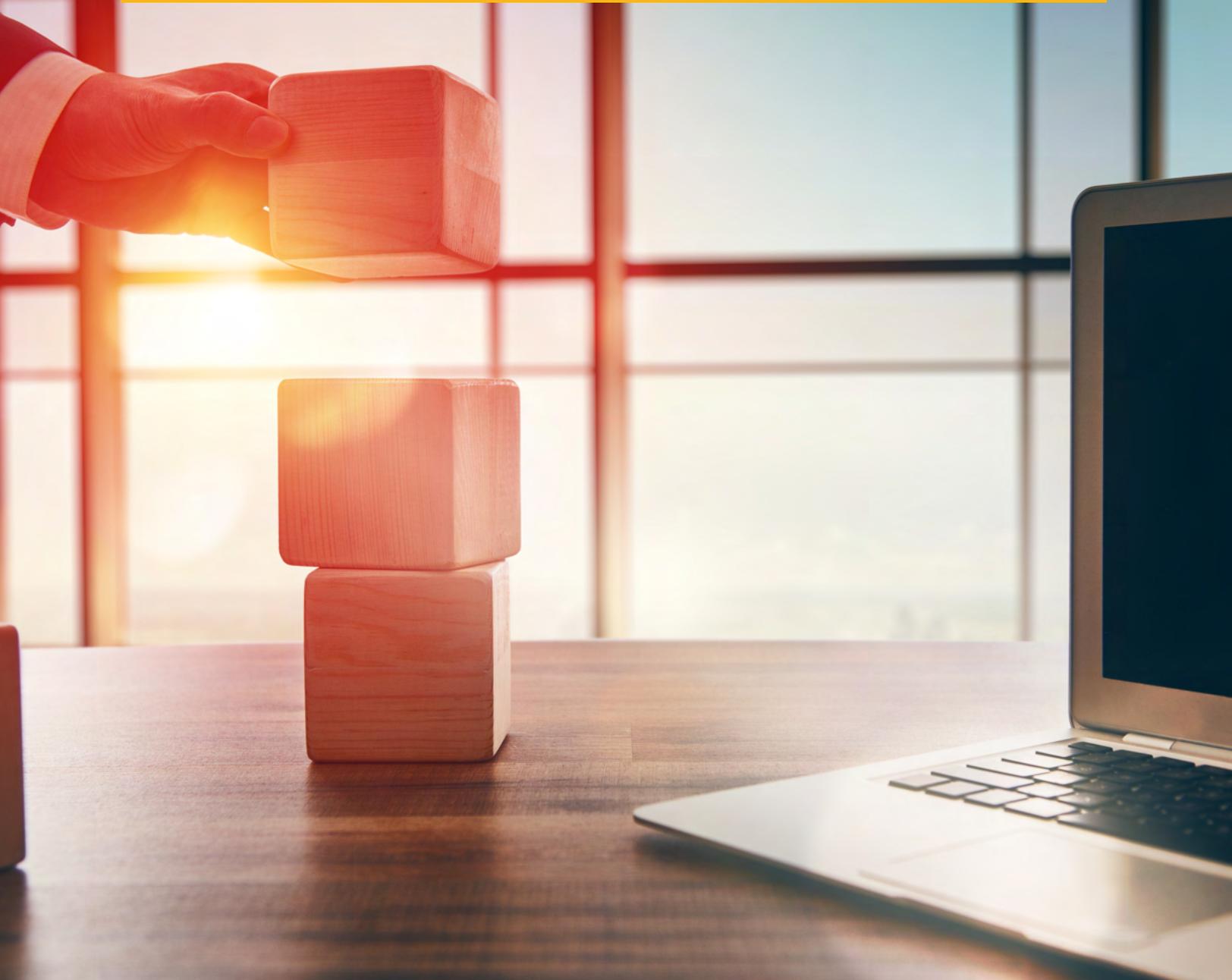


3 Essential Building Blocks for a Fully Functional Facility



**You are
the
Champion
of your
facility.**



Overseeing all the inner workings of a facility is no easy task. Perhaps you inherited a mess when you stepped into your role at the facility for the first time. The building documentation and maintenance process used to be organized, but it's as if a hoarder allowed things to pile up. Now things are out of hand and it's a challenge to be certain of what assets the facility contains or where the one-line drawings are located (or if the building even has any). And you can't stay up to date in staff training because the turnover is high and/or the absence of a succession plan is setting you up for failure. It's difficult to know where to start when facing such a monumental task.

Synergy has come alongside clients since 2005 and supported them in re-creating the essential building blocks of their facilities. There are three essential building blocks that will give you a current snapshot of your buildings, provide a clear image of its data, and present a projected plan for the future success of the facility.

Synergy's plan in creating building blocks is simple: (1) Clarify and/or create essential building documentation, (2) Understand your Building Automation System (BAS), and (3) Guide your team with Succession Plans. These essential building blocks will clear up any confusion regarding your building assets and the direction the facility is heading.



Synergy's Building Blocks:

1. Clarify Essential Building Documentation
2. Understand your BAS
3. Guide the Succession Plan



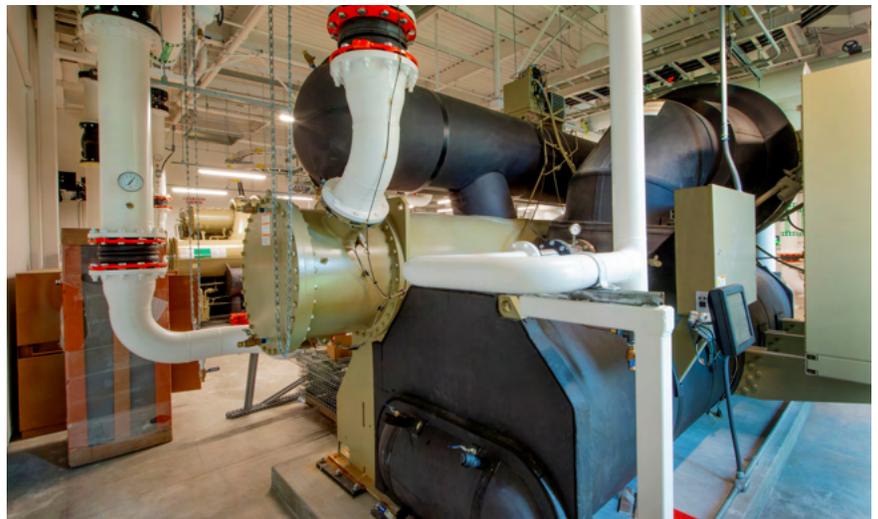
STEP ONE: Building Documentation

Gathering building documentation is the first step toward facility clarity. When it is challenging to know the condition of the building assets the logical place to start is conducting a Facility Condition Assessment (FCA). A FCA is a thorough facility inspection that identifies all

assets, their value, and their physical condition. With this comprehensive list in hand, Facility Managers and Owners can better capital plan as well as prioritize what assets need critical repair or replacement.

After an FCA, compiling building documentation is critical in setting up facility teams for success by evaluating existing documentation and bringing it up to current standards. This could mean creating electronic one-line drawings, or 3D scanning, or other vital building documentation. Whatever methods are preferred, or required, the bottom line is getting all documentation organized in a central location for easy access with accuracy that makes managing the facility simple.

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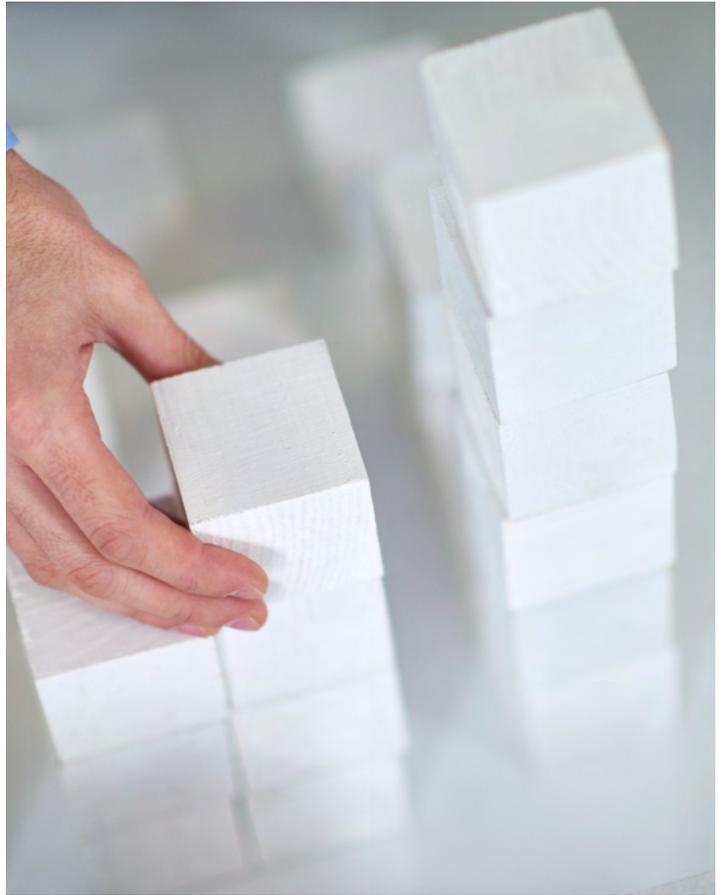


STEP TWO: Understanding your Building Automation System

Understanding your Building Automation System (BAS) can feel like an insurmountable step, especially if you are at the mercy of your BAS supplier/installer. Understanding your BAS and getting your data out is a crucial building block to facility success. Synergy recommends hiring a contractor rather than a control supplier for your BAS. Being locked in by a control supplier can mean bad service and high fees,



whereas an "open" protocol BAS allows facilities to choose their vendor and retain the backbone and information of their BAS.



STEP THREE: Guide the Succession Plan

The final building block is projecting a vision for the future of the building care through Succession Planning. Perhaps you have a senior staff that is on the brink of retiring, or the facility has recently experienced a turnover and the staff lacks training. Formulating a 1-year and 3-year plan can settle any apprehension about the building future, as well as set up future teams for success.

Setting up your facility portfolio with these essential building blocks will not only grant your team peace of mind but will impress the C-Suite with your forward-thinking action. Your facility team will have vital documents within an arms-reach and they will be fully equipped to manage the facility with excellence. Don't waste any more time wondering how to get your building back under control. Scan the QR Code below if you would like help evaluating your existing essential building blocks. Our team will offer solutions to benefit your facility management team for years to come.



*We Provide Engineering to Empower
your Facilities Team from Design
through Operations.*

