Day in the Life: Building Manager & Microsoft Teams

As a building manager of a commercial property, I'm responsible for ensuring the safety, security, and maintenance of the building and its occupants. I also need to coordinate with various stakeholders, such as tenants, contractors, and on-site staff. Microsoft Teams helps me streamline my daily tasks, communicate effectively, and manage my projects. Here's how I use Microsoft 365 and Teams daily:

Morning check-in

Every morning, I use Microsoft Teams to check in with my staff and contractors. I can see their availability status, chat with them individually or in groups, assign tasks and set deadlines. I can also use Teams to make voice or video calls, share files and documents, and collaborate on projects. Teams helps me to communicate effectively with my team.

Building inspection

I also use Microsoft Teams to conduct regular inspections of the building. I can use the camera on my phone or tablet to take photos or videos of any issues or problems that I find, such as blocked toilets, leaking pipes, or electrical faults. I can then upload them to Teams and share them with the relevant staff or contractors. I can also use Teams to create work orders, track progress, and provide feedback. Using Teams, I'm able to monitor and maintain the quality and safety of the building.

Tenant relationship management

Another important part of my job is to manage the relationships with the tenants who occupy space in the building. I use Microsoft 365 alongside property management applications to create and send invoices, receipts, contracts, and other documents to the tenants. I also use Microsoft SharePoint to store and organise all the tenant information, such as contact details, lease terms, payment history, and service requests. Microsoft 365 helps me manage tenant relationships and finances.

Contractor management

A part of my role as a Building Manager is working with a variety of building service contractors such as cleaners, security guards, landscapers, plumbers, and electricians. I use Microsoft 365 to help me manage many aspects of my contractor relationships, from daily communications to tracking performance and payments. I use Microsoft Teams to stay connected with my contractors and ensure that everyone is on the same page. I use SharePoint to store and organise my contractor documentation. Power Automate helps me automate many of my contractor management tasks, such as streamlining the approval process for new work to be undertaken. And Power BI helps me track and measure contractor performance.

Emergency preparedness

A big part of my job is continually assessing various risks to the building and its occupants. I'm responsible for developing and implementing the building's emergency preparedness plan. My plan includes procedures for dealing with fires, floods, power outages, and other emergencies. I use various tools and applications within Microsoft 365 to create and store my emergency preparedness plan and to communicate it to my staff, tenants, and contractors.

Sustainability

Environmental sustainability has become increasingly important to commercial property companies in recent years. Making my building more sustainable has helped reduce our energy costs and improve tenant retention. I use Microsoft 365 to track my building's energy consumption, water usage, and waste production. In turn, I use this data to help me identify areas where we can further improve our sustainability performance. I also use Teams to help communicate our sustainability initiatives to the staff, tenants, and contractors.

Evening wrap-up

At the end of the day, I use Teams to check the status of all the tasks and projects that I assigned or completed during the day. I can also use Teams to send messages or make calls to my staff and contractors to discuss the progress of various projects. Recently, I've started to use Microsoft 365 to create reports and dashboards that show the building's key performance indicators (KPIs), such as occupancy rate, tenant satisfaction, energy consumption, and maintenance schedule.

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Being a Building Manager, I have found Microsoft 365 very helpful in terms of planning, scheduling, organising, and communicating. It has made it easier for me and my team to keep track of the many tasks that we deal with every day. Microsoft Teams has enabled me to provide better support to my staff and on-site contractors, thereby improving the service we deliver to our tenants.

Teams Service	Description	Business Benefits
Chat	Allows you to send and receive text messages, emojis, GIFs, stickers, and files with your team members or external partners	Enables quick and easy communication, enhances your responsiveness and efficiency
Calls	Allows you to make and receive voice or video calls with your team members or external partners, with features such as voicemail, transcription, and background blur	Enables clear and convenient communication, improves your collaboration and engagement
Meetings	Allows you to schedule and join online meetings with your team members or external partners, with features such as live captions, polls, breakout rooms, and whiteboard	Enables productive and interactive meetings, supports different meeting scenarios and needs
Calendar	Allows you to view and manage your personal and team schedule, with features such as availability status, meeting reminders, and time zones	Helps you plan and organise your day, avoids scheduling conflicts and missed appointments
Files	Allows you to store and access your personal and team files, with features such as co-authoring, version history, and sync	Helps you manage and share your documents, ensures data security and integrity
Apps	Allows you to access and use various apps that integrate with Teams, such as Power Apps, Power BI, OneNote, Stream, Forms, Planner, SharePoint, etc.	Helps you perform different tasks and functions within Teams, enhances your productivity and creativity
Teams	Allows you to create and join different teams based on your projects, departments, or interests, with features such as channels, tabs, connectors, etc.	Helps you organise and customise your workspaces, supports teamwork and collaboration across different groups

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As a Building Manager or Facilities Manager, you can save valuable time and be more effective with the help of AI-assisted features in Microsoft Teams. To learn more about how you can make the most of Microsoft Teams and Microsoft 365, get in touch with Modern Networks today.

AI Service	Description	Business Benefits
Together Mode	Segments your face and shoulders and places you in a shared virtual space with other participants	Creates a more natural and engaging meeting experience, reduces background distractions and eye fatigue
Dynamic View	Optimises the layout of your meeting based on the number of participants, the content being shared, and your preferences	Allows you to personalise your view and focus on what matters most, supports live reactions, chat bubbles, and video filters
Cortana	Allows you to use voice commands to perform tasks in Teams, provides proactive suggestions based on your context and activities	Saves you time and effort, helps you stay organised and productive
Suggested replies	Generates short and relevant responses to chat messages, based on the tone and intent of the conversation	Enables quick and easy communication, enhances your responsiveness and efficiency
Speaker attribution and translation for live captions and transcripts	Identifies who is speaking and displays their name along with the live captions or transcripts, allows you to translate them into your preferred language	Improves your comprehension and participation, enables cross-language communication
Intelligent recap	Generates key points and takeaways from every meeting, as well as action items and tasks for follow-up	Helps you review and remember the information most important to you, facilitates collaboration and accountability
Branded meetings	Allows you to customise your Teams meetings with your company's colour scheme and logo	Adds an extra level of professionalism and distinction to your online engagements
Meeting templates	Allows your IT admins to create customisable settings or templates for different types of digital meetings	Streamlines the meeting creation process and ensures consistency and quality across different meeting scenarios
Advanced meeting protection	Allows you to add a layer of protection to your sensitive meetings, such as watermarks or restrictions on who can record a meeting	Ensures that your content and information remain secure, prevents unauthorised access or misuse