

Optimal building management requires unrestricted access to all relevant data and information about the building and its location, environment and infrastructure as well as to the parameters defined for users, facility managers and tenants. This can occur via an IT-supported, database-oriented CAFM system or, in the case of less complex facilities, via a building handbook. The building handbook is helpful in that it can simplify an acquisition decision or check the use options or refurbishment needs of a building. This means that the building handbook is a regulatory instrument which can support owners, occupiers and users throughout the life of a building.

The optional parts of a building handbook:

The **building passport** is a form of as-built documentation which incorporates a concentrated compilation of important building data and operating instructions. It is especially relevant during the use phase (building operation) and as a means of documenting the history of a building (and hence important in the event of refurbishment and demolition). The building passport is thus especially helpful for owners and facility managers.

The **user handbook** is a form of operating instructions and helps users to effortlessly get to know the building and understand all its functions and special features.

This puts users in the position to 'take possession' of the building and use it optimally over the long term. It guarantees smooth and energy-efficient operation and maximum user comfort.

The **tenant handbook** presents information or defines contractual issues between the client and tenant/occupant relating to sustainable aspects of the fitting-out of the space. The client describes the sustainability qualities of the basic building and can contractually require the tenant/ occupant to meet the same requirements during the fitting-out.

Our services

We align the contents of the building passport or user or tenant handbook with your corporate or project requirements. On the basis of the information from the project team we then finalize the building passport and compile the user and tenant handbook



An overview of the advantages for you

- Facts and figures about a building at a glance
- Overview of the constructional condition and upcoming maintenance and modernization measures
- Tenant/occupant and user become better informed about the characteristics and correct use of the building
- Provision of systematic data as a basis for real estate valuation for financing or insurance purposes
- Security of decision-making in the event of the acquisition or sale of a property

