TMT-1: Drawing Searching 101

FACILITIES INFORMATION RESOURCES
Two-Minute-Tutorials Series

1. Find your **building number** and year built.
   J:\02_Active_Projects\0000_Project_Lists\Beths Building List - live.xlsm

2. Find your **Building Additions Cheat Sheet**.
   Open the J drive folder and go to your building number.
   Look at the top level for a building addition cheat sheet (not one for every building).
   What section of the building are you in? Don't look for anything older than that.
   J:\03_Buildings

3. Open the **building drawing index**.
   J:\03_Buildings\0000_Drawing_Index\Drawings.xlsx

4. **Filter** for your building number
   (search, don't scroll down, or you'll miss drawings that cover multiple buildings)

5. **Find applicable projects**, either:
   a. Browse through the projects (use Project Name) column for an applicable project, and check the appropriate drawing sheets to see if it covers your area.
   b. Search for unique keywords (like a room number or "elevator")

6. Click on the links to **view the drawings**.

7. Need to send several drawings to someone?
   Go into the "back door" to select multiple files – use columns R and S to locate your drawings.
   a. Filed by stick – old method
   b. Filed by project – new method

TIPS
- Indexes and J drive are read only – you can't break them!
- Work completed in the past few years could be "stuck" in J drive "02_Active_Projects" because we didn't get record documents.
- Sometimes building equipment is installed with utility distribution projects – check the "Infrastructure Index" (column C can limit by building, but this field is NOT fully populated – also search by building name and previous names – see #1 above for previous names):
  J:\04_Infrastructure_On-Campus\Infrastructure.xlsx
- "Empty/basic"floor plans:
  J:\03_Buildings\0000_BasicFloorPlans_(no-MEP-information)
- Floor plans showing departments, room use, people in the office – see Archibus:
  https://fs.illinois.edu/services/FIR/products-collections/archibus
- See also "FIR Frequently Used Resources" guide: J:\FIR_FrequentlyUsedResources.docx

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Beth Leitz | Records & Information Management | (217) 244-0750 | bleitz@illinois.edu | 06/25/2021