

Protecting Your Plans

TASB OnSite Services Offers Scanning for Vital District Documents

How can a school district protect its important documents? TASB's OnSite Facilities Services has the answer: scan them. Not only is scanning blueprints and other wide-format documents a convenient and inexpensive way to safeguard a district's most valued records, it has many practical uses, as well.

Manor ISD, a fast-growing community east of Austin, was one of the first school districts to use TASB OnSite's facilities document scanning services for building blueprints. The explosive growth taking place in that district has resulted in numerous construction projects.

David Krenek, director of Environmental Services at Manor ISD, says that "using DVDs of the blueprints has really come in handy when dealing with contractors, especially when they are looking for a certain item. It just made good sense to have everything in one place."

The district is in the process of having all of its blueprints placed on DVDs. Because of the numerous building programs, not all of the scanning has been completed. Once that is done, Krenek will ensure that all scans also are part of the first-responder information for emergency or crisis plans.

The process was simple. TASB OnSite Facilities Services scans documents and returns the originals to the district along with a DVD containing all of the electronic scans. Additionally, OnSite will store copies of the scans on TASB servers in case the



district needs a replacement or has a need for the scans in an emergency.

Advantages of Scanning

Advantages of having crucial documents scanned include convenience, peace of mind, and coordination—especially of vital first-responder plans.

"Before, you would have to go the plan storage room and look at a drawing and hope you remembered where you needed to go, because those prints are not allowed to be removed from the storage room," said OnSite Services Manager George J. Scherer. "Electronic access would allow, say, a plumber to look at the pdf and print out a paper to let him know exactly where to dig a hole. When he is

done with the work, he can simply recycle the paper that he printed out the portion of the blueprint on."

Scherer added that as papers get older and handled more, they tend to deteriorate and fall apart. "Having them archived electronically eliminates the need for handling the documents too much. It gives peace of mind in case the originals are ever damaged or lost in a fire.

"And, as mentioned by Manor ISD, inclusion with local first responders would greatly increase the knowledge of the floor plans of certain schools in such emergency situations. Plans can also be reduced down to help create evacuation maps, so that there is no need for hand-drawn evacuation maps."

What Should Be Scanned?

What types of documents does Scherer recommend a district have scanned?

"Blueprints, any other wide-format maps, or pictures that a district may want to preserve. We recently purchased a high-speed, high-volume scanner for regular-size documents, as well," he said.

TASB OnSite Services, which began the scanning service in May 2008, may eventually offer scanning services for "the many books and binders that schools get when they have new buildings built," Scherer added.

For more information, contact Scherer at TASB OnSite Services at 512.467.0222, extension 3205.★