SPACE INVENTORY
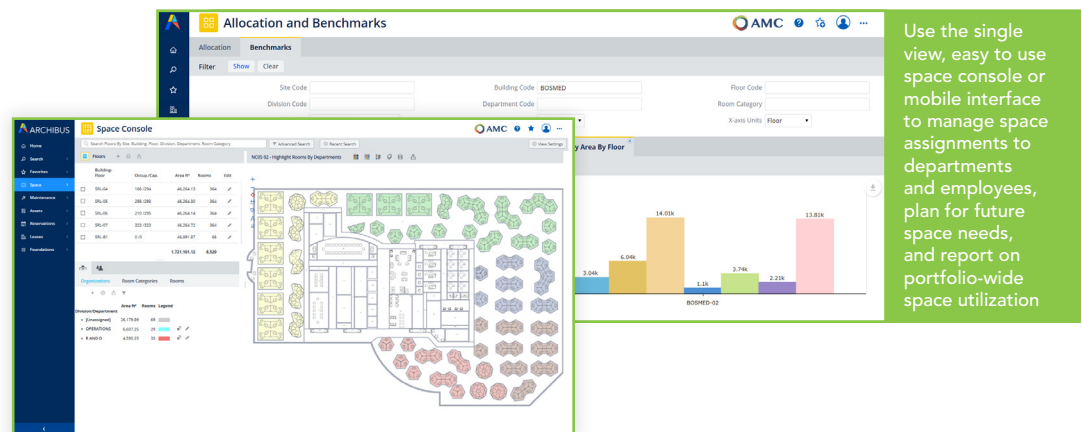Evaluate and plan space usage to maximize efficiency and decrease total occupancy costs

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

Knowing how much space an entity has, and how efficiently it is being used, is essential for managing the organization's Total Cost of Occupancy. To expedite self-service access to space inventory and usage reports for decision support, Archibus Space Inventory provides an integrated Web and mobile-based solution for viewing and managing an organization'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 allocationts 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 utilization

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Deliver Flexible Web- and Mobile-Based Space Reporting

Managers often need to generate detailed reports on space allocation and utilization. Similarly, they may also need to identify which space can be occupied. Archibus Space Inventory supports both goals, and every requirement in between. Selfservice, Web- and mobile-based space reporting lets organizations manage their space more efficiently and make more informed space-related planning decisions. This capability helps realize 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

Improve Building Efficiency Performance

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

- Create a standardized 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
- Personalize existing out-of-the-box reports to meet an organization'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, aided by its Workspace Transactions features, provides the central, easily accessed data repository that helps space and department managers visualize their space inventories and coordinate their efforts in devising a roadmap for future space acquisition, disposition, and allocation.

- View space inventory categorized, 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 visualizing 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

Integrate with Other Space Applications

While Archibus Space Inventory & 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 Occupancy
- Work with existing drawings by implementing Archibus Smart Client Extension for AutoCAD and Revit
- Streamline building operations and other workplace services that depend on an accurate space inventory with Archibus Corrective Work, Preventive Maintenance, Service Desk, and Reservations
- Integrate space inventory to work seamlessly with Archibus Moves, Hoteling and Reservations applications

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