

# LOWERING CAMPUS SPEND

A WORKBOOK FOR SMARTER  
SPACE PLANNING



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**IDENTIFY DUPLICATE PURCHASES  
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**TURN SINGLE-USE SPACES  
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# UNDERSTAND YOUR CURRENT CONDITIONS

## HOW TO USE THIS WORKBOOK

Use this workbook to identify where your campus may be overspending due to single-use space planning and discover opportunities to reduce costs through flexible, multi-use environments.

You can complete this individually or collaborate with facilities, IT, and finance teams. No design experience is required, this workbook focuses on spend efficiency.

- Complete digitally or print and write responses
- Focus on real purchasing patterns, not ideal scenarios

## CAMPUS SPEND REALITY CHECK

Use this checklist to assess how space, usage, and purchasing decisions are impacting overall campus spend. Consider the following questions and answer "Yes" or "No".

### **Spend Visibility**

- We track furniture and Audio-Video (AV) purchases by space type
- We can identify duplicate purchases across departments
- We have a defined replacement schedule for furniture and equipment

### **Space Strategy**

- Spaces are generally designed for more than one function
- Furniture is reused or reconfigured regularly
- We avoid buying for one-time use cases

### **Planning & Alignment**

- Financial and operational teams are involved early
- Requirements prioritize long-term use, not just upfront cost
- We use standardized approaches for common space needs

### **0-2 "NO" ANSWERS**

You likely have strong visibility and control over campus spend.

### **3-5 "NO" ANSWERS**

You may have hidden inefficiencies driving unnecessary purchases or underutilized spaces.

### **6+ "NO" ANSWERS**

You are likely overspending due to gaps in space planning, usage, or resource alignment.

\*Scoring based on Global Industrial 'Space Efficiency Framework'. All rights reserved.

# IDENTIFY DUPLICATE PURCHASES YOU MAY NOT HAVE NOTICED

Most duplicate purchases happen when you buy by room instead of by function. Use this worksheet to uncover overlapping purchases across spaces. If the same item appears in multiple columns, you are likely buying more than you need.

Category	Space Type	Item Purchased	Vendor	Frequency	Est. Cost	Notes
<i>Example: Furniture</i>	<i>Classroom</i>	<i>Student Desks</i>	<i>Vendor A</i>	<i>Annual</i>	<i>\$8,000</i>	<i>Same item also purchased for training rooms</i>
<b>Furniture</b>						
<b>AV/Tech</b>						
<b>Accessories</b>						

## Prompt Questions

Look for these common patterns:

- Are similar items purchased for different room types?
- Are multiple vendors supplying similar products?
- Are purchases driven by room names rather than actual use?
- Are you replacing items instead of reusing or reallocating them?

## SPACE & FUNCTION MAPPING

### Step 1: Identify Space

Why this matters? When two spaces do the same job, they may not need two separate sets of furniture and equipment. This exercise helps you spot where space overlap is driving unnecessary purchases.

### Examples of Function & Spaces

- Instruction: Classrooms, Lecture Halls, Seminar Rooms
- Collaboration: Breakout Rooms, Team Spaces
- Testing: Testing Centers, Quiet Rooms
- Meetings: Conference Rooms, Huddle Spaces
- Events: Auditoriums, Multipurpose Rooms
- Group Work: Study Rooms, Shared Workplaces
- Training & Professional Development: Training Rooms & Suites, Computer Labs

### Step 2: Map Functions to Space

Space Name	Primary Function	Secondary Functions	Frequency of Use	Underutilized? (Y/N)
<i>Example: Room 101</i>	<i>Instruction</i>	<i>Training, meetings</i>	<i>Daily (AM only)</i>	<i>Yes</i>

\*"Underutilized" refers to spaces that are consistently unused or only occupied for limited portions of the day.

### Insight Prompt

Where do multiple spaces support the same functions but require separate furniture or equipment purchases?

# TURN SINGLE-USE SPACES INTO MULTIPURPOSE ASSETS

Flexible spaces reduce redundant purchases by allowing one space to serve multiple functions throughout the day.

## Opportunity Builder

Space	Current Setup	Flexible Upgrade	Items Eliminated	Estimated Savings
<i>Example: Classroom</i>	<i>Fixed desks, storage</i>	<i>Mobile desks, stackable chairs</i>	<i>2nd training room furniture</i>	<i>\$6,000+</i>

Need help putting numbers behind this?  
A Global Industrial representative can help estimate savings and recommend flexible solutions based on your space, usage, and potential quantity discounts to reduce costs.

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## Classroom Example

One space, multiple configurations



### Possible Uses & Impacts

- Supports training, events, group work, and after-school programs
- Reduces need for duplicate furniture across spaces
- Improves daily utilization

# PRODUCTS

## MOBILE DESKS



## FOLDABLE TABLE



## STACKABLE CHAIRS



## MOBILE AV CART



## MOBILE WHITEBOARD



## MOBILE STORAGE CABINET



# PURCHASE CONSOLIDATION

Use this checklist to reduce future spend:

- Standardize furniture and equipment across similar spaces
- Prioritize modular solutions that support multiple uses
- Avoid purchasing for one-time or limited-use needs
- Reuse or reallocate before replacing items
- Reduce SKU count by consolidating similar products

## NEXT 30 DAYS

- Identify one space with duplicate or overlapping purchases
- Document current inventory and usage

## NEXT 60 DAYS

- Align with facilities & IT on flexible space standards
- Review whether current vendors offer cooperative contract pricing to maximize available discounts
- Evaluate current vendors & transition to more cost-effective or better-aligned solutions where appropriate

## NEXT 90 DAYS

- Update purchasing guidelines or RFP language
- Implement standardized furniture or layout strategies

Need help putting this into action?

A Global Industrial representative can help standardize solutions, consolidate purchases, and identify additional cost savings opportunities.

[CONTACT US](#)

## START YOUR FLEXIBLE SPACE JOURNEY

Reducing campus spend does not require cutting services. It requires making smarter purchasing decisions that prioritize flexibility, reuse, and long-term value.

Spaces that support multiple functions reduce redundant purchases, simplify procurement, and improve overall campus efficiency.

### **Simplified Sourcing for Safe, Efficient Learning Environments**

Update Schools and campuses need solutions that keep students and staff safe with the durability to withstand daily use. Global Industrial makes it easy to source high-quality, industrial-strength equipment and supplies, for everything from hallway lockers to classroom furniture. With durable, cost-effective solutions, quick shipping, and trusted service, we help you maintain safe, productive learning spaces while saving time and reducing sourcing complexity.