



## Purpose

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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)

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

Drawings (more subtypes under some of these)

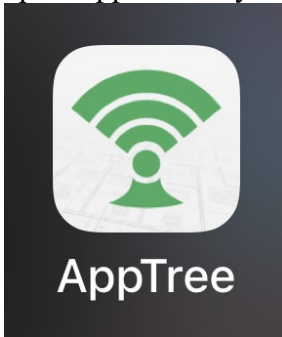
SubClass
BUILDING ONE-LINES
CAMPUS DISTRIBUTION
ELECTRICAL FLOOR PLANS
HVAC COMMUNICATION RISER DIAGRAM
HVAC CONTROL PANEL LAYOUT
HVAC SYSTEM
SERVED BY DRAWINGS

- 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.

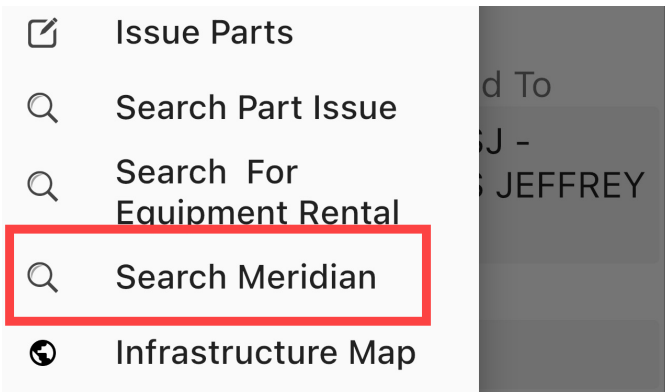
## Procedure

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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'

Tap to choose

**Classification**

Document Type

Operations Documents × ▶

Doc Class

Tap to choose

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'

2:02

Search ...

**Location**

Building Number

0170 × ▶

Building Name

Tap to choose

**Classification**

Document Type

Operations Documents × ▶

Doc Class

Tap to choose

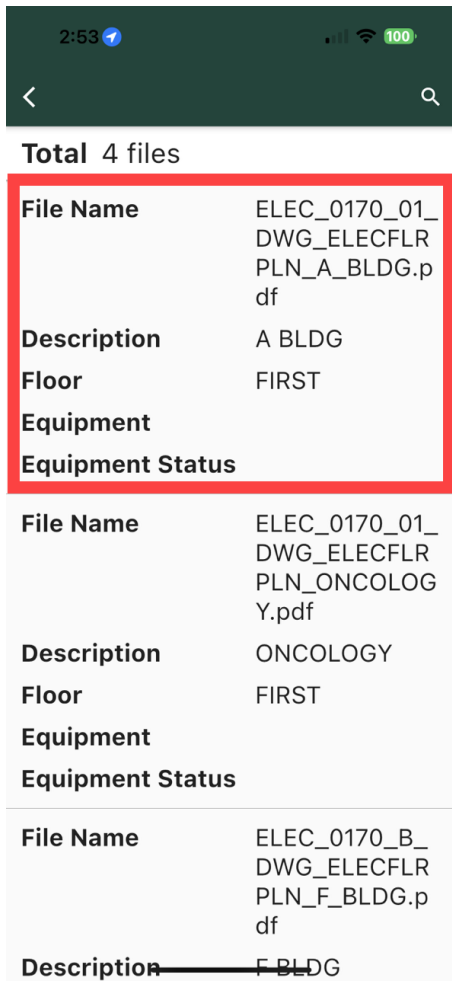
Doc Sub Class

ELECTRICAL FLOOR ... × ▶

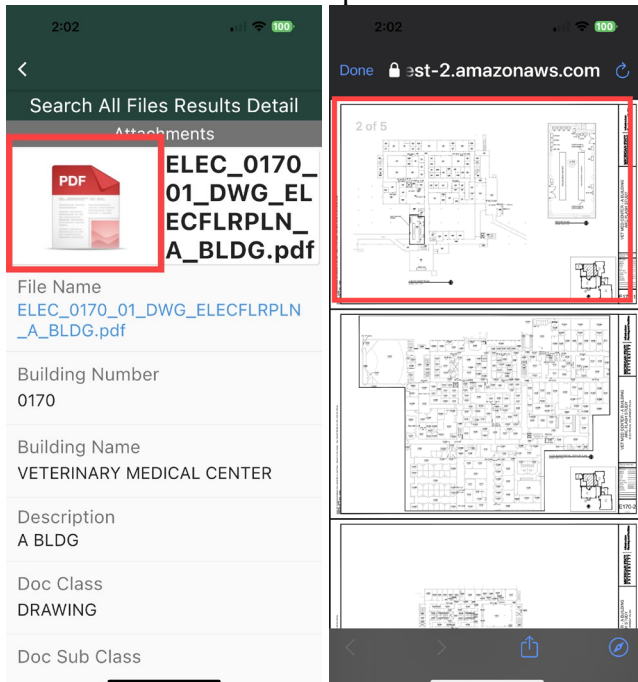
Doc Sub Class Detail

Tap to choose

6. Click on the file you want to view.



7. Click on the PDF icon to open and view the file.



## Changes

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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

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Created: July 14, 2023

Updated: N/A

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