



Hoteling

Promote space efficiency, reduced carbon footprint, and flexible work arrangements through a shared workspace program

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.

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...**

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**

Action Item ID	Start Date	End Date	Building Code	Floor Code	Room Code	Part of Day	Booking Type	Status	Room Category	Room Type	Room Standard	Employee Name
435	3/1/2010	3/3/2010	HQ	18	116	Morning	single	REQUESTED	PERS	WRKSTATION	WKSTA-A	HOTEL ADMIN
406	3/1/2010	5/25/2010	HQ	18	113		Full recurr					
432	3/1/2010	3/3/2010	HQ	18	110	Morning	single					
383	3/1/2010	5/24/2010	HQ	18	119		Full recurr					
407	3/2/2010	5/26/2010	HQ	18	114		Full recurr					
401	3/2/2010	5/26/2010	HQ	18	110		Full recurr					
384	3/2/2010	5/26/2010	HQ	18	105		Full recurr					
408	3/3/2010	5/26/2010	HQ	18	115		Full recurr					
431	3/4/2010	2/24/2011	HQ	18	113		Full recurr					
386	3/4/2010	5/21/2010	HQ	18	110		Full recurr					
409	3/4/2010	5/21/2010	HQ	18	116		Full recurr					
385	3/4/2010	5/21/2010	HQ	18	120		Full recurr					
430	3/4/2010	2/24/2011	HQ	18	105		Full recurr					
433	3/29/2010	3/31/2010	HQ	18	110		Full single					
448	3/29/2010	5/24/2010	HQ	18	110		Full recurr					
436	3/29/2010	3/31/2010	HQ	18	116	Morning	single					
434	4/26/2010	4/28/2010	HQ	18	110	Morning	single					
437	4/26/2010	4/28/2010	HQ	18	116	Afternoon	single					

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*

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*

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*

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 archibus.com/hotel

