



## Enhanced Transition to Operations (eTOP)

### What is it and how does it work?

Enhanced Transition to Operations (eTOP) is the collection, normalization, and integration of building assets data into a facility management program that includes a preventive maintenance program for day one of operations in a new or renovated facility. Documents, digital images, and critical facility management data are captured and loaded into the client's facility management system. The information is used by the client's facility operations and maintenance team to support and sustain their new facilities. Our preventive maintenance program follows manufacturer and industry best practices, sustains the warranty requirements of their new assets and extends the life of the facility and assets to reduce the overall operational costs. Our services include initial field verification, data collection and barcode tagging of maintainable assets. The building information is loaded into the client's facility management system and the electronic documents and digital images are linked to the space and asset records. Warranties, spare parts, and a quality preventive maintenance program for the building's assets are developed.

### Standard eTOP services include the following deliverables:

- › Assist in development of data and document turnover specifications for the subcontractors.
- › Provide web-based training sessions with the subcontractors on populating data worksheets.
- › Validate and normalize the data for import to the owners FM software database.
- › Collect electronic documents required by the owner's Operations team (such as O&M manuals).
- › Barcode tag and take digital images of installed maintainable equipment assets.
- › Load the data and electronic documents into the owners FM software database.
- › Develop recommended Preventive Maintenance Plans, Tasks and Procedures.
- › Include Spare Parts, Labor estimates and Warranties with PM information (where applicable).
- › Review Preventive Maintenance Plans with owner's Operations & Maintenance team and develop the PM Master Schedule.
- › Load the Preventive Maintenance data into the owner's FM software database.
- › Generate the Preventive Maintenance Schedules and Work Orders from the owner's FM software.
- › Validate the results with the Operations & Maintenance team.
- › Provide a knowledge transfer/training session on all data and documents loaded into the owner's FM system.
- › Provide a final report of data and documents loaded into the owner's FM system.





## Benefits of eTOP

A successful eTOP allows our clients to quickly transition their building assets into a facilities management system that includes configuration of a Prevention Maintenance Program for day one of operations in their new or renovated facility. A quality preventative maintenance program will lead to higher facility life expectancies, lower operating costs and emergency repairs that would result in lost productivity. When providing eTOP services, our team's primary focus is to ensure that the data and document capture is completed on time and loaded into their FM database with 100% accuracy. Our team's extensive experience allows clients to transition to operations quickly and accurately, without straining the day-to-day facility operations.

## Representative Clients Utilizing eTOP Services



1 The Ohio State University- Columbus, Ohio 2 Kerry Foods - Naas, Ireland 3 Arlington Public Schools, Discovery Elementary School - Arlington, Virginia

## Software Applications Our Clients are Using

- › IBM TRIRIGA
- › iOFFICE
- › WebTMA
- › FMx
- › IBM Maximo
- › Archibus
- › eMaint
- › InforEAM
- › Asset Works
- › Schooldude
- › Axxerrion
- › EvolveFM
- › Maintenance Connection
- › SAP FM
- › Manhattan/Centerstone
- › And more!

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