

# Facilities, Property and Asset Management

Issuing keys for facilities and property management is a difficult process to monitor and control. Identifying visitors and staff, determining the reason for their access, ensuring the correct keys are issued and that keys are returned in a timely manner; maintaining all of these records is a struggle considering the many duties performed by a facilities manager or security team.

Keys might be requested by contractors, service staff, property managers, delivery drivers, maintenance engineers or any authorised user requiring access to the building or complex.

The Traka solution provides a proven method of restricting the access of keys to authorised users only and fully auditing key usage.

Each key set is permanently tagged and locked inside our intelligent software controlled cabinets to ensure that only members of the security or facilities team are able to release them to approved staff or authorised visitors to site.

This process ensures:

- 🔑 no paperwork
- 🔑 no illegible signatures
- 🔑 auditable reports
- 🔑 no human error
- 🔑 a permanent record of every key taken
- 🔑 instant identification of keys not returned

All users must identify themselves to the system before they are able to remove a key. Traka automatically audits the user and the specific key-set that they have taken. This process makes it extremely simple to audit any key user at any specific time.

Access to the system can be via:

- 🔑 User defined PIN codes
- 🔑 Access control swipe cards (end user specific)
- 🔑 Biometric recognition (Fingerprint/Hand Scanners)

Traka systems can be integrated with existing access control systems to avoid duplication of security identities and linked to prevent keys from being removed from the facility - critical for sites that could be key-compromised.



All transactions are automatically audited using our Traka32 management software which is installed on a standard windows PC - centrally sited it can be networked to a multiple cabinets located across many sites for easy control.

The software includes a special 'booking' facility, requiring the facilities manager, security guard or system administrator to enter details about the contractor (or visitor), the reason for the visit, the expected time of the visit and importantly the expected duration of the service or equipment install.

When the pre-booked contractor arrives on site and requests a key, the facilities or security manager can open the booking list and search for the booked visit.

Once the booking record has been found the booking can be confirmed and the key released from the Traka system.

The screenshot shows two windows from the Traka32 software. The top window, titled "Enter the visitor details", has input fields for Forename (Duncan), Surname (Winner), and Company (Winner's Electricis), with "Next >", "< Back", and "Cancel" buttons. The bottom window, titled "Please select a Key", displays a table of key records with columns for System, Position, Apartment, Block, Owner, and Acquired Date. The table contains five rows of data, with the second row highlighted in blue.

| System    | Position | Apartment | Block | Owner            | Acquired Date |  |  |  |  |
|-----------|----------|-----------|-------|------------------|---------------|--|--|--|--|
| HQ System | 0009     | 900       | C     | Godfrey Anderson | 11/07/2002    |  |  |  |  |
| HQ System | 0010     | 1231      | C     | Paul Mazaher     | 12/03/2004    |  |  |  |  |
| HQ System | 0012     | 785       | C     | Duncan Winner    | 11/08/2005    |  |  |  |  |
| HQ System | 0014     | 142       | A     | John Kent        | 16/02/2005    |  |  |  |  |
| HQ System | 0015     | 1544      | D     | Edward Elsmere   | 14/05/2005    |  |  |  |  |

All transactions are recorded and are available on screen or by printed report. The facilities or security administrator can show the site or property manager who has visited their facility and when, and more importantly who granted the access.

Traka asset management systems provide a world-wide solution in controlling and securing assets in a host of various applications. Designed and built in the UK, Traka systems are supplied with a full installation and support service to ensure that every system fully meets our customer expectations. Traka facility management is just one of many outstanding solutions supplied to commercial, government and military organisations.



**Shouldn't we be talking?**

To find out more or request an on-site product demonstration, please call Traka now.