Office of Facilities Information - Master Plan - General

- Facility Drawings
  - Floor Plan Development
  - Parking Plan Development
  - Database Integration
  - Customer Assistance

- Facilities Inventory
  - OSU Stillwater
  - OSU System
  - A&M Colleges
  - Coordination

- Stakeholder Data
  - Office of Facilities Information
  - Budget & Asset Management
  - Risk & Property Management
  - EHS - Asbestos Abatement
  - EHS - PM Equip. & Inspections
  - Parking & Transit Services

- Stakeholder Data
  - Physical Plant
  - Information Technology
  - Environ. Health Services
  - Risk & Prop. Mgmt.
  - Other Stakeholders

- GIS Map Services
  - Interactive Map
  - OSU System
  - Aerial photography
  - Digital Base Map

- System Development
  - Application Design
  - Application Development
  - Application Testing
  - Implementation
  - System Integration
  - Server & Database Admin.
  - System Upgrades
  - Web Development

- User Support
  - Manage Login Credentials
  - Installation & Training
  - Troubleshooting

- CAFM Services

- Marketing

- Office of Facilities Information

- Records Section

- Technical Support

- Mapping Services

- Other Drawings
  - For FacInfo. Processes
  - Presentations/General
  - Specialty Maps

- Customer Service

- EDMS
  - Scanning
  - Cataloging
  - Database Management
  - Procedures & Standards
  - Web Services

- Customer Service
  - Search Assistance
  - EDMS Assistance
  - Publishing & Distribution

- Plan Reviews
  - Coordinate Processes
  - Communications
  - Review Plans
  - Monitor Projects

- Base Maps
  - Development
  - Updates
  - Coordination
  - Promoting & Archiving

- Utility Drawings
  - Published Drawings
  - Utility Books
  - Metadata
  - Record Drawings

Press item in Oval to move forward. Press the center Circle to go to FacInfo home page.
Press the center Circle to go back to the Master Plan - General page.
Office of Facilities Information - Master Plan - GIS Services

GIS Services

- Physical Plant
  - Utilities & Energy Mgmt.
  - Electrical Operations

- Environmental Health Services
  - Fire Safety Components
  - Fire Hydrant Testing
  - Incident Tracking

- Risk & Property Management
  - OSU System Inventory
  - Insurance Records

- Interactive Map
  - Web-based, Visitors/Public map—includes wayfinding.
  - Expanded to incl. work portal with data entry functionality.
  - Interfaces for mobile devices incl. smartphones and touchpads.
  - Drill-down access to infrastructure and facilities data maintained in the GIS database and the CAFM database provided with various levels of data security.

GIS Map Services

- OSU System
  - Interactive online maps for: System Campuses Agri. Research Stations

- Aerial Photography
  - Pictometry
  - USGS
  - Other sources

- Digital Base Map
  - Imported from AutoCAD maps
  - Updates coordinated between geodatabase and AutoCAD maps
  - Update with survey data.

- Installation and Training
  - Installation & configuration
  - Onsite training
  - Remote assistance
  - Produce help guides.

- Troubleshooting
  - Receive complaints.
  - Research & respond.
  - Contact software firm.
  - Modify App as needed.

Stakeholder Data

- Application Development
  - In-house programming
  - Software purchases
  - Add licenses.

- Application Testing
  - Stage 1 testing on Development server
  - Customer Testing
  - Stage 2 testing on Production server

System Development

- Application Design
  - Define needs.
  - Examine capabilities.
  - Scheme solutions.
  - Establish commitment.
  - Plan and outline design.

- Implementation
  - Go live with followup monitoring and refinement.

System Integration

- Coordinate with IT.
- Maintain field security.
- Customize database.

Server & Database Administration

- Software
- Server/hardware

System Upgrades

- GIS Portal
- Pictometry Portal
- Interactive Campus Map

User Support

Manage Login Credentials

Press the center Circle to go back to the Master Plan - General page.
Office of Facilities Information - Master Plan - Records Section

Coordinate Processes
- Receive & log plans.
- Notify reviewers.
- Gather comments.
- Return comments.

Monitor Projects
- Request materials for plan reviews when Physical Plant is not being kept in the loop or is being overlooked.

Document Receiving
- Properly log all documents when received.
- Publish requirements for transmittals/receivables.
- Follow project status and inform of failed receipts.
- Send notifications of receipts as required.

Document Storage
- Maintain stick files.
- Maintain flat files.
- Synchronize physical records with the records in the EDMS.

Document Disposition
- Track the use and dissemination of all records.
- Track and log all movement of records.

Communications
- Develop & publish requirements.
  Maintain comm. with both reviewers and customers.
- Keep administration aware of developments.

Review Plans
- Review plans for those items that pertain to Facinfo responsibilities:
  Facilities Inventory, Site and Property Records, Utility locations and data.

Plan Reviews

Records Section

Archive Management

Document Preservation
- Follow state law & OSU policy.
- Repair methods
- Proper storage
- Security

Construction Standards
- Maintain the const. standards produced by Physical Plant & disseminate as req'd.

EDMS

Procedures & Standards
- Establish and apply EDMS procedures and standards for scanning, file types, metadata, etc.

Customer Service

EDMS Assistance
- Provide user support and training.
- Login credentials provided by dept. computer support staff.

Database Management
Coordinated with department computer support staff:
- Maintain schema and files.
- System maint. & upgrades.

Web Services
- Provide web link through facinfo.edu.
- Supported by department computer support staff.

Search Assistance
- Provide archive search assistance for both campus and non-campus customers.

Publishing & Distribution
- Print and copy services provided as needed.
- E-mail & ground mail

Scanning
- Large Documents:
  construction plans, etc.
- Small Documents:
  specs, O&M Manuals, etc.

Cataloging
For both scanned and pre-exist. electronic files:
- Generate new records.
- Fill out metadata.

Press the center Circle to go back to the Master Plan - General page.
Office of Facilities Information - Master Plan - Mapping Services

**Base Maps**
- Site Features included:
  - Buildings
  - Streets
  - Sidewalks
  - Parking Lots and striping
  - Misc. Hardscape Features (walls, pads, fences, etc.)
  - Landscaping (trees, water features, etc.)
  - Light poles and Blue Phones
  - Traffic signals and striping
  - Utility site features (manholes, valve covers, inlets, etc.)
  - Other visible site features

**Coordination**
- Maintain coordination between the base maps and the GIS Geodatabase.
- Coordinate field and office work.

**Published Drawings**
- 1"=200' -- low positional accuracy/general system layout.
- 1"=50' -- high positional accuracy.
- May contain a mixture of surveyed and non-verified information.
- Annotate all AutoCAD files to delineate status of info.

**Utility Books**
- Generate & maintain utility books with 1"=50' quality data printed to 1"=100' based on the format of the tiled sheets obtained in the 2003 sewer study.

**Metadata**
- Accumulate & record historical metadata on all utilities.
- Compare historical metadata with newly discovered field data.
- Update metadata.

**Record Drawings**
- Require, receive, and maintain as-built record drawings for utilities and site work for all projects.

**Physical Plant Groups**
- Provide support for maintenance.
- Provide support for Utilities & Energy Management processes.

**Other OSU Departments**
- Telecommunications
- Environmental Health Services
- Others as required

**Updates**
- Gather data from multiple sources.
- Updates focused on:
  a. continual upgrade in accuracy of site data.
  b. more complete data.

**Updates**

**Promoting & Archiving**
- Work in "Working" dataset.
- Promote working dataset to "Active" dataset.
- Archive active dataset to "Archive" upon replacement.

**For FacInfo. Processes**
- Site & Utility features for GIS & the Interactive campus map
- Site backgrounds for the CAFM Parking Lot Module

**Presentations/General**
- Misc. maps for presentations as needed
- Printed Maps for handouts
- Maps for on-line distribution

**Specialty Maps**
- Campus ADA Map
- Classroom Scheduling Map

**Other**
- State and local government

**Customer Service**

**Utility Systems included:**
- Sanitary Sewer
- Storm Sewer
- Electrical Distribution
- Campus Lighting
- Domestic Water
- Fire Protection
- Irrigation
- Chilled Water
- Natural Gas
- Communications (tele.)
- Communications (fiber)
- Communications (emphone)
- Steam/Hot Water

**Other Drawings**

**Project Design**
- Physical Plant Projects
- Long Range Facilities Planning
- Design Firms

Press the center Circle to go back to the Master Plan - General page.