Portfolio and Building Reporting: An Overview of Standard IDN Reports

Introduction: Purpose and Scope of this Overview

This overview is designed to be the go-to reference for facilities and portfolio managers seeking to understand and effectively leverage the suite of available building and portfolio reports. It provides a detailed overview of each report's function, business application, and strategic value. Mastering the use of these reports is fundamental to achieving excellence in space planning, accurate cost management, and strategic portfolio decision-making.

1.0 Visual & Spatial Reporting: PDF Floorplans

1.1 Strategic Overview of Visual Reporting

Visual, floorplan-based reporting is the foundational layer for most facilities management tasks. These reports transform raw building and occupancy data into an intuitive, actionable visual context that is easily understood by stakeholders at all levels. By plotting information directly onto a floorplan, they facilitate rapid assessment of space allocation, occupancy, and categorization. The following reports provide the essential visual tools for these core activities.

1.2 Analysis of Floorplan Report Types

PDF Floorplans Provides a clean PDF document of a floorplan, with or without data quotes or other data.

As a versatile, general-purpose tool, this report is ideal for a wide range of communication needs. Facilities managers can use it to produce simple, uncluttered architectural layouts for vendors or contractors, or create versions with specific data overlays for internal planning sessions. Its primary value lies in its ability to provide a clean, standardized visual baseline for a given space.

Space Usage – Up to E Size: Provides a high-level visualization of a floorplan without any quantities or other data.

This report functions as a powerful communication tool for executive-level presentations or high-level strategic discussions. By visually representing space allocation by usage type—without the distraction of detailed numerical data—it allows portfolio managers to quickly convey the overall composition of a floor or building, making it easier to discuss broad space allocation strategies.

Space Summary Provides a combination of space-related charts and floorplans into an overview document.

The Space Summary is perfectly suited for executive briefings and portfolio review meetings. It provides an at-a-glance dashboard that marries the visual context of a floorplan with key summary-level data presented in charts. This allows managers to present a holistic picture of a space, summarizing critical metrics alongside the physical layout for more informed, data-driven conversations.

1.3 Section Conclusion

Moving from a purely visual representation of space, the following section details the critical financial implications of how that space is allocated and managed through cost and chargeback reporting.

2.0 Financial Reporting: Costs & Chargebacks

2.1 Strategic Overview of Financial Reporting

Effective financial reporting is critical for translating space utilization into tangible financial metrics. These reports form the backbone of a transparent and accountable cost management system, enabling accurate internal cost allocation, departmental budget forecasting, and overall financial accountability for the real estate portfolio. The following reports provide the necessary detail to execute these essential financial processes with precision.

2.2 Analysis of Cost & Chargeback Report Types

Space With Chargeable Areas Provides floorplans with labels showing gross, primary, forward, and chargeable areas.

This visual report is the foundational tool for establishing and validating chargeback calculations. By clearly differentiating between various area types, it provides facilities and finance managers with a shared, unambiguous reference point to ensure that cost allocations are based on accurate and agreed-upon spatial data.

Floor Chargeback Summary Provides a floorplan with labels highlighting the chargeable area.

As a focused visual summary, this report is highly effective for departmental reviews and validating space allocation. A manager can use this simple, clear floorplan to confirm with department heads which specific areas their cost center is being charged for, preventing disputes and ensuring transparency in the chargeback process.

Cost Center Chargeback Detail Provides a worksheet of chargeback detail by cost center.

This report is the primary operational tool for the finance department. It moves beyond visual summaries to provide the detailed, line-item data necessary to process internal chargebacks accurately. Its worksheet format allows for easy ingestion into financial systems or for detailed analysis and auditing of cost distributions.

Cost Center Chargeback Summary Provides a worksheet with a summary of chargeback totals by cost center.

In contrast to the detailed report, this summary view is designed for budget oversight and executive review. Portfolio managers and department heads can use it to quickly understand the total real estate costs attributed to each cost center without getting lost in line-item details, making it ideal for budget meetings and financial planning.

Chargeable Space Missing Org Provides a floorplan of chargeable areas that are missing an organizational assignment.

This report serves as a critical data integrity and audit tool. It allows facilities managers to proactively identify revenue-generating or chargeable spaces that have not been correctly allocated to a cost center. By flagging these gaps, it enables managers to correct the data, prevent inaccurate cost distributions, and ensure full cost recovery.

2.3 Section Conclusion

Having established how space is assigned financially, the next step is to understand the human element of who occupies it, which is the focus of the occupancy and personnel reports.

3.0 Occupancy & Personnel Reporting

3.1 Strategic Overview of Occupancy Reporting

Occupancy reports are essential tools for understanding how space is truly being utilized on a day-to-day basis. They provide the critical link between the physical asset and the workforce, enabling effective management of personnel allocation, planning for future headcount changes, and optimizing space utilization. Accurate occupancy data is the cornerstone of both operational efficiency and long-term corporate real estate strategy.

3.2 Analysis of Occupancy Report Types

Occupancy Plans Provides a floorplan indicating who has been assigned to each space.

This report is a strategic tool for space planners and facilities managers. Its primary function is to audit and validate the system's occupancy data before making critical planning decisions. Managers use it to confirm departmental seat allocations, plan for restacks or large-scale moves, and verify that changes have been executed correctly in the system. It answers the key question for planners: "Is our space assignment data correct?"

Occupancy Status Provides a floorplan with highlights indicating whether spaces are occupied, vacant, or unassignable.

As a real-time planning tool, this report allows managers to instantly assess space capacity and availability. By color-coding or otherwise indicating the status of every space, it enables quick identification of vacant desks or offices, facilitating efficient placement of new hires or planning for team expansions.

Vacation Assignment Provides a floorplan with labels showing selected values when a space is assigned to personnel.

Functioning as an employee-facing directory, this report serves as a clear and intuitive seating chart. It is a practical tool for everyday use, helping colleagues locate each other, assisting new hires with office navigation, or supporting reception in directing visitors. It answers the practical question for employees: "Who sits where, and how can I find them?"

Area Stack by Division Provides floorplans with bar charts showing space totals for each division, organized into a bar for each floor.

This is a high-level strategic visualization tool used for portfolio analysis. It aggregates space data into easy-to-understand bar charts, allowing portfolio managers and executives to see the total footprint of each business division across a building or an entire portfolio. This is crucial for strategic planning, rightsizing initiatives, and understanding how different business units consume real estate.

3.3 Section Conclusion

After tracking who uses the space, it is equally important to analyze *how* that space is formally classified, which is the focus of the space categorization reports in the following section.

4.0 Space Classification & Categorization Reporting

4.1 Strategic Overview of Categorization Reporting

A consistent and well-defined space classification system is the bedrock of meaningful portfolio analysis. By categorizing every space according to a standard schema, organizations can generate powerful insights and make valid comparisons across different floors, buildings, and regions. These reports are the tools used to audit, validate, and leverage classification data for strategic advantage.

4.2 Analysis of Categorization Report Types

Space Categories Provides floorplans with highlights indicating the categories to which spaces are assigned.

This report is a primary tool for auditing and validating the integrity of space data. Managers can use it to quickly scan a floorplan and confirm that all spaces—from offices and meeting rooms to corridors and support areas—are correctly categorized according to the organization's established standards.

Divisions Provides floorplans with highlights indicating the division to which spaces are assigned.

This visual audit tool focuses on organizational allocation. It allows managers to confirm that all spaces are correctly assigned to the appropriate business division, ensuring that subsequent reports based on divisional data, such as chargebacks or utilization metrics, are accurate.

Reservable Provides a floorplan with highlights indicating whether spaces are reservable.

This is a simple but effective audit tool for managing shared resources. It provides a clear visual inventory of all reservable assets on a floor, such as conference rooms, focus rooms, or hot desks, which is essential for managing booking systems and ensuring resources are correctly flagged.

Room Numbers Provides a worksheet of all spaces in the building that are reservable.

This tabular report complements the visual "Reservable" floorplan. It provides a clean, exportable list of all reservable rooms, which is useful for managing the backend of a room booking system, creating directories, or conducting audits of reservable assets.

Space Subtypes Provides a floorplan with labels indicating how the space is provided.

The Space Subtypes report allows for a more granular level of classification beyond broad categories. It can be used to differentiate between, for example, an executive office and a standard office, or a large boardroom versus a small huddle room. This nuanced data supports more detailed analysis of space delivery and utilization patterns.

Type Labels Provides a color-coded floorplan with labels indicating the space type.

This report is an excellent communication tool for conveying space function at a glance. By using a clear color-coding scheme and labels, it creates an intuitive map of the floorplate that helps employees and visitors alike understand the purpose of different zones and rooms.

Area Stack by Category Provides floorplans with bar charts showing space totals for each space category, organized into a bar for each floor.

This is a powerful portfolio analysis tool, similar in format to the 'Area Stack by Division' report. It visualizes the portfolio's composition by space category (e.g., office, meeting, lab, support). This enables managers to analyze the ratio of different space types, identify trends, and ensure the real estate portfolio is aligned with business needs.

4.3 Section Conclusion

From the abstract classifications of space, the next section transitions to reporting on the tangible, physical attributes of the building, such as its material finishes.

5.0 Asset & Material Reporting: Flooring / Surfaces

5.1 Strategic Overview of Asset Reporting

Reporting on physical building assets and materials, such as flooring, is an important component of comprehensive facilities management. This level of detail supports effective asset management, lifecycle planning, and maintenance budgeting, ensuring the longevity and quality of the physical workspace.

5.2 Analysis of the Flooring / Surfaces Report

Flooring / Surfaces Provides a floorplan with labels indicating the type of flooring in each space.

This report provides facilities managers with a detailed visual inventory of flooring materials across a property, which is essential for planning targeted maintenance schedules like carpet cleaning or tile polishing. Furthermore, it allows for accurate cost estimation for replacements by providing precise area data for each material type, streamlining capital planning and asset lifecycle management.

5.3 Section Conclusion

Having covered the suite of visual, floorplan-based reports, the final section focuses on the raw data exports and tabular listings that underpin deep analysis and system administration.

6.0 Data Export & Tabular Reporting

6.1 Strategic Overview of Tabular Reporting

While visual reports are unparalleled for communication and quick insights, tabular reports provide the raw, detailed data necessary for deep analysis, system integrations, and bulk data manipulation. These exportable worksheets are the workhorses for data audits, custom reporting in tools like Excel, and large-scale administrative tasks, offering a level of detail and flexibility that visual reports cannot.

6.2 Analysis of Tabular Report Types

Space Listing Provides a listing of all spaces contained within the building.

This report functions as a complete inventory export. It serves as the foundational dataset for any custom analysis or ad-hoc reporting a portfolio manager may need to perform outside the system. It is also a critical tool for conducting comprehensive data audits to ensure the accuracy and completeness of the core space database.

Personnel Listing Provides a listing of all personnel assigned to the building.

This report serves as an exportable roster of building occupants. Its primary use cases include providing data for corporate directories, supporting HR headcount verification, or supplying lists to security and emergency response teams.

Seating Template Provides a worksheet that can be used for importing seating assignments using space codes and person identifiers.

This report serves a critical and specific function as a data import tool. It provides the exact format required for performing bulk updates to seating assignments within the system. For large-scale moves, reorganizations, or new building onboardings, this template is an indispensable tool that dramatically streamlines the change management process and ensures data accuracy.

6.3 Section Conclusion

This combination of detailed tabular exports and the rich visual reports covered previously provides a complete toolkit for both high-level communication and granular data management.

Conclusion: Integrating Reporting into Portfolio Management

The reports detailed in this manual should not be viewed as isolated tools, but rather as a connected ecosystem of data. A floorplan showing chargeable areas provides context for a cost center summary worksheet, just as a personnel listing provides the raw data for an occupancy plan. By using these reports in combination, you can build a holistic, multi-faceted understanding of your portfolio. This integrated approach will drive more informed, data-driven decisions in both your day-to-day operations and your long-term strategic planning, ultimately unlocking the full value of your real estate assets.