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## **Are you ready for computer aided facilities management and computerized maintenance management software?**

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Building operating costs are typically second in expense only to the cost of personnel. Facility professionals should be learning how to prepare for progressive job-related tools which will aid them in working as resourcefully and cost effectively as they should be.

The job of a facilities manager has become much more demanding these days; there is more information to manage in the form of data and drawings, and a much greater need for faster, more accurate reporting capabilities. Computer Aided Facilities Management (CAFM) and Computerized Maintenance Management Software (CMMS) systems respond to the demand and are fast becoming required tools in the lives of facility professionals.

CAFM/CMMS systems were previously very expensive technologies reserved for very large organizations that had the resources to invest in the systems. Systems were very complex and as a result were often left under utilized or not used at all. Today, systems are becoming more affordable and easier to use.

Because of the increased need, lower cost and ease-of-use of CAFM/CMMS systems today, it is inevitable that there will soon be a system in every facility professional's future. Because of this, it is necessary to begin to understand the capabilities of CAFM/CMMS systems and learn that early data collection and drawing preparation are the keys to successful future system implementation.

Begin the data collection and drawing preparation process now in order to make the future transition to a CAFM/CMMS system a smooth, successful one. Start gathering and organizing data and drawings before investing in a system and you will ensure a much faster ROI when the system is later installed.

Remember, the key to successful CAFM/CMMS implementation is early, accurate data and drawing preparedness. The best time to begin the process is when the building is new and as-built-drawings are readily available, but nonetheless, every facilities professional should start somewhere and start soon. CAFM/CMMS systems are powerful, fundamental tools - so be ready!

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