

Facilities Manager's Desk Reference

Jane M. Wiggins



Second edition

WILEY Blackwell

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2009 Paperback

Ian Barker



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Facilities Manager's Desk Reference Jane M. Wiggins, 2009-10-27 *Facilities Manager's Desk Reference* Jane M. Wiggins, 2010-05-20 In the course of their work the facilities manager will face a range of complex and often challenging tasks sometimes concerned with a single business premises often across an entire property portfolio To help with those tasks the Facilities Manager's Desk Reference provides the facilities manager with an invaluable source of highly relevant practical information on all the principal facilities management services as well as information on legal compliance issues the development of strategic policies and tactical best practice information With a clear practitioner perspective the book covers both hard and soft facilities management issues and is presented in an easy to read concise format The Facilities Manager's Desk Reference will be a first point of reference for all busy facilities managers and will save them time by providing access to the information needed to ensure the safe effective and efficient running of any facilities function It will also serve as a useful overview for students studying for their professional and academic qualifications in facilities management **The**

Care and Keeping of Cultural Facilities Angela Person-Harm, Judie Cooper, 2014-03-25 Museum facility management is a vital part of running a museum but can involve special challenges that even knowledgeable facility managers have not encountered before The target audience for this book is both museum administrators who need to learn more about facility management and facility managers who are stepping into the museum environment for the first time This book fills a gap in museum administration literature by providing best practices guidance that can be used to increase efficiency save money and improve the guest experience Special attention is paid to Strategic planning for cultural facilities Special event preparations Implementing sustainability initiatives Predictive and reliability centered maintenance RCM Environmental controls for collections conservation and Training for maintenance and operations personnel **A Practical Guide to**

Facilities Management Ian Barker, 2014-05-14 *Facilities Management Models, Methods and Tools* Per Anker Jensen, 2021-10-29 This Special Issue book reprint of Buildings presents research concerning models methods and tools relevant to Facilities Management encompassing an editorial article and five empirical studies Four papers are mainly qualitative based on case studies of organisations and facilities while one paper is primarily quantitative based on a national questionnaire survey Groen and van Sprang's paper investigates hospitality and safety in relation to entrances and reception areas of corporate buildings Echeverri et al investigate corporate strategies for utilizing co working spaces Lahti and Nenonen present a study of the co design of digitally and physically integrated hybrid working environments Abisuga et al investigate how facility managers handle user feedback to drive collaboration between facility managers and users during occupancy Boge et al present a study of the factors that are most important for building and renovation projects short term and long term value creation *The Facility Management Handbook* Kathy Roper, Richard Payant, 2014-07-23 The wide ranging umbrella of facility management covers everything from technology systems to disaster recovery 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 Facilities Management Handbook Frank Booty, 2009-04-09 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's 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

Facilities Management Peter Barrett, 2009 Facilities management has been one of the fastest growing professional disciplines for some years both in terms of volume and diversity of commercial activity However a widely accepted and implemented body of knowledge is still lacking This book contributes to that knowledge building by taking models and ideas from a wide range of sources and linking them to extensive case study material drawn from practising facilities managers The text is divided into three parts Current practice is illustrated with a second chapter looking at enhancing services Key facilities management issues Total Facilities Management Brian Atkin, Adrian Brooks, 2009-09-08 Bridging the gap between the theory of facilities management and its implementation this book raises issues which all practitioners should consider before embarking on a particular plan *Facilities Management* British Institute of Facilities Management, 1995

Facilities Management Joel D. Levitt, 2013-01-15 Facilities management is a broad based discipline that calls into play architectural construction engineering and management and human skills particularly for running and maintaining commercial institutional academic and industrial buildings Facilities Management will cover the essential role and responsibilities of the facilities manager as it pertains to building maintenance If you're a newcomer to facilities management you will find this book an excellent introduction to managing maintenance Already an established professional You'll be able

to brush up on the latest technological and regulatory trends affecting how complex facilities should be successfully maintained by way of risk assessment Facilities Management contains ample ready to use assessment forms and resources for extended practical information Highlights include Coverage of key components of facilities maintenance management including risk management building safety operations and purchasing staffing and more Guidance on new trends including lean building maintenance and Green Building specs Green Spec like LEED Guidance on legal contracts safety regulations energy efficiency and more Specific management guidance by building type including apartments office buildings hotels and resorts government buildings schools transport facilities and many others Facilities Management Peter Barrett,David Baldry,2009-02-18 Facilities management has been one of the fastest growing professional disciplines for some years both in terms of volume and diversity of commercial activity However a widely accepted and implemented body of knowledge is still lacking This book contributes to that knowledge building by taking models and ideas from a wide range of sources and linking them to extensive case study material drawn from practising facilities managers The text is divided into three parts Current practice is illustrated with a second chapter looking at enhancing services Key facilities management issues are considered user needs evaluation outsourcing and computer based information systems Extensive advice is provided on managing people through change and on decision making The Second Edition features new material on user needs briefing and procurement strategy together with new public sector case studies This high quality book provides a comprehensive approach to the range of issues and the combination of case studies with theoretical perspectives and research has a strong practical emphasis Chartered Surveyor Monthly A thorough and very well researched book as a student text it is first class Construction Manager A Practical Guide to Facilities Management Ian C. Barker,2013 This book provides a readily accessible and practical guide to the increasingly important subject of facilities management It shows the formal basis for the complex and constantly moving requirements of FM and recognises that it is becoming more vital in its role of enabling the core business of a company to function effectively and is fast becoming a methodology for affecting and influencing the profitability of most organisations Based upon the author s many years of experience A Practical Guide to Facilities Management gives an overview of most FM theories and applies them in the workplace It is a thought provoking approach to FM practice and illustrates what the author has found to work Throughout the text thematic graphics are used to present helpful tips key action points things to avoid and key elements of theory An aide memoire summarises each chapter to help assimilation of the key parameters The modern challenges of FM mean that more and more managers need to be innovators and to do more with less This book will facilitate that process In addition it provides useful tips on the issue of sustainability and how a company can profitably benefit by FM actions in this area **Facilities Management** Doug Pearson,2020-07-17 Businesses expect facility managers to lead in a variety of ways technically socially during times of crisis and during change All the while they must control costs and improve service In addition leadership in facility management should occur in all

directions downward to staff sideways to colleagues and upward to senior management We have the responsibility to develop the facility management department into a professional operation train and re train staff establish procedures and conduct quality assurance and performance management The ideal facility manager must have Aristotle s logic and Solomon s wisdom a priest s discretion and a gambler s poker face a lawyer s shrewdness and a marketing director s charm a gladiator s guts a marathon runner s perseverance and a sprinter s speed a leatherneck s toughness and a dancer s agility lots of good luck and 30 hours per day How do we achieve such a daunting task This textbook introduces some human aspects of facilities management More importantly it raises awareness of these topics and offers facilities managers the knowledge to improve their performance through simple mindfulness of their significance Facilities Management What Really Matters covers eight critical areas These include basic human needs emotional intelligence change management conflict management motivation recognition power of positive attitude and customer service As a bonus the text includes PowerPoint slides recommended videos and a quiz at the end of each chapter

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Facilities Management and the Business of Space Wes McGregor,2019-08-30 Essential reading for building owners facilities managers architects and surveyors this book will also prove useful on business management and facilities management courses and for those studying architecture surveying and real estate management

Facilities Management Operations Handbook John Williams,2018-08-11 This book is designed for the working Facilities Manager who must use both Hard and Soft Services You get all the details including most tricks of the trade for ensuring the smooth running of the complex It has information on set up manpower space planning stock holding KPI

Facilities Management Keith Alexander,Brian Atkin,Jan Bröchner,Tore Haugen,2004-08-02 Facilities Management sets out a new framework for the discipline of facilities management which challenges many of the norms and which sets out new methods for optimising the performance of a business Successful facilities managers need a range of skills and need to be able to devise a range of innovative strategies for the future of the organisations in which they work This new book follows on directly from Keith Alexander s ground breaking textbook Facilities Management and focuses on four new themes which have been identified as keys to the new strategy organisational change and learning innovation

performance and the knowledge workplace *A Guide for Use in Facilities Contracts* Association of Facilities Managers, 1991 *Strategic Corporate Facilities Management* Stephen Binder, 1992 Virtually every major corporation faces decisions concerning a move into either a built to order or leased facility This book guides the professional facilities planner and manager in how to develop a clear long range facilities plan and how to see it through

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