

# Project Closeout Improvement

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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 navigation pane with tabs for 'HOME', 'Search', 'Display', 'Review', and 'Collections'. Below these are options for 'Navigation View', 'Hierarchy', 'Active Filters', and 'Hide Navigation'. A 'Property-based navigation' section is visible with a 'Save' button. The main area shows a search results table 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 'SEARCH' button and a status bar indicating '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	