

Cynthia Ruby and Associates, Inc.
Facilities Management Services

The Right Space at the Right Time



We work closely with our clients to identify, prepare, and manage workspace changes. We provide:



Workspace Planning Services

We maximize your new working environment by reviewing all strategic and tactical opportunities. By carefully analyzing headcount projections, site selection, information gathering, utilization studies and stacking plans Cynthia Ruby and Associates can help you to use your space more efficiently. To help plan large relocation projects, we also create tactical roadmaps for planning and identifying resources and schedules and logistics.



Project Management Solutions

We help make your project a success by creating requirements and generating requests for proposals from a diverse set of vendors developed in conjunction with our clients and our network of experienced vendors. We take the guesswork out of facilities management by developing budgets and providing the backup documentation to generate the purchase orders. Once the project has begun, we manage the weekly project meetings, track the project team and work to keep everything on time and on budget.



Operational Programs

We also offer a variety of services for operational support, including Merger and Acquisition asset reuse and disposal; process improvements for new hire setup; help desk work order flow; project and real estate approval. As the construction is completed, we work with our clients to provide everything from move logistics to database coordination. Post move, Cynthia Ruby and Associates definitively closes out a project by providing documentation and contacts required for our client's ongoing facilities programs.



Cynthia Ruby
AND ASSOCIATES, INC.

Who we are

Established in 2004, Cynthia Ruby and Associates, Inc. provides facilities solutions as an Owner Representative for operations management, tenant improvements and space planning for startups to Fortune 500 companies throughout the San Francisco Bay Area.

7 West 41st Avenue, #226, San Mateo, CA 94002 office: 650-598-0440
cynthia@cynthiarubyandassociates.com www.cynthiarubyandassociates.com