

Anglia Ruskin University, O&M Legacy Conversion

Anglia Ruskin's story starts in 1858, when the art critic, patron and philanthropist John Ruskin opened Cambridge School of Art. The art school grew to become Anglia Ruskin University, and it's still at the heart of a modern-day campus in Cambridge.

As well as Cambridge, campuses cover Chelmsford, London and Peterborough. The Chelmsford campus was originally in the city centre but moved to a new, purpose-built site in 1992.



Anglia Ruskin University

The Client Requirement

The Estates and Facilities team at Anglia Ruskin University identified a requirement to improve the storage and access to documents for approximately 30 buildings in Chelmsford and Cambridge.

The information for the buildings was stored in a combination of paper and electronic files in various locations which were difficult to access.

A pilot exercise was undertaken by COGNICA, involving the Postgraduate Medical Institute building on the Chelmsford Campus. This involved the collation of all available documents for the building, both electronic and paper. The collated information was then audited, sorted and indexed to provide an easy-access CD-ROM version of the buildings O&M Manuals.

Audit Collection Conversion Delivery

Legacy Conversion for all Buildings

Following the success of the Pilot Project, the University Estate's team engaged COGNICA to convert and compile the documentation for several other buildings into a standard electronic format.

A site visit was initially carried out to audit the existing documentation. Once complete the team extracted all paper and electronic documentation. COGNICA's project team then worked through all the records for each building, reviewing, sorting and indexing information and, where necessary, scanning paper documents to create electronic files.

Drawing on COGNICA's vast experience on working with main contractors and a range of information projects, concise and well structured information was able to be provided for each building based on the structure determined in the pilot exercise.

The COGNICA delivery provided:

- **Secure storage of the building information**
- **Easy accessibility to previously hard to find documents.**
- **A Standard for future delivery of information**

COGNICA is now working with Anglia Ruskin on a new build project to collect and collate the O&M information directly from the Supply Chain.

