



“Do the Right Thing Right, the First Time, On Time, All the Time”

- FAV Job Center Motto

I. Project Methodology Overview

A pivotal component to our successful management of a project's production and installation process lies within the structure and organization of our project engineering, project management, in-shop fabrication, and job-site supervisory departments. This is true whether the on-site installation portion is accomplished by FAV's own field installation technicians, or by third party subcontractors.

FAV's Project Engineers (PE's) and Project Managers (PM's) are a vitally important part of our successful AV systems delivery process. Our PE's and PM's are also key members of the overall construction project team. They work hand-in-hand with the architect's design consultants and the owner's construction representatives during each critical project phase, from pre-construction through final close-out, to implement appropriate refinements to the system's functionality. This allows a highly coordinated approach to the project installation from both an architectural perspective, as well as a technical one. We have learned that when all members of the project design and construction team work together, the overall result will be a smoother, more coordinated installation schedule that better meets the client's needs. An additional benefit to this collaborative approach to systems integration is that minor design changes may be made early in the process, before they become much more costly, later in the project construction process.

II. Dedicated Project Engineering

FAV takes great pride in the level of detail our engineering department produces for field construction documentation. Every detail necessary to provide a properly coordinated and installed system is thoroughly documented through our meticulous shop drawing process. From simple conduit risers to complicated schematic diagrams; from basic projector mounting details to complex, multi-driver loudspeaker arrays; our highly trained engineering personnel have gained a wealth of experience in successfully meeting the challenges of the ever-increasing complexity of these systems.

The drawings and documents they produce become the permanent record for each phase of the installation process. These include drawings detailing equipment rack fabrication, AV millwork, speaker cluster assemblies, custom plates and panels, customized electronic assemblies, wire and cable pulling documentation, field device installation requirements, and AV control system GUI interface design, layout, and programming.

III. Project Management Coordination

FAV's Project Management team is very experienced interfacing and coordinating with the General Construction process. All of the General Construction infrastructure requirements are carefully documented and coordinated via the submittal drawing process, and reviewed with the General, Electrical, Mechanical, and related trades by our field management personnel. This process insures that the design concept implemented by the architect, the architect's consultants, and the owner's construction representatives will be implemented in a precise and timely manner.

FAV's PM is responsible for the day to day management of the project and all on-site coordination with our Job Superintendent (JS) and Installation Technicians (IT's). The PM works with our PE to ensure that the project drawings are being completed in a timely fashion. Once the final bill of materials for the project is confirmed, the PM is responsible for releasing the bill of materials to FAV's Purchasing Department for ordering. The PM coordinates with Purchasing to ensure that the products are being routed in a timely manor to the appropriate locations (on-site, in-shop assembly, etc.). The PM coordinates with FAV's Shop Assembly Department to make sure the equipment racks, cluster assemblies, plates, panels, and other custom devices are being fabricated in conformance to the project plans and specifications. The PM also coordinates with the Owner's Representative(s), FAV's JS and other project parties to ensure the timely delivery of materials and assembled devices to the job-site for installation.

IV. Project Job and Cost Accounting

FAV maintains a full-time Job Cost Accounting department, whose sole function is to provide daily job cost accounting and reporting services for all FAV projects. The job accounting department is supported with a dedicated, UNIX based accounting software system custom programmed for FAV by Shaker Computer & Management Services, Inc., the developer of COINS (COstruction INdustry Software). COINS is an integrated construction software accounting package that offers the advantages of a Fourth Generation Programming Language with an incorporated Relational Database Management System. This world-class construction accounting software package provides real time accounting and analysis of FAV's project costs on an ongoing basis.

For those projects which are negotiated on a cost plus basis, the COINS system provides detailed accounting information, down to the purchase order level for the purchase of materials and supplies, and to the man-hour basis for the accounting of labor related costs, if required.

V. Full Time Jobs Scheduling Manager

As a normal course of managing our day-to-day operations, FAV's Job Center personnel input our overall project scheduling requirements in Primavera 3P or Microsoft Project. This scheduling includes management of personnel, vehicles, tools, and equipment. Larger projects, which involve a highly coordinated construction process, are individually scheduled and updated on a weekly basis. We can and do provide integrated scheduling coordination as required by the project's General Conditions Requirements.

VI. Full-Time Purchasing and Materials Management Staff

FAV operates a full-time purchasing staff led by a dedicated purchasing director. FAV strives to provide concise materials acquisition, at the most competitive prices, and to complete schedule driven ordering requirements expeditiously to maintain the project timeline. FAV's 50,000 square foot Corporate Headquarters in Oklahoma City, Oklahoma is equipped with a full CCTV surveillance infrastructure providing a permanent history of employee access to each major facility area. This state-of-the-art facility includes 20,000 square feet of dedicated materials storage and staging area. Individual job specific materials hold cages are each equipped with card access readers for inventory security and access control.

VII. Dedicated in-house IT Network Infrastructure

FAV utilizes only CAD computer systems in designing, generating submittals, and completing as-built project drawings. FAV has integrated each of our seven Divisions by operating our own dedicated intranet, including in-house e-mail server systems utilizing dedicated Internet and Intranet T-1 lines. Every FAV employee has the availability to store and retrieve documents from a centralized server, as well as send and receive Internet e-mail and utilize the World Wide Web.

VIII. Conclusion

With over 35 years of experience successfully delivering highly integrated AV system installations for thousands of diverse clients around the world, FAV has become a leader in AV systems contracting. Our dedication to maintaining a highly trained and specialized staff has been a vital key to obtaining this goal. We believe we have the technical resources and experience to ensure the successful completion of your AV system project.

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