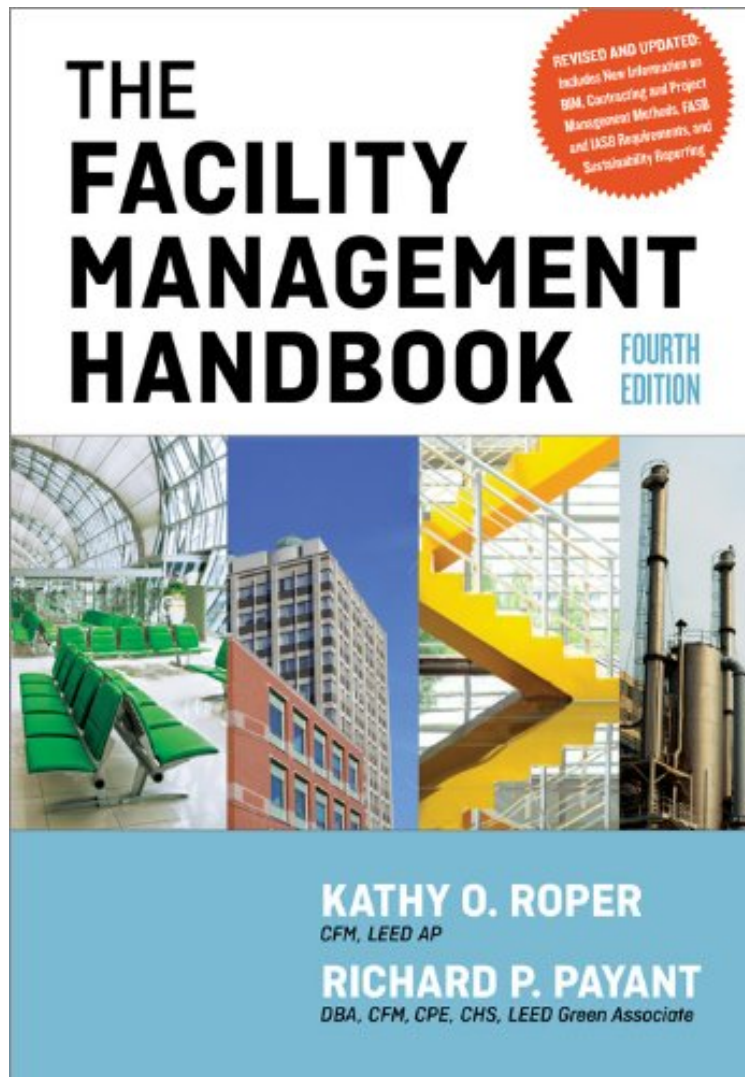


# The Facility Management Handbook

*Kathy O. Roper, Richard Payant*  
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**Kathy O. Roper, Richard Payant : The Facility Management Handbook** before purchasing it in order to gage whether or not it would be worth my time, and all praised The Facility Management Handbook:

2 of 2 people found the following review helpful. Good Study Guide By J. Smiley It's a great book. Easy to understand and it explains the various aspects within the FMS discipline. 0 of 0 people found the following review helpful. Five Stars By NCPackMann As described. 0 of 0 people found the following review helpful. ok book, if price drops... By Texan Some good ideas and practices, but not specific enough for my liking. It needs more real examples. it reads very academic, which is expected because of the authors. I would recommend it if they price dropped to like 20. but ill probably reference it for ideas but doesn't have any real life applications as i see

Facility management is a multidisciplinary function requiring a deep knowledge of the entire business and physical planning cycle, including the buildings, infrastructure, and people. Technology systems, disaster recovery planning, zoning compliance, furnishings, recycling programs, grounds maintenance--it all falls under the facility management umbrella. 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 that one essential book. Insightful overviews, case studies, and practical guidelines pave the way for successful planning, budgeting, real estate transactions, construction, emergency preparedness, security, operations, maintenance, and more. This 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, and sustainability reporting. Balancing an in-depth look at the fundamentals with a view toward what the future holds, the book is essential reading for every facility management professional.

From the Inside Flap Technical mastery of operations and maintenance is just the beginning. Today, you've got to be a skilled communicator, a budgeting wiz, an effective manager, and a sustainability expert. You need to be as conversant in how to upgrade the electrical systems as how to prepare a 10-year recapitalization plan. It is a complex, multifaceted, and sometimes overwhelming role. That's why thousands of managers have relied on The Facility Management Handbook to help them master their evolving and expanding responsibilities. This award-winning resource captures the key developments in the field, and imparts the skills and knowledge needed to thrive as both technical professional and business leader. Covering new technologies, trends, challenges, and strategies, the book uncovers the "big twelve" actions needed to manage facilities and departments successfully, followed by practical guidelines for providing essential services, including:

- \* Organizing the Department: Develop the optimal mix of staff, consultants, and contractors for your department and facility.
- \* Planning, Programming, and Budgeting: Plan proactively, weighing strategic goals and anticipated costs and expenditures.
- \* Sustainability: Spearhead a sustainability program that supports organizational priorities, achieves savings, and enhances prestige.
- \* The Design-Build Cycle: Manage a project through its entire life cycle, whether you're developing a new site or altering an existing space.
- \* Facility Emergency Preparedness and Business Continuity: Reduce vulnerability to hazards and disasters, and ensure that core business functions remain viable.
- \* Operations and Maintenance: Improve the effectiveness and cost efficiency of the day-to-day maintenance of your facility.
- \* Facility Management Practice: Embrace best practices in outsourcing, benchmarking, procurement, communications, leadership, and more.

Throughout, you'll find updated information on using building commissioning, employing energy management and conservation practices, managing diverse workforces, maximizing technology, dealing with aging buildings and infrastructure, ensuring financial accountability, meeting sustainability requirements, and inspiring people to action. The Facility Management Handbook balances in-depth guidelines on the fundamentals with a sweeping overview of new developments. It's the go-to reference for busy facility management professionals in search of authoritative, real-life answers. Kathy O. Roper, CFM, LEED AP, IFMA Fellow, is associate professor in the Georgia Tech School of Building Construction and serves as director of the Master of Science program's Integrated Facility Management track. She is cofounder and coeditor of the International Journal of Facility Management, as well as coauthor of the third edition of The Facility Management Handbook. An International Facility Management Association Certified Facility Manager, she was awarded an IFMA Fellow, the association's highest recognition of service and lifetime achievement. Richard P. Payant, DBA, CFM, CPE, CHS, LEED GREEN ASSOCIATE served as director of Facilities Management at Georgetown University for 22 years. He is the coauthor of the previous edition of The Facility Management Handbook, as well as coauthor of The Facility Manager's Emergency Preparedness Handbook. From the Back Cover Facility management entails far more than installing new carpet and repairing the air conditioning. With 7,000 unique job titles comprising the field, few positions require the technical, strategic, operational, and business management skills as that of facility manager. Technology systems, disaster recovery planning, zoning compliance, furnishings, recycling programs, grounds maintenance--it all falls under the facility management umbrella. The sheer scope of duties requires a far-reaching reference for staying abreast of the latest technologies and best practices. The Facility Management Handbook is that one essential book. Packed with examples and checklists, it arms you with the newest thinking and up-to-date procedures for successful planning, budgeting, real estate transactions, construction projects, emergency preparedness, security, operations, maintenance, communications, hiring, and more. New to the fourth edition are insights on Building Information Modeling (BIM), contracting and project management methods, Financial Accounting Standards Board (FASB) and International Accounting Standards Board (IASB) requirements, new ways of working and office design trends, and sustainability reporting. Facilities are literally the bedrock of private- and public-sector organizations. They impact the quality of life for every employee--including the ability to attract new people. Creating safe, productive, and appealing spaces is an ongoing effort requiring facility management leaders and strategic thinkers. The Facility Management Handbook gives you the expansive overview and how-to instructions to become a standout contributor in your field. About the Author KATHY O. ROPER, CFM, LEED AP, is Associate Professor of Integrated Facility Management at Georgia Institute of Technology. RICHARD P. PAYANT, DBA,

CFM, CPE, CHS, LEED GREEN ASSOCIATE, is Director of Facilities Management, Georgetown University.