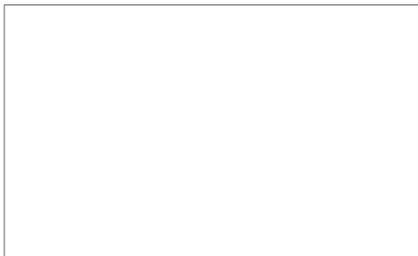# Facilities Management

Facility Management software is an essential tool for professional facilities departments. TOPdesk provides your employees with the support they need to complete their daily tasks.

➤ TOPdesk portal to get started within your organisation easily

Keep track of all your processes in a single system

A facilities department provides a wide variety of services every day from services, maintenance, stock management, procurement, key management, property management and catering. Extensive overviews of requests, people, objects, and locations are key to safeguarding your premises and the quality of your services.

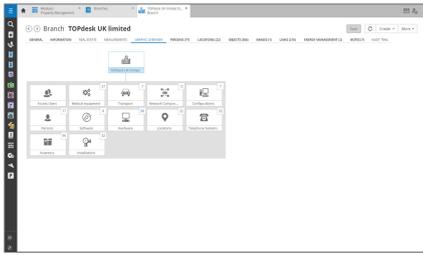➤ TOPdesk per form Human divide all workers section List

Process requests quickly

Quickly processing requests is one of your department's most important tasks. TOPdesk's Work Order Management functionality helps you maintain an overview with the commitment within to rouse

- Monitor contact moments easily.
- Save time and let users track the status of their requests with the Self Service Portal.
- Make use of standardised procedures.

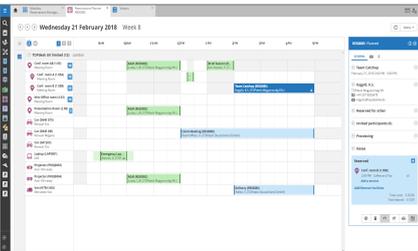➤ collect all out property information one contrain location

Track the life cycle of your assets

TOPdesk's Asset Management functionality lets you record not only all company assets and their life cycles, but also the relationships between objects and the corresponding locations.

- Use Key Management to maintain an overview of all keys and access cards, as well as the people currently using them.
- Keep overview of all company vehicles in a fleet
- Apply and greater maintenance contracts on your

➤ *Get a graphical overview of all assets connected to properties, departments or people.*

➤ *Graphical overview of all reservations including service requests.*

Insight into asset availability

Reservation management lets you see at a glance which rooms and assets are available.

- Reserve available rooms and services, such as catering or cleaning.
- Include default times for preparation and cleanup.
- Use a graphical planner to maintain an overview of available assets.

Ensure successful service delivery

With TOPdesk, planning and recording preventative maintenance is quick and straightforward. Our clear overviews ensure that you have access to the data you need, from contract agreements to emergency procedures.

- Create checklists for periodic inspections of machines and production lines.
- Easily access the right contact for the job.
- TOPdesk helps you estimate planned maintenance costs, as well as project possible savings and profits.

Mapping out your properties

TOPdesk's Property Management suite ensures that all data related to your buildings and rooms is gathered in a central location. This allows you to readily oversee your property's dimensions and finishes, as well as its lettings and planned renovations.

- Register buildings, storage units and spaces, along with any necessary specifications.
- Create clear and concise maintenance schedules.
- Stay up to date on your stock with Stock and Order Management.

Manage your long-term planning

Planning, managing, and budgeting the long-term maintenance of your buildings is a complex process. TOPdesk's Long-term Planning functionality provides graphical overviews helping you keep on schedule, and can notify you of any possible financial impact.

- Organise and structure your long-term maintenance plans.
- Record maintenance schedules in customisable graphical overviews.
- Optimise plans and budgets by comparing different scenarios.

Want a demo?

We'd love to show you what TOPdesk can do for your organisation or give you more information.

You can reach us by phone on +44 20 7803 4200 or by email at info@topdesk.co.uk.

➤ **TOPdesk**