



Space Management

Manage space efficiency to decrease occupancy costs and optimize utilization through accurate chargeback

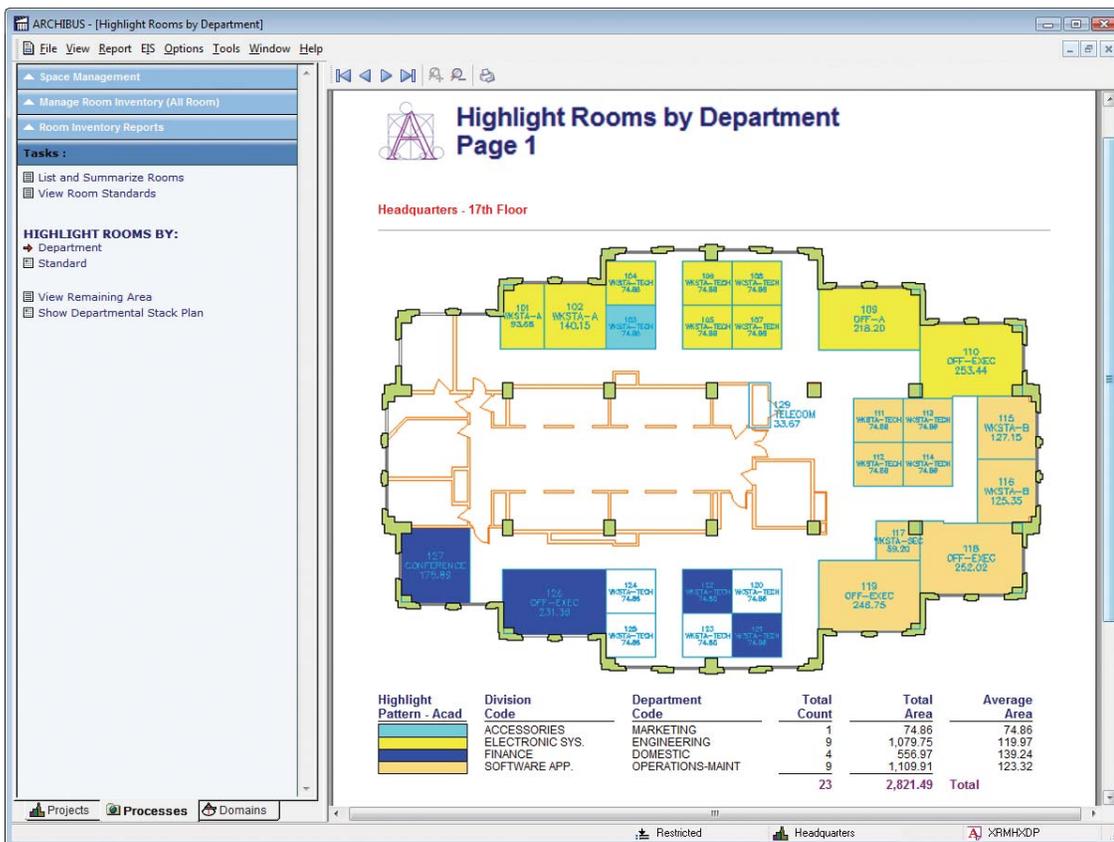
Adding space to an existing organizational footprint is not always a readily available option. The ARCHIBUS Space Management application helps users improve space efficiency and evaluate the true costs associated with space usage. The reports resulting from a space management analysis will reveal how each square foot or meter of space is being allocated, which can enable a highly granular chargeback process. This can, in turn, improve reimbursement rates from third parties who require accurate and defensible space allocation and occupancy reports. With Space Management, organizations can easily satisfy these needs and better plan for current and future space needs across the enterprise.

Activities and Reports include:

- Review Vacancies
- Locate an Occupant
- Claim or Release Space for Your Department
- Highlight Rooms Charged to Your Department
- Review Current Space Chargeback
- Highlight Rooms by Department
- Building Performance
- Area Comparison: Room-by-Room
- Department Stack Plan
- Employee Average Area
- Occupancy Plan
- Employees by Department
- Rooms by Department
- **Plus Many More...**

Benefits

- Facilitates improved space efficiency to lower overall occupancy costs
- Automates space chargebacks to accommodate specific billing and reporting requirements
- Ensures space planning information is always accurate and defensible by linking drawings with facilities and infrastructure data
- Allocates space usage and reports chargebacks accurately to minimize disputes
- Generates building performance reports based on IFMA ratios



Analyze space inventory by department, simplifying the chargeback process with accurate, defensible information

Increase Space Efficiency to Lower Costs

Efficient space usage can lower your occupancy cost per square foot or meter, thereby increasing your organization's profitability. Develop and integrate intelligent databases and drawings to track the use of space in your buildings. Flexible methods for collecting and organizing space information support your specific reporting requirements. Further optimize space with the optional ARCHIBUS Reservations and Hoteling applications, which allow you to schedule the use of shared rooms or transient space based on availability, chargeback rates, amenities, and seating capacity.

- Analyze space inventory information by department
- Generate space inventories with gross area, rooms, service areas, vertical penetrations, and more
- Create trial layouts to compare space efficiencies of various relocation or layout scenarios

Satisfy Reporting Requirements

Easy access to accurate square footage/square meter and usage information makes it simple to satisfy external reporting requirements. If your organization relies on third-party funding or reimbursement, the difference between estimated and actual information can translate into recovery of millions of dollars. Plus, the application's easy to implement chargeback functionality ensures that each department within the organization is held accountable for its space usage and is appropriately billed.

- Choose from built-in and customizable chargeback methods
- Calculate room percentage for recording partial or seasonal facility usage
- Provide summaries of each department's area with Departmental Room Analysis reports

Defend Your Space Planning Needs

ARCHIBUS Space Management includes many tools that make it easy to show why more space, or a reassignment of space usage, is necessary. Forecast composite space needs based on headcount, functional usage, and logistics to help departments understand the influences on occupancy costs. Run reports based on the specific details that drive strategic decision-making. Include snapshots of your space allocation data in widely-used formats, such as Microsoft Word® and Excel® or Adobe Acrobat®. Or, you can Web-enable the

information, making it accessible on a read-only basis to other departments in the organization.

- Share facilities and infrastructure information with non-ARCHIBUS users in your organization
- Determine space efficiency based on industry standards
- Charge departments for the areas they occupy, plus their share of common areas
- Achieve seamless integration with drawing programs, such as industry-standard Autodesk® AutoCAD®, AutoCAD Architecture, and Revit® Architecture to easily associate space data with floor plans

Eliminate Space Allocation Disputes

Accurately determine the usable area allocated to each department. Create benchmarks that determine the amount and type of space required for each employee or department function. Using objective methods to assign space helps mitigate "fairness" concerns associated with allotted space. Develop occupancy plans and quickly locate vacant space for new hires, as well.

- Prepare occupancy plans, average area per employee reports, and employee rosters by site and building
- Perform chargebacks by group, room, employee, or BOMA standards
- Add employee designator symbols to drawings using population features

Analyze Building Performance

ARCHIBUS Space Management supports the International Facility Management Association's (IFMA) established conventions for measuring building efficiency rates by comparing usable areas and rentable areas.

- Gain visibility to how much space is devoted to service areas to better determine ways to increase efficiency rates
- Develop the data necessary to generate the Building Performance report, which documents two important ratios defined by IFMA - rentable/usable ratio and the usable/rentable ratio

For more information, visit archibus.com/space

