**XXI Archiving**

**a) Updating the Space Management System** ( Alan) (last updated by N Milstein Feb 5, 2014, 2014)

**What I s It?**

* The Space Manager currently maintains the existing buildings drawings and space inventory. Changes to the base floor plan need to be updated following construction. .As of Feb 2014 plans are underway to begin building our base of information regarding the mechanical and electrical systems so this information will need to also be updated following construction.

**Who Is Involved?**

* PM
* Space Manager

**How/Process**

* Project Manager is responsible to turn over to Space Manager all documentation received regarding the project in *live electronic format* that is acceptable to WSU. The Space manager updates our background drawings and keeps the files in the Space Management System and in the building file.

**Checklist**

* PM obtains live electronic drawings & specs and provides them to Space Manager.
* Space Manager updates Space Management System.
* Space Manager updates building AutoCAD drawings.

**Timeline Considerations**

**Forms**

**Filing**

**b) Filing** - **Electronic Copies** ( Sylvia ) ( updated by N MilsteinJan 24, 2014)

**What is it?**

**Who is involved?**

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

**Filing**

**b) Archiving -** **Hard Copies**

**What is it?**

**Who is involved?**

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

**Filing**