

## Civica Workspace Booking

Safe and seamless management of desks and shared workspaces



Civica Workspace Booking streamlines management of shared workspaces to support a safe return to the office or adoption of blended working practices.

As organisations look to bring people back into the office safely, or plan new ways of working that incorporate shared workspaces, they face challenges such as:

- Controlling usage of the facilities while allowing flexible booking
- Allowing time for appropriate cleaning of shared spaces
- Ensuring use of the facilities complies with organisational policy
- Identifying potential exposure to Covid-19 or other risks, to protect people's health and minimise business impact.

Civica Workspace Booking helps organisations resolve all of those challenges and more. It provides a structured approach to desk booking and management that's easy for individuals to use, and gives organisations the control they need to keep everyone safe.

### About Civica Workspace Booking

The desk booking solution provides users a secure admin portal and reporting capabilities for facilities and office managers.

The mobile friendly solution makes it easy for individuals to book the workspace they need. They can:

- View which desks are available to book
- Quickly make one-off or recurring bookings
- Choose a specific desk or have the system allocate one for them
- Make bookings on behalf of colleagues.

**The secure, cloud-hosted admin portal** gives your Facilities Managers control and visibility over the workspaces you make available. We'll help you configure it to meet your needs — for example, by naming buildings and areas; and by specifying rules around opening days and times and occupancy levels.

**Comprehensive reporting** enables you to:

- Demonstrate compliance with your organisation's workspace usage policy
- Know who used which facilities when, in the event of a Covid-19 outbreak or other identified risk
- Understand usage of facilities to help you right-size your office space.

### Ideal for organisations that:

- Have two or more sites shared by a mobile workforce
- Operate shared or hot-desking facilities with at least 200 workspaces
- Want to bring people back to work safely as Covid-19 restrictions are lifted
- Want to move towards a blend of home- and office-based working.

### Benefits

- Controlled provisioning of access to shared workspaces, allowing for appropriate cleaning regimes and reducing risks to employee health
- Reduced admin burden around desk allocation, releasing staff for higher-value activities
- Ability to demonstrate compliance with organisational policy on facility usage
- Ability to identify potential exposure to Covid-19 risks and take rapid action to protect employees and business continuity
- Improved understanding of workspace occupancy to inform right-sizing of facilities.