

Chapter 1 : Top Facility Management Software - Reviews & Pricing

See notifications about planned and unplanned service outages that might affect you.

FM may also cover activities other than business services; these are referred to as non-core functions, and vary from one business sector to another. FM is also subject to continuous innovation and development, under pressure to reduce costs and to add value to the core business of public or private sector client organisations. Degree programmes exist at both undergraduate and post-graduate levels. As a defined academic discipline[edit] Facility Management [8] has been recognised as an academic discipline since the s. Initial FM research work in Europe started in universities in the UK, the Netherlands, and the Nordic countries, where academies funded research centres and started to establish courses at Bachelors, Masters and PhD levels. Early European FM research centres include: Hons Facilities Management since Role of the facilities manager[edit] Facilities managers FMs operate across business functions. The number one priority of an FM is keeping people alive and safe. Facility managers have to operate in two levels: This is accomplished by managing: Failure to do so may lead to unhealthy conditions leading to employees falling sick, injury, loss of business, prosecution and insurance claims. The confidence of customers and investors in the business may also be affected by adverse publicity from safety lapses. Fire safety[edit] The threat from fire carries one of the highest risk to loss of life, and the potential to damage to property or shut down a business. The facilities management department will have in place maintenance, inspection and testing for all of the fire safety equipment and systems, keeping records and certificates of compliance. Security[edit] Protection of employees and the business often comes under the control of the facilities management department, in particular the maintenance of security hardware. Manned guarding may be under the control of a separate department. Maintenance, testing and inspections[edit] Maintenance, testing and inspection schedules are required to ensure that the facility is operating safely and efficiently, to maximize the life of equipment and reduce the risk of failure. Statutory obligations must also be met. The work is planned, often using a computer-aided facility management system. This works may include disciplines such as painting and decorating, carpentry, plumbing, glazing, plastering, and tiling. Cleaning[edit] Cleaning operations are often undertaken out of business hours, but provision may be made during times of occupations for the cleaning of toilets, replenishing consumables such as toilet rolls, soap plus litter picking and reactive response is scheduled as a series of periodic daily, weekly, monthly tasks. Operational[edit] The facilities management department has responsibilities for the day-to-day running of the building, these tasks may be outsourced or carried out by directly employed staff. This is a policy issue, but due to the immediacy of the response required in many of the activities involved the facilities manager will often require daily reports or an escalation procedure. Some issues require more than just periodic maintenance, for example those that can stop or hamper the productivity of the business or that have safety implications. Many of these are managed by the facilities management "help desk" that staff are able to be contacted either by telephone or email. The response to help desk calls are prioritized but may be as simple as too hot or too cold, lights not working, photocopier jammed, coffee spills, or vending machine problems. Help desks may be used to book meeting rooms, car parking spaces and many other services, but this often depends on how the facilities department is organized. Facilities may be split into two sections, often referred to as "soft" services such as reception and post room, and "hard" services, such as the mechanical, fire and electrical services. Business continuity planning[edit] All organizations should have a continuity plan so that in the event of a fire or major failure the business can recover quickly. In large organizations it may be that the staff move to another site that has been set up to model the existing operation. The facilities management department would be one of the key players should it be necessary to move the business to a recovery site. Space allocation and changes[edit] In many organizations, office layouts are subject to frequent changes. This process is referred to as churn, and the percentage of the staff moved during a year is known as the churn rate. These moves are normally planned by the facilities management department using computer-aided design. In addition to meeting the needs of the business, compliance with statutory requirements related to office layouts include:

Chapter 2 : Best Facility Management Software | Reviews of the Most Popular Systems

Facility management (or facilities management or FM) is a professional management discipline focused upon the efficient and effective delivery of support services for the organizations that it serves.

Larger units may assign liaisons to assist with your facilities plans and renovations. Likewise, you are University Facilities spokesperson for the faculty and staff in your unit. Communicator Communicate any developing plans that will impact your space needs to Campus Planning. Educate staff and faculty as to the renovations process, timing and scheduling. Work directly with the end user, Campus Planning and Design and Construction, overseeing the renovation projects for the school or unit. Communicate needs related to public spaces within their schools or units building; including public lobbies, classrooms, directories, common areas, exterior spaces. Work with facilities and others to improve the environment within these areas to the appropriate unit or committee. Represent the school or unit at Facilities Planning and Management meetings. Communicate relevant information to your units. Coordinator Act as liaison with Campus Planning for all space additions, decreases and changes and renovation requests. Facilitate office moves within your school or unit effecting your faculty and staff. This may include coordination and the purchase or lease of telephone equipment, copy equipment, furniture, moving services, work orders. Coordinate and develop a multi-year facilities plan and update it annually via the ARPP process Designate contact for emergency notifications and coordination as well as the liaison for emergency planning. Organize and or participate in any required safety committees for the school or unit. Space Manager Oversee all space assigned to the school or unit by serving as the point person for all facilities related issues within your buildings e. Tasks may be delegated as appropriate within the given unit. Help to provide effective utilization of space within school or unit by assisting in the identification of poorly utilized space as well as mismatches between room design and room use. Help to rectify and provide equitable and optimum use of space resources. Communicate any and all changes in the Physical Space Inventory PSI so that the inventory is kept current and accurate. Participate in the annual Physical Space Inventory and Indirect Cost Recovery surveys by providing accurate and honest space information. Steward Ensure that space standards and policies set forth by the University for the academic, administrative and research portfolios are adhered to and that space is assigned in such a way as to advance the mission of the university. Work with Facilities; assist in the enforcement of energy conservation programs and policy taking actions to reduce University energy costs balanced against occupant comfort. Work with Equity, Diversity and Inclusion and Accessibility at UB in relationship to accessibility accommodations for staff including physical accessibility, program accessibility and virtual accessibility.

Chapter 3 : Three Skills Needed in Facilities Management Jobs

Our life's work lies in the field marking paint on your athletic field - how it looks, how it went on, how it performs and comes off. We don't make paints for houses, boats or walls.

Comprised of many different job titles in a variety of industries, the field is projected to grow 12 percent from to New technology and green building initiatives are causing organizations to update or reevaluate their facilities to meet environmental regulations. Organizations are also becoming increasingly concerned with their environmental impact. Along with this, they are finding that embracing sustainability and improving energy efficiency can help reduce costs. But what exactly does a facility manager do and why is it considered a green energy job? These managers oversee the many different aspects of building management and like an orchestra conductor, ensure that all elements come together harmoniously. The day-to-day tasks of facility managers can vary from operations and maintenance to project planning and management, but overall their main duty is to make sure the facility functions effectively. They oversee the implementation of these improvements and also make sure buildings meet environmental regulation standards. Since there are so many moving pieces to an orchestra, a conductor must have mastery of a number of skills to successfully do their job. The same goes for facility managers. The following skills, identified by U. Bureau of Labor Statistics , are needed for a career in facility management. Analytical Skills Facility managers deal with a lot of different information and often have to use this information to inform their decisions. Analytical skills are needed to help facility managers make the most appropriate decisions based on organizational needs and budget. Individuals in this field are also charged with reviewing organizational procedures and analyzing them in order to find ways to improve efficiency. Communication Skills Communication skills are useful in many fields, but in facility management it is a necessity. Facility managers must often talk with their employees and work with others to make sure the job gets done. Managers must be able to clearly explain what needs to be done and why to different people at all levels in an organization, from subordinates to executive leadership. Leadership Skills Facility managers are part cheerleader and part coach. They need be able to motivate, guide and coordinate between employees so strong leadership skills are a must. Those who enter this field have to manage others and coordinate with vendors while working on many different projects and tasks. Honesty, the ability to delegate, good communication, creativity and commitment are all part of being a strong leader. Having these skills is also a good way to get promoted. A career in facility management offers you the opportunity to further develop your analytical, communication and leadership skills and knowledge. However, you may already have some these skills and likely have experience tapping into them in your work as a student or through previous employment.

Chapter 4 : Managing Facilities Book - Managing The Built Environment : Managing The Built Environment

As a manager for facilities for your unit, you will need access to information and want to understand how your unit gets things done.

Chapter 5 : Managing Facilities - Administrative Services Gateway - University at Buffalo

The site about facility and maintenance management providing cost saving insights, product research, education, salary information, job postings, discussions and editorial interviews about building design, construction, management and maintenance.

Chapter 6 : Essentials of Facility Management

Facility management (FM) is a profession that encompasses multiple disciplines to ensure functionality, comfort, safety and efficiency of the built environment by integrating people, place, process and technology.

Chapter 7 : What is FM - Definition of Facility Management

Managing Facilities and Real Estate has become increasingly complex. Facility and Property Management is a profession that requires technical knowledge, managerial skills and leadership qualities to deliver service.

Chapter 8 : Facility Executive Magazine | Creating Intelligent Buildings, Facilities & Operations

Managing Sport Facilities, Third Edition, continues the tradition set by its predecessors of providing future and current sport facility managers with the knowledge they need in order to make the proper decisions in all areas of facility management.

Chapter 9 : Facility Management Training Courses in the MENA region | LEORON

Health Facilities Management provides the most comprehensive coverage of challenges facing health facility design, construction and operations professionals.