

The Facility Management Handbook

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Roper John Molnar Bernard T. Lewis Frank Booty David G. Cotts Frank Booty*

based on best practices and proven research the facility management handbook has long been the go to resource for professionals in the field extensively updated for the realities of today s workplace the third edition provides readers with the tools and guidance they need to wipe out inefficiency and create a productive facility that integrates people place and process covering a broad range of topics from space planning and maintenance to benchmarking and outsourcing readers will gain practical insight into how they can design construct and maintain facilities using sustainable practices provide a safe attractive work environment that supports productivity ensure that facility plans match organizational needs plan and control capital expenditures address critical security and emergency preparedness issues complete with case studies and indispensable information on sustainability and post 9 11 security concerns this is still the ultimate resource for facility managers

the wide ranging umbrella of facility management covers everything from technology systems to disaster recover planning to zoning compliance and that s just getting started facilities management is a multidisciplinary function that requires a deep knowledge of the entire business and physical planning cycle undoubtedly the sheer scope of duties requires a far reaching reference for staying abreast of the latest innovations and best practices the facility management handbook is the answer this guide shares insightful overviews case studies and practical guidelines that pave the way for successful planning budgeting real estate transactions construction emergency preparedness security operations maintenance and more the thoroughly revised fourth edition examines cutting edge technologies and includes new information on building information modeling bim contracting and project management methods fasb and iasb requirements distributed working sustainability reporting and more the facility management handbook is the one stop resource every facility manager must have to master a broad scope of duties while staying current on innovations and best practices

nothing ever published in the facility management field comes close to the unconditional acceptance of the facility management handbook extensively updated for the realities of today s workplace the book gives readers the tools and guidance they need to wipe

out inefficiency and create a productive facility that integrates people place and process in addition the book includes 30 new material including indispensable information on sustainability and post 9 11 security concerns comprehensive and up to date this is still the ultimate resource for facility managers

new technology and aging buildings are making library facility management more complex and difficult than ever before many librarians have inherited buildings that not only need to be retrofitted for today s technology but also require repair and replacement of basic systems the handbook was written by a director and a professional facilities manager to provide the practical advice techniques and solutions library managers need to ensure that their facilities can function for their intended purposes chapters cover planning and evaluating security and safety lighting climate control parking access costs and finances preventive maintenance and repairs record keeping contracts bidding specifications and much more an extensive glossary of terms provides the language needed to communicate with facilities staff and contractors

a new paradigm in facility management a unique just in time resource from profession leader eric teicholz facility design and management handbook empowers you to make your facility state of the art packed with tips from u s and international case studies from government health care retail finance manufacturing and academia this guide gives you access to the productivity tools technologies and stratagems that have revolutionized the field in the last five years helping you to find the best most cost effective solutions for issues from greenness and sustainability to disaster recovery and technology integration use new tools for space and asset allocation project management process coordination and systems integration improve accuracy in financial forecasting budgeting architectural and interior design planning and market research create cost effective smart buildings with state of the art security energy management lighting strategies and maintenance efficiency discover innovative solutions for human resources needs integrate the internet into your management program automate nearly all your tasks for major productivity gains apply benchmarking standards and other measurements that demonstrate and assure facility management productivity accompanying time saving efficiency boosting cd rom is loaded with sample documents from budgets schedules plans to cost benefit analyses checklists forms and audits standards for communications and database integration building and construction cad conventions links and other resources

the facility management handbook balances in depth guidelines on the fundamentals with a sweeping overview of new developments it is the go to reference for busy facility management professionals in search of authoritative real life answers

facilities management handbook was written from practical experience to consolidate under one cover all the necessary information at an adequate depth to guide you effectively through the intricacies of a project that may begin with site search progress through leasing new building construction or remodeling and on to occupancy this is not a theoretical exposition but instead is a practical approach based on 30 years experience with every aspect of the material covered these methods and concepts have been successfully used in actual situations the book's purpose is to bring together in one handy volume information usually found in separate specialized technical publications in an easy to read style readily comprehensible and usable by both technical and nontechnical people it was written to serve anyone responsible for building design and construction facilities management and operations and real estate leasing particularly building owners and managers industrial commercial and institutional facilities department personnel plant engineering and real estate departments it could also be valuable to students and others planning careers in these fields the book provides necessary information to assist sales personnel handling products and services serving the need of the above

an updated guide to establishing cutting edge operations and maintenance procedures for today's complex facilities an essential on the job resource facility manager's maintenance handbook presents step by step coverage of the planning design and execution of operations and maintenance procedures for structures equipment and systems in any type of facility this career building reference provides the tools needed to streamline facility management processes reduce operational costs and ensure the effective utilization maintenance repair and renovation of existing physical assets now with 40 new information this second edition includes brand new chapters on emergency response procedures maintenance operations benchmarking capital and operational budgets management boiler and steam plant operations and other vital topics the only book of its kind to cover both operations and maintenance the updated facility manager's maintenance handbook features updated information on mechanical equipment and systems maintenance the latest fire protection procedures a comprehensive account of building codes guidance on hazardous materials handling excellent preparation for the ifma certified facility manager cfm qualification inside this state of the art facility management resource part 1 organizing maintenance operations part 2 facility operations and maintenance operations plans maintenance plans part 3 equipment and systems

operations maintenance o part 4 facilities emergency preparedness o part 5 capital investment

now in this fourth edition the facilities management handbook has been fully updated from the acclaimed previous editions continuing its status as an invaluable resource to those working in facilities management whether just starting out or as seasoned campaigners and practitioners information is presented in a clear and logical way offering easy to find advice and best practice information that is essential in guaranteeing the safe efficient and cost effective running of any facilities function many sections have been completely revised such as the chapters on complying with health and safety and property law other information on workplace facilities has been brought completely up to date in line with legal compliance and strategic policies to create a reliable and accurate overview of the role of today's facilities manager this up to date and revised handbook will be a key guide for the changing times that are ahead

the world of facilities management has changed dramatically in recent years from humble beginnings it is now a fully fledged professional discipline covering a wide range of challenging roles that go right to the heart of business success the facilities management handbook gives a complete and comprehensive guide to the different aspects of the facility manager's role from compliance with health and safety law through risk management to getting the most out of buildings and space the handbook provides checklists and practical guidance that ensures that the facilities manager can meet the increasingly complex demands of their profession wealth of information available in an easily accessible and readable format enables managers to keep abreast of all key facts required in the day to day running of a business offers a concise encyclopaedia on all facilities management issues combining best practice tips with proactive legal advice

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