Web Central Product Overview

The #1 Solution for Real Estate, Infrastructure, and Facilities Management in the World
Over 7 million users prove it daily — saving their organizations over $100 billion annually
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Winning Profiles
Transformation that Reduces the Total Cost of Occupany
ARCHIBUS Delivers Intuitive Business Intelligence

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**Green Building**

Achieve carbon footprint and environmental sustainability certification goals for individual buildings or across an entire portfolio.
Winning Profiles

Telefónica S.A.

“We track properties and leases in ARCHIBUS...The system supported Telefónica's space rationalization project, which delivered €968 million [=$1.5 billion USD] in savings and benefits...We couldn’t have done it without ARCHIBUS.”

Luis Calavia
Facility Manager
Telefónica S.A.

• **Goal**: Create a consolidated view and better management of 7,500 properties worldwide, measuring 40 million square feet, by uniting geographically dispersed records.
• **Tactics**: Implement ARCHIBUS Building Operations, Space Management, and Real Estate applications. Integrate with SAP to link accounting with property data.
• **Results**: Saved nearly $1.5 billion over 3 years. Optimized space usage; accurate, accessible data; significant time-savings; more efficient and easy analysis of maintenance problems, and improved building reports.

Johnson County, Kansas

“...we expect significant savings in energy costs, space needs, and staff time. Over a 15-year time frame, we project $44 million in lease savings. A clear picture of the County's existing resources and projected needs will also eliminate unnecessary or redundant construction and renovation projects.”

Joe Waters
Director of the Facilities Management Department
Johnson County, Kansas

• **Goal**: Develop a Strategic Facilities Master Plan that would help analyze the acquisition and development of County facility and land assets that comprise 250 buildings and over 2 million square feet.
• **Tactics**: Implement ARCHIBUS Space Management, Building Operations Management, Furniture & Equipment Management, Strategic Master Planning, Telecommunications & Cable Management, Real Property & Lease Management applications, and ARCHIBUS Web Central.
• **Results**: Savings in energy costs, space needs, and staff time by consolidating scattered operations; more effectively managed leases; elimination of unnecessary or redundant construction or renovation projects; projected $44 million in lease savings.

ENEL

“Through a detailed analysis of space usage using ARCHIBUS, we discovered that up to **50% of our office space was underutilized**...By integrating Property & Space Management with Facility Management, ARCHIBUS is used as the basis for all decision-making processes.”

Antonello Buondonno
Property and Space Management Director
Enel

• **Goal**: Optimize space and lease management at Italy’s largest power company, and Europe’s third-largest listed utility, to eliminate underutilized facilities and improve profitability; rationalize, better manage cleaning contracts based on standard pricing and benchmarks.
• **Tactics**: Implement ARCHIBUS Real Estate, Space Management, Condition Assessment, and Building Operations applications with integration to SAP to improve management of approximately 2,800 buildings totaling 2.5 million square meters (27 million square feet).
• **Results**: Savings of €12 million annually from active lease management; 24% on space savings; 21% savings on cleaning service purchases.

KBC Bank

“**It’s hard to put a value on ARCHIBUS, but it’s definitely positive, very positive.** The biggest benefit is greater awareness about space usage and the cost of a location.”

Koen Terweduwe
CAFM Project Manager
KBC Bank

• **Goal**: Consolidate 89 applications down to three integrated corporate management solutions to improve operations, data sharing, and analysis on 40 administrative buildings and 850 branch offices totaling 800,000 square meters (8.6 million square feet).
• **Tactics**: Consolidate facilities-related applications onto the ARCHIBUS platform linked to KBC’s two other main ERP management solutions.
• **Results**: Centralized data and better data quality; lower applications maintenance costs; greater productivity through optimized online reservation system.

...More Profiles and Success Stories are at www.archibus.com
Today’s organizations are navigating through an always changing — and challenging — business environment by aggressively cutting costs, redeploying resources to focus on core missions, and fast-tracking projects that deliver on market opportunities.

Now is the time for everyone in the organization — from the boardroom to the equipment room — to pursue these goals by using effective business strategies.

With real estate, construction, infrastructure, and facility costs the second highest expense category for most organizations, it is imperative that managers drive down the total cost of occupancy through strategies that include:

- Creating and supporting new space management and service provision paradigms such as alternative workplace strategies and hoteling for remote/mobile workers, and streamlined maintenance practices
- Achieving more insightful facilities and financial forecasting methods to identify trends and control costs proactively
- Managing space occupancy costs while still enabling workforce collaboration
- Adopting Building Information Modeling (BIM) and other information integration technologies that incorporate operational and asset data for effective building lifecycle management
- Improving environmental compliance and risk mitigation that protect individuals and communities while avoiding regulatory fines and shut-downs
ARCHIBUS was designed as the most integrated real estate, infrastructure and facilities management solution to address the needs of multiple functions and departments in your organization.

Our comprehensive, industry-leading applications provide the visualization, planning, analysis, and reporting tools that deliver superior operational insight and cost control. This ensures more efficient management of assets and people, and enhanced customer service that advances overall organizational productivity.

Corporate Real Estate needs to:

- Improve performance of the real estate portfolio through financial and operational benchmarking
- Rationalize space usage of the leased and owned real estate portfolio
- Track lease terms and expirations, while standardizing metrics and measures
- Identify excess space in the portfolio that can be either leased or sold
- Deliver a strategic master plan based on your real estate and facilities inventory
- Ensure that taxes accurately match space and amenities

Facilities and Operations must:

- Develop efficient space utilization strategies
- Reduce operating expenditures by reallocating physical assets and extending their useful lives
- Generate accurate maintenance reports to prepare budgets
- Quickly produce space occupancy and use reports for chargeback purposes and emergency relocation situations
- Monitor and manage internal or external service provider preventive and on demand maintenance activities
- Develop strategies for reducing utility expenses
- Increase staff productivity by eliminating time-consuming, manual processes and offering self-service portals
- Deliver high levels of customer satisfaction

Finance wants to:

- Deliver shareholder value
- Lower total cost of ownership across the enterprise
- Bring transparency to the organization’s financial and operational performance
- Produce balanced scorecards that align performance with overall business goals
- Access data that benchmark performance against other organizations in the sector
- Manage operational costs and minimize financial risk
- Perform capital planning and budgeting tasks easily
- Implement an enterprise system that can easily accommodate multiple geographic locations, languages, and measurement systems for global reporting and consolidation

Information Technology ought to:

- Select integrated solutions that maximize investments made in legacy or other proprietary systems
- Procure commercial-off-the-shelf (COTS) software solutions that require minimal customization and deliver maximum return-on-investment
- Provide secure systems that allow users to access only the information they need to perform their jobs
- Ensure compliance with regulatory organizations and mandates, such as, Sarbanes-Oxley, SEC, EPA, OSHA, TJC, HIPAA, among many others
- Work with vendors that have extensive deployment experience and flexible implementation options
Ubiquitous Information and Facilities Management (UIFM), the next generation IWMS offering, is a comprehensive, integrated solution that ties together people, processes, places, and physical assets which form the core of productive organizations.

Managing these assets effectively is more than counting how much of it you have, where it is, and what you’ve done to maintain it. More than ever, it’s about stewardship of assets—how efficiently assets are being utilized, whether your organization can compete better, and how your return on investment can be improved.

The ARCHIBUS UIFM solution addresses those concerns with capabilities that are easily implemented. Moreover, they can be shared throughout an organization using an intuitive user interface and a rich set of measurement and visualization tools to monitor performance.

That is why ARCHIBUS delivers comprehensive:

Performance Measurement
• Personalized, intelligent dashboards
• Key Performance Indicators (KPIs)
• Balanced scorecards
• Service provider performance reports

Benchmarking
• Proven methodology to apply standards
• Industry best practices and metrics
• LEED assessment capability

Compliance / Risk Mitigation
• Addresses regulatory or standards-setting organizations including, EPA, OSHA, The Joint Commission, HIPAA, Executive Order 13327, GASB Statement 34, among others
• Enables the necessary reporting for accountability and transparency initiatives, such as Sarbanes-Oxley
• Supports internal controls for life-safety and asset protection
• Delivers thousands of standard, “out-of-the-box” reports to assist in compliance
• Generates personalized reports easily, without software developer involvement

Quality Assurance Methodologies
• Supports Six Sigma efforts
• Standardizes processes through automation and validation
• Associates costs and variation with processes
• Enables documented, repeatable processes
• Tracks and measures results, setting the stage for continuous improvement

You Have a Real Estate, Infrastructure and Facilities Management Job to Do. Get the Tools to Do It Right.
ARCHIBUS® Real Estate Portfolio Management

Portfolio Management

Improve the analysis and management of real estate assets to align the portfolio with the organizational mission

A centralized repository of accurate, easily accessible information is the foundation for strategically managing a real estate portfolio. Web-based ARCHIBUS Portfolio Management helps streamline data collection and analysis by accurately aggregating individual portfolio items to create a consolidated portfolio view. The application tracks current and projected holdings, leased versus owned space, building cost performance data, and more, to enable insightful planning and execution. Drill-down capabilities, graphical and geographic dashboards, KPI charting, and personalized views also help users visualize and analyze data to make fact-based decisions on the portfolio’s ability to fulfill the organizational mission.

Benefits

- Improves asset stewardship through comprehensive tracking and analysis of portfolio holdings
- Provides multiple perspectives on portfolio performance to enable rapid, fact-based decisions
- Enhances root cause analysis to sustain appropriate service levels
- Reduces administrative costs through quick and intuitive data entry

Activities and Summary Tables:

- Management by Portfolio Type: Building, Structure, Land
- Building/Land Area by Facility Type/Time Period
- Buildings/Land Area by Time Period & Location
- Buildings/Land Area Availability by Location & Time Period
- Building, Structure, Land, & Overall Portfolio Dashboards
- Data Grouping by Geography, Area Usage, Area Availability
- Timeline Analyses
- KPI Charting & Benchmarking
- Drill Down Capabilities
- Geographical Tool to Link to GIS Capability
  Plus Many More...

The Portfolio Manager offers multi-view capabilities for switching between Land, Structures and Buildings portfolio analyses, incorporates graphical and GIS information, and delivers consolidated capital transaction data using the view.
**Improve Real Estate Stewardship**

Web-based ARCHIBUS Portfolio Management enables the centralized collection, analysis, and sharing of real estate portfolio information. The creation of a common operating framework of land, structures, buildings, and leases makes possible more collaborative, better-informed decision-making. Optional GIS functionality delivers map-based perspectives of properties for improved visualization and analysis. The result is an organization that is finally in complete command of accurate property and performance information.

- Improve portfolio inventory accuracy with a Web-based, centralized system that streamlines collection and accessibility of portfolio information
- Add sophisticated data analysis through benchmarking, KPIs, trend analysis, projections, and other means to improve portfolio performance
- Increase data transparency through extensive drill down capabilities from the portfolio level drill-down to the individual portfolio item
- Support optimization of the real estate portfolio, ensuring future needs are met within budget

**Facilitate Better Decision-Making**

Portfolio Management offers a rich set of graphical tools to view the real estate portfolio in its entirety, or by specific criteria, giving managers a comprehensive view of property details to effectively communicate challenges and opportunities to C-level management. In addition to dedicated dashboards for each category of property, the application supports interactive KPI charting for aggregated portfolio information, as well as easily personalized views which present a filtered geographic list of portfolio items.

- Visualize the total impact and effectiveness of real estate spending and rationalization across business units
- Incorporate Building, Structure, Land, and Overall portfolio dashboards for consolidated views with capital data
- Support portfolio analysis with KPI charting based on consistent information relating to geography, type of space use, area availability, owned versus leased space, and more
- Easily display views to represent filtered lists of portfolio items, according to criteria such as purchase price or total leased area

**Enhance Root Cause Analysis**

Portfolio managers who want to identify opportunities and proactively avoid problems can do so with ARCHIBUS Portfolio Management. For example, when an unanticipated increase or decrease in available space occurs, users can quickly drill down to the portfolio single-item level to find the root cause. This ability to stay on top of day-to-day operations, spot trends, and analyze spending in near real-time enables responsive management. The application enables users to address current problems while anticipating future needs.

- Improve root cause analysis to easily isolate problems and uncover potential opportunities
- Allow managers responsible for real estate assets to be in command of portfolio details and act proactively to provide better customer service
- Empower business unit managers to easily review assets and space assigned to them so they can help rationalize capacity no longer needed in their unit
- Integrate with other applications in the ARCHIBUS suite, such as Capital Budgeting, Project Management, Space Management, and Enterprise Move Management, to assist in the execution of portfolio optimization

**Reduce Data Entry Time and Errors**

Portfolio Management reduces administrative costs by streamlining portfolio data entry with a Data Entry Wizard to improve speed and accuracy. The Wizard supports an easy step-by-step data entry process that enhances the ability to maintain an accurate data repository so that portfolio information always remains current and actionable.

- Define new portfolio items or edit existing ones. Easily define the Data Entry Wizard
- Increase data entry speed and accuracy with the Data Entry Wizard to reduce manual effort needed to perform data entry and maintenance tasks
- Move effortlessly through the steps necessary to add, modify, or delete information using dynamic tabs

For more information, visit www.archibus.com/portfolio
Lease Administration

Centralize and automate lease administration processes to increase efficiency, reduce errors, and avoid penalties

Organizations with extensive lease portfolios are faced with the daunting task of tracking numerous leases with varying expiration dates and equally variable terms of tenancy. Relying on manual processes to track and manage these leases can result in errors based on inaccessible or inaccurate information, missed renewal dates, internal customer frustration, and possible monetary penalties. Web-based ARCHIBUS Lease Administration provides a centralized repository, flexible dashboards, automated alerts, and more. Deploying the application will help streamline data entry, automate lease information-gathering and management, and improve analytic capabilities, all while providing a high service level at reduced cost.

Benefits

- Automates processes for lease tracking and management
- Improves access of lease information to facilitate easy analysis and reporting
- Streamlines tracking of landlord and tenant responsibilities to avoid unnecessary charges
- Minimizes errors and speeds data entry through intuitive prompts, reducing administrative costs

Activities and Summary Tables:

- Reporting and Analysis by Buildings, Structures and Land Portfolio Types
- Recurring Costs by Month, Lease, or Item
- Lease Net Income by Month
- Lease Commitment Costs by Year
- Lease Base Rent Expenses by Year
- All Leases by End Date
- All Options by Expiration
- Lease, Building, Structure, & Land Details
- Personalized Alerts Mechanism
- Responsibilities Tracking
- Lease Amendments Tracking
- Recurring Costs Analysis
- Geographical Tool to Link to GIS
- PLUS Many More...

Proactively track leases and options through alerts, drill through a personalized hierarchy to find the lease you need to manage, and review lease specifics through tabbed views and geospatial queries.
### Automated Lease Tracking and Management

As the number of leases within a portfolio grows, managing the details of each represents an administrative challenge that cannot be overcome with conventional manual processes. An independent consulting group reports that organizations without optimized lease administration processes are missing between 2-5% of critical due dates related to their leases. The automated alert capabilities of ARCHIBUS Lease Administration provide reminders of upcoming lease and option due dates. Lease renewals are then executed -- or assigned to other parties -- in a timely fashion to maintain optimal occupancy rates and accountability for expenses.

- Create an efficient process for the daily management of an extensive lease portfolio
- Improve overall real estate service levels with a comprehensive repository of lease information
- Automate tracking of leases, options due dates, and other events with lease alerts
- Assign three levels of urgency to alerts, personalized for Building, Structure, and Land portfolio types
- Issue alerts as emails or as flagged entries in the Lease Administration dashboard

### Improved Data Access for Better Decisions

In addition to delivering a central repository for all lease information, ARCHIBUS Lease Administration simplifies access to the lease data and related financial information. Users can easily navigate through a list of leases in the selection tree view and filter or search the list for the required lease details and associated costs, options, amendments, and more. Optional GIS functionality delivers map-based perspectives of leases for improved visualization and analysis.

- Provide the framework for improved lease analytics to avoid costly errors or missed opportunities
- Simplify the selection and presentation of desired leases with associated costs, options, amendments
- Locate or edit leases directly from an easy to navigate dashboard
- Research costs by month, lease, or specific cost component using drill-down capabilities
- Summarize monthly recurring costs across the lease portfolio for an entire year according to user preferences, such as geography, cost category, or year

### Accurate Charges and More Accountability

Leases can often be long, complex, filed-and-forgotten documents delineating responsibilities of tenants and/or building owners. When certain services are expected, one or both parties may not immediately recall who was tasked with arranging and paying for such services as snow removal, cleaning, basic repairs, and more. ARCHIBUS Lease Administration helps eliminate confusion and unnecessary charges by making lease abstracts, as well as all lease details and responsibilities, immediately accessible online so that services are delivered and paid by the obligated party.

- Eliminates time wasted locating and reviewing leases and specific responsibility clauses
- Confirms landlord versus tenant responsibilities thereby avoiding service delivery and payment confusion
- Provides immediate online access to lease details to easily validate invoices

### Reduce Data Entry Burden

ARCHIBUS Lease Administration addresses data entry accuracy, data timeliness, and other challenges with an intuitive Add/Edit Wizard to improve efficiency and data integrity. The Wizard supports an easy step-by-step, data entry process that helps ensure correct data at all times so lease information always remains current, reliable, and actionable.

- Reduce manual effort needed to perform data entry and maintenance tasks with Add/Edit Wizard
- Define a new lease portfolio item or edit an existing one with ease using the intuitive Wizard features
- Use the Wizard’s dynamic tabs to efficiently guide users through the steps necessary to add, modify, and/or delete lease information
- Reduce processing time and administrative overhead with faster data entry and greater accuracy

For more information, visit [www.archibus.com/lease](http://www.archibus.com/lease)
Accurately tracking and managing an organization’s occupancy costs is a competitive advantage... and an organizational challenge, without a centralized repository and the right analytical tools. ARCHIBUS Cost Administration provides proactive real estate managers and lease administrators with a Web-based solution that centralizes and streamlines the definition, allocation, and approval of portfolio occupancy costs. It can reduce administrative overhead and improve decision-making. The application also features an intuitive Wizard that tracks lifecycle costs at the invoice- or summary-level until final cost allocations are issued, as well as sophisticated filtering for multidimensional cost analysis, and more.

Benefits

• Improves portfolio occupancy cost management and decision-making with advanced cost analysis/projection capabilities
• Provides visibility to help align occupancy cost structure with organizational mission
• Decreases frequency and expense of errors with streamlined processes that track all portfolio lifecycle costs
• Reduces administrative overhead by eliminating manual processes

Increase budgeting accuracy with cash flow reports that generate cost projections for leases, buildings, properties, and accounts
**Improve Occupancy Cost Management**

Real estate and related occupancy costs are typically an organization’s second largest expense after personnel costs. Rapid access to cost analysis and cost projection data is therefore essential for effective management of a portfolio’s Total Cost of Occupancy. The Cost Administration application provides all the tools real estate managers and lease administrators need to gather and analyze cost data and turn it into useful information that is actionable for comprehensive cost control.

- View a comprehensive summary of an organization’s total cost of occupancy
- Improve decisions with complete, accurate portfolio cost analysis and projections
- Filter data by date range, geography, landlord/tenant obligations, cost categories, and more, for a multidimensional view of relevant cost factors
- Access and generate consolidated reports for comprehensive cost status, actual cost, and cash flow status
- View highly detailed information with report drill-down capabilities that can locate and examine a specific cost component

**Align Occupancy Costs with Mission**

Cost Administration provides the visibility to help align the occupancy cost structure in support of an organization’s mission through advanced tracking of property, lease, or building costs and profitability. In addition to increasing cost transparency through Web-based information access and sharing, ARCHIBUS Cost Administration can help improve real estate service levels by maintaining accurate, defensible cost information and supporting portfolio optimization initiatives through integration with other ARCHIBUS real estate and space-related applications.

- Implement benchmarking across the portfolio that uncovers cost containment/reduction initiatives using uniform cost categories
- Simplify processes through continuous cost change recording/tracking and seamless generation of cost analysis/projection reports
- Enable full oversight of outsourced lease administration tasks through centralized data store and reporting features
- Integrate Cost Administration with the comprehensive ARCHIBUS suite of real estate, space, and asset management applications for more detailed views of space/cost relationships and insights into other operational issues across the portfolio

**Decrease Cost and Frequency of Errors**

Manual processes can impose both an efficiency and financial penalty on an organization’s performance. To ensure that cost information is easily entered, retrieved, analyzed, and monitored, the Cost Administration application streamlines and automates portfolio cost administration and payment processes. The application lets managers follow every cost through its lifecycle as well as meet all payment obligations in a timely manner.

- Increase accuracy through automated lifecycle cost monitoring
- Minimize lost revenue by identifying all eligible items for invoicing
- Improve management oversight with database generated cash flow analysis and projections
- Employ automated prompts and processes to avoid late payments that may trigger financial penalties

**Reduce Administrative Overhead**

ARCHIBUS Cost Administration’s labor-saving features help reduce the resources needed to create a consolidated view of the organization’s portfolio costs. Users can, for example, with one click generate cash flow reports of past portfolio performance and future projections. Those reports can summarize costs according to categories for leases, buildings, properties, or accounts. They also support user-defined groupings and restrictions. Cost Administration helps users execute occupancy cost containment strategies.

- Manage administrative time more effectively with an intuitive wizard that follows the cost allocation process from initial definition through final approval
- Deploy fast, easy cost-recording processes for an entire portfolio regardless of cost origination
- Produce summary cash flow reports with a single click
- Streamline cost review for a single component or an entire portfolio
- Review and monitor outsourced lease administration resources easily

For more information, visit [www.archibus.com/cost](http://www.archibus.com/cost)
ARCHIBUS® Real Estate Portfolio Management

Cost Chargeback & Invoicing

Improve the process of charging back costs, issuing invoices, and tracking receivables to reduce administrative expense

Increasing efficiency and reducing errors in performing chargebacks and executing invoicing/receivables processes is essential for reducing the administrative cost of managing properties. Now both goals can be achieved with the ARCHIBUS Cost Chargeback & Invoicing application. This Web-based solution’s sophisticated Wizards enable lease administrators and portfolio managers to automate all real estate-related accounting functions. The Chargeback Wizard provides users with an intuitive tool for flexible cost allocation to internal cost centers and/or external tenants, while the Invoicing/Receivables Wizard enables accurate, automated billing and payment processes for enhanced account management.

Benefits

• Increases transparency of costs to improve real estate portfolio decision-making
• Improves operational efficiency through simplified chargeback/invoice/payment processing
• Decreases administrative errors with automated chargeback calculations and invoice/payment monitoring
• Streamlines chargeback and invoicing processes through intuitive Wizard-based interfaces

Reports and Summary Tables:

- View Invoice Details
- View Accounts Receivable
- View Invoices by Lease/Building/Property/Account
- View Prepayments
- View Lease Chargeback Agreements
- View Actual Costs by Lease/Building/Property/Account/Department

View details for any invoice in one location that includes due dates, terms, contacts, associated costs, payments, and more
Increase Cost Transparency

Cost Chargeback & Invoicing provides increased transparency into the cost process to improve portfolio decision-making. Managers can easily access consolidated reports on payment status, actual costs, and accounts receivables, with drill-down capabilities to specific invoices. Every authorized function or individual in your organization (or your service provider’s) can look-up required information on invoices and payments and generate the associated reports.

- Improve the quality of decisions through visibility into the cost process and payments received from tenants
- Record and track changes to costs and payments continuously to avoid processing bottlenecks and to maintain an accurate, “real time” representation of your occupancy cost structure
- Maintain effective oversight and accountability from outsourced service providers through the centralized data store and reporting features

Decrease Chargeback and Invoicing Errors

Chargeback and invoicing mistakes are inevitable in manual systems. They are also highly preventable by using applications that automate and streamline those processes. Cost Chargeback & Invoicing offers a combination of capabilities that let users avoid accounting oversights before they impact efficiency and cash flows. The application provides a full range of safeguards to reduce human error, and the wasted time needed to correct it, so organizations can concentrate on more productive measures that aid in tracking and managing occupancy costs.

- Identify chargeback errors because of a poorly defined portfolio hierarchy
- Avoid issuing chargebacks calculated from mistaken departmental space allocation
- Employ flexible, user-defined chargeback rules to correctly determine roll-up costs, prorating, and more
- Apply lease chargeback agreement definitions for greater invoicing precision
- Define and track prepayments and overpayments for future invoice allocation to avoid accounting disputes

Improve Operational Efficiency

Eliminating time-consuming manual processes for calculating costs (scheduled, recurring and actual) and invoicing is an imperative as organizations attempt to control costs and improve service. Real estate managers and lease administrators who can automate these accounting processes not only improve operational efficiency, they also raise their own profiles as strategic contributors within their organizations. Cost Chargeback & Invoicing provides proactive professionals with systemic intelligence and the tools needed to save time and reduce administrative expense through the automation of time-consuming chargeback and invoicing processes.

- Define and calculate chargeback costs automatically
- Allocate occupancy costs to internal departments, cost centers, and external tenants
- Automate transfer of costs to invoices
- Issue and track invoices without manual processing
- Generate consolidated managerial reports with a single click
- Integrate with complementary ARCHIBUS Cost Administration and Portfolio Forecasting applications to optimize cost control, cash flow, and planning functions

Streamline Processes with Powerful Wizards

The sophisticated automation capabilities of Cost Chargeback & Invoicing are made possible by a pair of powerful Wizards that help streamline, monitor, and manage chargeback and invoicing processes. The rules-driven Chargeback Wizard and Invoicing/Receivables Wizard provide the multi-step processing capabilities needed for selecting, identifying, and approving costs and associated billing/payment activities.

- Select costs to consolidate or chargeback
- Identify and correct exceptions to the automated roll-up and chargeback processes
- Approve and execute chargebacks
- Associate one or more cost components – and apply partial or multi-part payments – to an invoice
- Monitor invoices/payments using flexible reports to track current balances per invoice recipient

For more information, visit www.archibus.com/cchi
Accurately predicting space needs and occupancy costs is an ongoing challenge in dynamic organizations where churn, organic growth, mergers/acquisitions, and other factors create both uncertainty and opportunity. Web-based ARCHIBUS Portfolio Forecasting is an interactive forms-based solution that supports insightful space forecasting using alternative scenarios. It also allocates organizational groups to appropriate locations and links estimated occupancy costs to the groups incurring them. Portfolio Forecasting’s analytics and “what-if” capabilities let users review historical space/cost allocations and project future scenarios based on user-defined time periods.

**Benefits**

- **Delivers structured information and decision support for space/master planning**
- **Provides consistent multi-year space/cost forecasts without having to use a CAD tool**
- **Reduces administrative costs through rapid projection and allocation capabilities**
- **Projects annual costs to departments/cost centers based on space allocation forecasts**

*Improve visualization of space allocation forecasts with drag-and-drop stack diagrams for group moves between floors*
Deliver Informed Space/Master Planning

Identifying and disposing of underutilized space is one of the most effective and significant ways to reduce occupancy costs. Similarly, correctly estimating when more space will be needed is critical to enhance operational efficiency and quality of work-life. ARCHIBUS Portfolio Forecasting provides a single, comprehensive way of tracking and analyzing historical and current space usage in order to make informed future space planning strategies. Centralized data and advanced visualization and planning tools aid in accurately predicting the impact of future organizational growth, or contraction, on the existing space portfolio. With Portfolio Forecasting, managers can finally realize greater precision in estimating space needs, and optimizing the use of owned or leased facilities.

- Provide automated decision support for high-level space and master planning
- Generate portfolio forecasts using analysis reporting on a per building and per organization basis
- Improve space allocation planning across all groups and buildings using Gap Analysis charts and other tools
- Refine visualization of space allocation with reconfigurable stack diagrams of the space used by an organization or group occupying multiple floors
- Create alternative space projections for comparison and evaluation using Portfolio Scenario tools

Provide Consistent Multi-Year Forecasts

Portfolio Forecasting lets managers use historical and current information to accurately project facility costs based on estimated departmental and group needs. Users can easily develop cost forecasts and distribute costs more equitably through precise understanding of space/group relationships.

- Provide forecasts in a single, consistent format without having to rely on CAD tools
- Forecast and allocate multiple space use configurations by group over multiple time periods
- Develop cost forecasts and chargeback costs easily by proportionately distributing building recurring rent, maintenance, and other occupancy expenses to their respective groups
- Project costs by building over designated time periods

Reduce Administrative Costs

Forecasting portfolio space needs and costs is only part of the goal for real estate and facilities managers. Another necessary ingredient in creating more cost-efficient operations is controlling the often underestimated administrative overhead. Portfolio Forecasting addresses that concern by automating and streamlining forecasting and allocation tasks with an intuitive toolset that delivers results in a fraction of the time normally required to execute these pursuits.

- Automate processes that quickly allocate space to organizational groups
- Develop rapid space projections at the organization/group level based on room-level inventory data
- Enhance visualization, analysis, and planning using Gap Analysis, Stack Chart, and other features
- Move groups easily between floors using the drag-and-drop capability within the Stack Chart

Forecast and Allocate Annual Costs

With the application’s Cost Forecasting tools, users can allocate building costs to the departments/cost centers that are projected to occupy the future spaces indicated in the portfolio forecast. The Portfolio Forecasting application can then calculate the annual building cost and distribute it proportionately to all departments/cost centers in the building.

- Centralize occupancy expenses such as rent, maintenance, and/or utility costs in the Recurring Costs table
- Review historical cost allocation and project future space/cost scenarios based on user-defined time periods
- Leverage existing cost data in other ARCHIBUS applications such as Lease Administration or Cost Administration for comprehensive expense profiling and space/cost forecasts

For more information, visit www.archibus.com/pf
Access to defensible capital budgeting information reduces the risk of undertaking expensive, time-consuming projects that ultimately fail due to inadequate resources. The ARCHIBUS Capital Budgeting application provides a method for tracking the capital budget cycle from request and evaluation, through approval and funding. With this information in a single, centralized location, users can execute master planning, expansion, modernization, and consolidation projects in an organized, cost-effective manner.

**Benefits**

- Summarizes all capital planning activity in a consistent format to prioritize programs and projects, coordinate activities, and budget resources
- Develops a centralized methodology to efficiently manage capital projects across multiple departments and sites
- Enables “what-if” planning to reduce business interruption and cost overruns
- Integrates condition assessment, capital budgeting, and project management functions to better allocate budget and resources for complete end-to-end planning

Easily generate a visual representation of planned budgets by spending category to help justify capital requests.
ARCHIBUS® Capital Budgeting

Consolidate Planning Activities

ARCHIBUS Capital Budgeting uses Web-based intelligent workflows to connect stakeholders throughout a capital budgeting process. With this information in a single, centralized location, users can execute master planning, expansion, modernization, renovation, and consolidation projects in an organized, cost-effective manner. The process is aligned with your organization’s overall strategic facility and infrastructure plans and offers Web-based consoles or dashboards at each step to help users easily visualize the project’s progress.

- Match project activities to the appropriate funding source(s) to ensure that program needs are met on-time and within budget
- Enables personalized workflow processes to help users manage the scope of a project, from task-level detail to multi-year budgets
- Develop a centralized knowledge base of capital budgets that provides a history of past budgets and a benchmark for future projects
- Coordinate projects and their timeframes using Web-based calendars and executive overview Gantt charts

Manage Projects Across Multiple Sites

The application also lets you manage capital budgets across multiple disciplines and sites with one centralized, consistent methodology. You can group by projects, capital programs, and sites, and consolidate data from multiple sources into an organization-wide view of capital requirements and the availability and/or allocation of funds.

- Capture the costs associated with improvement projects from every site, in one source, for enhanced decision-making at the executive level
- Provide self-service features via the Web, allowing stakeholders to check the status of projects, anytime and anywhere
- Offer standard program/project templates and time frames to ensure that all programs and projects follow the same approval procedures and are evaluated on comparable terms
- Define standard document templates accessible over the Web for items such as project justification, program summaries, and associated back-up documentation
- Integrate non-standard documents such as CAD drawings, multimedia files, and more in an easily accessible, Web-based repository
- Share information with ERP solutions such as Oracle Financials® and SAP® as well as other Project Management solutions such as Primavera® and Prolog®

Enable “What-if” Planning

The ARCHIBUS Capital Budgeting application provides a series of “out-of-the-box” intelligent workflows that are designed to improve strategic capital planning processes using “what-if” scenarios. For example, capital budgeting forms may be used alone, or you can add project-level and task-level detail, and have the results roll up to the top-level budget. Optional steps include estimation and prioritization of programs or projects.

- Compare multiple “what-if” scenarios to determine the optimal use of funds and help manage cash flow
- Present top-level funding requirements and sources
- Manage multi-year budgets based on estimated costs to show the impact of program and project additions/deletions on strategic objectives

Integrate End-to-End Planning

Combined with condition assessment and building operations information, the ARCHIBUS Capital Budgeting application integrates separate practices into a seamless process. This can help managers match capital requirements with available resources for any proposed capital budgeting plan, while eliminating the need for redundant data entry. Additionally, when used in conjunction with the ARCHIBUS Project Management application, you can create user-defined scorecards to visualize and manage progress to date.

- Leverage existing ARCHIBUS data by accessing cost estimates and depreciation information, to justify capital projects
- Capture data in the field using mobile and/or tablet devices to populate the capital budgeting baseline
- Compare actual condition assessments with budget to keep abreast of progress
- Track the condition assessment items that have been addressed by capital projects to update the Facility Condition Index

For more information, visit www.archibus.com/cb
Ushering a successful project to its completion—whether it is a renovation, acquisition, construction, or move project—requires a well-organized repository of project data and workflow practices. ARCHIBUS Project Management gives project team members workflow access to a central storehouse of information that keeps all participants aligned with master planning goals. This helps ensure that projects remain on-schedule and within budget, while providing valuable benchmarking data for future projects.

Benefits

- Creates a central repository for a “Top-Down” perspective of program and project priorities, actions, and costs
- Facilitates a collaborative process to allow project members to synchronize information at different locations or organizational units
- Provides clear, weighted performance scorecard views of multiple programs and/or projects to identify late or over-budget components at a glance
- Streamlines project oversight via consolidated views displaying milestones, tasks, and status changes to all project members
- Reduces administrative burden by leveraging existing data

Activities and Reports include:

- Request Project
- Add or Edit Actions
- Define Template Projects
- View Document Templates
- Estimate Baseline Schedule and Durations
- Review Variances
- Gantt Chart
- Enter/Approve Bids
- Record and Publish Contracts
- Actions Scheduled and Done
- Import/Export Project
- Invoices and Payments by Vendor
- View Projects Scorecard
- View Project Metrics
- Review Vendor Performance History
  Plus Many More...

View project calendars and Gantt charts at the task, work package, project, or program level of detail to find schedule dependencies that affect the master plan.
Pro​vide Centralized, “Top-down” Perspective

ARCHIBUS Project Management creates a central repository from the owner’s perspective, enabling a top-down view of project priorities, actions, costs, and more. Powerful analytic views can summarize the details from hundreds of projects in one convenient matrix. Tracking costs and payments in a centralized repository ensures more efficient capital spending and keeps projects on track. This integrated solution can either supplement or eliminate the need for separate software and procedures that typically characterize capital budgeting and project management.

• Define, estimate, and prioritize projects in a centralized location using a consistent format
• Present project opportunities and risks based on the organization’s capital plan and overall mission
• Determine cost estimates and track trends
• Connect projects directly to the capital budget cycle to compare actual versus estimated costs

Synchronize Project Team Members

The application’s central repository structure encourages collaboration by giving disparate team members access to a single source of information. Interactive, Web-based forms make it easy for everyone to view and update information in real-time, and coordinate time-based and location-based tasks. Team members can better align project goals with organizational mission and help identify financial risks and opportunities.

• Manage time-based tasks using project calendars and Gantt charts
• Coordinate location-based tasks using the Projects Map
• Notify task assignees automatically using intelligent workflow processes
• Exchange data seamlessly with Microsoft Project®, delivering information in familiar formats to project managers, financial managers, and executives

Benchmark Performance

Weighted performance scorecards identify late or over-budget programs and/or projects at a glance. The application makes it easy to review payments, costs by activity type, work packages, and any schedule variances throughout the duration of a project. With all this information at hand, users can easily establish benchmarks and identify projects that are not measuring up to these standards. Tracking historical project data also makes it easier to identify improvement opportunities for future projects.

• Compare project performance by manager, region, organization, or other criteria
• Identify actual cost compared to design or baseline estimates for improved future project planning
• Review vendor performance by project type

Streamline Project Oversight

The application includes many features for streamlining project management and reporting, from the planning to the execution phases. Project templates enforce a standardized project methodology among all project members, including service providers or contractors. Integrated workflow capabilities issue relevant, proactive notifications to project team members.

• Create work packages for Web-based contract bids
• Route projects for approval and estimate, manage, and approve change orders
• Enforce organization-wide standards to ensure project objectives are met
• Maintain accountability through electronic audit trails to track all project changes

Reduce the Administrative Burden

ARCHIBUS Project Management can greatly reduce administrative burdens by leveraging pre-existing data. The application’s ability to integrate multiple functions and systems reduces duplicate entry and promotes communication among different departments and sites. Granting all team members enterprise-wide access to project data simplifies communication by reducing phone calls, paper invoices, and manual processes.

• Reduce duplicate data entry by integrating existing ARCHIBUS data such as property details, condition assessments, maintenance data, and more
• Encourage a self-service posture and reduce overhead with real-time, Web-accessible data
• Promote consistent documentation by posting templates, examples, and policies

For more information, visit www.archibus.com/project
ARCHIBUS® Capital Project Management

**Condition Assessment**

Track and effectively manage deferred maintenance liabilities to mitigate risk and enable a closed loop process in taking corrective actions

Could you justify increased deferred maintenance and capital renewal spending based on static, and possibly outdated information? Web-based ARCHIBUS Condition Assessment provides an objective, dynamic process for evaluating physical assets to help substantiate corrective action, based on risk mitigation and operational priorities. Using Condition Assessment’s accurate, timely repository can help increase asset service life, minimize costly downtime, reduce administrative expense, and streamline capital planning and budgeting processes. Successful deployment could deliver improved Facility Condition Indices at a lower total cost of occupancy.

**Benefits**

- **Mitigates risk by prioritizing problems for correction, based on objective measures and organizational needs**
- **Enables proactive identification of deficiencies to extend asset service life**
- **Demonstrates how costs are associated with corrective measures to justify budgets**
- **Reduces administrative cost by establishing a closed loop assessment and resolution process**

**Activities and Reports include:**

- Deficiencies by:
  - Recommended Action
  - Total Estimated Cost to Correct
  - Construction Specification Institute (CSI) Element
- Plus:
  - Management Report by Condition
  - Management Site Report By Building
  - Corporate Project View
  - Regional Project View
  - Site Project View
  - Group Assessment Project View
  - And Many More...

Collect condition assessment data in the field, identify high-priority items at a glance, and drill down for detailed reports.
ARCHIBUS® Condition Assessment

Mitigate Risk and Prioritize Actions

ARCHIBUS Condition Assessment provides an objective, systematic framework for prioritizing work on your buildings, systems, and equipment. Each asset is assigned a numerical rating to determine the level of risk it poses to the organization’s overall mission. When presented in the Condition Assessment Scoreboard, these values help you quickly determine how an asset rates in areas such as life safety, regulatory compliance, operational support, or in other user-defined categories. This scoreboard enables you to objectively identify situations that require the most immediate corrective action.

- Improve information accuracy and consistency by applying assessment standards across the organization
- Enable segmented and consolidated views of all projects, groups of projects, or functional area projects
- Visualize, at a glance, which aspects of your facilities or infrastructure require immediate attention
- Analyze the impact the condition of physical assets has on achieving strategic and operational missions

Identify Deficiencies and Extend Service Life

Condition Assessment provides a dynamic, central repository of condition information that cost-effectively documents the nature and extent of a problem, as well as the options for corrective action. Using devices running Windows Mobile, you can synchronize condition descriptions, add digital images, and include the recommended action, such as clean, adjust, remove, repair, or replace. Submit a work request using the integrated ARCHIBUS On Demand Work or other existing CMMS applications.

- Extend asset service life by identifying minor repair issues before they escalate to more serious problems, such as damage to adjacent assets or total component failure
- Reduce downtime and its associated costs through the proactive identification of asset deficiencies
- Demonstrate that suitable mitigation measures are in place to manage identified risks
- Integrate assessment and work order management for closed-loop problem resolution

Justify Budgets and Spending

With Condition Assessment, you can demonstrate how costs are associated with corrective measures, which in turn are tied to an asset’s strategic role in your organization. Associate potential capital and expense spending with the identified deficiencies, which may include life and fire-safety code violations, non-compliance with handicapped access guidelines, environmental issues, and more. Regardless of the asset, you can use ARCHIBUS Condition Assessment to track its condition, plan for corrective action, and prepare budget scenarios to obtain necessary funding.

- Prepare budgets for capital renewal, preventive maintenance, and repairs with ease
- Triage spending by focusing inspection on the most susceptible assets or systems
- Compare results from different time periods to determine a facility’s or organization’s improvement
- Weigh the importance of your physical assets and allocate funds to the most critical areas

Reduce Administrative Cost

ARCHIBUS Condition Assessment helps minimize administrative costs in creating a closed loop system to identify physical asset deficiencies and execute corrective action. The application reuses space, equipment and systems information that may already be maintained in the centralized ARCHIBUS repository. Add details on asset condition, over time, via Web forms or mobile devices. Generate pre-formatted assessment reports at a global or individual asset level to help determine total cost of ownership and guide optimized preventive maintenance strategies.

- Integrate seamlessly with supported mobile devices to enable cost-effective inspections and reporting
- Present easily compiled, complete, and defensible condition assessment findings to justify funding
- Reduce data collection and analysis efforts by applying assessment criteria to existing ARCHIBUS asset data
- Import and export asset data and assessment values effortlessly to facilitate assessments and informed decision-making

For more information, visit [www.archibus.com/ca](http://www.archibus.com/ca)
Building owners are often hindered by the lack of effective and efficient communication during the design, construction and commissioning stages, resulting in unnecessary costs and operational inefficiencies. The ARCHIBUS Commissioning application helps solve this problem by capturing and coordinating graphic and non-graphic data – including Building Information Modeling (BIM), as-builts, shop drawings, maintenance manuals, space, and equipment information – in one central repository. The application makes all data elements searchable and accessible for viewing using a Web browser or a mobile device. And the application correlates all the information to confirm a facility and its systems meet the as-designed specifications. ARCHIBUS Commissioning also helps lower the costs associated with claims and corrective actions, as well as optimize downstream building system performance.

Benefits

- Streamlines the verification process that a facility and its systems meet the as-designed specifications and owner requirements
- Provides the mechanism to identify and correct problems early in the design/build process
- Reduces costs associated with post-occupancy troubleshooting, claims, and corrective work
- Optimizes downstream building performance by providing the tools to support continuous improvement in energy and operational cost savings

Reports & Summary Tables:

- Commissioning Project Scoreboard
- Commissioning Project Closeout Console
- Manage Commissioning Project Pipeline
- Manage Commissioning Checklists
- Equipment Assessments by Classification Level
- Highlight Floor Plans with Commissioning Issues
- Equipment Details
- Equipment by Warranty
- Equipment by Insurance Policy

ARCHIBUS Commissioning helps ensure smooth deployment of complex building systems and maintenance practices, resulting in fewer start-up issues and maintenance errors/omissions.
ARCHIBUS® Commissioning

Streamline the Commissioning Process

By conservative estimates, a properly commissioned building costs 8% less to operate than a non-commissioned one. But the commissioning process can often be highly resource-intensive and error-prone. For example Revit, Navisworks, COBie, preventive maintenance, space/occupancy and other information cannot be easily accessed, updated, shared and consolidated in a consistent format. ARCHIBUS Commissioning provides the seamless link in collecting, coordinating, and sharing critical information to verify that a new facility meets specifications and that an established facility is maintained cost-efficiently throughout its lifecycle.

- Verify that a building has been completed as designed, lowering construction risk
- Generate verification documentation that HVAC and safety systems work to specifications, reducing liability
- Ensure effective handoffs of building systems to reduce operational costs and extend their useful life
- Use handoff information to insure that move-in and operational activities proceed smoothly on the first day of occupancy
- Improve building occupant productivity and satisfaction by shortening the turnover period

Identify and Correct Problems Early

Based on ASHRAE experience, a good commissioning process can result in a reduction of construction-related claims from 2-20%. ARCHIBUS Commissioning assists in discovering flaws in design or construction before the owner accepts the building. Doing so helps avoid blame-shifting between the owner, designer, and construction contractor. Once a building has been handed off, commissioning also helps anticipate and address subsequent occupancy and maintenance issues to ensure operating efficiency and optimize the work environment for occupants.

- Gain early insight with BIM and change any design/construction discrepancies to avoid costly changes after construction
- Reduce errors by enforcing validation according to the approved BIM Execution Plan
- Determine missing items or tasks, at a glance, with scorecards that color code the status of documentation submissions
- Speed field verification with automatically-generated checklists so field-service personnel can confirm - rather than re-enter - information and/or readings

Reduce Post-Occupancy Maintenance Costs

According to BOMA cost data in the US, commissioning a new building can achieve preventive maintenance savings ranging from 15-35%. ARCHIBUS Commissioning provides the information bridge to ensure the proper deployment of complex building systems and maintenance practices. The end-result is fewer start-up issues and maintenance errors/omissions providing seamless information transfers using Web Services.

- Benchmark design against actual performance and remaining equipment life to improve “repair versus replace” and future specification decisions
- Decrease the effort required to deploy equipment and train staff using electronic hand-off of preventive maintenance procedures and steps
- Reduce field survey and repair downtime with accurate commissioning information and complete asset inventory data

Optimize Downstream Building Performance

During the 30-year lifecycle of a building, only about 25% is attributed to design/construction expense. The remaining 75% is operational cost, so lowering it has the largest impact on overall lifecycle cost savings. According to a California Commissioning Collaborative study, up to 11% in energy savings can be achieved with commissioning. ARCHIBUS Commissioning provides the tools to support energy and operational cost savings at newly constructed buildings as well as during recommissioning of existing buildings.

- Setup and maintain heating, chillers, and other equipment properly to reduce on-going energy consumption
- Establish an effective preventive maintenance regimen that markedly extends equipment life
- Set in place accurate and timely delivery of equipment maintenance procedures and warranty policies to ensure systems operate as designed

For more information, visit www.archibus.com/commissioning
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 & Performance provides an integrated Web-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 and enables accurate benchmarking
- Enhances design/planning capabilities to use space more efficiently

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

Space Inventory & Performance enables analysis of floors by departmental use and helps to identify reallocation and co-location opportunities
## Deliver Flexible Web-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 & Performance supports both goals, and every requirement in between. Self-service, Web-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

## 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 & Performance 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 produce reports will aid in critical space management decisions such as consolidations, moves, and acquisitions. ARCHIBUS Space Inventory & Performance 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

## 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 Personnel & 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 Overlay with Design Management for AutoCAD and Revit
- Integrate space inventory to work seamlessly with ARCHIBUS Enterprise Move Management and Reservations applications

For more information, visit [www.archibus.com/sip](http://www.archibus.com/sip)
ARCHIBUS® Space Planning & Management

Personnel & Occupancy

Optimize space occupancy rates and improve planning capability to accommodate future expansion, consolidation, or re-balancing.

Immediate access to accurate personnel and occupancy information can often be a challenge to organizations, especially to those who experience high churn rates or are in the process of expanding or consolidating operations. ARCHIBUS Personnel & Occupancy provides managers with a Web-based means to retrieve the information they need from a central repository and link employee information with related space inventories, drawings, planning strategies, and more. The result is improved reporting on employee headcounts and locations, average room areas, room availability, space benchmarking, occupancy rates, and other vital knowledge needed to effectively manage an organization's total cost of occupancy.

Benefits

- Provides immediate, accurate reporting of occupancy statistics for space usage and re-balancing purposes
- Improves forecasting accuracy for future needs based on current room availability and planned occupancy growth
- Simplifies assignment of employees to temporary or permanent available space using highlighted drawings
- Communicates occupancy information easily through personalized, intuitive Web-based forms, summary tables, and reports

Reports and Summary Tables:

- View Employees by: Location, Division and Department, Standard
- View Employee Average Area by: Category and Type, Room Standard
- View Employee Departmental Analysis by: Building, Floor, Location
- Locate Employee
- View Occupiable vacant Rooms
- Highlight Occupiable Vacant Rooms
- View Available Rooms
- Assign Employees to Available Rooms
- View Occupancy Plan

Personnel & Occupancy highlights rooms by availability so planners can reallocate space by showing where capacity is over- or underutilized.
Report Accurately on Occupancy Measures

Self-service access to space data is increasingly an imperative in serving multiple departmental needs. Having a shared, centralized space inventory database helps managers find space for new hires and contractors while supplying benchmarks for the Human Resources function to assign appropriate space by job title. ARCHIBUS Personnel & Occupancy provides an integrated Web-based solution for streamlined access to employee location and occupancy information, as well as to data that support report generation, space planning, move management, forecasting, and more.

- View highlighted space reports using Adobe® Flash*-based drawings for highly intuitive views of availability to support improved planning and efficiency
- Determine employee headcounts with greater accuracy
- Visualize employee locations using up-to-date, Web-based drawings
- Generate average area per employee reports to assist in benchmarking
- Produce inventories of occupants by site, building, department, and division
- Identify vacancies quickly for contract, permanent, and future staffing needs using highlighted maps
- Link Human Resources data to facilities and occupancy information for improved analytics

Increase Forecasting Accuracy

ARCHIBUS Personnel & Occupancy not only provides a real-time view of existing personnel and space allocation information, it also is an important planning tool for organizations whose headcount and space needs change, sometimes dramatically, over time. Whether you are a space manager, department manager, or business process owner, this application provides the planning tools needed to stay ahead of the space planning curve.

- Locate vacant and available workstations or offices when planning for future space needs
- Define changing organization, employee, and location data using intuitive Web-based forms
- Identify current employee workstations or offices on floor plan drawings, maintain accurate employee data, and benchmark average space per employee for future accommodation needs

Simplify Employee Space Assignment

The ability to highlight drawings in ARCHIBUS Personnel & Occupancy lets managers more quickly and efficiently assign employees or contractors to available temporary or permanent space. Improved visualization of spatial relationships aids in re-balancing projects and improves the possibilities of identifying ways to co-locate work teams.

- Maximize appropriate co-location opportunities for work group collaboration and improved efficiencies
- Locate space quickly and efficiently for temporary use or assign existing employees and co-locate work groups to new space on a permanent basis
- View space use by divisions/departments based on employee occupancy
- Determine occupiable space, vacant space, and available space with greater accuracy

Personalize Out-of-the-Box Reports

ARCHIBUS Personnel & Occupancy has easy-to-use Web-based features and interactive forms, allowing users to personalize existing out-of-the-box reports to meet an organization’s specific needs. The application also makes full use of Flash drawings to visualize a portfolio and interact with representations of buildings. The shift from DWF-based drawings to Adobe Flash means dramatically faster rendering of dashboards, charts, and even floor plans, while also giving users a graphical, intuitive interface that does not require additional, specialized software.

- Visualize and edit space data for all floor plans using enterprise graphics for interactive planning
- Deliver integrated text and drawing reports over the Web using the Paginated Report feature
- Leverage Flash-based drawings to provide self-service access to floor plans, thematic plans, and graphics with little or no technical support required
- Extract intuitive summaries and drill-downs by organization and space hierarchies using the enhanced ARCHIBUS Web Central environment

For more information, visit www.archibus.com/po
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 organization as well as distributed sharing of space information that supports more informed long-term planning and decision-making.

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

Reports and Summary Tables:

- View Detailed Chargeback Analysis
- View Financial Statement by Division
- View Prorate Report
- View Remaining Area
- Highlight Common Area Rooms/Groups

Space Chargeback lets users visualize space and report on its costs so that departmental managers can be held accountable for the space they occupy.
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 organization. It provides an integrated solution for capturing and analyzing 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 better 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 organization and space hierarchies
- Combine usage and financial data with new Web-based paginated reports featuring highlighted drawings for better visualization, analysis, and planning

Personalize 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 organization 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 summarized by multiple parameters
- Report chargebacks accurately to minimize potential departmental space disputes
- Employ easy-to-use Web-based features and interactive forms to personalize 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

Leverage Other Space Management Applications

ARCHIBUS Space Chargeback can be integrated with other ARCHIBUS applications to optimize 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 & Occupancy
- Define all rooms and groups, and report on all space usage, with ARCHIBUS Space Inventory & 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

For more information, visit [www.archibus.com/sc](http://www.archibus.com/sc)
How well an organization manages the time of its most valuable and costly resource – its people – is the measure of a truly effective and collaborative environment. Eliminate embarrassing double-bookings, rooms too large or small for a meeting's purpose, and misallocation of resources with Web-based ARCHIBUS Reservations. The ARCHIBUS Reservations application provides an intuitive, integrated solution for scheduling shared space and associated amenities. It gives you control over all details involved in planning, scheduling, and tracking shared space including easily coordinating internal or external service providers who support audio-visual, catering, or other requirements.

Benefits

- Simplifies securing shared space and associated resources with self-service Web forms to avoid double-bookings and facilitate productive meetings
- Improves organizational productivity by streamlining invitations, scheduling, and reminders to participants via integration with Microsoft Outlook™, Lotus Notes™ and Google Calendars™
- Organizes and expedites reservations provision, tracking, service provider coordination, and reporting to optimize resource utilization

Activities and Reports include:

Operational:
- Single/Recurring Reservations and Resources
- Copy, Cancel, Edit Reservations and Resources
- Auto-Validated and Validated Reservations
- Room Arrangements
- Attendee List (external and internal)
- Service Provider Work Requests
- Daily Service Provider Task Management
- Visual Timeline Scheduling Control

Management Reports (Per Day/Month):
- Number of Room and Resource Reservations
- Occupancy/Usage
- Cost by Division/Department
- Cancelled/Rejected Reservations
- Room Occupation/Resource Usage
- Room Capacity/Utilization
- Chargeback by Division/Department
- Plus Many More...
**Simplify the Entire Reservation Process**

ARCHIBUS Reservations provides a wide range of self-service options that simplify and expedite the scheduling of “right-sized” rooms with the appropriate amenities. The application’s Web forms help minimize administrative overhead by letting associates reserve shared space and associated services with confidence—virtually eliminating the likelihood of double-booked space or miscommunication with internal or external service providers.

- Schedule, confirm, edit or cancel single or recurring reservations with ease, eliminating the need for follow-up calls or emails
- Streamline the room approval process by using the auto-validation function to authorize reservations based by user or group profile
- Use the Reservations Wizard’s visual timeline feature to quickly find the right space with all needed amenities or to check alternatives if no available room meets your current criteria or time frame
- Manage all pending reservations easily from a single, tabbed form
- Order, based on your security profile, pre-approved amenities such as catering, audio-visual support, or furniture resources within approved service time frames using the on-line catalog

**Coordinate Scheduling Automatically**

Coordinating meeting invitations and reminders effectively expresses an organization’s professionalism and respect for its staff’s time and productivity. Having meetings that solve problems by having the right participants in attendance, on-time, promotes a high-level of collaboration and communication. To that end, ARCHIBUS Reservations offers a range of integration features to simplify scheduling and coordination of meeting participants as well as internal or external service providers who may provide supporting resources.

- Send automated email invitations and reminders to both internal and external attendees through seamless integration with Microsoft Outlook™, Lotus Notes™ and Google Calendars™
- Eliminate the need for a centralized service desk or resource by allowing every associate to use self-service Web forms for all scheduling, confirmation, or cancellation tasks
- Improve timeliness and effectiveness of service delivery by providing access to secure screens that inform and coordinate service providers who deliver catering, setup/breakdown or other support activities

**Optimize Resource Utilization**

ARCHIBUS Reservations organizes and streamlines reservations scheduling, tracking, and service provider coordination, to help optimize your organization’s resource utilization. The application’s extensive management reporting enables high-level visibility of the organization’s usage and occupancy rates, which can help support decisions to increase or reallocate space and support resources. The chargeback functionality also helps instill prudent, disciplined use of shared space.

- Specify and enforce common use policies consistently using pre-defined, rules-based approval processes
- Provide transparent oversight into spending for internal or external resources, allowing managers to approve or reject requests instantly
- Reduce wasted resources by using chargeback features to encourage staff to request and use only those resources for which they are willing to pay
- Justify additional space and/or resources using pre-defined occupancy reports

For more information, visit [www.archibus.com/res](http://www.archibus.com/res)
Is your organization experiencing frequent errors and missed priorities because service requests are not being handled properly? Eliminate the need for dedicated personnel to handle service requests and provide a centralized, self-service portal for common service requests. ARCHIBUS Service Desk is a Web-based application that provides simple, self-service processes for commonly requested services, including moves/adds/changes, room reservations, project management, among many other requests. Service Desk automates the service request cycle through Service Level Agreement (SLA) designations that authorize, prioritize, route, and complete requests. Increase efficiency, reduce costs, and improve customer satisfaction with ARCHIBUS Service Desk.

**Activities and Reports include:**
- Open Service Requests by Request Type and Status
- Update/CLOSE Service Requests/Orders
- Cost of Service Requests
- Cost vs. Budget of Service Requests
- Service Provider Performance
- Service Request Type Performance
- Complete Control of Service Request Cycle
- Archived Service Requests
- Cost of Archived Service Requests
- Service Level Agreement (SLA) Controls
- Flexible Workflows and Routing
- Automated Escalations and Notifications
- Customer Satisfaction Survey Results
  - Plus Many More...

**Benefits**

- **Streamlines requests for all services through simple forms, intelligent workflows, and automated notification of status changes**
- **Reduces administrative overhead and operating costs by enabling a self service environment**
- **Increases efficiency by enforcing Service Level Agreements (SLAs) to control resource access and standards**
- **Improves performance measurement/analysis and elevates customer satisfaction**

Access summary reports to analyze historical service request costs and plan for future budget.
### Streamline the Service Request Cycle

As a Web-based portal, ARCHIBUS Service Desk provides authorized users access to centralized services and guaranteed performance made possible by rule-based SLAs. A dynamic request screen provides the requestor with only those relevant entry forms or fields for a given request type. Based on who is requesting the service, the work location, and the type of service needed, Service Desk selects the appropriate routing and/or processing of the request.

- **Provide 24x7 service desk availability** that can automatically dispatch urgent requests to the appropriate service provider without the need for manual intervention
- **Identify when a service is available**, the projected response time, and the time to complete the task
- **Deliver exceptional value** to organizations with extensive service catalogs and a large employee base by standardizing available services and enforcing predetermined policies
- **Demonstrate operational professionalism** by deploying an easy-to-use, yet robust solution

### SLAs Aid Management Control

- **Provide intelligent SLA selection** that assigns requests based on type of need, authorization level, expertise, and resources required to satisfy the request
- **Create automated routing** that forwards requests for required approvals and, based on the SLA, accelerates urgent requests to service providers within seconds of submission
- **Transform a service request** into a work request for maintenance issues through seamless integration with the ARCHIBUS On Demand Work application using the same SLA to ensure targets are met and to report work order status

### Improve Measurement and Performance

Service Desk measures response and completion times and compares them to SLA requirements. This helps detect performance issues and gives justification to correctly assign the required resources. At the same time, this application provides analytical tools and other capabilities so managers can:

- **Analyze service requests** by division, department, or building to determine resource expenditure trends and potential problem areas
- **Use summary reports** that offer insight into spending patterns for improved resource oversight and assist in the budgeting process
- **Report on metrics easily** to assess compliance with internal standards or benchmarks
- **Increase customer satisfaction** through an efficiently run service function that empowers requestors to help themselves while respecting their time constraints

For more information, visit [www.archibus.com/sd](http://www.archibus.com/sd)

### Reduce Administrative Overhead and Costs

Enterprise-wide use of self-service Web forms greatly reduces the workload and resources required to staff a service desk function for scheduling, dispatching, and follow-up. In addition, deployment of ARCHIBUS Service Desk frees operational managers from daily administrative tasks allowing them more time to improve overall service delivery at a lower cost. The application’s automated workflow processes improves service provision while holding down costs.

- **Deliver normalized service offerings** to reduce operating costs, discourage ad-hoc service procurement, and increase overall transparency of service delivery
- **Streamline user request communications** through automated feedback from a status page or via email notifications of predefined request-status changes
- **Automate escalations** to eliminate costly delays caused by non-response of requests
- **Establish workflow parameters** to re-prioritize requests and move them to the top of the list as other requests are completed

For more information, visit [www.archibus.com](http://www.archibus.com)
At many organizations, office space is frequently underutilized by 50% or more, resulting in a larger than necessary real estate and carbon footprint, along with their associated costs. Web-based ARCHIBUS Hoteling enables organizations to more fully utilize existing space, potentially reduce leased/owned space in their portfolios, as well as decrease carbon emissions and workspace operating costs. It supports temporary allocation of on-site workspace to dynamic project-based teams and makes implementation of increasingly popular telework initiatives possible. Additionally, Hoteling simplifies implementation of shared space chargebacks, which further encourages space efficiency and responsibility for occupancy costs.

**Benefits**

- **Lowers real estate and associated costs by improving space utilization and enabling the disposition of excess inventory**
- **Reduces overall carbon emissions and workplace operating costs based on a smaller, more efficient facilities footprint resulting from improved space utilization**
- **Provides flexibility to accommodate a mobile workforce and increase employee satisfaction**
- **Allows easy implementation of chargebacks to encourage responsible and efficient use of space**

**Reports and Summary Tables:**

- Room Bookings for a Date Range
- Rooms Without Bookings for a Date Range
- Canceled or Rejected Bookings for a Date Range
- Room Bookings by Employee
- Room Bookings by Department
- Over-allocated Rooms
- Hoteling Chargeable Costs by Division
- Overall Utilization, by Department and by Room
- Hoteling Utilization, by Department and by Room
- **Plus Many More...**

ARCHIBUS Hoteling lets organizations book rooms, and display their locations, to support visiting teleworkers and dynamic project-based teams.
Use Space More Efficiently to Lower Costs

ARCHIBUS Hoteling provides the simplicity of self-service Web forms to enable an increasingly mobile workforce to easily find and schedule available space on an “as-needed” basis. Hoteling leverages an organization’s existing space inventory, occupancy data, and chargeback methodology for seamless integration with other ARCHIBUS applications. The application's Web interface greatly reduces data entry time, while producing utilization reports that enable department managers to identify and release underutilized space.

- Identify and reserve space in half-day increments for a duration of days, months or years
- Use a streamlined process to service booked rooms with basic amenities or set-up, such as furniture, office equipment, and information technology
- Book a single room for a specific individual or a number of rooms for an entire department
- Use search parameters to find appropriate available rooms to satisfy a specific requestor’s needs
- Enable timely analysis of booked rooms over specified date ranges
- Integrate hoteling information seamlessly into strategic master plans for space planning

Support an Agile Workforce

For organizations that provide space for associates who spend a significant percentage of their work hours off-site, or that experience a high churn rate because of project-based teams, ARCHIBUS Hoteling can help implement flexible workspace initiatives. Additionally, organizations experiencing fast growth, mergers, or consolidations can also greatly benefit from Hoteling to temporarily rebalance workspace inventory.

- Support enlightened workplace practices, such as agile work environments and part-time workspace usage
- Boost workplace productivity through increased collaboration using flexible teaming arrangements
- Improve morale and reduce commuting-related stress of associates through teleworking or other alternative off-site work arrangements

Reduce Real Estate/Carbon Footprint

Many organizations, whether they are profit-driven, non-profit, or government-related, are establishing space and energy reduction goals to achieve environmental sustainability targets and improve their bottom lines. ARCHIBUS Hoteling supports the provision of telework, job-sharing, and other flexible work arrangements. These programs help eliminate the need for full-time, on-site occupancy, thereby reducing greenhouse gas emissions from commuting or from a larger than necessary facility portfolio.

- Reduce carbon footprint through more efficient energy consumption in facilities with improved space utilization rates
- Lessen the number of daily auto or mass transit commutes that release greenhouse gases
- Minimize the need to construct new office space, or retrofit existing space, using materials with inherently high energy/carbon inputs

Track Time-Based Ownership and Charges

Eliminate the frustration of seeing booked space go unused. ARCHIBUS Hoteling chargeback features promote accountability by both individuals and their departments. Users can schedule appropriate space for temporary or part-time associates with the appropriate cost center billed for the space that is reserved. Time-based occupancy assignments are easily tracked, allowing managers to forecast space requirements and budget accordingly.

- Allow operating units to proactively control occupancy costs by releasing unused space to increase overall utilization rates
- Calculate accurate chargebacks based on reserved space usage
- Provide easy justification of indirect costs for even partially occupied workspace by temporary or telecommuting workers which may be reimbursed by third-party payers, such as government entities or insurance carriers

For more information, visit [www.archibus.com/hotel](http://www.archibus.com/hotel)
ARCHIBUS® Asset & Move Management

Asset Portal

Track and manage physical assets to improve data accuracy, increase asset utilization, and optimize acquisition or disposition decisions

Increasing asset utilization and optimizing acquisition and/or disposition practices are essential to increasing organizational efficiency and achieving superior financial results. ARCHIBUS Asset Portal provides the means to improve data accuracy of the asset registry, increase asset utilization, and optimize asset acquisition and disposal decisions within an overall capital plan. Asset Portal’s capabilities go beyond a merely financial focus and can also trace assets to the entity that is responsible for the asset, the cost center or department that depends on the asset, and/or the physical location where the asset resides. This helps increase organizational accountability and facilitate asset redeployment, when appropriate.

Benefits

• **Delivers improved furniture and equipment utilization rates, which can reduce capital expenditures by as much as 10% annually**
• **Tracks and manages asset ownership and usage to increase organizational accountability and promote redeployment opportunities**
• **Ensures compliance with financial accounting requirements and/or regulatory mandates**
• **Establishes a coherent process for integrating asset planning, acquisition, tracking, disposal and investment recovery**
• **Maintains an accurate inventory of network infrastructure to facilitate improved planning and a high level of internal customer support**

Reports and Summary Tables:

- Property Types
- Depreciation Logs
- Depreciation Schedules
- General Ledger Journal Entries
- Integrated Telecom Asset Console
- Equipment Plan
- Equipment by Department/Room
- Equipment by Warranties
- Equipment by Insurance Policies
- Furniture Plan
- Furniture by Department
- Furniture Counts by Standard/Building/Floor/Room/Department
- Jack Plan
- Jacks by Room
- Plus Many More...

Asset Portal establishes such important metrics as cost-versus-use analyses to aid in justifying asset investments
Improve Utilization Rates, Reduce Expenditures

Professionals managing fixed assets often must answer questions about their necessity, location, use, condition and more. Among the most challenging questions is how does the total operating and capital funds spent on fixed assets fit into the larger budget and capital plan--and are these costs justified? The ARCHIBUS Asset Portal application lets you answer these questions with confidence -- and reduce capital expenses by as much as 10% -- by providing expanded visibility into, and analysis of, the organization’s fixed asset base.

- Centralize asset registry for accurate and verifiable information on physical assets, personnel who are directly accountable for them, and the lines of business that the assets support
- Simplify review of current asset holdings, and evaluation of utilization rates to establish best practices and avoid unnecessary capital expenditures
- Track depreciation value by asset type to correlate the physical inventory with accounting records

Track and Manage Asset Ownership

Continuous feedback from on-going facilities-related activities increases the accuracy of the asset data repository. ARCHIBUS Asset Portal improves accountability and decision-making at all levels by collecting key asset data and identifying personnel who are directly accountable for those assets, as well as the lines of business that the assets support. Ultimately, this accountability will drive improved asset optimization that supports the organizational mission at the lowest cost.

- Connect asset information to the dynamic processes for maintenance, moves, space planning, asset allocation, and capital requests
- Encourage organizational accountability for assets by providing readily accessible metrics
- Track physical assets accurately to help ensure government, regulatory, and/or corporate compliance
- Save time and labor costs by eliminating manual inventory counts and ownership tracking
- Execute moves rapidly and with fewer errors by having the complete list of furniture, equipment, and other assets connected directly to move orders

Comply with Accounting/Regulatory Requirements

Because of the sheer number of assets owned by organizations, accurately tracking them all to comply with accounting and regulatory requirements is an ongoing challenge. ARCHIBUS Asset Portal’s ability to consolidate and share asset information, provides the tools needed for proactive asset management.

- Maximize tax savings through accurate depreciation deductions
- Minimize overpayment of property taxes and insurance premiums with improved asset tracking/valuation
- Enable a complete audit trail of each tracked asset’s end-of-life to minimize tax liabilities and/or possible environmental penalties upon disposal
- Justify write-down of untrackable assets

Integrate Asset Planning with Operations

ARCHIBUS Asset Portal provides the basis for cohesive capital appropriation planning, budgeting, and approval processes. Its Web-based interface offers a simplified way to collaborate across the organization to link and coordinate centralized planning responsibilities.

- Deliver easily accessible information of the assets under the control of a cost center or operating group
- Support an agile operating environment by having the right equipment in the right place at the right time
- Mitigate risk of audits/accidents interrupting operations
- Reduce asset downtime by easily identifying potential replacements already residing within the organization
- Lower data entry costs and foster shared responsibility

Support Network Infrastructure

Asset Portal gives organizations a detailed, accessible, and up-to-date view of physical network assets, which provides users with the tools for effective network planning and customer support.

- Use the Assets Console to find and edit information on equipment, faceplates, jacks, punch blocks and panels
- Reuse existing cables, panels, and horizontal runs rather than re-lay them during renovation projects
- Coordinate moves effectively by using a standardized, accurate list of jacks, faceplates, and services

For more information, visit www.archibus.com/ap
ARCHIBUS® Asset & Move Management

Enterprise Move Management
Streamline the entire move/add/change process, from single-person to multi-phased moves, to reduce costs and minimize organizational disruption

From simple, single-person moves to multi-phased moves integrated with construction, ARCHIBUS Enterprise Move Management streamlines the move/add/change process to ensure successful relocations with minimal organizational disruption. The application reduces the complexity, risk, time, cost, and downtime associated with moves by organizing all move orders and associated information into a central repository. With easy Web access to views displaying tasks, status changes, and milestones, move project participants can collaborate effectively to reduce duplicate effort and minimize move costs.

Benefits

- Streamlines the entire move process, including requests, approvals, updates, and related action items to reduce overall costs and optimize churn rates
- Increases customer satisfaction by reducing downtime and minimizing move errors
- Improves communication, coordination, and collaboration between in-house and external resources with rules-based workflow processes
- Generates trial layouts, move analytics, and intelligent dashboards which help enable continuous process improvement
- Integrates rapidly with existing Human Resources and Financial systems enabling the timely distribution of updated personnel and cost center information

Activities and Reports include:

- Request Employee Move
- Edit My Moves
- Examine My Moves
- Request a Group Move
- Review and Estimate Moves
- Route Moves for Approval
- Examine Group Move Spreadsheet
- Churn Rate Report
- Churn Rate by Department Chart
- Issue Moves
- Approve Moves
- Complete Moves
- Define Move Questionnaires
- Plus Many More...

Manage all the move information—occupant moves, new hires, equipment moves, and all related craftsperson actions—using one integrated form
ARCHIBUS® Enterprise Move Management

Cost-Effectively Streamline Moves

ARCHIBUS Enterprise Move Management enables immediate deployment of processes for new hires/departures, existing occupant moves, reconfigurations, and asset moves. Manage group moves and associated tasks with one Web-based system. By defining standard workflows, procedures, and questionnaires for your moves/adds/changes, you can lay the groundwork for consistent, timely, and on-budget move projects.

- Use easily configured workflow technology to automate move order approval, issuance, execution, and close out
- Maintain move orders, action items, jack numbers, plans, and more in a central repository with a searchable, instant look-up format
- Schedule personnel and resources using interactive move calendars
- Reduce design fees and the cost of unnecessary moves
- Distribute action items automatically to IT and other service providers to speed project execution

Increase Customer Satisfaction

Errors and omissions in even small-scale move projects can cause reduced productivity and expensive downtime. Enterprise Move Management enables a responsive and flexible approach to meeting both organizational goals and minimizing disruption to relocated occupants. Automated notifications and reminders enable faster response times and more vendor control to improve move project success.

- Provide personalized customer questionnaires to collect needs upfront and minimize frustration and rework
- Minimize post-move shifting and follow-up by tracking responsibility and status right on the move order
- Reduce reaction time from days to only minutes by having all information easily accessible from one screen
- Generate move trial plans to increase stakeholder “buy-in” and help minimize move politics

Enhance Organization-Wide Communication

This Web-based application increases the coordination of your staff, and lets you manage moves at both the macro and micro level from a central location. Its workflow technology helps organize move orders and related action items. Automated workflow rules ensure employees receive email notification so the move can efficiently progress to the next phase. Also, integration with the ARCHIBUS Project Management application lets you synchronize construction and project work.

- Provide accurate, up-to-date information to all project members via the Web
- Reduce cycle-time with emailed links to approval and completion forms
- Easily review action items and move statuses by project participant to keep all processes on-time and on-budget
- Create personalized views of required actions based on a service provider or craftsperson login profile to clarify expectations and minimize disruption

Generate Move Analytics & Trial Layouts

With an accurate record of all tasks, costs, and personnel required to successfully complete a move, you can benchmark performance and revise the process, as needed, to support continuous improvement. In addition, use the AutoCAD trial drawing feature to visually compare various occupant layouts.

- Post churn rates using intelligent dashboards to ensure move activities align with core organizational objectives
- Generate summary reports for measuring the effectiveness of an improved, “closed-loop” move process
- Provide accurate, verifiable information on the number of moves and move-related costs to establish KPIs
- Access on-line floor plans, space standards, and equipment inventory to create trial layouts

Integrate Move Information with Other Systems

Share information generated in Enterprise Move Management with other functions and systems, reducing redundant data entry and ensuring an accurate data source across departments or divisions. Plus, apply ARCHIBUS Project Management’s functionality to your move tasks to keep them aligned with other projects.

- Reduce errors by connecting your CAD layout plans to the move orders that they represent
- Automatically update your space, occupancy, and inventories when closing out move orders
- Link updated move information such as employee locations, phone extensions, cost center assignments, and more to other ERP systems

For more information, visit www.archibus.com/move
Efficiently managing maintenance tasks is vital to keeping your organization's infrastructure and facilities running smoothly. Stay on track with ARCHIBUS On Demand Work - a Web-based application that automates all the steps of the on demand maintenance process, from requests, to approvals, to scheduling and work order issuance, to completion and feedback. On Demand Work’s self-service functionality helps lower operating costs by enforcing process control and keeping information current, accessible, and actionable. This centralized repository enables improved forecasting and budgeting to optimize operational effectiveness. Raise customer satisfaction levels by empowering requestors and communicating with them at every step of the process with ARCHIBUS On Demand Work.

**Benefits**

- **Simplifies the request, dispatch, and feedback processes of maintenance tasks to improve service provision**
- **Reduces operating costs through automated workflows and streamlined communication**
- **Provides a seamless link to Service Level Agreements (SLAs) to enforce standards and increase efficiency**
- **Enables improved forecasting of maintenance and capital budgets**

**Activities and Reports include:**
- Open Work Requests by Problem Type and Status
- Workload Reporting with Estimated Hours
- Open Work Requests
- Cost of Work Requests
- Cost vs. Budget of Work Requests
- Archived Work Requests
- Cost of Archived Work Requests
- Flexible Workflows and Routing
- Schedule Craftspersons and Tools
- Work Team Performance
- Automated Escalations and Notifications
- Estimate Costs: Trades, Tools, Parts, etc.
- Satisfaction Survey Results
- Escalations of Work Requests
- Service Level Agreement (SLA) Controls
  *Plus Many More...*

The Planning Board™ function allows supervisors to visually schedule estimated work to available resources by simply dragging and dropping work tasks onto a craftsperson’s schedule.
**Simplify the Maintenance Process**

As part of an easy-to-deploy Web-based platform, On Demand Work provides an intuitive, self-service environment for work requests, which can be easily extended to your entire organization. Deployment of On Demand Work frees operational managers from daily administrative tasks allowing them to spend more time improving overall service delivery at a lower cost.

- Enable standardized maintenance provision to reduce costs, discourage ad-hoc processes, and increase overall transparency of service delivery
- Identify when a resource is available, the projected response time, and the time to complete the task
- Approve or reject actions to maintain control over work requests using rules-based workflow
- Group work requests to work orders by priority, location, or trade enabling the most efficient dispatch and execution of work tasks
- Provide work requestors with automated email feedback at each status change

**Reduce Operating Costs**

On Demand Work cost-effectively manages the flow of work requests and work orders to either internal or external work teams. The application also reduces the cost of reporting based on efficient data capture and reuse when compared to the inherently resource-intensive efforts required for paper-based processes. In addition, On Demand Work provides a Planning Board™ function to help supervisors easily and effectively plan work and schedule craftspersons. This function integrates pre-defined rules such as service windows and vacations/holidays when assigning work tasks. Supervisors can prioritize work effectively, ensuring critical tasks are handled in a timely manner.

- Simplify the maintenance process by organizing craftspersons into work teams, provide specific steps for estimating costs, and assign work efficiently using the Planning Board function
- Ensure the appropriate trade or service provider receives the correct maintenance requests on time, so they can take action immediately
- Automate escalations to eliminate costly delays caused by non-response of requests
- Establish workflow parameters to re-prioritize requests and move them to the top of the list as other requests are completed
- Reduce costs of responding to inquiries by using dynamic updates to a centralized status page or via automated email notification at predefined status changes

**Enforce Standards with SLAs**

Integration of Service Level Agreements (SLAs) and role-based security ensures customers get the level of service defined by SLA parameters. Deployment of ARCHIBUS On Demand Work will:

- Allow work requests to take advantage of SLAs that define work team obligations, service windows, and performance measurements
- Measure response and completion times to detect performance issues and provide timely information for continuous process improvement
- Provide intelligent SLA selection that assigns requests based on need type, level of authorization, expertise, and resources required to satisfy the request
- Create automated routing that forwards requests for required approvals and, based on the SLA, accelerates urgent requests to either internal or external work teams within seconds of submission

**Improve the Planning Process**

By capturing data centrally on maintenance costs by division, department, building, equipment, problem type, among others, ARCHIBUS On Demand Work helps managers plan effectively for budgets and optimize service levels. Other use-case examples:

- Assist with capital planning by reporting on equipment usage, parts, and service information
- Use summary reports to gain the proper oversight of various spending categories
- Track and report on parts inventories, equipment maintenance data, and work requests of all types
- Create reports to help allocate resources, justify additional personnel or purchase of capital equipment, and forecast future maintenance budgets
- Collect and report on metrics required by third party regulatory mandates more efficiently than paper-based processes

For more information, visit [www.archibus.com/od](http://www.archibus.com/od)
Preventive Maintenance

Streamline and automate the PM process to proactively maintain critical assets, minimizing downtime and repair expense.

Ensuring that critical assets are in optimal condition requires effective maintenance processes to efficiently allocate resources, enforce procedures/schedules, and manage performance. Web-based ARCHIBUS Preventive Maintenance (PM) enables users to proactively maintain assets, efficiently balance schedules, optimize resources, and track key metrics. Simplify and improve PM processes with ARCHIBUS Preventive Maintenance to minimize costly repairs, reduce operational downtime, extend asset service lifecycles, and improve planning.

Benefits

- Streamlines and automates the PM process to improve operational efficiency
- Minimizes operational equipment downtime and costly repairs
- Extends useful service life of physical assets resulting in reduced capital outlays
- Improves planning by capturing metrics on costs, resource usage, service provider workload/performance, equipment maintenance history, and more
- Delivers cost-efficient, closed loop Enterprise Asset Management (EAM) as part of the integrated, Web-based ARCHIBUS product suite

Activities and Reports Include:

- Procedures by Primary Trade
- PM Work Requests and Work Orders
- Overdue PM Work
- PM Work Forecast
- PM Resource Requirements Forecast
- 52-Week PM Work Schedule
- Equipment Maintenance History
- Equipment Failure Analysis
- Equipment Replacement Analysis
- Trades/Service Provider Analysis
  Plus Many More…

Preventive Maintenance’s proactive processes keep equipment running at peak efficiency by documenting maintenance history for performance analysis and detection of patterns that may require remediation.
## Streamline and Automate the PM Process

ARCHIBUS Preventive Maintenance provides an integrated Web-based solution for automating and proactively managing preventive maintenance tasks. Organizations miss fewer critical tasks and commit fewer errors by using centralized scheduling, automated work request/work order generation, balanced resource allocation, and other best practices for maintaining physical assets of all types, including vehicles.

- Support creation and flexible scheduling of PM processes by equipment type, need, or location
- Automatically generate Work Requests and Work Orders for specific recurring intervals that include procedures, deadlines, and resources needed
- Allocate resources up to one year in advance
- Assign procedures to multiple pieces of equipment and define PM schedule rules for many different equipment-procedure combinations

## Minimize Equipment Downtime and Repairs

The true cost of asset downtime is often a multiple of the immediate labor cost needed to fix it – sometimes as much as ten times the estimates used in cost justification reports. That true cost includes the loss of productivity from equipment inefficiency or failure on downstream stakeholders and its effect on customer service. ARCHIBUS Preventive Maintenance helps ensure equipment, personnel, and operations run at peak efficiency, while reducing the risk of injury or regulatory fines.

- Schedule tasks by fixed dates, adjustable intervals, meter/mileage readings or other parameters
- Document equipment maintenance history to enable performance analysis and detect patterns that require remedial process changes
- Improve critical system reliability and spare part inventory management

## Extend Lifecycles, Reduce Capital Outlays

An effectively managed PM program can potentially extend the service life of assets beyond published parameters. As replacement costs continue to increase, it is imperative to establish proactive PM processes made possible by ARCHIBUS Preventive Maintenance. Longer equipment lifecycles allow organizations to postpone or defer capital outlays, relieving budgetary pressure.

- Perform lifecycle cost analysis for fact-based “fix versus replace” decisions

## Ensure adherence to PM processes that extend equipment lifecycles
- Reduce capital outlays by delaying asset replacement costs

## Improve Performance and Planning

ARCHIBUS Preventive Maintenance provides the ability to capture and analyze performance metrics to improve operations. An aggregation of all maintenance data in a central repository, combined with the ability to view and evaluate all processes/costs/outcomes, adds a sophisticated prescriptive capability to the solution. This combination of the actionable and the analytical within ARCHIBUS Preventive Maintenance can help transform an organization’s stewardship of its assets.

- Capture key cost metrics for more effective budget control
- Analyze resource usage to optimize selection and allocation of equipment, materials, personnel, and more
- Evaluate in-house and/or service provider workload/performance to gauge cost-efficiency
- Document equipment maintenance history to obtain greater insight into process results, repair/replace scenarios, and capital equipment acquisition plans

## Implement a Complete Web-based EAM Solution

While it can be implemented as a standalone application, ARCHIBUS Preventive Maintenance supplements other ARCHIBUS Web-based applications to deliver a comprehensive, fully integrated Enterprise Asset Management (EAM) solution. Its intuitive forms tie directly into the centralized ARCHIBUS repository to allow re-use of existing data, which avoids time-consuming re-keying or porting of data between systems.

- Work seamlessly with ARCHIBUS On Demand Work to simplify both preventive and reactive maintenance
- Use with ARCHIBUS Service Desk to introduce self-service features governed by Service Level Agreements
- Integrate easily with supported mobile devices for enhanced dispatch and response capability

For more information, visit [www.archibus.com/pm](http://www.archibus.com/pm)
An increasing number of organizations are recognizing the strategic value of reducing their carbon footprint to protect the environment and enhance their bottom line. Web-based ARCHIBUS Environmental Sustainability Assessment helps make the concept of environmental sustainability a reality by tracking, ranking, and documenting details on the condition and use of physical assets so remedial action can be taken. Unlike spreadsheets and other manual processes, the application provides a truly objective and systematic method of identifying and prioritizing facility replacements, upgrades, and renovations, based on environmental sustainability criteria while leveraging other ARCHIBUS facilities data from its central repository.

Benefits

- Establishes proactive sustainability processes that can improve operational efficiencies, enhance stakeholder work environments, and boost asset value
- Identifies which assets should be repaired, renovated or replaced to achieve environmental efficiency goals or support an existing LEED™ or BREEAM® rating program
- Improves capital budgeting and planning capabilities by tracking costs and budgets associated with environmental deficiencies
- Increases efficiency of sustainability efforts by integrating assessment with work order management and by using a unified data repository

The Assessment Scoreboard provides users with a graphical approach to evaluate high-priority environmental sustainability items objectively and then drill down for more detailed information on individual items.
**Establish Proactive Sustainability Processes**

By using only spreadsheets and other manual processes, many facility professionals lack the centralized data and productivity tools needed to reduce their carbon footprint by a specific percentage per year. Similarly, they may find it difficult to measure existing conditions, quantify the impact of deficiencies, and prioritize items within an overall remediation program. ARCHIBUS Environmental Sustainability Assessment provides both the tools and objective methodology to establish proactive sustainability processes that are both environmentally and economically defensible.

- Promote an “evaluative culture” among stakeholders, in which proactive sustainability concepts are incorporated into daily operations
- Support executive-level justification and approval of sustainability projects by providing a holistic lifecycle view from initiation through validation
- Build credibility of sustainability projects using accurate and consistent assessment standards across all assets, locations, or operating units
- Sustain asset values by maintaining desirable, environmentally-sound facilities

**Prioritize Repairs, Renovations, Replacements**

Environmental Sustainability Assessment enables the demonstration of positive effects that environmentally-friendly assets and processes have on the organization. The application benchmarks consumption against ideal levels, for example, and indicates the steps necessary to replace or improve the performance of inefficient assets.

- Identify which assets should be repaired, renovated or replaced to achieve environmental efficiency goals or to support an existing LEED™ or BREEAM® rating program
- Generate a graphical scorecard for an objective evaluation of the most urgent situations
- Compare results from different time periods to determine a facility’s or organization’s improvement
- Use the “one click” drill-down feature to get details on areas that require further investigation

**Improve Capital Budgeting and Planning**

To improve decision-making through information consistency, Environmental Sustainability Assessment provides the data collection and integration capabilities needed to introduce greater rigor and accuracy into capital budgeting and capital planning activities. The application also helps ensure that decisions involving funding priorities are made fairly, based upon normalized criteria and data.

- Shorten the capital funding process with complete, defensible environmental assessment findings
- Prepare budgets for capital renewal, repair, and preventive maintenance to meet environmental targets and assign values to justify expenditures
- Improve capital planning by feeding assessment data into capital project/budget processes developed with ARCHIBUS Capital Budgeting
- Facilitate easy deficiency resolution at the project level by initiating capital projects from assessment items in the ARCHIBUS Project Management application

**Raise the Efficiency of Initiatives**

ARCHIBUS Environmental Sustainability Assessment increases the efficiency of sustainability efforts by integrating the assessment process with work order management and by using the unified ARCHIBUS data repository. Organizations can greatly reduce administrative costs by using a single system and common database, which provides rapid access to accurate current and historical information.

- Minimize time spent on data-entry, inspection, and reporting by enabling easy data collection/uploads and dissemination in the field with mobile devices
- Reduce effort in creating assessment projects and analyzing results by applying assessment criteria to existing ARCHIBUS asset data
- Lower costs by focusing inspection on the most susceptible assets/systems based on historical data
- Use standard Construction Specifications Institute (CSI) codes for classifying assets and their deficiencies
- Conduct deficiency remediation using Service Level Agreement (SLA) supported work requests integrated with ARCHIBUS On Demand Work

For more information, visit [www.archibus.com/esa](http://www.archibus.com/esa)
Successful facility professionals need to actively monitor the potential of indoor environmental hazards, such as asbestos and radon to lead paint and mold. ARCHIBUS Clean Building helps these managers protect the health of building occupants, minimize organizational liability, and avoid costly fines or possible litigation. Unlike spreadsheets or other non-integrated tools, Web-based ARCHIBUS Clean Building provides a flexible and highly systematic process to help ensure all hazardous materials are quickly and accurately located, tracked, and abated using searches that connect directly to graphical views of space and equipment inventories. In addition, Clean Building’s ability to easily share and integrate hazardous materials data with other systems and processes greatly decreases the likelihood of errors/omissions, averts unnecessary shutdowns, and reduces the overall cost of regulatory compliance.

**Benefits**

- Facilitates a safe working environment for building occupants by reducing potential exposure to hazardous materials
- Minimizes the potential for expensive litigation and monetary damages resulting from regulatory actions and/or occupational illnesses
- Averts costly operating shutdowns, loss of facility use, penalties, or fines resulting from hazardous material violations
- Reduces operational costs for regulatory compliance by streamlining the process of identifying, locating, sampling, documenting, and abating hazardous materials

Quickly identify areas with hazardous conditions using graphical views to streamline sampling and documentation processes in the course of abatement.
Ensure a Safe Work Environment

Facilities managers are increasingly responsible for monitoring a multitude of indoor environmental hazards that are detrimental to building occupants and service providers, such as asbestos, mold, radon, and lead-based paint. ARCHIBUS Clean Building helps managers identify those materials and mitigate their adverse effects in the workplace. With improved information accuracy, managers are then better able to anticipate and avoid safety-related problems, while improving the quality of work life.

- Establish a safe working environment proactively for workplace associates
- Provide the analytic framework to quickly identify and remediate potential problems across the organization by using scorecard-style reporting, among other tools
- Quantify and qualify project scope, status, cost and risk
- Reduce the overall risk of exposure by minimizing incomplete or inaccurate information

Improve Compliance to Avoid Regulatory Action

In the US, the Occupational Safety and Health Agency (OSHA) has recently imposed an up to four-fold increase in the cost of environmental-related citations. As expensive as those violations can be, an escalation into environmental litigation can be financially crippling to an organization and extremely detrimental to its public image. ARCHIBUS Clean Building provides the integrated and systematic processes to make compliance comprehensive, coordinated, and cost-effective.

- Provide the executive suite with visibility to significant financial liability, which may diminish overall brand equity and shareholder value
- Minimize or eliminate errors and omissions to which manual or other non-integrated processes are vulnerable
- Streamline and document the processes involved to ensure proper procedures and avoid costly fines for even inadvertent violations
- Plan and prioritize inspections at a glance using graphically highlighted locations and statuses

Avoid Costly Shutdowns

While regulatory oversight may sometimes seem arbitrary and costly, an even more expensive outcome is a total or partial facility shutdown because of mistakes in hazardous material identification or abatement. The resulting lost productivity and, possibly, lost revenue is always difficult to recover. For example, if a white powdery substance is found crumbling off a pipe in a heavily used corridor, an entire building may need to be evacuated until test results arrive, and if positive, until the hazard is remediated. ARCHIBUS Clean Building may help avoid a shutdown based on quickly accessing prior sampling results that may have been previously documented.

- Perform top-level project planning, management, and coordination across multiple hazardous material projects
- Avoid “toxic building syndrome” by detecting contributing factors using analytics and patterns of similar occurrences
- Initiate one-time surveys or manage periodic sampling to control on-going issues (e.g. radon or mold)

Reduce Operational Costs

Successfully tracking and managing hazardous materials across multiple buildings can be extremely challenging in terms of both time and resources expended. ARCHIBUS Clean Building can help reduce the cost of maintaining this information, as well as the expense of substance identification, sampling, and remediation. Users can flexibly define any number of hazardous substances to survey, sample, track, and abate. Clean Building lets managers efficiently handle the extensive data and record keeping necessary to achieve an auditable, closed-loop tracking and reporting system.

- Deliver quick and accurate survey results and eliminate unnecessary remedial measures
- Enable easy aggregation and retrieval of hazardous material locations, samples, lab analysis results, and measure changes over time
- Lower the overall cost of sampling by minimizing the need for re-testing, based on incomplete documentation
- Connect sample data directly to space and equipment inventories to minimize errors
- Create seamless service requests and manage those requests through user-defined service level agreements (SLAs) in conjunction with ARCHIBUS Service Desk

For more information, visit www.archibus.com/clean
With increasing utility costs, mandates to reduce carbon emissions, and sustainability efforts gaining more visibility, effective energy management has become even more important for organizations. ARCHIBUS Energy Management provides the means to easily aggregate, evaluate, and optimize energy and utility spending decisions to reduce unnecessary consumption and costs. Unlike spreadsheets or finance software alone, Energy Management helps users correlate and manage extensive cost data with real-time facility and infrastructure portfolio information to track energy expenditures against a business plan or objective benchmarks.

Benefits

- Lowers annual energy costs, typically by 5% (or approximately $0.10 – 0.20 USD per square foot of space/year) and reduces carbon footprint
- Provides audit capabilities to easily access, aggregate, and evaluate consumption patterns as the basis to renegotiate rates and consolidate energy providers
- Reduces business risk and exposure to changes in energy costs or carbon emissions regulation through “what-if” analyses
- Improves decision-making by aligning energy spending to organizational priorities

Graphical dashboard views, such as Utility Cost with Consumption (by building and billing period) shown above, simplifies visualization and analysis while improving decision support for energy management strategies
**Reduce Costs and Carbon Footprint**

Utility costs represent, on average, 13% of total annual facility costs according to the International Facility Management Association (IFMA). As organizations increasingly embrace energy/carbon footprint reduction goals, it becomes equally clear that spreadsheets and accounting software are unable to map current energy usage, model remediation scenarios, and measure the effectiveness of periodic changes, based on normative standards. ARCHIBUS Energy Management does all that and more with analytic tools that help lower energy costs by 5%, or about $0.10 – 0.20 USD per square foot. The application, which typically pays for itself in less than one year, factors in a wide range of variables to control expenses while helping to achieve energy conservation targets.

- Organize and evaluate a large volume of current or historical cost, facility, and weather data to reduce energy consumption across a portfolio
- Employ a weather model to normalize fluctuations in weather conditions, and obtain consistent, accurate data to allow streamlined comparison of properties that vary in climate, size, or occupant profile
- Reduce the incidence of billing errors such as charges for overlapping dates, expired leases, and incorrect properties or tenants
- Identify buildings with unusual consumption patterns to target remediation actions that can often be completed in the normal scope of building operations and preventive maintenance

**Access, Aggregate, and Evaluate Energy Usage**

Tracking and controlling energy use is an elusive goal without the right tools. ARCHIBUS Energy Management centralizes the management of energy initiatives based on actual operating data. It provides managers with the means to understand how and where energy is purchased and used in order to optimize efficiency and enforce best practices using real-time information.

- Gain visibility to compare energy rates, consolidate purchases, and effectively negotiate volume discounts
- Capitalize on utility providers’ demand-management programs which give financial incentives for reduced peak-hour energy use
- Use Electronic Data Interchange (EDI) to upload billing information and uncover anomalies with reporting that correlates data within complex bills
- Benchmark energy consumption and spending using KPIs based on BOMA, Energy Star, IFMA standards

**Mitigate Risk with Improved Analyses and Planning**

In an energy management context, managers must balance a wide range of needs, from making capital project decisions to calculating the Return on Investment of remediation efforts. ARCHIBUS Energy Management provides the tools to transform these calculations from labor-intensive exercises to streamlined decision support aids.

- Implement interactive dashboards to conduct “what-if” scenario planning and identify energy-inefficient buildings and cost centers that reduce profitability
- Measure baselines and objectively assess progress against regulatory mandates or industry benchmarks
- Conduct analyses to evaluate potential savings attributed to conservation, renovation, co-generation or demand-response agreements
- Run scenarios to determine the cost effectiveness of various remediation measures
- Influence sustainability policy by measuring an organization’s carbon footprint with defensible accuracy

**Align Spending/Priorities, Reuse Existing Data**

ARCHIBUS Energy Management can improve decisions by aligning energy spending with organizational priorities. By linking energy costs to occupancy decisions, organizations can decrease expenses by phasing out of buildings with high energy costs relative to other occupancy costs. In addition, by integrating Energy Management with other ARCHIBUS applications, organizations can accelerate efficiencies to further reduce operating costs.

- Bill energy costs back to tenants and/or internal cost centers equitably by using ARCHIBUS Cost Chargeback & Invoicing
- Identify and prioritize action items to reduce energy use (such as re-lamping projects, tuning dampers, window replacement, and more) using ARCHIBUS Environmental Sustainability Assessment
- Issue and track remediation work orders with ARCHIBUS On Demand Work

For more information, visit [www.archibus.com/em](http://www.archibus.com/em)
 Managers are increasingly being tasked with achieving carbon footprint goals and managing environmental sustainability certification scores for individual buildings or across their entire portfolio. ARCHIBUS Green Building aids those managers by delivering a highly versatile and robust Web-based platform to provide the information framework for reducing greenhouse gas emissions, and managing the environmental sustainability certification and recertification process. The application helps guide users through the processes of defining environmental criteria and protocols, collecting portfolio data, and evaluating results to help make informed and cost-effective decisions to achieve sustainability goals.

Benefits

• Delivers an information framework to help reduce overall carbon footprint
• Facilitates compliance with internal or external reporting requirements
• Streamlines the computation and comparison of greenhouse gas emissions for all buildings in a portfolio and tracks changes over time
• Tracks progress, evaluates payback, and identifies best practices to simplify sustainability certification and requalification initiatives

Compare emissions by building, scope, and year at a glance and drill down to emission scope detail to identify key drivers and areas for improvement
### Reduce Overall Carbon Footprint

ARCHIBUS Green Building allows users to define any number of carbon footprint scenarios, associate buildings with those scenarios, and configure combinations of carbon footprint emissions factors for each, over one or more years. Users can then proceed through a series of forms for entering or mapping carbon footprint sources like fuel and energy consumption for heat and electricity, hours flown, miles driven, electricity purchased, materials procured, and waste recycled.

- Monitor performance of buildings and associated operations according to designated standards
- Promote lower operating costs by highlighting the reduction of electricity, fuel, and other consumption variables that contribute to the carbon footprint
- Hold operating managers and building occupants accountable for their behaviors and/or practices that contribute to an overall carbon footprint
- Support strategic decision-making for potential policy changes and their associated capital investments

### Compare Greenhouse Gas Emissions Easily

ARCHIBUS Green Building exceeds the capabilities of readily available spreadsheet-based carbon footprint calculators. It provides data and calculation scalability, and aggregates information from all sources into a dynamic database, not just a flat spreadsheet file. As a result, information remains organized, secure, easy to retrieve, and accessible for analysis.

- Streamline and automate the storage and retrieval of sustainability project notes and documents
- Deliver a process-oriented and form-driven framework with detailed instructions
- Generate actionable information, with summary and analysis tables and charts for synthesizing and comparing information
- Provide tools for side-by-side comparison of a portfolio of buildings over multiple years
- Support actual or “what-if” scenarios containing different consumption amounts or versions of emissions factors

### Facilitate Compliance Goals

Whether driven by internal or external regulatory mandates, tax or other financial incentives, or a desire to improve environmental stewardship, becoming “green” has become a high priority for many organizations. ARCHIBUS Green Building facilitates compliance with internal or external reporting requirements, defined by major standards-setting organizations, to qualify for carbon credits, reduced carbon tax, and/or to submit defensible data on progress toward meeting environmental sustainability goals.

- Track building performance over time to judge the effects of future renovations or capital projects, and verify that certification and energy efficiency ratings continue or improve over time
- Aggregate data for annual greenhouse gas inventory reporting according to internal and/or governmental regulatory requirements
- Maintain scores by defining a rating project and scoring a building, floor, or room according to a chosen rating system
- Support multiple certification systems including LEED, BREEAM, other major systems, and/or self-defined criteria
- Integrate with ENERGY STAR Portfolio Manager
- Provide many common unit conversions and support user-defined metrics to accommodate a broad range of measurement, input, and output options

### Track Progress, Identify Best Practices

Centralized and consolidated information, combined with flexible scoring and powerful analytic tools, enable ARCHIBUS Green Building users to identify, validate, and propagate best practices to achieve environmental objectives. After implementing Green Building, users can evaluate building benchmarks against other new and existing buildings in a portfolio, as well as create and compare multiple scenarios for each building.

- Determine actual savings on energy, water, and carbon within the building after construction
- Provide a quick comparison of payback periods for capital investments to achieve sustainability goals
- Supplement design values established with complementary solutions such as Autodesk Green Building Studio
- Fund, justify, and manage up-front investments in new green buildings or renovations using the ARCHIBUS Capital Budgeting and Project Management applications

For more information, visit [www.archibus.com/gb](http://www.archibus.com/gb)
Every year, natural and man-made disasters cause tremendous dislocation and financial loss to organizations. ARCHIBUS Emergency Preparedness allows you to plan for potentially disastrous situations and effectively respond and quickly recover in the event of an actual disaster. It helps provide rapid access to critical facility, infrastructure and occupant information to ensure life safety procedures are followed, property is protected, and disruption to normal operations is minimized. ARCHIBUS Emergency Preparedness can serve as your primary tool for maintaining and providing accurate information to those who need it most in the event of a disaster.

Benefits

- Provides a proactive emergency operations management posture that can potentially save lives, protect property, and reduce insurance costs
- Enables quick access of accurate information to make critical life-safety decisions during a disaster
- Organizes information to implement disaster recovery plans and quickly resume normal operations
- Assists in expediting insurance claims and negotiating more favorable coverage terms

Activities and Reports include:

- Egress Plans
- Hazardous Material Plans
- Advisory Bulletin for Employees
- Emergency Contacts by Employee
- Recovery Team Escalation Contacts
- Update System Status
- Update Room Status
- Update Equipment Status
- Employee Status by Building
- Status Summary
- System Dependencies
- Regulatory Compliance
- Equipment & Dependent Systems
  Plus Many More...

Emergency Preparedness lets users view systems and zones within floor plans to provide critical safety information to emergency responders.
## Establish Proactive Readiness

Developing an emergency preparedness system is vital to ensuring the protection of life and minimizing damage during a disaster. Take stock today of the data you currently track to determine its value during a crisis situation. For example, fire, police, and other emergency “first responders” will need information about your facilities to help them perform their duties.

- Provide reports on employee locations, buildings’ means of egress, and where hazardous materials are kept
- Define critical systems, dependent systems, and their zones
- Identify equipment, systems and their interdependencies to quickly determine the chain effect of failures
- Ensure all data and applications will be accessible in times of emergency, whether via the Internet or another remote method
- Update facilities’ egress plans and hazardous material plans on a regular basis, especially after a facilities project or move
- Negotiate more favorable insurance coverage based on pro-active planning

## Assess Conditions

Condition assessments will determine the extent of the damage as a result of the crisis event. Using the application you can apply a status or condition to any person, place or asset tracked within the database.

- Determine whether assets are repairable and which need to be replaced by comparing existing inventory data to current conditions
- Record and evaluate the condition of structures, utilities, systems, and equipment

## Resume Normal Operations Quickly

Begin preparing the affected facilities to resume operations. Comparisons of “before and after” will ensure that the organization is properly outfitted with its required systems and equipment.

- Create work orders in the ARCHIBUS On Demand Work application to schedule equipment repairs
- Use vacancy reports in ARCHIBUS Personnel & Occupancy to make provisions for relocating employees
- Consult existing inventories maintained in the ARCHIBUS Asset Portal
- Create an escalation contact list so recovery team members can quickly approve decisions and purchases necessary for returning the division to normal operations

## Assist in Financial Recovery

Plan for long-term recovery (including capital spending) for new facility and infrastructure requirements.

- Prepare insurance claims using the data collected during your recovery process
- Compare the options of rebuilding versus purchasing or leasing new space using the ARCHIBUS Real Property & Lease Management application
- Identify, track, document and summarize relocation/recovery costs for insurance carriers, tax authorities, and other external or internal entities

For more information, visit [www.archibus.com/ep](http://www.archibus.com/ep)
ARCHIBUS® Environmental & Risk Management

Compliance Management

Manage complex compliance requirements proactively to help mitigate risk, ensure safe work environments, and reduce administrative burdens

Property and facility professionals are responsible for providing safe, efficient, and productive work environments, yet they can face a bewildering array of codes and regulations with different schedules, costs, and implications for the organization. Unlike spreadsheets or other non-integrated tools, Web-based ARCHIBUS Compliance Management provides a highly scalable solution to easily and efficiently negotiate the substantial data and recordkeeping involved with regulatory compliance programs and permitting processes. This helps reduce administrative costs and prevents costly disruptions such as occupational injuries, property damage, and shutdowns that may result from inadequate compliance practices. ARCHIBUS Compliance Management helps mitigate risk to protect an organization's reputation and enhance stakeholder value.

Benefits

- Ensures a safe, productive work environment by implementing a structured process to comply with regulations, codes, and/or best practices
- Minimizes the likelihood of regulatory actions including monetary fines and/or costly litigation resulting from inadequate compliance oversight
- Lowers the overall cost of maintaining a comprehensive, defensible compliance program by reducing administrative time spent on data collection, notifications, and document management
- Helps reduce the number of Environmental Health and Safety (EH&S) incidents and insurance premiums associated with them by identifying and correcting compliance gaps

The Compliance Programs Map enables managers to quickly visualize where their highest risk projects are located as well as the regulatory status and priorities.
ARCHIBUS® Compliance Management

**Ensure Safety Through Compliance**

ARCHIBUS Compliance Management enables managers to more easily execute a comprehensive compliance program that helps mitigate organizational risk to ensure a safe, productive work environment. Compliance Management accomplishes this through automated scheduling and tracking of responsibilities for specific, compliance-related actions and events. It provides the enhanced control to manage the diverse challenges of regulations that have varied schedules, costs, and impact to the organization.

- Perform top-level project planning, management, and coordination across multiple compliance program projects
- Reduce the manual effort involved in managing the large volumes of information and communications required of compliance programs
- Incorporate drawings, GIS maps, and dashboards for rapid visualization and analysis of compliance projects
- Consolidate and report information easily to prepare for compliance audits
- Maintain compliance history by program and location using the document library functionality
- Integrate with ARCHIBUS Project Management to create standard projects to consolidate and manage similar programs and their associated events

**Avoid Regulatory Penalties and Litigation**

Compliance Management delivers improved visibility of issues across an entire portfolio of building and properties managed. This broad perspective helps organizations follow proper regulatory procedures to avoid costly fines and litigation associated with violations across their facilities. It clearly identifies and communicates all compliance requirements for the organization to avoid fines, shutdowns, and occupancy delays.

- Avert interruption to on-going operations, renovations, and/or occupancy of new space
- Prevent missed requirements for elevator inspections, fire safety equipment, handicapped access, and much more
- Automate scheduling and notification of upcoming compliance activities for regulations governed by specific legislation such as the Americans with Disabilities Act (ADA)
- Track violations or penalties to proactively manage the process for taking corrective action
- Minimize excessive or unnecessary remediation expense based on supplying comprehensive documentation

**Decrease Administrative Costs**

ARCHIBUS Compliance Management provides a structured approach to reduce administrative time and data-gathering efforts. The application streamlines all aspects of data organization, analysis, reporting, project tracking, and -- just as importantly -- archives communications among managers to document compliance project evolution and rationale.

- Produce a defensible audit trail to minimize the time and cost in responding to inquiries
- Ensure timely renewal of permits and licenses using the automated reminder system for critical due dates
- Track communications and notes associated with regulations, programs, requirements, and events
- Aggregate and organize all compliance related documentation, including items which may not be tied to a specific regulation, program, or requirement

**Reduce Environmental Health and Safety Incidents**

Compromised health and safety practices can lead to injuries or even loss of life, resulting in costly fines, litigation, and shutdowns by regulatory agencies. Besides lost productivity and profitability, even a few high profile incidents could generate enough negative publicity to damage overall stakeholder value. ARCHIBUS Compliance Management can help reduce both the frequency and severity of EH&S incidents through robust data collection and reporting, which is a prerequisite for implementing more effective preventive and remedial measures.

- Decrease EH&S incidents and associated insurance costs by seamlessly sharing and coordinating applicable information with other appropriate functions or units
- Review violations and fines to determine recurring patterns and possibly alternative corrective actions
- Integrate with the ARCHIBUS Environmental Health & Safety application to help manage employee training and personal protective equipment requirements

For more information, visit www.archibus.com/comply
Managing a comprehensive, defensible health and safety program to protect both individuals from hazards and the overall organization from liability can be overwhelming. The ARCHIBUS Environmental Health & Safety (EH&S) application enables managers to quickly associate incidents with locations, equipment, and personnel and easily link employee training records and/or medical monitoring to these same incidents. As part of a comprehensive Environmental Health & Safety management program, this application is a critical tool to help document evidence of compliance for internal standards or external regulatory requirements. This documentation can greatly minimize both compliance costs, as well as monetary fines to the organization.

**Benefits**

- Provides a proactive process to identify, evaluate, and correct health and safety risks in the workplace
- Enables the reduction of medical claims, disability compensation, and loss of productivity because of workplace-related injury or illness
- Delivers efficient tracking and follow-up of health and safety incidents to minimize risk and liability to the organization
- Reduces the overall cost of administering a comprehensive, defensible health and safety program

ARCHIBUS Environmental Health & Safety provides a structured repository for all relevant data and can display maps or floor plans showing incident locations, with drill-down to view detailed information.
Identify and Correct Workplace Risks Proactively

Designed for facility and safety managers, ARCHIBUS Environmental Health & Safety enables the processes, and provides the precise documentation required, to minimize health and safety risks to employees and limit the liability to the organization based on errors, omissions, and accidents. Web-based ARCHIBUS EH&S delivers a flexible, dynamic, and highly systematic process to integrate and organize critical health and safety information with physical locations and employee/occupant data to help provide a comprehensive view of safety issues.

- Track and manage intermittent and systemic workplace safety challenges through automated, online data collection
- Identify patterns and prioritize remediation plans proactively
- Avoid workplace risks that may affect an organization's bottom line, stock price, and community image
- Facilitate transparency that enhances credibility with internal and external stakeholders
- Document compliance efforts comprehensively to satisfy regulatory mandates and reduce financial liability

Reduce Compliance, Medical, and Productivity Costs

In the United States, a single unintentional safety violation can easily bring a fine of $7,000 or more, even when no one is injured. More seriously, a falsified report to a Federal agency such as the Occupational Safety and Health Agency (OSHA) may result in a fine of $10,000 and/or six months in prison. As part of a comprehensive safety management program, ARCHIBUS EH&S is a critical tool to help document evidence of compliance for internal standards or external regulatory requirements. The resulting complete and accurate information can greatly minimize regulatory fines, personal injury awards, and lost productivity due to operational disruptions.

- Associate incidents with locations, equipment, and personnel and link employee training records and/or medical monitoring to these same incidents
- Enable complete documentation of an incident including witnesses, lost work, and short- and long-term corrective actions
- Assign training programs, personal protective equipment (PPE), work restrictions, and medical monitoring to employees by work category
- Establish proactive policies, procedures, programs that protect worker safety and avoid employee injury and downtime

Manage Health/Safety Incidents

In addition to providing defensible evidence of compliance with regulatory mandates, ARCHIBUS EH&S also helps prioritize actions before, and follow-up after, health and safety incidents. This task is made easy with the application's comprehensive health and safety database, as well as the incorporation of graphical features that make using the tool highly intuitive and informative.

- Display graphical maps of incidents, drill-in to a location to view detailed information
- Identify employees with missing or expired training, or with insufficient medical monitoring at a glance
- Retain and retrieve electronic copies of all health and safety-related documents quickly
- View the complete training history for any associate
- Summarize recordable incidents easily in one step

Lower the Costs of Administration

Managing a comprehensive, defensible health and safety program without the right tools can be a complex and costly undertaking from an administrative perspective. Attempting to manage EH&S schedules with spreadsheets and/or agenda applications like Microsoft Outlook® or IBM Lotus Notes® may be acceptable for a limited number of associates, but these tools can quickly reach their limitations. ARCHIBUS EH&S helps managers not only efficiently manage multiple schedules and deadlines for many associates but also scales cost-effectively to help manage programs spanning multiple business units and/or geographical locations.

- Leverage an existing ARCHIBUS repository to avoid data re-entry and potential integration costs
- Enable efficient Web-based collaboration, yet provide robust security to prevent unauthorized access to sensitive medical monitoring records
- Adjust easily when regulations and/or deadlines change frequently

For more information, visit www.archibus.com/ehs
Organizations have a responsibility to safely handle toxic products, verify compliance with various regulations, and inform first responders where those hazardous materials are stored and what they may encounter during an emergency. Yet maintaining this information in binders or file drawers can be expensive to manage, difficult to update, and a challenge to access – especially during a crisis. The Web-based ARCHIBUS Material Safety Data Sheets (MSDS) application provides instant updates and access to MSDS information from anywhere, stores lists of chemical products used in workplaces, and catalogs their MSDSs. It also integrates materials inventories, space and occupancy data, equipment inventories, and organizational information with site- and floor-plan graphics, providing the most complete information to execute a plan of action to avert a crisis.

Benefits

- Minimizes risk of serious injury to building occupants and first responders in the event of an accident
- Reduces the administrative cost and effort in maintaining an up-to-date MSDS library
- Satisfies chemical safety and inventory documentation reporting obligations efficiently
- Enables first responders to quickly and reliably retrieve critical chemical safety information during an emergency

ARCHIBUS MSDS lets users identify the type and location of hazards on floor plans for fast and effective response to events involving toxic materials, helping to ensure occupant safety and business continuity.
Minimize Risk of Serious Injury

The presence of hazardous materials in a facility presents organizations with multiple threats of accidents, personal injury, lost productivity, regulatory non-compliance, and associated legal and financial risks. ARCHIBUS MSDS minimizes such risks by centralizing data on the nature and location of hazardous materials, as well as indicating the best way to respond to spill and/or combustion incidents and injuries.

• Advance best safety practices by making MSDSs readily available to site occupants
• Share MSDS information with other systems and processes such as GIS, EH&S, and emergency preparedness to help improve workplace safety
• Use ARCHIBUS document management capabilities to securely store, retrieve, and distribute copies of MSDSs for both scalability and effective response to accidents
• Enhance information sharing among associates to proactively prevent problems while supporting effective response to accidents when they do occur

Reduce MSDS Administrative Costs

Large organizations with extensive chemical inventories in multiple locations face a challenge in keeping track of those materials in a cost-effective manner. Manual accounting processes to track chemical stocks and other information, particularly in widely dispersed locations, only increase the risk of losing important safety information and falling short of regulatory mandates. ARCHIBUS MSDS streamlines materials management processes and improves related information access for greater safety and improved cost efficiency.

• Reduce costs in maintaining an up-to-date MSDS library with online data collection and dissemination
• Gather MSDS inventory information via the Web for a complete, centralized database, and, optionally, details of constituent components and locations
• Access MSDSs stored in a database and indexed for fast search, retrieval, update, and bulk printing
• Leverage other existing ARCHIBUS facilities data such as space and equipment inventory, floor plans, and GIS maps

Document Chemical Safety and Inventories

ARCHIBUS MSDS ensures completeness of an organization’s MSDS library that not only decreases the consequences of accidents, but also minimizes the likelihood of regulatory violations and monetary penalties associated with inadequate compliance. Errors and omissions in compliance can be costly. For example, non-compliance in the United States may result in fines of up to $70,000 or more, depending on whether it is a willful violation. Because all chemical, training, location and other information can be uploaded, centralized, and instantly accessed via the Web, organizations gain a real-time picture of their chemicals profile for training, mitigation, and reporting processes.

• Record all information on chemical stocks, storage, and employee training to document compliance with regulatory requirements
• Provide the flexibility to support multiple hazard classification systems, including National Fire Protection Association (NFPA), Hazardous Material Identification System (HMIS), and the UN’s Globally Harmonized System of Classification and Labeling of Chemicals (GHS)
• Support compliance with hazardous chemical inventory reporting requirements such as EPCRA Tier II/SARA Title III

Empower First Responders

It is essential to give associates who handle potentially dangerous materials the appropriate training in how to manage them. Yet first responders also need that information with equal, if not greater, urgency in order to take effective action once accidents do occur. Because they do not have an insider’s day-to-day familiarity with chemical inventories and locations, ARCHIBUS MSDS provides fire, police, and medical professionals with instant and reliable access to critical chemical safety information during an emergency.

• Protect first responders by providing them with the most up-to-date hazardous material information
• Confirm the presence of hazardous materials to determine the necessary precautions and equipment
• Provide access to floor plan drawings with MSDS chemical locations highlighted according to hazard levels and then drill down for details as needed
• Generate maps showing location and evacuation radius graphics

For more information, visit www.archibus.com/msds
Managing waste streams, particularly hazardous waste, is often fraught with risk and possible negative outcomes, if handled poorly. Organizations need not only to cope with the often burdensome regulatory paperwork, but also to avoid the risk of errors, omissions, and accidents that can lead to injuries, penalties and/or potential litigation. Web-based ARCHIBUS Waste Management provides a streamlined and integrated approach to tracking, managing, and reducing both hazardous and non-hazardous waste. It helps smoothly process the information flow, starting from the point of generation, through accumulation, storage, shipment or emission, and final disposition. And it provides defensible information to assess the effectiveness of waste reduction and recycling programs that, in turn, help reduce carbon footprint and increase LEED™ or other sustainability scores.

**Benefits**

- Simplifies the process for tracking and managing hazardous waste streams to sustain a safe working environment
- Decreases the risk of fines or litigation surrounding hazardous waste storage and disposal procedures
- Increases the visibility and improves accountability for waste reduction or recycling initiatives to help reduce carbon footprint and improve LEED or other sustainability scores
- Reduces the cost and effort of satisfying waste audit and reporting requirements

**Reports & Summary Tables:**

- Waste Summary
- Waste Totals by Category and Handler
- Waste Amounts by Category
- Waste Amounts in Date Range
- Waste Manifests
- Waste Profiles by Regulated Code
- Waste Profiles by Category
- Waste Shipment Finder
- Recently Shipped/Discharged Waste
- Waste Discharges
- Waste Shipments
- Hazardous Waste Storage
- Waste Storage Summary
- Waste Accumulation Summary
- Waste Management Map
  Plus Many More...

ARCHIBUS Waste Management provides defensible information to assess the effectiveness of waste reduction and recycling programs in addition to tracking and managing hazardous waste.
ARCHIBUS® Waste Management

Simplify Waste Tracking and Management

ARCHIBUS Waste Management consolidates all waste information, regardless of the waste profile or type, and allows management and reporting on that information through user-defined, searchable data and a comprehensive set of reports and charts on waste type, source, volume, vendor certification, storage location/capacity, recycling program effectiveness, and much more. The application helps address these typical concerns: How much of a specific waste profile has been generated and by whom? Which vendors are certified to transport our waste? Has any site exceeded its waste storage limits or thresholds? How effective are our recycling programs?

- Improve accountability across the organization and among vendors via closed-loop tracking
- Generate the verifiable documentation that hazardous waste shipments were processed properly according to internal standards or external regulations
- Provide rapid access to historical data and forms linked to space inventories and personnel records
- Organize tasks and processes easily, with the ability to scale the system seamlessly across multiple facilities
- Handle multiple and mixed units for data inputs and user-selectable units for reporting

Decrease Risk of Fines and Litigation

Not following approved hazardous waste storage and disposal procedures is a daily threat to an organization’s workers, operations and profitability. Audits and inspections are common and have immediate consequences. For example in the US, a single improper manifest for a cytotoxic waste shipment, carries a fine of approximately $20,000. Also hazardous waste that accumulates in a chemical storage locker for one day beyond its 90 day limit might result in a $8,000 fine for a single incident. The ARCHIBUS Waste Management application helps organizations ensure full compliance with voluminous and exacting regulations.

- Establish a central, standardized system for all waste that helps reduce errors, omissions, and risk
- Provide auditable control of quantity, identity, and responsibility for each substance and its associated documentation at every point in the waste stream
- Monitor hazardous waste accumulation and storage locations according to permitted time limits, with automatic warnings when approaching limits
- Automate production of manifest documents, confirm timely shipments, and verify the return of required documentation

Increase Visibility for Waste Reduction/Recycling

Increasingly, many top executives with fiduciary responsibility are trying to address the growing concern about environmental sustainability and stewardship among varied stakeholders such as investors, customers, employees, and non-governmental organizations. ARCHIBUS Waste Management not only helps reduce both hazardous and non-hazardous waste streams, but it also provides the analytic framework to measure improved sustainability efforts and the metrics to justify claims.

- Gain the visibility to establish accountability by organizational unit to help achieve sustainability goals
- Obtain rapid access to waste data for carbon footprint calculations and sustainability scoring such as LEED or BREEAM®
- Provide defensible reporting to measure the effectiveness of waste reduction and recycling programs

Reduce the Cost of Audits and Reporting

ARCHIBUS Waste Management helps save time and money in collecting the data and producing the required documentation to effectively manage waste streams. It expedites the production of required shipping labels, manifests, and official reporting documents. The application helps increase productivity while minimizing clerical errors by allowing users to enter data once and re-use it without further data entry. Ensure accurate record-keeping and compliance with regulations around timing, quantity, and transfer of responsibility with Waste Management.

- Use Web-based forms for collecting data statuses from users and vendors
- Record waste generation or emissions levels from any location or organizational unit, at any desired frequency
- Review totals over any time period for any part of or the whole organization using tabular reports or GIS maps
- View hazardous waste coming due for shipment at a glance

For more information, visit www.archibus.com/wm
Building Information Modeling (BIM) has enabled a richly detailed and collaborative approach to the way buildings are designed and constructed. What it lacks, however, is a way to easily scale to the portfolio-level and connect with business data. ARCHIBUS Smart Client Extension for Revit addresses that need with a true BIM 4.0 application designed from a facility manager’s perspective. It provides quick access to Revit graphics and COBie information using Web Services to connect Revit models to ARCHIBUS enterprise data. This gives users a 4-dimensional view of an organization and its processes. In addition, the Smart Client Extension implements rules and workflows that coordinate the bi-directional data exchange and updates the BIM model itself, to keep everything in-sync.

Benefits:

- Provides an intuitive, graphical bi-directional link to Revit using Web Services, enabling an easy, incremental approach in transitioning to BIM technology
- Supports all facility management elements in BIM models
- Puts BIM data to work immediately for building operations-related processes
- Connects seamlessly to ARCHIBUS applications for increased productivity and data accuracy

Activities and Features include:

- One-click connection of an entire Revit model to enterprise data
- Automatic, bi-directional updates of enterprise and model data
- Configurable rules to match a BIM Execution Plan
- Automatic updates of areas when the Revit model changes
- Simultaneous updates of asset locations when inserted within Revit
- Access to Revit Architecture and Revit MEP data and graphics from anywhere over the Web, in seconds

Plus Many More...

Use the bi-directional synch feature to incorporate database-driven business information, such as space allocation by department, from ARCHIBUS within your Revit model.
**Fast ROI, Easy Transition to BIM 4.0**

The ARCHIBUS Smart Client Extension for Revit overcomes the limitations and complexity of using Revit alone by integrating Revit directly into a larger BIM 4.0 project model. The Extension is a small plug-in that loads into Revit in seconds. It connects a Revit model immediately to the ARCHIBUS enterprise database – wherever it is – using Web Services. This quick implementation delivers rapid ROI as managers can easily access and integrate facilities information and processes with their Revit data and graphical objects. Users gain a more accurate picture of their organization to help improve their asset management posture.

- Synchronize COBie information automatically between design and facility management activities, in real-time, without human intervention or extract files
- Leverage Revit conventions with, easy-to-use features that validate data to speed work and reduce errors
- Combine graphics and data seamlessly from both AutoCAD or Revit in queries so that CAD, BIM, or both tools can be used, depending on building or function
- Centralize data and mapping rules easily to enforce the terms of a BIM Execution Plan
- Utilize productivity tools, such as a spreadsheet-style interface that lets users review and update data from numerous models in one view
- Employ the ARCHIBUS additions to the Revit ribbon tab menu with commands that use Web Services to bi-directionally link the Revit model with the ARCHIBUS enterprise database
- Implement management capabilities, function-by-function (starting with ARCHIBUS space-related applications) and adding others, as needed

**Integrate All Space Management Functions with BIM**

The Smart Client Extension for Revit allows users to take advantage of purpose-built facilities management tools to deliver the results needed to support the organizational mission. With one click, users can connect an entire Revit model to their space management data and manage BIM spaces immediately.

- Support all facility management elements in BIM models – rooms, areas, furniture, equipment, network devices, life safety and more.
- Use the Revit rooms or areas as the locations for vacancy analysis, allocation planning, occupancy, moves, and more
- Meet accuracy and audit requirements for chargebacks of all types using established chargeback rules and automatic audit trails

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**Link Building Lifecycle Management to Strategy**

To create direct connections to building operations-related workflows, the Smart Client Extension for Revit can put BIM data to work immediately to document and support a range of vital operational needs. Again, one click is all it takes to integrate data in the ARCHIBUS repository with the BIM model.

- Connect an entire Revit model to equipment maintenance and preventive maintenance functions
- Ensure that all new equipment is completely cataloged in inventory for real-time accuracy
- Use graphics from Revit for finding service locations, even via mobile devices such as tablets, using Web connectivity
- Streamline the building commissioning process by connecting plans and checklists (such as condition assessments) directly to the BIM model

**One Click Links BIM to ARCHIBUS Applications**

To easily manage a potentially huge repository of BIM data, the Smart Client Extension for Revit links easily to many of the most popular ARCHIBUS applications. By implementing the Smart Client Extension, one can use the data and results from Revit without delay, translation or re-entry, in any of those applications. For example, users can achieve immediate results with:

- **Space Inventory & Performance**: to provide a unified inventory, with consistent space accounting standards across buildings and lines of business, key performance indicators, and an accurate view of occupancy
- **Personnel & Occupancy**: to track vacancies, perform occupancy planning, track trends and efficiency
- **Move Management**: to manage both individual and group moves using a systematic workflow
- **Hoteling**: to improve overall occupancy rates by sharing workspaces for those who telecommute
- **On Demand Work**: for performing reactive maintenance on equipment within the BIM model
- **Preventive Maintenance**: for completing scheduled maintenance and ensuring that all the equipment within the facility does not prematurely degrade

For more information, visit [www.archibus.com/scr](http://www.archibus.com/scr)
Many leading organizations recognize Geospatial Information Systems (GIS) as an essential information tool to address extended markets, aging infrastructure, shifting demographics, and compressed cycle times. The knowledge gained from GIS allows organizations to make better decisions, saving time and resources. You can now use powerful geospatial capabilities to illuminate your existing real estate, facility and infrastructure information through the ARCHIBUS Geospatial Extensions for ESRI. This integration will provide you an even more powerful multi-layered perspective of critical organizational initiatives.

Benefits

- Streamlines enterprise workflows by providing geospatial business intelligence directly inside of your ARCHIBUS Web Central applications
- Improves collaboration, decision making, and insight by providing a common-operating picture that seamlessly spans the inside-building and outside-building perspectives of your sites, space, infrastructure, and physical assets
- Uses ARCHIBUS data dictionary and spatial relationships to automatically geo-reference all CAD and BIM facility-related data—sites, parcels and buildings down to rooms, equipment, furniture, network device locations, and even network jack drops
- Deploy either on-premises using ESRI ArcGIS Server, or in the cloud using ESRI ArcGIS Online
- Work within ARCHIBUS Web Central or within your familiar ESRI tools, such as ArcMap and ArcGlobe

Incorporate a geospatial perspective directly within your ARCHIBUS Web Central applications. Present asset information seamlessly at all levels of detail. Zoom smoothly from global-scale clusters, to local-scale markers, to actual building and room outlines with thematic highlights.

Use Cases include:

- Asset management
- Maintenance
- Alternate workspace management and telework
- Threat analysis, risk assessment, and business-continuity planning
- Strategic planning
- Real-property management
- Mission alignment
- Energy management
- Water-resource management
- E911, Executive Order 13327, BRAC Mandates
- Environmental Compliance
- Employee, Customer, and Competition mapping
- Site and Proximity Analysis
  Plus Many More…
Bring Geography to Your Business Intelligence

Unlock the spatial component of valuable business data and see your enterprise from a new perspective. View a common operating picture of sites, space, infrastructure, physical assets to increase organizational collaboration and make well-informed decisions concerning campus-scale space planning & real estate portfolio management.

- Increase communication and collaboration through immediate access and complete integration of spatial and non-spatial data
- Flow architectural CAD and Building Information Modeling (BIM) directly into GIS
- Maintain a single, seamless data repository for critical information on assets and processes—both inside and outside of your buildings
- Merge GIS and enterprise workflows to speed mission-essential processes, deliver organizational results

Link Visual Representations for Improved Analysis

Boost your competitive advantage with top-notch analytic tools to help answer both strategic and tactical questions that the C-level suite would ask. High performance organizations require a deep level of spatial knowledge to locate potential customers, assess risks, streamline procedures, and optimize operations.

- Extend the power of your ERP & Enterprise Information Modeling (EIM) with Geospatial Extensions
- View maps, and demographics side-by-side with the financials that measure and the workflows that drive processes such as capital projects, property transactions, and lease renewals
- Locate heat-maps of occupancy, lease expirations, total costs per square foot, costs of deferred maintenance, and other key performance indicators

Flow CAD and BIM Data to GIS—Even in the Cloud

An automated workflow keeps your CAD and BIM information in perfect sync with your ESRI GIS information. The process uses the relationships within the ARCHIBUS data-dictionary to geo-reference all assets/sites, parcels and buildings down to rooms, equipment, furniture, network device locations, even network jack drops. ARCHIBUS can locate assets such as buildings and structures based on address, but also accurately geo-reference all items in a building from the geo-position of the building itself. The ARCHIBUS workflow automatically creates the GIS schema you need—whether working on-premises using ESRI ArcGIS Server or in the cloud using ESRI ArcGIS Online. Integrating CAD, BIM and GIS has never been this easy.

Analyze Interior and Exterior Data Simultaneously

The ARCHIBUS Geospatial Extensions let you use the powerful family of ESRI solutions to address issues that cross the artificial boundary between “inside” and “outside” the building. The extensions provide “real world” context and enable quicker decision-making based on rich, multi-dimensional sources of information.

For example,

- Real Estate Managers ask: Which cities provide the optimal mix of demographic variables for opening a new office, manufacturing plant, or retail location?
- Space Planners ask: How do functional departments span buildings in a campus setting?
- Operations Staff ask: How do utility lines relate to and impact interior spaces?
- Security Personnel ask: Which mission-critical rooms & equipment are in close proximity to natural gas lines?
ARCHIBUS® Technology Extensions

Mobile Framework
Accelerate service delivery with secure, real-time access to ARCHIBUS data from smart phones and tablets

Better service delivery increasingly means faster and more accurate service delivery, a goal now made practical through implementation of the latest mobile technology. Included in Web Central V.21, the ARCHIBUS Mobile Framework delivers a new breed of secure, easily configurable, and customer-responsive apps, providing accurate facilities information when and where it is needed. ARCHIBUS creates mobile apps once which will run on a variety of late model, high-end mobile devices. And, new technology makes your data — including photos, campus plans, and floor plans — interactive, so that any authorized user can quickly locate spaces, people, assets, and tasks.

Benefits

- Gives immediate access to graphical and non-graphical reports, forms, and views — anytime, anywhere — after initially connecting to a Wi-Fi, Internet, or cellular network
- Lowers the overall cost of providing a two-way exchange of information to/from a centralized repository to mobile-enabled personnel
- Supports hybrid mobile deployments, with an open-standard development environment for easy enhancement
- Supports semi-connected native mobile apps to ensure work continuity and productivity even when there is no connection available

ARCHIBUS Mobile Framework Apps provide instant access to workflows and accelerated responsiveness to customer needs
Anywhere-Access to Graphical and Non-Graphical Reports

ARCHIBUS easily delivers graphical data the way your organization needs it. You can, for example, publish floor plans directly from within AutoCAD that then can be viewed in mobile devices. That means you can see floor plans, photos, forms and other graphical data with the same accessibility and clarity that users would expect if they were sitting at their desks. These capabilities make ARCHIBUS mobile apps a better way to share graphical and non-graphical information that puts facilities teams, literally and figuratively, on the same page.

- Make presentations more effective and discussions more productive with space plans at your fingertips
- Create and post enterprise graphics on all your floor plans with just one click
- Publish, in a single action, allocation and vacancy highlights to the Space Book
- Take highlighted and labeled floor plans anywhere — even where there is no Wi-Fi connection
- Transfer images, such as photographs of building conditions, using the mobile apps synchronization feature

Economical, Bi-Directional Data Exchange Increases Productivity

Saving both time and the cost of traveling to and from an office to collect work orders, etc., ARCHIBUS Mobile Framework Apps make the exchange of space, floor plan and other information accurate, instantaneous, and indispensable. Just as important, it replaces paper-based reporting with electronic forms that transmit data directly to a central repository, eliminating misplaced files and associated delays in retrieving them.

- Accelerate projects by accessing needed data and services at anytime, anywhere they are needed, from any standard device
- Enhance work-team coordination, internal customer satisfaction, and work cost chargeback
- Improve accuracy of location information for first responders to mitigate risk and associated costs
- Speed collection of data in the field and eliminate redundant data entry and unnecessary trips back to the central office

For more information, visit www.archibus.com/mobile

Apps for Core Mobile Capabilities

The ARCHIBUS Mobile Framework extends the existing Web Central application business logic to field personnel who need mobile access to ARCHIBUS data. It utilizes the workflow, validation, and data already defined in Web Central to enable location-based information access and creation. The Apps deployed through the ARCHIBUS Mobile Framework synchronize and validate field-generated and enterprise information. The Apps were developed using an open industry-standard development environment for easy enhancement. They include:

- **Space Book App:** Provides all facilities staff with quick and easy access to key building data and drawings on their mobile devices and also enables them to conduct paperless space surveys
- **Maintenance App:** Facilitates updating and completing work while in the field and also enhances the quality and accuracy of the information
- **Asset & Equipment Survey App:** Supports creating and maintaining an asset inventory; completing work in the field to enhance the quality and accuracy of information

Semi-Connected App Support and More

The ARCHIBUS Mobile Framework offers many more capabilities and advantages, a hallmark of ARCHIBUS application development. It provides a cost-effective, flexible infrastructure to simplify work processes and minimize the use of error-prone printouts and written notes. The ARCHIBUS Mobile Framework also improves workgroup efficiency through its exceptional adaptability and ease of personalization.

- The ARCHIBUS Mobile Framework supports semi-connected native mobile apps to ensure work continuity and productivity even when there is no Internet connection available
- Supports a “bring your own device” (BYOD) strategy; easy to configure based on existing security, business logic, data sets
- Integrates mobile connectivity seamlessly with IT enterprise mobile governance policies conforming to pre-existing work processes using ARCHIBUS

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ARCHIBUS Services

ARCHIBUS offers a variety of services to ensure 30- to 90-day rapid deployment

Services

• **Software Subscription Program:**
  Work confidently with the knowledge that you are using the most up-to-date features and productivity tools available. The ARCHIBUS Annual Software Subscription Program provides participants with complimentary software upgrades and updates, previews, and information on new products and technologies from ARCHIBUS, Inc.

• **Technical Support:**
  Make sure you’re getting the most from your ARCHIBUS solution by taking advantage of the comprehensive technical support available from ARCHIBUS, Inc. or your local ARCHIBUS Business Partner. Authorized individuals in your organization may communicate with technical support staff via the ARCHIBUS Web site, telephone, or email during normal business hours. In addition to on demand technical support, your participants in our support programs gain access to the on-line ARCHIBUS Technical Support database of FAQs (Frequently Asked Questions), which includes pro-active notifications of additions to the proprietary ARCHIBUS KnowledgeBase.

• **Professional Services:**
  Specialized professional services from ARCHIBUS, Inc. and our global network of 1,600+ Business Partners include opportunity/technology audits, implementation planning and support, project creation/migration, application personalization/customization, application integration, implementation/management audits, and more.

• **Training:**
  Learning how to take full advantage of ARCHIBUS makes users more effective and productive. ARCHIBUS, Inc. offers a range of training options to serve all skill levels, from novice to systems administrator. Training topics range from ARCHIBUS fundamentals to advanced programming classes.

Please visit [archibus.com/training](http://archibus.com/training) for detailed course descriptions and scheduled classes.

• **On Demand and Hosted Solutions:**
  In addition to purchasing or leasing software, ARCHIBUS offers an alternative to in-house application implementations through “on demand” or hosted options. These services provide organizations with remote access over the Internet to a full suite of ARCHIBUS-hosted real estate, infrastructure and facilities management applications.

Benefits include:

  • **Minimal up-front costs:** Configuration, project management, and standards development costs are typically spread out over the length of the contract
  • **Fast deployment:** Eliminate dedicated hardware, software, and personnel costs while avoiding implementation delays
  • **Expert administration:** Outsource database and Web administration to free up your resources
Company Profile

ARCHIBUS is the #1 global provider of real estate, infrastructure, and facilities management solutions and services

For over 30 years, ARCHIBUS, Inc. has been the world’s leading provider of real estate, infrastructure, and facilities management products and services. This experience, along with the expertise of over 1,600 ARCHIBUS Business Partners around the world, yields proven solutions that allow organizations of all sizes to effectively manage their physical assets.

Since 1987, the company’s flagship product, ARCHIBUS, has held approximately 66% of the global integrated Computer-Aided Facilities Management market. Today, the breadth of products and services offered by ARCHIBUS, Inc. and its partners is unrivaled. In 2012, the annual global expenditures for ARCHIBUS-related products and services exceeded $2.2 Billion dollars (US), with over half of the revenues realized outside of the United States.

ARCHIBUS is available in over 190 countries and in more than 30 languages. The solution has been implemented by over 16,000 organizations representing more than 7 million users. With a track record of continuous product enhancements and a loyal, satisfied user base, ARCHIBUS remains the #1 real estate, infrastructure, and facilities management solution in the world.

ARCHIBUS History and Milestones

1980 Developed primary FM Automation frameworks and foundations for ARCHIBUS at Harvard University
1982 ARCHIBUS delivered the world’s first integrated Computer-Aided Facilities Management (CAFM) system
1983 Began collaboration with Autodesk, becoming their seventh Third-Party Developer for AutoCAD*
1987 Became the #1 AutoCAD-based CAFM solution in the world
1991 Named as the first and only Autodesk Strategic Developer for Facilities Management in the U.S.
1991 Developed the world’s first CIFM™ (computer integrated facilities management) enterprise solution
1993 Named by Autodesk as “Developer of the Year for Asia/Pacific”
1994 Became a founding member of the International Alliance for Interoperability and its first FM developer
1994 Developed the world’s first Integrated Workplace Management System (IWMS) offering
1994 Developed the world’s first Building Information Modeling (BIM) frameworks for real estate, infrastructure, and facility management
1995 Launched ARCHIBUS Web Central, the world’s first comprehensive Internet and intranet solution for CAFM
1997 Developed the world’s first Executive Information System (EIS) that extended access to casual users with little or no training
1999 Surpassed the 1,000,000 user mark—both Enterprise and Web-enabled
2001 Developed the world’s first Enterprise Information Modeling™ (EIM) framework for real estate, infrastructure, and facility management
2001 Introduced the 9th generation of ARCHIBUS, the world’s first Total Infrastructure and Facilities Management (TIFM™) solution

Worldwide ARCHIBUS Community

Distributors: 24+
Resellers: 200+
Application Specialists: 200+
Developer Network Partners: 100+
3rd Party Products: 300+
Language Editions: 30+
Enterprise and Web-enabled Users: 7,000,000+
Users’ Groups: 50+
Annual Users’ Conference: Most Attended in the Industry

ARCHIBUS Inc. establishes Environment + Sustainability dashboards
ARCHIBUS is the #1 global provider of real estate, infrastructure, and facilities management solutions and services

2002 Released full translations of ARCHIBUS in Spanish, French, German, Dutch, Korean, and Norwegian
2003 Reached 3,000,000 Enterprise and Web-based users
2004 Introduced new Web-based solution that integrates enterprise processes and offers personalized views and dashboards
2007 ARCHIBUS Inc. establishes Environment + Sustainability Services Solution Center, along with new centers in Germany, Romania, and Beijing—showcasing its leading infrastructure/facilities management software
2008 Developed the world’s first Intuitive Business Transformation™ (IBT) applications
2008 ARCHIBUS, Inc. President, Bruce Kenneth Forbes, named an IFMA Fellow, recognizing distinguished lifetime achievement in the field of Facility Management
2010 ARCHIBUS announces compliance with OSCRE and COBie standards that promote common data exchange for Real Estate/Facilities Management in Federal Government
2011 ARCHIBUS ranked as 2nd largest, privately-held software and services company in the Software 500 Listing
2012 Massachusetts Governor Duval Patrick and Boston Mayor Thomas Menino recognize ARCHIBUS, Inc. for 30 years of innovative software for real estate & facilities managers
2012 ARCHIBUS Solution Center-Chengdu named BIM Standards Research Partner by China Ministry of Housing & Urban/Rural Development
2013 ARCHIBUS positioned as a Leader in a well-known research report on Integrated Workplace Management Systems (IWMS) in the last six published editions
2013 ARCHIBUS releases latest Mobile Framework technology for real estate, infrastructure, and facilities management, to support smart phones and tablets
ARCHIBUS is the #1 global provider of real estate, infrastructure, and facilities management solutions with the total annual expenditures for ARCHIBUS-related products and services valued at over $2.2 Billion (USD). Through effective innovation and business transformation, ARCHIBUS users save their organizations over $100 billion annually. With ARCHIBUS, organizations can use a single, comprehensive, integrated solution to make informed strategic decisions that optimize return-on-investment (ROI) and return-on-assets (ROA), lower asset lifecycle costs, and increase enterprise-wide productivity and profitability. ARCHIBUS is the worldwide proponent for the creation of ubiquitous environmental sustainability.

For more than 30 years, ARCHIBUS has dominated the global real estate, infrastructure and facilities management automation market with a market share of over 94%. More than 7,000,000 ARCHIBUS users collectively manage over 15,000,000 buildings and properties, with organizations reporting facilities-related cost savings as high as 34%. With over 1,600 ARCHIBUS Business Partners, local and regional support worldwide is available in over 190 countries and 30 languages. Headquartered in Boston, Massachusetts, ARCHIBUS has pioneered computer-aided real estate, infrastructure and facilities management technologies since 1982.