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Facilities Management

An Explanation

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First published 1994 by
THE MACMILLAN PRESS LTD
Houndmills, Basingstoke, Hampshire RG21 2XS
and London
Companies and representatives
throughout the world

ISBN 978-0-333-58934-2 ISBN 978-1-349-13171-6 (eBook)
DOI 10.1007/978-1-349-13171-6

A catalogue record for this book is available
from the British Library.

Copy-edited and typeset by Povey–Edmondson
Okehampton and Rochdale, England

Contents

<i>List of Figures and Examples</i>	viii
<i>Foreword by Ivor H. Seeley</i>	ix
<i>Preface</i>	x
<i>Acknowledgements</i>	xi
1 Origins and Objectives	1
2 Space Planning	9
2.1 Visual Indexing	9
2.2 Active Space Modelling	10
2.3 Existing and New Buildings	14
2.4 Trial Layouts	15
3 Space Planning Data in Cost Control	19
3.1 Workspace Cost	19
3.2 Controlling Location-Related Cost	25
3.3 Proportional Costs	26
3.4 Cheapest Solution v. Best Space	27
4 Maintenance and Feedback	31
4.1 Routine Preventive Maintenance	31
4.2 Emergency Cover	34
4.3 Control of Maintenance Personnel	38
4.4 Cost Control	41
4.5 Health and Safety	41
4.6 Feedback	42
5 Operational Services	45
5.1 Security	45
5.2 Catering and Staff Welfare	47
5.3 Creche Provisions	49
5.4 Cleaning/Waste Disposal	49
5.5 Internal Communications	51
5.6 Energy Distribution	54

5.7	Partnering	55
6	Assets	57
6.1	Asset Registers	57
6.2	Tracking	62
6.3	Equipment Performance	63
6.4	Servicing	63
6.5	Vandalism and Damage	64
6.6	Emergency Equipment	65
6.7	People Tracking	65
6.8	Risk Assessment	67
6.9	Multi-Location	68
6.10	Asset Values	69
7	Life Cycle Costing	71
7.1	Introduction	71
7.2	Use within FM	73
7.3	Data Collection	75
7.4	Load Monitoring	76
7.5	Operational Requirements	77
7.6	Who Provides Life Cycle Cost Data?	77
7.7	Warranties	78
7.8	Classification of Components	79
7.9	Leased Equipment	80
7.10	Quality of Product	82
7.11	Conclusion	83
8	Systems and Software	85
8.1	The Dilemma	85
8.2	The System Purpose	85
8.3	Bespoke Systems v. Flexibility	87
8.4	Selection of Systems for In-house Use	89
9	Worked Examples	91
9.1	Introduction	91
9.2	Component Renewal	91
9.3	Annual Vehicle Statistics	94

9.4	Workspace Cost Calculation	97
10	Services	99
10.1	Introduction	99
10.2	Cable Management	99
10.3	Zoning and Distribution	102
10.4	Power and Light	103
10.5	Telephones and Communications	105
10.6	Security Systems	107
10.7	Pipework	109
10.8	Ductwork and Ventilation	109
10.9	Intelligent Buildings	110
10.10	Central Stations	112
10.11	Waste Disposal	113
10.12	Cost Accounting	114
10.13	Specialist Services	114
11	Allied Activities	117
11.1	Introduction	117
11.2	Quality Assurance	117
11.3	Examples	118
11.4	Contract and Procurement Options	121
11.5	Organisation and Methods	122
11.6	Logistics	123
11.7	Conclusion	124
12	Health and Safety	127
12.1	The Regulations	127
12.2	Risk Assessment	127
12.3	Health and Safety Policy	132
12.4	Manual Handling Operations	132
12.5	Display Screen and Associated Equipment	134
12.6	Work Equipment	136
12.7	Personal Protective Equipment	137
12.8	Conclusions	138
	<i>Index</i>	141

List of Figures and Examples

Figures

1.1	Chart 1 Unmanaged Overheads	3
	Chart 2 Managed overheads	3
2.1	Estate Location Plan	11
2.2	Floorspace Allocation Plan	12
2.3	Space Allocation: Extract Report	13
2.4	Departmental Space Use: Fragmented	16
2.5	Departmental Space Use: Planned	17
3.1	Pie Chart: Workspace Costs	21
3.2	Property Budget Cashflow	23
3.3	Interaction of Workspace Costs and Value for Money	28
4.1	Maintenance Reference Plan	32
4.2	Maintenance Database: Lock Servicing Report	33
4.3	Work Docket	37
4.4	Responsibility Trail	38
4.5	Maintenance Database: 7 Day Activity Listing	40
4.6	Maintenance Database: Breakdown Extract Report	42
5.1	Staff Location Plan	53
5.2	Internal Telephone Directory	54
6.1	Traditional Inventory	58
6.2	Asset Location Plan	59
6.3	Asset Register: Room Inventory Extract Report	60
6.4	Risk Analysis	66
7.1	Photocopier Life Cycle	72
9.1	Annual Vehicle Statistics	95
9.2	Vehicle Activity Profile	96
11.1	Cleaning Frequency Plan	119

Examples

Component Renewal	91–92
Renewal Analysis	93
Workspace Cost Allocation	97–98
Annual Vehicle Statistics (Figure 9.1)	95
Vehicle Activity Profile (Figure 9.2)	96

Foreword

It gives me great pleasure to write the foreword to this instructive and authoritative book on *Facilities Management* with which I have had the privilege to be associated throughout the writing of the book.

Facilities management is becoming an increasingly important area of professional activity as the management of many classes of property becomes more sophisticated and the requirements of both owners and occupiers of buildings assume greater importance, accompanied by the increasing expectations of the occupants of properties.

The development of facilities management as an operational process has been accompanied by rapid changes in computer aided techniques which have such an invaluable and far-reaching effect on the total facilities management process, as is so effectively described and illustrated in this book.

The book examines in substantial detail, yet in a succinct and masterly way, the many facets of facilities management and discusses their relevance and the operation of techniques that culminate in an efficient service to building occupiers. The text is supported throughout with excellent practical examples which will be of great value to the reader.

Alan Park is to be complimented for devoting so much time, care and skill to the writing of the book and for the enthusiasm and dedication with which he approached this quite daunting task, amidst his own professional activities in this field. His time-consuming efforts have been amply rewarded in the production of this comprehensive, yet concise, practical guide for professional advisers as an invaluable and much needed service to occupiers of property. It encompasses advice on the many interrelated aspects of space planning and costing, building maintenance management, life cycle costing, control of all operational services, including such important activities as security, cleaning and internal communications, registering and monitoring assets, health and safety, building services management, and dealing with a variety of related yet important activities.

I am confident that this book will soon become a recognised source of reference by both professionals and students alike in this rapidly developing area of activity, in which a number of professional bodies are taking an active interest and where an increasing number of universities are including it in the curriculum of building and surveying courses.

Professor Ivor H. Seeley

Series Editor

Macmillan Building and Surveying Series

Preface

The purpose of this book is to provide a definitive introduction to facilities management (FM) of premises.

The subject is of interest to students wishing to follow a career in FM, new recruits from other management disciplines and existing professional consultants seeking diversification in their skills.

This book seeks to stimulate the inventive thought processes necessary for facilities managers to be successful in the field. It does not therefore set out to be an in depth academic research paper as the diversity of problems to be overcome prevents this book from anticipating and addressing each and every possible event exactly but it does contain examples and methods that can be applied universally with the minimum of adaptation to solve many tasks.

Above all it demonstrates to potential managers that FM is a mix of organised research and pre-planning together with an ability to react decisively with logic to unannounced events.

FM is a stimulating career on the threshold of professional status that will reward the ambitious with a route to the highest levels of management.

Bristol
Autumn 1993

Alan Park

Acknowledgements

For the opportunity to research and develop the facilities management services on which this book is based I am grateful to:

Stride Project Management Limited

and

Stride FM

Professor Ivor Seeley, as the Series Editor, has been a source of encouragement and advice throughout the long hours of writing.

I would also like to acknowledge my gratitude to Mike Tune for the cover design.

Also, many thanks to Jill Sage who has word processed my handwriting willingly into a usable manuscript.

Finally, to my wife Lou, daughters Caroline and Amy, for their support and understanding throughout.