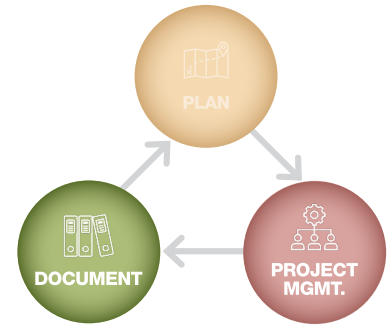# Documentation Bundled Services

Save tens of thousands of dollars annually in reduced service call 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 NYS school districts 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 state-aidable EFR Documentation services to work at your district.

Trusted services for every phase of your technology projects.

SERVICE	DELIVERABLES
EFR Project Management and Coordination Develop a strategic framework for your EFR Management System (EFRMS) that provides short-term ROI and meets district's unique needs.	• Provide overall EFR Documentation project management. • Coordinate review of existing documentation. • Develop plans for: Facility Surveys; EFRMS Setup, and; Data Entry and Drafting Services.
Existing Documentation Review Centralize storage of and control access to existing facilities data.	• Comprehensive review of facility records including: Drawings; Data Sources, and; Documents. • Existing Documentation Summary – Gap Analysis and Recommendations – Compliance with Facility Information Exchange (FIEX) Standards
EFR Management System (EFRMS) Setup and Maintenance Let a specialist build your district's EFRMS allowing you to focus on implementation and operational use.	• Setup ML Binders™ EFR Software account with customized binders and sections based on previously defined needs. • Upload existing electronic facility records to the software. • Facilitate initial on-boarding and training.
Facilities and Systems Surveys (AMEPT) Augment existing information with onsite surveys of systems that need to be documented.	• Surveys of Architectural-Mechanical-Electrical-Plumbing-Technology (AMEPT) system – Level 1: Survey of Fixed Assets – Level 2: Survey of Devices/Locations • QR code tag placement
Data Entry and Drafting Services Keep your EFRMS up-to-date with custom CAD or Revit drawing files that reflect the latest changes to your facilities	• Create asset records in ML Work Orders™ Software's Asset module • CAD Drafting including base file A1 Drawings and Facility Management Drawings (post-Construction/post-project) • 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. • Database and Drawing updates

Please contact your RIC District Planner or Project Manager for pricing and to discuss which services would most benefit your district. Visit the Documentation services page on Archi-Technology's website for additional information.

qualifies for BOCES aid in NYS

Archi-Technology
Technology Consultants LLC

Connecting people, technology and buildings.   1160-J Pittsford-Victor Rd., Pittsford, NY 14534 585-424-1952 archi-technology.com