

document management



New reprographic web sites can help save time and money for your company

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In real estate development as in most industries the speed of project completion is directly correlated to making timely and accurate decisions, often with little room for error. In developing a construction project, these decisions are based on quickly receiving and reviewing accurate support information generated by the professionals involved with the project.

On a daily basis the project team consisting of the architects, engineers, construction firm, and trade contractors, guide the owners direction in building the project, providing recommendations for design choices, technical analysis, and achieving the best price from bidding the various project trades.

For more than 100 years the medium used in exchanging this project information has been in creating, duplicating and transmitting large format hard copy drawings (blueprints) to small format document specifications. To support this need of reproducing the drawings and providing an inter team delivery, the industry has relied on the reprographic firm, which has worked, increasingly with a decentralized industry where projects members are independent parties often coordinating their efforts across different locations.

To better support this flow of information requirement, new technologies are significantly impacting the way consultants exchange information both internally and with the project team. As increasing amounts of information are created electronically, real estate companies and their consultants must continue to embrace software technologies that convert, store and transmit information previously transmitted in paper format. These abilities to transfer files for review rather than hard copy drawings are making a major impact in accelerating the project flow and construction time.

One tool that has improved the speed of transmitting design information (drawings) between the development project consultant is the use of a virtual reprographic web site. Built internally or hosted by the reprographic firm, the Internet based web site allows for immediate design information uploads, real-time viewing, and online ordering of prints and specifications. The need for traditional mes-

senger calls and pick up of drawings is greatly curtailed, significantly reducing reproduction turn around times which accelerates design reviews and bidding time tables. On demand ordering of prints through the site creates a significant saving for the owner promoting a "less paper initiative." Reprographic quantities can be reduced through on demand ordering and increasing usage of electronic downloads.

These individualized and passcode protected websites will also create a centralized long term repository of an entire project's drawing inventory. An immediately retrieval archive of drawings and specifications for are now cre-

ated for post project use.

One example of a reprographic website presently in use is for a new building presently under construction at 1600 Broadway. Led by the owners own initiative, and a click of a mouse, each of the consultants email their drawing to the BW Reprographics LLC staff who uploads the drawings to the "1600 Broadway's" centralized website (electronic planroom). Bid sets are ordered at any time with the requirements sent electronically to BW's shop for immediate reproductions.

A chronology of the drawing revisions are stored indefinitely, creating a progressive drawing repository for the building's owner

Sherwood Equities. In addition to accelerating project information flow with the use of the reprographic web site, the industry can also benefit through converting existing hard copy information to electronic data. Through scanning existing drawings and, creating the digital vault. Real estate firms can enhance their responsiveness internally and with clients with the immediate availability of drawing information. Hard copy conversions can address such issues as maintaining immediate back up for disaster recovery, long distance deliveries and alleviating the long term costs for storing drawings, let alone the hassle of often finding old drawings.

Consider the benefit to a real estate broker who can have immediate access to a particular floor plan forwarding that information in real time to an awaiting prospective tenant. The conversion of document and large format drawings additionally takes on importance in relation to future legal issues that may arise during or after the completion of a project. Significant expense is presently mounting for owners, construction firms and other consultants when having to locate very specific project documentation that is presently located in an off site storage facility. The sizable retrieval time expense alone can be avoided when the drawings

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