1.	Record Nr.	UNINA9911007023503321
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	Titolo	Managing your Building Services / / John Armstrong, Andrew Saville, and others
	Pubbl/distr/stampa	London : , : CIBSE, , 2005
	ISBN	9781628709667
		1628709669
	Descrizione fisica	1 online resource (30 pages)
	Collana	CIBSE Knowledge Series ; ; KS2
	Disciplina	658.2
	Soggetti	Building management
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Sommario/riassunto	This guidance provides facilities managers, and others interested in the management and maintenance of building services, with an introduction to the specialist area of engineering services maintenance within buildings, to assist in the task of managing buildings and their services effectively. It addresses two distinct areas: first, the technical features of building services and secondly the managerial aspects of their operation and maintenance, including compliance with legislation and other regulatory responsibilities placed on the facilities manager. The publication also provides detailed direction to further sources of information that offer more comprehensive, specialised coverage if required.An outline of common building services and an overview of their primary maintenance requirements are followed by an introduction to the different planned maintenance approaches that can be used for services, explaining common terminology and introducing approaches used to help formulate a maintenance policy. A section on managing and running your building services covers subjects such as comfort criteria and energy consumption, together with guidance on the selection and appointment of professional maintenance advisers and contractors, and monitoring and auditing building services performance. The next section provides a detailed overview of relevant legislation and regulations together with compliance requirements and

the final section provides direction on further sources of information. There is also a comprehensive bibliography and a list of further contacts.