

Spotlight Analysis Report

Utilization Insights and People Presence

Building A

Period:

Monday, October 02, 2023 - Tuesday, October 31, 2023



Introduction Key Information and Definitions

General

Data source	Locatee Analytics
Data collection	People are detected by assigning an identity to measured devices. Data is collected every 5 minutes. Only working hours are considered in this report.
Data scope	Building A

Setup Metrics

Capacity	The maximum number of people the given unit can contain. The (%) sign indicates that a metric is expressed in relative terms and therefore divided by its capacity.
Spaces	The total number of spaces the given unit contains. Spaces have a capacity.
Space types	The categorization of a space. The space types in this report are Desk, Meeting room, Collaboration area and Other.
Target utilization	The optimal utilization, as defined in Locatee Analytics.

Utilization Metrics

Average utilization	The average of the recorded utilization levels over a given time period.
Peak	The maximum utilization level on a given day.
Average peak	The average peak in a given time period.
Absolute peak	The maximum peak in a given time period.
Trend	The calculated monthly change magnitude based on a given time period.

People Presence

Headcount	The number of distinct people measured on a given day. Similar to the peak, we can calculate the average and maximum headcount over a longer time period.
Absolute headcount	The total number of distinct people measured over a given time period.
Weekly attendance	The number of days people attend to the office in a given week. Similarly, we can take the average over multiple weeks.
Time spent	The accumulated hours that are spent in the given unit.

Introduction Report Findings

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section provides a glance at your building utilization and the people behavior over the last month. The key metrics are highlighted and a custom analysis of the data is provided.

Utilization metrics

MOST UTILIZED FLOOR (%)	LEAST UTILIZED FLOOR (%)	AVERAGE UTILIZATION (%)
1st Floor	4th Floor	58%

People presence

AVERAGE HEADCOUNT (PEOPLE)	AVG TIME SPENT IN OFFICE (HOURS)	AVG WEEKLY ATTENDANCE (DAYS)
861	5.8	2.3

Findings

Building Utilization
In October, the building's Average Utilization was 58%, which is slightly below the Target Utilization of 80%. The Average Peak of 65% indicates that the building was consistently used throughout the day. However, the Absolute Peak of 85% suggests that the building did reach close to its target capacity at least once in the month.

Floor Utilization
The 1st Floor had the highest Average Utilization of 63%, and an exceptionally high Absolute Peak of 164%, indicating it was significantly over capacity at times. The 2nd and 3rd Floors had similar utilization rates, with the 2nd Floor slightly higher. The 4th Floor had the lowest Average Utilization at 52%, suggesting it could accommodate more activity.

People Presence
The building saw an Average Daily Headcount of 861 people, with a maximum headcount of 1035 on its busiest day. The majority of time was spent at Desks (86.2%), indicating a preference for individual workspaces. Meeting Rooms and Collaboration Areas were less used, accounting for 4.8% and 7.7% of time spent respectively. This suggests that while the building was regularly occupied, the use of collaborative spaces could be improved.

In summary, the building's utilization in October was consistent but generally below the target. The 1st Floor was notably over capacity at times, which may require further investigation. The majority of time was spent at desks, with less use of collaborative spaces.

Introduction Building Setup

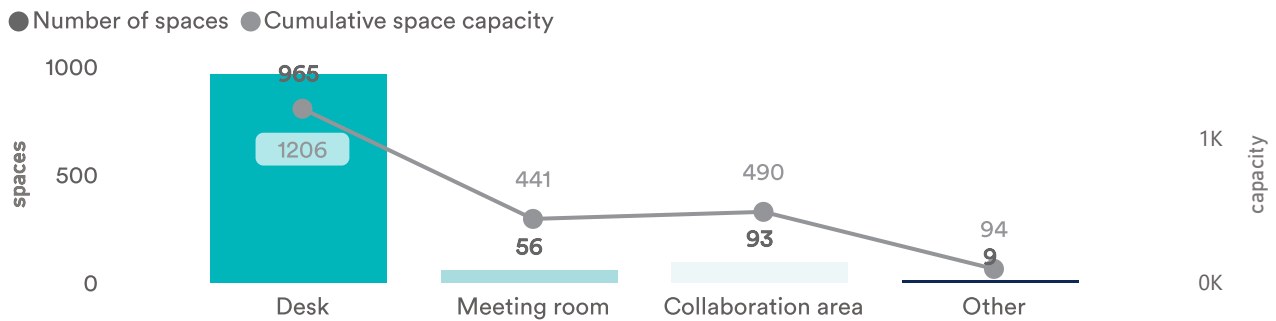
Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section gives an overview of the building setup and provides context for the following sections. It shows the distribution of spaces on a building and floor level, as well as the target utilization.

Building overview

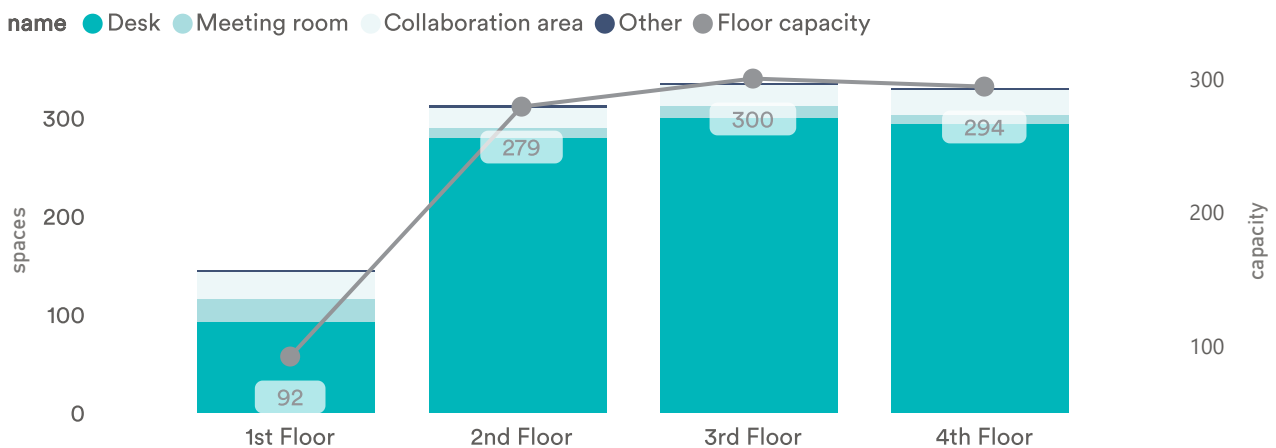
BUILDING CAPACITY	NUMBER OF SPACES	TARGET UTILIZATION
965	1132	80%

Space type breakdown



This graph presents the buildings space composition, detailing the *count* and *cumulative capacity* for each space type. Note that the overall building capacity is adjustable and may not be identical to the cumulative capacity of the space types.

Floor capacity and composition



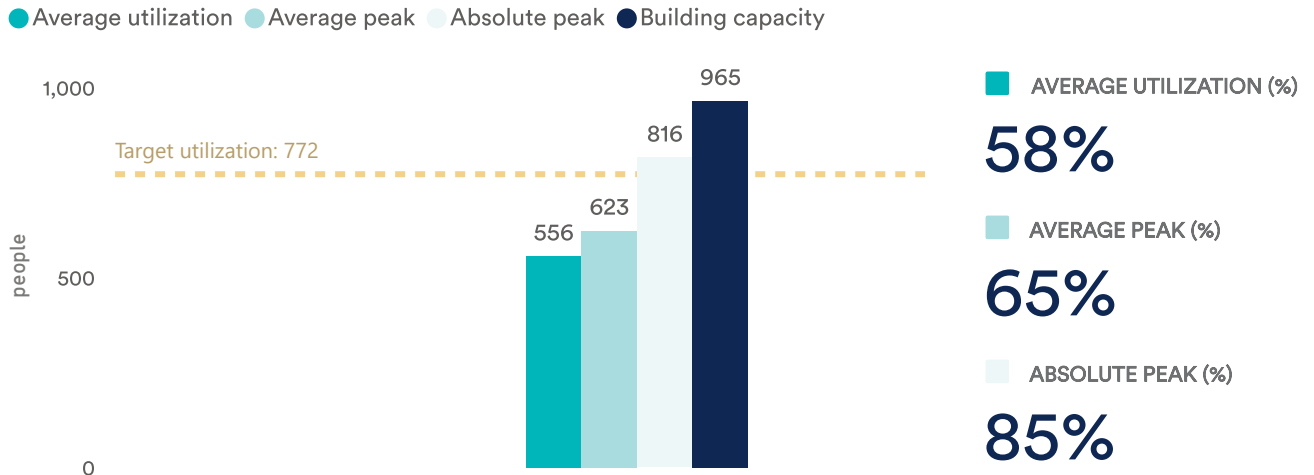
This graph displays the *capacity* of each floor alongside the distribution of space types within. Note that the overall floor capacity may be set independently of the cumulative space capacities.

Utilization Metrics Building

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

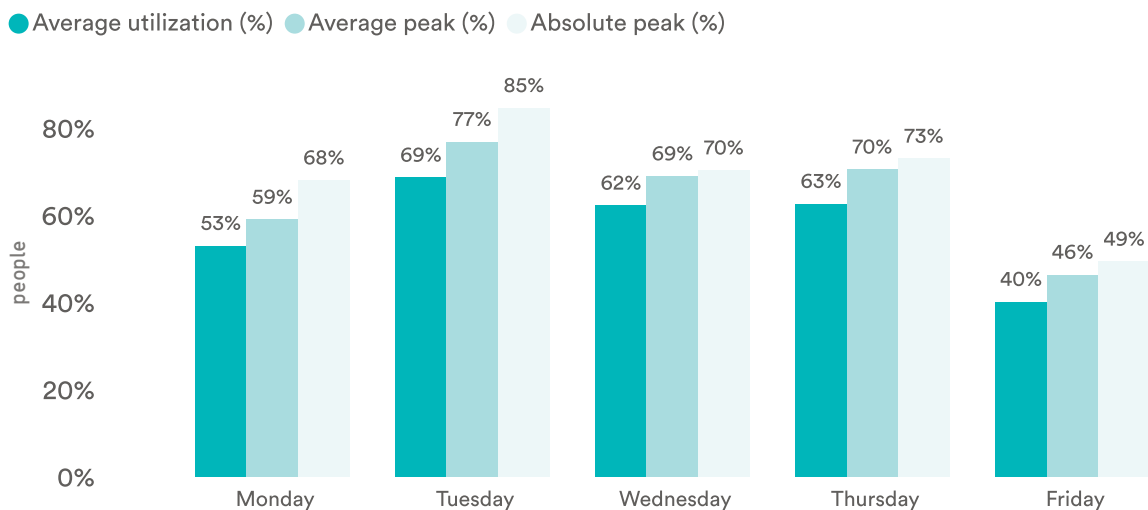
This section is used to get a high-level understanding of how the building was utilized in the given time period. Additionally, the difference of utilization by day of week is investigated.

Utilization KPIs



This graph shows the *average utilization*, the *average* and *absolute peak*, alongside the *building capacity*. These basic insights indicate whether the building is over- or under-utilized.

Utilization by day of week



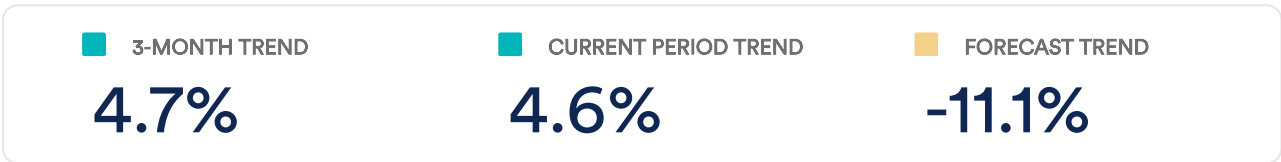
This graph shows the *average utilization (%)*, the *average peak (%)* and *absolute peak (%)* metrics by the day of week. The graph allows us to identify whether specific weekdays are more popular than the others in terms of office utilization.

Utilization Metrics Building Trends and Forecast

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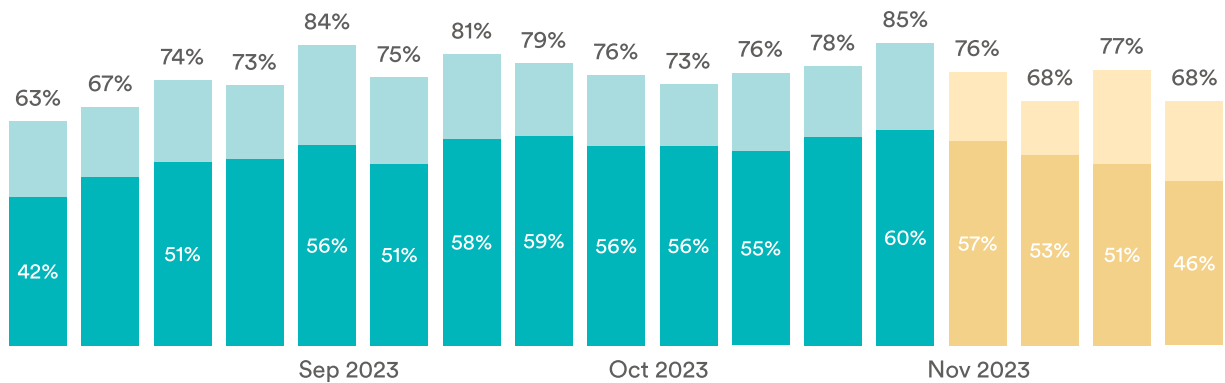
In this section, we explore building utilization patterns and forecast the upcoming month using a machine learning model trained on historical data and regional holidays.

Average utilization trends (%)



Weekly utilization forecast

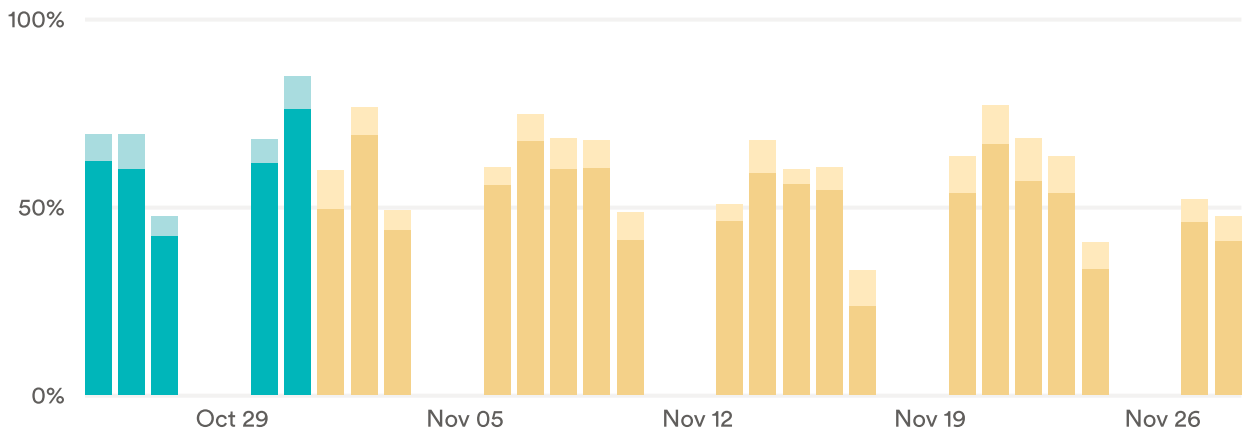
● Average utilization (%) ● Absolute peak (%) ● Forecast average utilization (%) ● Forecast absolute peak (%)



This graph shows the *absolute peak (%)* and *average utilization (%)* for each week over the last twelve weeks. Additionally, the utilization of the next four weeks is predicted by a machine learning model.

Daily utilization forecast

● Average utilization (%) ● Utilization peak (%) ● Forecast average utilization (%) ● Forecast utilization peak (%)



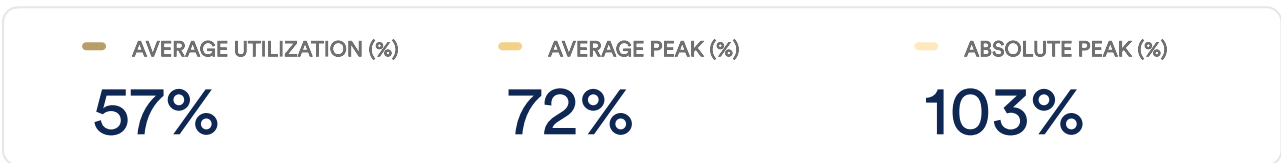
This graph shows the *average utilization (%)* and *utilization peak (%)* for each day of the last week and the forecast of the following month.

Utilization Metrics Floor Comparison

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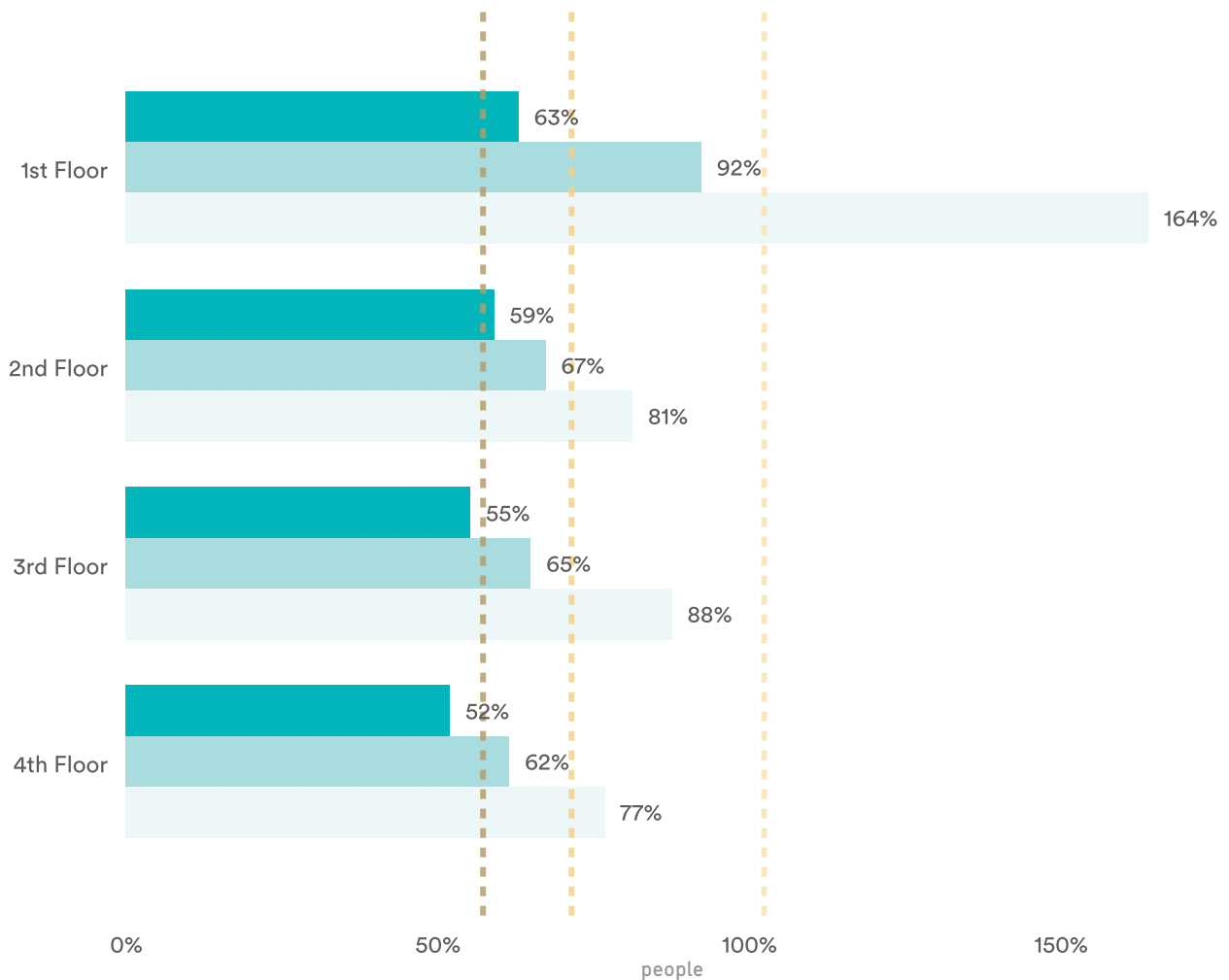
This section gives a deeper look into the utilization of floors and how they compare to each other. This can be useful to identify consolidation opportunities.

Average floor utilization metrics



Utilization KPIs

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



This graph illustrates the *average utilization (%)* as well as the *average peak (%)* and *absolute peak (%)* percentages of all floors, alongside their respective floor benchmarks. Floors exhibiting over or under-utilization present opportunities for space optimization and consolidation efforts.

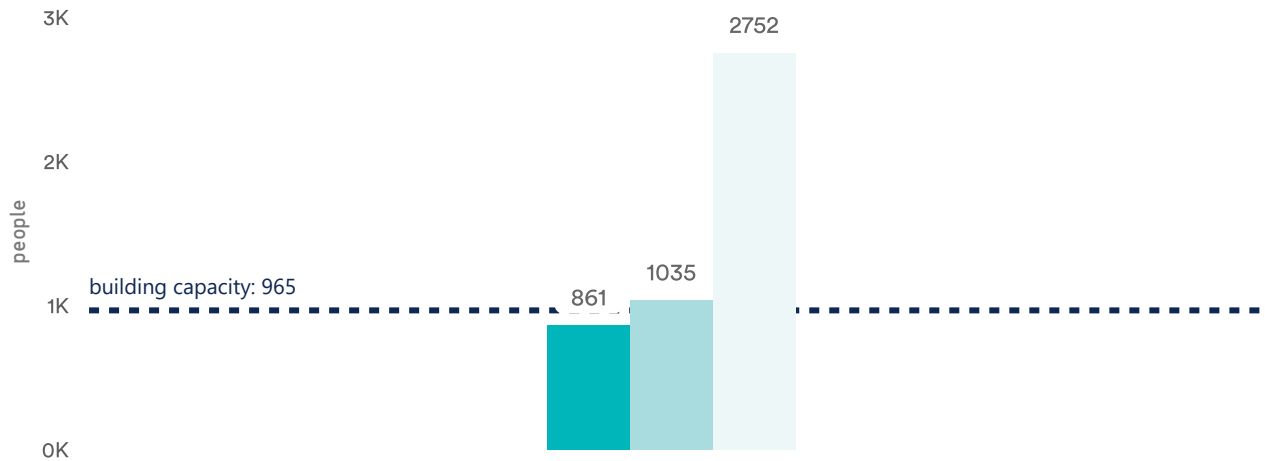
People Presence Headcounts and Attendance

Period: Monday, October 02, 2023 - Tuesday, October 31, 2023

This section gives insight on how many people attend to the office and how often on a weekly basis. These metrics can be helpful to understand the working and attendance behaviour of the employees.

Headcount KPIs

● Average headcount ● Max headcount ● Absolute headcount

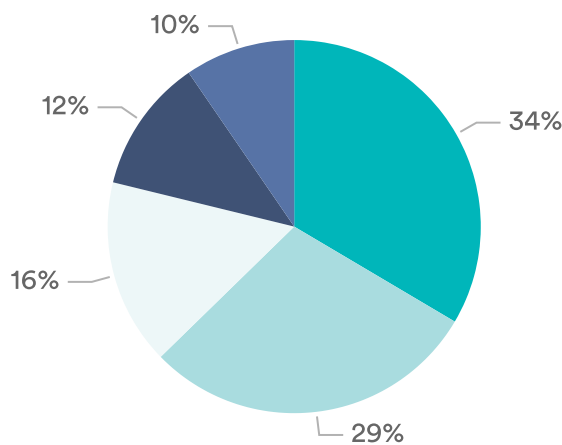


This graph shows the *headcount* metrics, where the *absolute headcount* describes the total number of distinct people measured in the given period. This offers a complementary viewpoint to utilization metrics. Note that the headcounts may be larger than the building capacity without over-utilizing the building at any point in time.

Weekly attendance

Days per week

- 1
- 2
- 3
- 4
- 5



AVGERAGE WEEKLY ATTENDANCE (DAYS)

2.3

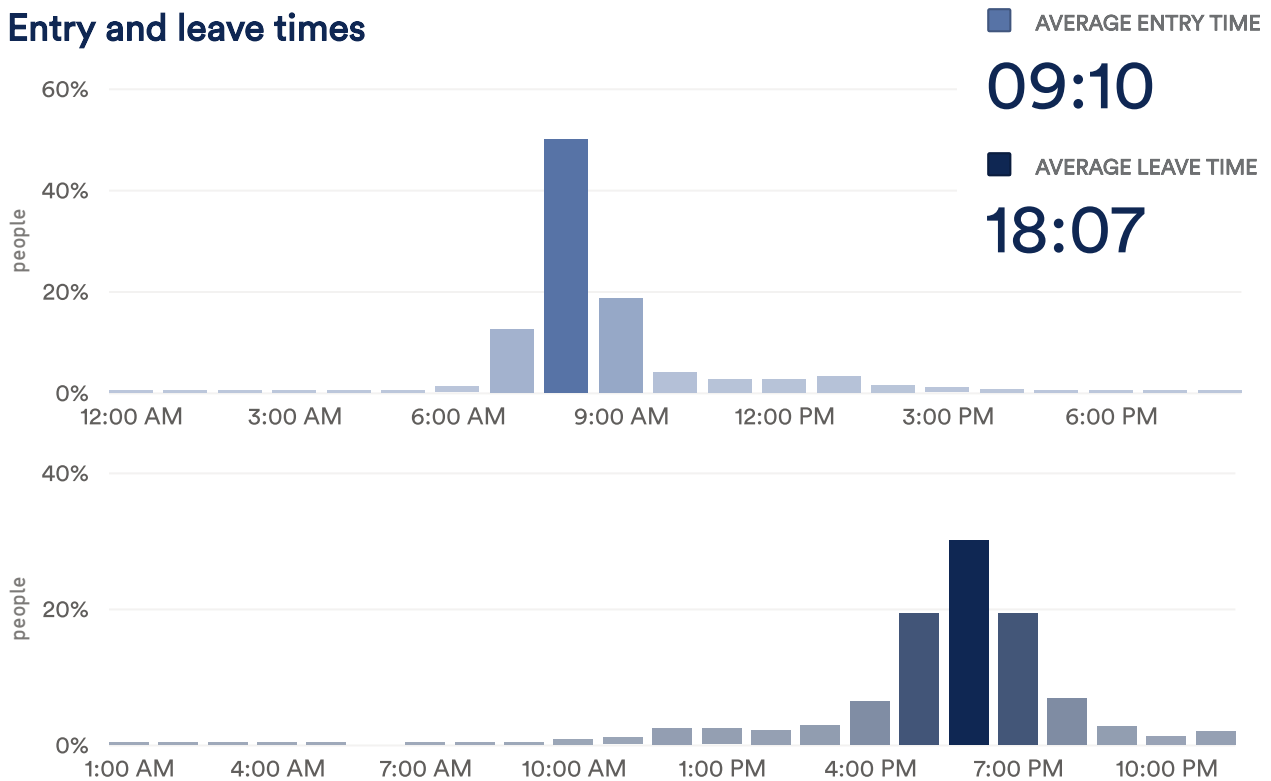
The *weekly attendance* graph shows how often people typically visit the office on a weekly basis, helping you understand common attendance patterns within your organization.

People Presence Entry and Leave Behaviour

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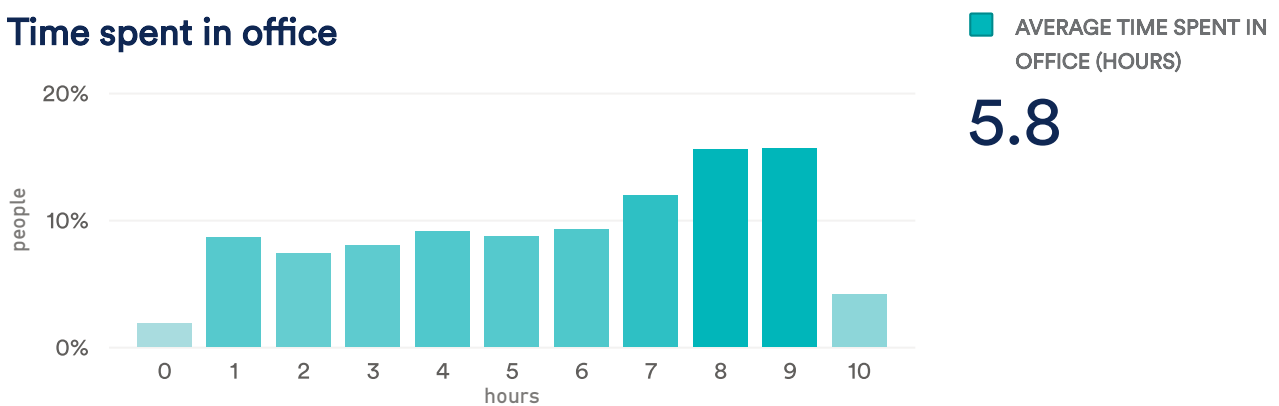
This page details the entry and leave patterns of the people that utilize your building. These insights describe when and for how long people typically attend the office.

Entry and leave times



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

Time spent in office



This graph shows the number of hours people typically spend in the office. This data can be useful in understanding working patterns throughout your building. Only working hours are considered in this metric.

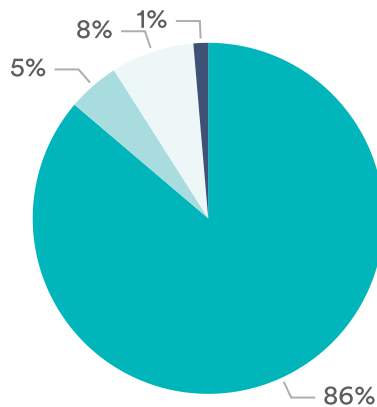
People Presence Time Spent Analysis

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This section gives insight on how the people in your building utilize the time in the office. This data can be helpful to understand how the different space types are being utilized.

Time spent by space type

- Desk
- Meeting room
- Collaboration area
- Other



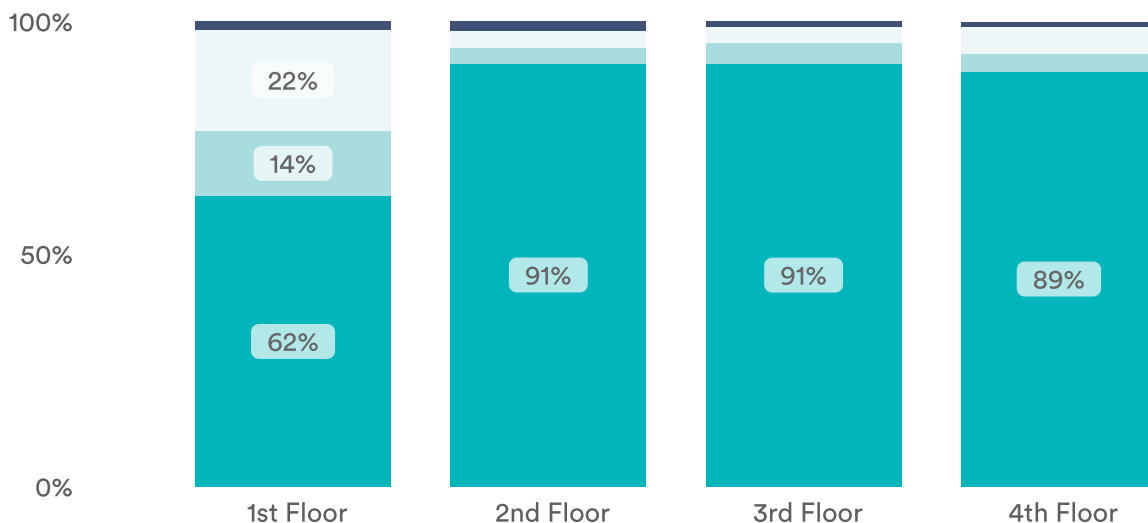
COLLABORATION TIME (%)

14%

This graph shows the percentage of time people spent at the corresponding space types across the whole building. This allows for an overview of the space type usage and gives insights on the level of collaboration.

Time spent by floor and space type

- Desk
- Meeting room
- Collaboration area
- Other



This graph shows the space type distribution of the *time spent* metric on each floor. This allows for a floor level analysis and comparison, helping visualize the most and least collaborative floors.