

collabit



# A Game Changer for Facility Management

How to Increase Efficiency and Productivity  
with the Right System in Place.

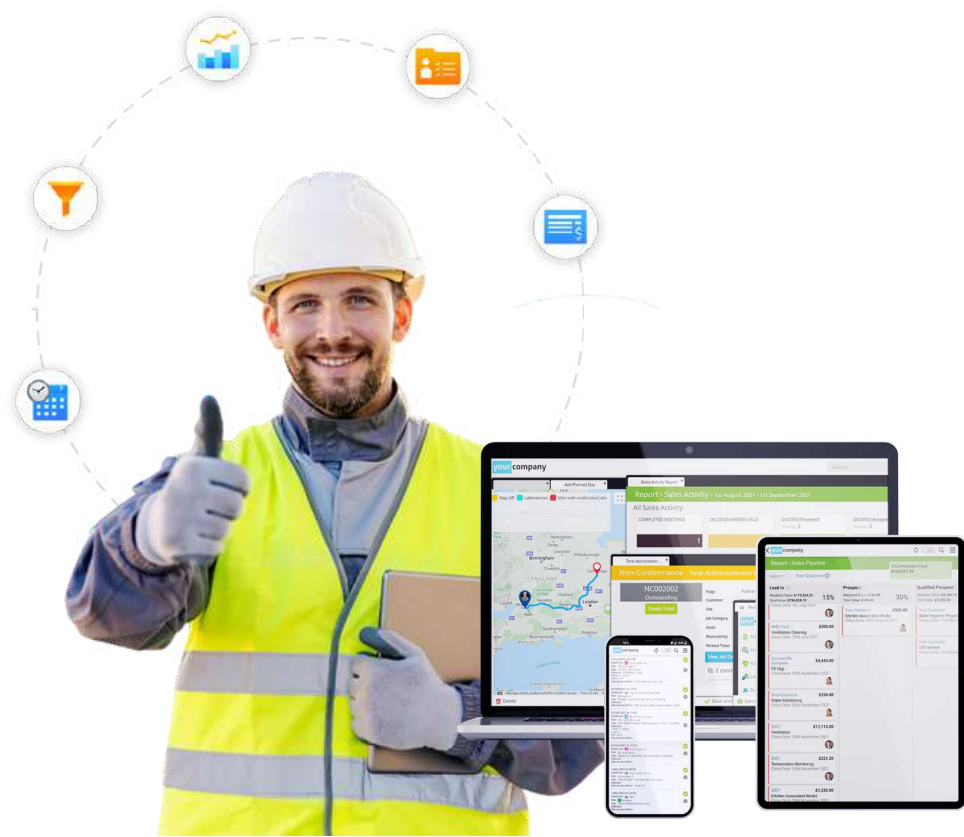
# Introduction

Facility management is a crucial aspect of any organisation that aims to optimise its resources and provide a conducive working environment for its employees. It encompasses a wide range of activities that are aimed at maintaining and improving the physical infrastructure, equipment, and services of a facility.

In today's fast-paced business world, facility managers need to keep up with the latest technologies and solutions that can help them improve their operations, increase efficiency and productivity. One such solution is the implementation of the right facility management system.

In this ebook, we will discuss the importance of facility management systems and how they can be a game-changer for organisations. We will cover the key features and benefits of a robust facility management system and provide insights on how to choose the right system for your organisation.

We will also discuss the best practices for implementing and using a facility management system, and how it can help you increase efficiency and productivity in your organisation.



# Introduction

Facility Managers play a critical role in ensuring that buildings and facilities are operating smoothly and efficiently. However, the job of a Facility Manager can be challenging, with many responsibilities and tasks to manage daily.

**One of the most significant challenges that Facility Managers face is managing a wide range of data, including maintenance schedules, equipment inventory, and safety procedures. This is where the right system comes in.**

Facility Management software has become an essential tool for Facility Managers, providing a platform to manage and organise all of their data and processes. The right system can make a huge difference in the effectiveness of Facility Managers, providing them with the tools they need to streamline operations, improve efficiency and reduce costs.

**One of the key benefits of Facility Management software is that it allows Facility Managers to manage all of their data in one place.**

This includes equipment inventories, maintenance schedules, work orders, and safety procedures. By having all of this data in one place, Facility Managers can easily track and manage their operations, quickly identify areas for improvement, and make informed decisions about future investments.

**Another significant challenge that Facility Managers face is communication.**

Facility Managers are responsible for communicating with a wide range of stakeholders, including tenants, contractors, and management. Effective communication is critical to ensure that everyone is aware of their responsibilities, and issues can be quickly resolved. The right system can help Facility Managers to manage communication more efficiently, by providing a central platform for all stakeholders to communicate and share information.



# The Importance of Facility Management Systems

Facility management systems are designed to help facility managers automate and streamline their operations. These systems provide a centralised platform where all facility-related information can be stored and accessed. Facility management systems can help organisations in many ways, including:

## **1.1 Asset Management**

Facility management systems help facility managers keep track of all the assets in the facility. This includes equipment, furniture, and fixtures. By having a centralised system to manage assets, facility managers can easily track their inventory and maintenance schedules. This ensures that assets are well-maintained and are in good working condition, reducing the need for costly repairs or replacements.

## **1.2 Work Order Management**

Facility management systems can help facility managers manage work orders more efficiently. This includes creating work orders, assigning tasks, and tracking progress. By having a centralised system for work order management, facility managers can easily track the status of work orders, assign tasks to the right people, and ensure that work is completed on time.

## **1.3 Space Management**

Facility management systems can help facility managers manage space more effectively. This includes tracking occupancy levels, allocating space to departments, and managing moves and relocations. By having a centralised system for space management, facility managers can easily track occupancy levels, allocate space to departments, and plan for future expansion.

## **1.4 Cost Management**

Facility management systems can help organisations reduce costs by providing a centralised platform to track expenses related to facility management. This includes maintenance costs, energy costs, and labour costs. By having a centralised system for cost management, facility managers can easily track expenses, identify areas where costs can be reduced, and create budgets for future projects.



# Key Features of Facility Management Systems

Facility management systems come with a range of features that can help organisations streamline their operations and increase efficiency. Some of the key features of facility management systems include:

## **2.1 Asset Tracking**

Facility management systems provide a centralised platform for tracking assets. This includes equipment, furniture, and fixtures. By having a centralised system for asset tracking, facility managers can easily track inventory, maintenance schedules, and warranty information.

## **2.2 Work Order Management**

Facility management systems provide a centralised platform for creating and managing work orders. This includes assigning tasks, tracking progress, and closing out work orders. By having a centralised system for work order management, facility managers can ensure that work is completed on time and within budget.

## **2.3 Space Management**

Facility management systems provide a centralised platform for managing space. This includes tracking occupancy levels, allocating space to departments, and managing moves and relocations. By having a centralised system for space management, facility managers can optimise the use of space, plan for future expansion, and ensure that departments have the space they need to operate effectively.

## **2.4 Cost Management**

Facility management systems provide a centralised platform for tracking expenses related to facility management. This includes maintenance costs, energy costs, and labour costs. By having a centralised system for cost management, facility managers can easily track expenses, identify areas where costs can be reduced, and create budgets for future projects.



# Key Features of Facility Management Systems

## 2.5 Preventive Maintenance

Facility management systems provide a centralised platform for managing preventive maintenance. This includes scheduling maintenance tasks, tracking maintenance history, and setting up automated maintenance alerts. By having a centralised system for preventive maintenance, facility managers can reduce equipment downtime, extend the lifespan of assets, and reduce maintenance costs.

## 2.6 Reporting and Analytics

Facility management systems provide a centralised platform for reporting and analytics. This includes generating reports on asset inventory, maintenance history, work order management, space utilisation, and cost management. By having a centralised system for reporting and analytics, facility managers can easily identify trends, spot areas for improvement, and make data-driven decisions.



# Benefits of Facility Management Systems

Facility management systems offer a range of benefits to organisations, including:

## **3.1 Increased Efficiency**

Facility management systems help organisations streamline their operations by automating and centralising facility-related activities. This leads to increased efficiency, as facility managers can easily track assets, manage work orders, and manage space more effectively.

## **3.2 Improved Productivity**

Facility management systems help organisations improve productivity by reducing equipment downtime and improving asset performance. This leads to increased productivity, as employees can work in a more conducive environment that is optimised for their needs.

## **3.3 Better Cost Control**

Facility management systems help organisations control costs by providing a centralised platform for tracking expenses related to facility management. This leads to better cost control, as facility managers can easily identify areas where costs can be reduced, and create budgets for future projects.

## **3.4 Enhanced Safety and Compliance**

Facility management systems help organisations enhance safety and compliance by ensuring that equipment and assets are well-maintained, and that work is completed in accordance with safety regulations. This leads to enhanced safety and compliance, as organisations can reduce the risk of accidents and ensure that they are compliant with regulatory requirements.



# Choosing the Right Facility Management System

When choosing a facility management system, organisations need to consider a range of factors, including:

## **4.1 Ease of Use**

Facility management systems should be easy to use and intuitive, with a user-friendly interface that is easy to navigate. This ensures that facility managers can quickly and easily access the information they need to manage facility-related activities.

## **4.2 Flexibility**

Facility management systems should be flexible and adaptable, with the ability to customise workflows and processes to suit the needs of the organisation. This ensures that facility managers can tailor the system to their specific requirements, and adapt it as the organisation grows and evolves.

## **4.3 Integration**

Facility management systems should be able to integrate with other systems and applications, such as building automation systems and enterprise resource planning (ERP) systems. This ensures that facility managers can easily access and share information across different platforms, and avoid duplicating data entry.

## **4.4 Scalability**

Facility management systems should be scalable, with the ability to handle large volumes of data and accommodate the needs of growing organisations. This ensures that facility managers can expand the system as the organisation grows, without having to switch to a new system.

## **4.5 Security**

Facility management systems should be secure, with robust data protection measures in place to protect sensitive information. This ensures that facility managers can safely store and access information related to facility management, without worrying about data breaches or cyber-attacks.





# Implementing and Using a Facility Management System

Once an organisation has chosen the right facility management system, it needs to implement the system effectively and ensure that it is being used optimally. Here are some tips for implementing and using a facility management system:

## **5.1 Establish Clear Goals and Objectives**

Before implementing a facility management system, it is important to establish clear goals and objectives for the system. This includes identifying what the organisation hopes to achieve with the system, and how it will measure success. By establishing clear goals and objectives, the organisation can ensure that it is getting the most out of the system.

## **5.2 Train Staff Effectively**

To ensure that staff are using the facility management system effectively, it is important to provide comprehensive training. This includes training on how to use the system, as well as training on any new processes or workflows that are being introduced. By providing effective training, staff will be better equipped to use the system to its full potential.

## **5.3 Monitor System Usage and Performance**

To ensure that the facility management system is being used effectively, it is important to monitor system usage and performance. This includes monitoring how often the system is being used, and how effectively it is being used. By monitoring system usage and performance, organisations can identify areas for improvement and take corrective action if necessary.

## **5.4 Continuously Improve and Adapt**

Facility management systems are not static, and organisations need to continuously improve and adapt the system to ensure that it remains relevant and effective. This includes regularly reviewing and updating processes and workflows, as well as incorporating new features and functionality as they become available. By continuously improving and adapting the system, organisations can ensure that they are getting the most out of their investment.



# FACILITY MANAGEMENT SOFTWARE IN THE UK:

Key Features, Benefits, and Future Trends

## THE SIGNIFICANCE OF FACILITY MANAGEMENT SOFTWARE IN THE UK

In 2021, the UK facility management market was valued at £121 billion, and it is expected to grow by 4.1% annually until 2026. Facility management software enables businesses to streamline their operations, improve efficiency, and reduce costs. It also helps to improve customer satisfaction and employee productivity.



## KEY FEATURES OF FACILITY MANAGEMENT SOFTWARE IN THE UK



- **Asset management:** tracking and managing equipment, machinery, and furniture.
- **Maintenance management:** scheduling and tracking maintenance tasks to ensure that facilities are kept in good condition.
- **Space management:** optimising the use of space to maximise efficiency.
- **Health and safety management:** ensuring that facilities comply with health and safety regulations and identifying potential hazards.

## BENEFITS OF FACILITY MANAGEMENT SOFTWARE IN THE UK

- **Streamlined operations:** facility management software streamlines operations, reduces manual tasks, and improves overall efficiency.
- **Cost savings:** by identifying areas for improvement, facility management software can help to reduce costs.
- **Improved customer satisfaction:** facility management software helps businesses to provide a better customer experience by ensuring that facilities are well-maintained and operating smoothly.

- **Better data management:** facility management software helps businesses to store and manage data more effectively, making it easier to analyse and make decisions.



## THE FUTURE OF FACILITY MANAGEMENT SOFTWARE IN THE UK

The future of facility management software in the UK looks bright. With the increasing focus on sustainability, energy management, and the Internet of Things (IoT), facility management software is expected to play an even more critical role in the coming years.

The rise of cloud-based software and artificial intelligence (AI) is expected to drive innovation and improve the functionality of facility management software even further. As businesses in the UK continue to face new challenges and opportunities, facility management software will be an essential tool for success.

# Implementing and Using a Facility Management System

Facility management systems are an essential tool for organisations looking to improve the efficiency and productivity of their facility management operations. With a wide range of features and functionality, these systems enable organisations to streamline their operations, reduce costs, and improve performance.

When choosing a facility management system, organisations should consider their specific needs and requirements, and look for a system that is easy to use, flexible, scalable, and secure.

By implementing a facility management system, organisations can achieve a wide range of benefits, including improved efficiency, reduced costs, and better performance. The case studies discussed in this ebook illustrate the real-world benefits that organisations can achieve by implementing a facility management system.

Collabit's All-in-One System is designed to meet the unique needs of your business. With our software, you can manage your facilities, assets, and resources seamlessly in one place. The platform provides a centralised hub to track and plan any tasks to be completed by your team or sub-contractors.

**Contact us today to learn more about our facility management system and how it can benefit your organisation.**



# Collabit Software

## **Collabit Software is an all-in-one platform that provides Facility Managers with various tools to manage their operations.**

From asset management to maintenance scheduling, space optimisation, and health and safety management, Collabit Software has everything you need to keep your facilities running smoothly and efficiently.

One of the key benefits of Collabit Software is its quick adaptability to your company's needs. Unlike other Facility Management software, Collabit Software is highly flexible and easily customised to meet your specific requirements. Whether you are managing a single building or a complex of buildings, Collabit Software can be tailored to your needs.

## **Collabit Software also offers a range of features beyond traditional Facility Management software.**

For example, it includes collaboration tools that allow teams to work together more effectively and workflow automation that can help to reduce administrative tasks and free up time for more strategic work.

In addition to its all-in-one capabilities, Collabit Software is also highly user-friendly. With an intuitive interface and straightforward navigation, it is easy for Facility Managers and their teams to get started and quickly find the information they need. Collabit Software also offers training and support to ensure you get the most out of the platform.

## **Collabit Software is the best choice for Facility Management software because it takes care of all of your facilities needs, and much more.**

With its all-in-one capabilities, quick adaptability, and user-friendly interface, it is the perfect tool for Facility Managers looking to streamline their operations, improve efficiency, and reduce costs.

If you're interested in learning more about Collabit Software and how it can help your business, we encourage you to book a consultation with our team. Our experts can provide you with a personalised demo and answer any questions you may have, helping you to make the right choice for your Facility Management needs.

# Book a Free Consultation

## **The consultation is all about you and your business.**

We're thrilled that you're interested in learning more about Collabit Software. Don't be afraid that we will drone on our company and product to sell to you without understanding your situation. We don't work like that.

- Consultations last about 15-20 minutes;
- We aim to fully understand your business challenges and goals;
- Offer advice and solutions based on our work with other businesses;
- Demonstrate our solution based on your requirements;
- Show you exactly how we would solve your problems and achieve your goals;
- Consultations are often held on the Teams, Zoom, Google Meet or by Phone. We will adapt to you.



# Our customer opinions



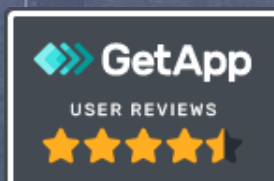
**Deiniol Jones**  
Operations Director  
J&D Water Consultants

"Collabit has helped us focus on delivering the most streamline service for our clients without having to compromise on quality. The support from the Collabit team lead by Tom Eydmann has been exceptional".



**Lynnette Harding**  
General Manager  
J&D Water Consultants

"We are now in a position to expand and take our Company to the next level with the knowledge we can deliver a quality service to all clients".



# Our customer opinions



**Ekim A.**

Legionella Risk Assessor Supervisor  
Facilities Services, 51-200 employees

Collabit gave the user a lot of capabilities of modifications to meet user requirements. It was easy for office staff as well as field service engineers to use.



**Lukas P.**

CEO, Information Technology,  
11-50 employees

I have been using Collabit for the past few months, and I have had no problems with the platform. I am very happy with it and would recommend it to other people.



**Nicola S.**

Adminstrator Assistant  
Facilities Services, 51-200 employees

Collabit has been a positive forward step for the company, and start up glitches are expected. Everyone is taking to it well.

# Our customer opinions



**Nigel V.**

Operations Manager  
Information Technology and Services,  
11-50 employees

This system works well because you don't need any other software in your business. Got rid of all spreadsheets and long winded processes.



**Mandie B.**

MD

Facilities Services, 1-10 employees

Exceptional value for money and customer support. The customer service team is exceptional. They have been very helpful with the implementation of the software



**Holly P.**

Administrator  
Utilities, 1-10 employees

It's great being able to see site information/booking in/ etc





## **WE DO EVERYTHING IN OUR POWER TO ENSURE YOU'RE SATISFIED.**

Our job is to understand the needs of clients and provide them with the best product possible. We are constantly seeking to understand how we can be better, make better products and serve our clients even better.

We continue to make progress based on feedback. You're doing such a great job - in fact, your opinion is most important for us! To celebrate this, we'd love if you could tune in for our next discussion

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