

# 1 Cheat sheet: Know the questions to ask, before looking for the answers

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## Questions to ask of your workspace reporting:

Can we consolidate sites?

Discover which sites are underused, and spot consolidation opportunities by looking at occupancy peaks vs capacity, and average building usage.

Can we place an additional team in a building or on a floor?

Floor-level utilisation data shows if there is remaining capacity on each floor of a building,

Can we reassign space?

Discover unused capacity that could be repurposed to host other teams or in another arrangement

Can we switch to hot desk seating for hybrid working?

Analyse average utilisation and free capacity at peak-use times: low averages and high number of free desks at peak times indicate more mobile work styles.

What desk/space sharing ratio would be optimal for which team?

Calculate the optimal sharing ratio for any team by discovering the average peak utilisation of a team's space over time.

In our new hybrid working model, do we have 'dead days' (Mondays and Fridays?) and 'dead space' trends that present an opportunity for space restacking, and HVAC costs savings?

Discover occupancy and average occupancy lows, low times and trends to reveal restacking opportunities.

Does our office meet current Covid-security requirements?

Can we downsize a location?

Do we need additional office space?

Should we extend or renew a lease?

Can we reduce the number of desks provided per area or per team?

Should we change how long or how far in advance we allow users to book space?

Are our space booking systems working how we think they are?

What number of desks do we really need, under different workstyle scenarios, to support the organisation?

If our headcount grows, how could it be supported using the existing space, without the need to buy new space?

How well are our social spaces (cafeteria, break-out spaces, restaurants) really used and could they be multi-purposed?

Do we have meeting rooms sitting empty that could be better used?

Which departments could adopt different ways of working in our workplace and what sharing ratios would be most appropriate for different groups?