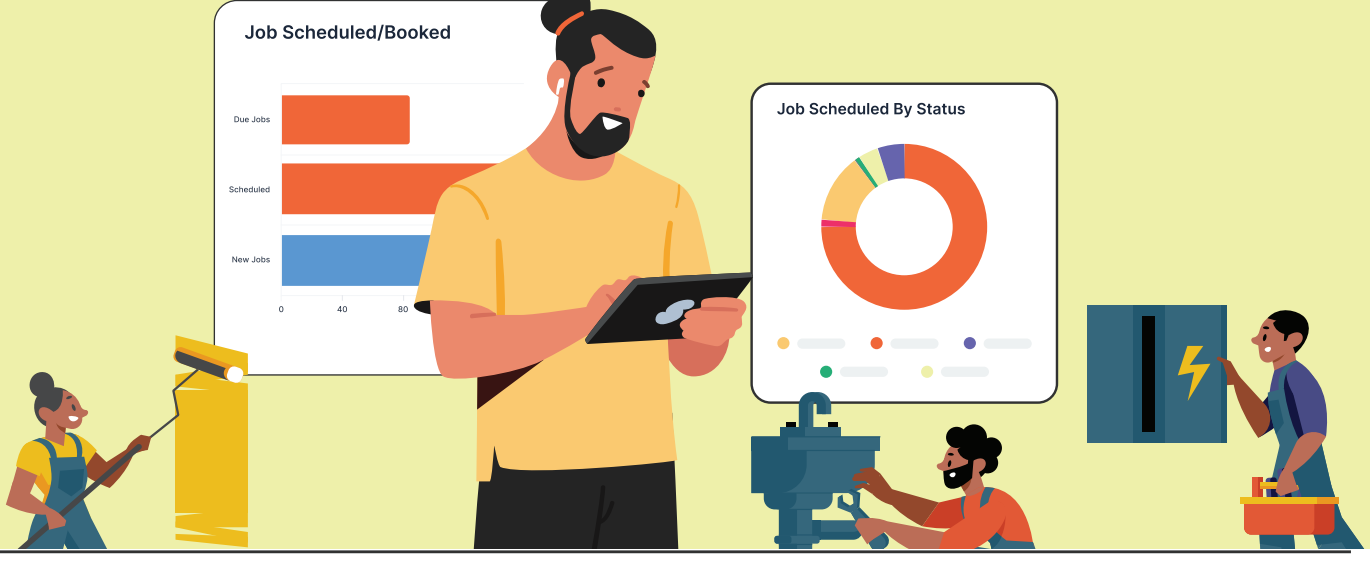


# 9 Facility Management Reports You Should Run Every Month

Without data-driven insights from reports, facility managers struggle to optimize their spending. According to a report by [The International Facility Management Association \(IFMA\)](#), facilities can represent 10-30% of a company's operating expenses. Businesses that use data for decision-making are 23 times more likely to outperform competitors. Therefore, running reports in facilities is crucial. It helps uncover hidden cost savings, streamline processes, identify areas for energy reduction, and contribute to sustainability goals.



## Facility managers should run monthly reports on



Optimize maintenance



Cost management



Performance tracking



Safety incident



Space management



Operational performance

## 9 reports to make informed decisions



**Optimize maintenance**

1

Identifies upcoming maintenance tasks and highlights any that have been deferred due to budget or resource constraints. It helps prioritize tasks and prevent equipment failures.



**Equipment history**

2

This report tracks the service history of individual equipment pieces. It allows you to identify recurring issues, predict future breakdowns, and plan maintenance accordingly.



**Cost management**

3

This report provides a holistic view of facility expenditures, encompassing everything from maintenance costs to utilities. It helps identify areas for cost savings and improve budget allocation.



**Work order**

4

These reports track the volume, type, and completion time of work orders. They reveal trends in repair needs, staff efficiency, and identify areas for improvement in work order management.



**Team performance**

5

These reports evaluate the performance of maintenance teams. Metrics like work order completion rates and response times provide insights into staff productivity and areas for training or resource allocation.



**Space utilization**

6

This report analyzes how your office space is being used. With the rise of remote work, it helps identify underutilized areas and optimize space allocation for cost savings and improved employee well-being.



**Energy consumption**

7

This report tracks energy usage across the facility. It helps identify areas for improvement and implement energy-saving measures to reduce costs and promote sustainability.



**Indoor environmental quality**

8

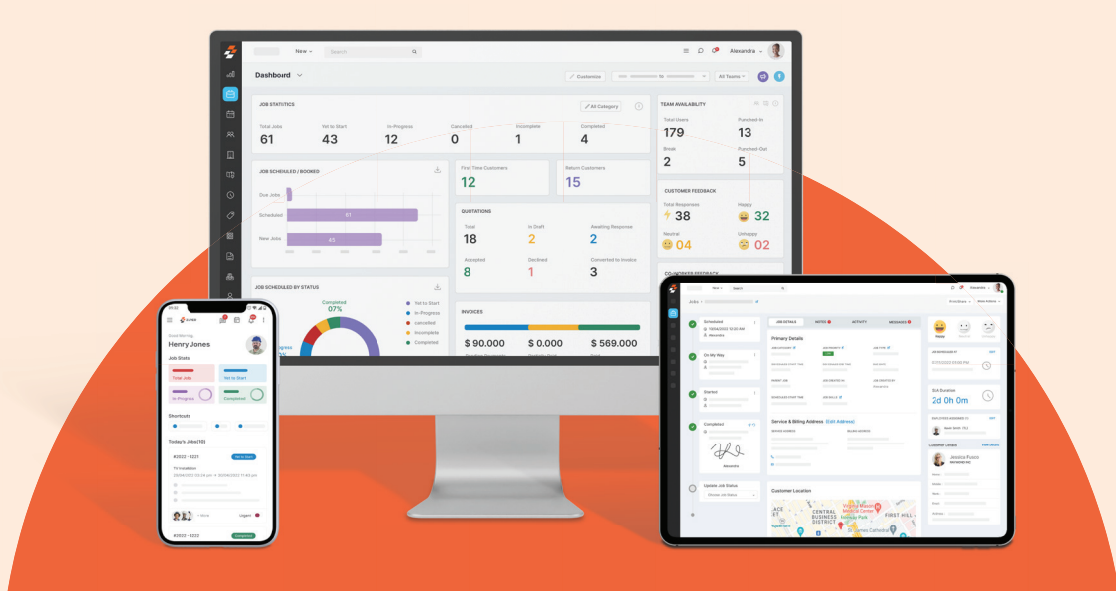
This report monitors temperature, humidity, and air quality. Maintaining optimal IEQ promotes occupant comfort, health, and potentially even improves productivity.



**Safety incident**

9

Tracking and analyzing safety incidents allows you to identify recurring issues and implement preventative measures to create a safer work environment.



## Why Zuper?

Gain full visibility into your field operations with a single glance at our all-inclusive dashboard. Easily generate custom reports to empower your decision-making, saving you time and money.

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