



REAP THE BENEFITS OF HOT DESKING AND HOTELING

ASURE SPACE™

Your Workplace Simplified™

During the past 10-15 years, organizations around the world have noticed a shift in the work habits of employees. And, there has been a seismic shift in how workspaces accommodate today's mobile worker.

In the 1980s, companies typically owned entire buildings (or floors of building space) with scads of private offices, boardrooms, conference rooms, and space for office assistants.

Then in the '90s, companies started to limit the number of private offices, going instead the way of cubicles and large "open" floor plans with fewer doors.

Since 2005, organizations have created more workspace changes – eliminating vast (and dull) cubicle farms in favor of community spaces arranged to accomplish several goals including:

Maximize existing workspace

Foster more collaboration and teamwork

Accommodate mobile/remote employees who no longer need a dedicated space in an office building

Hot desking and desk hoteling are workspace strategies that are here to stay. This executive briefing will help any real estate or facility manager understand how to leverage these concepts, adapt to trends and get a return that the finance team will appreciate.



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What is hoteling and hot desking?

Hoteling and hot desking are office space planning practices that share many similarities.

Office hoteling is a workspace program that supports employees who don't have their own offices or cubicles. Instead they share workspaces. Employees who participate in office hoteling programs typically work from home and only commute into the office when they need to collaborate with their peers. In this environment, employees are also more likely to schedule a desk, room or cubicle in advance of their arrival.

Hot desking, on the other hand, is the process of ensuring mobile workers at a company can quickly and efficiently find and use a workspace (in some cases, any available workspace, cubicle or office) when they need to work in the office. In addition to a hotel cubicle, office spaces used for hot desking may include unoccupied offices, conference rooms and "touchdown" areas.

These spaces have been created to accommodate the global workforce, which has become more mobile and dispersed to be closer to the customer. Companies restructuring their workspace find they can reduce real estate costs by adapting existing office space to better serve employee needs.

A distributed workforce enables companies to set up workspaces to be shared versus owned by a particular employee. Instead of each employee having his or her own desk or "seat," employees can reserve office workspace when they are scheduled to be in the office.

Facility managers and real estate professionals realize they no longer need to pay per seat costs when many employees spend much of their time traveling or working at home. In fact, the average square footage per employee has dropped more than 60% since the '70s and will continue to shrink as more companies adopt new workspace designs.

The Benefits of Hoteling and Hot Desking

In a traditional office, up to 50 percent of desks, offices and workstations are unused at any given point in a typical workday.

Hot desking enables organizations to maximize smaller real estate footprints (especially as corporate lease rates fluctuate). In addition, the trend allows organizations to continue to keep up with technological advances that enable new work habits. With many companies leveraging mobile apps and cloud-based software, employees can have the same access to company documents, applications and records no matter where they're working. Other internal apps help keep employees productive and connected even when they're out of the office.

The new open concept for office space has enabled companies to successfully lower costs through a reduction in the amount of leased or owned real estate space. Facility managers can easily make space more

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efficient and leverage modern technology. While home offices will likely remain popular for both organizations and employees alike, companies will still find it beneficial to provide a common meeting place to unify staff and promote synergy; they just don't have to maintain a significant real estate footprint to accommodate their space needs.

What Are The Emerging Hot Desking Trends?



TECHNOLOGY CONTINUES TO BREAK DOWN BARRIERS of the traditional workplace, allowing for more open floor plans, flexible work schedules and spaces, and shared office arrangements. Look to see even more flexible spaces within the world of work. There will be an increase in more touch down spaces and hoteling – places where employees plug in their laptops for the day. Cloud computing also enables workers to connect and work efficiently by having easy, 24/7 access to the applications and software they need whether in the office, at home or on the road.



EMPLOYEES ARE VITAL TO THE SUCCESS OF A BUSINESS and managers and owners know that employee retention is a positive aspect of any business. Designers today are being asked more than ever to incorporate employee friendly designs into their workplace configurations. This includes social areas, meditation/prayer rooms, games rooms, etc. Businesses are realizing that employee retention rates increase if people like where they work and feel appreciated.



HOTELING IS A TREND DESIGNED TO CATER TO TRAVELING EMPLOYEES who are not in the office full time. Hoteling allows these employees to reserve office space on an as needed basis. Designers have seen a huge increase in this type of office design and shows that businesses are accommodating all employees whilst reducing their additional office rental costs, as fewer offices are needed.



OFFICE COLLABORATION MEANS THAT OFFICES ARE BECOMING MORE OPEN plan with fewer offices and more shared space. This type of office design means that space is being used to its maximum ability and owners are getting more for their money. It is useful in offices where there is a lot of teamwork as it brings people together. Office designers have seen the rise in popularity in partitioning which is a large element in the creation of office collaboration.



EFFECTIVE HOTELING REQUIRES AN ELECTRONIC RESERVATION SYSTEM for available desk space. Scheduling software must evolve so companies can plan for their workspace usage on a daily basis. It must also be easy to use and accessible 24/7 so mobile employees can schedule hotels in the office while traveling.



BUSINESSES TODAY TYPICALLY ALLOW FOR A LITTLE MORE THAN 200 SQUARE FEET PER PERSON. This space allocation could drop to as little as 50 square feet by 2015.

The Bottom Line

Many companies recognize they no longer need the same amount of space they have always used to accommodate employees in the office. Smart real estate and facility managers are identifying new workspace opportunities to maximize office real estate and, at the same time, deliver more work/life balance to employees. These strategies allow organizations to:

Increase productivity

Increase employee retention

Attract great employees when hiring

The financial impact of hoteling and hot desking trends can also be carefully measured. If an organization currently allows for 300 square feet of space per employee, and reduces that to 150 square feet per employee, the opportunity to save massive real estate costs certainly exists.

In one real-world example, the U.S. Office of Client Solutions at the General Services Administration cut its allocated office space to just 82 square feet per employee. The change, affecting 170 employees, resulted in a total office space reduction of 50% — saving the organization \$600,000 a year in leasing costs.

With the right objectives in place and proper planning, any business – large or small – can reap the benefits of effective hoteling and hot desking strategies.



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