



## Login to BUILDER

### Your own personal site with full Master Planner permissions

- URL: my.buildersoftware.net
- User: <your email>
- Password: BUILDER2020

 BUILDER training has a short shelflife. Even if you are not able to work in the system today, we will keep your account live for 3 months.

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## **Facility Inventory Exercises**

### **Facility Updates**

- · Update square footage
- Add MDI

#### **Planned Processes**

- · Adding a building to the inventory
- · Removing a building
- · RPUID Considerations
- · Reorganization Efforts

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### **Facilities Lessons Learned**

### **Added Buildings**

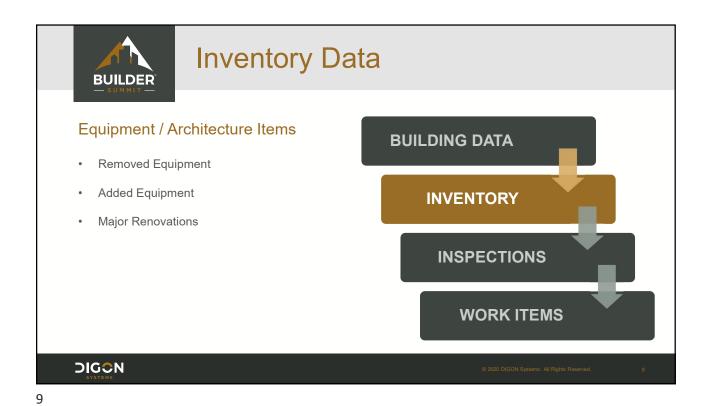
- · Inventory Only
- · Desktop effort from take-offs
- Combine with tagging effort
- · CMMS Spin-up
- BIM Imports

### Removed Buildings

- · Building Status
- · Move to a "Archive" Folder
- BRED Export

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Section updates

Replace the chiller with a new one

Replace ½ of the carpet finish

Update your transformer to a 4,000 KVA

Section updates

Inventory considerations

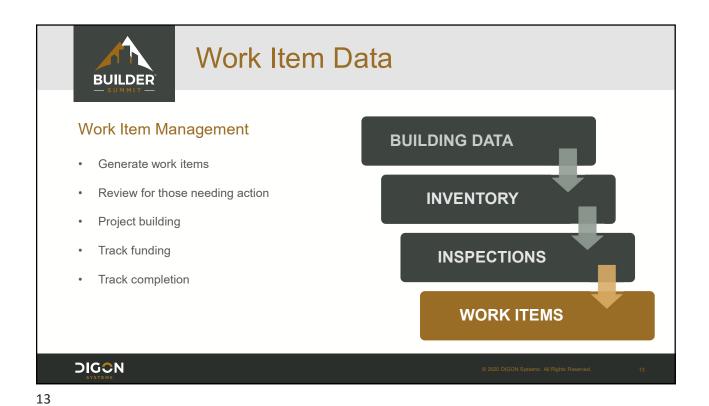
Follow the money!

Ensure consistency with section naming

Don't forget to delete the section replaced







Scenario Exercises

Create a 5-Year Scenario

Create the scenario

Run it

Copy Work Items Into BUILDER

Review Work Items

Puna report

Copy Work Request ID into BUILDER



## **Closing Out Work Items**

### Status considerations

- FCI updates based on status
- Import work items into a CMMS

### Complete repairs and replacement

- · Replacements delete the old section
- Edits are possible to Component Subtype
- Repairs add a 95 "green" inspection

Mark work items as "complete" and watch what happens to BCI and FCI

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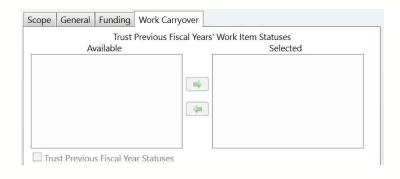
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## Work Item Lessons Learned

## Fiscal year change over considerations

- Past year items do not automatically roll-over to the new year
- Plan to generate items each year



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## **Contracted Reassessment**

### Data can be provided to streamline the effort

- Ensure project close-out documentation provided
- Reliable sectioning standards ease the follow-on team
- · Minimize trips with combination of other assessment activities

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### In-House Data Maintenance

### Using those closest to the facilities every day to feed BUILDER updates

- · Maintenance contract scope modifications
- Monitor for data manipulation
- Not 100% coverage of architectural items
- · Mix both teams for a less frequent external FCA

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### **Staff Education**

# Without good training, users can easily harm the data integrity

- Extensive publications from CERL (link)
- CERL screen capture videos (link)
- Program specific training
- · Classroom Options
- Online Training
- · Assessment Contractor Training



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## Minimize Double-Entry

### Data Linkage / Integration

- Equipment Tagging
- Project Completion
- · CMMS Integration



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# **User Management**

### User permissions and access auditing

- Understand the user types (link)
- · Require training before read/write access
- · Regular audit for those that no longer need access

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## **Catalog Management**

#### The available sections, cost and service life benefit from updates

- · Covered in detail on Friday
- Cost and design life can be refined based on feedback
- · New sections only added with support of those hosting your system

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### **FCI** Connection to Work

### Project Identification / Justification

- Make work items available to project identification teams
- Some BUILDER work items may not be reasonable for immediate action but can justify a major effort

#### **Project Closeout**

- To get FCI credit, work must be identified by BUILDER
- What other sections have been replaced during the effort?

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