

# Monthly Data Analysis Report

## Monitoring Office Utilization

Period:

*July 2022*





## Key Information

**Data source:** Locatee Analytics (IT network infrastructure/Wi-Fi corporate devices/Sensors)

**Data collection:** Data is collected in the customer data lake and sent to Locatee. If there is a connected device detected at the time of measurement, the space where the device is located is counted as occupied.

The data included in this report is related to utilization of Building A, Building B and Building C.

**Configurations:** Floorplans, space type, meeting room capacity, building capacity, zones are aligned to the ones in the CAFM system.

## Executive Summary

### Portfolio Overview

- Building A, Building B and Building C employees preferred to spend time at desks as compared to collaborative spaces, however Building A employees have a higher preference for collaborative areas than Building B and C employees.
- Employees prefer to come to the office between Tuesday and Thursday.
- There is a significant gap in average desk utilization between Building C (12%) and B and A (25% and 28% respectively).
- Average Meeting Room utilization increased in the last 4 months (growth from 23% to 35%).

### Building Overview - A

- The 3rd floor is the most utilized with 79% absolute peak.
- The absolute peak in attendance has been increasing at a faster rate than average utilization. In June, the absolute peak (85%) surpassed the target of 80%. In July the value decreased to 75%.
- Current utilization of desks and hotdesks is still far from target, while meeting room occupancy is close to reaching its capacity (91% absolute peak in July).

## Building Overview - B

- The 3rd floor is the most utilized with 69% absolute peak.
- The absolute peak in attendance has been increasing at a faster rate than average utilization. In June, the absolute peak (76%) did not surpass the target of 80%. In July the value increased to 77%.
- Current utilization of desks and hotdesks is still far from target, while meeting room occupancy is close to reaching its capacity (85% absolute peak in July).

## Building Overview - C

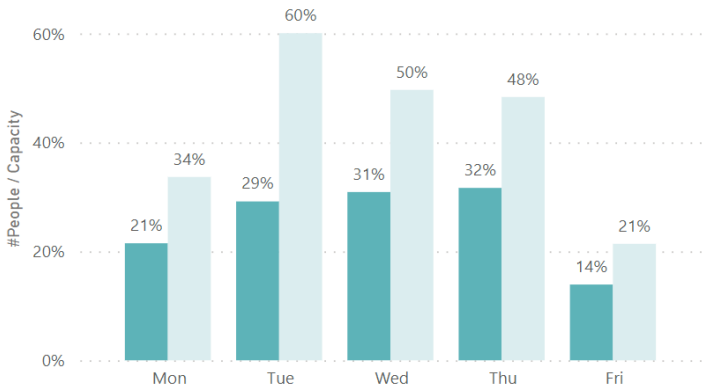
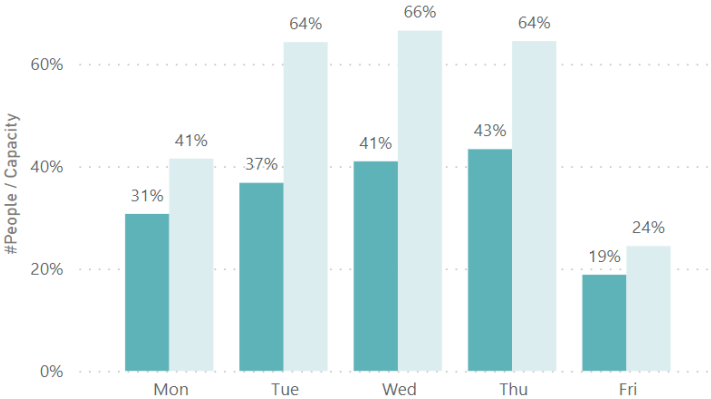
- The 7th floor is the most utilized with 77% absolute peak.
- The absolute peak in attendance has been increasing at a faster rate than average utilization. In June, the absolute peak (81%) surpassed the target of 80%. In July the value decreased to 79%.
- Current utilization of desks and hotdesks is still far from target, while meeting room occupancy is close to reaching its capacity (89% absolute peak in July).

# Portfolio Overview

Period: current month

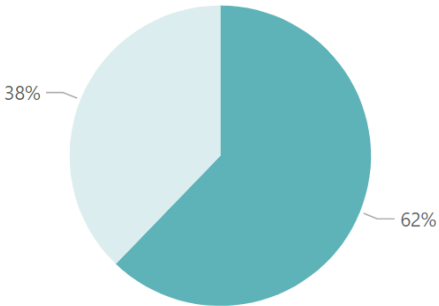
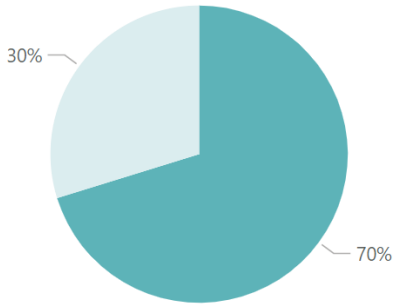
## Utilization by Day of week

● Average utilization ● Absolute peak



## Me vs We Time

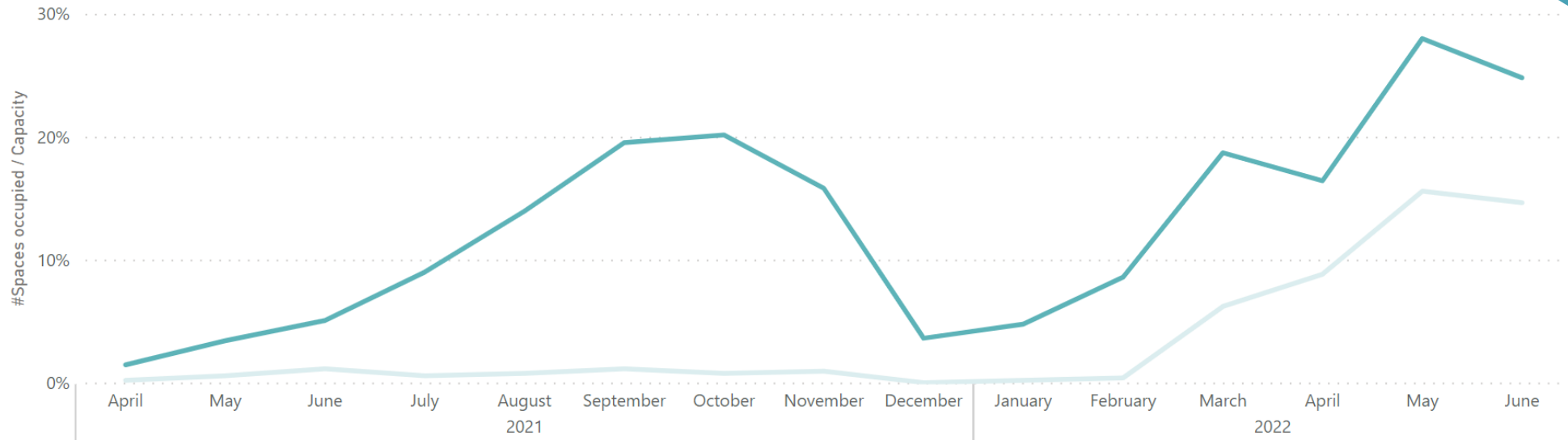
● Me Time ● We Time



“Utilization by Day of Week” shows how the office attendance is distributed over weekdays. Across all our customers, Fridays are weakest, but your usage pattern might be different based on the policies you have established.

The “Me vs We Time” chart shows the time spent in personal spaces such as desks (“Me time”) compared to the time spent in collaborative spaces such as meeting rooms (“We time”). This data can be useful to assess on a high level how to set the ratio between different space types.

## Average utilization of Desks trends

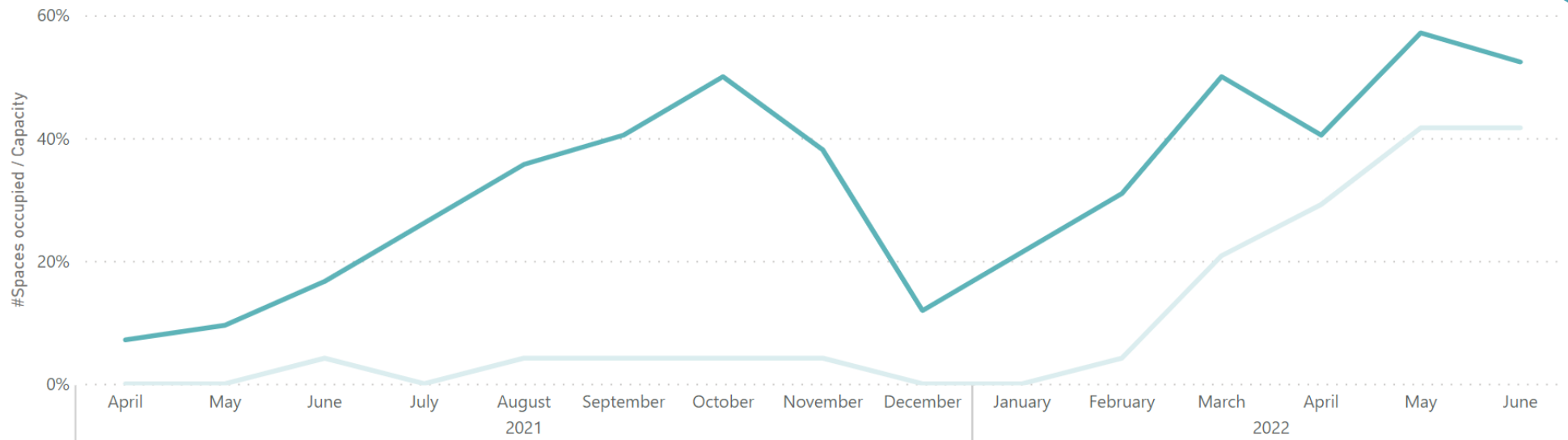


This graph presents the historical data on the average number of desks occupied as compared to the total number of available desks. The visualization brings the metrics for separate buildings together in one view. This allows you to spot at one glance the buildings with the lowest and highest desk utilization. The above data combined with “Average utilization of Meeting Rooms trends” and “Me vs We” metrics could help you draw conclusions on desk vs meeting room preference and availability.

To get more details on average desk utilization you can visit your Locatee Analytics dashboard:

- [Desks](#)

## Average utilization of Meeting Rooms trends



This graph offers the same insights as “Average utilization of Desks trends”, however this time we focus on meeting rooms.

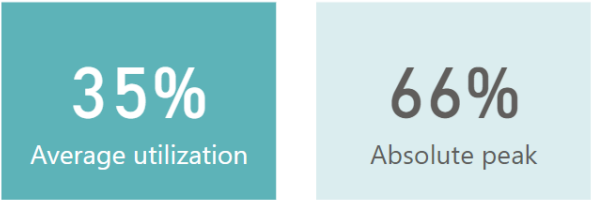
To get more details on average meeting room utilization you can visit your Locatee Analytics dashboard:

- [Meeting rooms](#)

# Building Overview - Building A

Period: current month

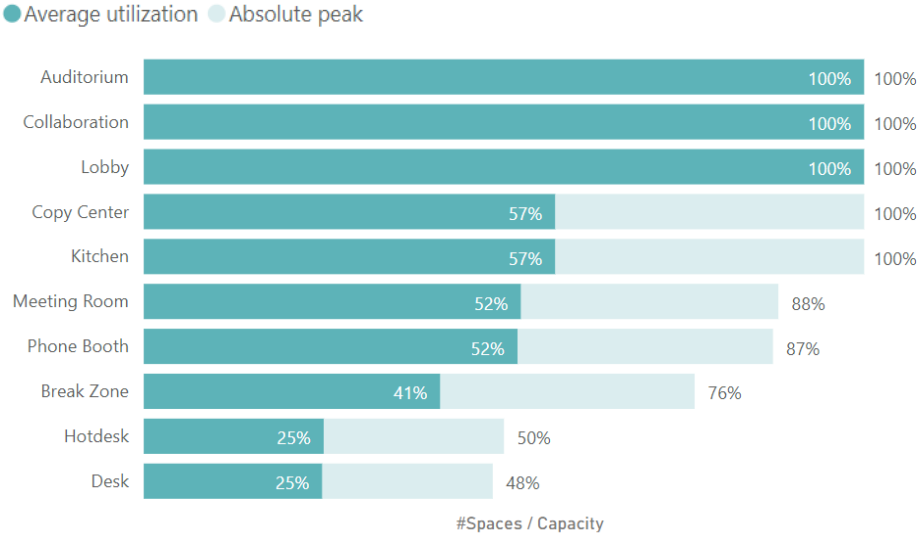
## People KPIs



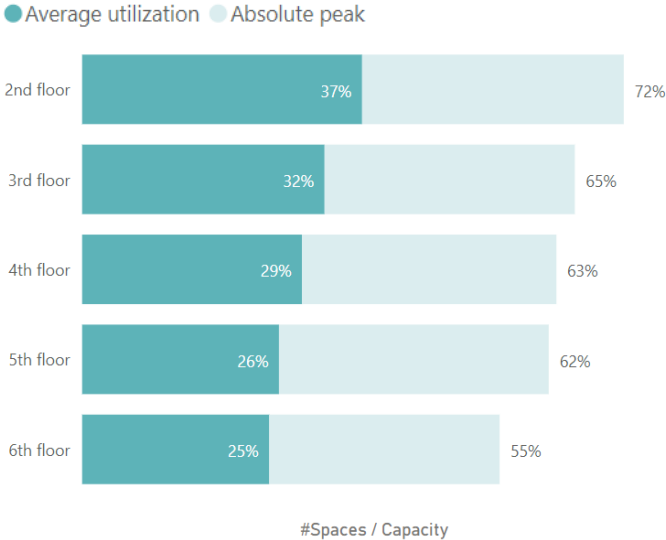
This page presents the key KPIs related to the current utilization of your building. By comparing the space and floor KPIs to overall utilization of the building, you can draw conclusions as to which floors and space types are over-utilized and under-utilized. You can also assess how much free space is available for each of the categories.

To get more details on the included metrics you can access your Locatee Analytics dashboard: [Building A Overview](#)

## Space KPIs

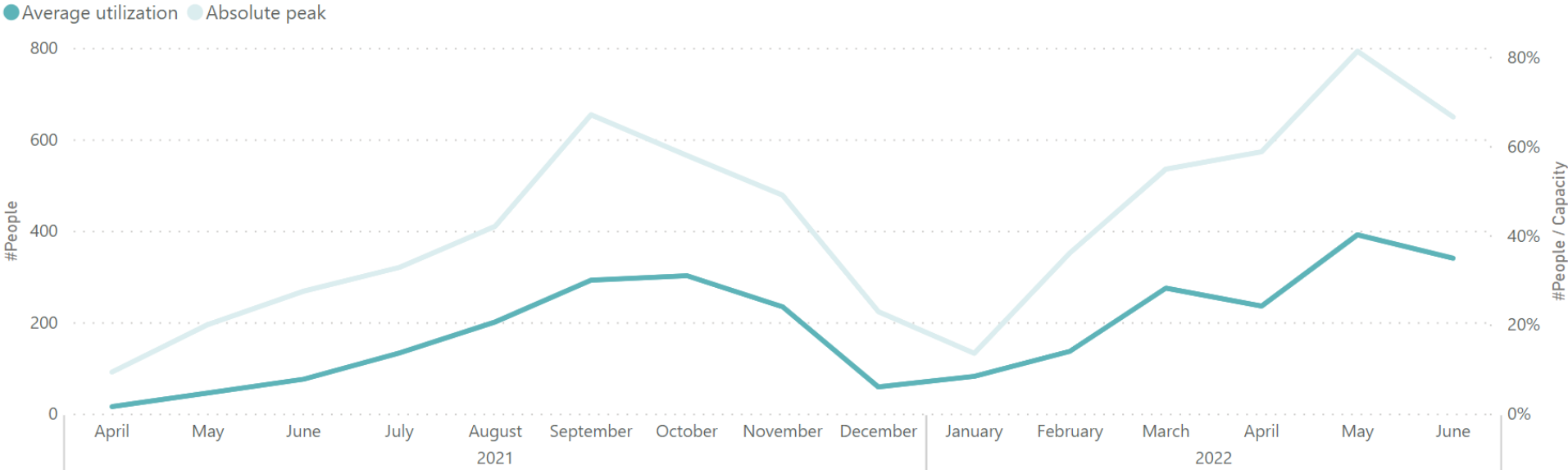


## Floor KPIs





## People KPIs trends

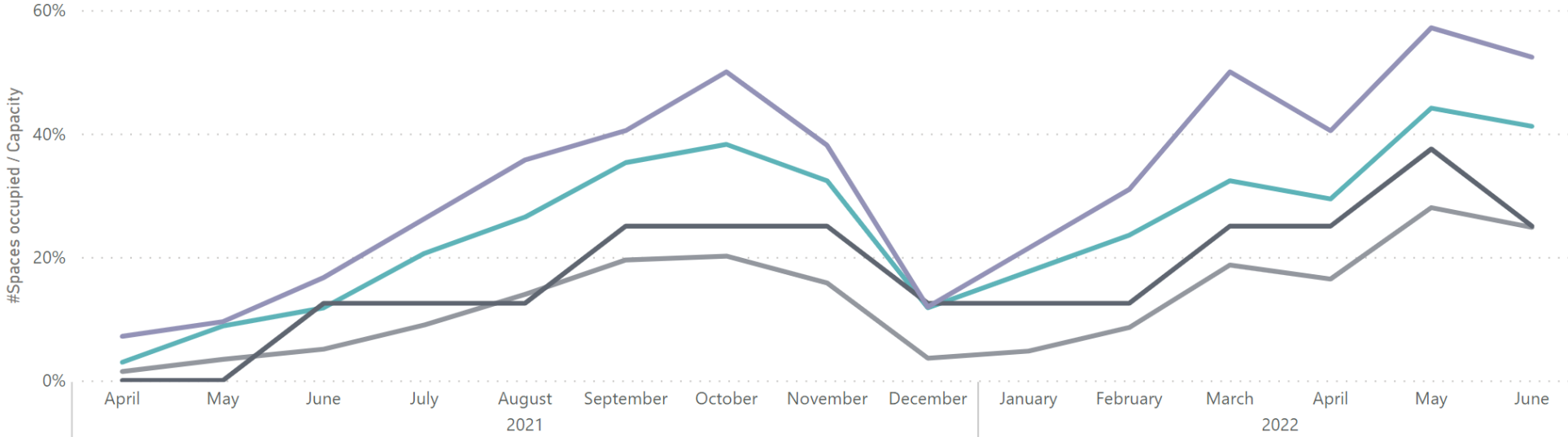


This graph shows the most basic KPIs about the people who use your buildings: the average utilization and the absolute peak. These KPIs provide you with a simple, but powerful tool to assess what is happening in your portfolio or a specific building on the highest level. Using these simple insights you can get an instant impression whether buildings are over-utilized or under-utilized.

To get more details and different time ranges you can visit your Locatee Analytics dashboard at: [Building Overview](#)

## Average utilization by Space trends

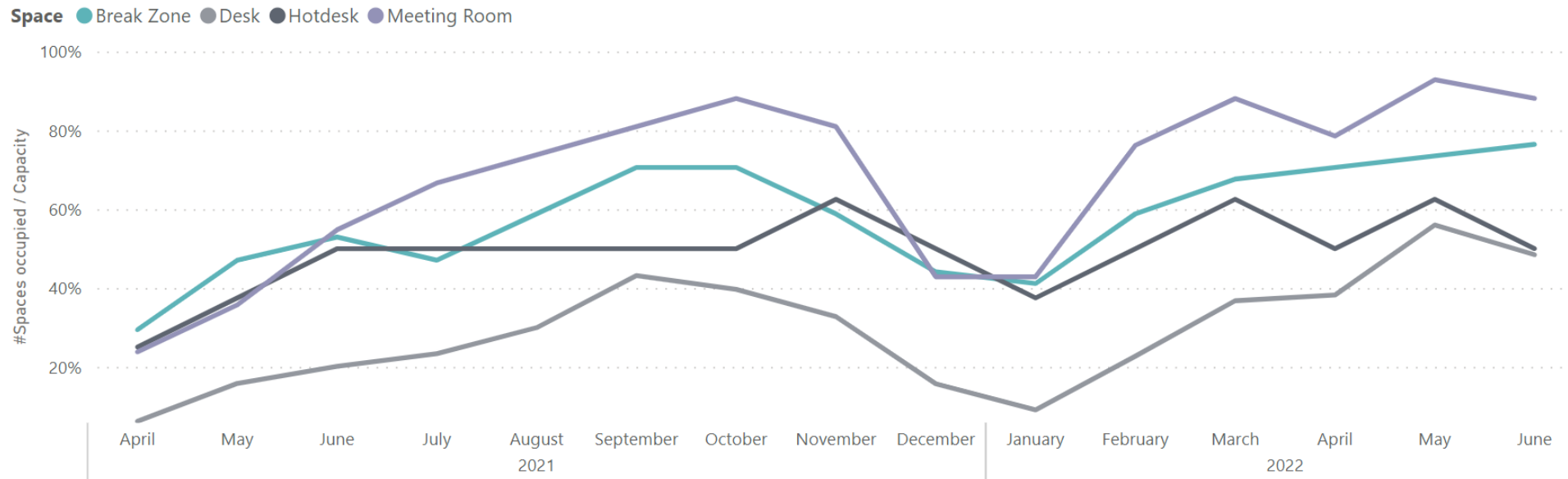
Space ● Break Zone ● Desk ● Hotdesk ● Meeting Room



On this chart you can see a monthly comparison of average utilization for your key space types. The view allows you to visually identify trends and relationships between utilization of different space types. You can use these to develop a better understanding of how the space occupancy evolves over time and take preemptive actions.

To see a detailed view for a particular space type you can visit your Locatee Analytics dashboard at: [Spaces - Space Function](#)

## Absolute peak by Space trends



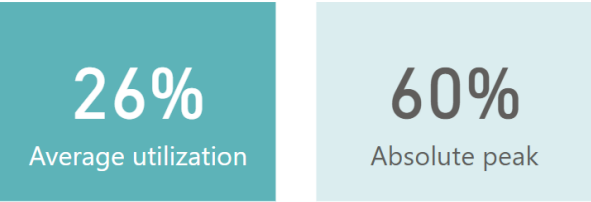
This chart presents a monthly comparison of the absolute peak for your key space types. This view allows you to spot trends related to changes in maximum space occupancy over time. Next to average utilization, it can help you identify the need for changes in capacity across your space types to address the increased occupancy during peak times.

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# Building Overview - Building B

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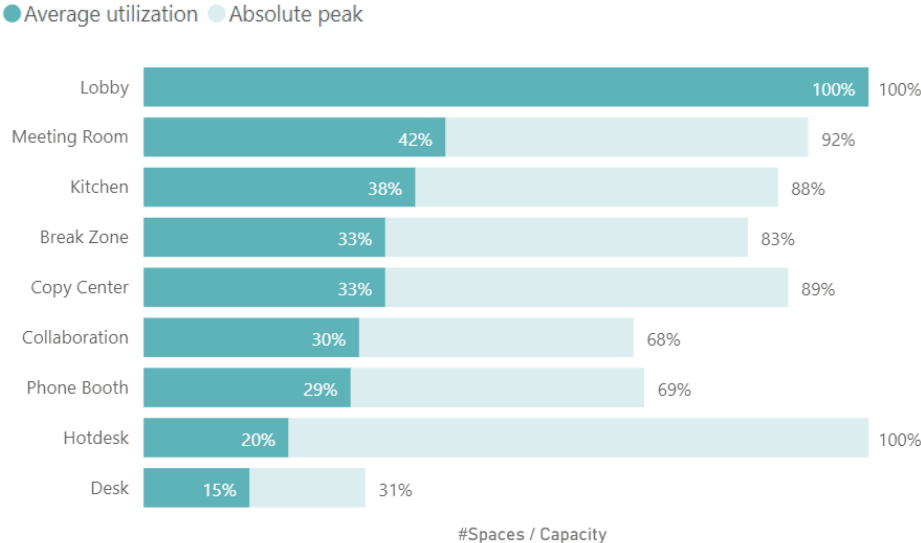
## People KPIs



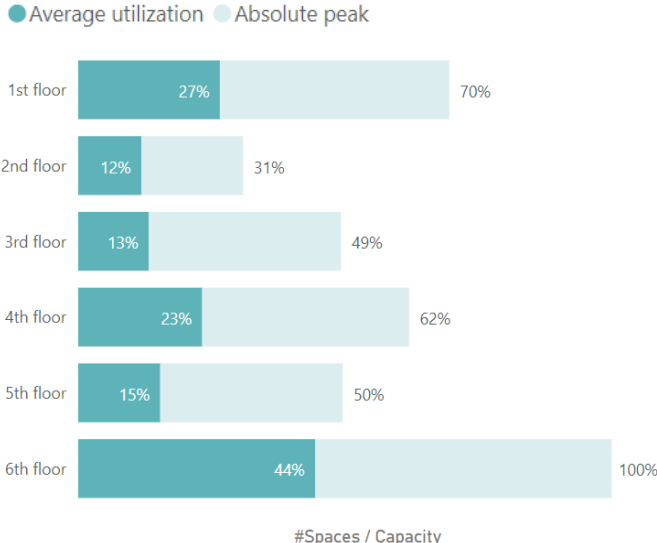
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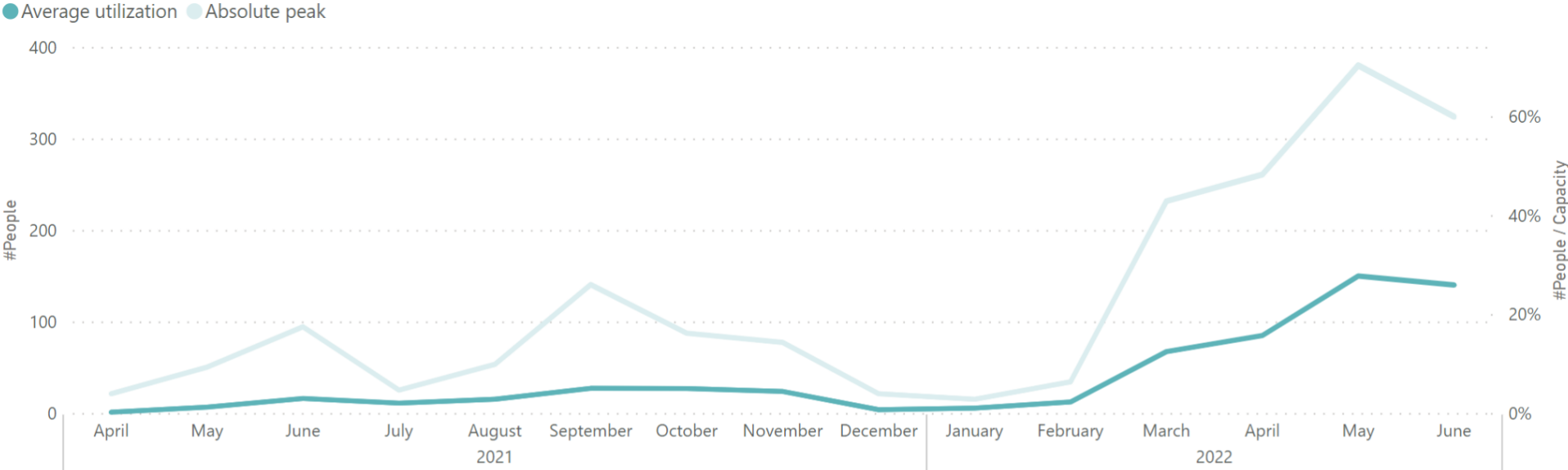
## Space KPIs



## Floor KPIs



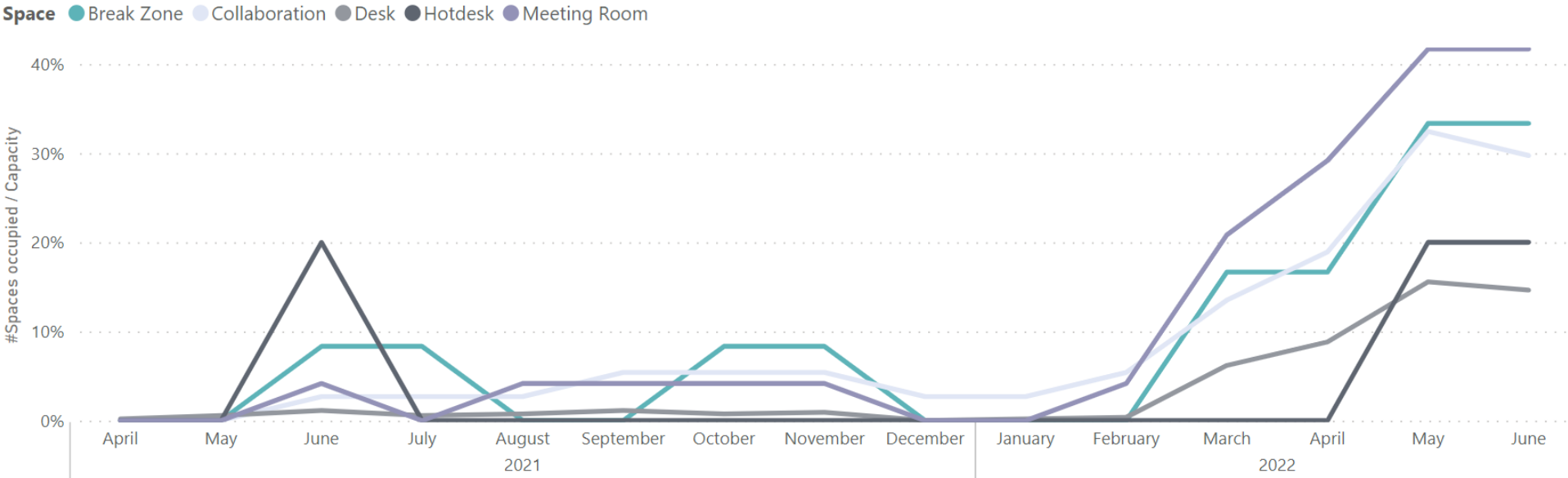
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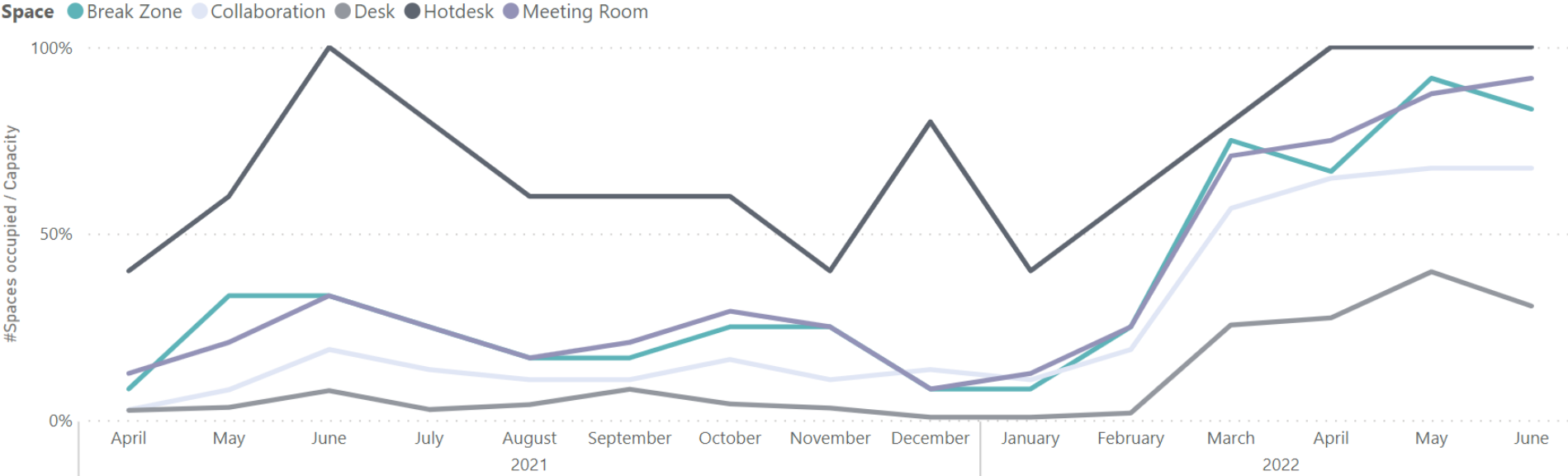
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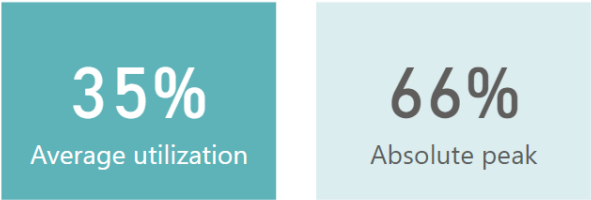




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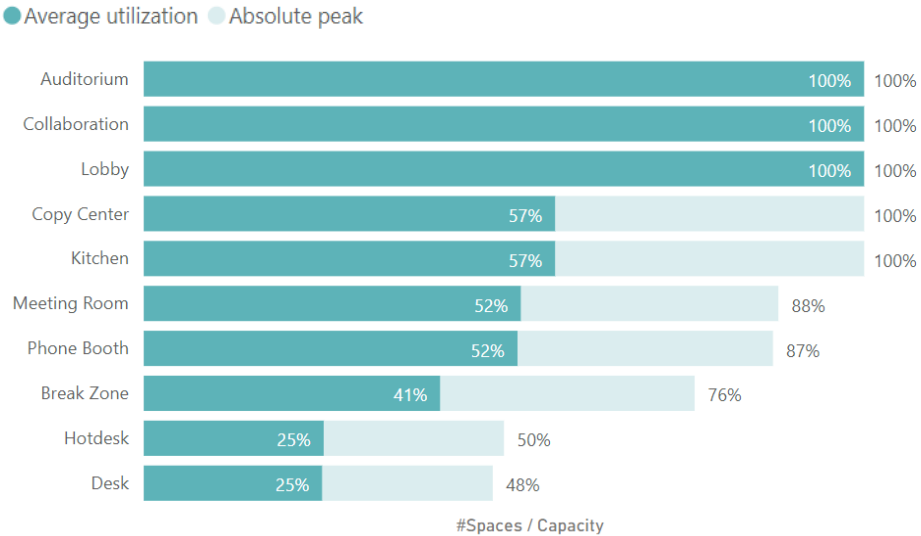
## People KPIs



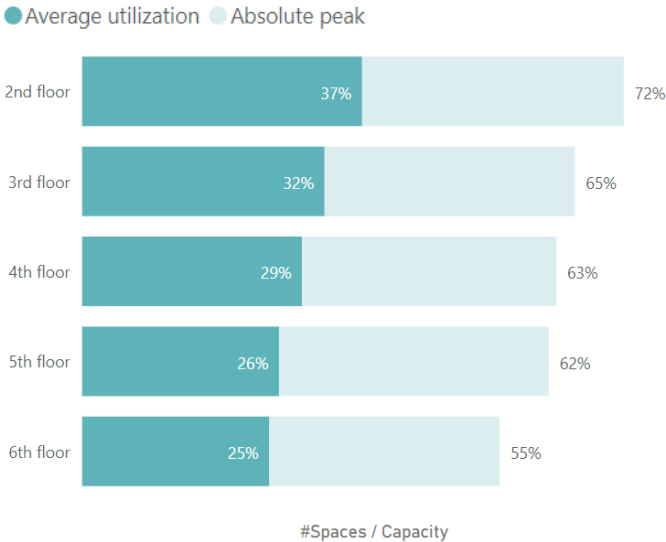
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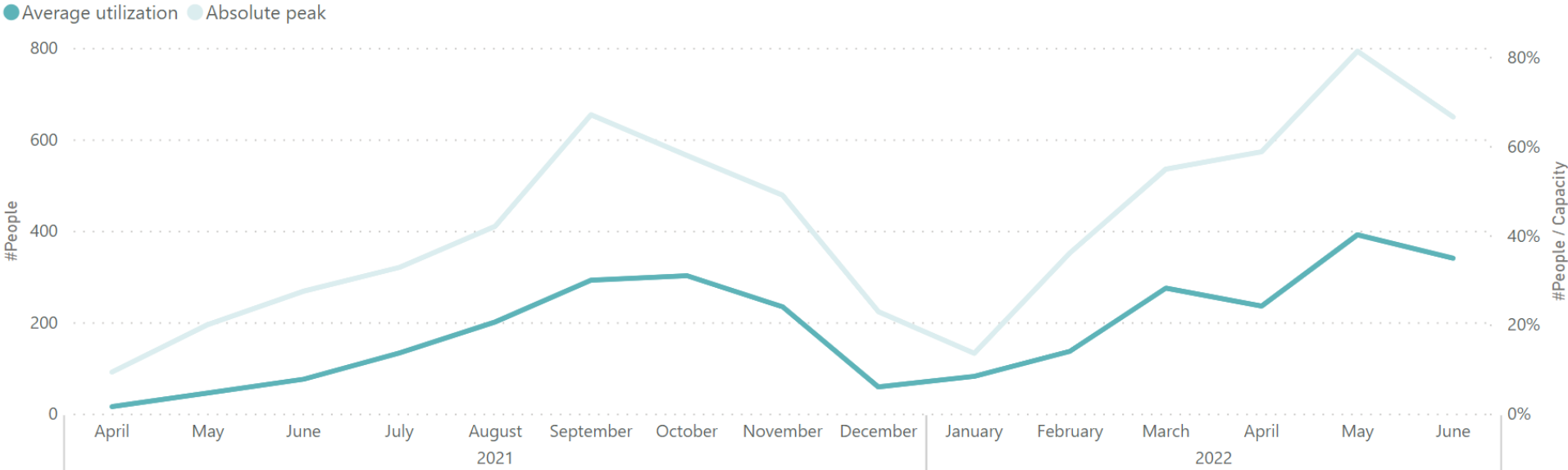
## Space KPIs



## Floor KPIs



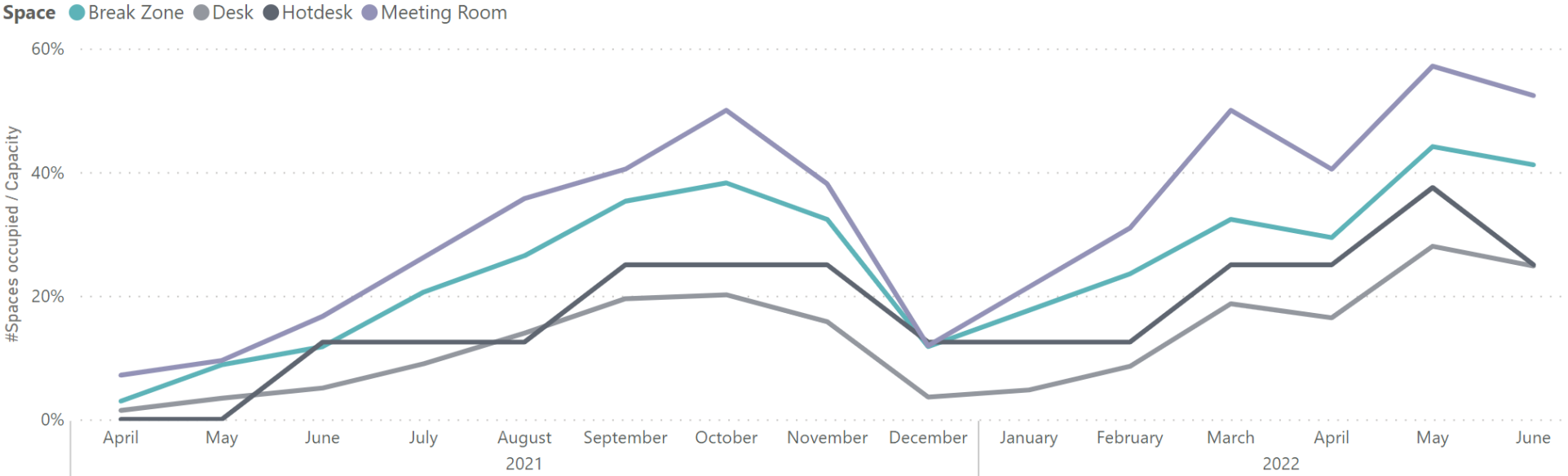
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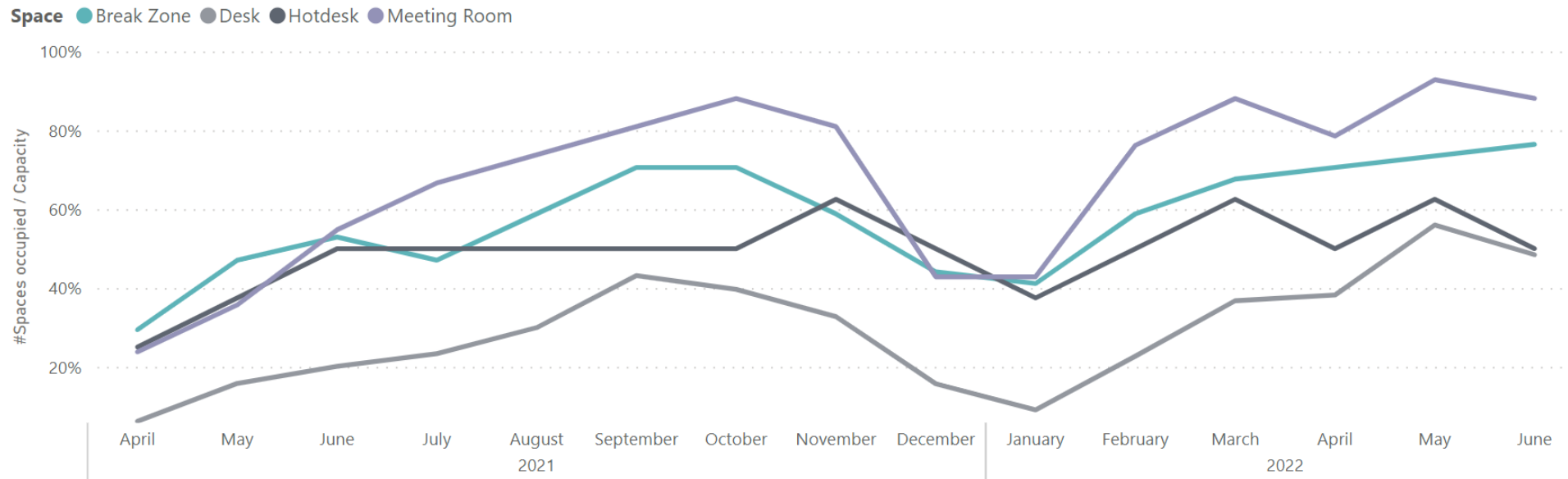
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