

Intelligent Workplace ManagementSM

Space and Facilities Management with AiM™

Introduction. For many organizations, planning and managing physical workspaces directly affects workplace efficiency. Facilities organizations can realize dramatic gains in productivity and service levels by reducing “churn” within the organization, properly maintaining the work environment, and efficiently servicing assets.

Integrating space planning and maintenance management is vitally important, because facilities managers and space planners must collaborate in order to make informed decisions about future growth and changes within an organization. Work performed by space planners, such as maintaining master CAD drawings and updating space and organization data, needs to be available to maintenance personnel to minimize data entry and avert costly mistakes. Similarly, as maintenance personnel manage serialized assets (equipment and other “tagged” assets) and associated work histories, contracts, materials, and preventative maintenance tasks, the availability of this information to both facilities managers and space planners enables the organization to streamline operations and increase productivity.

Space Management Benefits. As a facilities management professional, you realize that the use and performance of your facilities affects your bottom line, as well as the accomplishment of your organization’s core objectives. In pursuit of these objectives, the integration of space planning with maintenance management offers a number of strategic benefits:

- Less “churn” and greater cost savings through better space utilization standards
- Lower organizational space requirements and reduced property expenditures
- Improved quality assurance management and regulatory compliance
- Better management reporting vis -à-vis

- graphical query capabilities
- Greater collaboration through interdepartmental access to (and use of) common data
- Fewer man-hours devoted to retrieving information
- Reduced duplicate/redundant data entry
- Support for alternative asset-tracking strategies

Product Overview. The space and facilities management capabilities of AiM span five core functional areas:

- CAD Integration
- CAD Viewer and Query Tool
- Space Planning
- Space Survey
- Space Inventory Management

CAD Integration—Utilizing the AutoCAD 2000-series computer aided design engine, AiM offers real-time integration with AutoCAD files.

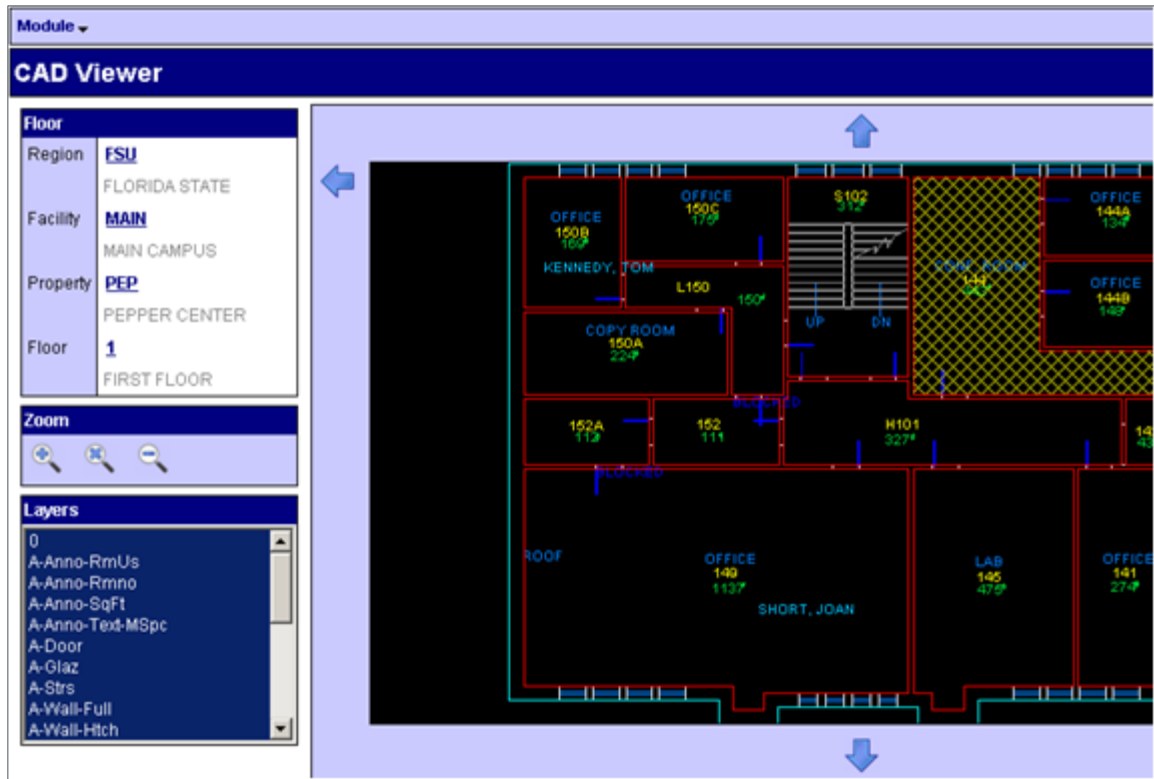
CAD Viewer and Query Tool—AiM’s CAD Viewer provides access to space information and CAD drawings, even if users do not have AutoCAD installed locally. Space data is frequently classified by criteria such as ownership, occupancy, and functional use (e.g., HEGIS codes). This data, along with all work management, inventory and equipment, property and lease (including square footage values), and organizational occupancy data can be queried using AiM’s powerful Query Tool.

Space Planning—Better space utilization starts with better planning. AiM provides a robust suite of planning capabilities, enabling space planners to create “what if” scenarios and analyze multiple space utilization options. With AiM’s Planned Work Order feature, users can plan multiple move scenarios. Once the decision to commit the move is made, the Planned Work Order can be promoted to a Work Order and work to execute the move can commence.

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Space Survey—For institutions that rely on grants and outside contracts to partially fund operations, AiM provides a Space Survey capability to record usage information. For each work location, usage codes track percentage splits of general and grant/contract-related use. In situations where multiple funding sources are involved, grant/contract-related usage can be further subdivided and tracked by percentage splits and effective dates of occupancy.

Space Inventory Management—Space inventory management in AiM leverages the extended capabilities of the Property Management module, which enables organizations to build a comprehensive property database, capture critical property information for analysis and decision support, maintain property documentation, and define physical work sites. AiM supports both BOMA and IFMA standards for space inventory management.