

Cadapult FM Workplace Ready!

Workplace Return to Work Strategies and Solutions

Responding to the COVID-19 business environment and returning to work

COVID-19 has created unprecedented planning and strategies for many facility managers. Unique planning on how to return partial and entire workforces to the workplace requires flexible minds and tools to get the job done. A safe building and a safe workforce are the primary outcome.

As part of the planning process, companies are deciding what employees will be returning to the workplace fulltime, requiring assigned seating, which employees will work from home part time and require hotel type desking for the instances they are required to be in the office, as well as track which employees will work from home permanently. As these decisions are made, keeping track of staff location seating requirements impacts many factors. An additional factor that was initially addressed and now due to covid variants has come back is social distancing. Space planning scenarios has facility managers looking at their building floor plans and devising plans that address all these factors maximizing space use in a safe and effective manner.



ANALYZE → DESIGN → ASSIGN → SCHEDULE → REPORT → OPTIMIZE

Re-Entry Software Solutions

Cadapult FM has many applications to help Facility Managers address this planning.

Smart Floor Plans track personnel with assigned seats to spaces and hotel spaces are easily identified.

- **Assigned Seating** - As a first step, once a company knows how many staff will require permanent seating, staff can be assigned to the offices and workstations that are required to meet these needs. If social distancing is to be included, this can be factored in as part of the process. The **Cadapult FM Floor Plan Live View and Move Manager** tools easily accommodate these needs.



- **Hotel Seating** - The next step is determining the number of hoteling stations that will be required. Flexibility is the key here to reduce the square footage required to accommodate these needs. Properly scheduling these seats is paramount. The number of days staff members will typically be in the office, typically 1 to 3 days, will help determine the number of workstations required. Once this determination is made, the required hotel seats are identified on the floor plan and staff can start scheduling these seats as required using the **Cadapult FM Workplace Ready Space Reservation Application**.

The Cadapult FM Workplace Ready Space Reservation Application addresses the following which allows some or all of the necessary features to be used:

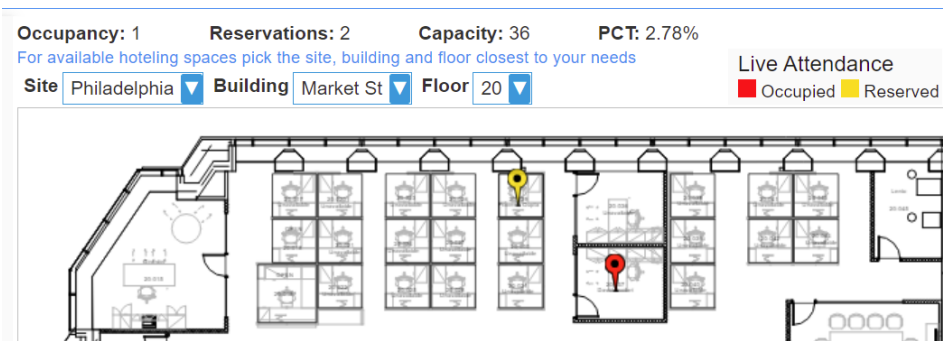
* **Reserve Hotel Spaces and/or Assigned Seats** easily through mobile devices, tablets, and pcs.

Click on available hoteling spaces from the map, calendar and then select to your needs

Site Philadelphia Building Market St Floor 20



* **View Live Occupancy Plans with manual check-in or integrated with your Badging Systems.**



Cadapult fm Workplace Reservations

☒ Reserve ☐ Locate teammate

Select the days you want to reserve up to two weeks ahead

February 2021

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	01	02	03	04	05	06	07
6	08	09	10	11	12	13	14
7	15	16	17	18	19	20	21
8	22	23	24	25	26	27	28
9	01	02	03	04	05	06	07
10	08	09	10	11	12	13	14

09 : 00 AM - 05 : 00 PM

RESERVE

My Reservations

Available Selected

Philadelphia / Market St / 20 / WorkAtHome
02/08/2021 09:00 AM - 05:00 PM

RESERVE CANCEL

Click on "Reserve" for hoteling options.
Then click on a space pin to reserve your choice

Philadelphia / Market St / 20 / 20-025
02/04/2021 09:00 AM - 05:00 PM

CHECKIN RESERVED / CHANGE CANCEL

* **View Future Reservations and Post Occupancy History** through Reports and Graphics.
Identify at risk staff if contact tracing is necessary.

* **Integration with Badge Entry Systems** can be achieved to allow your company to have a true understanding of the actual space use real-time as well as over a period of time.

* **Assign Social Distance and Maximum Capacities** when necessary

* **Locate Teammates** allows users to find others easily on floor plans

* **Integrate Health Screening Surveys**

* **Automatically create Daily Maintenance Work Orders for identifying and cleaning spaces occupied that day**

* **Cadapult FM Workplace Ready Analysis Reports on Space Use** provides a true understanding of your space needs over a period of time to Optimize space use.

