



# Flexible Spaces

Reduce Facility Costs with a Data Driven Approach



## Your Partner for Portfolio Rightsizing

Comfy, a Siemens company, offers a comprehensive solution to flexibly managing workplace reservations to inform portfolio planning decisions.

220K

Employee Users

83M

SQ. FT. Managed Office Space

40%

Average Portfolio Reduction Using Comfy

## Enabling Hybrid Working Models

Real estate leaders recognize that hybrid working models of in-person mixed with remote work represent a permanent shift in the workplace. This change creates an opportunity both for improved employee experiences and reduced real estate costs. However, understanding exactly how to achieve workspace reduction while safely managing employee needs can be complex:

- **Portfolio complexity:** Implementing technologies and working models across multiple buildings and geographies is challenging.
- **Unknown employee needs and behaviors:** Even with employee surveys, it's unclear exactly how often workers will want or need in-person space.
- **Lack of decisioning data:** Making rash space reduction decisions without supporting information could have serious negative consequences.

- **Employee adoption:** Informing employees of new working model protocols, compliance with social distancing, and ensuring adoption is difficult.

## Let the Data Lead the Way

Comfy has identified the technology and workflows in the **Flexible Spaces** solution to help guide a seamless employee transition to a hybrid working model while exposing the needed data for refined business decisions. The solution's rich functions, open platform, integration partners and consumer-grade mobile app enable rapid deployment across your organization while keeping your business flexible to the needs of the future.

- **Comprehensive usage insights:** Obtain crucial space utilization data to optimize your portfolio size and reduce operating costs.
- **Scalable workplace transformation:** Easily configure workspaces across your portfolio to create bookable spaces relevant to hybrid work models.
- **Intuitive employee experience:** Drive safety, engagement and productivity with a consumer grade app.
- **Easy employee collaboration:** Empower employees to find and collaborate with co-workers in spaces that suit their needs.
- **Measure and Improve:** Understand employee preferences with data insights, iterate and improve the workplace experience.



## Flexible Spaces Solution Overview

The Flexible Spaces solution includes a comprehensive set of capabilities for real estate executives, program administrators and employees to securely implement hybrid work models while providing data for facilities rightsizing.

### ADMINISTRATION AND BUSINESS FUNCTIONS

FUNCTION	CAPABILITY	BENEFITS
<b>Configure Spaces</b>	<ul style="list-style-type: none"><li>• Import floor maps and configure space</li><li>• Establish desks and rooms available for booking</li><li>• Create configurations to match business needs, such as social distancing and capacity limits</li><li>• Configure room/desk occupancy sensors*</li><li>• Group desks and spaces into neighborhoods and assign them to functional teams</li><li>• Assign traits to spaces to track how employee preferences are changing over time</li></ul>	<ul style="list-style-type: none"><li>• Maps, the digital representation of the workplace, serve as an intuitive guide to familiarize employees with their newly configured spaces</li><li>• Readily make desks and rooms visible and available for booking</li><li>• Ability to view occupancy as well as booking information</li><li>• Neighborhoods foster collaboration, maximize utilization, and create spaces that enable employees to do their best work</li><li>• Optimize space design strategy utilizing employee preference data</li></ul>
<b>User Administration</b>	<ul style="list-style-type: none"><li>• Centralized administration console</li><li>• Assign buildings, floors, rooms and/or desks to access groups</li><li>• Portfolio level management</li></ul>	<ul style="list-style-type: none"><li>• Easy self-service administration</li><li>• Employee and group level zone assignments</li><li>• Secured access control</li></ul>
<b>Employee Communications</b>	<ul style="list-style-type: none"><li>• Send communications to employees or groups of employees via Card Manager</li><li>• Promote employee amenities</li><li>• Customize by location</li><li>• Send alerting communications for new COVID regulatory rules</li><li>• Track most valued interactions</li></ul>	<ul style="list-style-type: none"><li>• Communicate new protocols and local requirements to employees</li><li>• Ease of onboarding with specific card displays</li><li>• Create unified yet customized experience with distribution of portfolio-wide and local information</li><li>• Add features with instant distribution</li></ul>
<b>Data Insights</b>	<ul style="list-style-type: none"><li>• Business owner console</li><li>• Space utilization details by portfolio, building, floor and workplace zones</li><li>• Room and desk level utilization</li><li>• Employee reservation data</li></ul>	<ul style="list-style-type: none"><li>• Understand optimal employee to building density ratio</li><li>• Plan for future opening of space based on historical data</li><li>• Pilot and analyze flexible working schedules as a means to reduce space requirements</li><li>• Facilities planning based on building use data</li></ul>

\*Premium add-on

*Many firms are using hybrid working as a strategy to reduce their office footprint...As firms expand their agile working strategies, they will need to make sure their staff have easy Wi-Fi access and mobile apps with tools that support agile working.*

- Verdantix, Smart Innovators: Smart Workplace Technology  
Joy Trinquet and Susan Clarke, 2021

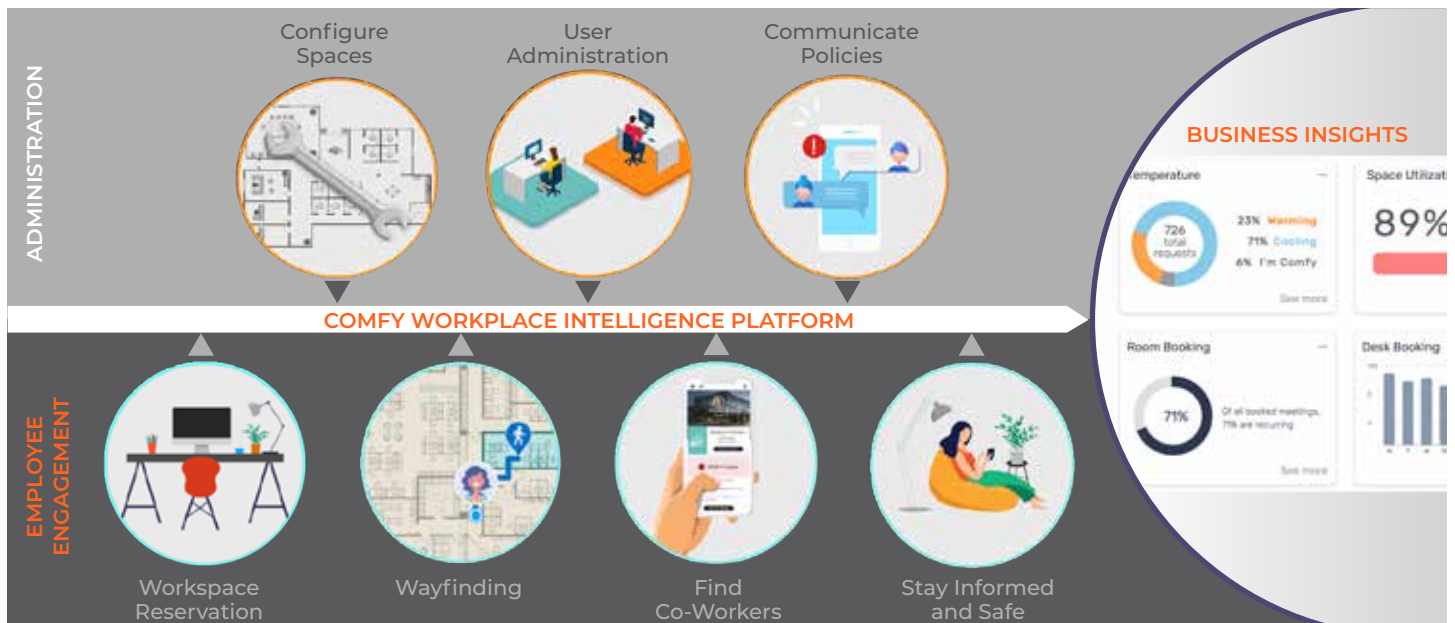
## EMPLOYEE FUNCTIONS

FUNCTION	CAPABILITY	BENEFITS
<b>Workspace Reservations</b>	<ul style="list-style-type: none"> <li>Indicates available locations for room or desk booking within neighborhoods</li> <li>Provides local COVID regulation information</li> <li>Calendar system integration</li> <li>In-app check-in or easy onsite QR code check in*</li> <li>Search available space by trait (i.e. team, capacity, stand/sit)</li> </ul>	<ul style="list-style-type: none"> <li>Intuitive, easy-to-use mobile UI</li> <li>Self-service reservation for preferred workspace</li> <li>Reserve for single or multiple days, or</li> <li>Updated calendars and meeting location notifications to outside entities</li> <li>Automatic desk or conference room booking release when the space is not being utilised</li> </ul>
<b>Wayfinding</b>	<ul style="list-style-type: none"> <li>Find desired desk or room through floor map navigation</li> <li>Indoor positioning for identifying current location*</li> </ul>	<ul style="list-style-type: none"> <li>Empower employees to easily find their desired workspace, reserve it, and navigate to it</li> <li>Ability to easily understand new space configurations and large campuses</li> </ul>
<b>Find Co-Workers</b>	<ul style="list-style-type: none"> <li>Easily find co-workers and book a space in proximity nearby</li> <li>Control visibility and privacy with opt-in</li> <li>Set location working in office or remotely</li> </ul>	<ul style="list-style-type: none"> <li>Foster collaboration by easily finding your colleagues in changing spaces</li> <li>Make your location known to your colleagues or maintain privacy permanently or for selected periods</li> </ul>
<b>Employee Interactions</b>	<p>Interact with multiple information sources:</p> <ul style="list-style-type: none"> <li>Facilities information</li> <li>COVID policies</li> <li>Office policy information</li> <li>Café/food options</li> <li>Public transportation</li> </ul>	<ul style="list-style-type: none"> <li>Empowerment to navigate the workplace with ease</li> <li>Alerting communications of workspace changes and other company news</li> <li>Updated amenities information</li> </ul>

\*Premium add-on

## The Intersection of Employee Engagement and Building Portfolio Management

The **FLEXIBLE SPACES** solution integrates data from employee actions into the Comfy Workplace Intelligence Platform to provide deep business insights for facilities management.



## Actionable Insights

With new working modes, there are opportunities to track usage and preferences with Comfy technology. Corporate real estate leaders can use these insights to determine where portfolio space could most reasonably be released based on data, not conjecture.

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### PORTFOLIO VIEW



- Gauge portfolio utilization, with ability to drill into each site
- Select a portfolio campus and obtain a “quick view” of utilization
- Understand most utilized buildings within portfolio or campus
- Select by date range for historic or current view

### BUILDING VIEW



- Gain immediate view into preferred and used floors
- See average and hourly utilization to gauge overall building viability
- Determine peak use to factor into space release decisions

### FLOOR VIEW



- Understand room and desk occupancy levels to see preferred locations and space configurations
- Recognize clusters of use and correlate to user groups for planning purposes
- See average utilization to feed overall space planning
- Identify most and least utilized rooms for more efficient space planning
- View by tagged trait (i.e. team, capacity, amenities) to understand utilization trends and demand

## Insights Access API for Workplace Data

Comfy's Insights Access data API gives your team the ability to analyze data from Flexible Spaces and combine it with other data sources utilizing your own business intelligence (BI) tools. With Insights Access, real estate leaders can make data-driven decisions about portfolio right-sizing and space design to optimize and maximize their workplace and real estate investments.

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To learn more about how Flexible Spaces can help you determine portfolio needs with a data driven approach:

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**Email:** [info@comfyapp.com](mailto:info@comfyapp.com)

**Visit our website:** [www.comfyapp.com](http://www.comfyapp.com)



Intelligent Workplaces  
for Dynamic Businesses

### Comfy, a Siemens Company

Comfy, a Siemens company, was established in 2012 and serves customers and their employees worldwide. With a consumer-grade app designed to improve employee safety, engagement and productivity, Comfy provides the link between employee facilities utilization and corporate real estate insights and planning.