



VELIS
REAL ESTATE TECH

+100 Benefits and Reasons of Using a CAFM Solution for Your Business



SINGU
FM Platform



What exactly is CAFM?

CAFM is an acronym for Computer-Aided Facility Management, facility management software designed to optimize and automate daily property operations pertaining to inspection, maintenance, tenant relations, sub-contractor management, and compliance tracking.

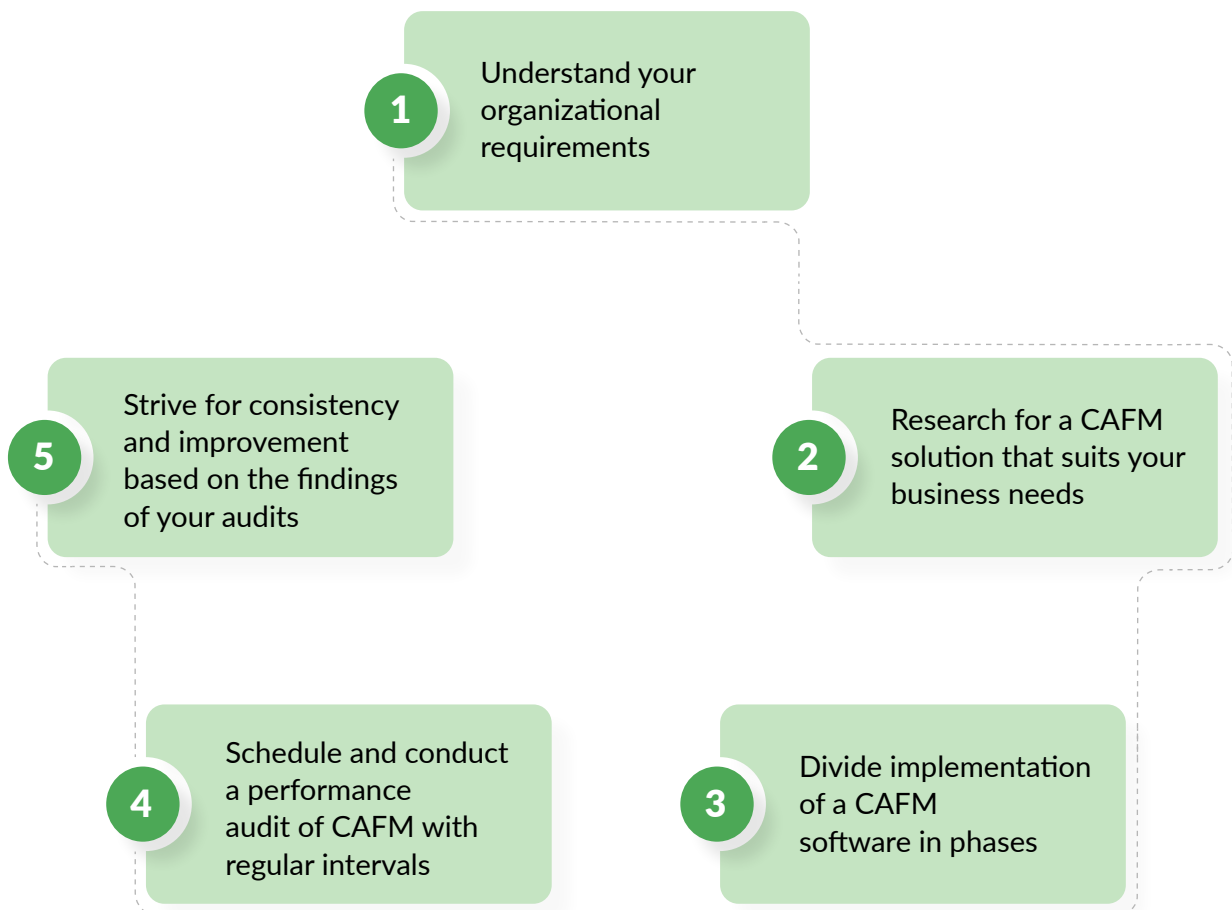
CAFM can be pivotal in connecting and streamlining the building and its associated facilities with the operations and occupants of the organization implementing the software.

The Necessity of CAFM for Businesses

The trend is in full swing as companies from various niches dealing in facilities management services are implementing CAFM software to streamline their processes.

CAFM's concept is an amalgamation of various business domains such as business administration, engineering, architecture, and behavioral sciences. The main aim is to create an integrated platform to execute facility management operations across the entire organization.

HOWEVER, YOU MUST FOLLOW FIVE SIMPLE STEPS TO IMPLEMENT AN EFFICIENT CAFM IN YOUR ORGANIZATION





What is Singu FM?

Singu FM is a secure cloud-based software built specifically for facility and maintenance management as well as property and asset management of the industrial and commercial real estate. The aim is to provide additional value to not only the property but to its owners, managers, and tenants as well.

What Makes Singu FM So Unique?

Singu FM combines IoT sensors and mobility within the software and pairs it with an ergonomic and stylish interface. There are multiple Singu FM fully functional modules that you can choose from to streamline facility and maintenance management while reducing expenses and increasing the revenue.

Essential Reasons to Install CAFM Solution

Facilities management is a fast-paced domain that requires a tool to optimize control of resources and assets, deliver rapid ROI, and improve service delivery. Traditionally, industries used spreadsheets to record data, whereas they now require power software for efficiency, and this is where CAFM comes into play.

HERE ARE FIVE ESSENTIAL REASONS WHY YOUR BUSINESS MUST IMPLEMENT A CAFM SOLUTION

1

ACCURACY

Although spreadsheets are a simple way to log information and manage workflow, it is suitable for small scale use only. Moreover, it offers little consistency in data capturing and reporting and is vulnerable to significant data security risks.

In contrast, the CAFM system will allow you to log, report, and monitor data information with high accuracy improving overall performance, communication, and expenses.

2

COST

The comprehensive reporting capability of a CAFM allows you to use data in real-time for efficient and informed decision making. Having efficient access to information allows your facility managers to manage resources more productively and adequately.

For instance, regular scheduling maintenance helps extend assets' life, effectively gauge performance against SLAs, streamline operations to meet deadlines, and avoid penalties for non-performance.

3

FLEXIBILITY

Being a cloud-based software, CAFM allows you to remotely access your facilities management system on any device from any location, even without the Internet connection.

This means you can have continuous access to an accurate real-time record of the workflow, for example, field personnel uploading information such as voice notes and pictures, and managers allocating tasks based on each team member's geographical location.

4

INTEGRATION

Most CAFMs offer a user-friendly system interface to minimize the learning curve.

Additionally, some of them can integrate third-party applications such as asset management and ERP systems using the API, integration with IoT sensors, and integration with BIM to offer organization-wide operational transparency.

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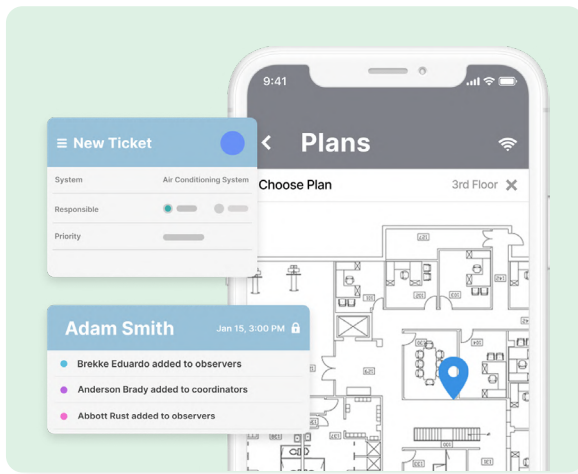
BIG DATA

CAFM is becoming an integral part of facility management services to use information in an efficient manner. Having immediate access to information regarding asset's location, history, and lifecycle cost allows your organization to translate it into effective predictive maintenance strategies.

There are More Benefits of Using a CAFM Solution than You Think

Although there are numerous benefits associated with CAFM solutions, here are over 100 of the most significant ones.

1. Reactive Maintenance and Work Orders



Single FM software equips managers, service personnel, and even tenants with communication and information tools to monitor your building's **work orders** effectively. A CAFM not only provides you an intuitive facility management system to create and monitor a task but also manages its cost.

Whether it is an unforeseen defect or scheduled maintenance, CAFM allows you to track data and take actions as and when necessary.

Key features and benefits include:

1

Easily create and assign work orders

2

Assign work orders to floor plans and monitor operations in real-time

3

Effectively communicate with the team via images, notes, and technical documentation

4

Streamline your asset and maintenance management

5

Conveniently capture photos via smartphone to collect photographic evidence of asset condition

6

Update role players and add coordinators, as well as observers to work orders and keep everyone informed about the work order status

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Overview or dispatch work orders and manage the cost

8

Better plan daily tasks using an interactive calendar

9

Assign and re-assign tasks and view their real-time performance

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Share images or leave remarks

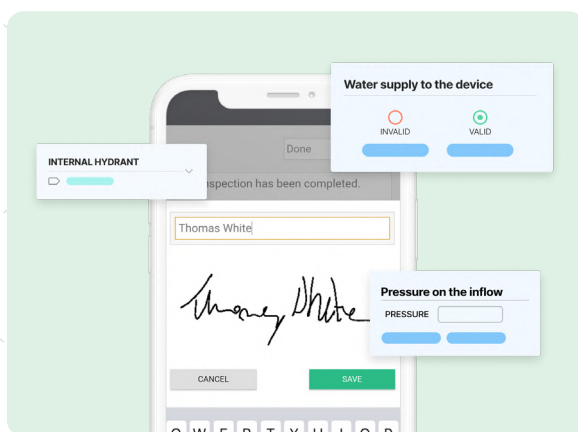
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Add digital signatures to sign off a technical upon completion of a task

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Send out automated email notifications when you create a work order or when a responsible person needs to review or approve a task

2. Preventive and Planned Maintenance



Wasting your time, efforts, and money on repair tasks is the last thing your organization needs. A proactive approach to facilities maintenance is far better than a firefighting approach.

A CAFM system provides **practical features** for field service. It empowers your facilities management team to stay on top of the building's maintenance and management, hence prolonging the lifespan of your assets and equipment.

Preventive and planned maintenance software allows you to:

13

Decrease equipment downtime and reduce the number of major repairs

14

Lower maintenance costs

15

Ensure better conservation of assets which result in longer asset/equipment life

16

Increase in overall efficiency and productivity using well-maintained assets

17

Enhance facility safety and ensure better compliance with safety and health regulations

18

Make tracking budget and costs easier

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Simplify inspection management, enhance workflow and accountability

20

Prevent unnecessary paperwork and errors

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Easily create a preventive maintenance checklist for technicians to follow a standardized outline for performance checks

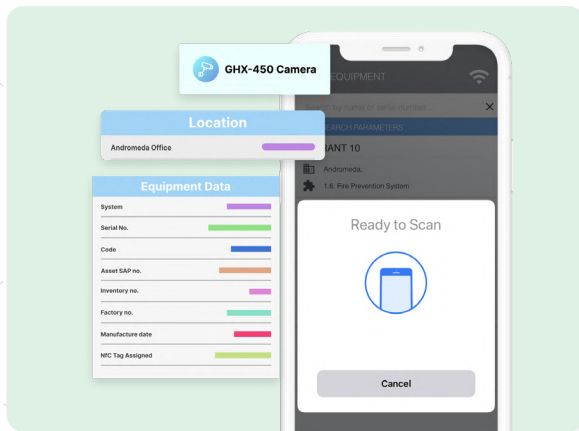
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Streamline maintenance thanks to the Internet of Things (IoT) integration and identify beacon and NFC checkpoints on certain equipment and devices in the building

23

Conduct a visual inspection even from a remote location

3. Asset Management



CAFM, such as Singu FM, allows you to **manage your building's assets** effectively. Besides managing asset data, storing documents for immediate access, and viewing assets in 3D model, you can also use facility management software to:

24

Measure your assets efficiently via sets of pre-defined metrics

25

Get real-time data on equipment and devices such as live temperature, usage hours, etc.

26

Remotely control your devices and equipment in real-time via integrated device computerized controls

27

Use parameters and data and convert them into graphical representation for efficient decision making

28

Easily monitor the lifetime of each asset and calculate its depreciation to decide whether to repair or replace it

29

Improve asset utilization, identify trends, and record each asset's downtime to create a pattern and predict future issues

30

Streamline mobile inspections by tagging your assets with NFC stickers and QR codes for prompt identification of assets

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Easily locate your assets, save time and navigate to a specific device via tracking it on your smartphone

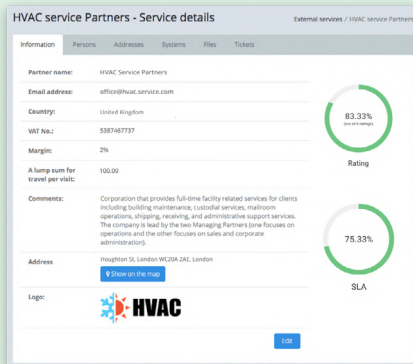
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Conveniently maintain a record of devices and equipment in the forms of photos, floor plans, and other documents

33

Keep all your asset documentation organized thanks to associating assets with documents such as warranties, manuals, receipts, and more

4. Contractor Management



Improve your **contractor management** via CAFM. You can conveniently interact with your third-party subcontractors. Using a facility management system such as Singu allows you to store ratings, share documents and monitor SLAs, etc. Key benefits include:

34

Manage your contractors' information and streamline the communication via the vendor mobile portal

35

Improve efficiency and receive better insight into the performance of contractors. Allow access to your contractors to sign in into your portal to update the status of their digital maintenances and work orders. Hence, you always have an updated status of each task

36

Receive better services from your contractors. Maintain and view lists of vendors and their respective ratings. The feedback for each vendor about their work quality and punctuality allows you to pick the best vendor for future jobs

37

Get Google Maps integration to view the geographical location of each vendor. Hence, you can choose a vendor closer to your location and access their contact details, etc.

38

Share your expectations of timelines and work with your vendors and easily manage SLAs

39

Easily manage multiple vendors at the same time and monitor them if they are compliant

40

Simplify the decision-making process by having all contractor related information in a single place. Build a catalog to display all services offered by vendors to pick a vendor when in need quicker

41

Improve document management and share any important files with contractors

42

View contracts, insurance details, maintenance guidelines, and policies

43

Simplify compliance processes and reduce risks

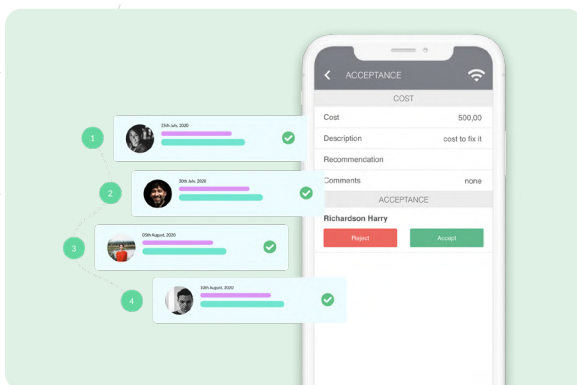
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Easily manage accounts as your contractors can add data and update information such as contact information of their workers for each task

45

Have immediate access to necessary details to contact a certain individual

5. Reduced Maintenance Costs



Thanks to the Singu FM CAFM solution, now you can manage your finances more efficiently. With Singu FM's efficient **financial maintenance software**, you can:

46

Have easy access to essential financial information, track spending, and lower costs

47

Streamline processes such as cost reporting, approval processes, and monitor maintenance finances

48

Conveniently approve and block expenses via desktop or mobile apps, add notes with explanations, and streamline the communication between all parties involved in making financial decisions

49

Quickly assign a cost to a task

50

Simplify the invoicing process between the building managers and tenants

51

View overdue or unpaid invoices via a dashboard

52

Grant access to tenants to view receivables

53

Grant access to managers to create and send out summaries with organized data in one place

54

Monitor and control preventive and reactive facility maintenance costs due to access to accurate information about material costs and hours worked on each work order

55

Identify unnecessary expenses such as unneeded equipment, upgrades, repairs, and replacements to prevent future financial losses

56

Better manage services, utilities, and other costs between your tenants

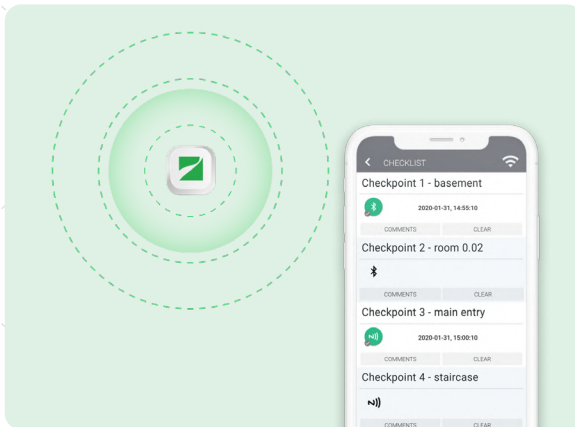
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Calculate individual percentage split of tenants

58

Use accurate summaries of techcal services and maintenance expenses

6. IoT Integration



Singu FM is the most innovative facility management solution thanks to **the Internet of Things integration**. How would your business benefit?

59

Precisely track workers' movement thanks to installing NFC tags and beacons across your entire building

60

Make finding asset details and creating work orders quicker via the mobile app and IoT sensors

61

Speed up the process of meter reading and inspections

62

Save time and collect accurate data

63

Track activities such as inspections by registering automatically with your technicians' mobile devices and monitor which device they are close to in real-time

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Immediately identify relevant assets by scanning a tag on a location or equipment

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Access checklists, documentation, and other information for speedy work process and reporting

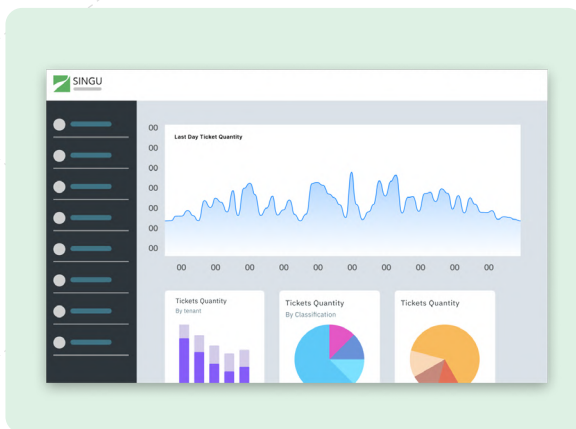
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Record Time & Attendance and log when the workers enter or exit the building. This way, you can maintain an accurate record of hours worked on a work order and see when employees arrive late or leave early

67

Maintain an inventory record of key resources by knowing who took the item, when they took it, and whether they returned it or not

7. Data Visualization and Reporting



With Singu FM, offer customizable widgets to organize your **data visualization**, annual summaries, inventory statistics, and reports. Some of the additional benefits let you:

68

Access real-time data and view all the information related to your building operations via various dashboards

69

Visualize your information related to several buildings on a single global dashboard that contains colorful tables, graphs, and other widgets

70

Minimize time on building reports and see the automatically filtered data you want to see

71

Remotely access data and information such as recent tickets, tenant satisfaction insights, and key performance indicators

72

Use the manager dashboard to easily manage your workers' schedules and allocate tasks

73

Stay on top of facility repair and maintenance tasks

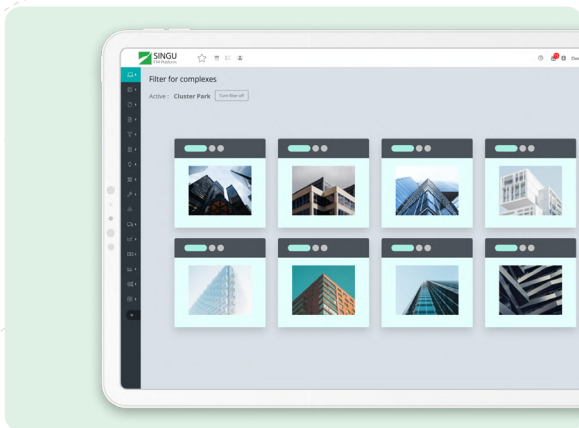
74

Create custom reports via Singu FM CMMS management portal

75

Generate annual reports and streamline planned and preventive maintenance

8. Multi-Site and Portfolio Management



With Singu FM facility management and maintenance software, you can manage your entire portfolio from a single platform. Some of the **multi-site and portfolio management** benefits by Singu FM real estate rental management platform empower you to:

76

Manage multiple properties and handle various tasks on different sites simultaneously

77

View tenants' feedback, assets' life cycles, and data relevant to each work order

78

View and compare each facility's statistics anywhere in the world with a single click

79

Easy collect and store building's management and maintenance history

80

Ensure transparency and create benchmarks using accumulated data for each building in your company's portfolio

81

Get a visual representation of assets, mark their location on Google maps

82

Add the building's address, images, name to view basic details on the maps instantly

83

Easily connect all objects from the global portfolio and minimize language and cultural barriers (streamline day-to-day operations using various time zones, different metric measures, and languages)

84

Minimize risk and make better strategic decisions having detailed and standardized building data across the global portfolio

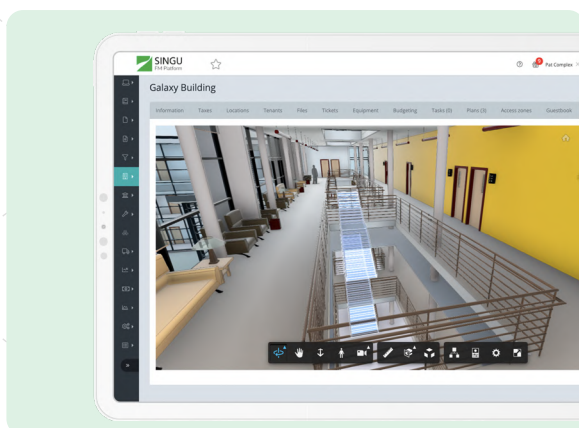
85

Standardize procedures in the global real estate portfolio

86

Streamline the communication between owners, tenants, property managers, facility managers, and other stakeholders

9. BIM Integration



Singu FM facility management and maintenance software can revolutionize your operations with Building Information Modeling (**BIM**) integration.

Benefits of BIM integration include:

87

Increase the value of the property throughout its life cycle

88

Reduce the labor intensity of ongoing maintenance

89

Reduce building management costs

90

Have improved control over your assets, equipment, and properties

91

Have real-time access to equipment details

92

Create new work tickets directly using a 3D model

93

View building, assets, and equipment details in a 3D model

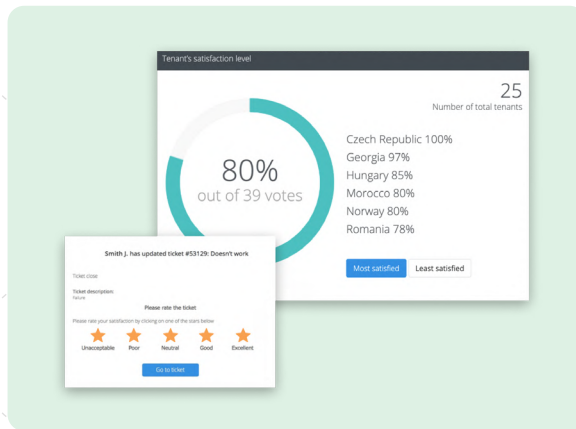
94

Navigate through the entire building's 3D model and initiate a digital walkthrough for improved operations

95

Use navigation tools to take measurements of objects and review a 3D BIM as if you were present on site

10. High Tenant Satisfaction



If you are looking for a user-friendly facility management and maintenance **app for your tenants**, look no further as Singu FM offers everything you will ever need. Not only will it equip you with a diverse range of tools but also enable your tenants to:

96

Use dashboards and widgets for convenient and efficient data analysis

97

Use a central reporting tool to monitor meter usage, read the latest news, and get an instant overview of what is happening within the building

98

Quickly and easily report any building issues

99

Track the issues progress with automated maintenance progress updates

100

Receive SMS, email, and push notifications about building's news

101

Improve communication with building managers, technicians, and others

102

Create a contacts directory and get instant access to contact information about building's managers, tenants, security staff, and technicians

103

Enjoy venue and amenities reservation services and book resources without hassle

104

Build a community with tenants send them news and updates

105

Store and share important documents related to tenants' assets

As a manager, you can:

106

Access relevant documents pertaining to each tenant

107

Access floor plans, contracts, policies, safety regulations, etc.

108

Share updated files without additional printing expenses

109

Launch campaigns and create surveys to collect tenants' feedback and constantly improve their satisfaction



CAFM Solution Stats and Figures that Deserve Your Attention

If you are a facility manager or an owner of a building, here are some facts and figures for you to know how mainstream CAFM solution has become.



Conclusion

Facilities management software solutions are one of the most innovative advancements in the past decade.

With a huge variety of functionalities and features, computer-aided facility management (CAFM) software can help your organization keep better track of your facility's operations and assets and achieve better productivity and plan efficiently.

If you are a facility manager or a building owner looking for a computer-aided facility management and maintenance software, Singu FM is the answer.

Singu FM offers premium functionalities and features with on-going client support. Their technical support staff is always on standby to assist you with configuration, analysis, additional customization, and resolving product failure.

They even offer free upgrades, the security of services, and help you implement the CAFM solution and train your staff. Contact Velis Real Estate Tech today and get Singu FM – the ultimate facility and maintenance management solution that fits your organization's needs.



About

VELIS REAL ESTATE TECH

Velis Real Estate Tech creates technology for buildings that transforms the way you operate in them. We do this by automating the management of commercial and industrial properties. All under one umbrella brand - Singu, combining both our own designed software and hardware. Our solutions, provided for property and facility managers as well as owners and tenants, are based on the newest technology, including Internet of Things sensors.

The Singu brand offers three main products – Singu Facility Management, Singu Guestbook and Singu Smart Security Desk. Each product is battle-tested, engineered in house and developed closely with our customers. By following our core values, the technology we've developed has drawn in talented real estate managers, disrupted the industry and has been implemented in over 20 countries across 4 continents. Thanks to advanced technology, we create frontline solutions supporting companies in fulfilling Industry 4.0 scenarios.

Contacts

PATRYCJA MIKLIŃSKA

patrycja.miklinska@velistech.com
+48 604 121 401

PATRICK GASIOR

patrick.gasior@velistech.com
(224) 386 5885

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