

Infrastructure Planning and Facilities MICHIGAN STATE UNIVERSITY

## Purpose

A new document type was implemented in Meridian to store the current, operational files for different building systems. Currently it is being utilized by the Electrical Engineers and Central Control.

Examples of documents and drawings in this document type would be the following:

Documents (more subtypes under these) Drawings (more subtypes under some of these)

SubClass	
ELECTRICAL EQUIPMENT TESTING DATA	
HVAC CONTROL PROGRAM	
HVAC EQUIPMENT	
HVAC SYSTEM	
POWER STUDIES	
TEST AND BALANCE REPORT	
> VIBRATION ANALYSIS	

SubClass BUILDING ONE-LINES CAMPUS DISTRIBUTION ELECTRICAL FLOOR PLANS HVAC COMMUNICATION RISER DIAGRAM HVAC CONTROL PANEL LAYOUT HVAC SYSTEM SERVED BY DRAWINGS

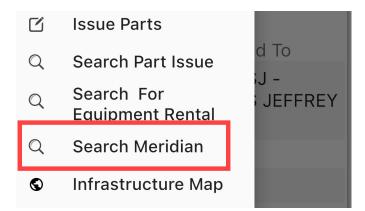
- These documents and drawings are **NOT** project related. They are at the building or distribution system level (similar to the Operational Drawings).
- This area is a work in progress. Not all files are loaded into Meridian and available yet.

## Procedure

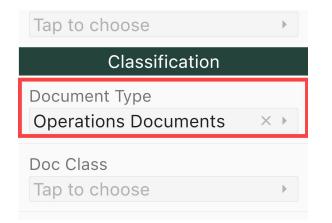
1. Open AppTree on your mobile device.



2. Select the 'Search Meridian' option in the menu items.



3. Open 'Document Type' and select 'Operations Documents'



- 4. You can select a building (optional) or you can select a Subclass (these would be the options above in the purpose section) (optional). The lists will only show valid results for files in the system. If it isn't in the list, it isn't in Meridian.
- 5. Tap 'Search'

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6. Click on the file you want to view.

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Description Floor	DWG_ELECFLR PLN_ONCOLOG Y.pdf ONCOLOGY
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7. Click on the PDF icon to open and view the file.

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Doc Sub Class		< >	Ů ∅ 

## Changes

1. The Document Type field was not available in the mobile search before. All the different document types available in Meridian that are available for the mobile app are listed here for further search filtering.

Construction Standards Equipment And Materials Facilities Data Reports Forms and Templates Operational Drawings Operations Documents Policy, Procedures, References Project Documents Project Drawings Safety Data Sheet Staff Unit Reports Warranty - General

2. The Operations Area files were not available before in the mobile app. This area is newer in Meridian and files are still being uploaded. AS they are added to Meridian, they will become available in the mobile app to view.

## **Revision History and Owner of Document**

Created: July 14, 2023 Updated: N/A FIS Support | 517-343-3434 | <u>fisupport.ipf.msu.edu</u>