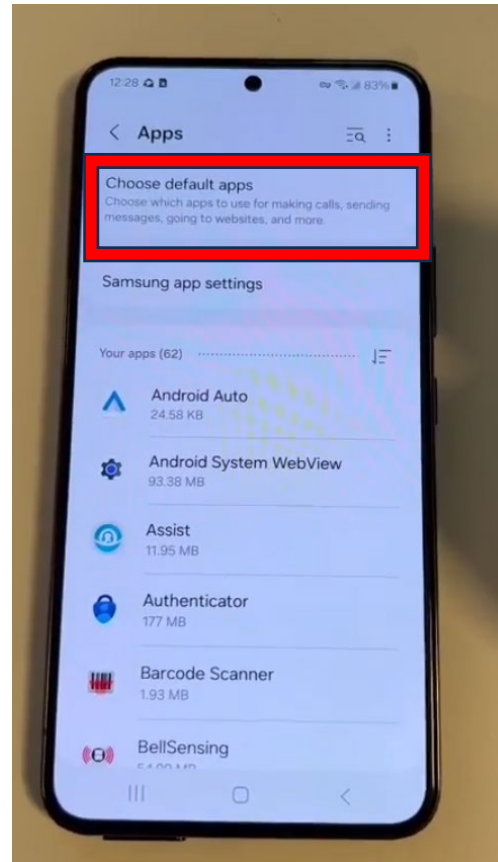
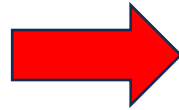
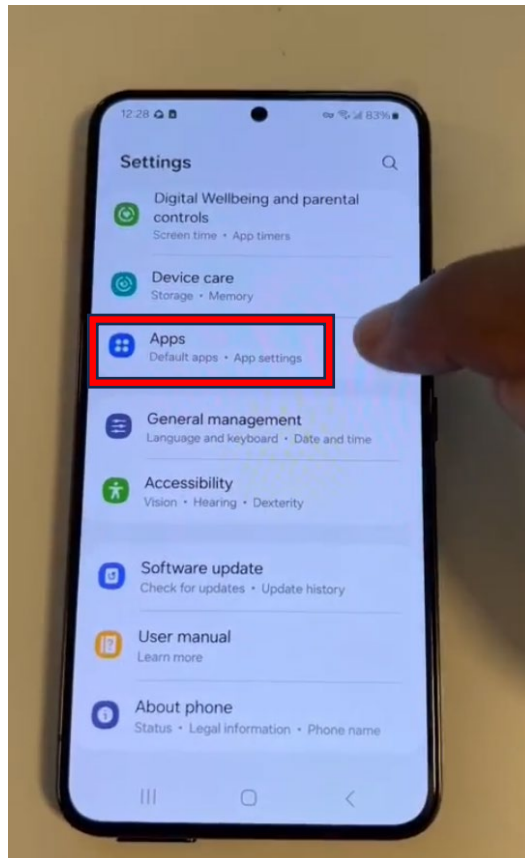
Common Tech. Questions Cont.

Using Correct Browser on an Android Phone

4: Select “Apps.”

5: Select “Choose default apps.”

6: Select “Browser app.”



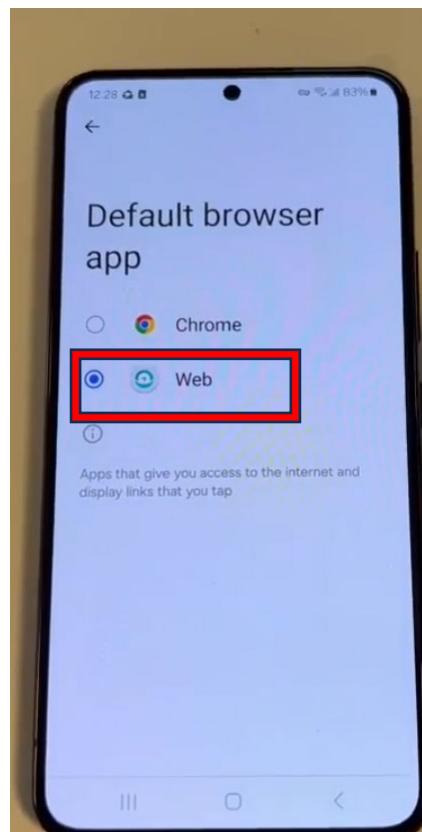
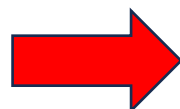
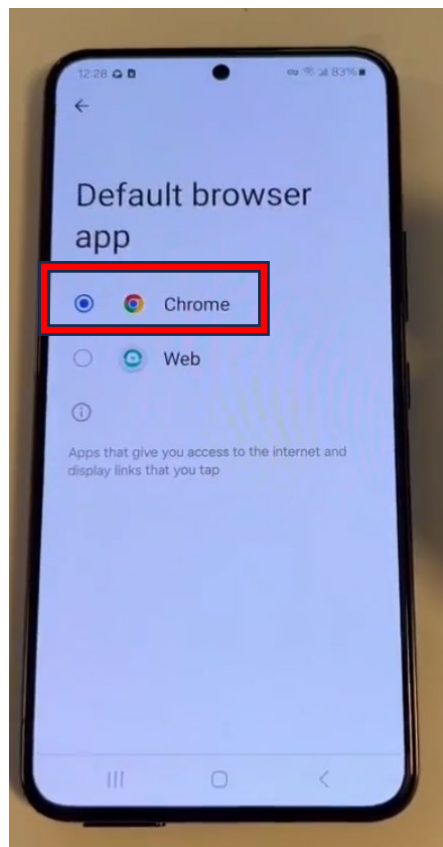
Common Tech. Questions Cont.

Using Correct Browser on an Android Phone

Step 7: select the “Web” option.

Step 8: go back to the home screen.

The virtual logbook link should now be available under “Web.”





Have questions?

Contact:

Email: ppmo@nycha.nyc.gov