



How to spread office occupancy throughout the week

In today's session we'll cover

The key benefits brought about by steady weekly occupancy levels

Key metrics to enable easy decision making

What tools, processes and policies to manage daily occupancy

How to gauge the success of changes, and the importance of taking iterative steps

Today's host



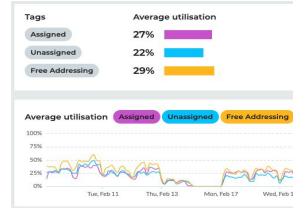
David Thomas
Business Operations

Key benefits of balancing occupancy levels

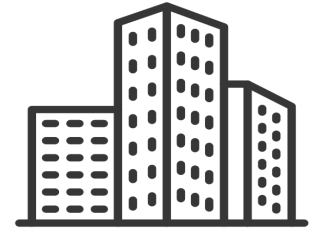
Avoid overcrowding



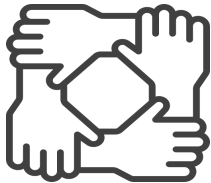
Identify optimisation opportunities



Reduce real estate requirements



Promote workplace culture



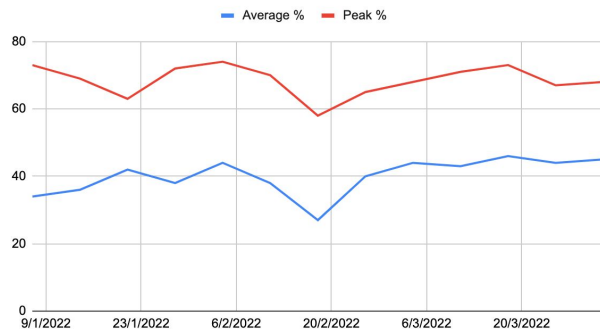
Minimise underutilisation



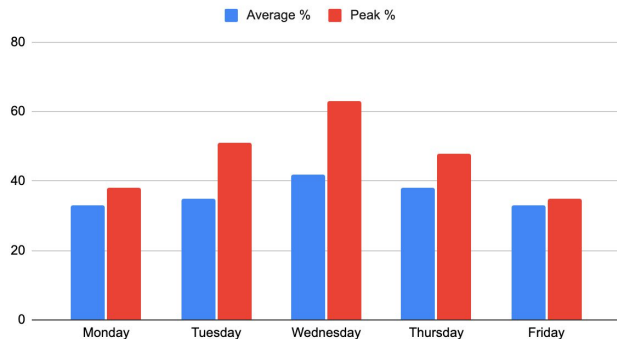
Key metrics when balancing occupancy

Identifying trends

Desk Utilisation % - Weekly Average vs Peak



Desk Utilisation % - Daily Average vs Peak



Avg seat utilisation by floor

^ Floor	◇ Peak utilisation			◇ Avg utilisation		
13th Floor	48.0%	-4.0%	<div></div>	35.0%	-1.0%	<div></div>
14th Floor	52.0%	-1.0%	<div></div>	38.0%	+3.0%	<div></div>
2nd Floor	77.0%	-23.0%	<div></div>	54.0%	+3.0%	<div></div>
8th Floor	50.0%	+1.0%	<div></div>	31.0%	+4.0%	<div></div>

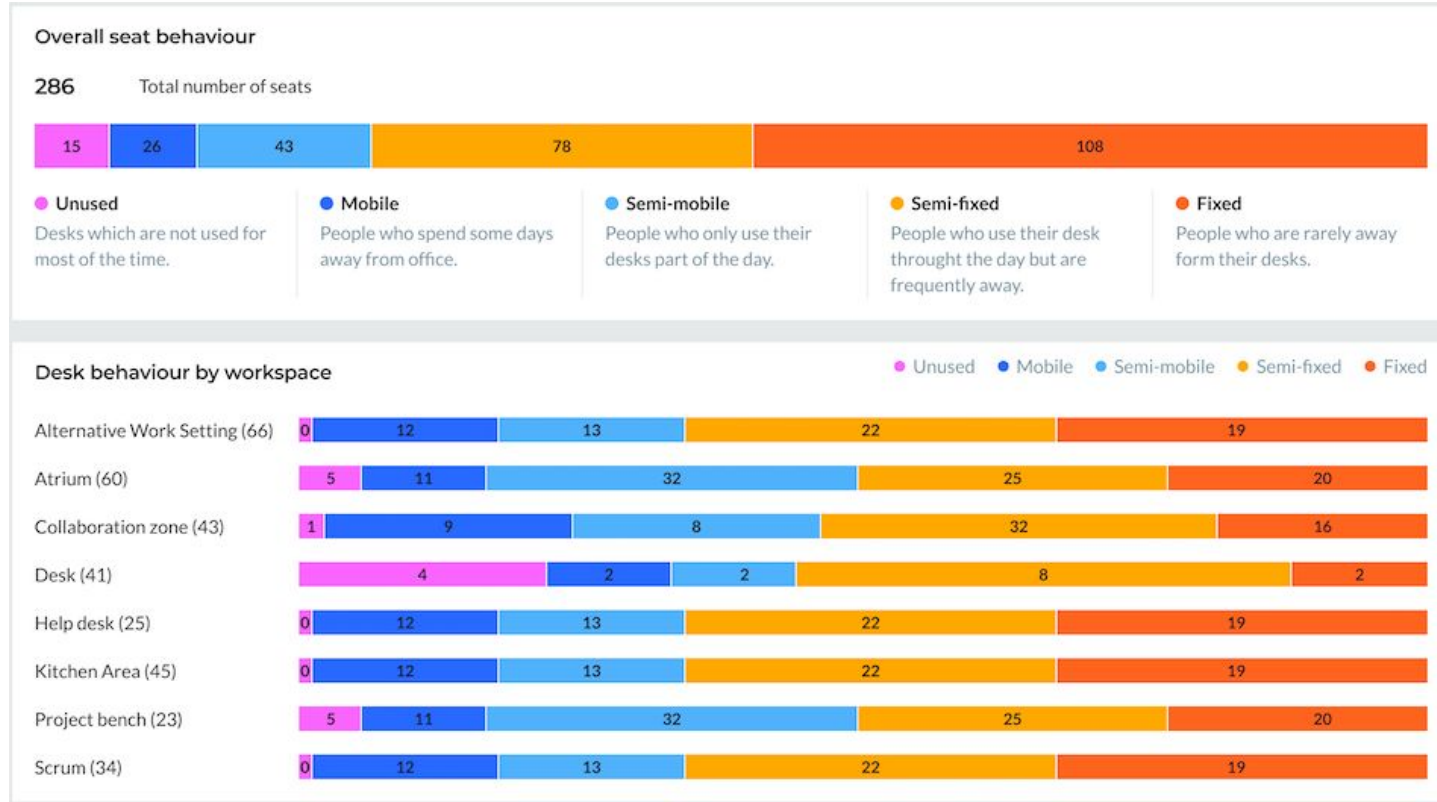
Compare utilisation for each floor

Avg seat utilisation by Workpoint-Type

^ Workpoint-Type	◇ Peak utilisation			◇ Avg utilisation		
Collaboration Booth	49.0%	+1.0%	<div></div>	5.0%	+3.0%	<div></div>
Collaborative Table	50.0%	-2.0%	<div></div>	6.0%	+0.0%	<div></div>
Desk	38.0%	+2.0%	<div></div>	10.0%	+2.0%	<div></div>
Informal Seating	49.0%	-12.0%	<div></div>	6.0%	+1.0%	<div></div>
Social Seating	69.0%	+0.0%	<div></div>	12.0%	+2.0%	<div></div>

Compare utilisation for each Workpoint-Type

Managing occupancy levels with mobility profiles



Leverage asset and departmental occupancy data to create mobility profiles which can inform work policies regarding space usage and allocation.

Controlling occupancy levels with a booking tool

Leverage data gathered in mobility profiles to:

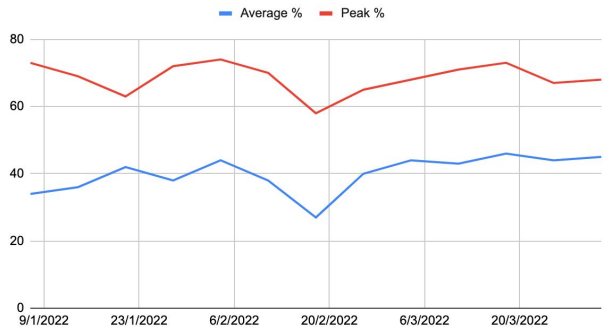
- Set standardised booking permissions with daily limitations
- Ensure the right number and types of spaces are available for employees to book throughout the week
- Provide departments with the tools and spaces they require

Analysing booking data alongside utilisation data further enables teams to understand the impact of no shows on capacity, and dive deeper into employee behaviour patterns.

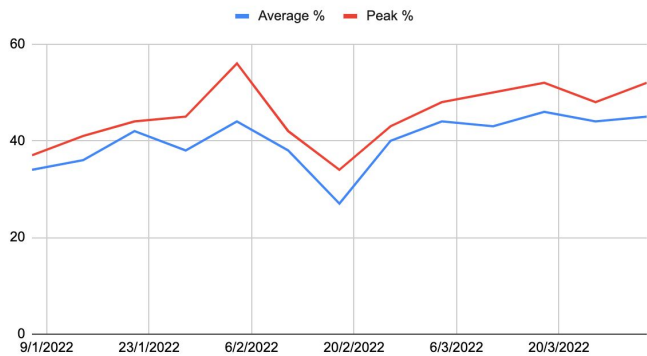


Measuring success

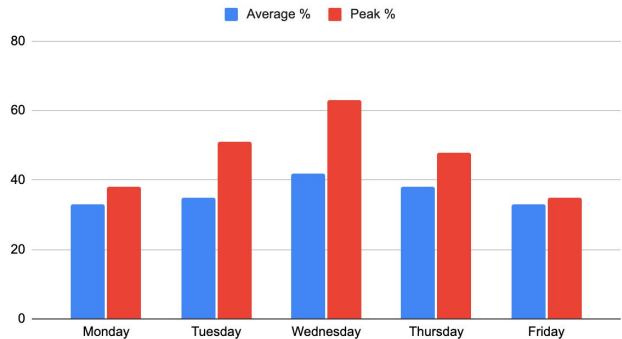
Desk Utilisation % - Weekly Average vs Peak



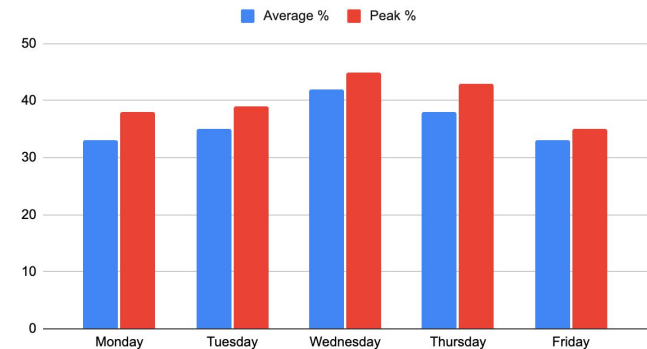
Desk Utilisation % - Weekly Average vs Peak



Desk Utilisation % - Daily Average vs Peak



Desk Utilisation % - Daily Average vs Peak



open

Thank you



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