

## CASE STUDY: Albemarle County, VA

Albemarle County, Virginia currently uses **paragon** software to manage nine of their building assets. Building types include County Office Buildings, Courthouses, Jail Facilities, Firehouses, and an Elementary School. The decision to utilize **paragon** was based on the need to begin an Asset Life Cycle Management program with software capable of handling the existing facilities as well as the anticipated growth of their portfolio. County



personnel were trained to add new facilities, modify the existing data, and create reports including inventory, deficiencies, and maintenance action plans.

Supporting facility documents including floor plans, project documents, and Operation and Maintenance Manuals were loaded in the software and associated with the appropriate building. These are accessible to all designated users via the website.

### INVENTORY

The population of the building elements, or inventory, allow the County to track, manage, and maintain their building elements and equipment. Details such as serial numbers, model/make, specific location, installation date, presence of hazardous material, and overall condition can all be monitored. Inventory items have been populated in accordance with ASTM E1557-05 Uniformat II Level III and Level IV, depending on the building. Many of the inventory items were populated through an upload feature where an Excel file is loaded into the system to minimize data entry effort.

### DEFICIENCIES

Site assessments were performed and, as a result, deficiencies that were observed in the field were also loaded into the software. Individual deficiencies include a severity score that assists in the recommended prioritization of the deficiencies. The cost details for the individual deficiencies have been

populated and are used in calculations of facility condition index (FCI) as well as evaluations of the magnitude of required maintenance work.

### WORK PACKAGES

The County packages deficiencies into executable groups of deficiencies referred to as Work Packages. The software allows the Client to track the status of individual projects from budgeting through completion. Customizable fields are available in order to match clients' existing nomenclature.

### REPORTS

The County utilizes a series of standard reports that are available in both .pdf and .doc format. Nearly all of the **paragon** screens can be exported to Excel for quick data extraction. One of the key reports used is the Maintenance Action Plan. This report ranks the deficiencies based on severity and schedules the year for execution based on a user provided timeframe (e.g. 5 year plan).

Future maintenance and recapitalization budgets can be generated with the forecasting module, looking forward 10, 15, 20, 25+ years for planning purposes.

