

Athenaeum - Interactive Document Management

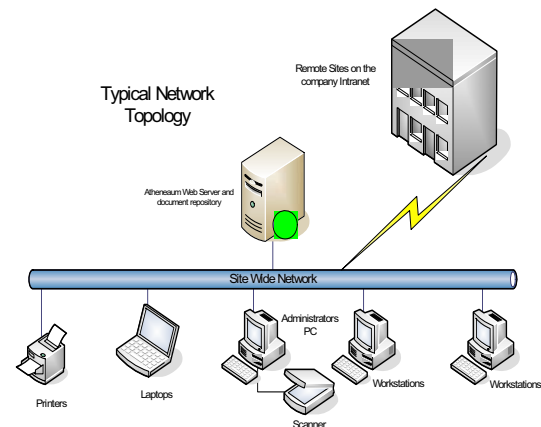
GHP Consultancy has extensive experience in co-ordination & compilation of full Operating & Maintenance Manuals (incorporating your Health & Safety File) for the finished development tailored to Client requirements, including development of interactive electronic version (see IT Services for further information).

Liaising closely with the Client's representatives, we will work to the specification to produce a comprehensive O&M Manual, which best serves the needs of the completed development/building. The system we develop will be logical and transparent, facilitating the addition/removal of documentation throughout the life of the building/development.

Working with your project team from the outset of the construction phase, we will contact all supply chain and consultants to obtain all the necessary information, allowing your staff to concentrate on their areas of expertise and leaving the time-consuming administration, to GHP Consultancy's experienced admin team.

All manuals are prepared in full accordance with the relevant technical standards; BISRIA Technical Note TN 15/95 and the CIBSE Guide to Ownership, Operating and Maintenance of Building Services.

In addition to the physical compilation of the development's O&M Manual, we can offer you a creative solution to integrate your O&M Manual with your existing IT system or provide a stand-alone intranet. The system provides fully integrated hardware with a dedicated intranet site to securely hold original documents and provide read-only access to PDF files via Internet Explorer web browser running on any PC on the same network. The PDF format will facilitate the display of all drawings, operating manuals, design and maintenance strategies, programmes, reports and spreadsheets applicable to a particular building or element. The system is also fully flexible to allow for amendments/additions/comments and improvements as the life of the building progresses.



Furthermore, the system can be provided to you with a dedicated on-site intranet linked printer (A3/A4 facility), dedicated A1 Colour Plotter as well as an original compiled archived CD version of the O&M Manual and H&S File and full help-desk facility. All of this provides an efficient and environmentally friendly system, which precludes the need for a hard (original) copy and storage facility for multiple folders of paperwork.

Benefits of Athenaeum

- ✚ Web-based browsing and manual viewing in PDF format - manuals can be available anywhere on your network
- ✚ Designed for long-term storage – the life of your facility
- ✚ Full search facility across document titles and contents
- ✚ Delivered and ready to go in a pre-loaded PC or server
- ✚ Configurable security controlled access
- ✚ Rapid browsing response – web pages are not continually reloaded
- ✚ Storage of original master documents in their original format including videos
- ✚ Allow users to make notes against documents
- ✚ Documents are always retained in the system (retired) for historical records
- ✚ More environmentally friendly than the paper-based alternative!