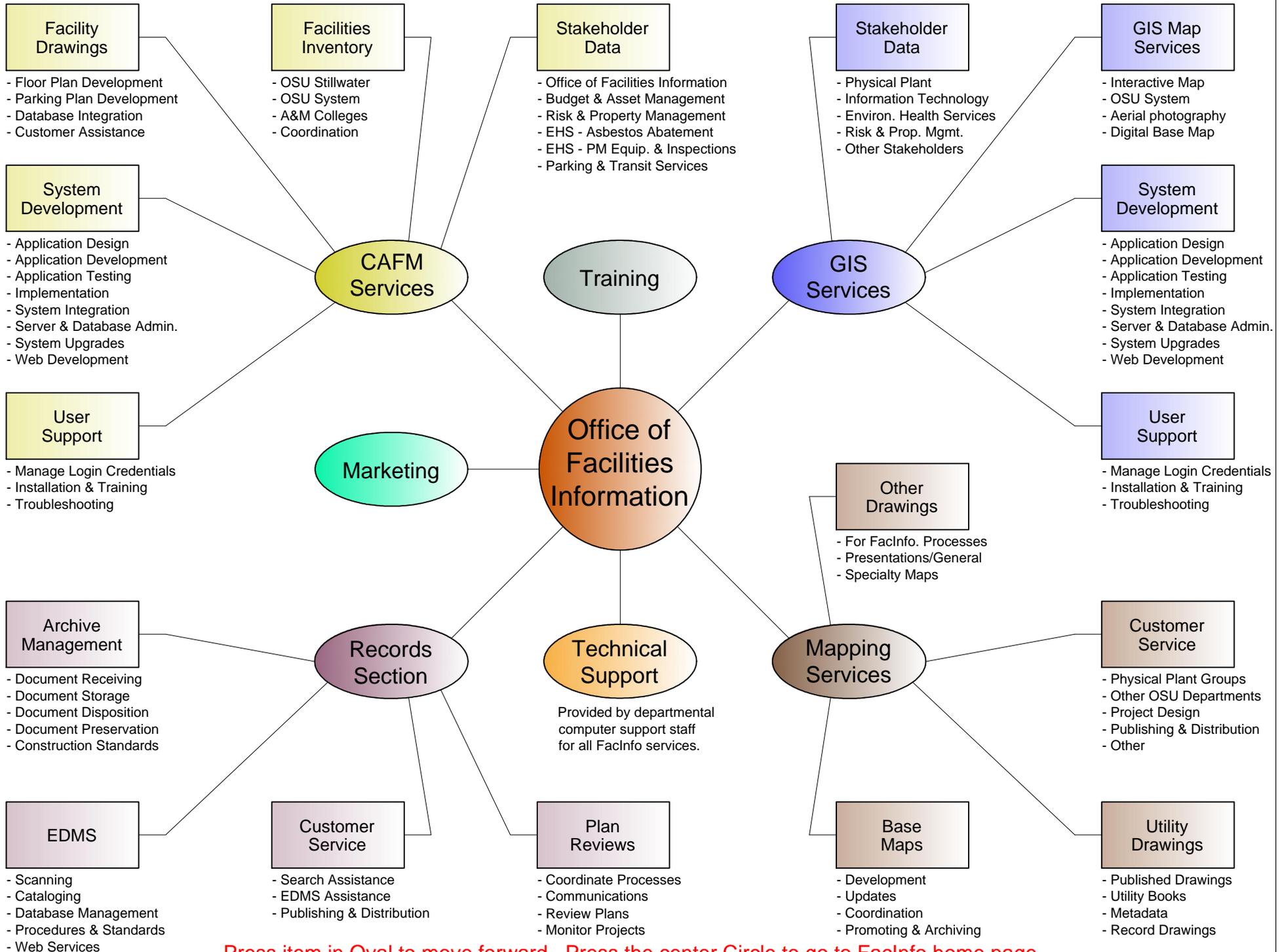


# Office of Facilities Information - Master Plan - General



Press item in Oval to move forward. Press the center Circle to go to FacInfo home page.

# Office of Facilities Information - Master Plan - CAFM Services



- For new construction
- For existing bldgs
- Measure renovations & modify floor plans.
- Generate CAFM polylines.



- Add and/or modify room & pkg. space database records.
- Establish & maintain linkages between the drawings & database.



- For new construction
- For existing lots
- Measure changes & modify Pkg. plans.
- Generate CAFM polylines.



- Requests for floor plans
- Requests for updates of floor plans and parking lot plans



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



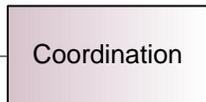
- Maintain bldg. inventory.
- Assign bldg. numbers.
- Maintain room inventory.
- Assign room numbers.
- Assign addresses.



- Maintain bldg. inventory.
- Assign bldg. numbers.
- Maintain room inventory.



- Maintain bldg. inventory.
- Assign bldg. numbers.
- Possible maintenance of room inventories in future



- Ongoing coordination with OSU departments and facilities coordinators on other campuses



Driven by customer needs and internal vision for leveraging technology to bring about efficiencies and solve problems.



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



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



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



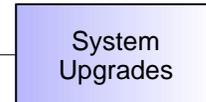
- Go live with followup monitoring and refinement.



- Integrate CAFM data with GIS and other databases.



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



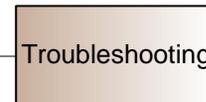
- Software
- Server/hardware



- CAFM Portal
- Facilities data in Interactive Map/ Dept. web site
- Floor Plans in Dept. web site



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



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

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

# Office of Facilities Information - Master Plan - GIS Services



**Physical Plant**

- Utilities & Energy Mgmt.
- Grounds
- Electrical Operations

**Environmental Health Services**

- Fire Safety Components
- Fire Hydrant Testing
- Incident Tracking

**Risk & Property Management**

- OSU System Inventory
- Insurance Records

**Information Technology**

- Underground Fiber
- Optic network
- Single mode and multimode telephone

**Other Possible Stakeholders**

- OSU Police Department
- Parking & Transit Serv.
- Emergency Operations

**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.



**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.



Driven by customer needs and internal vision for leveraging technology to bring about efficiencies and solve problems.

**① Application Design**

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

**② Application Development**

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

**③ Application Testing**

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

**④ Implementation**

- Go live with followup monitoring and refinement.

**System Integration**

- Integrate CAFM data with GIS and other databases.

**Server & Database Administration**

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

**System Upgrades**

- Software
- Server/hardware

**Web Development**

- GIS Portal
- Pictometry Portal
- Interactive Campus Map



**Manage Login Credentials**

**Installation and Training**

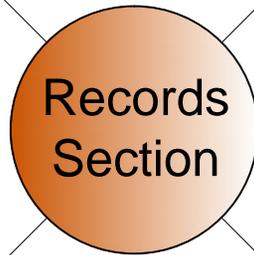
- Installation & configuration
- Onsite training
- Remote assistance
- Produce help guides.

**Troubleshooting**

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

Press the center Circle to go back to the Master Plan - [General](#) page.

# Office of Facilities Information - Master Plan - Records Section



## Plan Reviews

### 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.

### 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.

## EDMS

### 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.

### Database Management

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

### Procedures & Standards

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

### Web Services

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

## Archive Management

### 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.

### 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.

## Customer Service

### EDMS Assistance

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

### Search Assistance

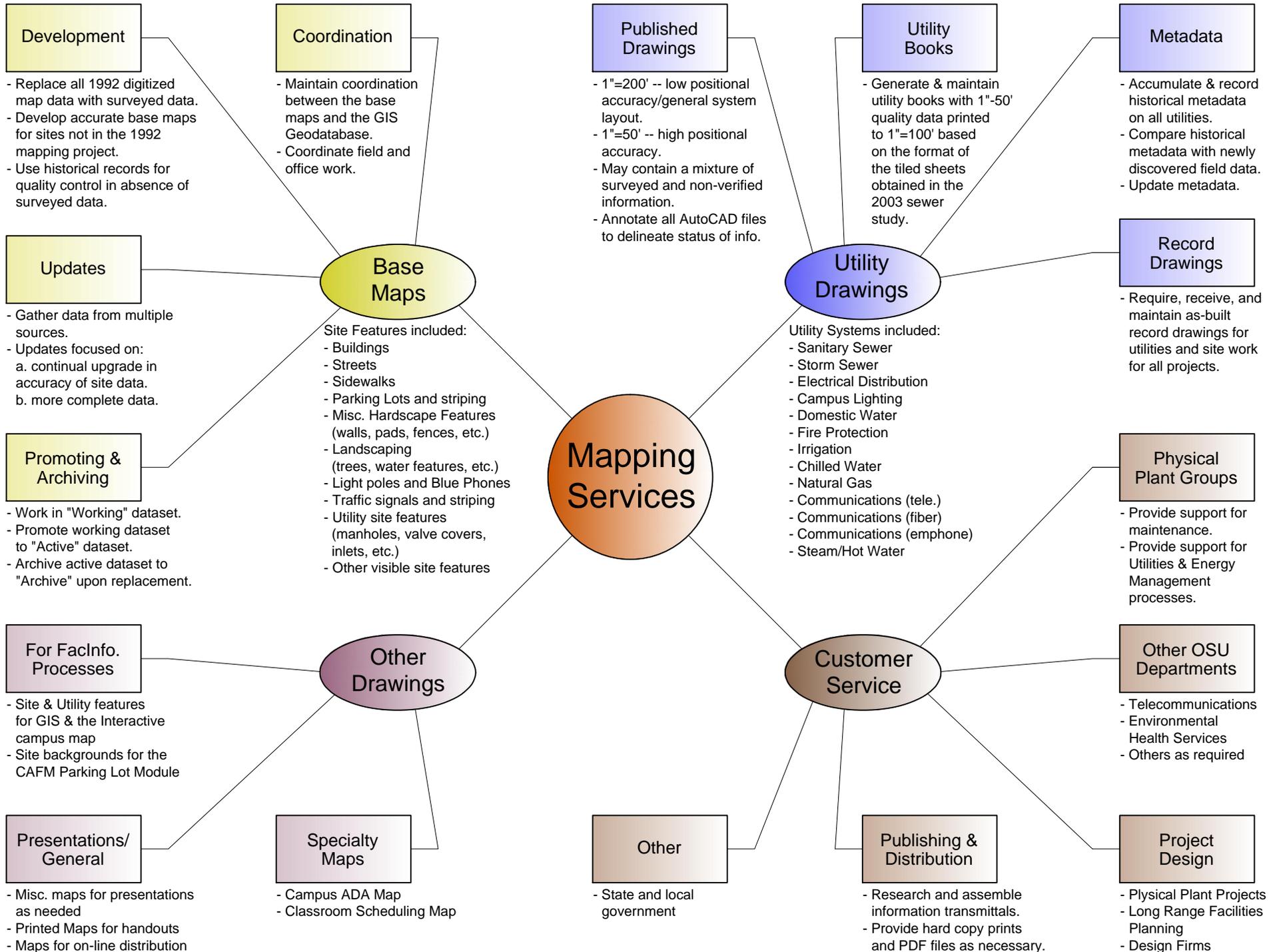
- Provide archive search assistance for both campus and non-campus customers.

### Publishing & Distribution

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

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

# Office of Facilities Information - Master Plan - Mapping Services



Press the center Circle to go back to the Master Plan - [General](#) page.