



# OFFICE BUILDINGS FULL ASSET INVENTORY

**Case Study:** Fixed Asset – Facilities Management Company

A facilities management company required support from RGIS to **complete a full asset inventory** in two large office buildings

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## Case Study: Fixed Asset – Facilities Management Company

A national facilities management and property support company established to meet the highest expectations of clients in the commercial property sector. Delivering commercial property support services including; facilities management, property maintenance, construction, civil engineering, corporate interior fit out and energy services.



### REQUIREMENT

A facilities management company needed a full asset inventory of all furniture and equipment within two large office buildings as some tenants were moving. Without the staff or scanners to complete such an inventory, the facilities management company needed RGIS to provide the following:

- **Full asset inventory** for two large office buildings with three floors in each building
- **Total cost quotes** needed within one week of contact
- **Identify** what assets were in which location, and if there were **assets not included** on the existing asset register
- Work to a **tight deadline**, due to **new tenants moving in**



### SOLUTION

The facilities management company partnered with RGIS to complete the **full asset inventory project**, and provided the following:

- **The quote, inventory event and data delivery** were all completed **within 30 days**
- RGIS created an **asset data collection program** that allowed for **verification and addition of assets**
- **Experienced, local teams** were deployed through the RGIS scheduling department
- Auditors found **detailed asset information** on new and existing assets



### RESULTS

The facilities management company found that by outsourcing the **full asset inventory project** to RGIS to complete, the following was achieved:

- Project **completed within 30 days** of initial contact
- **Existing asset inventory register was updated** and new assets were able to be tagged and added to the list
- When new tenants moved in there was an **accurate complete list of inventory** within each of the offices
- Due to the accurate work RGIS completed, the company was able to comply with the set requirements, and **maintained both the contract and reputation** as a competent facilities management company



By partnering with RGIS, the facilities management company could provide an **accurate complete list of inventory within each of the offices** to the new tenants



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Full Asset Count



Updated Asset Register



Accurate Data



Fast Turnaround



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