



Virginia's Real Estate & Assets  
Management System

# **Maintenance Reserve Facility Indexing (M-R FIX) User Instructions**

Department of General Services  
Division of Real Estate Services



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## COVA Trax Maintenance Reserve Facility Indexing (M-R FIX) Agency User Instructions

### **COVA Trax / M-R FIX User Access Form**

Access to COVA Trax / M-R FIX will not be granted until a signed User Account Request Form has been completed, signed and returned via email to: [dres-info@dgs.virginia.gov](mailto:dres-info@dgs.virginia.gov).

The **User Account Request Form** can be found at the website link below:  
<https://dgs.virginia.gov/division-of-real-estate-and-facilities-management/COVA-trax/training>.

**\*\*\* Send any questions to [dres-info@dgs.virginia.gov](mailto:dres-info@dgs.virginia.gov). This is a monitored email account, responses will be sent promptly, in 24 hours or less when feasible. \*\*\***

### **Website address:**

[https://iwmsp.manhattan-online.com/cov\\_prod/manhattan\\_cov.htm](https://iwmsp.manhattan-online.com/cov_prod/manhattan_cov.htm)

**\*\* Responses are due by May 31, 2026\*\***

### **Step 1: Logging into COVA Trax**

#### **Initial Access:**

You will receive an email from a COVA Trax System Administrator (either from [sara.snelson@dgs.virginia.gov](mailto:sara.snelson@dgs.virginia.gov) OR [tesa.berry@dgs.virginia.gov](mailto:tesa.berry@dgs.virginia.gov)) with a User ID.

Open a browser window and go to the website, link below.

[https://iwmsp.manhattan-online.com/cov\\_prod/manhattan\\_cov.htm](https://iwmsp.manhattan-online.com/cov_prod/manhattan_cov.htm)

**At the login screen, click** on the **"Forgot Your Password?"** link. Enter your **User ID** exactly as it appears in the email received and enter your **Email Address**. **Click** on **Continue**.



### Having trouble logging in?

Enter your user ID and email address to reset your password

User ID

Email Address

[Continue](#)

You will receive an email from [COVATrax@dgs.virginia.gov](mailto:COVATrax@dgs.virginia.gov) that will include a temporary password. Copy or write down this temporary password, return to the COVA Trax login screen and enter your **User Name (User ID)** and the **Temporary Password** and hit **Enter** or **Click** on the **login** button.

COVA Trax Login Screen





The first time you log in using the temporary password, you will be prompted to change the password. **Enter the temporary password**, enter your **new password twice**, **click on Save and Close**. Passwords should be a minimum of 14 characters with at least 1 capital letter and 1 number.

Password expired - please change password

Enter Original Password

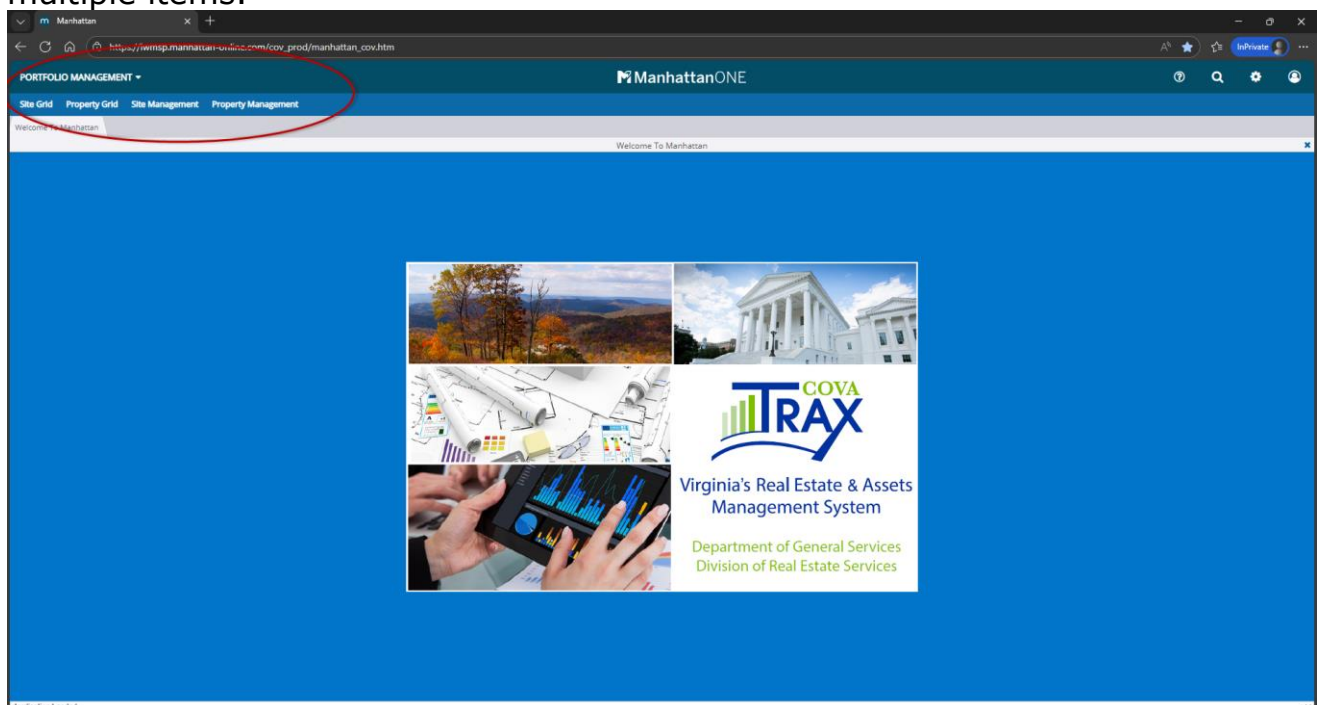
Enter New Password

Re-enter Password

Save and Close

## Step 2: Welcome Page and Top Menu

Once logged into and open to the Welcome Page, you should see a Top Menu labeled **"PORTFOLIO MANAGEMENT"** and below that, a sub-menu with multiple items.

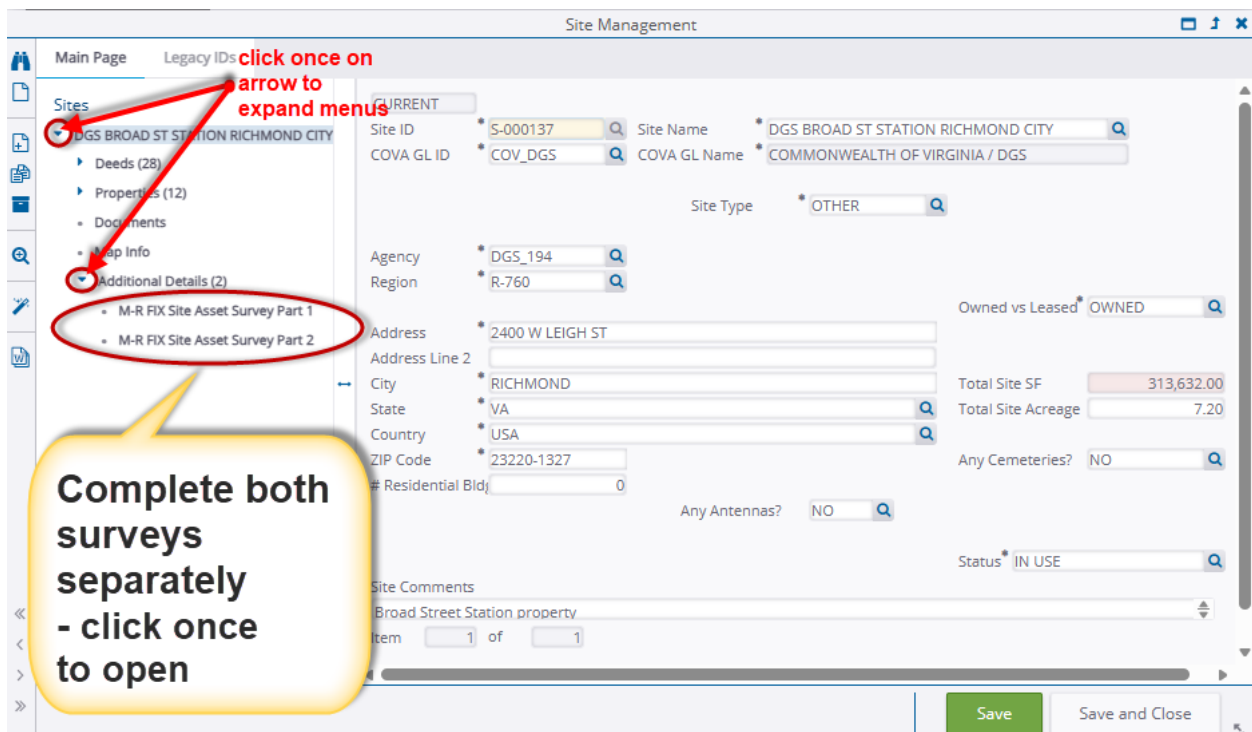
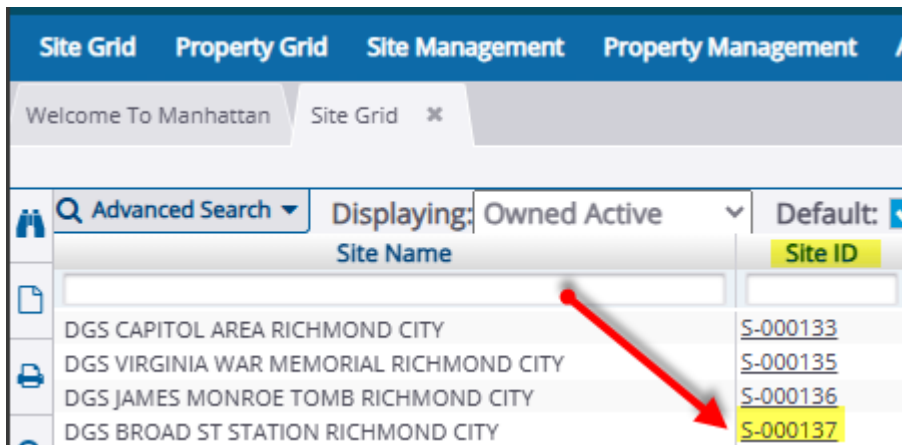




### Step 3: Using the Site Grid to navigate to agency Site records and make the necessary M-R FIX updates

Click once on the 'Site Grid' menu item to open the grid.

The Site Grid is preset to display Owned, Active Sites for your agency. To open a Site record, in the Site ID column find and click once on an underlined Site ID number. The Site record will open in a separate window.





M-R FIX Site Asset Survey Part 1

Site ID: S-000137 Date of Update: 07-01-2025 **Enter current date when update made**

Nearest Major Location: RICHMOND Site Condition: URBAN

HW / Steam Distribution Our Campus has this infrastructure?  Y  
 HW / Steam Distribution (Age of the System) 07-01-1980  
 HW / Steam Distribution Quantity (LF of Primary Distribution) 300.00

HW / Steam Production Our Campus has this infrastructure?  Y  
 HW / Steam Production (Age of the System) 07-01-1980  
 HW / Steam Production Quantity (BTU / HR of Capacity) 140.00

Chilled Water Distribution Our Campus has this infrastructure?  N  
 Chilled Water Distribution (Age of the System)   
 Chilled Water Distribution Quantity (LF of Primary Distribution)

Chilled Water Production Our Campus has this infrastructure?  N  
 Chilled Water Production (Age of the System)   
 Chilled Water Production Quantity (Tons)

Domestic Water Production Our Campus has this infrastructure?  N  
 Domestic Water Production (Age of System)   
 Domestic Water Production Quantity (Gallons / Day)

Domestic Water Distribution Our Campus has this infrastructure?  Y  
 Domestic Water Distribution (Age of the System) 07-01-1980  
 Domestic Water Distribution Quantity (LF of Primary Distribution) 300.00

Comments: FLEET & CAR MAINTENANCE COMPOUND/GAS

**IMPORTANT**  
 Make the necessary changes. Click Save or Save and Close before leaving window.

Save Save and Close

**IMPORTANT!** - Any field with the magnifying glass icon indicates a picklist – you must select from the available picklist options. **Do not add to, modify or delete items from any picklists.**

User Definable Lookup [Nearest Major Location]

Option*	Description
ALEXANDRIA	ALEXANDRIA
ARLINGTON	ARLINGTON
BRISTOL	BRISTOL
CHARLOTTESVILLE	CHARLOTTESVILLE
CULPEPER	CULPEPER
FAIRFAX	FAIRFAX
FARMVILLE	FARMVILLE
FREDERICKSBURG	FREDERICKSBURG
HARRISONBURG	HARRISONBURG
LYNCHBURG	LYNCHBURG

From 1 to 10 of 19

**Example Picklist - Nearest Major Location**  
 19 selections available, viewing 10 of 19, use scrollbar to navigate up and down. Highlight selection and double-click to select OR select Save and Close.

Save Save and Close



M-R FIX Site Asset Survey Part 2

Site ID \* S-000137

Date of Update 07-01-2025

**Enter current date when update made**

Stormwater Quality Our Campus has this infrastructure?	<input type="checkbox"/> Y
Stormwater Quality (Age of the System)	07-01-1980
Stormwater Quality Quantity (Developed Acres)	7.20
Roads Secondary & Service Our Campus has this infrastructure?	<input type="checkbox"/> Y
Roads Secondary & Service (Age of the System)	07-01-2009
Roads Secondary & Service Quantity (LF)	300.00
Sewer Collection Our Campus has this infrastructure?	<input type="checkbox"/> Y
Sewer Collection (Age of the System)	07-01-1980
Sewer Collection Quantity (LF of Primary Collection)	300.00
Parking Our Campus has this infrastructure?	<input type="checkbox"/> Y
Parking (Age of the System)	07-01-2009
Parking Quantity (# of Spaces)	800.00
Sewer Treatment Our Campus has this infrastructure?	<input type="checkbox"/> N
Sewer Treatment (Age of the System)	
Sewer Treatment Quantity (Gallons per Day)	
Institutional Security Electronic Our Campus has this infrastructure?	<input type="checkbox"/> Y
Institutional Security Electronic (Age of the System)	07-01-2004
Institutional Security Electronic Quantity (Developed Acres)	1.00
Roads Primary Our Campus has this infrastructure?	<input type="checkbox"/> N
Roads Primary (Age of the System)	
Roads Primary Quantity (LF)	
Institutional Security Barrier Our Campus has this infrastructure?	<input type="checkbox"/> Y
Institutional Security Barrier (Age of the System)	07-01-1980
Institutional Security Barrier Quantity (Developed Acres)	7.20

**IMPORTANT**  
Make the necessary changes. Click Save or Save and Close before leaving window.

Save Save and Close

Once both surveys have been completed, close the Site record by simply clicking on the X in the top right corner of the form.

Site Management

CURRENT

Site ID \* S-000137 Site Name \* DGS BROAD ST STATION RICHMOND CITY

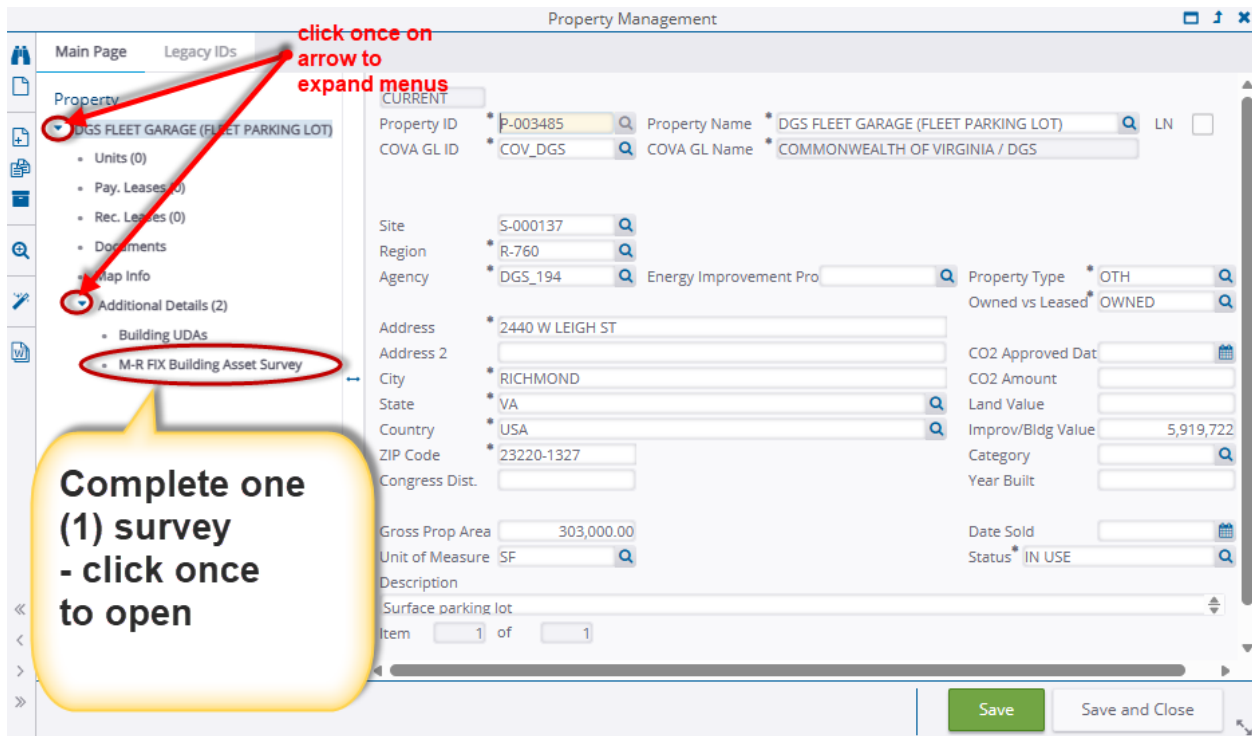
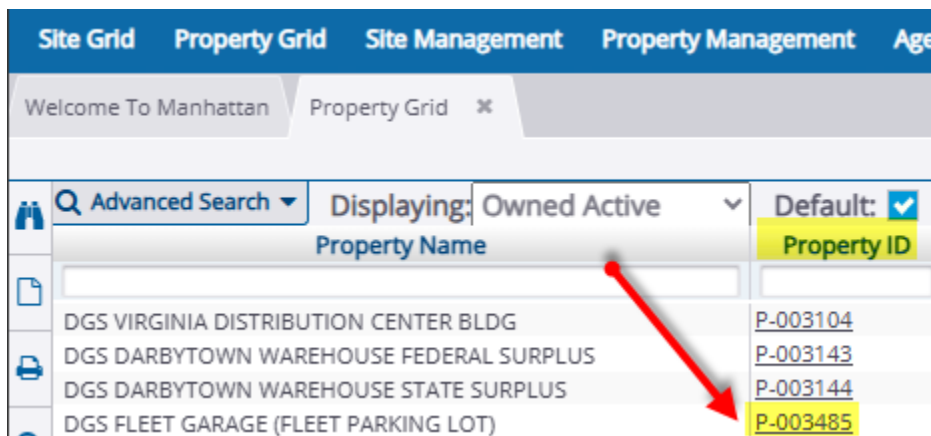
Return to the Site Grid which should still be open and repeat same steps above with the next Site record.



### Step 4: Using the Property Grid to navigate to agency Property (building) records and make the necessary M-R FIX updates

Click once on the 'Property Grid' menu item to open the grid.

The Property Grid is preset to display Owned, Active Properties for your agency. To open a Property record, in the Property ID column find and click once on an underlined Property ID number. The Property record will open in a separate window.





**M-R FIX Building Asset Survey**

Property ID \* P-003485 Date of Update 07-01-2025  **Enter current date when update made**

Date of Original Construction \* 07-01-1986 Comments Replacement value per agency: \$5,919,722

Construction Type \* IA, IB, IIA

Floors \* 1

Building Historic / Era \* AFTER 1978

Primary Functional Group \* PARKING STRUCT Secondary Functional Group (If Applicable)

Area (GSF) \* 303,000.00 Area (GSF)

% E&G (Educational and General Activities) % E&G (Educational and General Activities)

Building Total Gross Square Foot (All Areas) **303,000.00** **Field will display summed Area (GSF) from both Primary and Secondary, make sure it updates correctly if both populated.**

Superstructure (Restored to New Date) Plumbing (Restored to New Date) 07-01-1986

Skin (Restored to New Date) HVAC Central Equipment (Restored to New Date)

Roofing (Restored to New Date) HVAC Other (Restored to New Date)

Interiors Finishes (Restored to New Date) Sprinklers (Restored to New Date)

Interiors Other (Restored to New Date) Fire Alarm / Fire Detection (Restored to New Date)

Elevators (Restored to New Date) Electrical - Life Safety (Restored to New Date) 07-01-1986

**IMPORTANT**  
Make the necessary changes. Click Save or Save and Close before leaving window.

**IMPORTANT!** - Any field with the magnifying glass icon indicates a picklist – you must select from the available picklist options. **Do not add to, modify or delete items from any picklists.**

User Definable Lookup [Primary Functional Group]

Option*	Description
ARTS CENTER	THEATER / PERFORMING ARTS CENTER
CLASSROOM BLDG	CLASSROOM BUILDING
CLINIC	CLINIC
CORRECTIONAL	CORRECTIONAL FACILITY
CORRECTIONAL MX	CORRECTIONAL FACILITY - MAX
COURT	COURT
DINING HALL	DINING HALL
DORMITORY	DORMITORY
DRY LAB	DRY LAB
GYM	GYM

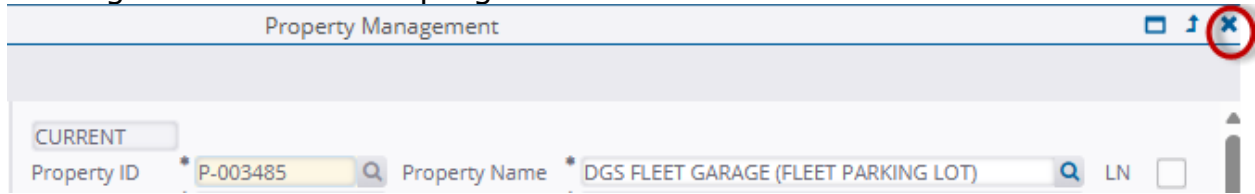
**scrollbar**

From 1 to 10 of 22

**Example Picklist - Primary Functional Group**  
22 selections available, viewing 10 of 22, use scrollbar to navigate up and down. Highlight selection and double-click to select OR select Save and Close.



Once the survey has been completed, close the Property record by simply clicking on the X in the top right corner of the form.



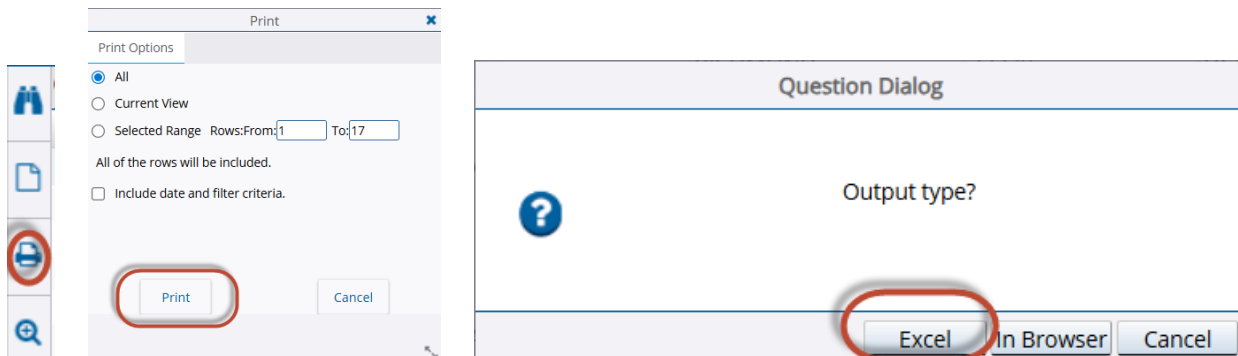
Return to the Property Grid which should still be open and repeat same steps above with the next Property record.

**TIPS!**

Make sure to populate all Required fields on the M-R FIX forms. Anything with a star icon (\*) is a required field and the form cannot be Saved until all required fields are populated

If no changes are required on a M-R FIX form (i.e values have not changed from prior year), open form anyway and overwrite (then Save!) the Date of Update field with the current date, to confirm review.

Use the Site Grid and Property Grid for navigation to the records. You can export these grids to Excel if desired. To do so, click on the printer icon on the left side of the grid, choose all or a selection of records, choose Excel. You may receive a prompt when opening the grid in Excel requesting confirmation it's a trusted source, choose Yes.



Send an email to [dres-info@dgs.virginia.gov](mailto:dres-info@dgs.virginia.gov) if you would like a report prior to, or after, (or both) the annual updates are entered. We can provide a report that includes agency M-R FIX responses for both Sites and Properties.



## Updating Site and Property records

Agencies may update Site and Property records to:

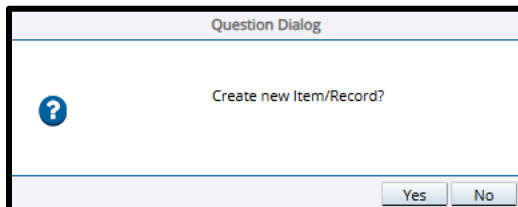
- Correct the Name, for example higher education building name change,
- Correct the Address,
- Change the Status due to Sale (SOLD) or Demolition (DEMOLISHED)
  - o Click once inside the Status field, clear the current value then double-click inside the field OR click once on the magnifying glass icon to open a lookup grid with picklist values; find new value, highlight to select then double-click OR click on Save and Close.
  - o Back on the record form, make sure Status now shows selected value then **click on Save or Save and Close.**

## Adding new Site and Property records

1. **Click** once on the appropriate form from the Top Menu, either [Site Management](#) or [Property Management](#). The form will open with all fields empty.

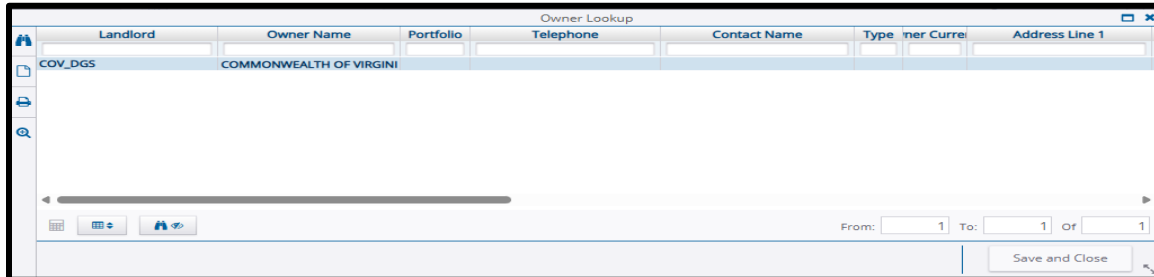
2. **Click** once on the **ADD** icon  on the left-side of the form.


3. **Click** on **Yes** on the popup window dialog question asking to create new record.





4. The next window to open will show only 1 value for Owner Lookup, COV\_DGS, double-click to select OR click once on Save and Close.



5. Continue to populate each field on the form, make sure all required fields (\*) are populated. Some fields are limited to picklist values, click on the **magnifier icon**  to see the picklist choices, double-click to select a value OR highlight a value then click once on Save and Close. When finished, click on **Save and Close**. A new **ID#** will automatically populate upon saving the record.

**IMPORTANT!** – For fields with picklist values, you must select from the available picklist options. **Do not add to, modify or delete items from any picklists.**

**Review, verification and updating of existing M-R FIX records must be completed by close of business May 31, 2026.**

### **Contact and Additional Information**

For additional help using the COVA Trax IWMS Database for the M-R FIX annual reporting:

- **Email:** At any time send your questions to [DRES-info@dgs.virginia.gov](mailto:DRES-info@dgs.virginia.gov).



## Construction Types

Non-Combustible		Non-Combustible Exterior / Combustible Interior		Heavy Timber	Combustible	
Protected	Unprotected	Protected	Unprotected		Protected	Unprotected
IA, IB, IIA	IIB	IIIA	IIIB	IV	VA	VB
<b>Definitions:</b>						
Non-combustible – Materials that do not burn.						
Combustible – Materials that burn.						
Protected - A structure made of materials that are inherently fire-resistant (concrete) or of materials (steel or wood) with a protective fire-resistant covering (spray fireproofing or gypsum board).						
Unprotected – A structure made of steel or wood without a protective fire-resistant covering.						
Heavy Timber – A structure with very thick (+6 inch) wood beams.						
Sprinklers – Sprinkler have no relationship to whether a structure is classified as protected or unprotected.						
Noncombustible Protected - A structure made of materials that are noncombustible and inherently fire-resistant (concrete or masonry) or of other noncombustible materials (steel) with a protective fire-resistant covering.						
Noncombustible Unprotected - A structure made of materials that are noncombustible (concrete, masonry or steel) without a protective fire-resistant covering.						
Noncombustible Exterior / Combustible Interior – An exterior structure made of materials that are noncombustible (concrete, steel or masonry) without a protective fire-resistant covering, and an interior made of combustible materials (wood) without a protective fire-resistant covering.						
Heavy Timber - A structure made of very thick (+6 inch) wood beams without a protective fire-resistant covering.						
Combustible - A structure made of materials that are combustible (wood) with or without a protective fire-resistant covering.						