



Space Management User Guide



Configuring and managing tenant suites, common areas, and bookable resources

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Overview

The Space Management module of Building Engines allows you to easily monitor and manage occupancy levels across multiple building or many regions. Using a grid view and Stack Plan of the property, Space Management provides increased visibility into building operations for tenant suites, non-tenant spaces such as mechanical and electrical rooms, and schedulable resources for employee and tenant events.

Viewing your Building’s Stack Plan

This section describes how to locate and view your building’s Stack Plan or building layout.

To locate your building’s Stack Plan:

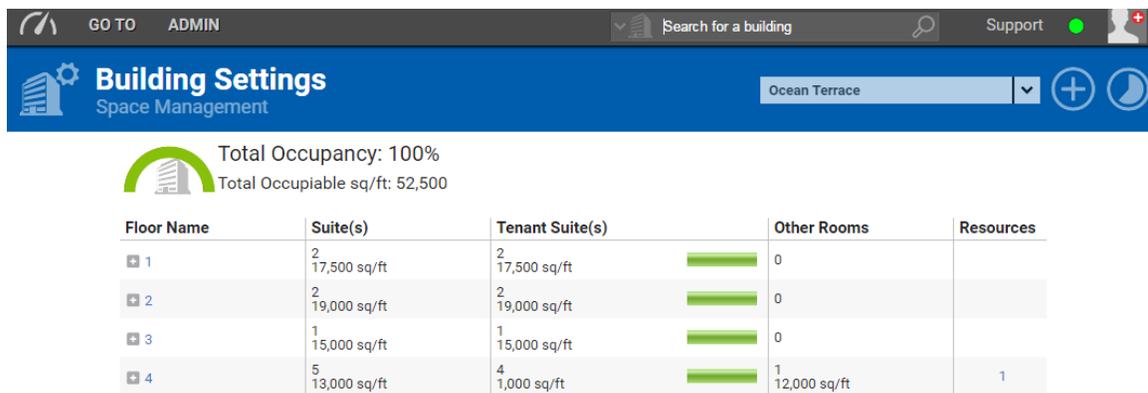
1. Click **Admin** → **Building Settings** → **Stack Plan**.
2. Select a building. Following your selection, your building’s Stack Plan is displayed.

Space Management Dashboard

The Space Management Dashboard is the configurable end of a building’s Stack Plan. Configurations done on this dashboard affect your building’s occupancy rate, room types, square footage, and available resources. Edits made to the Space Management Dashboard are reflected on the Stack Plan.

To locate the Space Management Dashboard:

1. Click **Admin** → **Building Settings** → **Space Management**, or click the  located on the homepage.
2. Select a building. Following your selection, an editable version of your building’s Stack Plan is displayed.



Building Settings
Space Management

Ocean Terrace

Total Occupancy: 100%
Total Occupiable sq/ft: 52,500

Floor Name	Suite(s)	Tenant Suite(s)	Other Rooms	Resources
1	2 17,500 sq/ft	2 17,500 sq/ft	0	
2	2 19,000 sq/ft	2 19,000 sq/ft	0	
3	1 15,000 sq/ft	1 15,000 sq/ft	0	
4	5 13,000 sq/ft	4 1,000 sq/ft	1 12,000 sq/ft	1

Types of Building Spaces

This section describes the types of building spaces that can be configured into a building's Stack Plan.

- **Tenant Suite** is a space reserved for a tenant. This space can be vacant or assigned to a specific tenant. Tenant suites cannot be made available for Resource Scheduling.
- **Common Area** is a building space that is accessible to all tenant companies in a building. These areas cannot be reserved through Resource Scheduling, however, all tenant in the building can submit a work order on behalf of the common area.
- **Tenant Common Area** is a building space that is accessible to specific tenant companies in a building. It cannot be reserved through Resource Scheduling, however, a tenant company with access to the space may submit a work order on behalf of the common area.
- **Meeting Area** or **Freight Area** are building resources than can be reserved, by designated employees and tenants, through the Resource Scheduling module.
- **Generator Rooms, Electrical Rooms, and Mechanical Rooms** are spaces that can be integrated into the Inspections module.

Configuring Floors, Suites, and Resources

This section describes how to create and manage the floors, suites, and spaces in your building's Stack Plan.

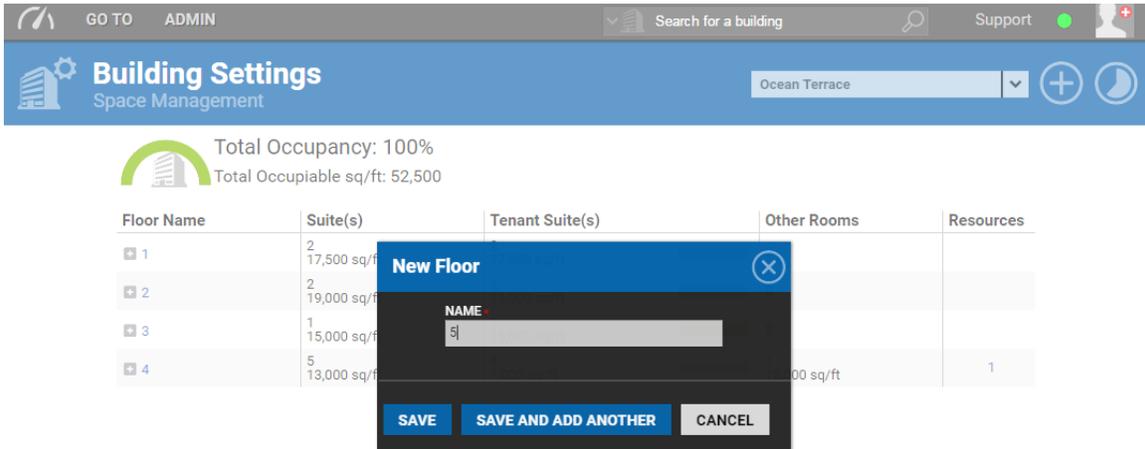
Creating a New Floor

This section describes the process of creating a new floor in your building.

To create a new floor:

1. Click **Admin** → **Building Settings** → **Space Management**, or click the  located on the homepage.
2. Select a building.
3. Click  to add a floor.

4. Enter a floor **Name**, and click **SAVE** or **SAVE AND ADD ANOTHER**.



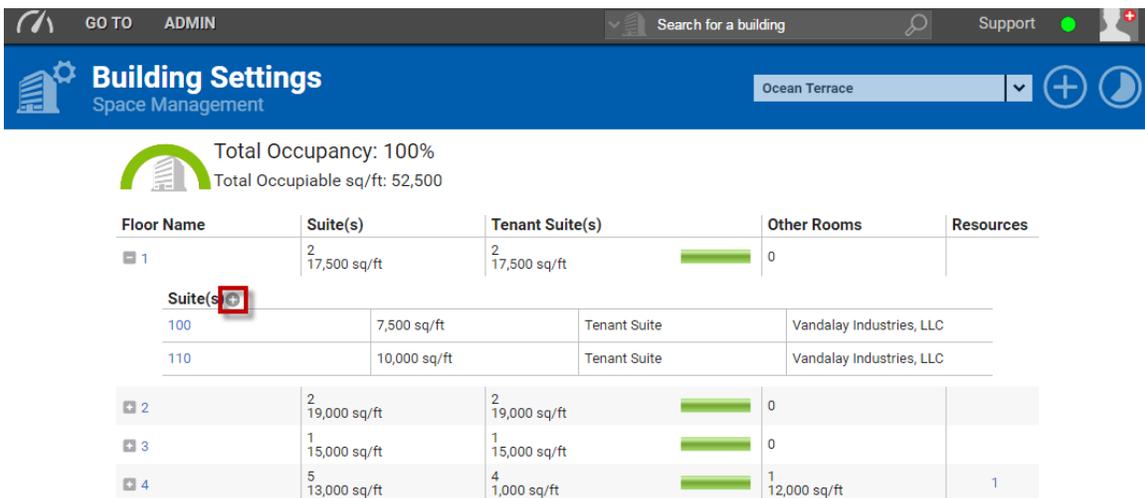
5. (Optional) Repeat steps 3-4 until all floors have been created.

Creating a New Suite

This section describes how to create a new suite in your building. Suites can be designated as tenant occupied, vacant, bookable resources, or mechanical rooms.

To create a new suite:

1. Click **Admin** → **Building Settings** → **Space Management**, or click the  located on the homepage.
2. Select a building.
3. Click the  that corresponds to the floor you want to add a suite to.
4. Click the Add Suite icon .



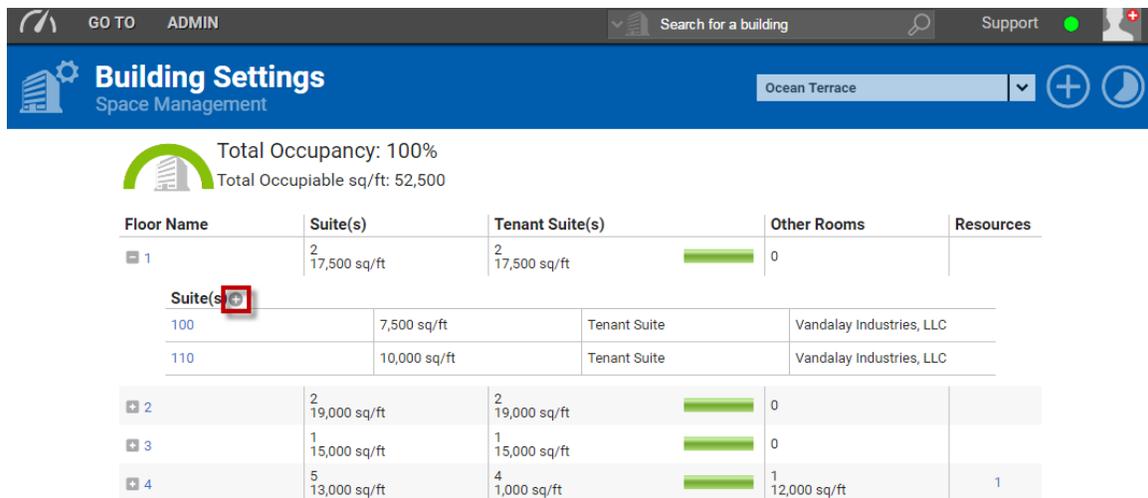
5. Enter a suite **Name**.
6. (Optional) Enter the square footage.
7. Select the **SUITE TYPE**. *Note: Suite Types can be referenced in the **Types of Building Spaces** section. If the Tenant Suite option is selected, a **TENANT** field is displayed and you are given the ability to link the suite to an existing tenant.*
8. (Optional) If the suite can be divided into additional subsections, use the **SUITE LOCATIONS** field to enter those sections. *Note: If the **SUITE LOCATIONS** field is utilized, when you create a work order for this tenant suite you are also provided these locations in the Location field.*

Creating a Bookable Resource

This section describes the process of creating a new bookable resource. Common examples of bookable resources include conference rooms, loading docks, and freight elevators.

To create a bookable resource:

1. Click **Admin** → **Building Settings** → **Space Management**, or click the  located on the homepage.
2. Select a building.
3. Click the  that corresponds to the floor you want to add a suite to.
4. Click the Add Suite icon .



The screenshot shows the 'Building Settings' interface for 'Ocean Terrace'. It displays a table of suite information across four floors. A red box highlights the 'Add Suite' icon (+) next to the 'Suite(s)' header for floor 1.

Floor Name	Suite(s)	Tenant Suite(s)	Other Rooms	Resources
1	2 17,500 sq/ft	2 17,500 sq/ft	0	
Suite(s) 				
	100 7,500 sq/ft	Tenant Suite	Vandalay Industries, LLC	
	110 10,000 sq/ft	Tenant Suite	Vandalay Industries, LLC	
2	2 19,000 sq/ft	2 19,000 sq/ft	0	
3	1 15,000 sq/ft	1 15,000 sq/ft	0	
4	5 13,000 sq/ft	4 1,000 sq/ft	1 12,000 sq/ft	1

Summary: Total Occupancy: 100%, Total Occupiable sq/ft: 52,500

5. Enter the Resource **Name**.
6. (Optional) Enter the square footage.

7. Select the room type as **Meeting Area** or **Freight Area**.
8. Click **SAVE**.
9. After the resource has been saved, click the hyperlinked **Meeting Area** or **Freight Area**.

Building Settings
Space Management

Ocean Terrace

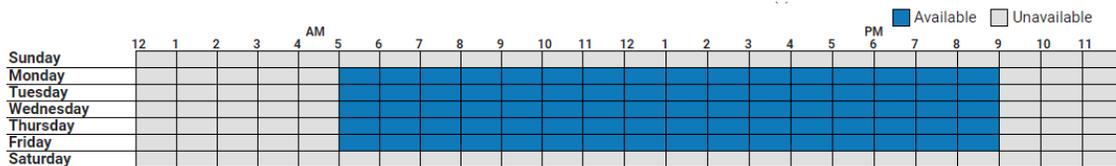
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Suite(s)

Suite(s)	Suite(s)	Tenant Suite	Resources
400	250 sq/ft	Tenant Suite	Vandalay Industries, LLC
410	250 sq/ft	Tenant Suite	Vandalay Industries, LLC
420	250 sq/ft	Tenant Suite	Vandalay Industries, LLC
430	250 sq/ft	Tenant Suite	Vandalay Industries, LLC
4th Floor Conference Room	12,000 sq/ft	Meeting Area	

10. Click **This resource can be reserved** option.
11. Using the Availability grid, select the hours that the resource is available for reservation.



12. The following settings are optional:
 - a. **Max Capacity, Photo, and Description:** These details are displayed to tenants when they make a reservation request.
 - b. **Amenities:** Add amenities to allow tenants to select from a list of items when booking a resource. These may carry associated costs, or be complimentary. Amenities marked as required will be added to every reservation for the resource.
 - c. **Prevent Tenants from Reserving this Resource:** This option only allows employees of the Property Management Company to book the resource.
 - d. **Auto Approve Reservations:** Reservations made for this resource are automatically moved to the Approved status as long as the space is available during the requested time.

- e. **Create Work Order to Manage Tasks and Billing:** This option automatically creates a work order to manage the tasks and charges associated with a resource reservation. System Administrators can designate when work orders are created in relation to the date of the reservation.
 - f. **This resource has a billable cost:** This setting allows an hourly rate to be designated for the resource. Resources with a billable rate automatically generate a work order with the associated charge. All room fees are calculated on an hourly basis. Optionally, a Daily Rate Cap may be entered, which represents the largest possible fee for reserving a resource for an entire day.
13. Click **SAVE** to finish creating the resource.

Changing the Primary Suite of a Tenant Company

This section describes the process of changing the primary suite for an active tenant.

To change the primary suite:

1. Clicking **Admin** → **Tenants** → **Companies**.
2. Use the **SEARCH** button and/or column filters to locate the tenant.
3. Click the tenant **COMPANY** name.
4. Click the **SUITES** tab.
5. Click .
6. Select a new **SUITE** and click **SAVE**.

Moving the Location of an Existing Floor

This section describes the process of moving the location of an existing floor within your Stack Plan.

To move the location of a floor:

1. Click **Admin** → **Building Settings** → **Space Management**, or click the  located on the homepage.
2. Select a building.

- Place your cursor on the Stack Plan, left click, and perform a drag and drop to move the floor up or down on the list.

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Moving the Location of an Existing Space

This section describes the process of moving the location of an existing suite or space within your Stack Plan.

To move the location of a space:

- Click **Admin** → **Building Settings** → **Space Management**, or click the located on the homepage.
- Select a building.
- Click the that corresponds with the floor where the suite is located.
- Place your cursor on the Stack Plan, left click, and perform a drag and drop to move the suite up or down on the list.

Building Settings
Space Management

Ocean Terrace

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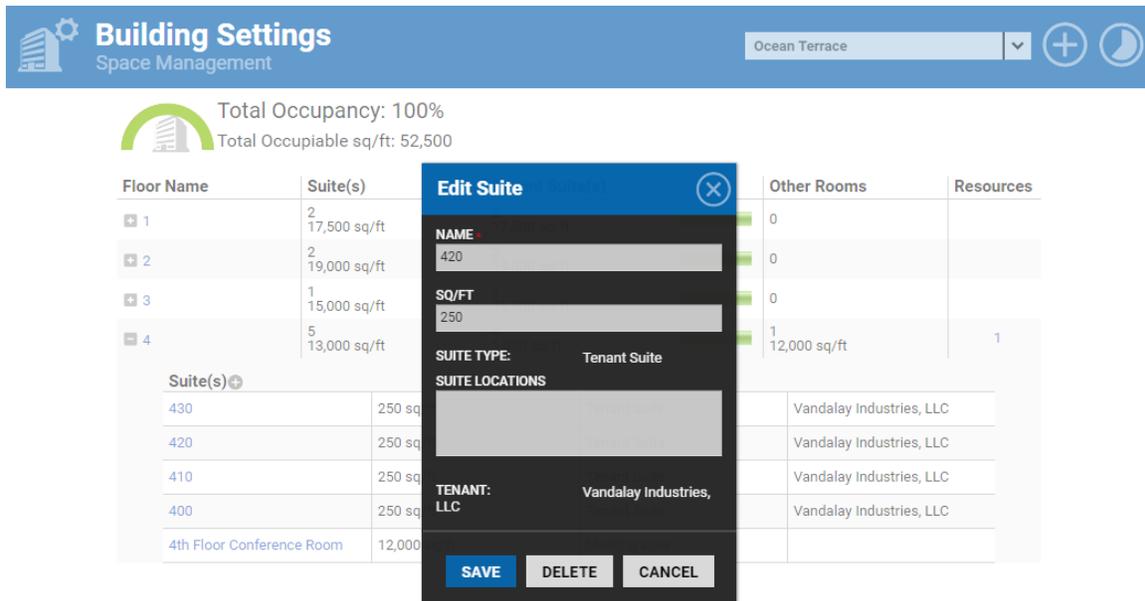
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3	1 15,000 sq/ft	1 15,000 sq/ft	0	
4	5 13,000 sq/ft	4 1,000 sq/ft	1 12,000 sq/ft	1

Editing an Existing Space

This section describes the process of editing an existing suite or space within your Stack Plan.

To edit a space:

1. Click **Admin** → **Building Settings** → **Space Management**, or click the  located on the homepage.
2. Select a building.
3. Click the  that corresponds with the floor where the suite is located.
4. Click the hyperlinked suite name.
5. Using the pop up box, make your edits, and click **SAVE**.



The screenshot shows the 'Building Settings' interface for 'Space Management' at 'Ocean Terrace'. It displays a table of suites with columns for 'Floor Name', 'Suite(s)', 'Other Rooms', and 'Resources'. A modal box titled 'Edit Suite' is open, allowing for editing of suite details.

Floor Name	Suite(s)	Other Rooms	Resources
1	2 17,500 sq/ft	0	
2	2 19,000 sq/ft	0	
3	1 15,000 sq/ft	0	
4	5 13,000 sq/ft	1 12,000 sq/ft	1

The 'Edit Suite' modal box contains the following fields:

- NAME:** 420
- SQ/FT:** 250
- SUITE TYPE:** Tenant Suite
- SUITE LOCATIONS:** (Empty text area)
- TENANT:** Vandalay Industries, LLC

Buttons at the bottom of the modal are **SAVE**, **DELETE**, and **CANCEL**.

Deleting an Existing Space

This section describes the process of deleting an existing suite or space within your Stack Plan.

To delete a space:

1. Click **Admin** → **Building Settings** → **Space Management**, or click the  located on the homepage.
2. Select a building.
3. Click the  that corresponds with the floor where the suite is located.

- 4. Click the hyperlinked suite name.
- 5. Using the pop up box, click **DELETE**.

The screenshot shows the 'Building Settings' interface for 'Space Management' at 'Ocean Terrace'. It displays occupancy statistics and a table of suite information. An 'Edit Suite' modal is open, showing details for suite 420, including its name, square footage, type, and tenant. The 'DELETE' button in the modal is highlighted with a red box.

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Edit Suite

NAME: 420

SQ/FT: 250

SUITE TYPE: Tenant Suite

SUITE LOCATIONS:

TENANT: Vandalay Industries, LLC

Buttons: SAVE, DELETE, CANCEL