



CASE STUDY- Georgetown University

Transitioning Facilities Records from the Plan Room to the Cloud



GEORGETOWN UNIVERSITY



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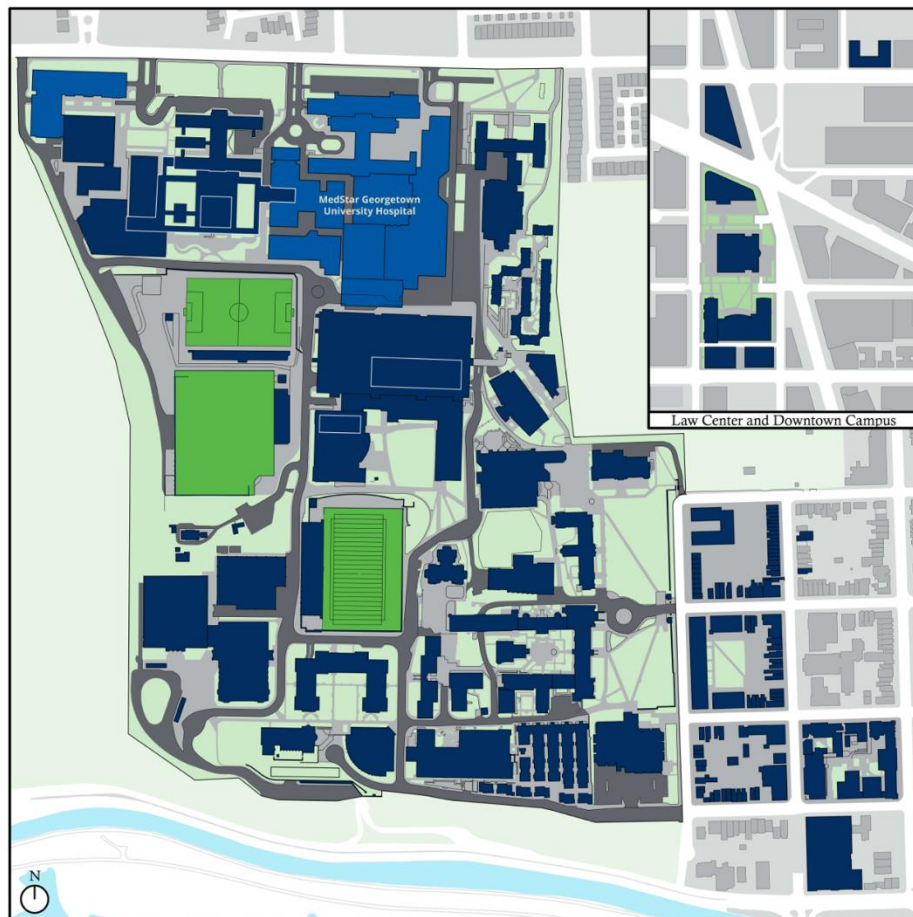
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Georgetown
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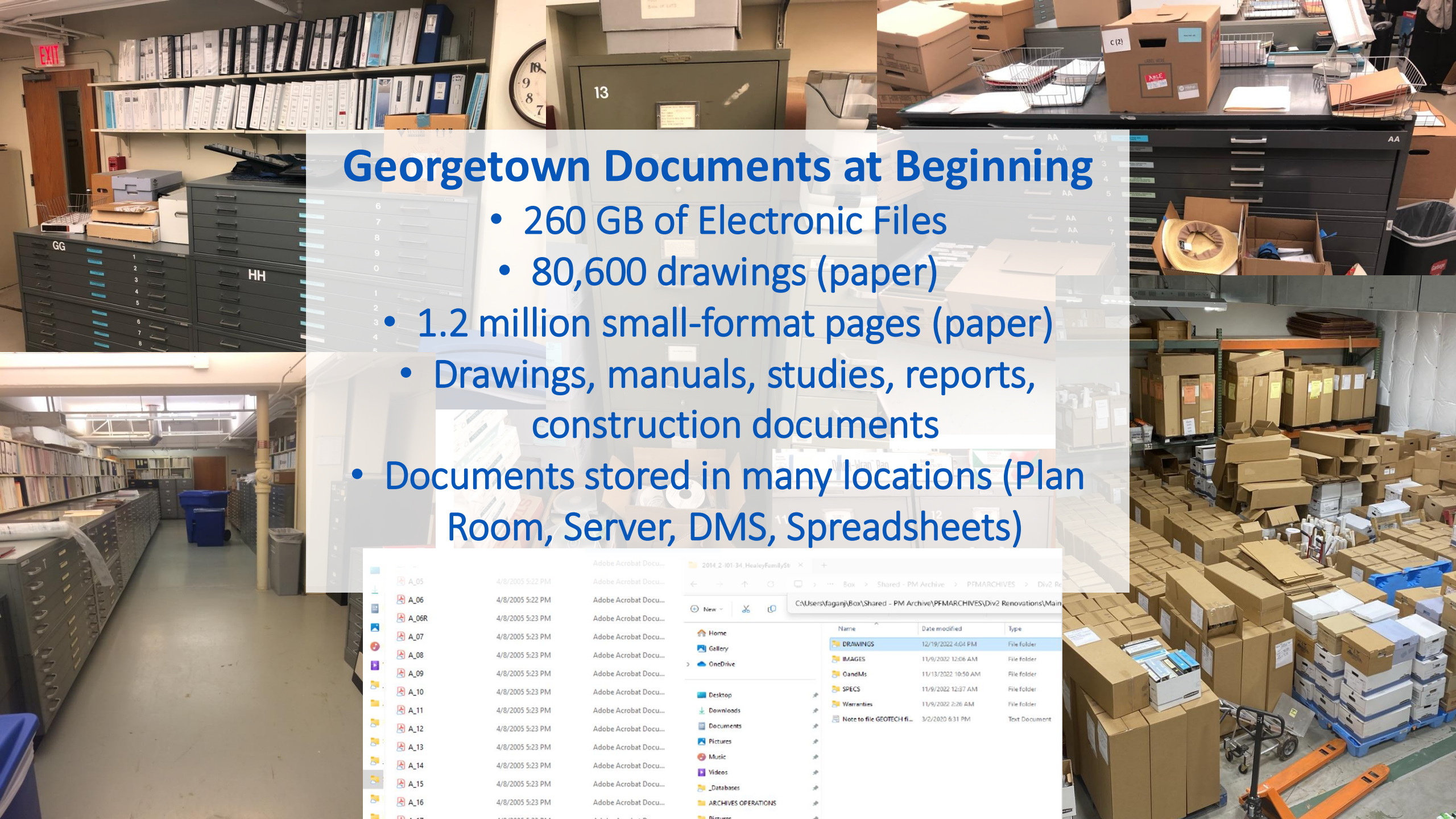
Facilities Infrastructure

- Construction Documents pertaining to the “Built-Environment”
- 107 buildings across four campuses and overseas
- Documents pertain to construction projects, renovations, new builds, and repairs
- Collection dates back nearly 150 years to 1878



Georgetown Documents at Beginning

- 260 GB of Electronic Files
- 80,600 drawings (paper)
- 1.2 million small-format pages (paper)
- Drawings, manuals, studies, reports, construction documents
- Documents stored in many locations (Plan Room, Server, DMS, Spreadsheets)



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IMAGES	11/9/2022 12:06 AM	File folder
QandMs	11/13/2022 10:50 AM	File folder
SPECS	11/9/2022 12:57 AM	File folder
Warranties	11/9/2022 2:26 AM	File folder
Note to file GEOTECH fi...	3/2/2020 6:31 PM	Text Document

The Problem

- Facilities documents take up a lot of room
- Notoriously difficult to keep organized
- Difficult to search and many people need the info to perform their jobs
- Permanent records for the life of the building/asset
- Many formats (DWG, Revit, PDF, TIFF, Paper, AEC Software)
- Georgetown needed the archive space
- The entire collection had to be digitized
- Hired, archSCAN, a contractor to help with the digitization

Solution- Digitize, Index, and Migrate Collection to the Cloud

Document Review

- Created a database to capture key metadata fields per document
- Identified duplicates or superseded documents
- Applied document retention rules
- Tagged the “Keepers” for digitization and indexing

List of “Keepers”

- Drawings
- Submittals by division
- Reports
 - Surveys
 - Geotech
 - Haz/Mat
- O & M Manuals
- Photos
- Project Manuals/Specs
- Warranties
- Certificate of completion
- Administrative closeout information
- Test and Balance Reports
- Commissioning reports



After Review

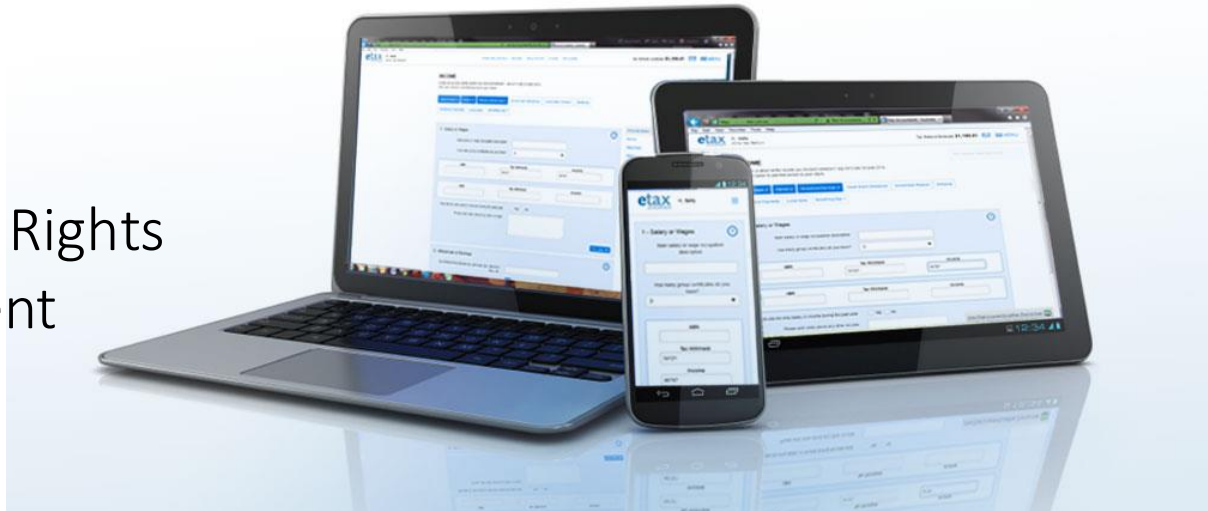
- 265 GB of Electronic Files
- 47,254 drawings (42% reduction)
- 64,330 small format documents (95% reduction)

Digitization Specifications

- PDF
- 300 DPI
- OCR
- Color, B/W, Grayscale

Cloud Solution Specifications

- Cloud-based
- User-Friendly Interface
- Accessible on laptop, tablet, phone
- Single-Sign-On
- Unlimited Users
- Controlled Access Rights
- Secure Environment



Indexing/Metadata

- Document Type
- Submittal Type
- Discipline
- Date
- Project Number
- Project Name
- Document Title
- Building #
- Building Name
- Page Number
- Sheet Title
- Floor/Level
- Author
- Level of Design



Healy Hall

3790 Library Walk NW
Washington, DC 20007



EZ Upload

Drop documents here or
[click to upload](#)



Closeouts

Drawings

Emergency

O & M



912 DOCUMENTS

Architectural

364 documents

Demolition

56 documents

Fire Protection

76 documents

Interiors

16 documents

Mechanical / HVAC / Mech Piping

86 documents

Civil / Site

11 documents

Electrical

137 documents

General

33 documents

Landscaping

29 documents

Plumbing (Supply / Waste)

16 documents

Clean and Logical Interface
Easy to View, Share, and Print
Quick Searches
Easy to Add New Documents

Library Search Results

364 matches

Email Queue (3)



Actions

Sort by

GEORGETOWN
UNIVERSITY

Managed by
arch
SCAN

48,133 documents online

DOCUMENT SEARCH OPTIONS

Classification Drawings

Title/Keywords

Document Date -

Campus (any)

Building Healy Hall

Discipline Architectural

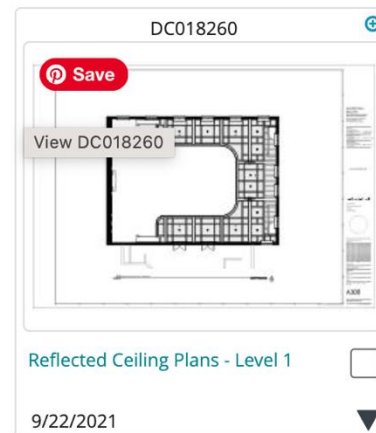
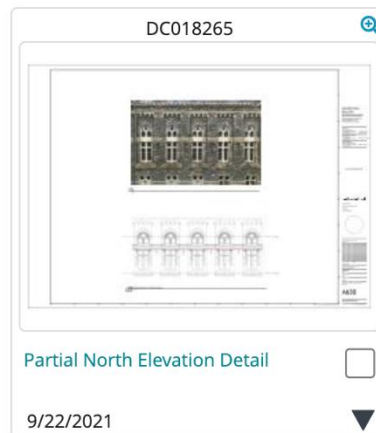
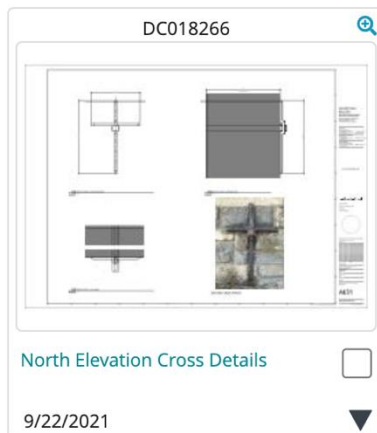
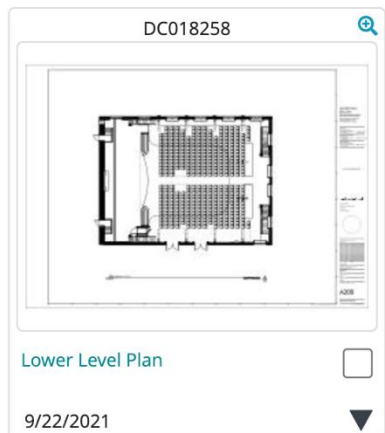
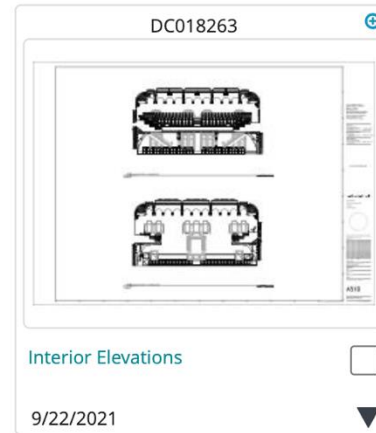
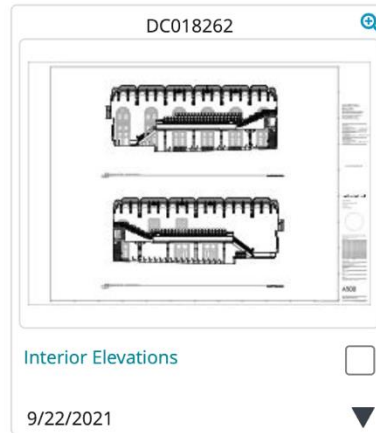
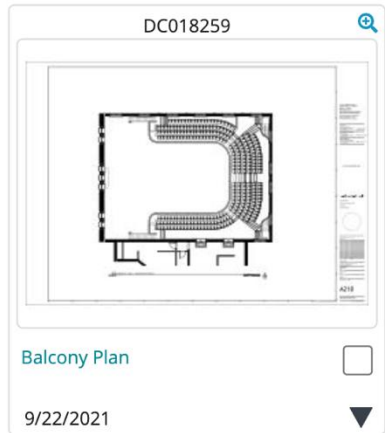
Floor (any)

Dwg #

Project (any)

Project # (any)

Set ID #



Success with moving to the Cloud

- Overwhelming user adoption
 - 180 Users with 1,000s of Logins
- 150 years of Georgetown's building history at users' fingertips
- 111,584 documents online and growing
- 1.6 million fields of metadata
- 29,139 documents viewed in 2024
- Meeting regulatory compliance needs
- Improved communication/collaboration
- No longer reinventing the wheel
- Increased security
- Better customer service
- Quicker emergency response
- Fewer errors
- Happier employees

USER GROUPS

Architects

Engineers

Campus Planners

Plumbers

Electricians

HVAC Techs

Utilities

Safety and Security

Risk Management

IT/Communications

Contractors



Thank you for your time!
Email us for more detailed
Information!



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