

# Project Closeout Improvement

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GRADUATE STUDIES  
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# The Problem

Improve the maintenance of more than **13,000 pieces of equipment** across **230 buildings** with a total area of **5.52 million sq. ft.**

- Construction closeout documents were neither easy to search nor complete
- A process was needed to improve the accessibility and quality of documents

## **Additional Challenges:**

- Consistently provide searchable and accurate documents without requiring additional resources
- Coordinate workflows to minimize redundant work and maximize efficiencies
- Utilize technologies and proficiencies already in place across the Division

# The Process

- Assemble a project team composed of a cross section of Facilities professional
- Assess current workflows and document requirements
- Revise work processes to harness technological improvements available
- Garner support for recommended changes
- Present recommendations in a manner to engage stakeholders
- Utilize test cases to debug and revise process changes
- Earn trust by opening process to input

# The Solution

- Utilize search capabilities of Meridian to fullest
- Assign EQ numbers at project start to take advantage of efficiencies
- Engage stakeholders
- Celebrate early wins
- Open process for continual improvement

The screenshot displays the Meridian software interface. On the left, there is a metadata form with fields for Project Manager, Project Info, Project Year, Loc Building, Loc Building Number, Description, Doc Class, Doc SubClass, Doc SubClass Detail, and Vendor. The Project Manager field is filled with 'CARDOSO, ANDRE W' and the Loc Building field with 'UU : 062\_\_ SPAULDING HALL\_\_'. A 'SEARCH' button is visible below the form. The main area shows a table of search results with columns: FILE NAME, DESCRIPTION, PROJECT MAN, LOC BUILDING, and LOC FLOOR. The table contains 10 rows of data. At the bottom, there is a status bar showing '0 Items selected' and '1 - 50 of 333'.

FILE NAME	DESCRIPTION	PROJECT MAN	LOC BUILDING	LOC FLOOR
P_2014-2157_A...	2015-10-16 CER...	CARDOSO, AN...	062	01
P_2014-2157_T...	123553 LAB CA...	CARDOSO, AN...	062	
P_2014-2157_T...	230000 DUCT A...	CARDOSO, AN...	062	
P_2014-2157_T...	260000 EXIT SI...	CARDOSO, AN...	062	
P_2014-2157_T...	099000 PAINT P...	CARDOSO, AN...	062	
P_2014-2157_T...	070000 FIREST...	CARDOSO, AN...	062	
P_2014-2157_T...	EXP 2016-08-30...	CARDOSO, AN...	062	01
P_2014-2157_FI...	P15UT374 SHA...	CARDOSO, AN...	062	01
P_2014-2157_T...	101423 SIGNAG...	CARDOSO, AN...	062	
P_2014-2157_T...	113210 FUME H...	CARDOSO, AN...	062	
P_2014-2157_T...	123553 LAB TA...	CARDOSO, AN...	062	