

# Documentation Services

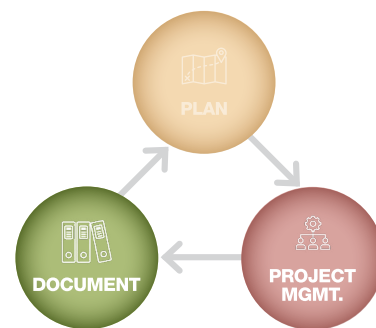


Reduce service call durations and costs with an Electronic Facility Record (EFR) Management System. Makes critical facilities information accessible 24/7 to authorized staff technicians and external contractors via a secure online library. Information can include:

- **Drawings** such as As Builts in CAD or PDF format or scanned archival plans.
- **Data Sources** including planning and asset data, and work order history.
- **Documents** including construction documents, O&M manuals, and paper files.

Archi-Technology LLC has been helping institutions develop EFR Management Systems that leverage the power of their facility drawings and data to reduce expenses and increase the usable lives of facility systems.

Put our EFR Documentation services to work at your organization.



*Trusted services for every phase of your technology projects.*

SERVICE	DELIVERABLES
<p><b>EFR Project Management and Coordination</b> Develop a strategic framework for your EFR Management System (EFRMS) that provides short-term ROI and meets district's unique needs.</p>	<ul style="list-style-type: none"> <li>• Provide overall EFR Documentation project management.</li> <li>• Coordinate review of existing documentation.</li> <li>• Develop plans for: Facility Surveys; EFRMS Setup, and; Data Entry and Drafting Services.</li> </ul>
<p><b>Existing Documentation Review</b> Centralize storage of and control access to existing facilities data.</p>	<ul style="list-style-type: none"> <li>• Comprehensive review of facility records including: Drawings; Data Sources, and; Documents.</li> <li>• Existing Documentation Summary                             <ul style="list-style-type: none"> <li>– Gap Analysis and Recommendations</li> <li>– Compliance with Facility Information Exchange (FIEX) Standards</li> </ul> </li> </ul>
<p><b>EFR Management System (EFRMS) Setup and Maintenance</b> Let a specialist build your district's EFRMS allowing you to focus on implementation and operational use.</p>	<ul style="list-style-type: none"> <li>• Setup ML Binders™ EFR Software account with customized binders and sections based on previously defined needs.</li> <li>• Upload existing electronic facility records to the software.</li> <li>• Facilitate initial on-boarding and training.</li> </ul>
<p><b>Facilities and Systems Surveys (AMEPT)</b> Augment existing information with onsite surveys of systems that need to be documented.</p>	<ul style="list-style-type: none"> <li>• Surveys of Architectural-Mechanical-Electrical-Plumbing-Technology (AMEPT) systems:                             <ul style="list-style-type: none"> <li>– Level 1: Survey of Fixed Assets</li> <li>– Level 2: Survey of Devices/Locations</li> </ul> </li> <li>• QR code tag placement</li> </ul>
<p><b>Data Entry and Drafting Services</b> Keep your EFRMS up-to-date with custom CAD or Revit drawing files that reflect the latest changes to your facilities</p>	<ul style="list-style-type: none"> <li>• Create asset records in ML Work Orders™ Software's Asset module</li> <li>• CAD Drafting including base file A1 Drawings and Facility Management Drawings (post-Construction/post-project)</li> <li>• Creation of Facility Record Drawings depicting asset locations using digital tools such as Systems Surveyor™ Software, PDF markups, Plan Grid™ Software, ML Binders™ Software (Image Nav), etc.</li> <li>• Database and Drawing updates</li> </ul>

**BUILDING SYSTEMS OF EXPERTISE:** **Communications Infrastructure** (Pathways and Spaces, Structured Cabling, and Technology Rooms); **Communications** (Voice and Data systems); **Distributed AV** (Public Address, Cable TV, and Synchronized Clocks); **Integrated AV** (Classroom Instructional Systems, Conference Rooms, Auditoriums, and Operating Room AV); **Security** (Video Surveillance, Access Control, and Intrusion Detection), and; **Clinical** (Nurse Call, Patient Elopement, and Infant Protection).

For more information about these documentation services, please visit [www.archi-technology.com/documentation.html](http://www.archi-technology.com/documentation.html). Then call **585.785.4429** to discuss your specific needs and which services would most benefit your organization.

