



Facility Manager MAPSTM

Maps, Architect Plans & Safety

Layerset Guide



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Facility Manager MAPSTM

Maps, Architect Plans & Safety

Layersets

Tracking building and asset information within our Facility Manager MAPSTM system is done by the construction different "Layersets" of information. A layerset is basically a short-cut key with-in the program that tells it what information you want to look at.

The following are a brief summary and examples of some of the most typical layersets that we see our Facility Manager MAPSTM clients creating within their projects to track their building and asset information.

This is by no means the extent of the type of tracking that you can do within the program. Being database driven, you have the ability to track just about any type of asset or information within Facility Manager MAPSTM.

Layersets do not have to be done for all buildings, but can be constructed on a building by building basis if desired.

Please understand that your in-house staff can be trained on the system and can also produce the layersets at no additional costs.

You will always have full functionality of Facility Manager MAPSTM and all its capabilities to create and produce any type of layersets. You don't need a heavy CAD background or an architectural degree to start constructing your layersets. With Facility Manager MAPSTM you can easily import information and directly into the program and even place icons during the import.

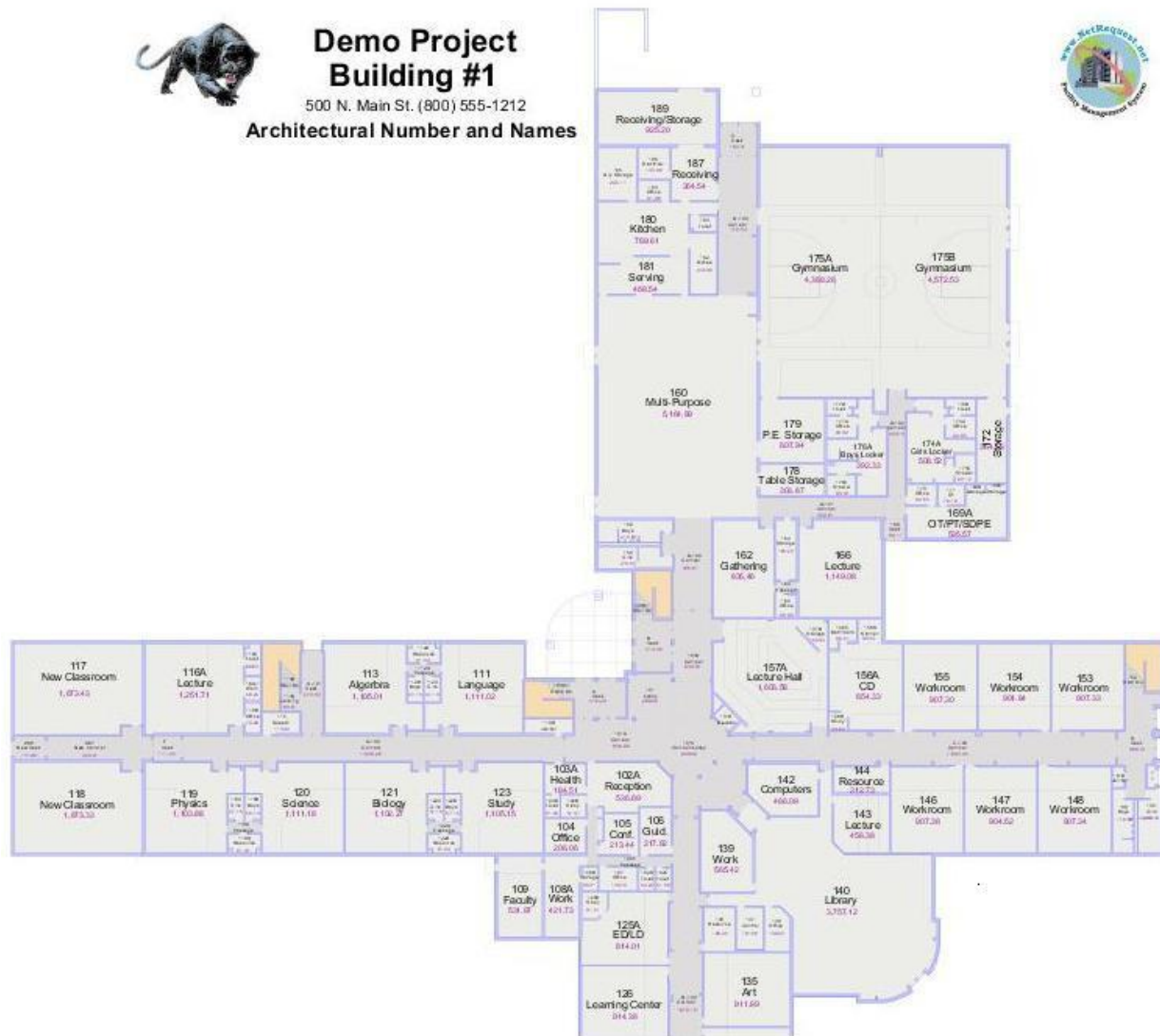
Also keep in-mind that Facility Manager MAPSTM has an unlimited user license, so you do not have to worry about the number of people or departments that you want to give access to. But at the same time you can control what a person is able to see, access and or edit. Plus being internet based, people can securely access their designated information from anywhere.

We hope this helps and please let us know if you have any question on any specific layerset.

Layerset Name: Base Floor Plans

Typical Documents Collected: Any or all of the following – Blueprints and/or CAD.

Typical Data Collected: Any legal descriptions (if dimensions are not identified on prints and/or CAD.)

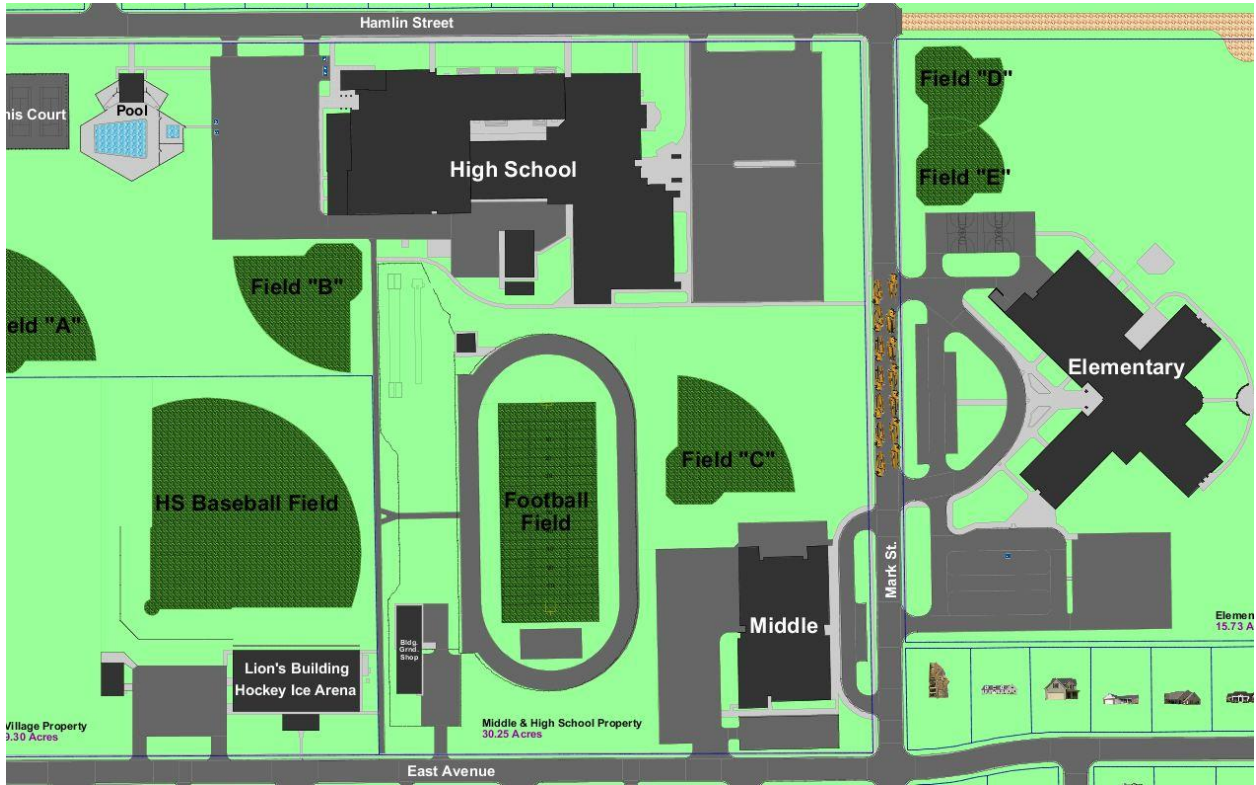


Layerset Used By: The Base Floor Plans are the foundation that all other layersets are built off of. Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Leasing Organizations for Functions (i.e. Parking Lot Instructions), A & E Firms, Utilities, Security Staff.

Layerset Name: Site Plans

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Aerial Views.

Typical Data Collected: Any legal descriptions (if dimensions are not identified on prints and/or CAD.)



Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Leasing Organizations for Functions (i.e. Parking Lot Instructions), A & E Firms, Utilities, Security Staff.

Layerset Name: Roof Plans

Typical Documents

Collected: Any or all of the following - Blueprints, CAD, Aerial Views, Sketches w/ Dimensions.

Typical Data Collected:

Roof Section ID, Roof Type, Install Date, Est. Life.

Layerset Used By:

Facility Staff, Buildings and Grounds Staff, A & E Firms, Utilities, Roof Inspection Companies.

Database Tables Used:

Roof Information:

ID, Type, Install Date, Est. Life, Replacement Cost, Inflation Rate.

Automatically calculated fields

include: Estimated replacement date based on install date and lifespan, estimated replacement cost based on current cost and inflation rate.

Roof Details: Section ID, Year Roofed, Contractor, Architect, Consultant, Design Load, Actual Load, Roof Type, Deck Frame, Deck Type, Deck Tapering, Deck Slope, Insulation Type, Insulation Taper, Insulation Slope, Fastener Type, Vapor Resistant, Roof Flashing, Cap Flashing, Cap Flashing LF, Flashing Anchors, Roof Edge.

Warranty Information: ID, Name, Type, Description, Company, Company Phone, Supplier, Supplier Contact, Supplier Phone, Term Length, Start Date, End Date. Can also link to warranty document. *Automatically calculated fields include: Status (expired or active), End Date based on start date and term.*

Measurement: *Automatically calculates area based on with the ability to change units (i.e. feet, inches, acres, etc.). Automatically calculates perimeter.*

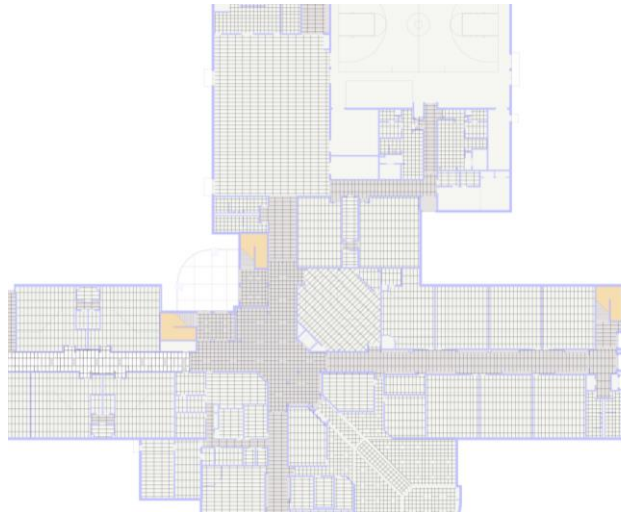


Layerset Name: Reflected Ceiling Plan

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches w/ Dimensions. (i.e. Dropped Ceiling Grid, Solid Drywall, etc.), Grid Layout.

Typical Data Collected: None

Layerset Used By: Maintenance Staff, Electricians, Custodial Staff, IT Departments, A & E Firms



Layerset Name: Flooring Types

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches w/ Dimensions.

Typical Data Collected: Floor Type, Install Date, Est. Life.

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Maintenance Staff, Electricians, Custodial Staff, A & E Firms

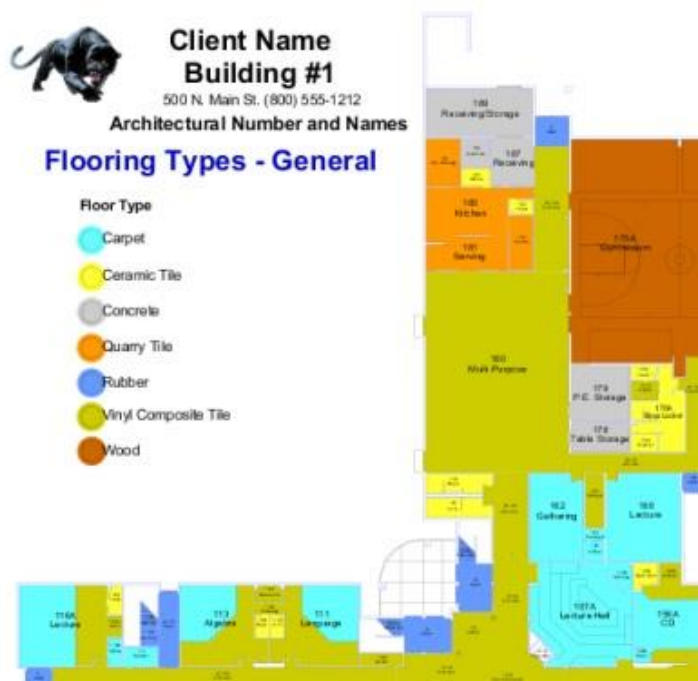
Database Tables Used:

Floor Information: ID, Type, Install Date, Est. Life, Replacement Cost, Inflation Rate. *Estimated Replacement Date based on install date and lifespan, estimated replacement cost based on current cost and inflation rate.*

Asset Basic (for detailed information):
Track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier.

Warranty Information: Track ID, Name, Type, Description, Company, Company Phone, Supplier, Supplier Contact, Supplier Phone, Term Length, Start Date. *Automatically calculated fields include: Status (expired or active), End Date based on start date and term.*

Measurement: *Automatically calculates area based on with the ability to change units (i.e. feet, inches, acres, etc.). Automatically calculates perimeter.*

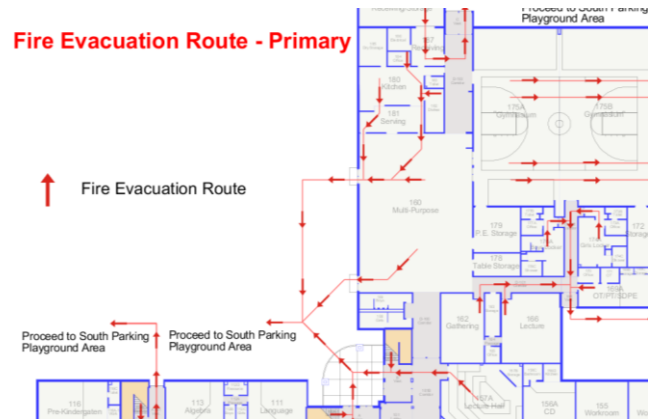


Layerset Name: Fire Exiting Plan - Primary Route

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches w/ Dimensions, Existing posted layouts or APT can create Primary Route plans if none exist.

Typical Data Collected: None, but If APT creates Primary Routes, Capacity will be needed for each of the rooms.

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Leasing Organizations for Functions, Emergency Personnel both within and outside the organization, Security Staff. Posted at exits, etc. Must be approved by local Fire Marshall.



Layerset Name: Emergency Shut-Off Locations

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: ID and Name

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization, Utility (Electrical, plumbing, etc.) providers/contractors, Maintenance Staff, Custodial Staff, A & E Firms, Security Staff.

Database Tables Used (Visual placement with basic text label is typical):

Asset Basic: can track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier.



Elementary School
500 N. Main St. (800) 555-1212
Architectural Number and Names

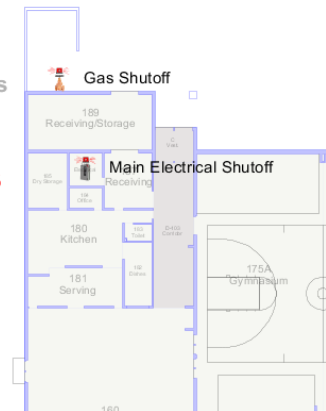
Emergency Shutoff Locations



Main Water Shutoff Valve

Main Gas Shutoff Valve

Main Electrical Shutoff



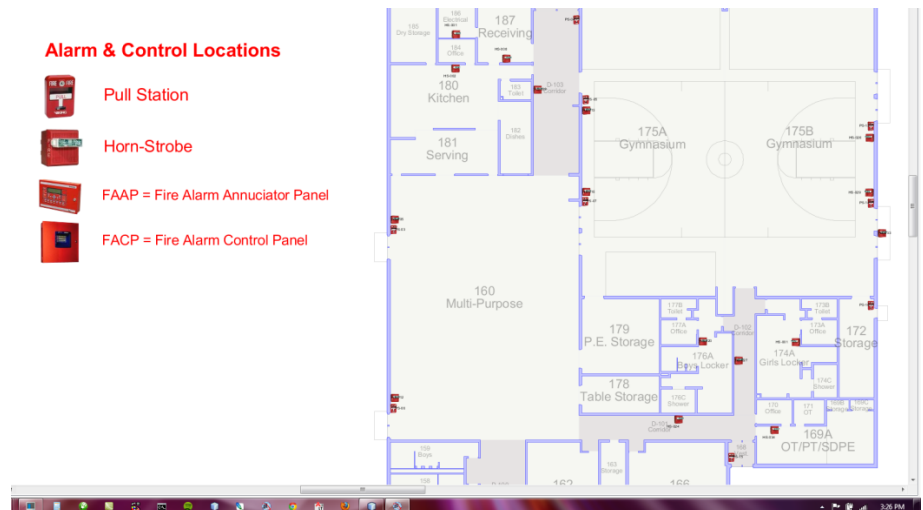
Layerset Name: Emergency Alarms & Control Locations (Pull Stations, Strobes, Horns, FAP, FACP)

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: ID, Name and Type

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization, Utility (Electrical, Plumbing, etc.) providers/contractors, Maintenance Staff, Custodial Staff, A & E Firms, Security Staff.

Database Tables Used (Visual placement with basic text label is typical):



Asset Basic: can track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier.

Layerset Name: Safe Harbor Areas

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

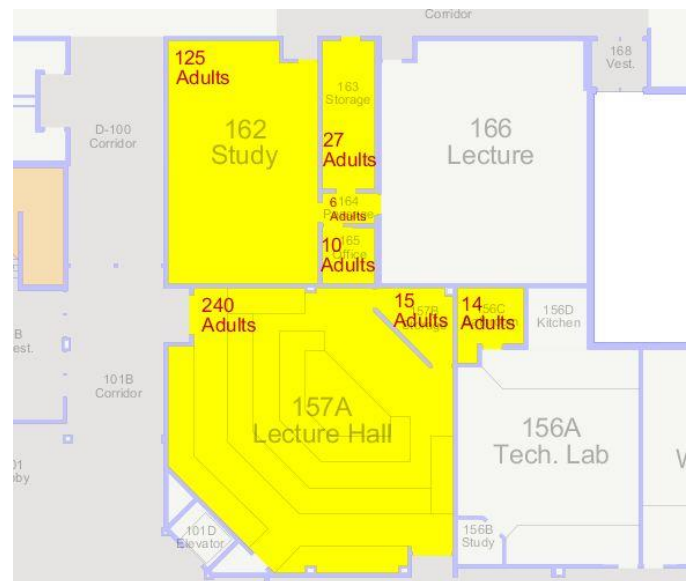
Typical Data Collected: % of Space the furnishings in the area take up.

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Disabled Students/Staff, Emergency Personnel both within and outside the organization, Security Staff.

Database Tables Used (basic Visual placement with basic text label is typical):

Asset Basic: can track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier.

Color Code: Can be used to visually identify Safe Harbor areas.



Layerset Name: Fire & Smoke Detector Locations (Shown is with Alarm Zones added)

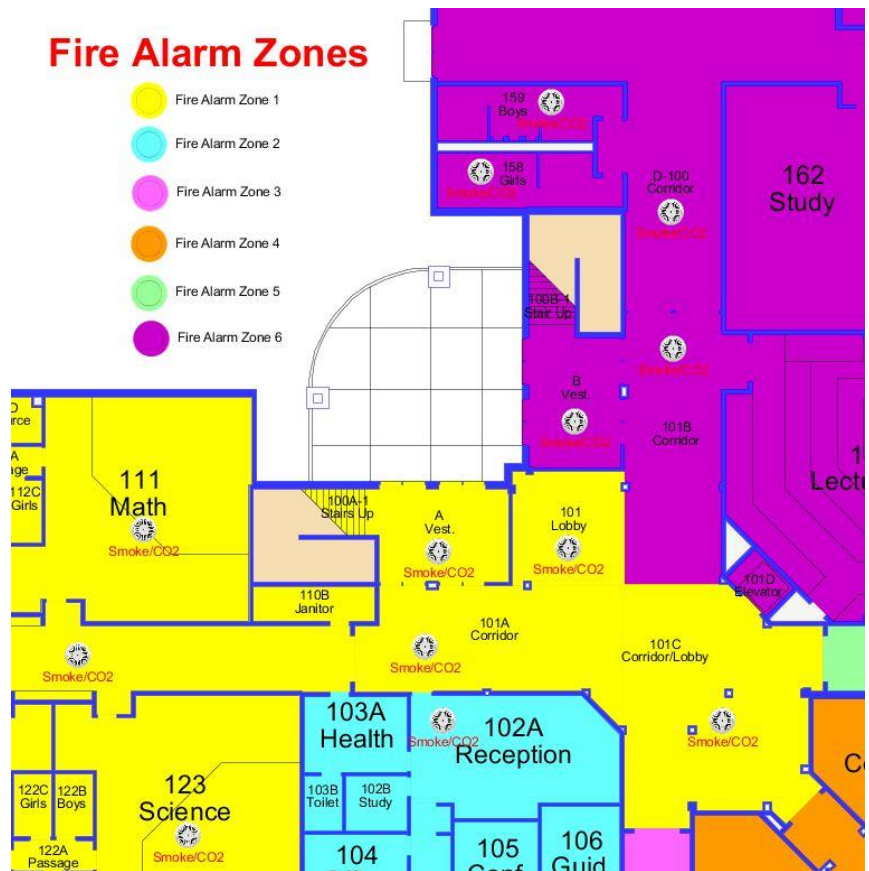
Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: ID, Name and Type

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization, Utility (Electrical, plumbing, etc.) providers/contractors, Maintenance Staff, Custodial Staff.

Database Tables Used (Visual placement with basic text label is typical):

Asset Basic: can track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier.



Layerset Name: AED, First Aid / Medical Locations

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

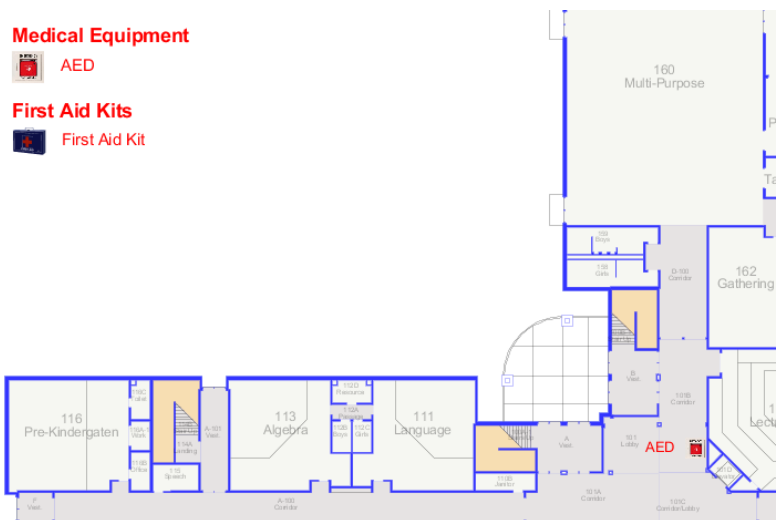
Typical Data Collected: ID, Name and Type

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization, Staff Using Chemicals, Maintenance Staff, Custodial Staff, Security Staff.

Database Tables Used (basic Visual placement with basic text label is typical):

Asset Basic: can track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier.

Document Link: Can be used to organize inspections, specifications, manuals.



Layerset Name: Fire Extinguisher Locations

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: ID, Name, Type and Size.

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization, Staff Using Chemicals, Maintenance Staff, Custodial Staff.

Database Tables Used:

Asset Basic: Track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier.

Document Link: Can be used to organize inspections, specifications, manuals.

Color Code: Can be used to visually identify different F.E. types, inspection dates.

Fire Extinguisher Locations



Fire Extinguisher - ID's



Fire Extinguisher Locations



Fire Extinguisher - Types

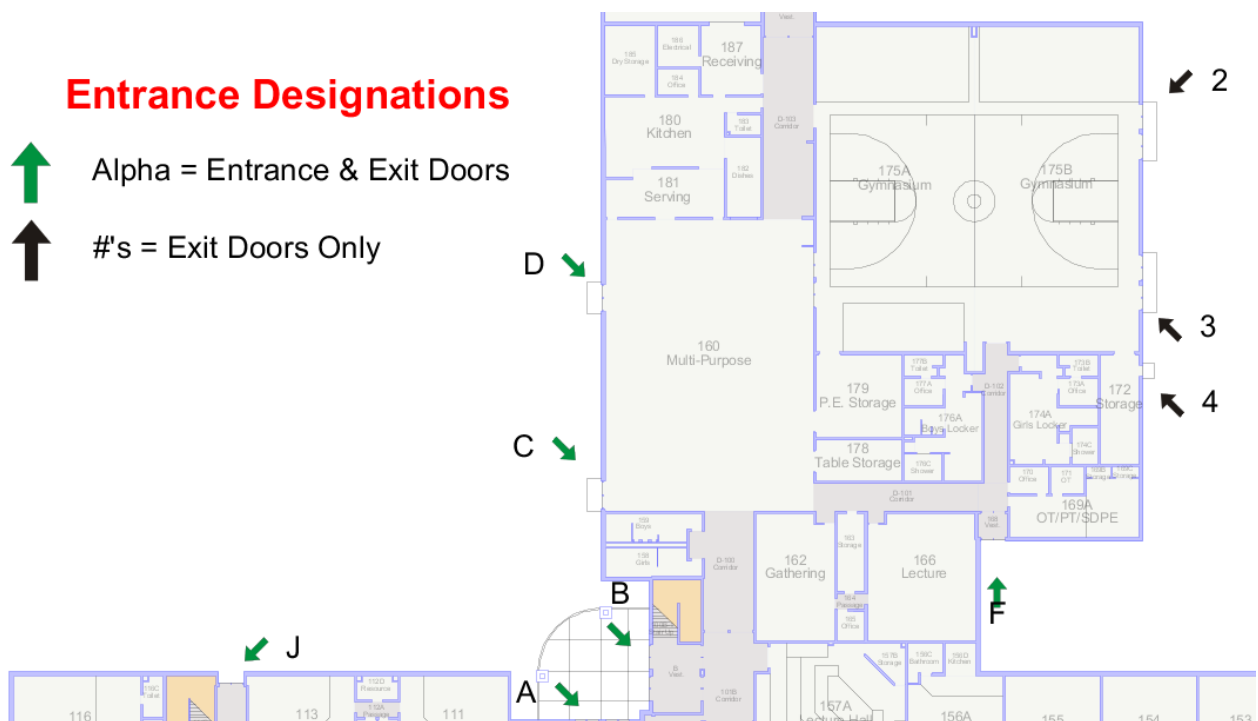


Fire Extinguisher Locations



Fire Extinguisher - Sizes





Layerset Name: Fire Alarm Zones

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: Room Number/ID and Zone ID/Number

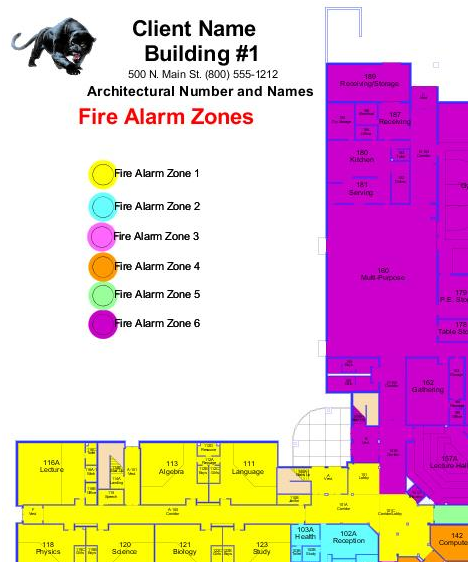
Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization.

Database Tables Used:

Fire Alarm Zone: Zone ID, Comments.

Measurement: *Automatically calculates area based on with the ability to change units (i.e. feet, inches, acres, etc.).
Automatically calculates perimeter.*

Color Code: Can be used to visually identify Fire Alarm Zones.



Layerset Name: Area of Rescue

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: None Required

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Disabled Students/Staff, Emergency Personnel both within and outside the organization, Security Staff.

Database Tables Used

Area of Rescue: Yes or No, Comments.

Color Code: Can be used to visually identify Area of Rescue.

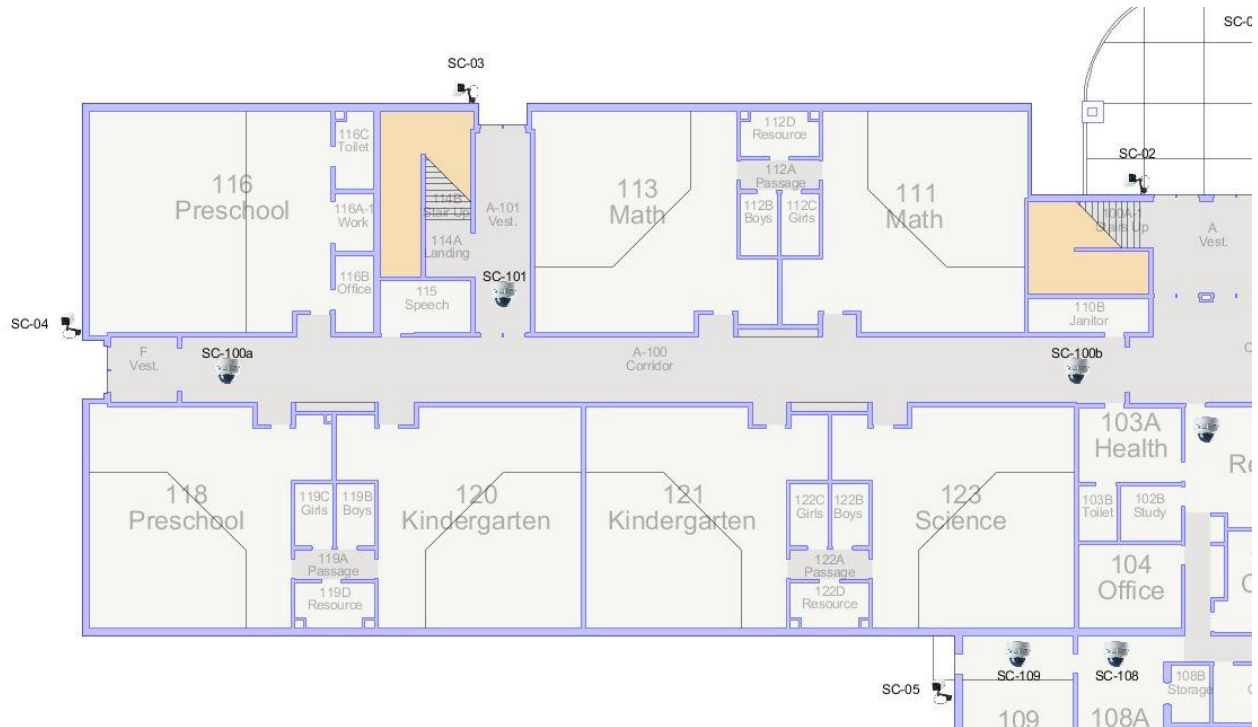


Layerset Name: Security Camera Locations

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: ID, Name, Type

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization, Utility (Electrical, plumbing, etc.) providers/contractors, Maintenance Staff, Custodial Staff, IT Department, Security Staff.



Database Tables Used (Visual placement with basic text label is typical):

Asset Basic: can track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier, Link to video feed location.

Layerset Name: Capacity Plans

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: Room Numbers/ID, Average Capacity for Room in a day and/or Capacity by Hour.

Layerset Used By: Administrative Staff, Facility Staff, State Reporting.

Database Tables Used:

Capacity Occupancies: Assign occupancy name (typically the space type dictating the required capacity), Minimum SF per person, Actual Capacity for the space. Table automatically calculates actual SF per person.

Measurement: Automatically calculates area based on with the ability to change units (i.e. feet, inches, acres, etc.). Automatically calculates perimeter

Space Capacity Plan

1st Floor

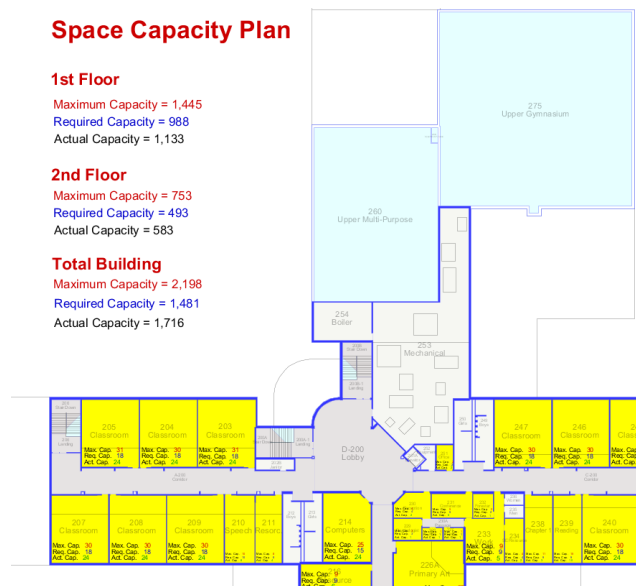
Maximum Capacity = 1,445
Required Capacity = 988
Actual Capacity = 1,133

2nd Floor

Maximum Capacity = 753
Required Capacity = 493
Actual Capacity = 583

Total Building

Maximum Capacity = 2,198
Required Capacity = 1,481
Actual Capacity = 1,716



Layerset Name: Space Classification

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: Room Number/ID, Room Classification Name

Layerset Used By: Administrative Staff, Facility Staff, Long Range Planning Committees.

Database Tables Used:

Space Classification: Assign the Category of Classification (i.e. "Space Classification I"), then Assign the Space Classification type (i.e. Classroom, Support, Lab).

Measurement: Automatically calculates area based on with the ability to change units (i.e. feet, inches, acres, etc.). Automatically calculates perimeter.

Space Classification



Layerset Name: Roof Age

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: Roof ID, Install Date, Est. Life.

Layerset Used By: Facility Staff, Buildings and Grounds Staff, A & E Firms, Utilities, Roof Inspection Companies.

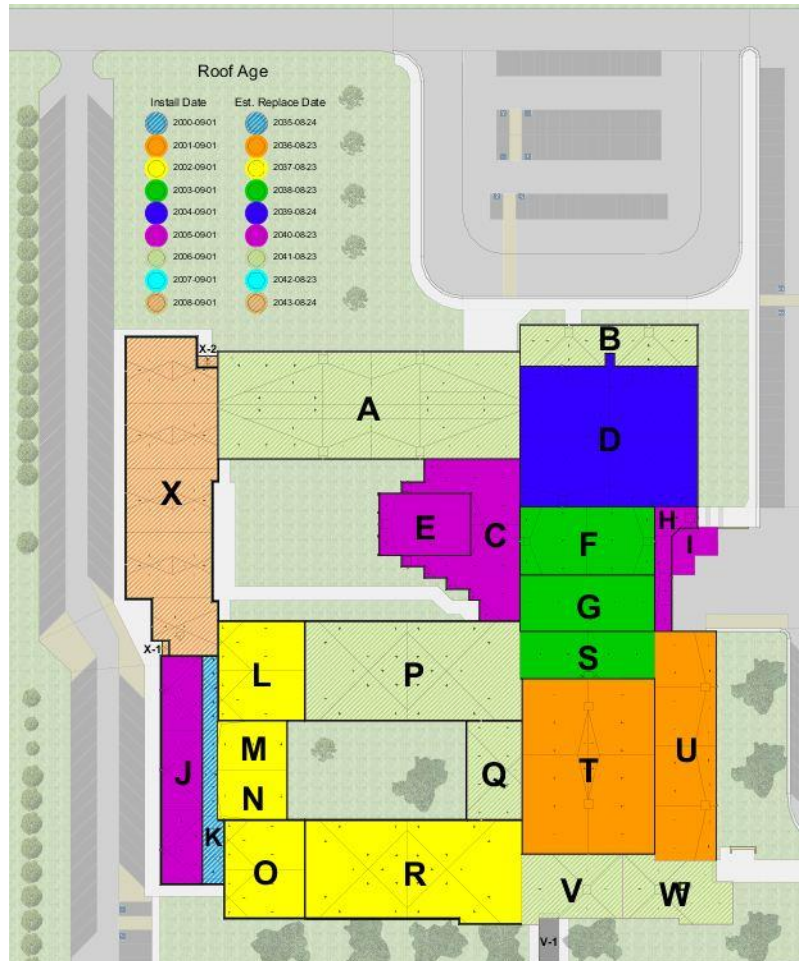
Database Tables Used:

Roof Information: ID, Type, Install Date, Est. Life, Replacement Cost, Inflation Rate.

Estimate Replacement date based on install date and lifespan, estimated replacement cost based on current cost and inflation rate.

Roof Details: Section ID, Year Roofed, Contractor, Architect, Consultant, Design Load, Actual Load, Roof Type, Deck Frame, Deck Type, Deck Tapering, Deck Slope, Insulation Type, Insulation Taper, Insulation Slope, Fastener Type, Vapor Resistant, Roof Flashing, Cap Flashing, Cap Flashing LF, Flashing Anchors, Roof Edge.

Measurement: Automatically calculates area based on with the ability to change units (i.e. feet, inches, acres, etc.). Automatically calculates perimeter



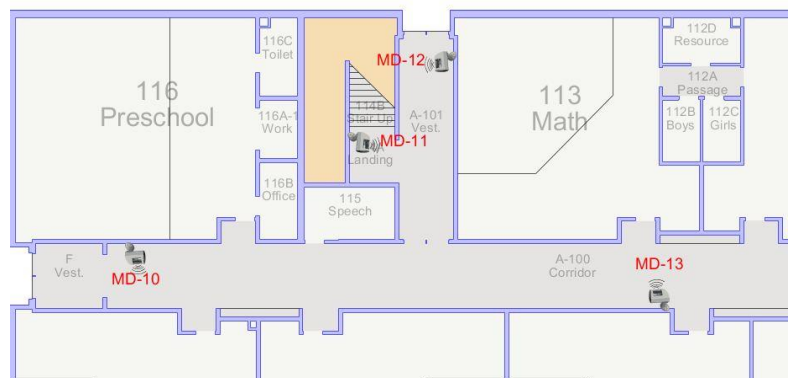
Color Code: Can be used to create a plan displaying roof sections by installation date or age of section.

Layerset Name: Motion Detector Locations

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: ID, Type and Name

Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Safety Personnel, Emergency Personnel both within and outside the organization, Utility (Electrical, plumbing, etc.) providers/contractors, Maintenance Staff, Custodial Staff, IT Department, Security Staff.



Database Tables Used (Visual placement with basic text label is typical):

Asset Basic: can track ID, Category, Type, Name, Make, Model, Description, Manufacturer, Purchase Code (P.O.), Supplier, Link to video feed location.

Layerset Name: HVAC System Plan

The HVAC System Plan is very specific yet wide in scope. It covers all equipment required for the regulation, temperature and movement of treated air.

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches. NOTE: Taken from current Blueprint/CAD system designs. May require in-progress verification by on-site staff for questionable/unclear areas.

Typical Data Collected: Equipment ID, Equipment Name, Equipment Type.

Layerset Used By: Facility Staff, Buildings and Grounds Staff, Maintenance Staff, Custodial Staff, A & E Firms.

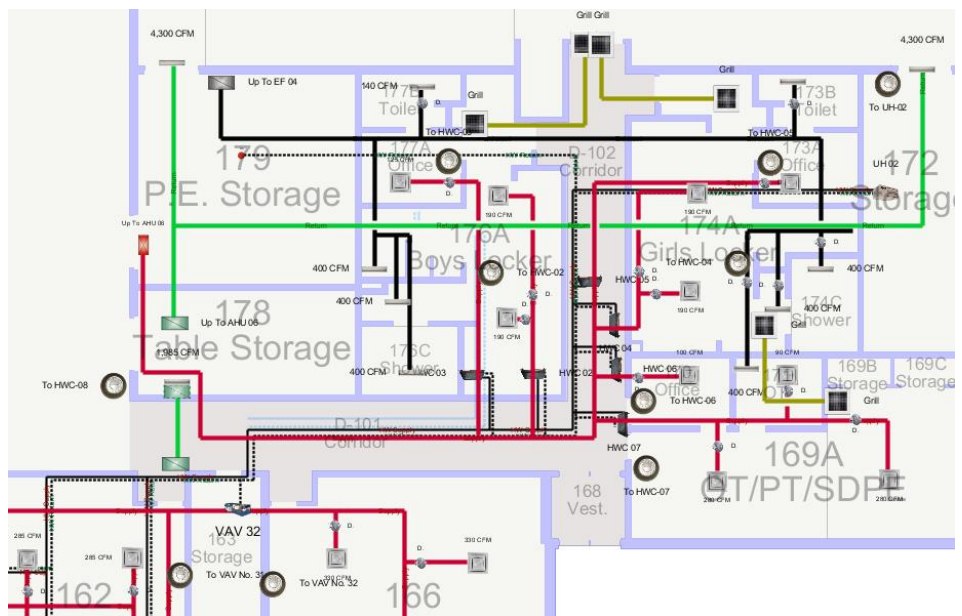
Layerset Includes: AHU, Return and Supply Ducts, Chillers, CO2 Sensors, Dampers, Diffuser Vents, Exhaust, Filters, Humidifiers, Humidistats, Sensors, heat Exchangers, Heating Units, Hoods, Fume Hoods, Shutoffs, Temperature Sensors, Thermostats, VFD, VAV, Wall Vents, Intake Ducts, Transfer Ducts.

Database Tables Used, where applicable:

HVAC Air Flow CFM: Air Flow ID, To AHU, Design CFM, Actual CFM.

Asset Basic: ID, Category, Type, Name, Make, Model, Size, Description, Serial Number, Date, Cost, Code, Manufacturer, Supplier.

Documentlink: Can be used to link specifications, parts lists, manuals, etc. to specific equipment icons.



Layerset Name: Doors

The Door Layerset can be used to simply display to location and swing of all doors, or can track via the database and display door numbers, etc. Keying information can also be tracked for each door.

Typical Documents Collected:

Any or all of the following -
Blueprints, CAD, Sketches.

Typical Data Collected: ID,
Width and Type

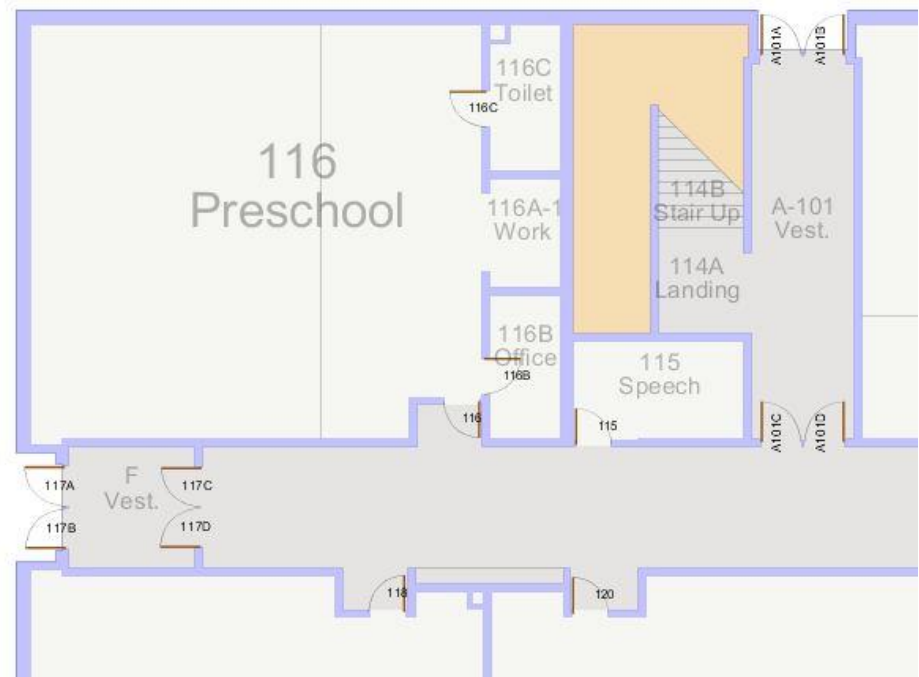
Layerset Used By: Facility
Staff, Buildings and Grounds
Staff, A & E Firms, Security
Staff, Safety Staff.

Database Tables Used:

Door Information: ID,
Type, Size, Swing,
Function, Fire Rated, Fire
Rating, Glass, Glass Type,
Lock Style, Keying,
Handle Function, Exit
Type, Closer, Kick Plate,
Kick Plate Size.

Keying Information: ID, Ref, Stamp, Note, Cylinder Brand, Core ID, Blind Code, Bitting Key Code, Keyway
Type, Cylinder Style, Lockset Style, Key Quantity, Key Number, Assigned To, handle Function, Finish Type,
Schematic Area Name, User Description.

Color Code: Can be used to create a plan displaying doors with special keying, security, hold open, fire rating, etc.



Layerset Name: Electrical System Plan

The Electrical System Plan is very specific yet wide in scope. It covers electrical panels, shutoffs, switches, outlets.

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches. NOTE: Taken from current Blueprint/CAD system designs. May require in-progress verification by on-site staff for questionable/unclear areas.

Typical Data Collected: Item ID, Item Name, Panel ID, Breaker ID

Layerset Used By: Facility Staff, Buildings and Grounds Staff, Maintenance Staff, Electricians, Custodial Staff, A & E Firms.

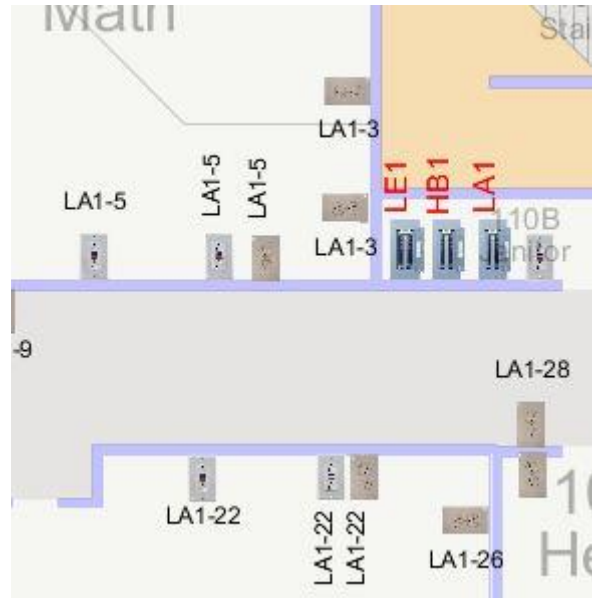
Layerset Includes: electrical panels, shutoffs, switches, outlets.

Database Tables Used, where applicable:

Elec Panel Breaker Info: ID, Name, Panel Number, Breaker Number, Panel Location, Panel Size, Breaker Size, Wire Size, Load Unit, Start Up Load, Running Load, Comments.

Asset Basic: ID, Category, Type, Name, Make, Model, Size, Description, Serial Number, Date, Cost, Code, Manufacturer, Supplier.

Documentlink: Can be used to link specifications, parts lists, manuals, etc. to specific equipment icons.



Layerset Name: Data & Phone Jack Locations

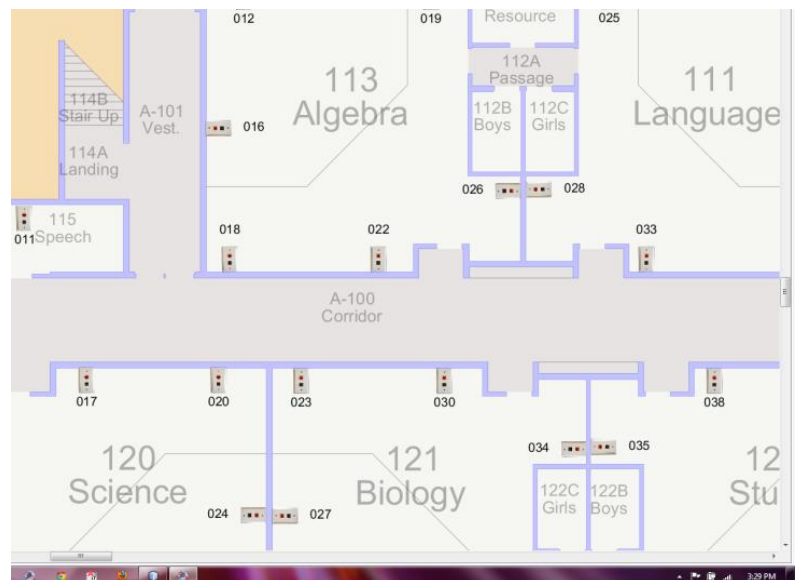
Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches. NOTE: Taken from current Blueprint/CAD system designs. May require in-progress verification by on-site staff for questionable/unclear areas.

Typical Data Collected: Jack and/or Phone ID

Layerset Used By: Facility Staff, Buildings and Grounds Staff, Maintenance Staff, Electricians, Custodial Staff, A & E Firms, IT Dept.

Database Tables Used:

Asset Basic: ID, Category, Type, Name, Make, Model, Size, Description, Serial Number, Date, Cost, Code, Manufacturer, Supplier.



Layerset Name: Computer Locations

Required to complete: Computer Locations, Name & ID

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: ID, Name, Type

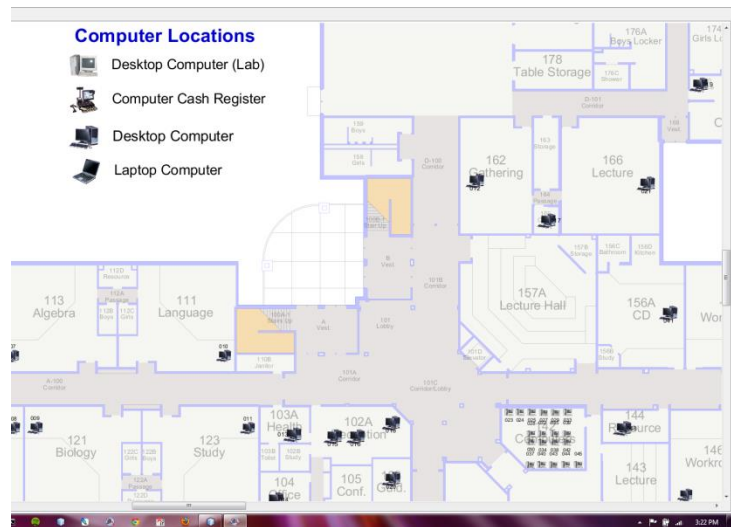
Layerset Used By: Facility Staff, IT Dept.

Database Tables Used, where applicable:

Computer Info: ID, Category, Type, Name, make, Model, Size, Description, Serial #, Purchase Date, Purchase Cost (P.O.), manufacturer, Supplier.

Asset Basic: ID, Category, Type, Name, Make, Model, Size, Description, Serial Number, Date, Cost, Code, Manufacturer, Supplier.

Computer Software (per software application installed on each machine): ID, Type, Name, Version Number, Description, Date Purchased, Duration, Expiration Date, Product Key, Serial Number, Security Key, Number of User Licenses, Cost per Licenses, Cost per Group, Support Plan, Supplier.



Layerset Name: HVAC-AHU Zones

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches.

Typical Data Collected: Room Number/ID and AHU Zone ID

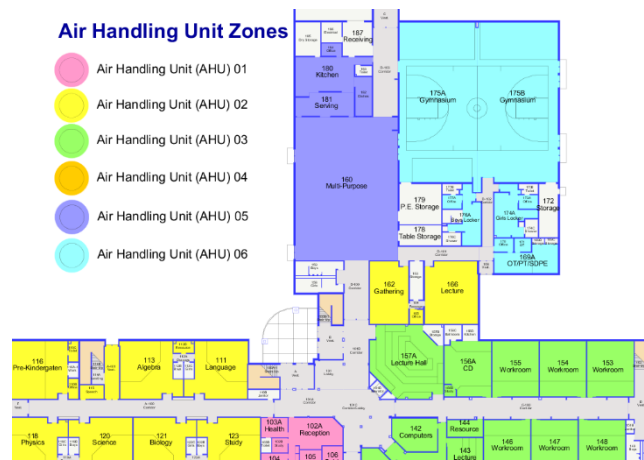
Layerset Used By: Administrative Staff, Facility Staff, Buildings and Grounds Staff, Maintenance Staff, Electricians, Custodial Staff, A & E Firms

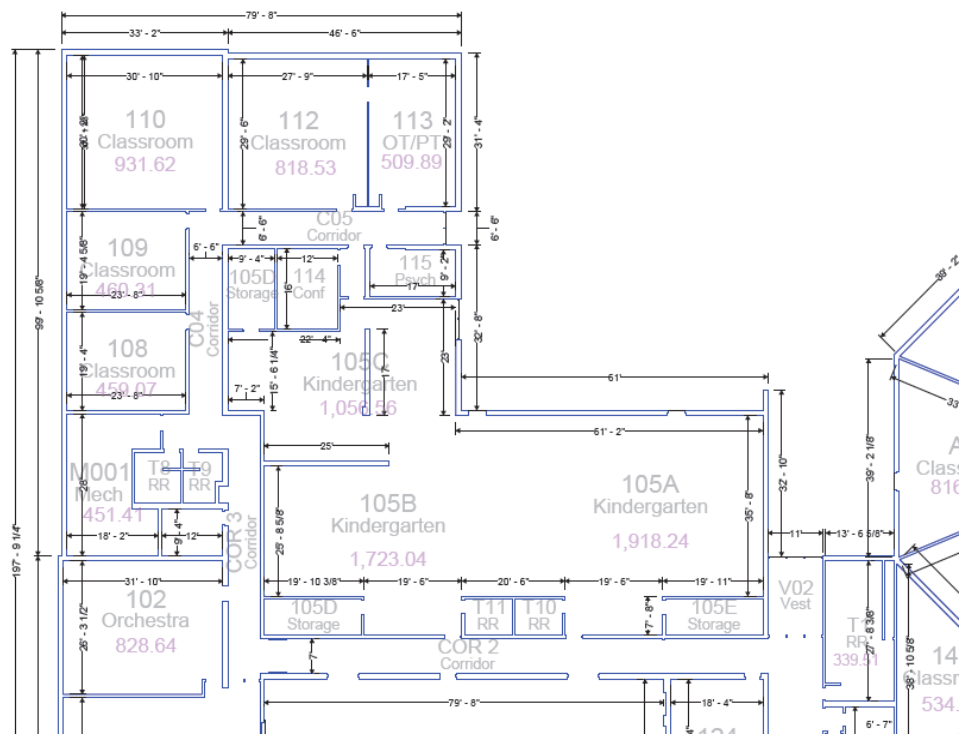
Database Tables Used:

AHU Zone: Zone ID, Comments.

Measurement: Automatically calculates area based on with the ability to change units (i.e. feet, inches, acres, etc.). Automatically calculates perimeter

Color Code: Can be used to visually identify AHU Zones.





Layerset Name: Plumbing System Plan

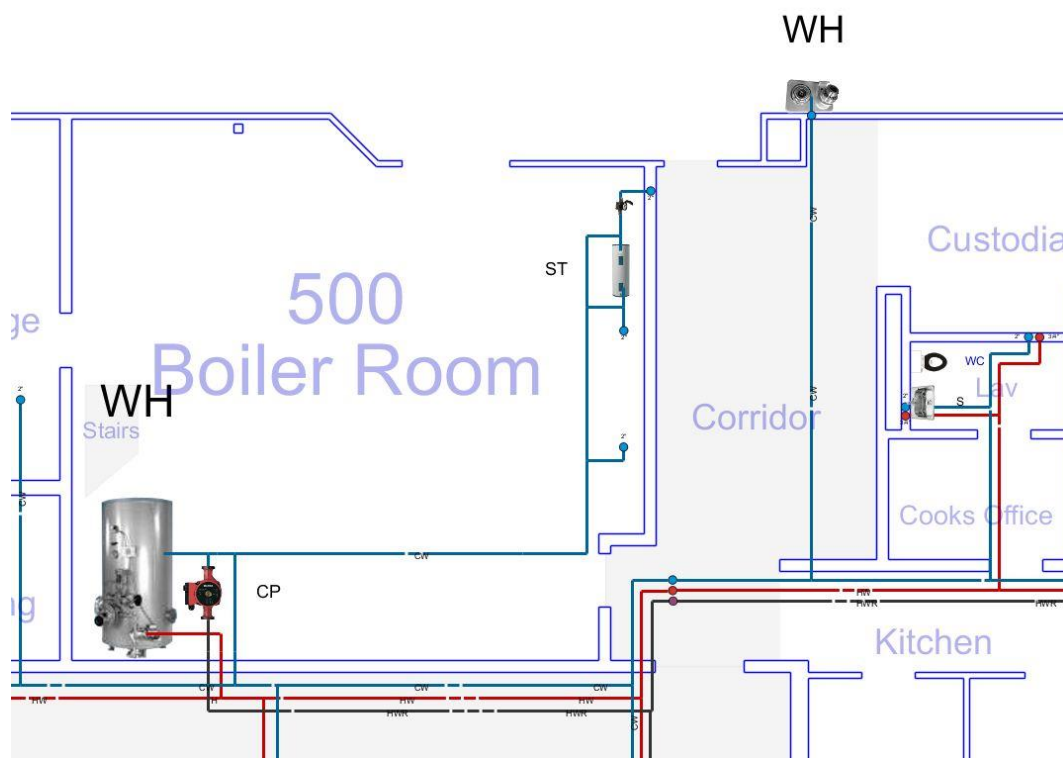
The Plumbing System Plan is very specific yet wide in scope. It covers hot and cold water lines and plumbing equipment through the building.

Typical Documents Collected: Any or all of the following - Blueprints, CAD, Sketches. NOTE: Taken from current Blueprint/CAD system designs. May require in-progress verification by on-site staff for questionable/unclear areas.

Typical Data Collected: ID, Name, Type, Size

Layerset Used By: Facility Staff, Buildings and Grounds Staff, Maintenance Staff, Plumbers, Custodial Staff, A & E Firms, Plumbers.

Layerset Includes: hot and cold water line, valves, floor drains, meters, pumps, valves, wall hydrants, water heaters, water softeners & brine tanks, eye wash stations.



Database Tables Used, where applicable:

Pipe Information: Line Name, material, Type or schedule, Size (I.D. or O.D.), Vertical Length (horizontal length is automatically calculated), Operating PSI, Max Pipe PSI, Wt per foot, insulation, Grounding status.

Asset Basic: ID, Category, Type, Name, Make, Model, Size, Description, Serial Number, Date, Cost, Code, Manufacturer, Supplier.

Documentlink: Can be used to link specifications, parts lists, manuals, etc. to specific equipment icons.