



Estates and Buildings Information System

User Guide

ARCHIBUS/FM V17

Updating Fire/Asbestos Layers on Drawings

Foreword

This User Guide document has been designed for the purpose of training relevant members of staff within Estates and Buildings.

System Support

If you require assistance please contact Ebisusers@ed.ac.uk in the first instance. All urgent requests should be directed to the Ebisusers Support Desk on ☎ 50 9683.

More information on the EBIS Project is available at:-

<http://www.ebis.estates.ed.ac.uk>

Logging on to EBIS Online

Login to the following url using user name and password which are supplied by Ebisusers.

<https://www-live.ebis.estates.ed.ac.uk>

This will open menu bar showing what access you have been set up with.

Logging on to Archibus

Double click on the Archibus-FM 17 icon  on desktop to open Core Archibus Program.

In Project double click on  to open up Project

Enter User Name and Password – which are supplied by Ebisusers – then click OK

This will now open up the Archibus/FM Navigator showing all modules/groups you have access to.

Updating Drawing Sequence to Accommodate Adding Fire\Asbestos Layers

Summary

The Fire & Asbestos Layers will firstly be added into the Core Record Drawings in Z:\Drive
Path Z:\Archibus-Drawings\Record Drawings

Once the Record Drawings have been marked up, the Symbols on these Layers need to be converted into Blocks so that they are easier to manage & copy over into the Archibus dwg's.

1 Block will contain all the Fire Layers and 1 Block will contain all the Asbestos Layers.

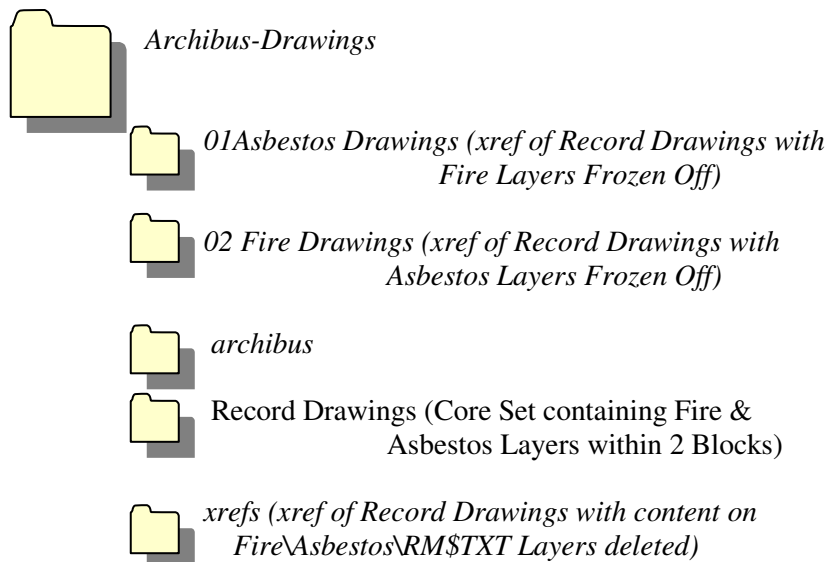
****If there are ever any changes to the Fire or Asbestos Blocks held on the Core Record Drawings then obviously these new 'Updated' Blocks need to be copied over onto the Archibus drawings again to replace the old Block. **Purge must be applied to the Archibus Dwg to remove the link to the old Block before the 'Updated' Block is pasted into the Archibus Dwg.

The marked up Record Drawings will then each be Xref-ed into individual Building Folders within Z:\Drive. Into sub folders Titled 01Asbestos Drawings & 02Fire Drawings respectfully.

Once the Xref-ed Record Drawings are in the new Fire & Asbestos Sub Folders the Layers for the opposite drawings need to be Frozen/Turned Off within that Xref. For example all Fire Layers should be Frozen/Turned Off in the drawings containing the Asbestos Layers in the Asbestos sub-folder & vice versa.

The Fire & Asbestos Sub-Folders will only contain dwg's of the Title Sheet. No separate Model Space dwg needs to be saved as in the way they are saved in the original Record Drawings Folder.

estsmb on 'Samba Server (morton.mis.ed.ac.uk)'(Z:)



Core Record Drawing Updating & Management

- Update Record Drawings ****Check Origin (0,0)
- If drawing needs to be moved to (0,0) then a new core xref for Archibus will need to be created from this Record Drawing and the Archibus Polylined Drawings moved to overlay the xref again.
- Copy updated Record Drawings into T:\Drive as before.
- Fire & Asbestos Layers **Must Not** be shown on the Record Drawings that are copied into T:\Drive
- ****Asbestos & Fire Drawings have to be accessed only by a few with 'Read Only' Access to Z:\Drive
- When Fire & Asbestos Layers have been added onto the Record Drawings they then must be turned into Blocks.
1 Block = All fire Layers. 1 Block = All Asbestos Layers.
- When updating a Record Drawing that contains both Fire & Asbestos Layers & Symbols each resulting xref in 01Asbestos Drawings & 02Fire Drawings sub-folders will need to have the Layers for the other Frozen/Turned Off. i.e. Fire Layers Frozen/Turned Off on Asbestos Drawing and vice versa....(This should have been taken care of in the initial Set Up of these folders when the xrefs were first inserted but should always be checked when changes are made).
- The Blocks containing the Layers for both Fire & Asbestos will be copied (Edit\copy) from the Record Drawings & Pasted to 'original co-ordinates' onto the Archibus drawings. i.e. (0,0)
- Archibus Drawings will contain both Fire & Asbestos Layers as well as Space Layers as the web channel will turn off the layers depending and which channel the drawings are viewed through.

Standard Drawing Sheets for Both Fire & Asbestos Drawings are saved within the 01Asbestos Drawings & 02Fire Drawings Files. Under (_Standard Asbestos\Fire Drawing Sheet)

Plot Files have been created for both and need to be used:

- Edinburgh University Fire Record Drawings
- Edinburgh University Asbestos Record Drawings

****When updating Archibus Polyline Drawings for Space, Fire & Asbestos Layers can be turned Off but they **Must** be turned back On before closing the drawing as the program for the web channels only works by turning layers Off not On.

****If there are ever changes to the Core Record Drawings in Z:\Drive due to Works then the appropriate people will need to be contacted to clarify any changes that need to be made to the Fire/Asbestos Blocks with regards to Fire symbol positioning or Asbestos Samples. Mike Moore and Gordon Duff would be the first port of call.

Adding the Asbestos & Fire Layers.

Each Folder: 01Asbestos Record Drawings & 02Fire Record Drawings have their own Standard Drawing Sheet File within the main folder.
These Standard Drawing Sheets contain the Legend for each.

- Copy the Legend from here into the Core Record Drawing that needs to have the Asbestos & or Fire Layers added.
- Copy the symbols to match marked up paper surveys.
- Check Drawing origin is 0,0
- Turn the added Fire & Asbestos Layers into 2 Blocks. 1 containing all the Fire Layers & 1 containing all the Asbestos Layers.
- SAVE
- Open the Corresponding Building Folder in either the Asbestos or Fire Record Drawings (depending on which Layers are being added at the time)
- Copy the _Standard Drawing Sheet into here.
- Model Tab
- INSERT\DWG Reference
- Selected the Newly marked up Record Drawing & Open
- Switch to Layout Tab and Alter the Title Box
- SAVE AS (Type correct drawing file name. i.e.020201A.dwg for Asbestos or 020201F.dwg for Fire)
- NB if the Inserted Record Drawing xref contains both Asbestos & Fire Layers then the set that are not required for that sub-folder need to be Frozen/Turned Off so that the drawing on the title sheet shows only the correct layers. i.e. Only Asbestos Layers on the Asbestos Title Sheet and Fire Layers on the Fire Title Sheet.
- Once the Record Drawings have been marked up and the newly added Layers have been made into Blocks, these Blocks can then be Copied and Pasted to original co-ords into the Archibus dwg's.
- A4 PDF's then need to be created and saved for Both Fire & Asbestos Title Sheets. The correct corresponding Plot File **Must** be used.

PDF's

Fire Act Drawings

A4 pdf's of the Fire Drawing Title Sheets need to be created once the Layers have been added and saved.

Save to File Path Z:\Archibus-Drawings\pdf\fireact

The 'Edinburgh University Fire Record Drawings' Plot File must be used and the pdf's printed to A4.

The pdf File must be saved in the following format:

0121-00P.pdf (For example the Ground Floor)

0121-03P.pdf (For example the Third Floor)

Capital 'P' and lowercase 'pdf' must be used and the Floor Identification code must be as follows:

-1P = Basement

00P= Ground

01P= First

02P= Second

03P= Third

04P= Fourth

Asbestos Drawings

pdf's to be created for the Asbestos Drawing sheets in the same way as the Fire pdf's but at present they can be stored within the actual Building Folder within the 01Asbestos Drawings Folder.

Example:

Z:\Archibus-Drawings\01 Asbestos Drawings\0202 George SQ, 55\PDF's

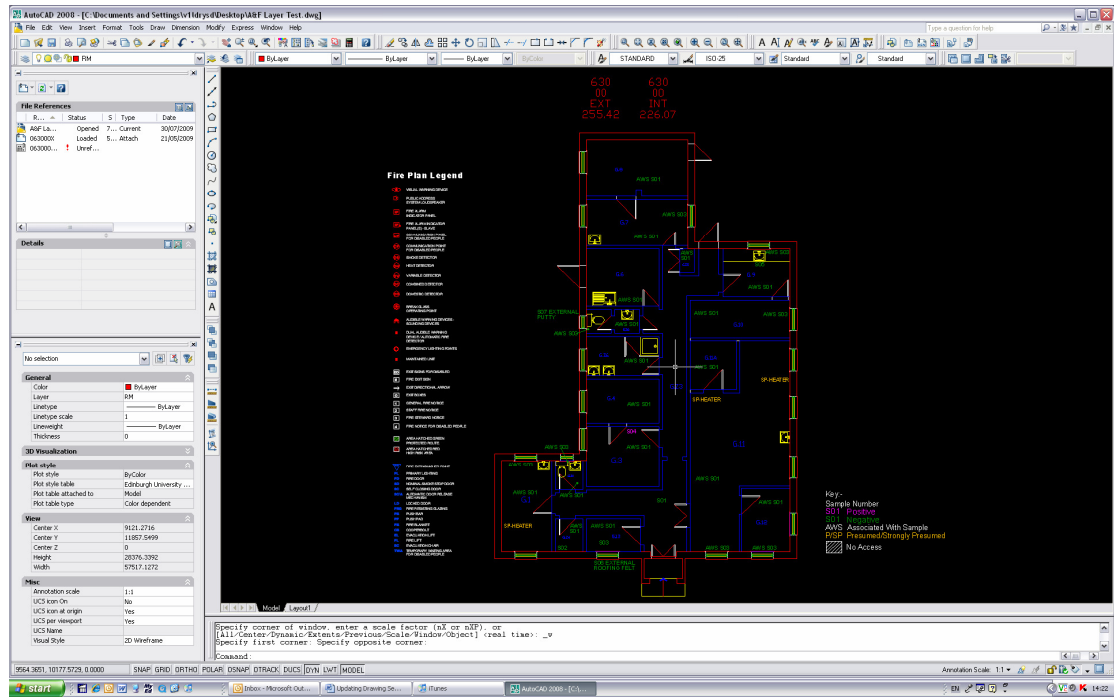
The 'Edinburgh University Asbestos Record Drawings' Plot File must be used.

Drawing Layout.

All dwg's should look like this:

Fire Legend Positioned to the LHS

Asbestos Legend Positioned to the RHS – Bottom Right

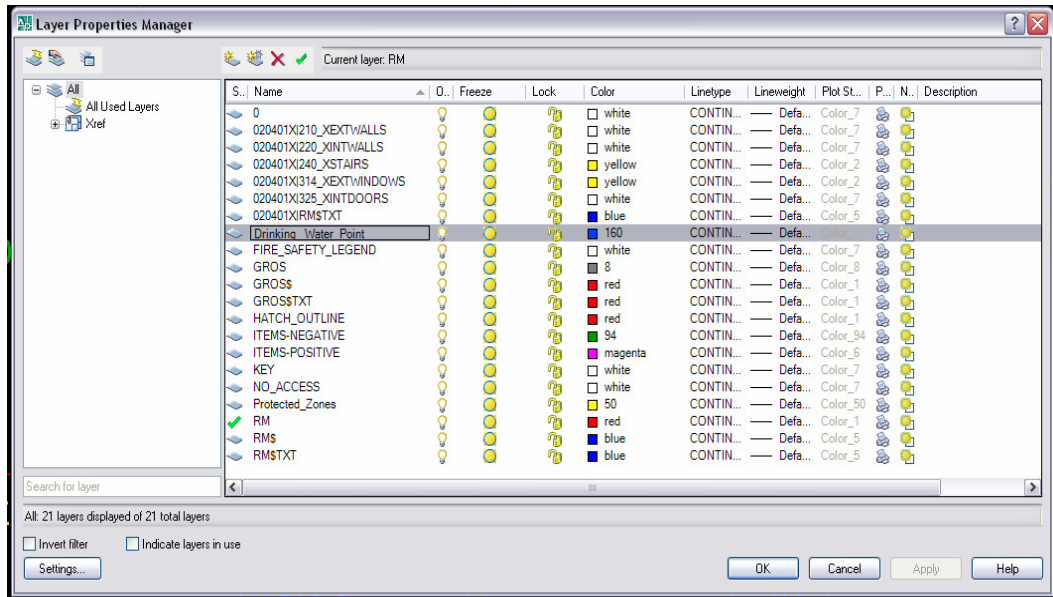


****** When Hatching Areas for Both Asbestos(No Access) & Fire(Protected Zones) on Core Record Drawing then that Hatch Pattern to use is ANS131 & the Scale must be 1500.**

****** Once all layers have been added to the Archibus dwg's by coping over the Blocks All Floors need to be checked via the My-Ed portal looking at both the DWG Viewer image and the PDF link.**

Layer Names.

W:\ebis\V17\Updating Fire and Asbestos Layers on Drawings.doc
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New Layer Names for Fire/Asbestos/Water Policy

Asbestos: 6 Layers

- HATCH_OUTLINE
- ITEMS-NEGATIVE
- ITEMS-POSITIVE
- KEY
- NO_ACCESS
- LINE_DRAWING (May also be used/added)

Fire: 2 Layers

- FIRE_SAFETY_LEGEND
- Protected_Zones

Space: 6 Layers

- RM
- RM\$
- RM\$TX
- GROS
- GROSS\$
- GROSS\$TX

Water Policy: 1 Layer

- Drinking_Water_Point

X-Ref Layers: 8 Layers Brought in on '0' Layer

Building Number & Floor Level Code will Prefix these...

- 210_XEXTWALLS
- 220_XINTWALLS
- 240_XSTAIRS
- 314_XEXTWINDOWS
- 315_XINTWINDOWS
- 324_XEXTDOORS
- 325_XINTDOORS
- 710_FITTING