

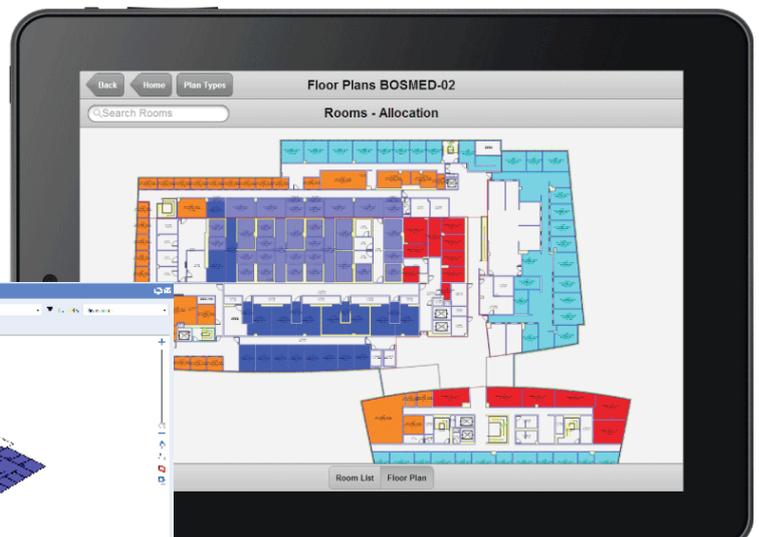
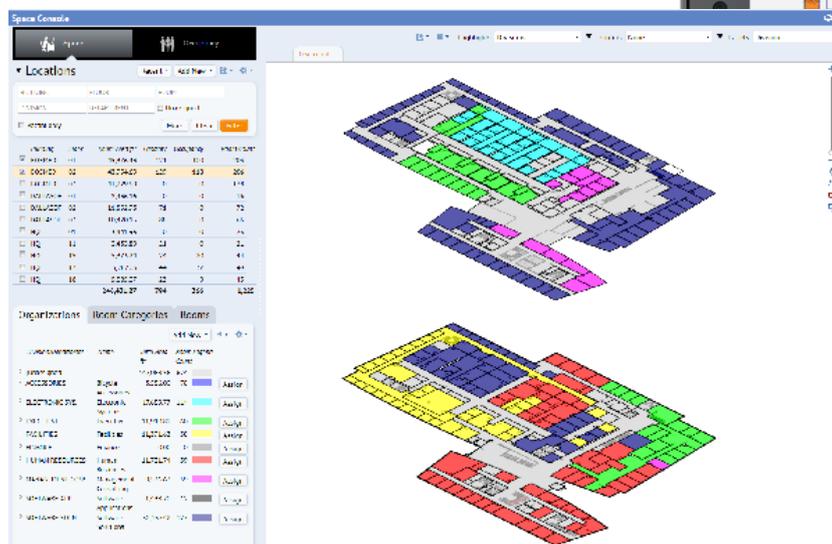
ARCHIBUS Datasheet - Space Inventory and Performance

Evaluate and plan space usage to maximise efficiency and decrease total occupancy costs

Knowing how much space an entity has, and how efficiently it is being used, is essential for managing the organisation's Total Cost of Occupancy. To expedite self-service access to space inventory and usage reports for decision support, ARCHIBUS Space Inventory and Performance provides an integrated Web and mobile-based solution for viewing and managing an organisation's different types of space (such as departmental boundaries/rooms/common areas, vertical penetrations, service areas, and more) to ensure optimal space allocation. With this application, managers can plan for greater space efficiency by co-locating departments and identifying opportunities for consolidation.

Benefits

- Delivers flexible, self-service reporting for effective space allocation and cost control
- Improves evaluation of building performance, tracks history of changes and enables accurate benchmarking
- Enhances design/planning capabilities to use space more efficiently
- Enables paperless field surveys to adjust space allocations in real-time
- Helps achieve business results with ARCHIBUS Quick-Start, a productivity aid which includes tutorial videos and "How To" instructions
- Increases productivity with ARCHIBUS All-in-One Home Page with quick access to 80% of tasks



Use the single view, easy to use space console or mobile interface to manage space assignments to departments and employees, plan for future space needs, and report on portfolio-wide space utilisation

ARCHIBUS Datasheet - Space Inventory and Performance

Deliver Flexible Web- and Mobile-Based Space Reporting

Managers often need to generate detailed reports on space allocation and utilisation. Similarly, they may also need to identify which space can be occupied. ARCHIBUS Space Inventory and Performance supports both goals, and every requirement in between. Self-service, Web- and mobile-based space reporting lets organisations manage their space more efficiently and make more informed space-related planning decisions. This capability helps realise significant operating savings or avoid unnecessary capital expenditures.

- Track and report on all categories of space for improved efficiency and reduced total cost of occupancy
- Share critical space information with other stakeholders to make strategic decisions, such as consolidating operations, and plan for future needs
- Move basic space inventory data entry/graphical views/ calculations to the Web Central platform for improved collaboration
- Account for the same space in multiple ways for cost allocation by distinguishing physical space (such as common areas, offices) from logical spaces (such as departmental workstations)
- Make full use of Web-based interactive forms that use Adobe Flash to manage data changes and reporting
- Make use of mobile-based interactive forms that use SVG to manage data changes and reporting

Improve Building Efficiency Performance

Efficiency rates can be important factors when space or real estate managers analyse space to lease or buildings to purchase, as well as for evaluating and comparing the performance of space already occupied. ARCHIBUS Space Inventory and Performance provides all the tools you need to analyse and report on how efficiently your space is being used and determine what changes are needed to improve space utilisation.

- Create a standardised basis for identifying and evaluating space consolidation opportunities
- Benchmark efficiency rates - and other building performance statistics - that take into account rentable versus usable areas and other parameters/relationships
- Simplify and consolidate space information using the ARCHIBUS Unified Method for roll-up calculations and more
- Personalise existing out-of-the-box reports to meet an organisation's specific efficiency analysis needs

Enhance Space Planning/Design Capabilities

Having an accurate, defensible space inventory and the ability to capture trends and produce reports will aid in critical space management decisions such as consolidations, moves, and acquisitions. ARCHIBUS Space Inventory and Performance, aided by its Workspace Transactions features, provides the central, easily accessed data repository that helps space and department managers visualise their space inventories and coordinate their efforts in devising a roadmap for future space acquisition, disposition, and allocation.

- View space inventory categorised, for example, as department space by floor, or rooms by room category, to understand existing uses and possible future allocation
- Use enterprise graphics to provide interactive floor plans for visualising and editing space data and quickly performing functions such as department reassignments
- Deliver paginated reports over the Web incorporating enterprise graphics with integrated text and drawings to increase collaboration among stakeholders
- Ensure up-to-the-minute accuracy of spatial data for decision-making by conducting mobile field audits as needed

ARCHIBUS Datasheet - Space Inventory and Performance

Integrate with Other Space Applications

While ARCHIBUS Space Inventory and Performance can be deployed on a standalone basis, it can also be integrated with other ARCHIBUS applications to perform a wide variety of workplace service functions.

- Link costs to space and report on total departmental costs for space usage with ARCHIBUS Space Chargeback
- Assign and re-assign occupants to rooms, and report space vacancy and availability with greater speed and accuracy using ARCHIBUS Personnel and Occupancy
- Streamline building operations and other workplace services that depend on an accurate space inventory with ARCHIBUS On Demand Work, Preventive Maintenance, Service Desk, and Reservations
- Work with existing drawings by implementing ARCHIBUS Smart Client Extension for AutoCAD and Revit
- Integrate space inventory to work seamlessly with ARCHIBUS Enterprise Move Management, Hoteling and Reservations applications

Reports and Summary Tables:

- *View building performance report*
- *View rooms by building and floor, division and department, floor and department; room standard*
- *Highlight rooms by department, room standard, room category and type*
- *View groups by building, floor, department*
- *Highlight groups by department, group standard*
- *View departments by building, floor, departments per floor*
- *View remaining area*
- *Show departmental stack plan*
- *Show departmental analysis chart*

ARCHIBUS Datasheet - Space Chargeback

Streamline the chargeback process to increase space accountability and reduce occupancy costs

When department managers are internally billed for their use of space, they are more apt to reduce inefficient space usage. That inefficient use of space, when eliminated across multiple departments, can produce not only significant reductions in the space itself, but also in the associated occupancy costs such as utilities, housekeeping, taxes, and more. Web-based ARCHIBUS Space Chargeback provides tools for setting up, calculating, and reporting on the costs for space. The result is improved space efficiency and reduced occupancy costs throughout the entire organisation as well as distributed sharing of space information that supports more informed long-term planning and decision-making.

Key Features:

- View detailed chargeback analysis
- View financial statement by division
- View pro rata report
- View remaining area
- Highlight common area rooms/groups

Benefits

- Improves accuracy of departmental cost reporting for greater accountability on dedicated and common area space costs
- Assures more accurate planning based on current space costs and planned future growth projections that improve critical decisions on consolidations, moves, and acquisitions
- Satisfies flexible reporting needs with easy-to-use, Web-based features and forms to modify out-of-the-box reports

View Financial Statement by Division

Division Code	Department Name	CHARGEABLE COST	COMMON AREA COST	PRO-RATA COST	TOTAL COST	PRO-RATA PERCENT	COMMON AREA PERCENT	CHARGEABLE PERCENT	CHARGEABLE COST	COMMON AREA COST	TOTAL COST
001	Administrative	15,000.00	10,000.00	10,000.00	25,000.00	40%	40%	60%	9,000.00	10,000.00	19,000.00
002	Engineering	20,000.00	10,000.00	10,000.00	30,000.00	33%	33%	67%	20,000.00	10,000.00	30,000.00
003	Manufacturing	50,000.00	10,000.00	10,000.00	60,000.00	17%	17%	83%	10,000.00	10,000.00	20,000.00
004	Warehouse	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
005	Production	15,000.00	10,000.00	10,000.00	25,000.00	40%	40%	60%	9,000.00	10,000.00	19,000.00
006	Quality Control	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
007	Inventory	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
008	Shipping	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
009	Receiving	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
010	Customer Service	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00

Departments of Division Code: FACILITIES

Division Code	Department Name	CHARGEABLE COST	COMMON AREA COST	PRO-RATA COST	TOTAL COST	PRO-RATA PERCENT	COMMON AREA PERCENT	CHARGEABLE PERCENT	CHARGEABLE COST	COMMON AREA COST	TOTAL COST
001	Construction	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
002	Operations	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
003	Maintenance	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00
004	Facilities	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	10,000.00	10,000.00	20,000.00

Workspace: Transactions and Usage of Department Code: 001 (11/15/2016)

Room Code	Room Name	Room Type	Room Area	Chargeable Cost	Occupancy Cost	Pro-Rata Cost	Total Cost	Pro-Rata Percent	Occupancy Percent	Chargeable Percent	Occupancy Percent
001-001	001-001	001-001	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-002	001-002	001-002	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-003	001-003	001-003	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-004	001-004	001-004	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-005	001-005	001-005	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-006	001-006	001-006	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-007	001-007	001-007	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-008	001-008	001-008	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-009	001-009	001-009	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%
001-010	001-010	001-010	100.00	10,000.00	10,000.00	10,000.00	20,000.00	50%	50%	50%	50%



Easily locate a variety of space types charged to individual departments, and use detailed chargeback reports to promote departmental accountability

ARCHIBUS Datasheet - Space Chargeback

Improve Chargeback Reporting, Accountability

The ARCHIBUS Space Chargeback application supports business unit and department managers who want self-service access to space cost and chargeback reports for their organisation. It provides an integrated solution for capturing and analysing financial information on owned or leased space, and for executing and reporting on space chargeback. With this application, managers can be held accountable for their space usage because they are able to make decisions on space-related initiatives based on their current usage/cost profile.

- Provide tools for automating the set-up, calculation, and reporting of space chargeback to help reduce occupancy costs
- Employ Unified Method for calculating space chargeback for both rooms and groups, with combined reporting on both layers
- Flag rooms of different categories to be either included in, or excluded from, roll-up and chargeback calculations using the Room-within-Room accounting feature
- Support detailed analysis by room, issue financial statements by department, and define/calculate shared workplace chargebacks

Assure Accurate Planning and Forecasting

Knowing where your space costs are today is important. Knowing how they might change using various scenarios is central to cost-efficient planning for space acquisitions, divestitures, and consolidations. With online access to chargeback information and reports, ARCHIBUS Space Chargeback provides space, department, or financial managers, with historical data and sophisticated analyses of cost structures for improved accountability and decision support.

- Improve accuracy of planning for future space use based on current space costs and planned future growth
- Access all space chargeback reports for sharing of critical cost information, support of strategic decisions, and planning for future needs
- Distribute space costs to divisions and departments to support budgeting and improve decision-making
- Use the enhanced Web Central platform for intuitive summaries and drill-downs by organisation and space hierarchies
- Combine usage and financial data with new Web-based paginated reports featuring highlighted drawings for better visualisation, analysis, and planning

Personalise Reporting with Easy-to-Use Features

ARCHIBUS Space Chargeback supports extensive out-of-the-box reporting capabilities. But managers may have their own unique perspectives on their organisation and what is or is not important in calculating space usage and chargebacks. That is why Web-based Space Chargeback also has the tools needed to define unique queries and extract data that deliver transformative spatial and financial insights into your current or future space management planning.

- Generate and report on space costs easily across any site, and summarised by multiple parameters
- Report chargebacks accurately to minimise potential departmental space disputes
- Employ easy-to-use Web-based features and interactive forms to personalise existing out-of-the-box reports
- Tailor reports into a format most useful to the needs of space, departmental and financial managers, as well as to business process owners
- Enable fresh perspectives on, and improved management of, the chargeback process to improve space use and cost allocation

ARCHIBUS Datasheet - Space Chargeback

Leverage Other Space Management Applications

ARCHIBUS Space Chargeback can be integrated with other ARCHIBUS applications to optimise space-related management and maintenance tasks.

- Assign and re-assign people to rooms, and report on space vacancy and availability, with greater speed and accuracy using ARCHIBUS Personnel and Occupancy
- Define all rooms and groups, and report on all space usage, with ARCHIBUS Space Inventory and Performance
- Automate building operations and other workplace services that depend on an accurate space inventory with ARCHIBUS On Demand Work, Preventive Maintenance, Service Desk, and Reservations
- Work with existing drawings by implementing ARCHIBUS Overlay with Design Management for AutoCAD and Revit