

What can CAFM (computer aided facility management)/IWMS (Integrated Workplace Management System) do for you?

They key components (modules of CAFM)

1) Space Management

Building, floor, Business Unit, Human Resource

2) Asset Management

3) Lease Management

4) Operations Management

Work Order, Service Request, Preventative Maintenance

Space Management:

When you have millions of square feet; it is virtually impossible to track the vacancy and the occupancy without implementing a CAFM system. A CAFM system can offer you a centralized system of record that holds all your floor plans populated with relevant data. With a click of button you will be able to find out how many offices are occupied, how many are vacant, etc. for a floor plan or your entire portfolio. Before you decide to bring on new space, you can find out if you can accommodate the growth within your existing space through strategic space planning. You can find out who sits where and what is the best place to accommodate inters, contractors, new hires. You can run your dynamic chargeback reports based on the Business Units occupancy of space(s) on your portfolio. Your users will be able to get all this done through web-based application hosting your data. CAFM systems can integrate with your existing HR, BU systems to avoid re-entry of data into multiple systems. CAFM systems can work with DWG drawings seamlessly. You can find out how does your building(s) breakdown by space function, space status, common areas, Space type, etc.

You can get all this through reports that generate dynamic and live data every time they are run. In today's global environment space management becomes a key component that drives the overall cost of the company's operations.

Your project managers can request space for a time period (calendar and hour) for upcoming projects and be rest assured that they will be charged accurately for that space usage.

Your move team can plan and execute moves through a very friendly user interface and avoid all the last minute cancellation and adding issues.

A well-implemented CAFM system can immensely help your company save a lot of money in man hours and through effective use of space.

Asset Management:

Tracking Assets and Inventory control plays an important role as well. And the best part about doing this within a space management system is that you can tie your Assets to a location and/or person. You can tie an asset, example a laptop, with an HR record and make the asset to move with the person. Or you can tie an asset, say a table, to a space and have it stay back with the workstation. You can track all your assets using their barcode numbers.

You can do an inventory check on a regular basis and find out the list of un-used Assets, i.e. those that are not assigned to either a space or a person.

You can find out the assets that are out for maintenance.

You can track the Asset's life cycle in terms of number of years, mileage, etc.

Lease Management:

You can track your leases and associate them to building.

Because you have the ability to tie the Lease management and Space management together, you can calculate the money spent per head and other important ROI information like this

You can track the critical dates associated with the lease, such as Expiration date, expansion date, notice date, termination date, sublease date, etc.

You can setup the system to send automated notifications to a set of user(s) based on critical dates.

You can track the rent associated to a lease with the ramp-up in rent during a certain period of time through escalators

You can write invoices from the system.

You can track all your lease amendments and also subleases and tie them back to the main lease.

You can track your lease clauses and have the system display the document associated with it.

You can generate the Lease Abstract and rent Distribution reports with a click of a button

Operations Management:

You can submit and track service requests/work orders in the system.

Because you are tracking operations within a space management system you can find out that what building has maximum number of work orders being filed from. Also, you can tie your work orders to HR records, this way you can find out that who takes the most time to finish the WO and who has the most open work orders at any given point of time

You can also setup workflows for emails back and from the system to stay on top of each service request/work order issued.

You can track information associated with your service providers/vendors in one centralized system

You can also roll out an employee self service portal and have it tie back to the centralized system

Work orders can also track the cost associated in labor and materials.

You can create Preventative maintenance to auto-generate work orders at a certain frequency.

Example: update of firewall to be done every two months. System can be setup to generate work orders and assign them to the relevant person at that frequency