

Spotlight Analysis Report

Utilization Insights of People and Spaces Building 1

Period:

October 17 - November 11, 2022



Information and Report Takeaways

Information

Data source	Locatee Analytics (IT network infrastructure/ Wi-Fi connected devices)
Data collection	Data is collected every 5 minutes. Detecting a connected device at the time of measurement occupies the space it is located to.
Data scope	Building 1

Metric definitions

Average utilization	The average of recorded utilization levels over a defined time period.
Absolute peak	The maximum recorded utilization level of a defined time period.
People count	The total number of distinct people counted in a day. In case of multiple days, the average or absolute (maximum) is used.
Capacity	The maximum amount of people the given unit is able to contain.
Metric (%)	The given 'metric' divided by Capacity.

Report takeaways

The top takeaways from the following report are listed here. These insights can be used as starting points when interpreting the displayed graphs and data.

- The building has a very consistent utilization over the the course of the week. The only outlier is friday, where the average and peak utilizations drop significantly. However, this pattern is in line with other customers and might be influenced by the working policies for this building. (see Building KPIs by Weekday)
- In the last three months, a consistent increase of both the average and peak utilizations is observed. There might be internal reasons for this increase, nevertheless it is encouraged to further monitor the development in the coming weeks and months.

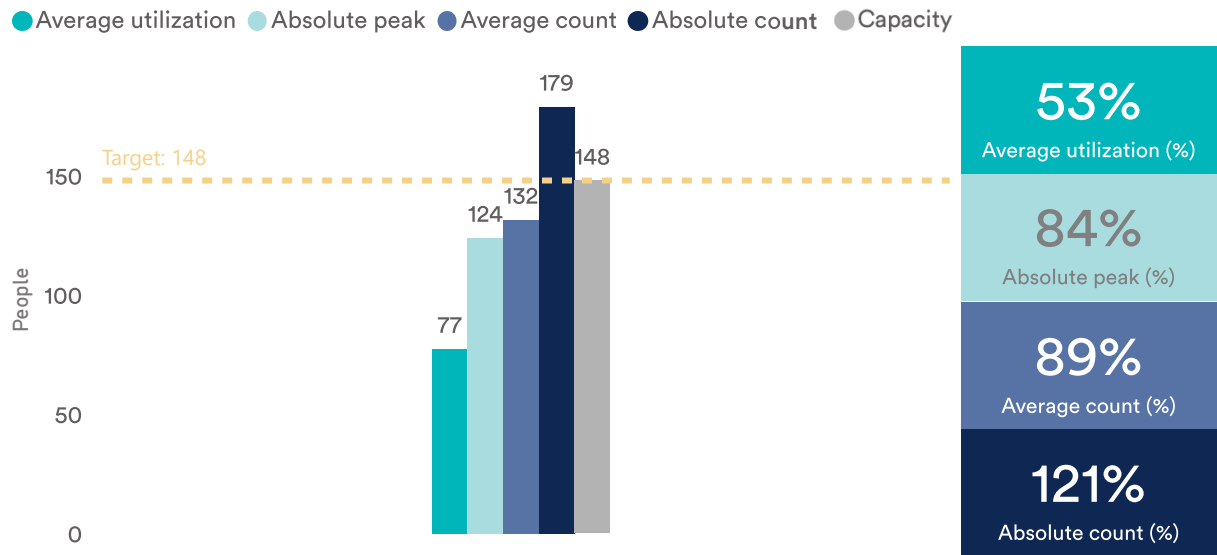
Building Overview

Period: October 17 - November 11, 2022

This section is used to gain a high-level understanding of how your building is utilized. See more details and select for different time ranges directly in the Locatee dashboard:

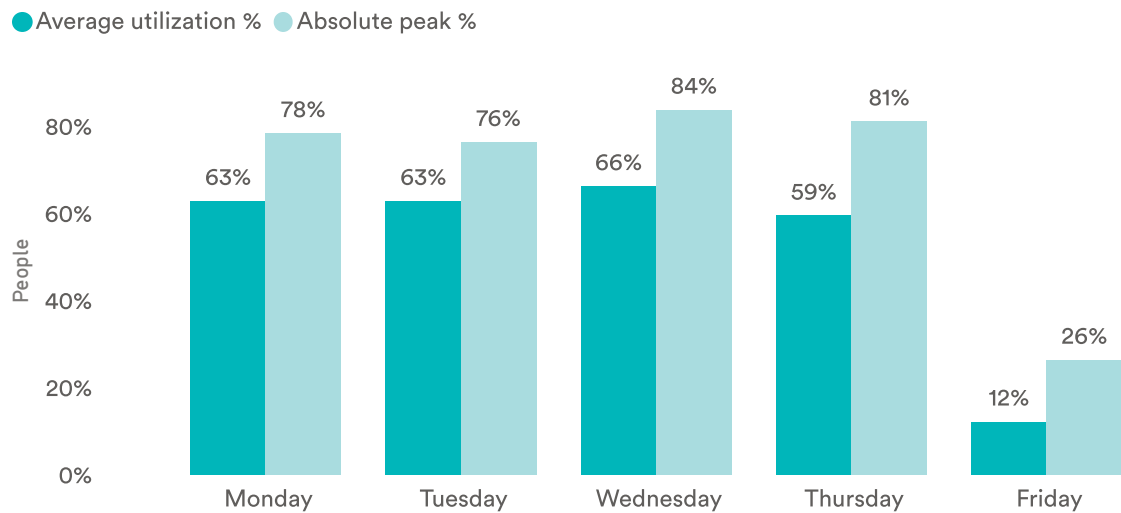
[Locatee Analytics Building Overview](#)

Building KPIs



This graph shows the average utilization, absolute peak as well as the average and absolute people counts. These basic insights indicate whether the building is over- or under-utilized. Note that the people counts might very well exceed the buildings capacity without over-utilizing the building.

Building KPIs by Day of Week



This graph shows the average utilization (%) and absolute peak (%) by the day of week. This specification allows us to identify differences in utilization based on weekdays.

Zone Overview

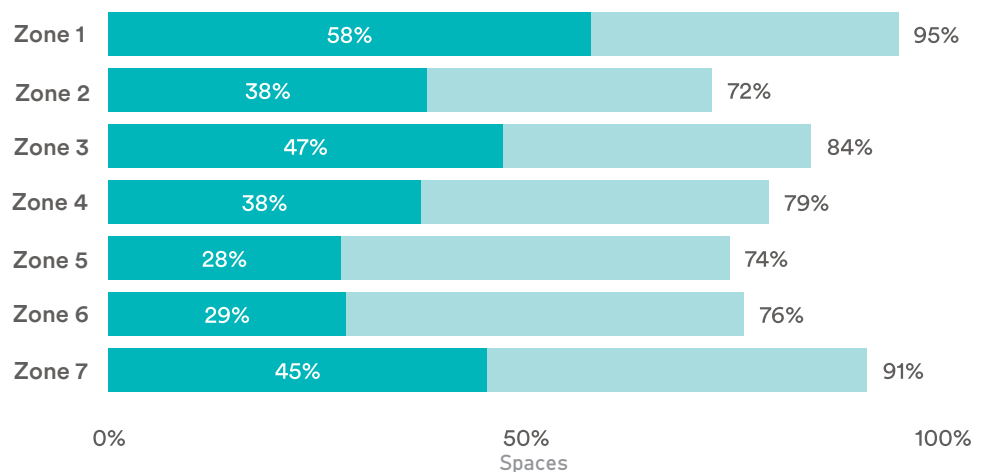
Period: October 17 - November 11, 2022

This section is used to gain an understanding of how the zones of your building are being utilized. See more details and select for different time ranges directly in the Locatee dashboard:

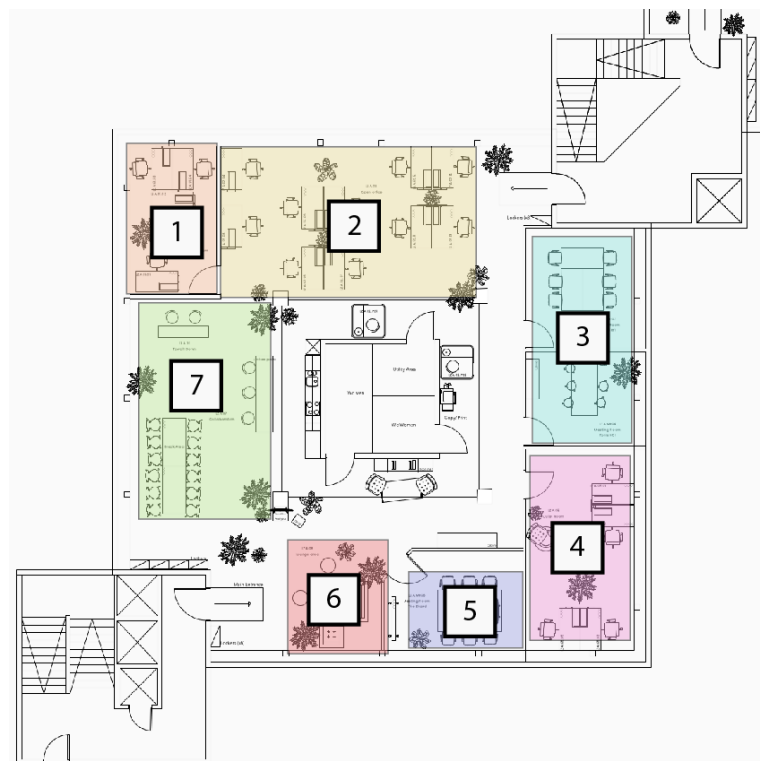
[Locatee Analytics Zones Overview](#)

Zone KPIs - 2nd Floor

● Average utilization (%) ● Absolute peak (%)



The above graph details the average utilization and absolute peak of the zones, relative to the corresponding capacities. These insights can be used to identify opportunities for reallocating space to different business units. The floor plan below details the respective location of the zones in question.



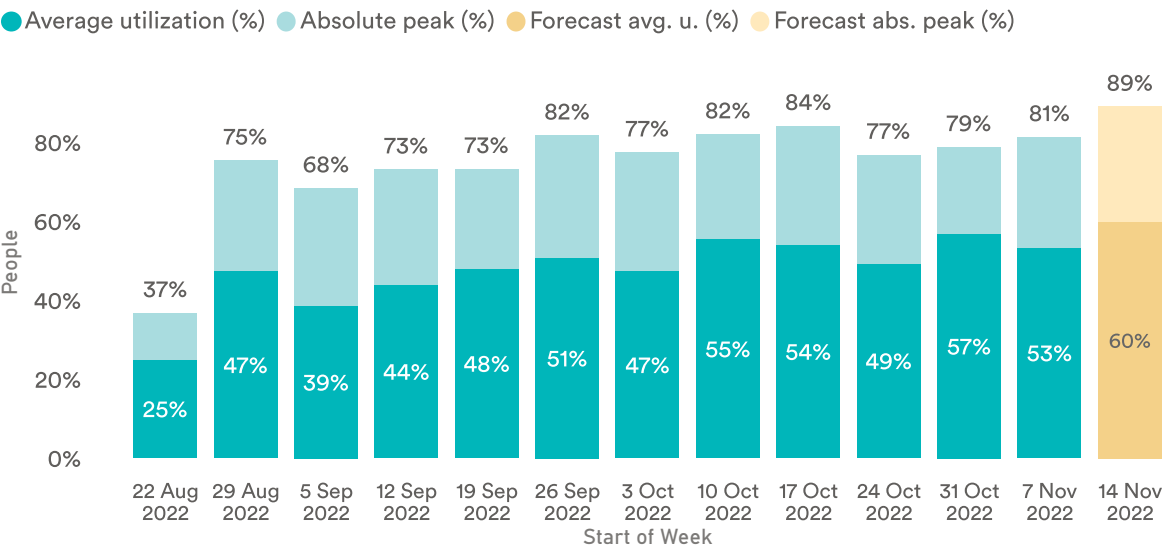
Building Trends and Forecast

Period: August 22 - November 11, 2022 (last twelve weeks)

This section is used to identify trends and patterns in your buildings utilization. Trends are a powerful tool to measure the impact of adjustments and actions over time. To see specific time periods in more detail, visit the Locatee dashboard:

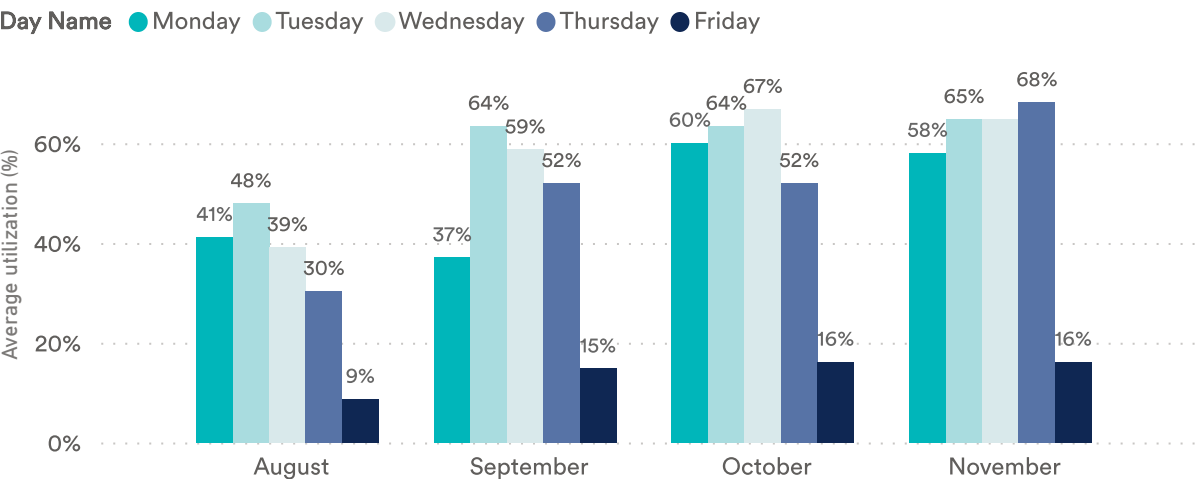
[Locatee Analytics Building Overview](#)

Trend and Forecast of Building KPI's



This graph shows the relative peak and average people utilization for each week over the given time period. Additionally, the following week is forecasted, based on the previous three months of data.

Average Utilization Trend by Day of Week



This graph shows the trend of the average utilization (%) metric by the day of week for the months of the given time period. These trends allow us to identify whether specific weekdays have become more or less popular over the last twelve weeks.

Zone Utilization Trends

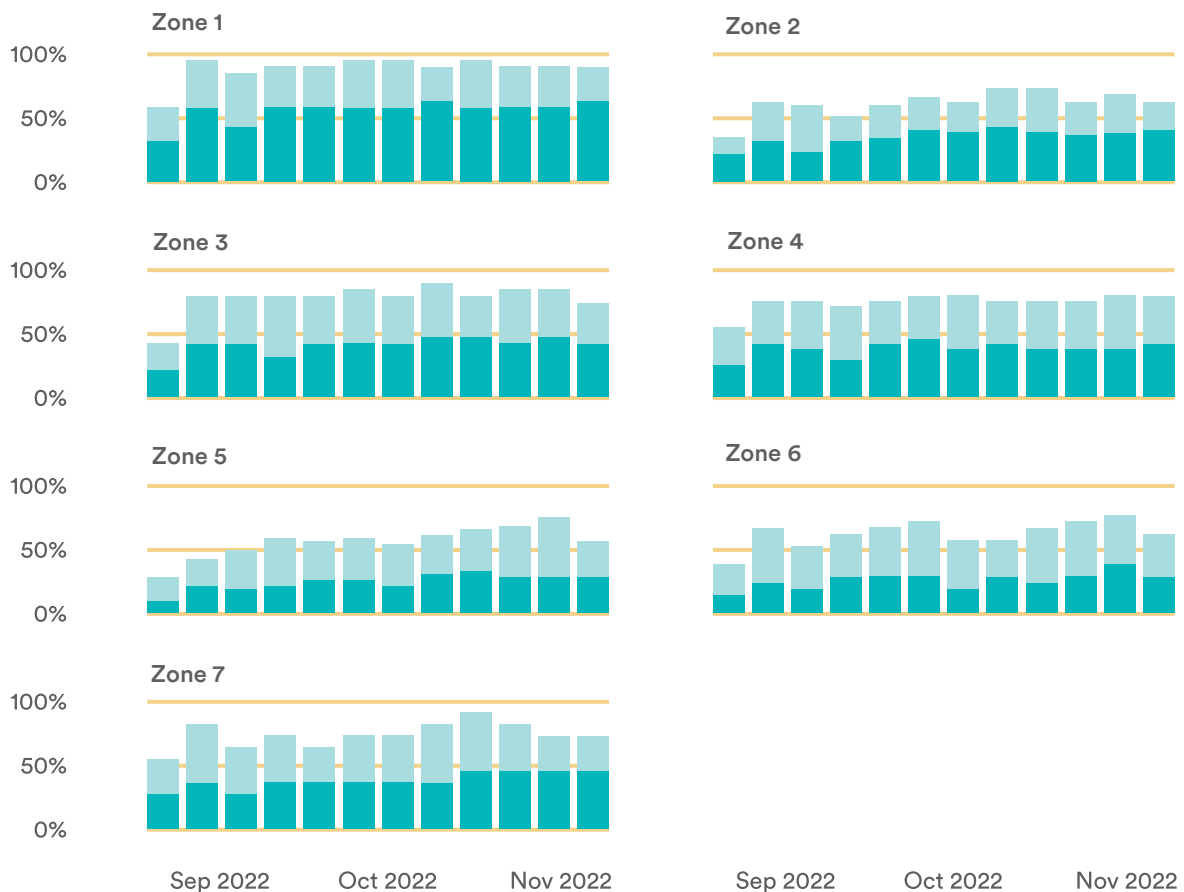
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[Locatee Analytics Zones Overview](#)

Zone KPI Trends - 2nd Floor

● Average utilization (%) (zones) ● Absolute peak stacked (%) (zones)



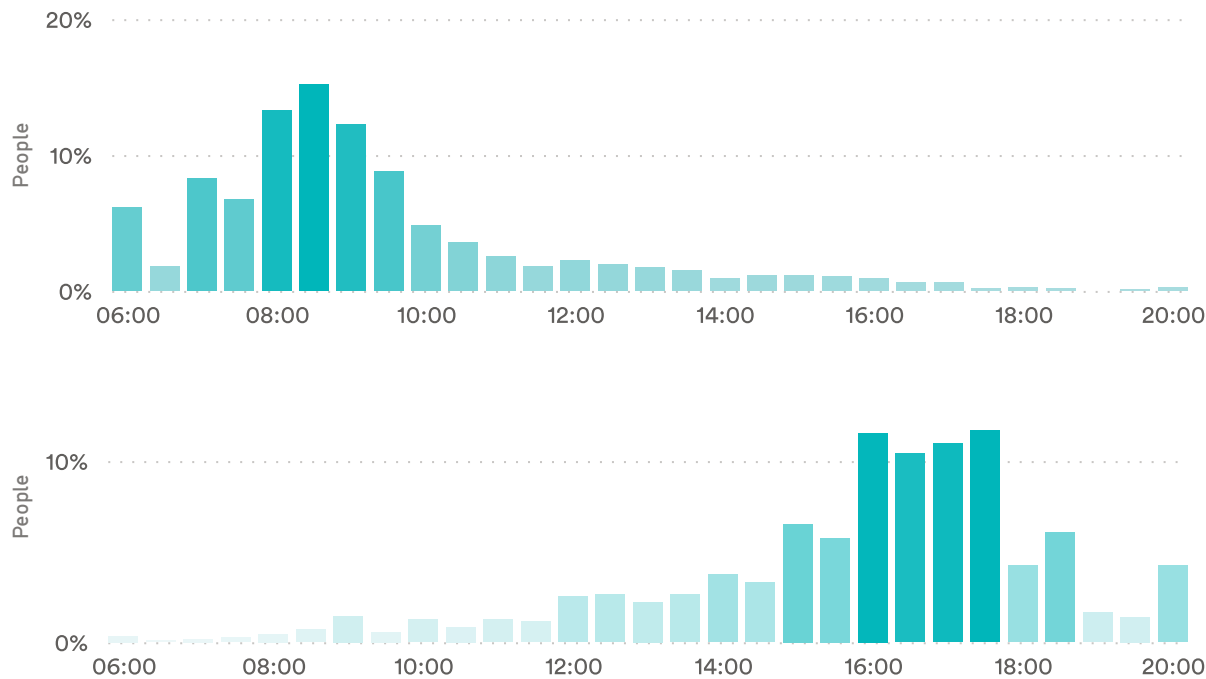
The above graph details the average and peak utilization trends of the zones, relative to the corresponding capacities. These insights can be used to identify changes that occurred over time with respect to how the corresponding floor and its contained zones have been utilized.

People Office Hours

Period: October 17 - November 11, 2022 (last four weeks)

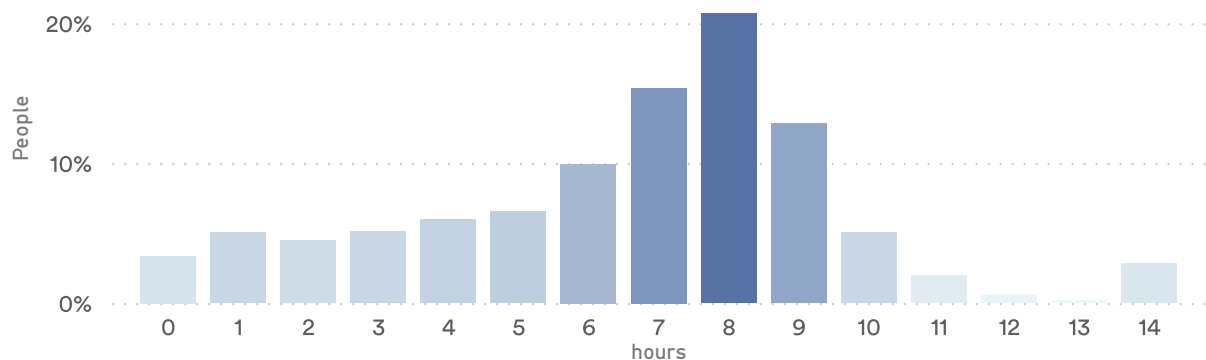
This section details the entry and leave patterns of the people that utilize your building. These insights describe when and for how long people typically attend the office. Use this section to identify the underlying mechanics of your building's utilization.

Entry and Leave Hours



These graphs show the most popular time to enter and to leave the building based on the last month of data. The upper graph displays the entry hours, the lower graph the leave hours.

Office Hours



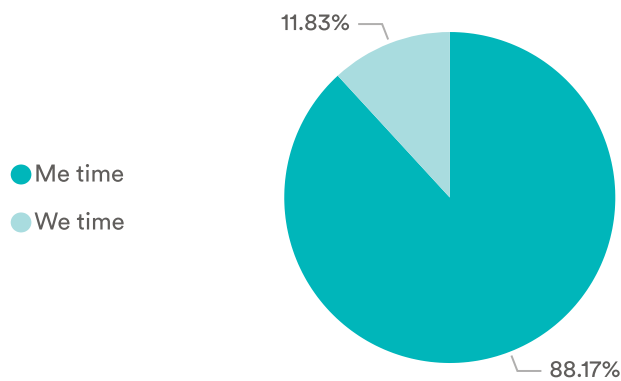
This graph details the number of hours employees spend in the office, based on the last month of data.

Me vs. We Time

Period: October 17 - November 11, 2022 (last four weeks)

This section gives insight on how the people in your building utilize the time in the office - the duration spent in personal spaces such as desks ("Me time") compared to the duration spent in collaborative spaces such as meeting rooms ("We time"). This data can be useful to assess how to set the ratio between different space types.

Building Level



This graph details the percentage of time people utilize personal spaces ("Me time") in comparison to collaborative spaces ("We time") on the building level.