Key meeting room utilisation metrics

In today's session we'll cover

- Why meeting room occupancy is important

- Which metrics and data relate to specific challenges

- What kind of changes you can make based on these metrics

- Questions throughout & final Q&A

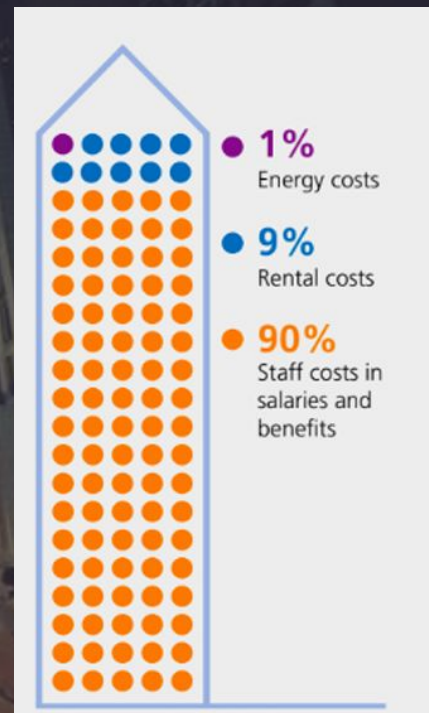**David Attwell Thomas**
Business Operations

Why are meeting rooms important?

- Lease costs are typically the 2nd largest cost in any organisation

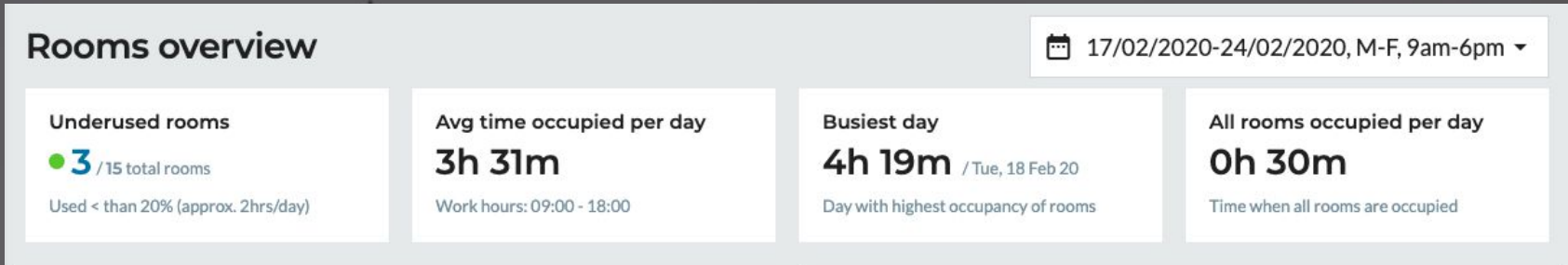- 1% increase in productivity would add £20bn to economy

  Duncan Weldon, Economist & former BBC Newsnight Correspondent

- Buildings represent 36% of global energy usage & 39% of CO_2 emissions
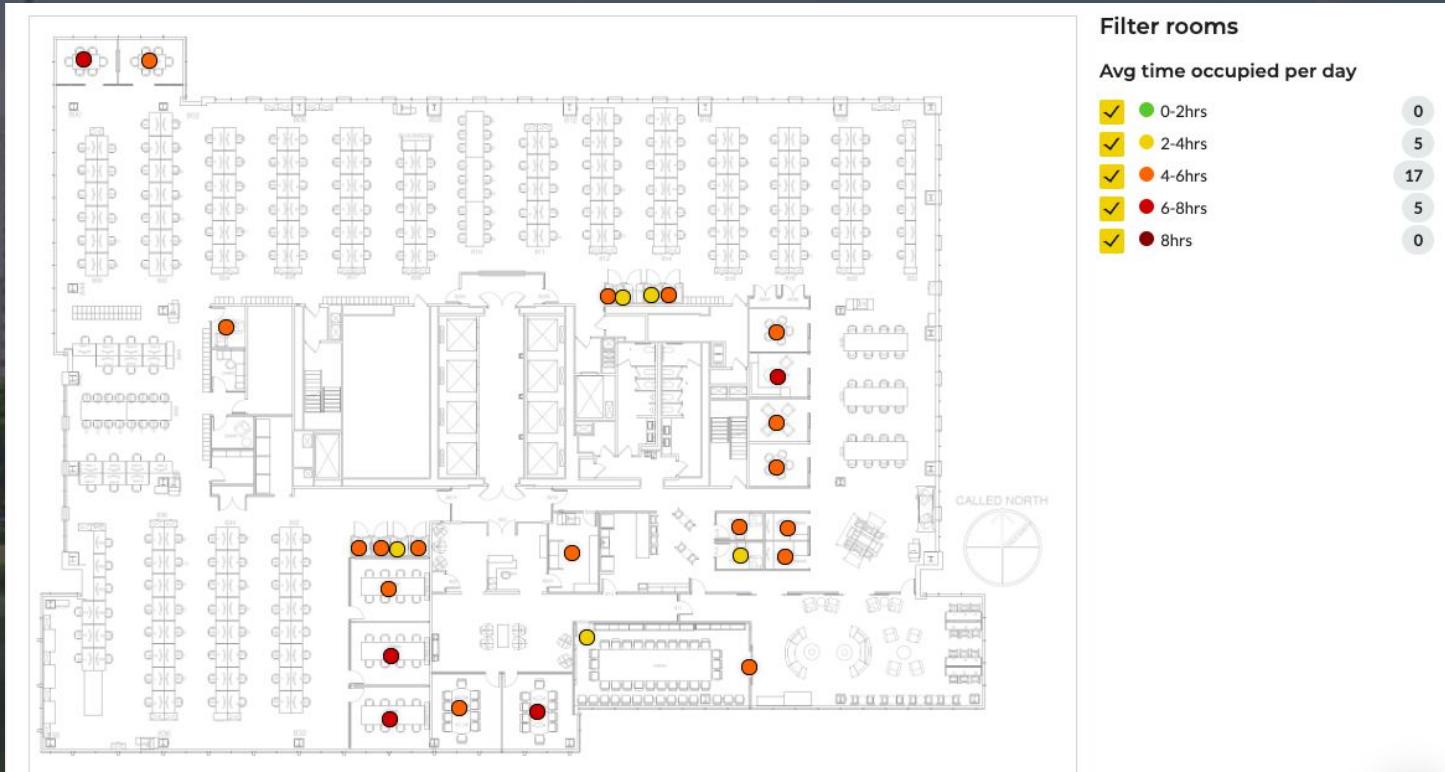
  Global Perspectives

1%
Energy costs

9%
Rental costs

90%
Staff costs in salaries and benefits

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Key metrics: Occupancy sensors

Rooms overview

📅 17/02/2020-24/02/2020, M-F, 9am-6pm ▾

Underused rooms
● **3** / 15 total rooms
Used < than 20% (approx. 2hrs/day)

Avg time occupied per day
3h 31m
Work hours: 09:00 - 18:00

Busiest day
4h 19m / Tue, 18 Feb 20
Day with highest occupancy of rooms

All rooms occupied per day
0h 30m
Time when all rooms are occupied

When are these metrics useful?
- Employee complaints regarding lack of space - identifying which spaces are most popular
- Meeting room no shows - rooms 95% booked, but 38% no shows
- Inappropriate & bulk room reservation

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Occupancy across floors

Filter rooms

Avg time occupied per day

✓	🟢 0-2hrs	0
✓	🟡 2-4hrs	5
✓	🟠 4-6hrs	17
✓	🔴 6-8hrs	5
✓	🔴 8hrs	0

CALLED NORTH

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Occupancy by Asset Type

Avg room utilisation by Asset-Type

^ Asset-Type	⇕ All rooms occupied per day	⇕ Avg time occupied per day		⇕ Underused rooms	⇕ Total rooms
Conference Room	0h 36m	5h 13m	+58.0%	0	16
Focus Room	6h 24m	4h 50m	+54.0%	0	2
Medical Room	6h 12m	5h 17m	+59.0%	0	1
Phone Booth	2h 50m	2h 39m	-1.0%	0	3
Pod	2h 0m	2h 1m	+3.0%	2	4
Room	0h 40m	4h 2m	+1.0%	1	11
Formal	0h 50m	3h 55m	+2.0%	2	11
Informal	3h 20m	2h 51m	+1.0%	0	2

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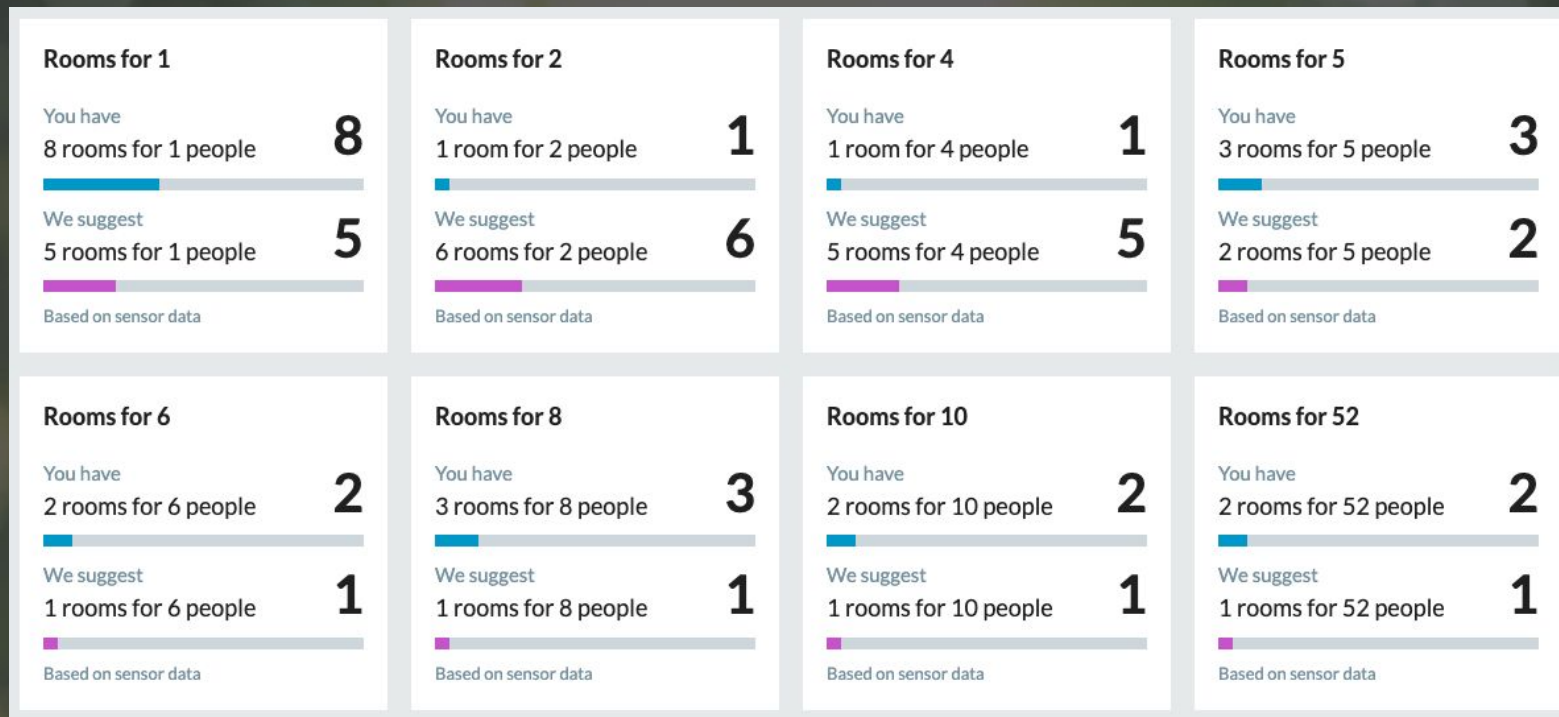
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Why use counter sensors?

Rooms for 1

You have
8 rooms for 1 people **8**

We suggest
5 rooms for 1 people **5**

Based on sensor data

Rooms for 2

You have
1 room for 2 people **1**

We suggest
6 rooms for 2 people **6**

Based on sensor data

Rooms for 4

You have
1 room for 4 people **1**

We suggest
5 rooms for 4 people **5**

Based on sensor data

Rooms for 5

You have
3 rooms for 5 people **3**

We suggest
2 rooms for 5 people **2**

Based on sensor data

Rooms for 6

You have
2 rooms for 6 people **2**

We suggest
1 rooms for 6 people **1**

Based on sensor data

Rooms for 8

You have
3 rooms for 8 people **3**

We suggest
1 rooms for 8 people **1**

Based on sensor data

Rooms for 10

You have
2 rooms for 10 people **2**

We suggest
1 rooms for 10 people **1**

Based on sensor data

Rooms for 52

You have
2 rooms for 52 people **2**

We suggest
1 rooms for 52 people **1**

Based on sensor data

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