**Drawing & Document Searching  
Recording of the Training Session from 5/18/2021**

Please use these timestamps to jump quickly to the area you want to view again.

(We cannot do hyperlinks on a server platform like this.)

0:00 How to Look for Construction Drawings

7:25 Building - Numbers and Names

10:25 Buildings - Current Floor Plans

12:30 Current Projects

18:50 Building Additions Plans

21:00 Buildings - Current Configuration Drawings

22:30 Buildings - Projects Folder

24:25 Buildings - Record Drawings

28:23 Contract Drawings

30:00 Building Drawing Index

37:40 Searching Example

48:00 Shop Drawings & Cut Sheets

49:20 Building Floor Plans by Department & Use (Archibus)

51:15 Helpful Tools

54:14 Reports & Studies, Professional Development Library, and Codes & Standards Collection