

General

To minimize the miscommunication and strengthen productivity in a job, there needs to be efficient communication between engineers, general contractor and the field electricians. To obtain this efficient communication technique there needs to be accurate on hand documentation. Motor City Electric Company (MCE) has a standardized documentation structure that can be accessed by MCE employees when need be. This system contains all the information that is created and arises during a job, such as, Request for Information (RFI), emails, panel schedules, and drawings.

Job Folders

The MCE server accommodates the standard documentation system that has been discussed. All the folders that are essential to the engineering staff are located under the "j" drive which is found on the MCE server. Jobs that are started in 2007 are placed in a folder labeled "07" and so forth. Motor City Electric Company designates a job number to the job created and generates a series of standard folders under that job number. These folders consist of Accounting, Engineering, and Operations.

The Accounting and Operations folders cannot be opened by the engineering staff and for that reason, will not be discussed.

Within the Engineering folder, there are folders identified as Contract, Panel Schedules, RFI's, and Shop.

The Contract folder accommodates all drawings that are obtained by the architect or the general contractor. They are usually split up into sub-folders such as, Architectural, Mechanical, Fire Alarm, Electrical and so forth. MCE uses these contract drawings as a way to accomplish the position of equipment and conduit runs. New drawings come in due to changes that occur. These updates are identified as bulletins or addendums. When MCE receives these changes, the engineers copy the files to the contract folder and override the old drawings.

The panel schedules folder contains all the panel schedules created by the engineer. More information is discussed in chapter XL.

The RFI folder handles all the information with the outside personnel such as general contractors. This folder contains information such as RFI's, which will be talked about in chapter XIII.

The shop folder is used by MCE engineers to create shop drawings. These drawings include power, lighting, security, a one-line, and a riser diagram that the engineer at Motor City Electric Company creates. Incorporated in the shop folder, is also a document called a drawing schedule that will be discussed about in the Miscellaneous chapter IXV. When these drawings are created, they go out to the field electricians to use them as installation plans. If there are any discrepancies about what is out in the field and what is on the drawing, the electricians will mark up the drawings as needed and send them back to the office to be fixed. These changes are made so that the information on the job matches that of the drawings.

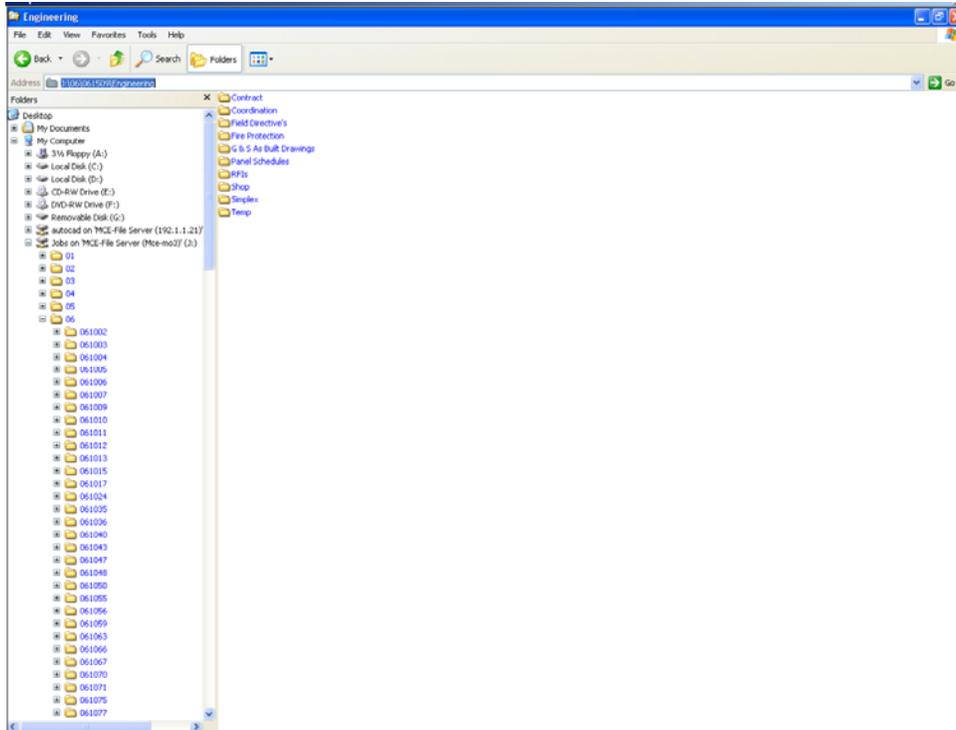


Figure 1 - "j" Drive

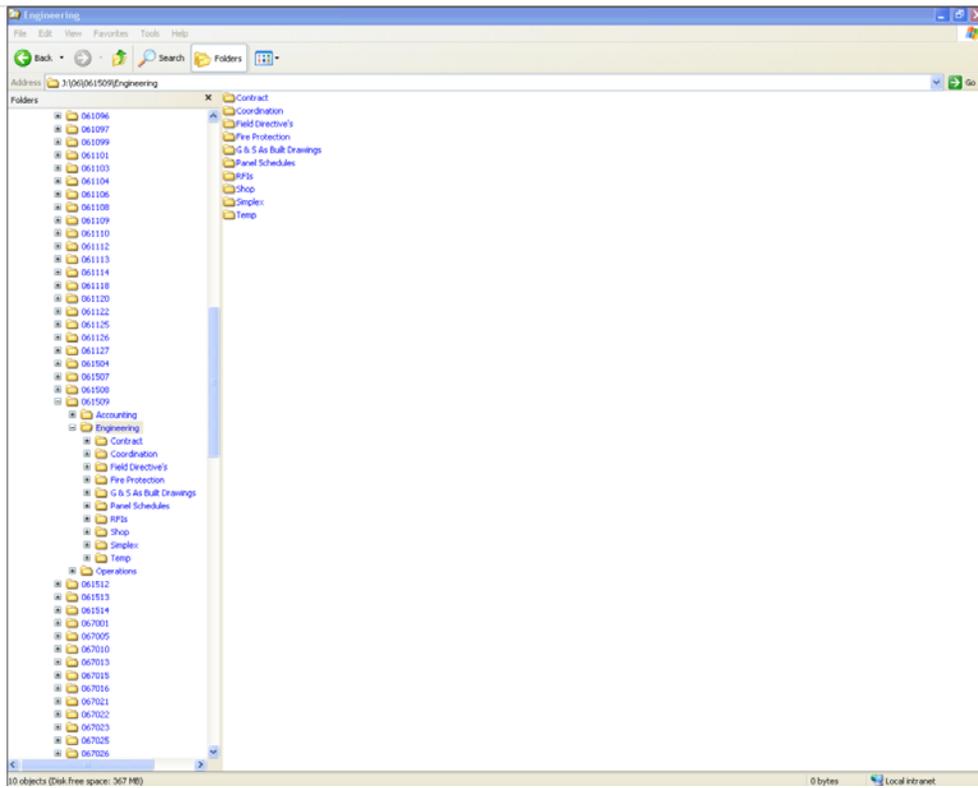


Figure 2 - Folders