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