

Property Services, Facilities Records Records available for viewing, printing and digital transfer.

User Guide.

All technical records, drawings, operations & maintenances manuals and reports are indexed and mostly retrievable over the web using Dataviewer. For access to the images from your office arrange a request via Property Services and the relevant officer managing your contract and have them contact Facilities Records for the provision of an account. Alternatively call to arrange a time for access to a computer for viewing, Facilities Records, 12th Floor, Schulz, North Terrace Campus. Basic instructions on system use will be provided if required.

NOTE:

- Hardcopy drawings are not maintained by Facilities Records.
- Where an electronic document is not available a place holder is used.

Drawings.

Scanned, PDF and plot images of drawings produced for the construction, modification and maintenance of University buildings and land assets are available for viewing, printing and emailing.

Maintenance Manuals

All operation & maintenance manuals, received and indexed by Facilities Records, are available for viewing and photocopying. These DO NOT cover every building or discipline but are worthwhile referencing if the asset being looked at has manuals available.

Reports

All reports and reviews are indexed and accessed via Dataviewer though very few are available for viewing online at the present. Indexing is an ongoing process. If you are looking for a specific report contact FR.

Specifications

Are indexed electronically for searching but are stored off campus. Arrangements need to be made for retrieval. Allow 3 to 5 days. Contact Property Services on Ph 8303 5701.

Digital information

Basic plans of all University land and built assets, buildings, occupied spaces and sites are maintained electronically. Varying levels of utilities services information is available depending on the site being researched.

Prior to requesting CAD data from Facilities Records, please arrange to view all relevant documents via Projects & Facilities reception, the Project Officer, or online following a request for access to Dataviewer.

Dataviewer

The program Dataviewer is used to access records searchable by campus, building number, title, discipline, consultant, date, etc. or any combination of these.

Please refer to <http://www.adelaide.edu.au/ps/services/records/plans.html> for examples of utility information digitally maintained by FR and details regarding the installation of Dataviewer once authority has been provided.

As a general rule it is best to build a list of your requirements prior to arranging a visit for more detailed document viewing via Property Services reception, Ph 8303 5701.