

Reduce operating costs and increase productivity

Electronic Facility Records (EFR)

Overview

An [Electronic Facility Records \(EFR\) system](#) reduces operating costs and increases productivity by making critical operational information available to staff and contractors on site when needed, such as electronic as-built drawings and Operating and Maintenance (O&M) manuals.

While the development of a comprehensive EFR system is typically a multi-year project, clients can start at anytime, especially as new capital projects are being planned or get underway.



Services Include

- Conducting inventory of existing electronic and hard-copy drawings and documentation.
- Scanning hard-copy drawings and documents.
- Revising outdated drawings with electronic drafting services.
- On-site surveying of existing systems to capture legacy information not reflected in construction documentation.
- Recording of copy documents.
- Collecting warranty information for building systems.
- Identifying required inspections and Preventative Maintenance required to maintain warranty at maximum value.
- Labeling of technology equipment and asset tagging.
- Cataloging and archiving data in an intuitive secure database.
- Setting access control for staff and contractors.

Deliverables Include

- T-Series drawings documenting pathways, cables and devices, communications infrastructures and other technology systems.
- Cataloged database of facility infrastructure and systems drawings and documentation.

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SERVICE HIGHLIGHTS

Client Benefits

- Document vital technology infrastructure and related systems to maintain reliable network and Internet connectivity.
- Reduce downtime with predictive maintenance and upgrades
- Decrease duration and cost of service calls with instant, on-site access to systems information
- Improve labor and budget efficiencies by highlighting areas of immediate concern
- Improve strategic position of IT and Facilities Maintenance with start of comprehensive, secure, cloud-based EFR system.
- Institutionalize knowledge to support Succession Management planning and initiatives

Client Provides

- Access to As-Built drawings, blueprints, and other facilities and capital project documentation
- List of categories, tags and keywords for cataloging content

