

1. Record Nr.	UNINA9910828032603321
Autore	Roper Kathy O.
Titolo	The facility management handbook // Kathy O. Roper, Richard P. Payant
Pubbl/distr/stampa	Broadway, New York : , : AMACOM, , 2014 ©2014
ISBN	1-78684-098-7 0-8144-3216-6
Edizione	[Fourth edition.]
Descrizione fisica	1 online resource (670 p.)
Disciplina	658.2
Soggetti	Real estate management Facility management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	Cover; Title Page; Copyright Page; Table of Contents; Preface to the Fourth Edition; Section I: Background and Organization; 1: The Nature of Facility Management; 2: Organizing the Department; Section II: Planning, Finances, and Budgeting; 3: Strategic and Annual Planning; 4: Financial Management; 5: Space Planning and Management; Section III: Real Estate; 6: Real Estate Options and Regulations; 7: Lease Administration and Property Management; Section IV: Sustainability; 8: Definitions, Background, and Applications of Sustainability; 9: Sustainability in Practice 10: Sustainability Financials, Acceptance, and Implementation Section V: The Design-Build Cycle; 11: Programming and Project Development; 12: The Design Process; 13: Project Management and Construction; Section VI: Facility Emergency Preparedness and Business Continuity; 14: Planning, Definitions, and Threat Assessment; 15: Command, Control, and Communications; 16: Emergency Preparation and Training; 17: Emergency Response and Recovery; Section VII: Facility Security Management; 18: Facility Security Goals and Responsibilities; 19: Facility Security and Planning 20: Facility Security Implementation Section VIII: Operations and Maintenance; 21: Contracting and Types of Contracts; 22: Work Coordination; 23: Facility Operations; 24: Maintenance and Repair; 25:

Facility Services; Section IX: Facility Management Practice; 26: Administering the Department; 27: Managing Quality Facilities; 28: Communications and New Facility Management Skills; 29: Building Information Modeling, Information Systems, and Other Technology; 30: The Future of Facility Management; Appendix A: The Facility Manager's Tool Kit of References  
Appendix B: Websites and Internet Addresses  
Appendix C: Facility Management Education Programs; Appendix D: Life-Cycle Cost Example; Appendix E: Facility Security and Emergency Best Practices; Appendix F: Backup Documents; Glossary; Index; About the Authors; Free Sample Chapter from the Practical Drucker; About Amacom

---

Sommario/riassunto

Facility management (FM) 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, packed with insightful overviews, case studies, an

---