

AREALIZE

# Facility manager

Documentation

# Introduction

Overview of Arealize and how to get started



How to use Arealize?

Create a building and add floors

Digitise a floor

Get notified when the floor(s) are available

Open floor plan in Studio

Export floor as PDF or Excel

Shortcuts

## Create building

Create a building and add floors.

## Digitise floor

Digitize a floor.

## Statistics

Customize areas and view statistics for a floor.

## Download PDF

Export floor as PDF.

Frequently asked questions

**Do you want specific parts of a floor plan digitised?**

When you digitise the original floor plan, the entire drawing will be digitised. We therefore recommend using the "Redaction tool" to hide anything that you want the model to ignore. You can also isolate sections in the floor plan using "zones" in Studio. Please contact us if you need help with this.

**Which format provides the best result?**

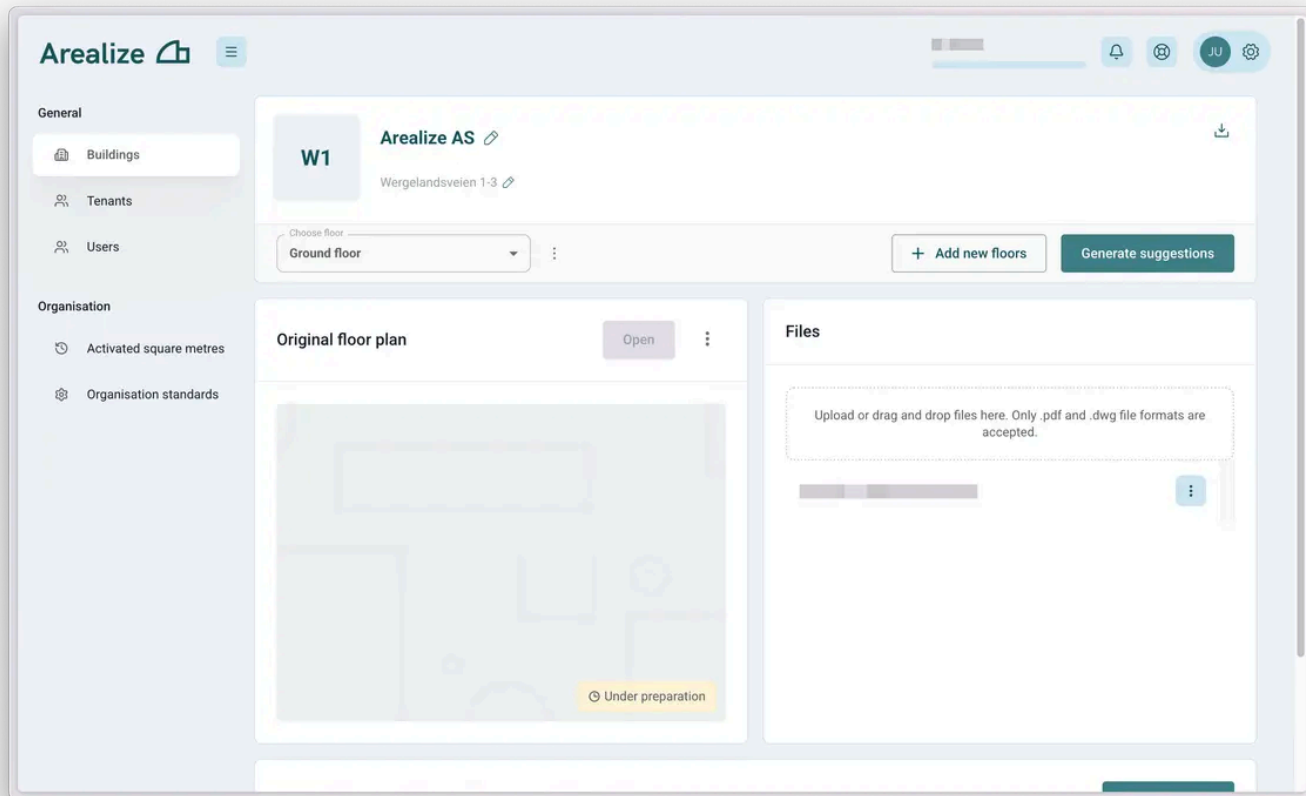
PDF files will provide the best results. PDF must contain a scale for optimal results.

**Do you need to upload non-commercial floor plans?**

We can digitise all types of commercial buildings, such as hotels, industrial buildings, shopping centres, etc. Non-commercial floor plans will still be created, but as of now room types and certain furniture might not be recognised.

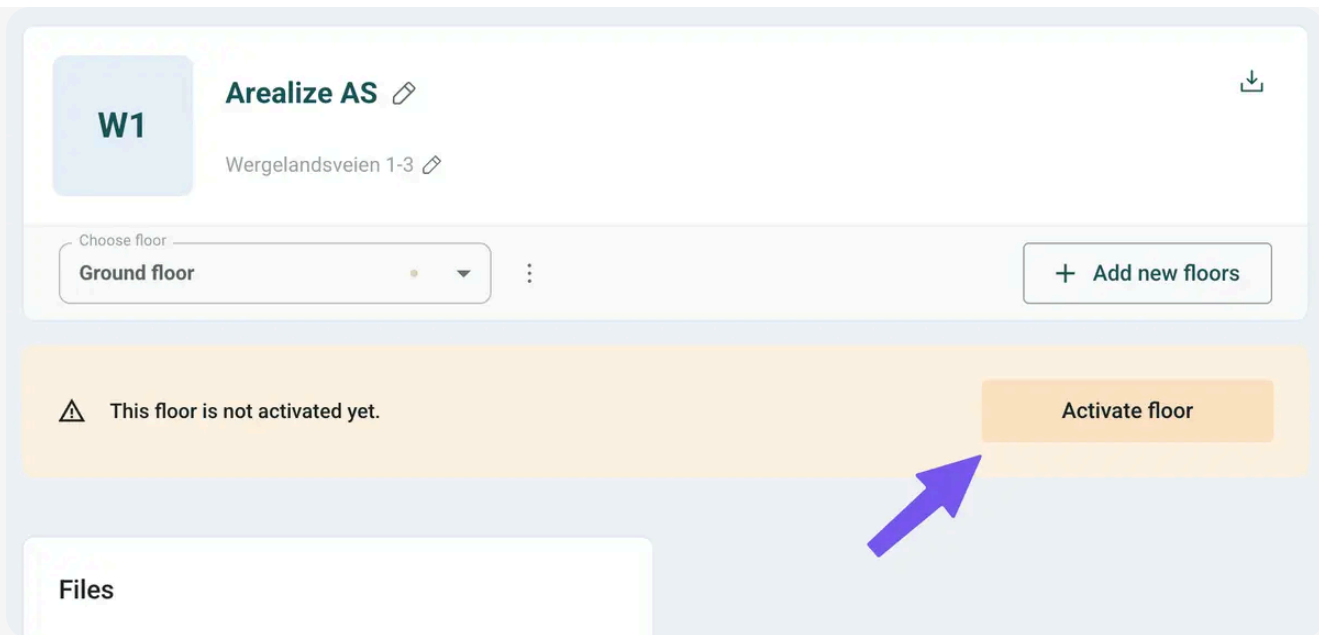
# Digitise floor

Digitise a floor to make it editable in Studio

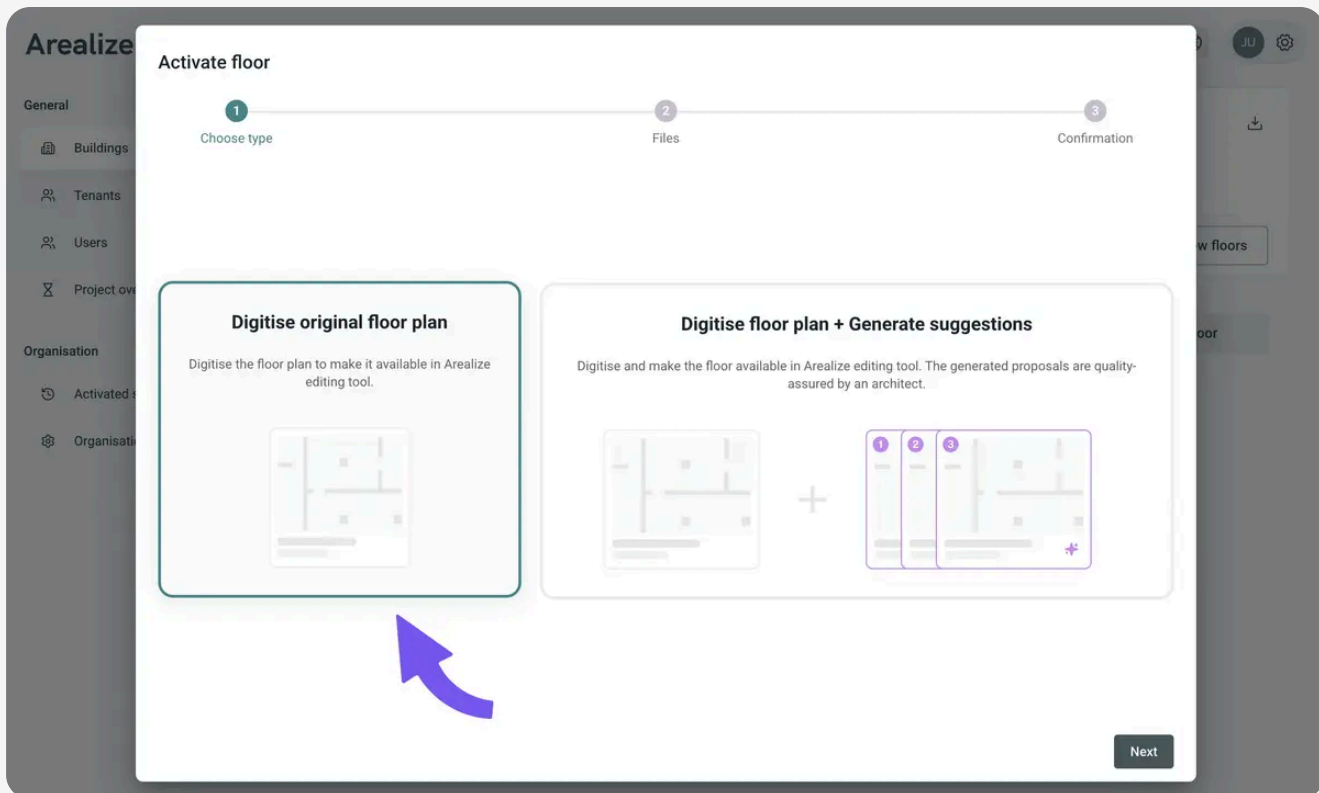


## Steps

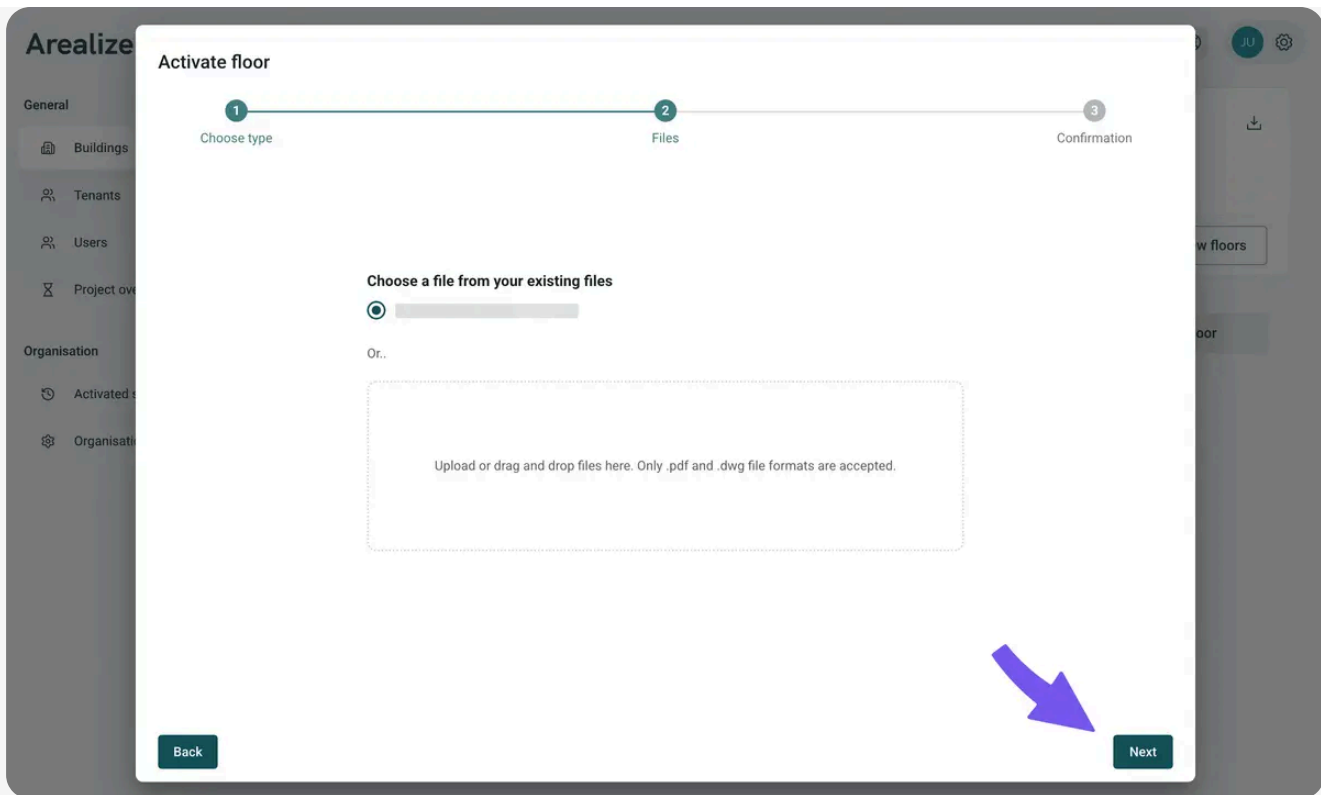
- 1 **Activate floor**  
To create an editable version, you need to start an activation. Click on 'Activate Floor' to proceed.



- 2 Select 'Digitisation'  
Select "Digitise Floor Plan". Click "Next."

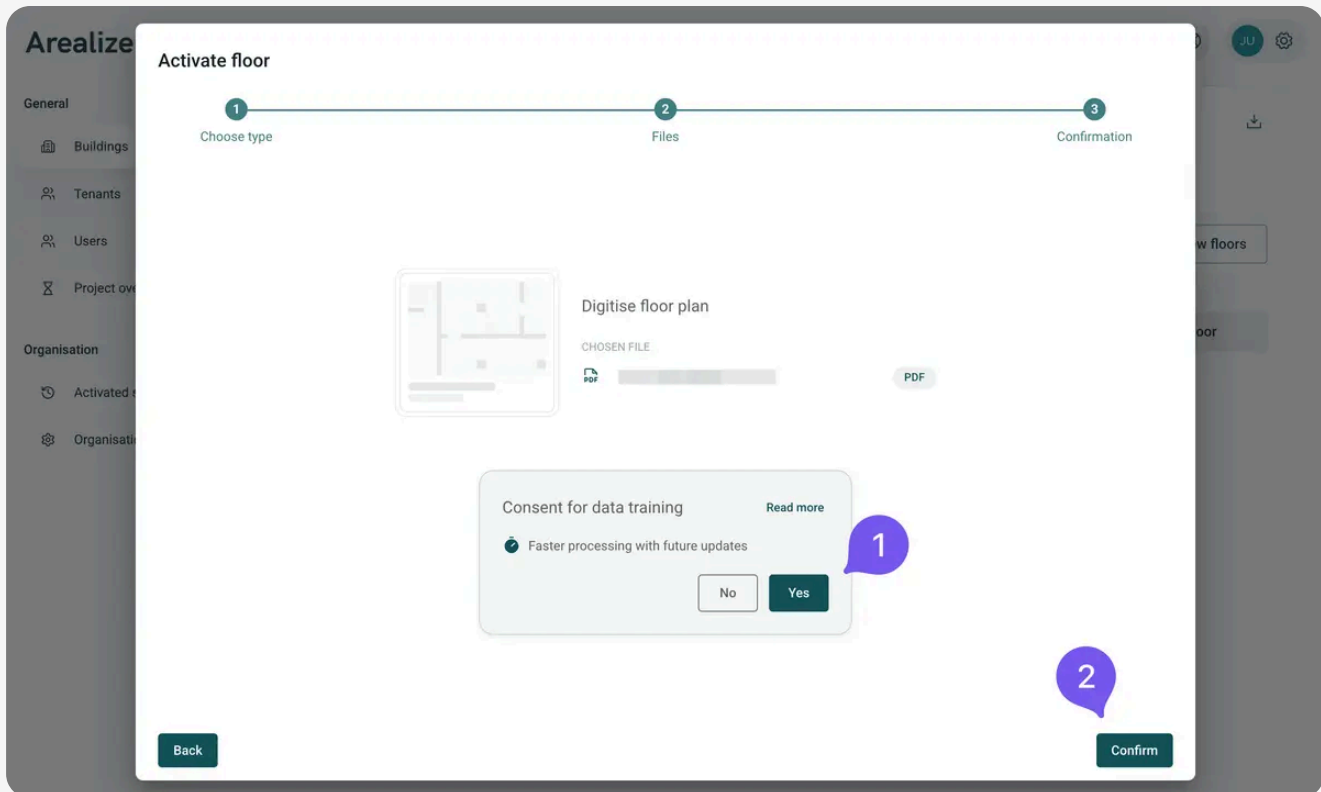


- 3 Upload file  
Upload a PDF file of the floor plan, or select the correct file if you have already uploaded it.



#### 4 Confirm digitisation


We will ask for your consent to include the floor plan as training data. Opting in will help improve both speed and accuracy of the digitisation of future floors. To learn more, click on the "Read more" link.

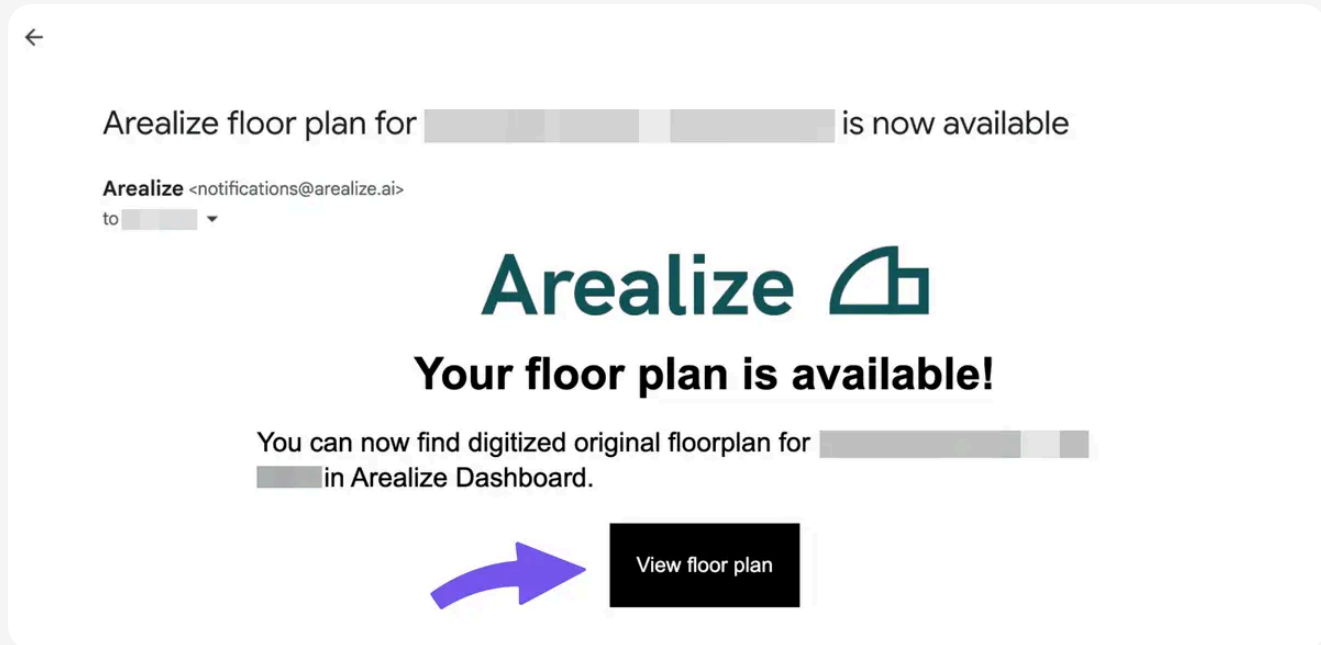


5

## Receive email notification

You will receive an email notification when the floor plan is ready. Open the email and click "View floor plan" to be taken directly to the Arealize Studio editing tool.

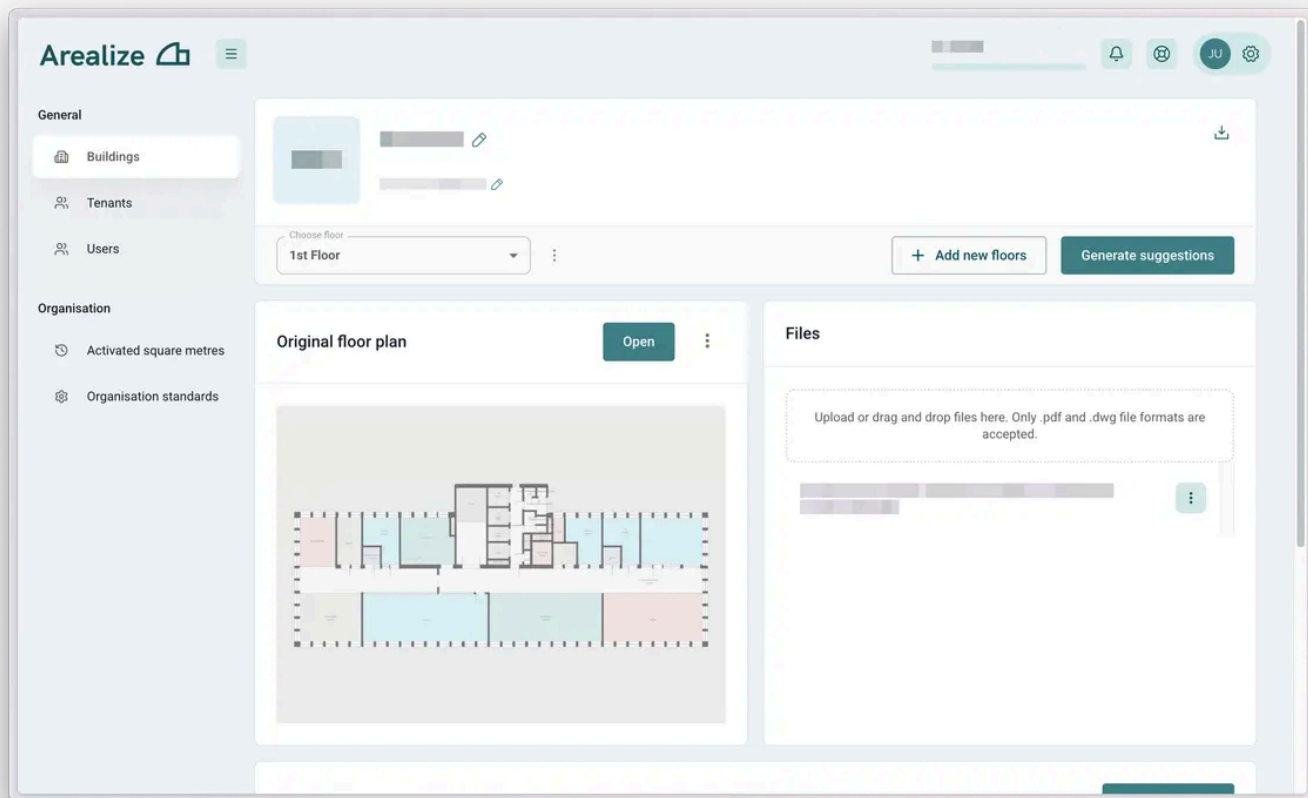
 The process may take up to 24 hours.



It is recommended to enable Notifications. This will ensure that you are notified when your floor plans are available.

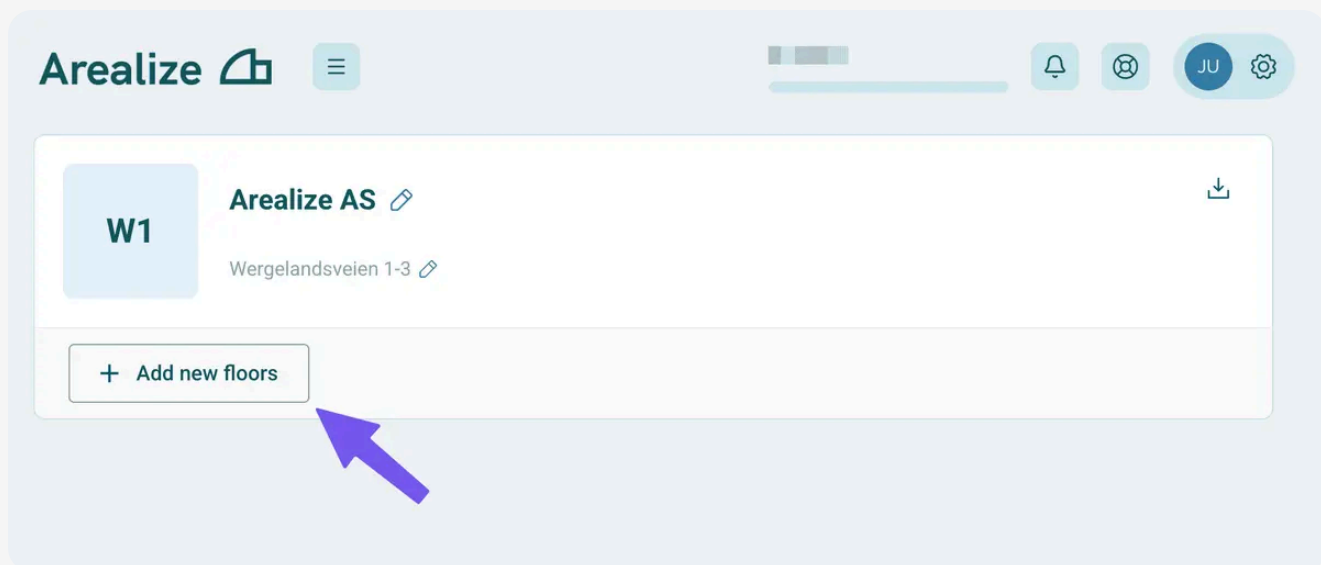
# Add floors

Add floors and upload floor plan files



## Steps

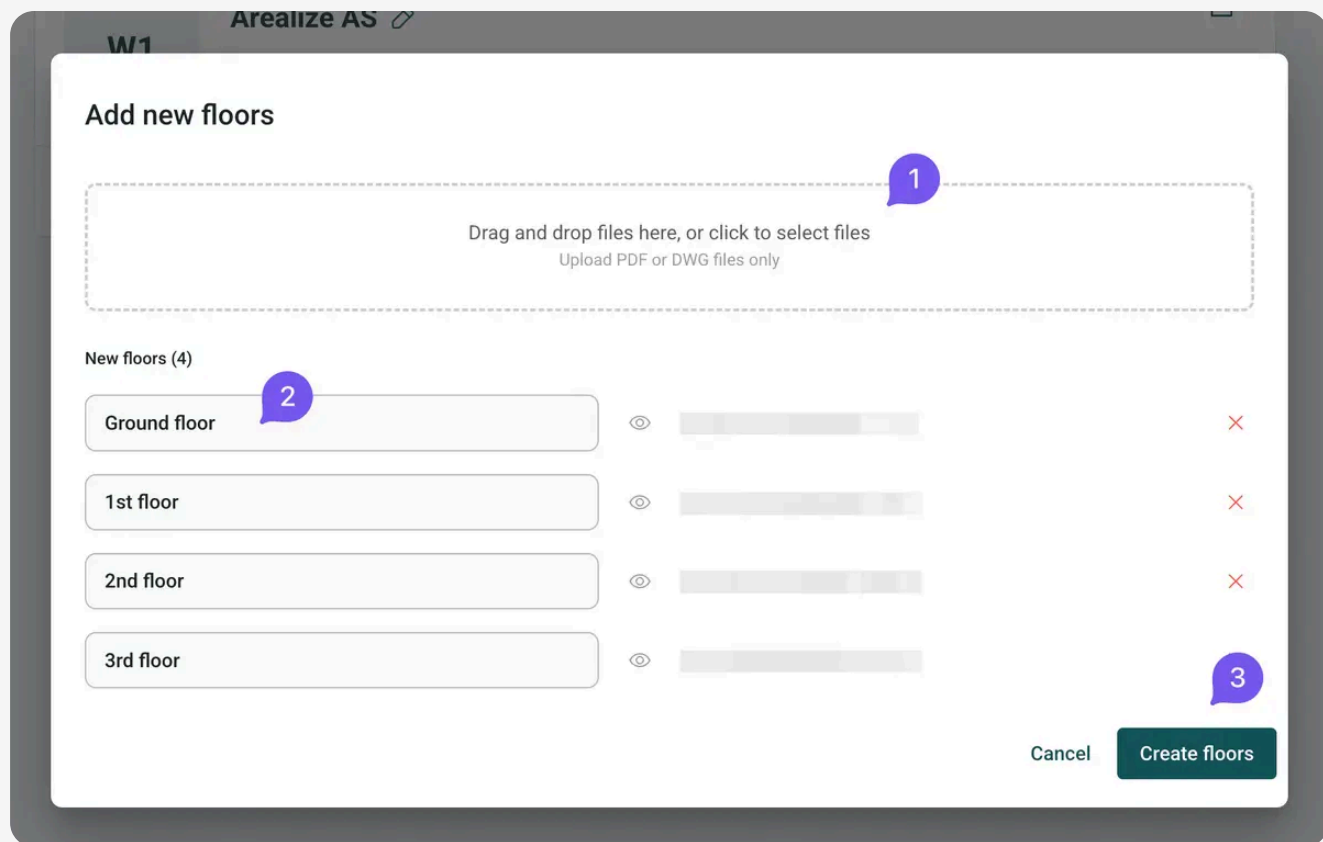
- 1 Add a floor  
To get started, click the **"Add new floor"** button.



2

## Upload your floor plans

Upload your floor plans as a single or multi-page PDF — floors are automatically detected from each page. Give each floor a unique name, such as "U1", "3", or "Roof". Once you're happy with the names, click **Confirm** to create the floors.



3

## Edit and manage your floors

Your floors are now being activated. You can still rename floors, swap out files, or remove and re-upload at any time.




W1

Arealize AS 



Wergelandsveien 1-3 

Choose floor

Ground floor 



+ Add new floors

- 1st floor 
- 2nd floor 
- 3rd floor 
- Ground floor 

Activate floor

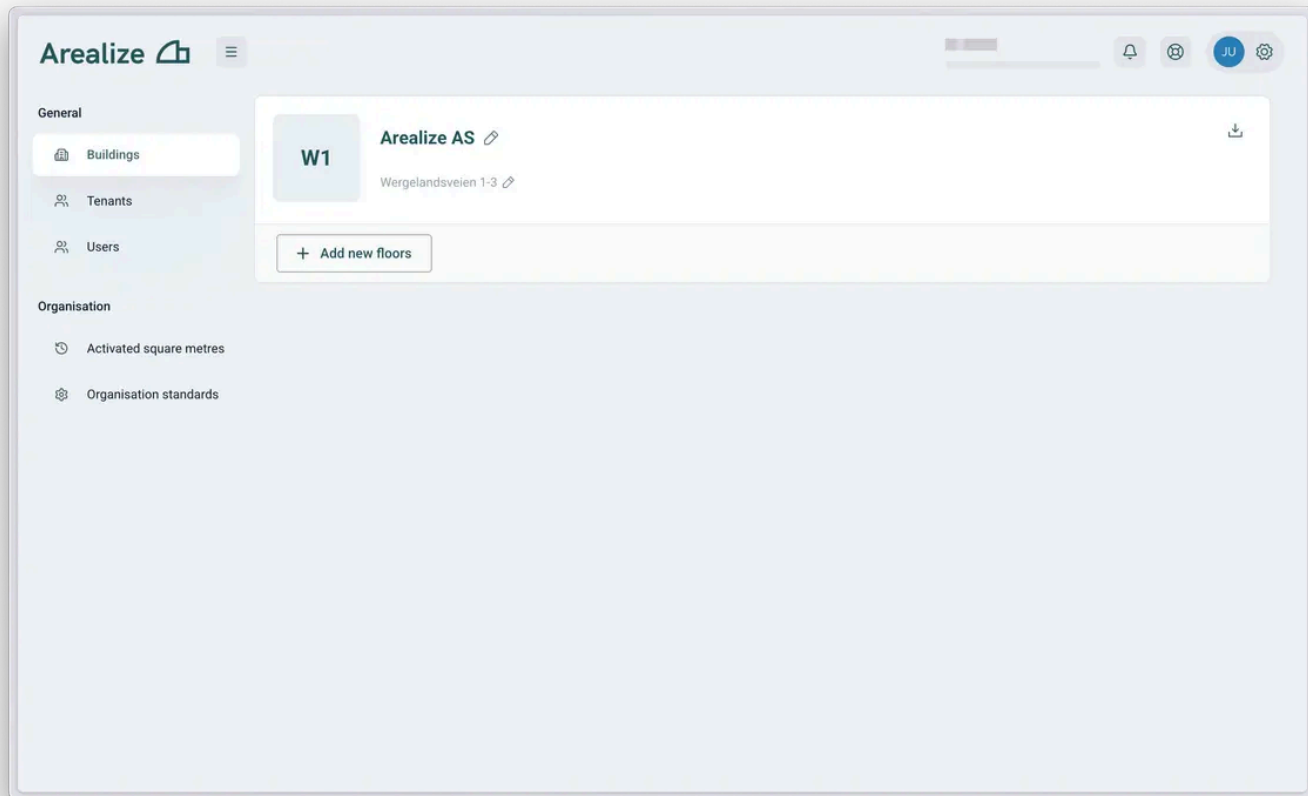
Files

Upload or drag and drop files here. Only .pdf and .dwg file formats are accepted.



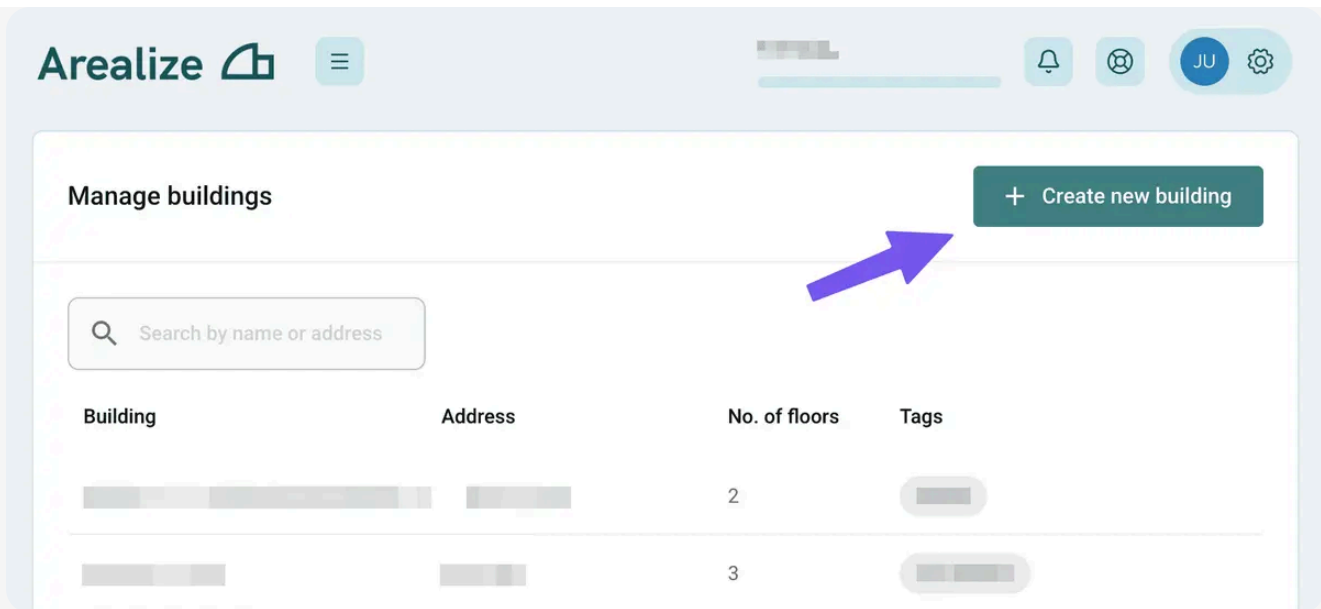
# Create building

Create a new building in the Dashboard



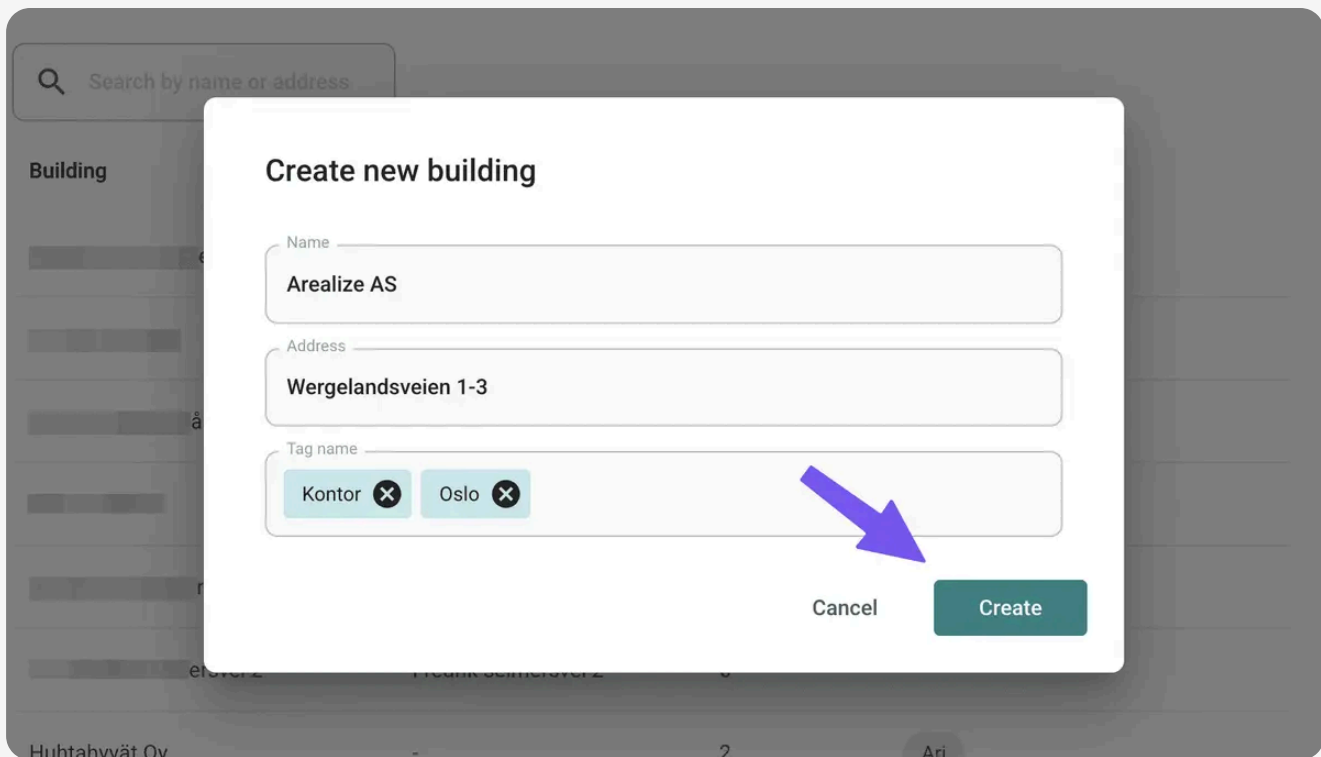
## Steps

- 1 Create building  
Click on "New building".









2 Fill in details

Fill in the name and address, and add tags for easier organisation of the buildings. Then press 'Create' to complete.



3 Building added

Your building has been added and is now visible at the top of the portfolio page.

**Arealize**      

### Manage buildings

[+ Create new building](#)

Building	Address	No. of floors	Tags
Arealize AS	Wergelandsveien 1-3	0	Kontor Oslo
		2	
		3	

4 Search for building  
You can use the search field to find and modify or create floors for the building. You can also search for tags or address to find the building.

### Manage buildings

[+ Create new building](#)

Building	Address	No. of floors	Tags
Arealize AS	Wergelandsveien 1-3	0	Kontor Oslo

Rows per page: 25 1-1 of 1

# Create tags

How to create tags in Arealize Dashboard

Tags help you organise your buildings. They can be reused on multiple buildings and used to group buildings by responsible person ('Ada'), location ('Bergen'), or other criteria. You decide what the tags should be called.

The screenshot shows the Arealize Dashboard interface. At the top, there's a navigation bar with the Arealize logo, a menu icon, a progress indicator, and user profile icons (a bell, a person, and 'JU' with a settings gear). Below this is the 'Manage buildings' section, featuring a '+ Create new building' button and a search bar labeled 'Search by name or address'. The main content is a table with the following data:

Building	Address	No. of floors	Tags
[Redacted]	[Redacted]	1	
Arealize AS	Wergelandsveien 1-3	4	Kontor Oslo
[Redacted]	[Redacted]	2	[Redacted]
[Redacted]	-	3	[Redacted]

A blue arrow points to the 'Tags' column for the 'Arealize AS' building, highlighting the 'Kontor' and 'Oslo' tags.

## Steps

- 1 Create tag  
Select "Add or edit tags" to get started.

No. of floors	Tags	Updated at	
			⋮
4	Kontor Oslo	12/03/2026	⋮
			<ul style="list-style-type: none"> <li>Add or edit tags</li> <li>Edit building</li> <li>Delete project</li> </ul>
			⋮
			⋮

## 2 Manage tags

Select one or more tags from the list, or add a new one. Click outside the menu to confirm the changes.

Tag name

×

Kontor
🗑️

Oslo
🗑️

Selected tags will be displayed in the list of buildings.

## Manage buildings

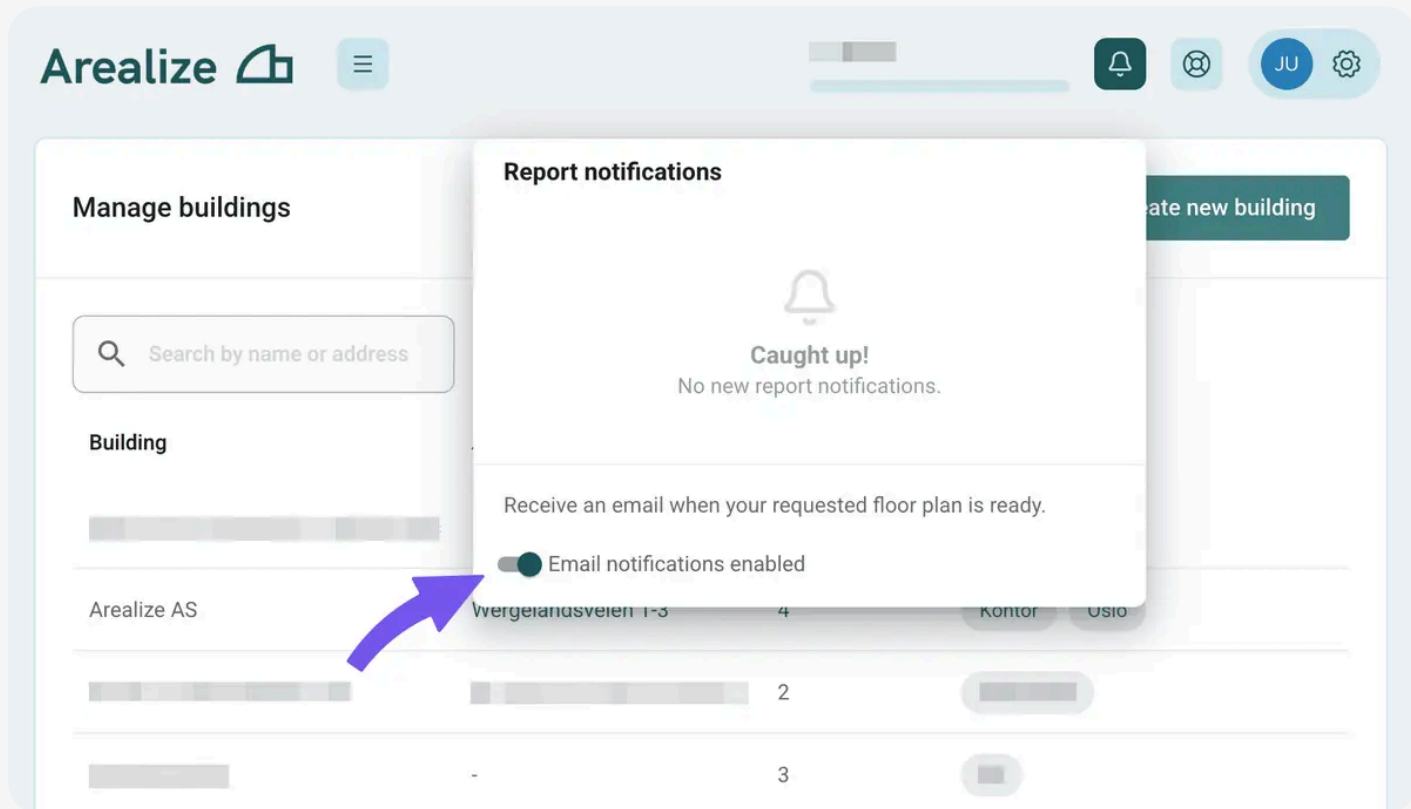
+ Create new building

🔍 Search by name or address

Building	Address	No. of floors	Tags
[Redacted]	[Redacted]	1	
Arealize AS	Wergelandsveien 1-3	4	Kontor Oslo
[Redacted]	[Redacted]	2	Production
[Redacted]	-	3	Ari

# Notifications

Get notified when floor plans are ready



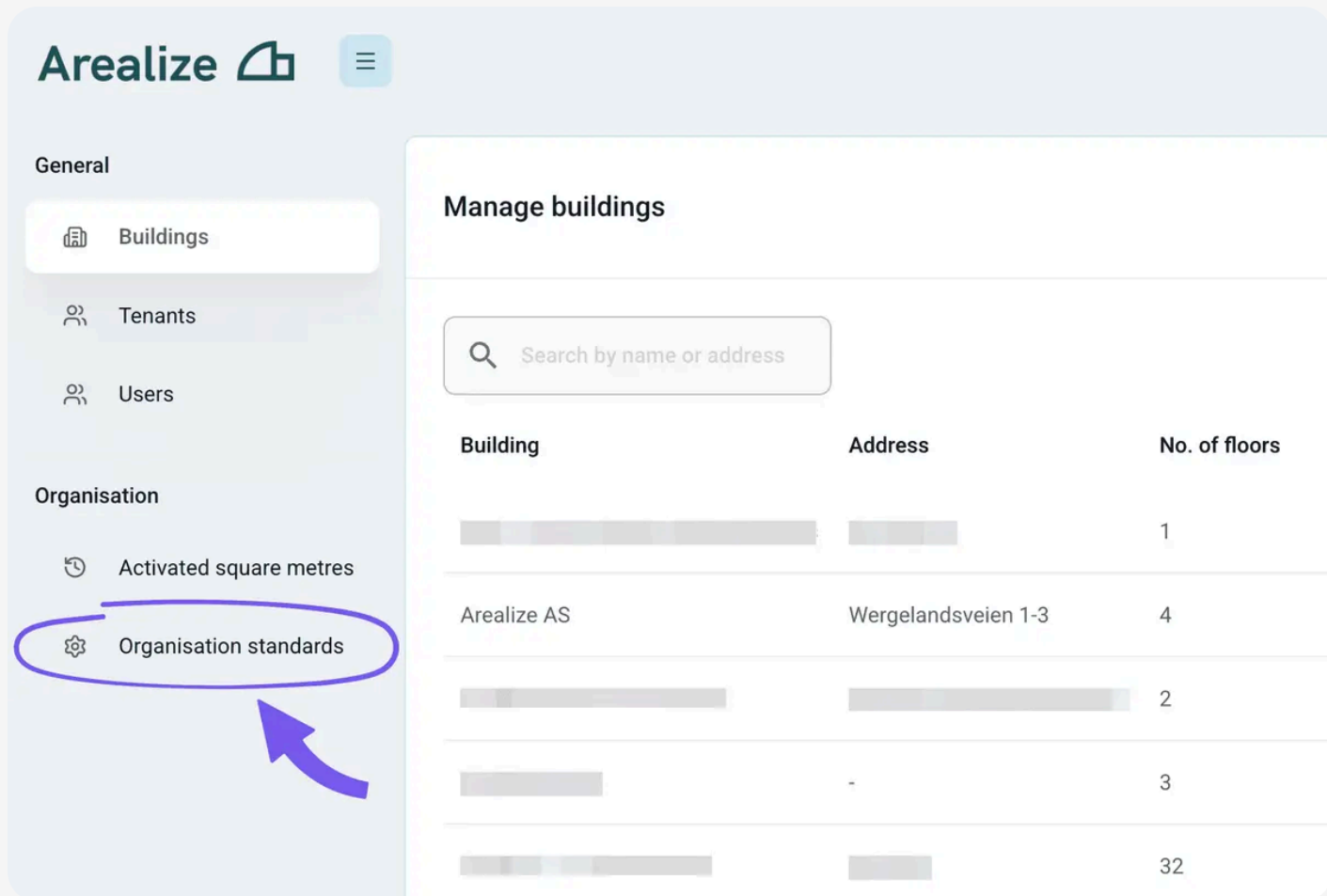
## Turn on Notifications

Click on the bell in the upper right corner and turn on notifications to receive an email when your floor plans are available in Studio.

# Organisational schemes

Create organisational schemes

Organisational schemes help categorise floor plan areas for maintenance and cleaning. Create custom schemes with names and coloured items for organisation-wide use.



**Arealize**

General

- Buildings
- Tenants
- Users

Organisation

- Activated square metres
- Organisation standards**

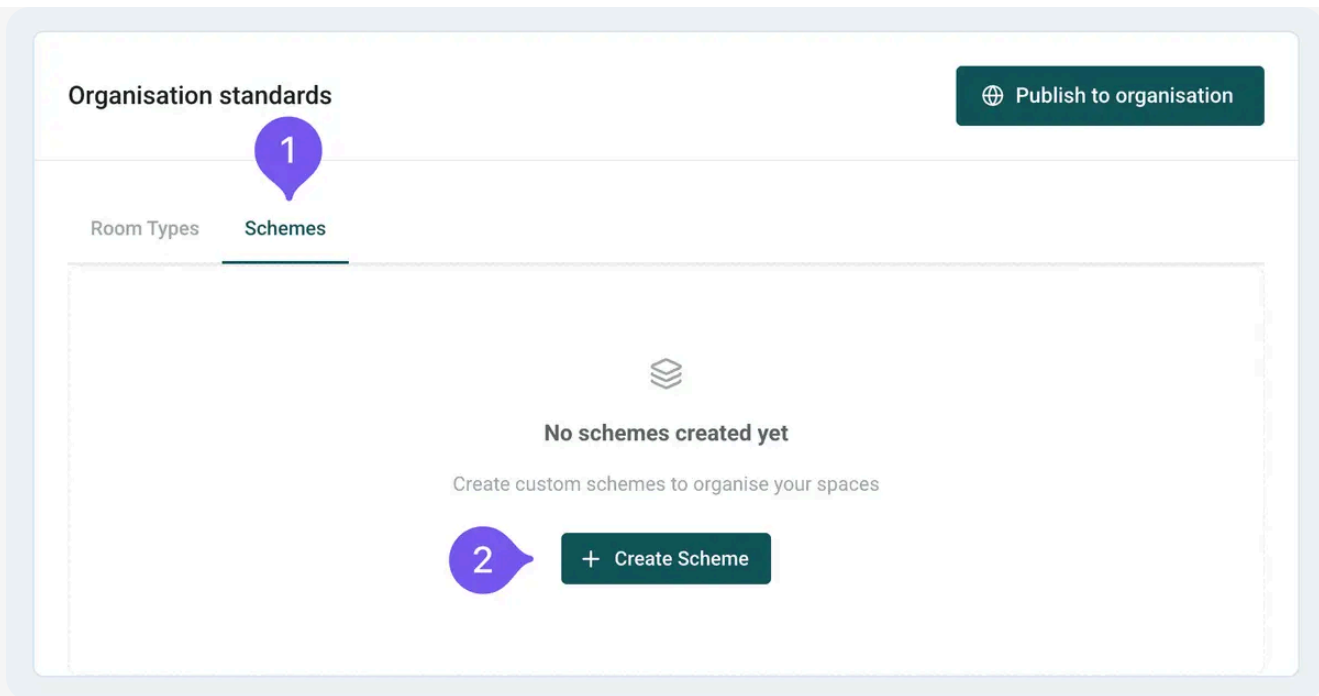
### Manage buildings

Search by name or address

Building	Address	No. of floors
[Redacted]	[Redacted]	1
Arealize AS	Wergelandsveien 1-3	4
[Redacted]	[Redacted]	2
[Redacted]	-	3
[Redacted]	[Redacted]	32

## Create a Scheme

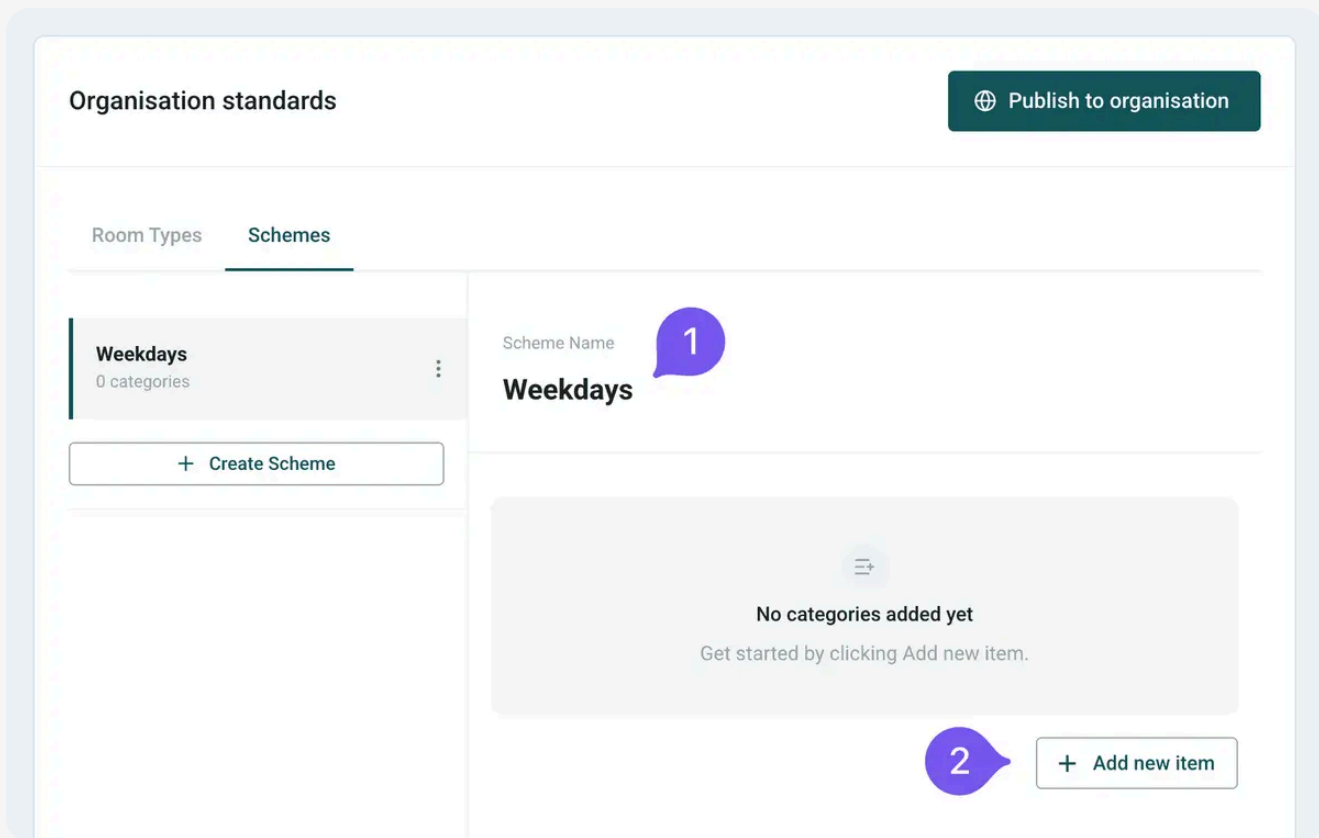
- 1 Select 'Schemes' tab  
Select the "Schemes" tab and click "Create Scheme".



2

### Name the Scheme

Give it a name, e.g., "Weekends", and click "Add new item".



3

### Add items

Give each item a unique name and colour. Click "Publish to organisation" to apply changes.

Organisation standards

Publish to organisation

Room Types Schemes

Weekdays  
2 categories

+ Create Scheme

Scheme Name  
Weekdays

Category Name	Colour
Monday	#c6baff
Tuesday-Friday	#ffea1

+ Add new item

4

#### Confirm publish

A dialog will appear warning that this will affect all users in the organisation. Click "Publish now" to confirm.

ys  
ries

+ Crea

### Publish settings to organisation?

Publishing will update your organisation's default settings. This will affect all users and apply to both existing and new projects. To undo, you'll need to update and publish again.

Cancel Publish now

# Log in

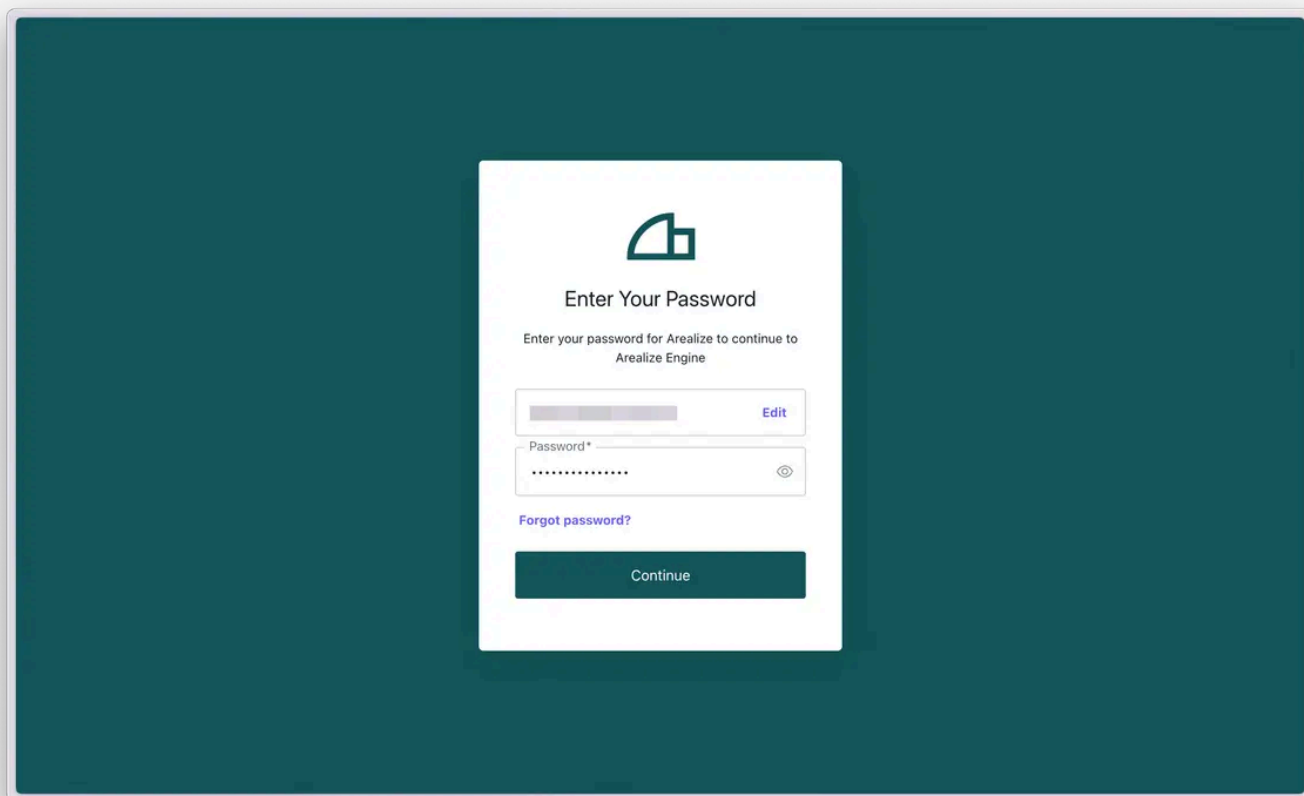
Register and log in to Arealize Dashboard

## Register user

In order for new users to access Arealize, they must be registered by their organisation. Contact us here if you are missing user information.

## Log in

Navigate to Dashboard and log in with your email and password.



The image shows a login form for Arealize. At the top is the Arealize logo, a stylized green 'A' with a square. Below the logo is the title 'Enter Your Password'. Underneath is the instruction 'Enter your password for Arealize to continue to Arealize Engine'. There are two input fields: the first is for the email address, with an 'Edit' link to its right; the second is for the password, with a 'Password\*' label, a series of dots for the password, and an eye icon to toggle visibility. Below the password field is a link for 'Forgot password?'. At the bottom is a dark green 'Continue' button.

## Troubleshooting

### **Forgot your password?**

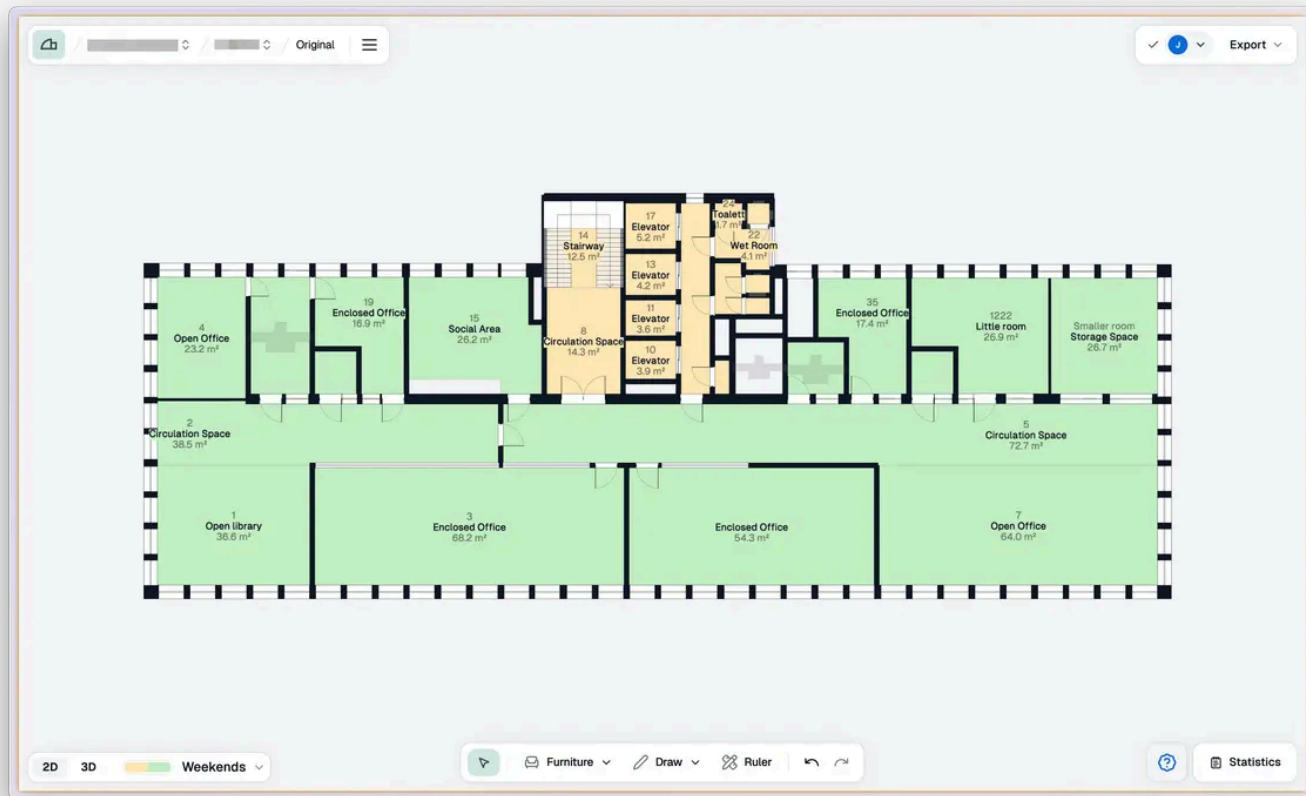
Click on "Forgot password?" below the login form and follow the instructions. You will receive an email with a link to create a new password.

### **Need help registering a new user?**

All new users must be registered by Arealize. Please contact us and request assistance with registration.

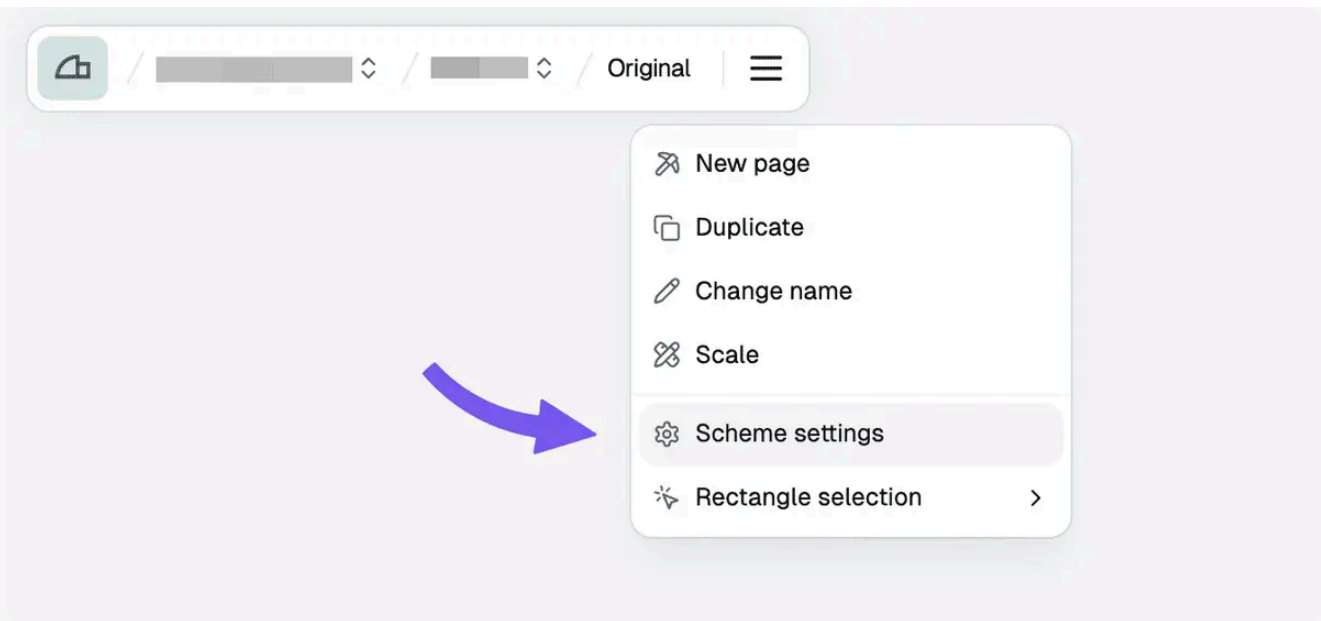
# Schemes

Manage cleaning profiles for floor plan areas



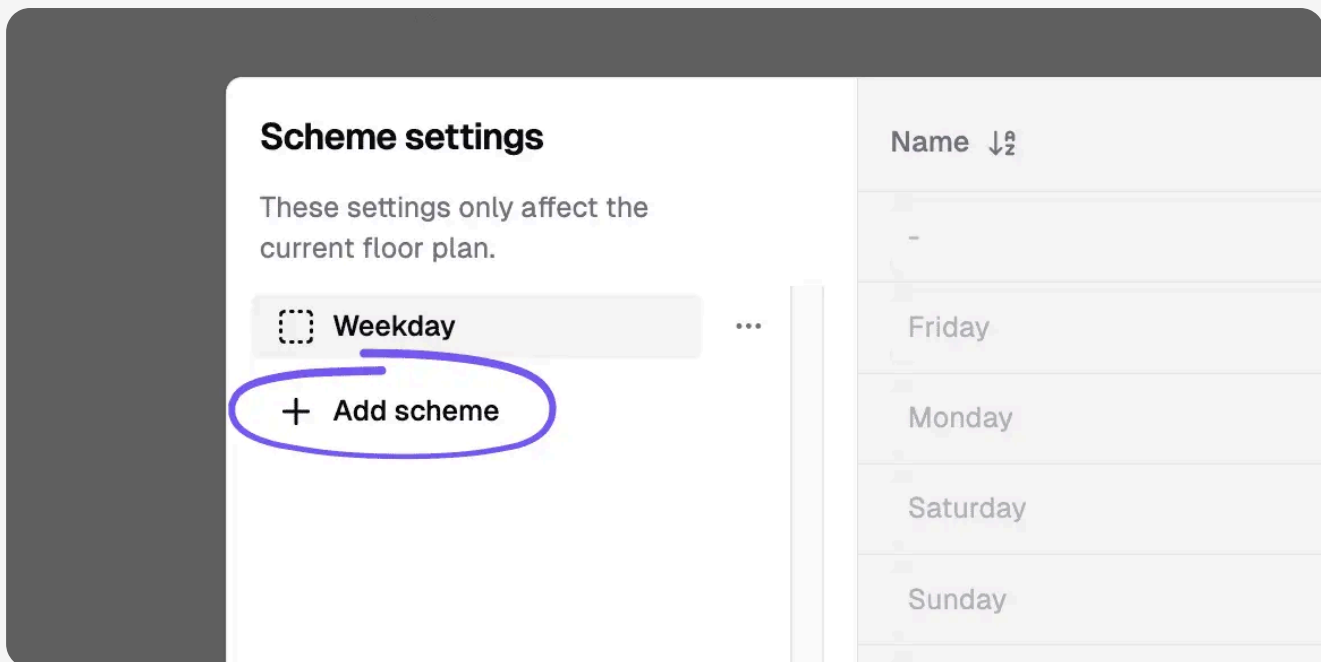
## Steps

- 1 Open 'Scheme Settings'  
In the top left navigation open the menu and click on "Scheme settings".



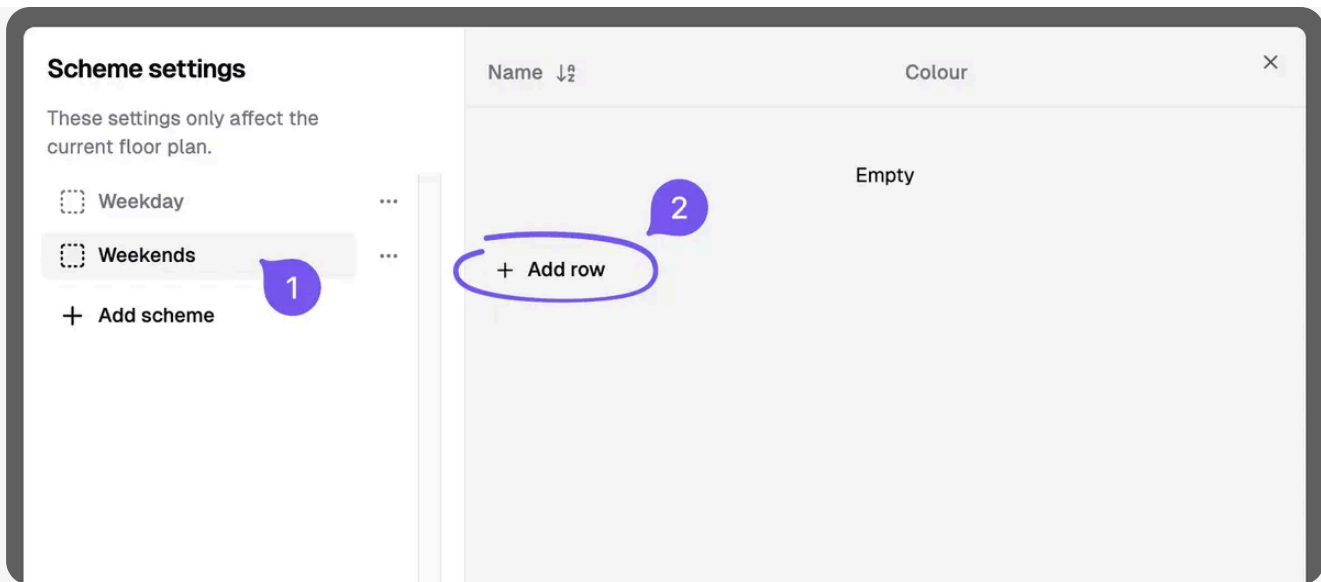
## 2 Add scheme

On the left panel, click "Add scheme" and give it a name.



## 3 Add a profile

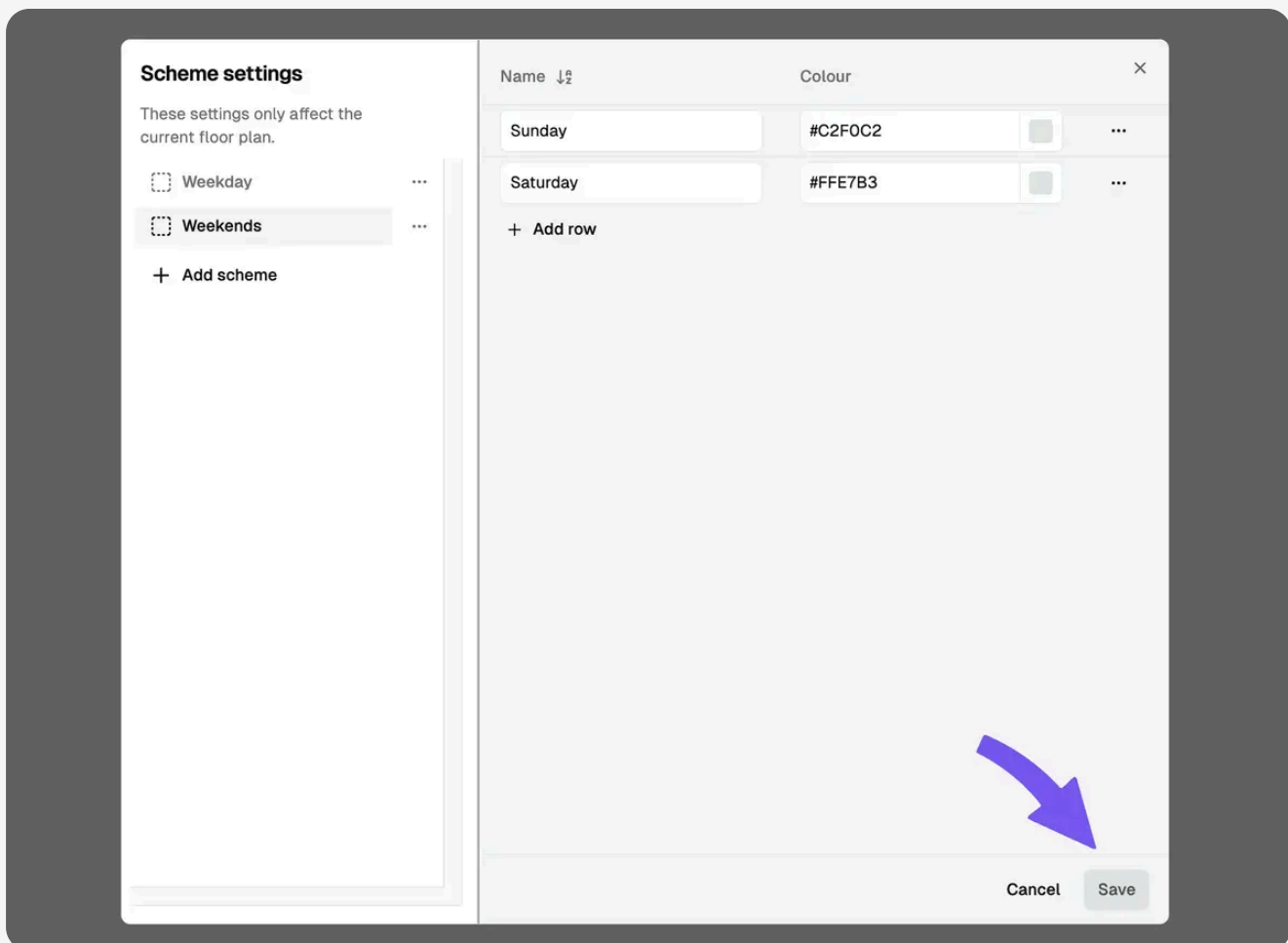
Select the new scheme, and click "Add row" to add a new profile. Input the profile name and colour.



4

#### Save changes

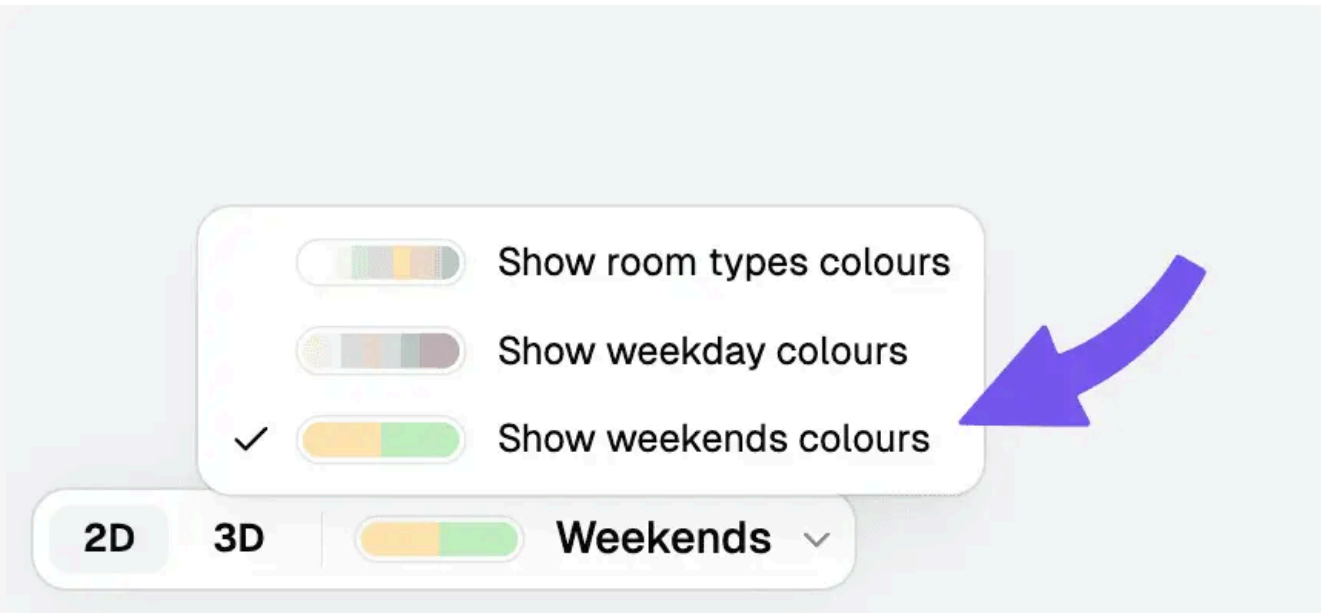
Add as many profiles as needed, and click on "Save" to apply the changes.



5

#### Show cleaning profiles

In the bottom left navigation, select the new scheme from the dropdown menu to show the current profiles.



## 6 Assign areas to profiles

Select the areas you want to edit, and select the desired profile from the dropdown in the properties panel.



Once you've set up your schemes and assigned areas to them, you can easily manage maintenance schedules and cleaning requirements across your floor plan. The profile colours will help you quickly identify areas with similar cleaning needs and maintenance schedules.

# Statistics

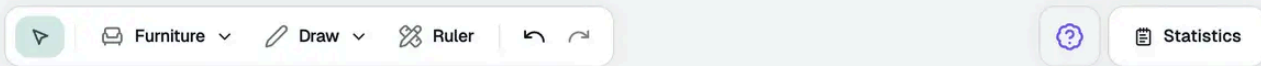
Customise areas and view floor plan statistics

The screenshot displays a software interface for viewing floor plan statistics. On the left, a 2D floor plan is shown with various rooms color-coded and labeled with their names and areas. On the right, a 'Statistics' panel is open, showing a table of room types and their respective areas. The panel includes a search bar, a 'Selected area' indicator, and a 'Download Excel File' button at the bottom.

Room type	Room Name	Sum Area	Room Number	Furniture	Wet
Technical Room	(2)	32.8 m <sup>2</sup>			
Enclosed Office	(1)	132.9 m <sup>2</sup>			
Circulation Space	(1)	119.5 m <sup>2</sup>			
Stairway Elevator	(2)	19.6 m <sup>2</sup>			
Social Area	(1)	22.1 m <sup>2</sup>			
Open Office	(1)	71.8 m <sup>2</sup>			
Storage Space	(1)	36.3 m <sup>2</sup>			
Multi-/Quiet Room	(2)	35.5 m <sup>2</sup>			
Wet Room	(2)	9 m <sup>2</sup>			
Kitchen	(1)	2.2 m <sup>2</sup>			
Elevator	(1)	3.8 m <sup>2</sup>			

## Steps

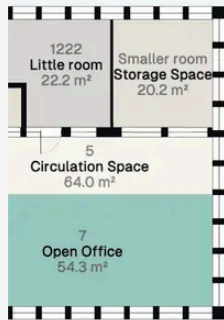
- 1 Open statistics panel  
In the left sidebar, open the "Statistics" tab.



2

## Statistics overview

The statistics panel organises rooms by room type and displays the number of rooms and total area for each type.



## Statistics



Select area calculation method ⓘ

Net Internal (NET) ▾

Selected area

0 m<sup>2</sup>

Search

Showing 38 rooms in the table, at a total area of 485.5 m<sup>2</sup>

Room type, Room Name : Sum Area : Room Number : Furniture : Weekday : Weekends :

Room type, Room Name	Sum Area	Room Number	Furniture	Weekday	Weekends
> Technical Room (2)	32.8 m <sup>2</sup>				
▼ Enclosed Office (1)	132.9 m <sup>2</sup>				
▼ Medium office (4)	132.9 m <sup>2</sup>				
	46.8 m <sup>2</sup>	31	-	-	Sunday
	13.3 m <sup>2</sup>	32	-	-	Sunday
	13.8 m <sup>2</sup>	33	-	-	Sunday
	59 m <sup>2</sup>	34	-	-	Sunday
> Circulation Space (1)	119.5 m <sup>2</sup>				
> Stairway Elevator (2)	19.6 m <sup>2</sup>				
> Social Area (1)	22.1 m <sup>2</sup>				
> Open Office (1)	71.8 m <sup>2</sup>				
> Storage Space (1)	36.3 m <sup>2</sup>				

### 3 Inspect areas

Select an area type or a specific area by clicking on a row in the statistics panel. This will open up the properties panel for your selection.

The screenshot displays a software interface for room area calculation. It features a central floor plan with several rooms highlighted in different colors. To the left, a 'Selected (1)' panel shows the properties of the selected room: Room number: 31, Room name: Medium office, Room type: Enclosed Office, Weekday: Undefined, and Weekends: Sunday. To the right, a 'Statistics' panel shows a table of room types and their areas. A blue callout '2' is positioned over the 'Selected (1)' panel, and a blue callout '1' is positioned over the 'Medium office (4)' row in the statistics table.

Room type	Room Name	Sum Area	Room Number	Furniture
>	Technical Room (2)	32.8 m <sup>2</sup>		
>	Enclosed Office (1)	132.9 m <sup>2</sup>		
>	Medium office (4)	132.9 m <sup>2</sup>		
		46.8 m <sup>2</sup>	31	-
		13.3 m <sup>2</sup>	32	-
		13.8 m <sup>2</sup>	33	-
		59 m <sup>2</sup>	34	-
>	Circulation Space (1)	119.5 m <sup>2</sup>		
>	Stairway Elevator (2)	19.6 m <sup>2</sup>		
>	Social Area (1)	22.1 m <sup>2</sup>		
>	Open Office (1)	71.8 m <sup>2</sup>		
>	Storage Space (1)	36.3 m <sup>2</sup>		

4

#### Change properties

Edit the room type, name, area type, and more. Your changes will be saved automatically.

Selected (1)

^ **Areas (1)**

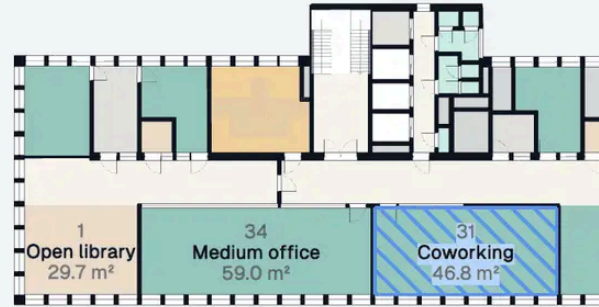
Room number

Room name

Room type   v

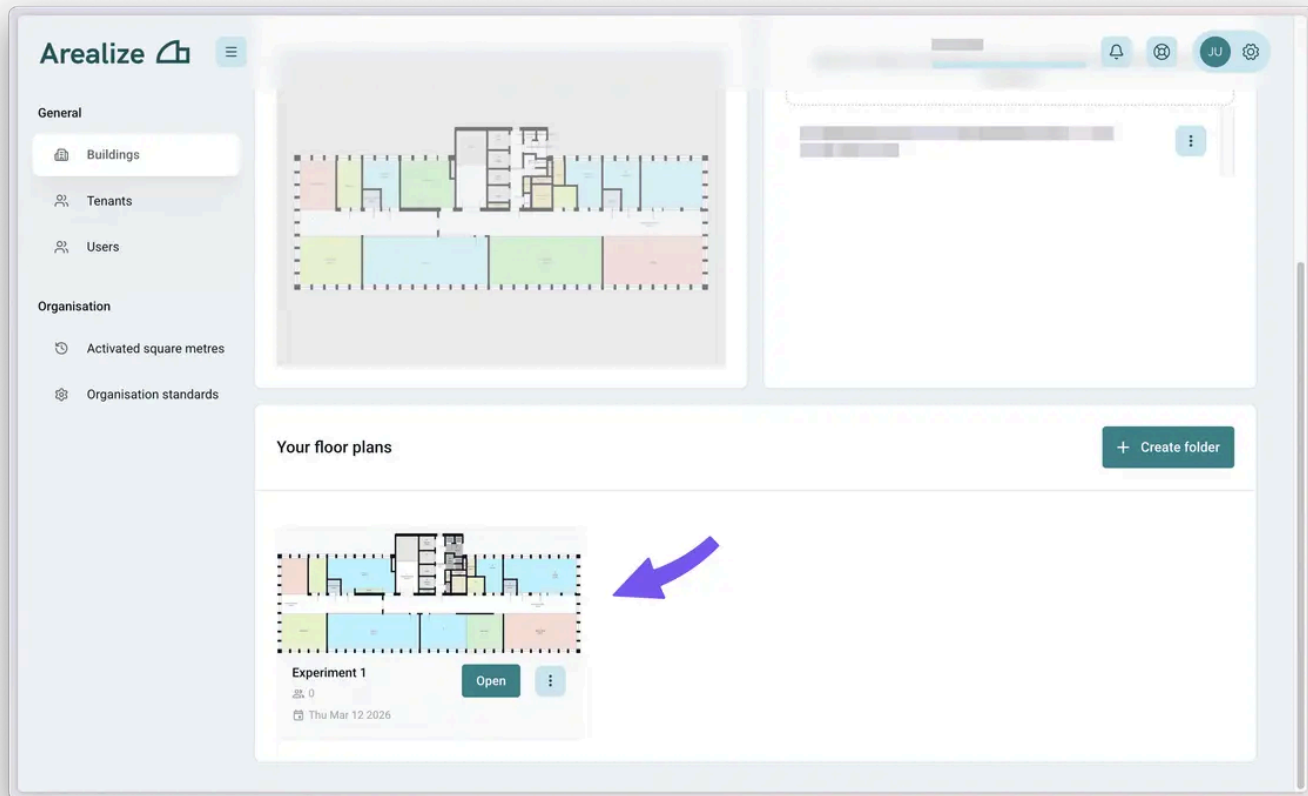
Weekday   v

Weekends   v



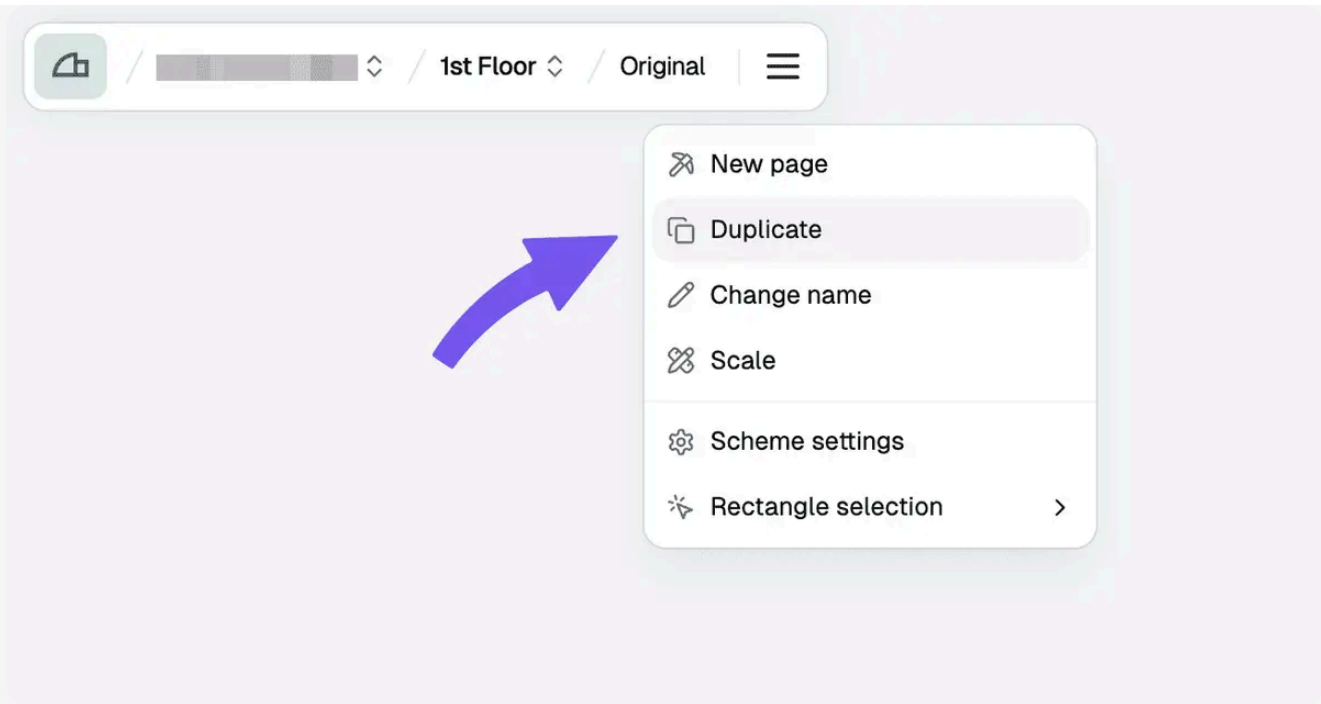
# Duplicate floor

How to duplicate a floor

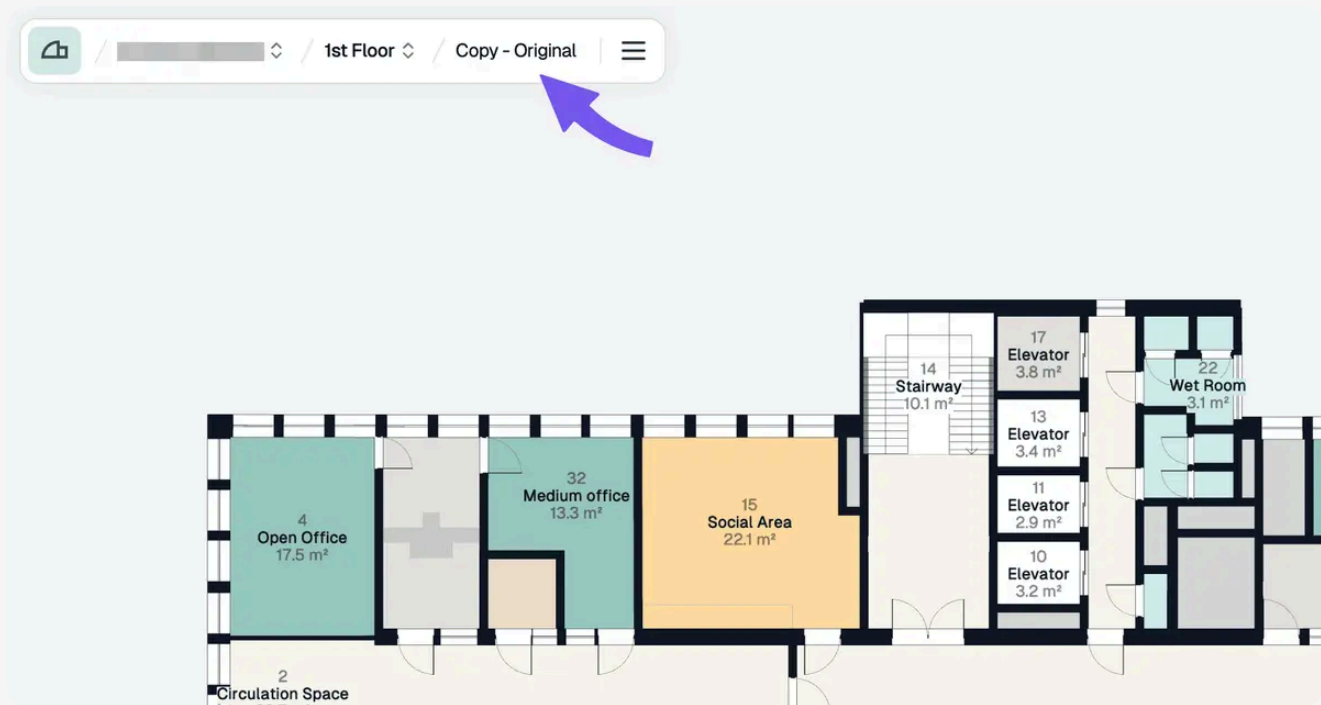


## Steps

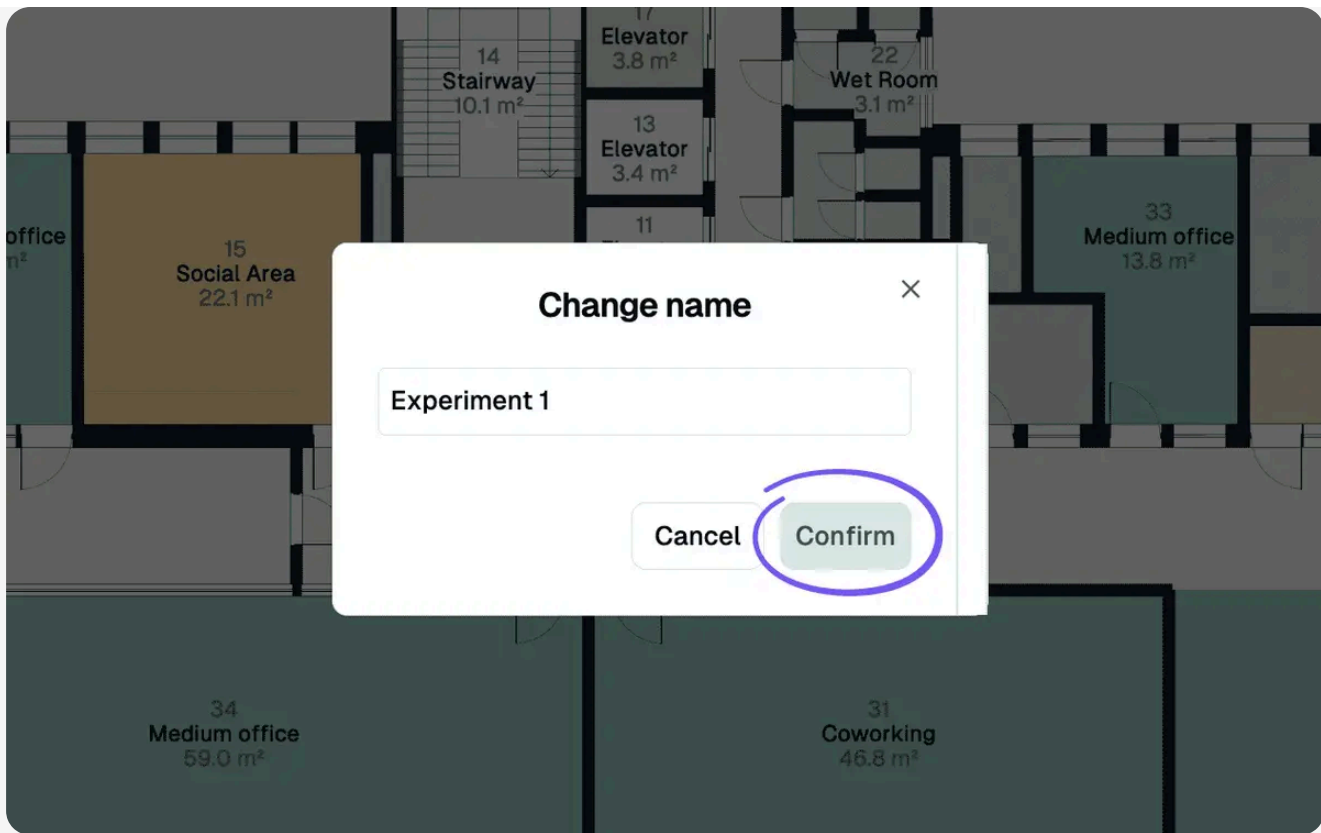
- 1 Duplicate floor  
Click the hamburger icon in the toolbar menu and choose 'Duplicate.'



- 2 Change name  
Click once on the floor name to change the name.



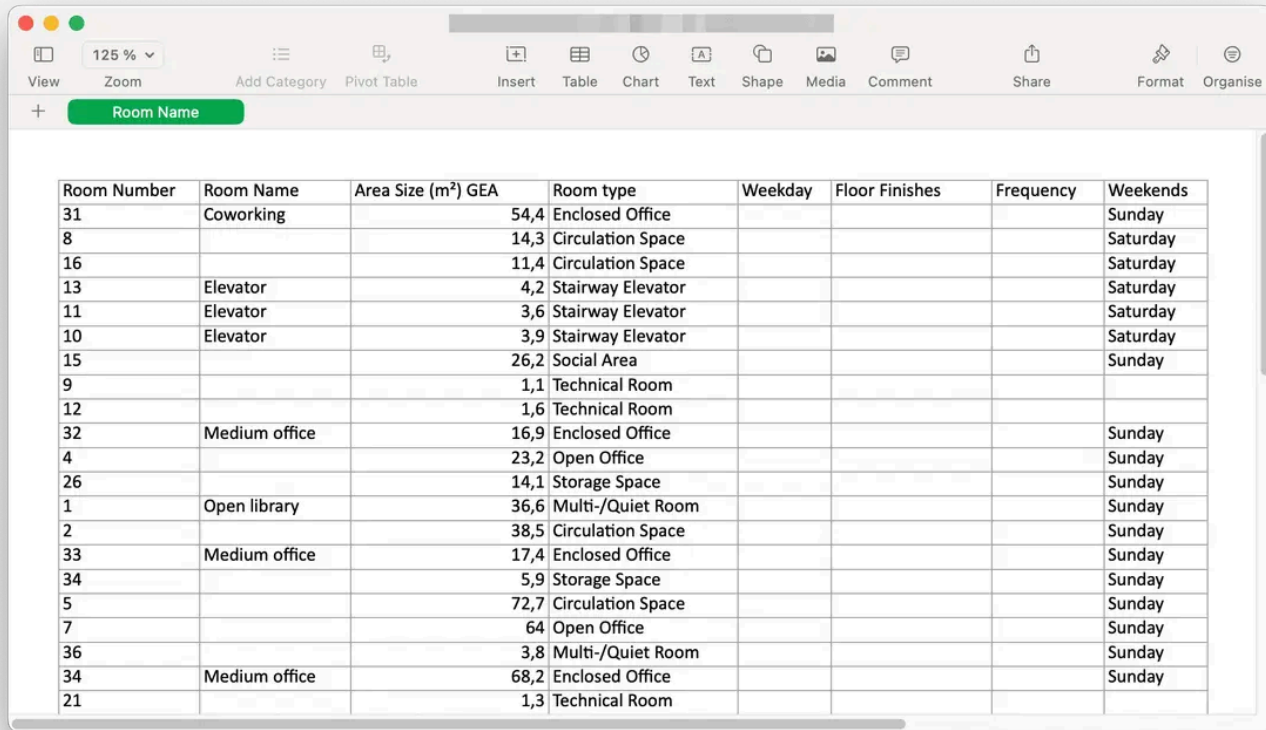
- 3 Confirm  
Write a new name and click "Confirm."



The duplicate will appear under the floor in the Dashboard, and you can open it in the editing tool from there.

# Download Excel

Download floor plan statistics as Excel



The screenshot shows a software interface with a table of room statistics. The table has the following columns: Room Number, Room Name, Area Size (m²) GEA, Room type, Weekday, Floor Finishes, Frequency, and Weekends. The data is as follows:

Room Number	Room Name	Area Size (m²) GEA	Room type	Weekday	Floor Finishes	Frequency	Weekends
31	Coworking	54,4	Enclosed Office				Sunday
8		14,3	Circulation Space				Saturday
16		11,4	Circulation Space				Saturday
13	Elevator	4,2	Stairway Elevator				Saturday
11	Elevator	3,6	Stairway Elevator				Saturday
10	Elevator	3,9	Stairway Elevator				Saturday
15		26,2	Social Area				Sunday
9		1,1	Technical Room				
12		1,6	Technical Room				
32	Medium office	16,9	Enclosed Office				Sunday
4		23,2	Open Office				Sunday
26		14,1	Storage Space				Sunday
1	Open library	36,6	Multi-/Quiet Room				Sunday
2		38,5	Circulation Space				Sunday
33	Medium office	17,4	Enclosed Office				Sunday
34		5,9	Storage Space				Sunday
5		72,7	Circulation Space				Sunday
7		64	Open Office				Sunday
36		3,8	Multi-/Quiet Room				Sunday
34	Medium office	68,2	Enclosed Office				Sunday
21		1,3	Technical Room				

## Steps

- 1 Open statistics panel  
Open the statistics panel in the bottom right corner of the screen.



📍
Furniture ▾
✎ Draw ▾
📏 Ruler
↶ ↷
🔍 ?
📊 Statistics

- 2 Set area type  
Use the dropdown menu at the top of the panel to set your preferred area type.

### Statistics ✕

Select area calculation method ? Net Internal (NET) ▾

✓ Net Internal (NET)

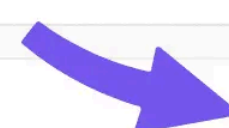
Gross external (GEA)

Selected area

Search

Showing 38 rooms in the table, at a total area of 485.6 m<sup>2</sup>

🔗 Room type, Room Name :	Sum Area :	Room Number :	Furniture :	Weekday :
> Enclosed Office (2)	133 m <sup>2</sup>			
> Circulation Space (1)	119.5 m <sup>2</sup>			



3

### Download Excel file

In the bottom of the panel, click the "Download Excel File" button to save the Excel file locally on your computer.

The screenshot displays a software interface with a table of room types and a button at the bottom. The table has three columns: a category with a chevron icon and count, a room name with a count, and an area in square meters. The 'Download Excel File' button is circled in blue.

> Storage Space (1)	46.7 m <sup>2</sup>	
> Multi-/Quiet Room (2)	44.2 m <sup>2</sup>	
> Wet Room (2)	13.7 m <sup>2</sup>	
> Kitchen (1)	3 m <sup>2</sup>	
> Elevator (1)	5.2 m <sup>2</sup>	

Download Excel File

# Download PDF

Download a PDF of your floor plan

**Summit House-office-plan-11.02.26.pdf.pdf**  
1 page

**Statistics** GEA

- Open Office: 59.2 m<sup>2</sup>
- Enclosed Office: 16.5 m<sup>2</sup>
- Meeting: 35.4 m<sup>2</sup>
- Multi-/Quiet Room: 14.8 m<sup>2</sup>

**Notes**  
Only office floor

**Summit House - office-plan**  
40 Lime Street, London

Drawing: Original      Date: 11.02.2026

Delivered by: **Arealize**  
Arealize AS  
Tjuvholmen Alle 3 0252  
Oslo  
Org.nr: 927439441  
contact@arealize.ai

1 m

## Steps

- 1 Click 'Download PDF'  
In the toolbar to the right, click the "Export" menu and select "Download PDF".

✓ J ✓ Export ▾

Download PDF



2 Add custom notes

Write custom notes in the notes section. You can modify the PDF settings by clicking "PDF Settings" in the top left corner.

PDF Settings PDF Settings Cancel Download PDF

Room types ▾ Open Office Corridor Enclosed Office +6 ▾

**Statistics** GEA

Open Office	59.2 m <sup>2</sup>	Corridor	38.3 m <sup>2</sup>
Meeting	35.4 m <sup>2</sup>	Social Area	23.9 m <sup>2</sup>
Enclosed Office	16.5 m <sup>2</sup>	Multi-/Quiet Room	14.8 m <sup>2</sup>
Kitchen	9.6 m <sup>2</sup>	Storage	6.2 m <sup>2</sup>
Wet Room	5.3 m <sup>2</sup>		

**Notes**

Write text here.

**Summit House- office-plan**  
40 Lime Street, London

Drawing:	Date:
Original	11.02.2026

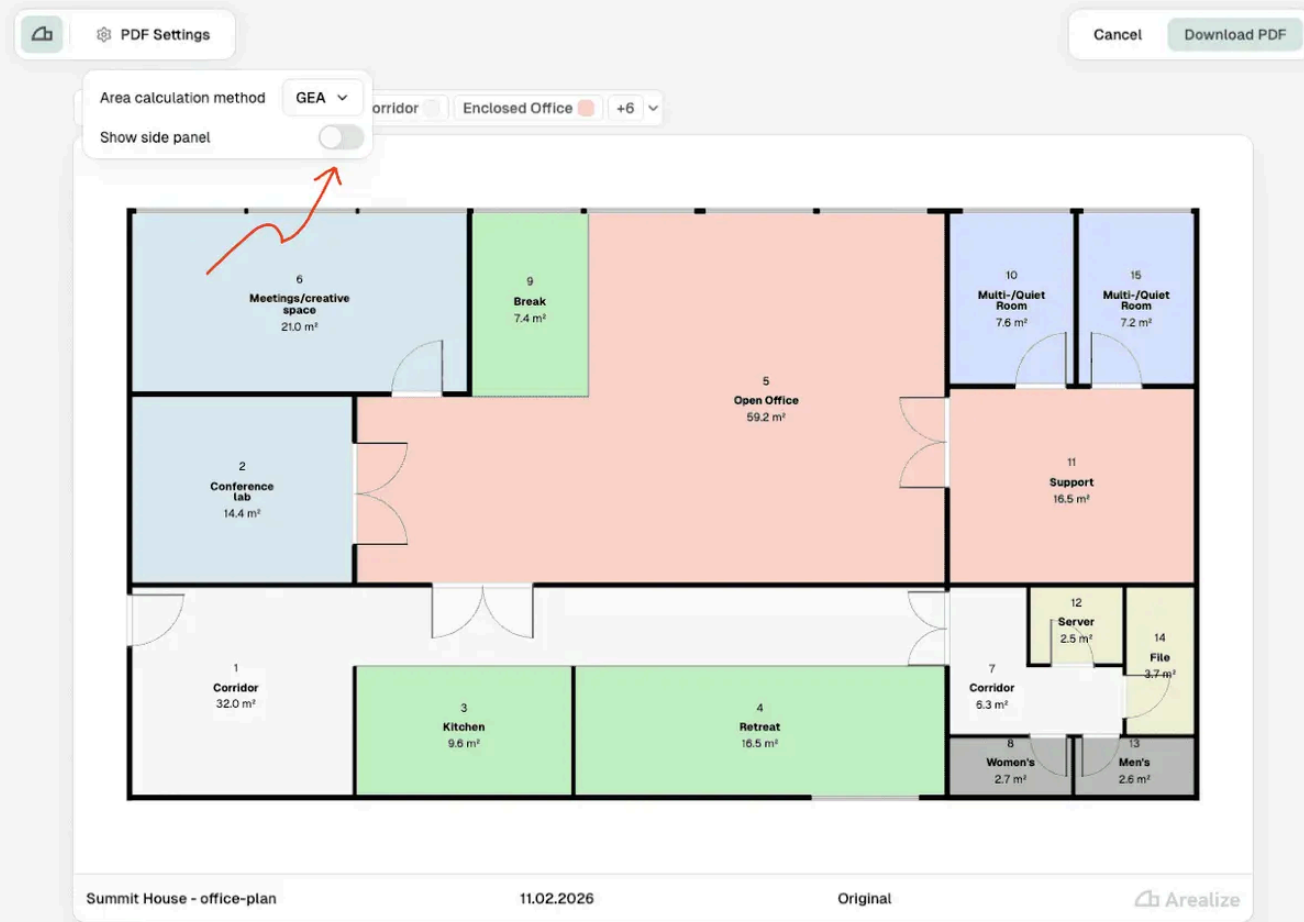
Delivered by: Arealize AS  
Tjuvholmen Allé 3, 0252  
Oslo  
Org.nr: 927439441  
contact@arealize.ai

Arealize

1 m

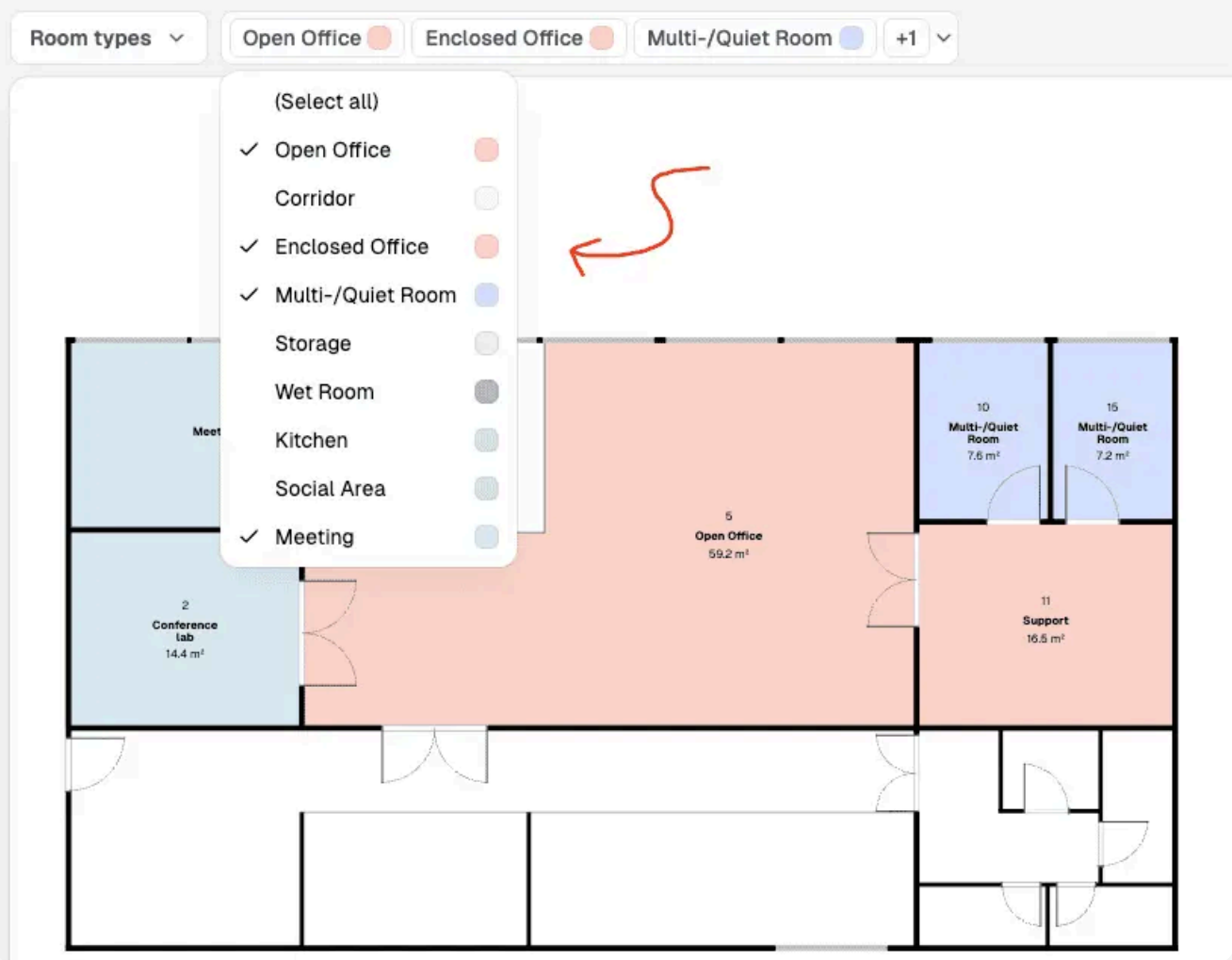
### 3 Change area type and hide the side panel

In PDF settings, select your preferred area type (NET/GEA) from the dropdown. You can hide or show the side panel using the "Show side panel" toggle.



### 4 Filter floor plan by area type

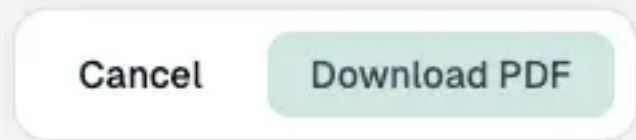
In the filter dropdown, click to hide/show specific areas on the floor plan. The statistics in the side panel will update accordingly.



5

### Download PDF

Click the "Download PDF" button in the top right corner. The file will download to your local downloads folder.



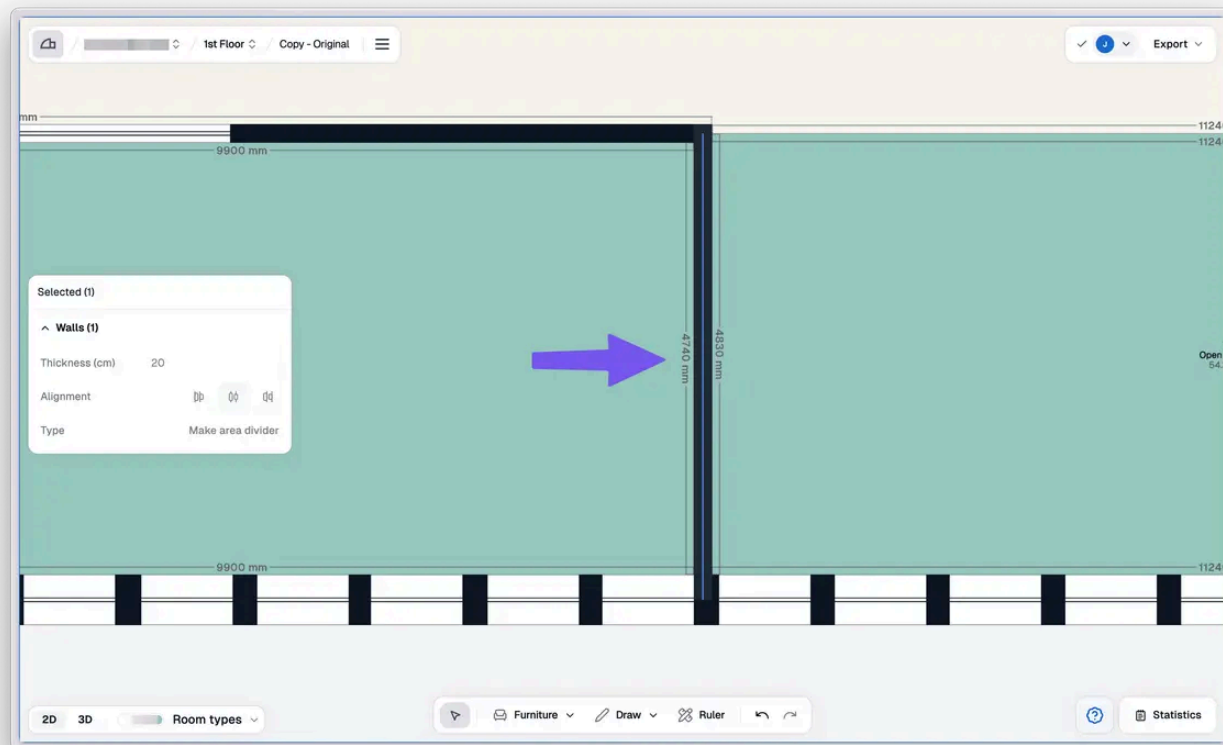
Statistics		GEA
<span style="color: #e91e63;">●</span> Open Office 59.2 m <sup>2</sup>	<span style="color: #4db6ac;">●</span> Meeting 35.4 m <sup>2</sup>	

# Locked elements

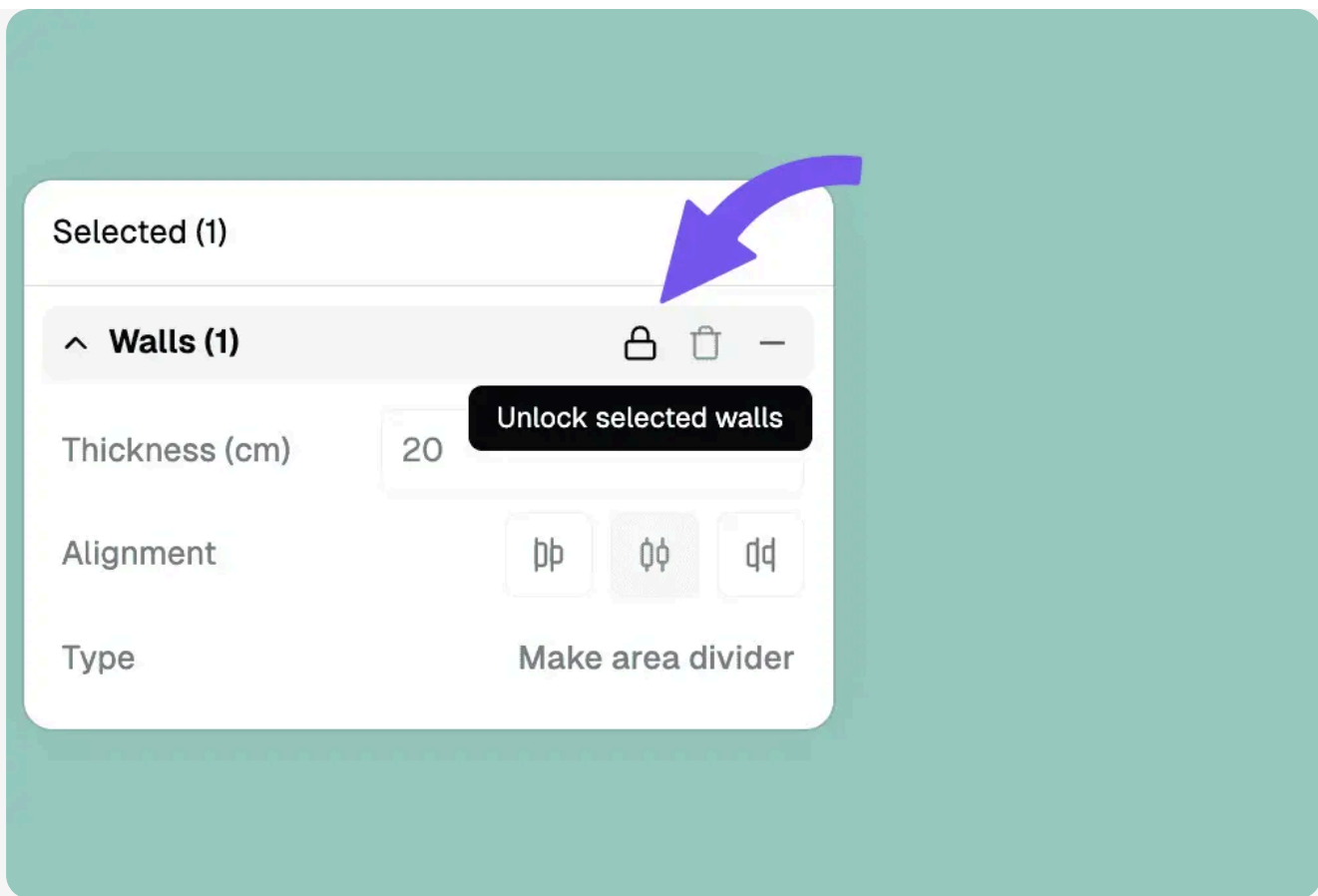
Lock elements to prevent accidental changes

Unlock a locked element

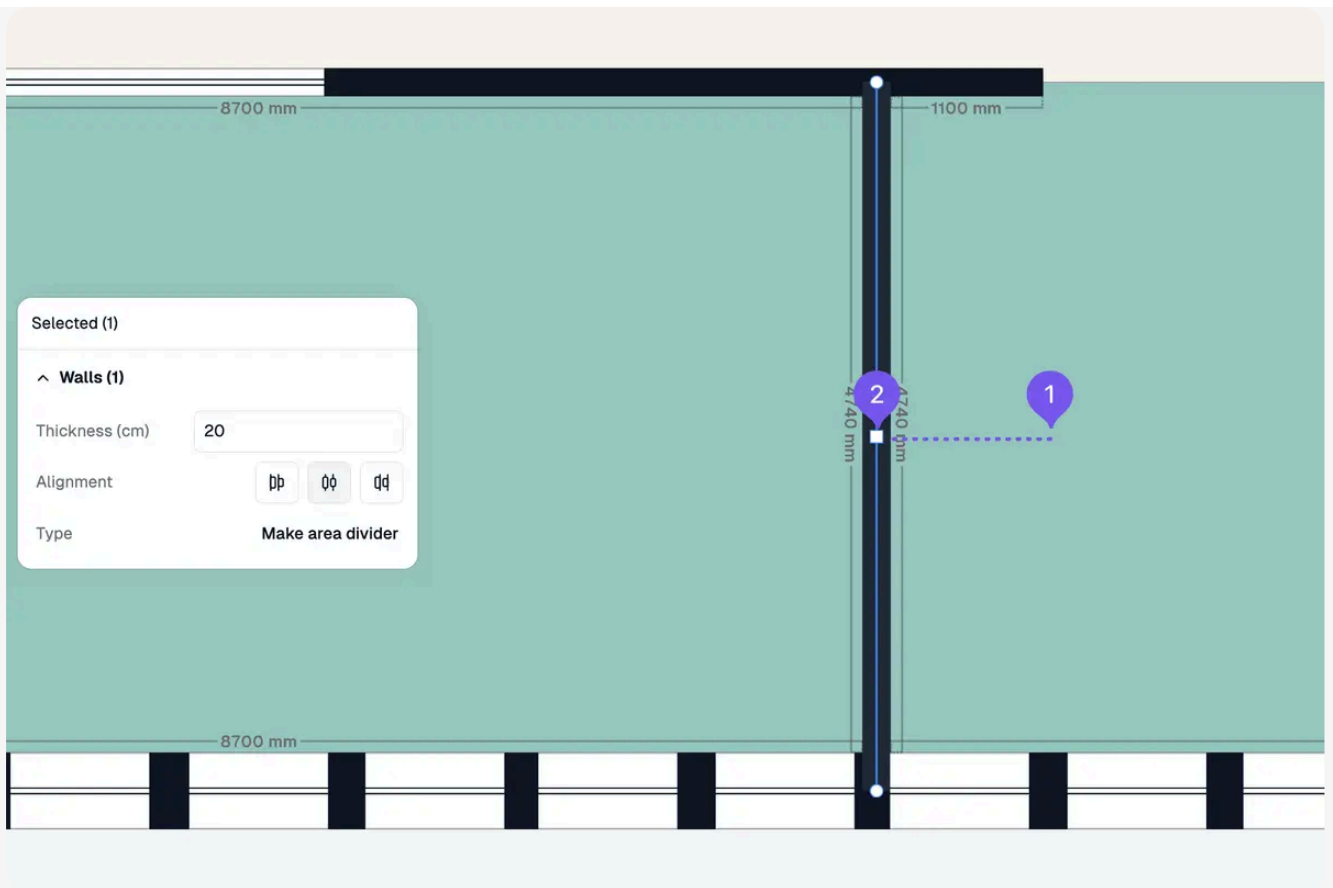
- 1 Locate the locked element  
Identify the locked element on your floor plan (for example, a structural wall). Locked elements are indicated visually.



- 2 Unlock the element  
Select the locked element, then click the "Unlock" button in the properties panel on the left side.



- 3 Move the unlocked element  
The unlocked wall can now be moved. Click and drag it to the desired position on the floor plan.



Selected (1)

^ Walls (1)

Thickness (cm)

20

Alignment

Left

Center

Right

Type

Make area divider

8700 mm

1100 mm

2

1

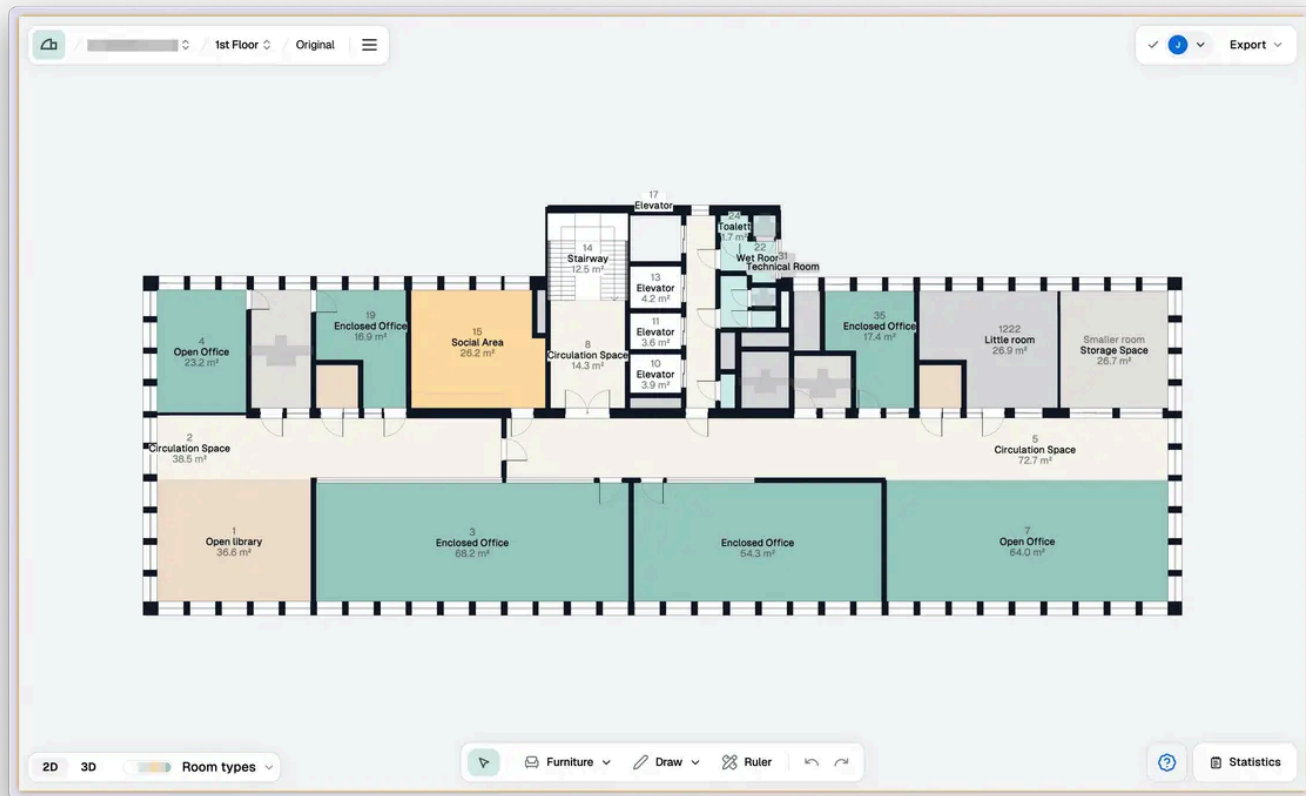
1740 mm

4740 mm

8700 mm

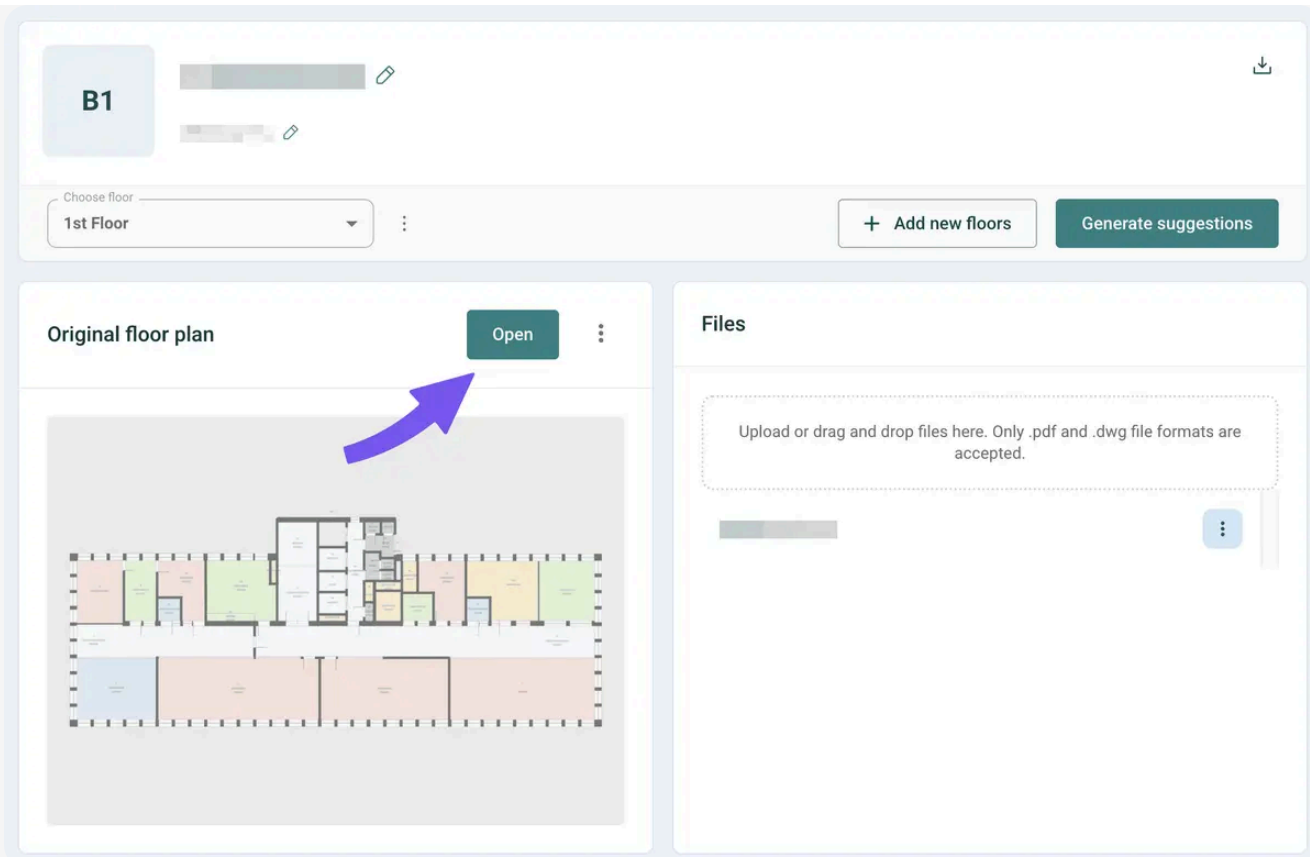
# Open floor plan

How to open a floor plan in Arealize Studio



## Steps

- 1 Navigate to the floor  
Navigate to the floor in the Dashboard, and click on the drawing to open it in the Studio.



- 2 Open the floor  
You are now in Arealize Studio.



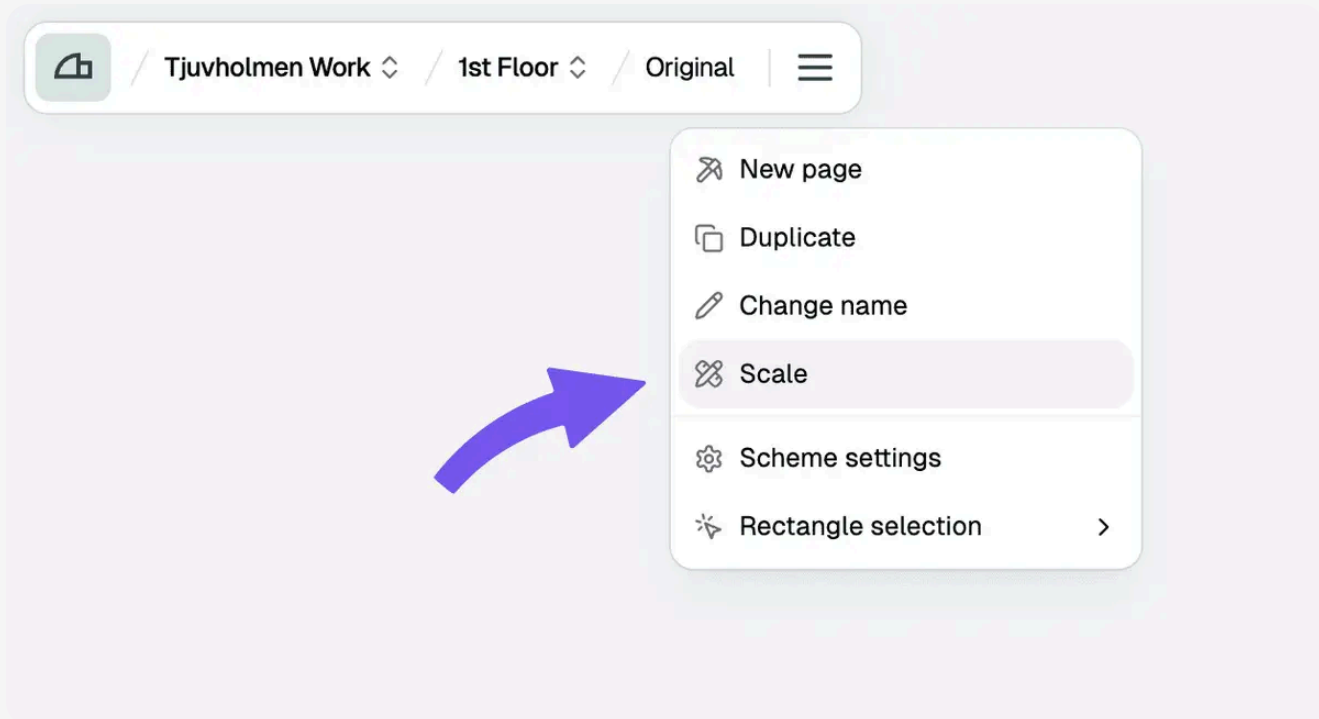
# Scale floor

Scale a floor plan to real-world measurements

Scale your floor plan

1 Open scale tool

Click on the "Scale" tool in the top left navigation to open the scaling options.





2 Choose scaling method

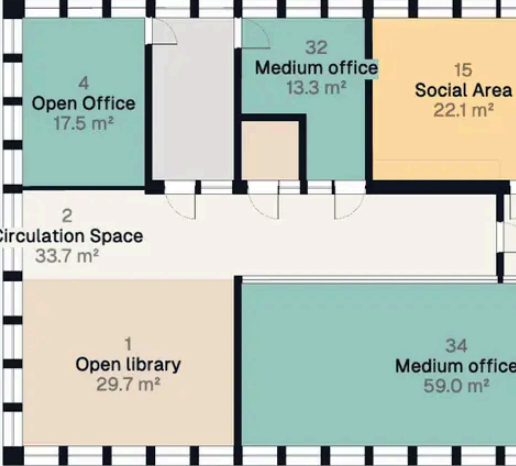
You'll be presented with two options: "Using ruler" and "Using door or window". The recommended method is using a ruler to define a specific length for scaling.

**Scale helper** ×

Choose one of the following methods: You can use the ruler tool to measure a distance on the floor plan, or you can use the width of a door or window to set the scale.

 **Using ruler**

 **Using door or window**



The floor plan diagram shows several rooms with their respective areas:

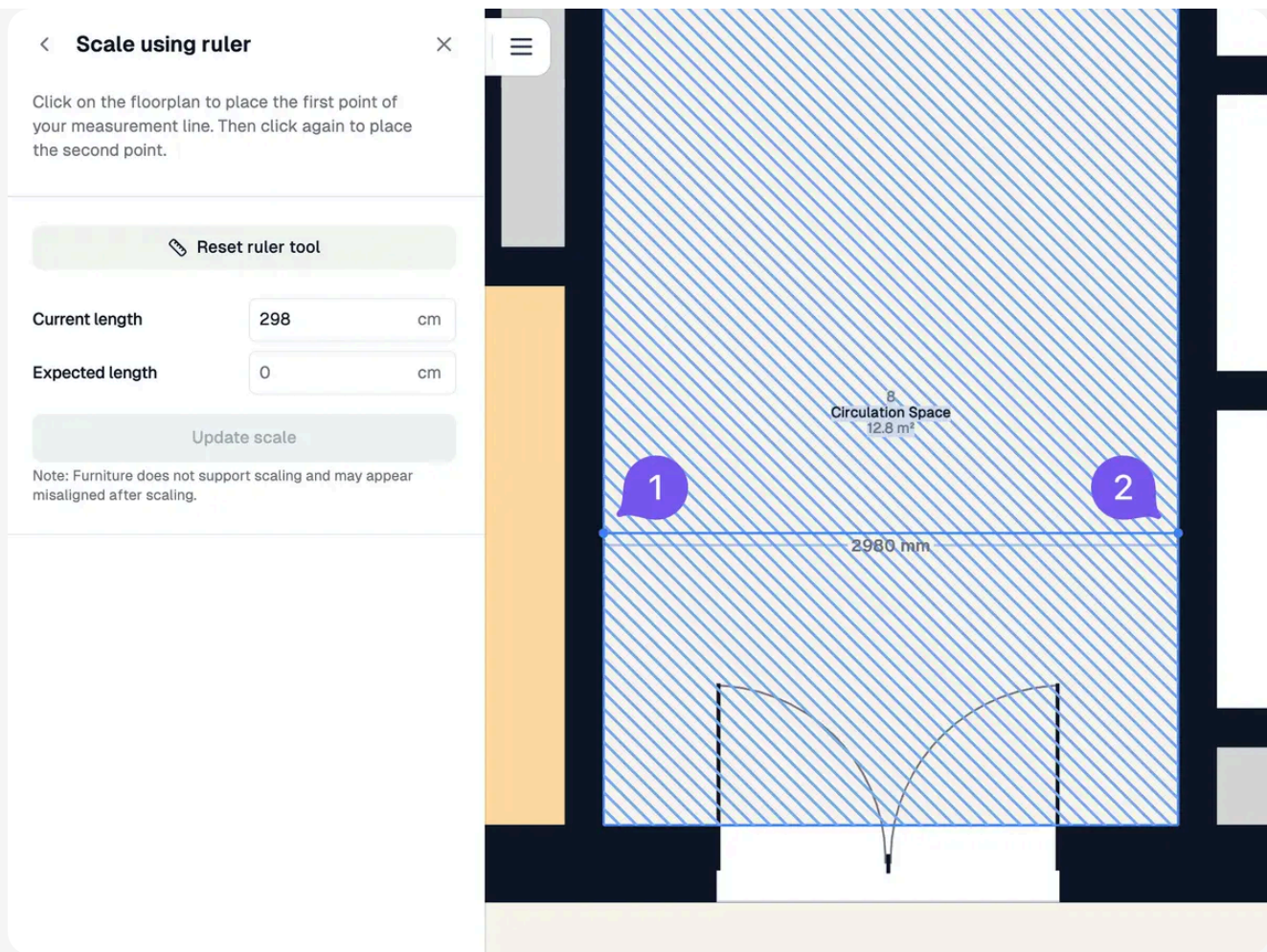
- 4 Open Office: 17.5 m<sup>2</sup>
- 32 Medium office: 13.3 m<sup>2</sup>
- 15 Social Area: 22.1 m<sup>2</sup>
- 2 Circulation Space: 33.7 m<sup>2</sup>
- 1 Open library: 29.7 m<sup>2</sup>
- 34 Medium office: 59.0 m<sup>2</sup>

3

### Measure distance

Click once to start the ruler, and again to end the ruler, measuring the distance.

 Press **Ctr l** to enable/disable automatic snapping.



- 4 Update scale  
Input the correct length in centimetres and click "Update scale" to scale the floor to match the new measurement.



Reset ruler tool

Current length

298

cm

Expected length

330

cm

Update scale

Note: Furniture does not support scaling and may appear misaligned after scaling.

# Ruler

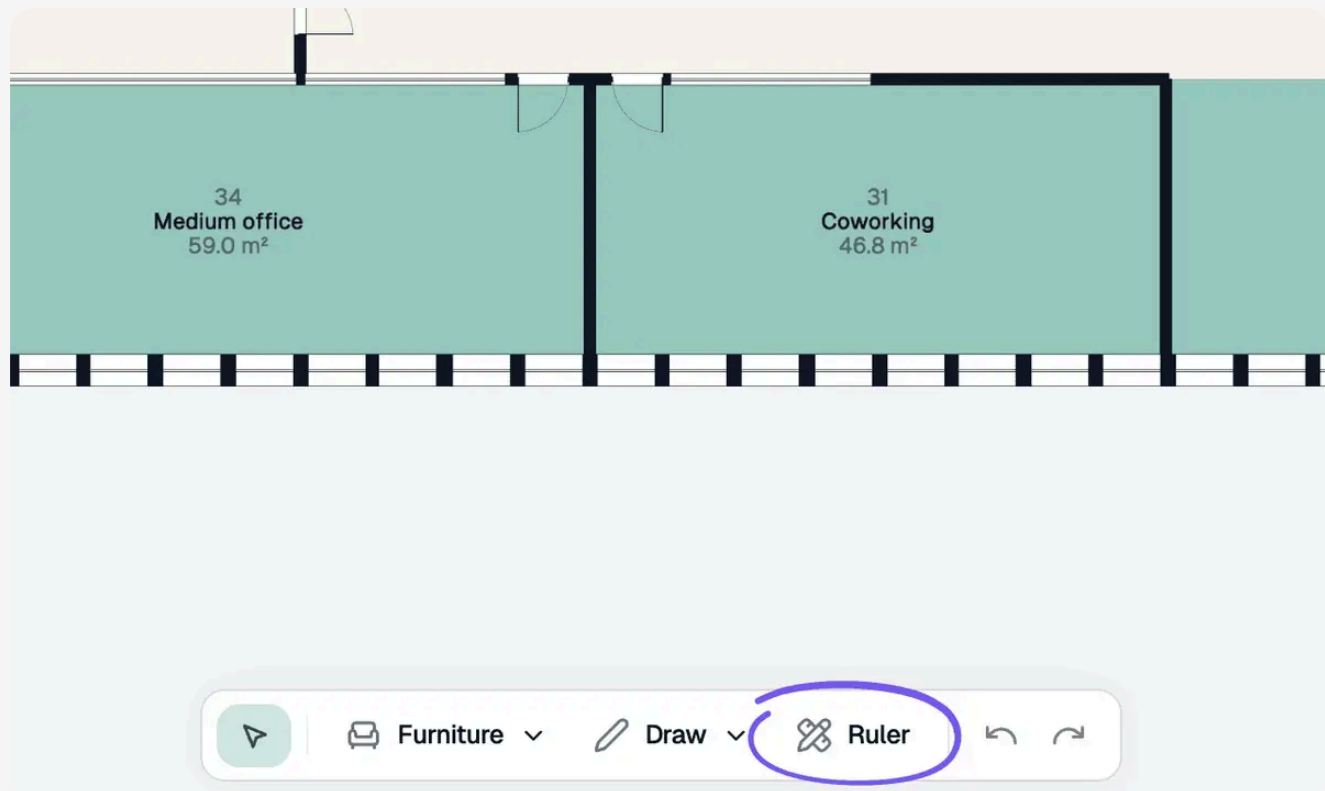
Measure distances on your floor plan

Use the ruler tool

1

Select tool

Select the "Ruler" tool from the bottom centre toolbar.



2

Create a Measurement

Click once to anchor the ruler, click again to complete the measurement. The distance will be displayed temporarily on the floor plan.

**i** Press **Ctrl** to enable/disable automatic snapping.

