

**Business Type:-** Well established Retail Business with 27 retail stores with support offices and workshops.  
**Location:-** North of England  
**Completed:-** Several databases and others in progress. System being actively used by management. Updates being carried out to agreed programme.

### Project Objectives:

To streamline the archiving of information relating to the Client's property portfolio, namely

- Organising and managing archive information, creating a database of construction and record drawings.
- Co-ordinating and procuring project H&S files/O&M manuals, creating user friendly searching facilities for the completed data.
- Assisting other consultants in developing databases for Estates Management tools (floor areas, site ownership issues etc).

### Method:

Meetings were held with the estate & maintenance department managers to agree the content and format of each of the different elements of work. Once these were established the project was broken down into various sections, Each section required a different approach to collate all the information into usable databases or electronic manuals.

- Archive building information
- Live construction projects
- Building databases
- Ongoing updates

#### Archive building information

Access was granted to the maintenance department's paper archives and electronic files. All boxes and paper files were examined, and all relevant information was scanned and an OCR text recognition process applied to the scans. Once scanned the documents were bookmarked and indexed to the agreed format and compiled into one PDF document per building. All electronic information was organised into the relevant building file structure and examined to remove any data that has been superseded.

#### Live construction projects

This involved liaising with the Client, Contractor and CDM-C to:-

- 1) Define the format, content and timescales of the final manuals.
- 2) Consult with all major sub-contractors and agree format & content of O&M manuals and ensure compliance with overall format agreed with the Client.
- 3) Manage collation of all subcontractors O&M information, compile and report back any issues to contractor.
- 4) Monthly reports issued which were included in contractor's progress reports.
- 5) Collate all the various O&M documents & Health & Safety Files into a single PDF file which is fully indexed, bookmarked and searchable.
- 6) Issue to the Client the completed manuals at practical completion.

#### Building Databases

A list of all the properties owned and operated by the client was created. Drawings gathered from the paper & electronic archives was compared and collated to ensure all drawings were as current as was practicable possible. Where CAD data was not available, the building architect was contacted and drawings requested. If no drawings existed for a building then a site survey was undertaken and a CAD plan was produced. The final database was to contain if possible the following drawings for each building:-

- Plans
- Elevations
- Site plans
- Site service plans
- Site ownership boundaries

### **Building Databases Cont.**

Once the collation process was completed all drawings were organised into a folder structure, based on the building name/code and a reference PDF document was produced containing all the drawings, indexed and bookmarked to ensure information was simple to find.

After the buildings database was completed, a 2nd database was created showing via colour plans and excel spreadsheet all the relevant areas to each of the buildings, namely GEA, GIA, NIA and BAU (sales, warehouse, staff, etc). These areas are a live link to the CAD plans of the buildings, so as the building is altered or refurbished the areas automatically update. Again a reference PDF document was produced and followed the same format as the building database.

### **Ongoing updates.**

As new buildings are completed, refurbished or altered the H&S file & O&M Manuals are collated into the standard format, CAD drawings are requested and are incorporated into the Building database, which in turn updates the Area database and once a year an updated PDF reference document is issued to the client and associated design team members.

### **Compiled documents issued by ITAcads**

- Health & Safety files for each building, issued in e-format, and fully searchable (cross referenced to O&M Manuals)
- O&M files for each building, issued in e-format, and fully searchable (cross referenced to H&S file). Drawing files of each selected building, in e-format, searchable and printable at chosen scale.
- Key general arrangement drawing files of each selected building, with all areas (e.g. sales, offices, staff et.) colour coded and automatically linked to "Areas" database, to maintain up to date overall areas and instant area comparisons between stores, as drawings are modified.
- Property Details database incorporating selected information e.g. Planning Permissions, Building Regulation Approvals, Extra Planning Agreements, Services Plans, Tree Preservation Orders, Site Plan, Deeds, Deed plans, Easements, Legal Purchase Reports, Leases, Lease Plans, Rent Review Data.

### **Conclusion**

All information issued by ITAcads is in e-format and can be "searched" on computer. Any of the information within the databases can be printed off using in-house printers or plotters for any of the drawings, as all the data material is in PDF format. The tools are there for management to use the databases on screen, or where necessary for meetings, printed off in paper format. All information is regularly updated in accordance with a programme agreed with the client.

ITAcads Ltd  
22 Manston Gardens  
Crossgates  
Leeds  
LS15 8HB

Tel: 0844 846 7322  
Email: [info@itacads.co.uk](mailto:info@itacads.co.uk)  
Website: [www.itacads.co.uk](http://www.itacads.co.uk)

