
SYNTROPIO AI COWORKER

Administration & Facility Management

For the people who keep the workplace running — from routines to reliability

Everything works — because someone always fixes it.

Administration and facilities run on routines that live in a few experienced heads, service agreements nobody reads twice, and coordination that happens in the corridor. It works — until the person who knows is away. The work is about making the support functions reliable by structure, not by heroics.

The routine exists — in the head of the person on vacation.

Nobody knows which service agreement covers what — until it fails.

The asset overview is a spreadsheet, last updated sometime.

Small requests consume the week; improvement never starts.

WHAT THIS WORK SHOULD DELIVER

Reliability by structure

Support functions that run without depending on heroes.

Services in view

Agreements, assets and responsibilities — one clear overview.

Simpler routines

Administrative work simplified, documented and findable.

A workplace that supports

Facilities and services aligned with how people actually work.

From support that depends on people remembering to support that is built to run.

Five practical capabilities, grounded in the discipline model.

#	CAPABILITY	WHAT IT PRODUCES
1	Process & routine review	Administrative and facility processes analyzed — simplification opportunities named.
2	Service & responsibility mapping	Service structures, agreements and responsibilities made visible and clear.
3	Asset & documentation support	Asset registers and service documentation structured and maintained.
4	Coordination design	Coordination overviews and checklists that make handovers reliable.
5	Improvement summaries	Inefficiencies and improvement needs summarized for decision.

IN PRACTICE — SIDE BY SIDE IN YOUR WEEK

When the key person is away — the routine is documented, findable and followable — the week runs anyway.

In the service review — it structures the overview: agreements, scope, responsibilities and gaps.

When the office moves or changes — it prepares the coordination picture — assets, services, sequences and owners.

WHAT IT NEEDS FROM YOU

Your routines and service agreements as they stand, asset overviews, and honest input on where coordination actually happens. Personal data beyond names and roles never enters the model — it works on structure, services and process, never on individuals.

What it stands on — and where to begin.

PROFESSIONAL FOUNDATION

Administration and facility management · workplace services and office operations · service mapping and coordination analysis · asset-register practice · process mapping · operational checklist design · practical governance

STANDARDS & REGULATORY LANDSCAPE

ISO 41001 · facility-management and workplace-services practice · Working Environment Act in the workplace context · HSE rules · fire- and building-requirement awareness · supplier and service-agreement obligations

A curated selection. Standards apply at your organization's adoption level. Regulatory references reflect the Norwegian baseline — adapted per market and sector, and verified against current sources in every engagement.

WORK WITH SYNTROPIO ON —

Four examples in ascending ambition — from a question in the meeting to a governed rhythm across the organization.

ASK	"Which recurring requests eat most of our time — and which already have a standard answer?"
PRODUCE	"Prepare the service report and the updated routine documentation — from the tickets, not from memory."
SCHEDULE	"Run scheduled reviews of agreements, certifications and inspections — nothing expires unnoticed."
CONSOLIDATE	"Consolidate space, service and cost data into one facility picture for the annual plan."

A discipline of Syntropio, the Operating System for Organizational Intelligence — activated as your organization's own instance, grounded in your sources, governed within agreed boundaries and reviewed by qualified people.

BRING ONE REAL CHALLENGE

Bring one real routine, service or coordination challenge. We'll explore how Syntropio can help your support functions run reliably — by structure, not by heroics.

Mikal Eie — Omnio AS · mikal.eie@omniogroup.no · +47 97 50 97 26 · omniogroup.no