

The Facility Manager's Guide To Finance And Budgeting

Facility Integrity Management: Effective Principles and Practices for the Oil, Gas and Petrochemical Industries presents the information needed to completely understand common failures in the facility integrity management process. By understanding this more comprehensive approach, companies will be able to better identify shortcomings within their respective system that they did not realize existed. To introduce this method, the book provides managers and engineers with a model that ensures major process incidents are avoided, aging facilities are kept in a safe and reliable state and are operating at maximum levels, and any gaps within the integrity management system are identified and addressed, such as the all too common fragmented reliability programs. The book approaches oil and gas facility management from a universal perspective, effectively charting out existing oil and gas facilities and their associated work processes, including maintenance, operations, and reliability, and then reconstructs them in order to optimize the way integrity is managed, creating a synergy across the various elements. Easy to read, packed with practical applications applied to real process plant scenarios such as key concepts, process flow charts, handy checklists, real-world case studies and a dictionary, provides a high quality guide for a breakdown free facility, maximizing productivity and return to shareholders. Helps readers gain a practical and industry specific approach to facility integrity management supported with real-world case studies from oil, gas, and petrochemical facility locations Presents a facility integrity excellence model, a holistic approach for oil and gas companies to drive towards integrity assurance unit monitoring, creating a failure-free environment Identifies and addresses failure of facility processes and equipment before the onset of performance degradation, keeping equipment maintenance costs low and reliability high Addressing everything from the history of the federal agencies that enforce the regulations to the requirements of the regulations themselves, this new book provides facility managers with a comprehensive instruction manual for understanding and complying with the major Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Department of Transportation (DOT) regulations. Whether you manage a chemical facility, a warehouse, or an office building, you'll learn what your roles and responsibilities are and how to address your facility's environmental health and safety issues. In addition to discussing such legal requirements as recordkeeping, respiratory protection, hazardous waste management and training, hazard communication, and emergency response, author Brian Gallant provides practical recommendations for establishing and implementing safety and health procedures. He also provides nearly two dozen checklists, forms, and sample documents to help you establish and maintain a successful environmental health and safety program, including a safety meeting report template, a fire prevention audit checklist, a hazardous waste area weekly inspection checklist, and a Chemical Use in Facility Areas Self-Audit checklist.

This book presents research tested models, methods and tools that can make the work of the facilities manager more robust and sustainable, help long-term strategic planning and support students and practitioners in FM to improve the way they approach and deal with challenges in practice. The 34 models, methods and tools are presented in relation to five typical challenges for facilities managers: Strategy development Organisational design Space planning Building projects Optimisation The chapters are short and concise, presenting a central illustration of one model, method or tool with explanatory text and short, exemplary case studies. Each chapter includes references to further reading, and the book includes a keyword index. Essential reading for all involved in the management of built assets, this book bridges the gap between robust academic research and practical industry tools. It can also be used as a handy student reference.

A guide for facility managers of varying types of facilities including, apartment buildings/complexes, office buildings, retail stores, educational facilities (schools), restaurants, and countless others. It will look specifically at the physical similarities inherent in all buildings/facilities and delve into the operational/maintenance needs, access control, audit procedures and emergency procedure requirements. It provides procedures and policy direction in facilities that are lacking such formalized doctrine and gives a starting point to run their facilities in a consistent manner with a focus on safety and security, as well as keeping control of liability risk.

Manager's Guide to Preventive Building Maintenance

Leading Your Team to Success

Facilities Management Handbook

The Complete Guide to Facility Management

Facilities Manager's Desk Reference

Get longer, safer system operating life for every facility maintenance dollar! How do you efficiently manage facility infrastructure? You turn to this hands-on, answer-packed, time- and money-saving guide designed for every facility manager who has to do more with less. It shows you how to conduct seamless facility condition inspections that provide an overall snapshot of the current condition of your facility, generating enormous amounts of priceless information that will help you reduce or eliminate downtime and keep your facility humming. This comprehensive, portable toolkit packs everything you need to: * Continually assess the condition status of every aspect of a building: all of its systems and equipment, components and subcomponents *Identify deficiencies before they become major problems * Get better performance from every system

This book was written specifically to provide the facility manager with virtually all information needed to build and manage an effective security system for any type of facility.

Topics include facility layout, distances and separation, fencing, access control, intrusion detection systems, pass key and key control systems, locks, hasps, gates, etc. Also explored are more sophisticated systems such as closed circuit TV, microwave transmitters, lasers, lighting, clear zone, computer access control, thumbprint and retinal scan access control, voice print analysis, and hand geometry. In addition, non-hardware aspects of security are examined, including security clearances and background checks, guards, rounds, shift work, training, and procedure development.

The Facility Manager's Guide to Finance and Budgeting Amacom Books

The current state of the facility management world is dynamic and evolving. More and more facility managers are participating in the design and construction of the buildings that they will eventually operate. Technologies such as building information modeling (BIM) offer ways to bridge the gap between the design and construction phase and the operation of buildings by making much more information available than existed in the past. We are also starting to see the emergence of the importance of a properly educated workforce in facility management. Emerging trends and issues include the effective utilization of performance management tools, Corporate Social Responsibility, and the Triple Bottom line. This book captures, in a practical and utilitarian way, information, best practices, and processes that will assist facility managers in addressing these trends as well as ongoing challenges. It provides a set of benchmarks, reference points and guidance that will enable the facility management community to be better informed and prepared in the execution of its mission. It serves as a great resource for those who are veterans in the community as well as those who are new entrants to or are examining the career opportunities within.

Power On

BIM for Facility Managers

Facility Manager's Guide to Clean Air Compliance

The Facility Manager's Guide to Maintaining and Upgrading Electrical Equipment, Technology Solutions, and Life Safety Systems

Designing the Automated Office

This book is a sincere effort by the author in collating the information's and sharing with the young facility management professionals. Author have referred a good number of references on NBC and the same is represented here for easy references. I hope this efforts will help the FM fraternity in upgrading their knowledge and it will help in enhancing the initiative will also help the corporate with an updated work force with required information radially available. I am also hopeful that the organizations shall also benefit will help them in reducing their operational cost with increased efficiency of their FM team.

A practical look at extending the value of Building Information Modeling (BIM) into facility management—from the world's largest international association for professional Building owners and facility managers are discovering that Building Information Modeling (BIM) models of buildings are deep reservoirs of information that can provide visual and mechanical details on every aspect of a property. When used appropriately, this data can improve performance and save time, effort, and money in running and maintaining during its life cycle. It can also provide information for future modifications. For instance, a BIM could reveal everything from the manufacturer of a light fixture to its end maintenance instructions. BIM for Facility Managers explains how BIM can be linked to facility management (FM) systems to achieve very significant life-cycle advantages for using BIM in FM that have been developed by public and private owners such as the GSA. There is an extensive discussion of the legal and contractual issues involved and describes how COBie can be used to name, capture, and communicate FM-related data to downstream systems. There is also extensive discussion of commercial software that facilitate this integration. This book features six in-depth case studies that illustrate how BIM has been successfully integrated with facility management in real-life projects: Science Center USC School of Cinematic Arts MathWork's new campus Xavier University State of Wisconsin Facilities University of Chicago Library renovation BIM for FM is an indispensable resource for facility managers, building owners, and developers alike.

An Updated Guide to Establishing Cutting-Edge Operations and Maintenance Procedures for Today's Complex Facilities An essential on-the-job resource, Facility Management Handbook presents step-by-step coverage of the planning, design, and execution of operations and maintenance procedures for structures, equipment, and systems in a career-building reference provides the tools needed to streamline facility management processes...reduce operational costs...and ensure the effective utilization, maintenance, and renovation of existing physical assets. Now with 40% new information, this Second Edition includes brand-new chapters on emergency response procedures...maintenance 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 and 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 Management Resource • Part 1: Organizing for Maintenance Operations • Part 2: Facility Operations and Maintenance • Operations Plans • Maintenance Plans • Part 3: Systems Operations • Maintenance o Part 4: Facilities Emergency Preparedness o Part 5: Capital Investment

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. Facility management is a multidisciplinary function that requires a deep knowledge of the entire business and physical planning cycle. Undoubtedly, the sheer scope of duties makes it a 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 guidelines that pave the way for successful planning, budgeting, real estate transactions, construction, emergency preparedness, security, operations, maintenance, and more. The revised fourth edition examines cutting-edge technologies and includes new information on: Building Information Modeling (BIM) Contracting and project management requirements Distributed working Sustainability reporting and more The Facility Management Handbook is the one-stop resource every facility manager must have to manage their duties while staying current on innovations and best practices.

The Facility Manager's Field Guide

Guide For Facility Managers

Facility Manager's Guide to Security

The Facility Manager's Guide to Finance and Budgeting

A Guide for Facility Managers

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.

This book is a comprehensive guide for developing an effective preventive maintenance program for any facility. Topics include facility inspection and assessment, effective lubrication practices, commercial roofing repair, indoor air quality management, applicable government codes, standards and regulations, detailed preventive maintenance procedures, and maintenance scheduling. Specific maintenance approaches are examined for more than 100 types of equipment and building components. Also discussed are the economic value of preventive maintenance, management and motivation of the preventive maintenance team, and setting up a computerized maintenance management system (CMMS).

Facility management - as any profession encompassing multiple disciplines and integrating technology, people and physical space - is not only complicated but fraught with occasions to be exposed to various legal liabilities Successful facility managers need the ability to manage risk well.

They must understand the various ways the built environment can malfunction, anticipate the most likely problems and protect the owner's interest in such a way that the building can be safe for occupants yet productive for business purposes. The FM must therefore know the major tenants of risk avoidance, including knowledge of possible legal obstacles. Legal Concepts for Facility Managers informs facility managers of their legal responsibilities and helps them avoid unnecessary exposure to liability. Each major legal theory will be explained and illustrated with charts or case histories. Chapter learning outcomes and discussion questions will help students recall salient information and are also intended to be used as homework assignments or prompts for classroom discussions. As with any legal textbook expressly written for professionals who are not in the practice of law, the objective of this book is to inform students about their legal responsibilities. This text is not intended for students preparing to practice the law. It can be used in any course teaching built environment professionals how to avoid unnecessary exposure to legal liability.

The Complete Guide to Facility Management explains exactly what is required of a practicing facility manager in today's built environment. Through personal stories and examples, Dan Lowry teaches the four FM knowledge domains of Operations & Maintenance, Project Management, Business Finance, and Leadership to aspiring and practicing facility management professionals of all backgrounds and education levels. This guide will enable you to understand not only what you need to learn, but how to develop as an FM in a way that brings maximum value to your organization. Through learning how to prove this value to senior management, Dan illustrates key things you can do in order to achieve maximum effectiveness in your FM career.

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The Facility Manager's Guide to Optimizing Building Performance

The Facility Management Handbook

Disaster & Recovery Planning A Guide for Facility Managers Fifth Edition

FACILITY MANAGEMENT: Human Outsourcing Solutions to Clients

Safety Management

Discover BIM: A better way to build better buildings Building Information Modeling (BIM) offers a novel approach to design, construction, and facility management in which a digital representation of the building product and process is used to facilitate the exchange and interoperability of information in digital format. BIM is beginning to change the way buildings look, the way they function, and the ways in which they are designed and built. The BIM Handbook, Third Edition provides an in-depth understanding of BIM technologies, the business and organizational issues associated with its implementation, and the profound advantages that effective use of BIM can provide to all members of a project team. Updates to this edition include: Information on the ways in which professionals should use BIM to gain maximum value New topics such as collaborative working, national and major construction clients, BIM standards and guides A discussion on how various professional roles have expanded through the widespread use and the new avenues of BIM practices and services A wealth of new case studies that clearly illustrate exactly how BIM is applied in a wide variety of conditions Painting a colorful and thorough picture of the state of the art in building information modeling, the BIM Handbook, Third Edition guides readers to successful implementations, helping them to avoid needless frustration and costs and take full advantage of this paradigm-shifting approach to construct better buildings that consume fewer materials and require less time, labor, and capital resources. Newly revised and updated, this best-selling book devoted to exploring the complexities of disaster preparedness and business continuity, now

includes the latest information on the threats associated with dirty bombs, as well as chemical and biological agents and weapons. Also updated in this edition are disaster planning and recovery issues, regulatory influences and emergency preparedness. This text speaks both to disaster prevention, as well as "controlling" the effects of a disaster on a company's operations. Statistics are presented which exemplify the outcome of past disaster/emergency declarations such as Hurricane Katrina. Other critical areas covered include statistical data on workplace violence, regulator influence, effective mitigation strategies, contingency planning, loss prevention, facility evacuation, employee training, computer and data protection, bomb threat response, standby power, self-inspection, enlisting the media's assistance in recovery planning, and more.

TOTAL FACILITY MANAGEMENT A comprehensive review of what facility management means to owners, operators, occupiers, facility managers and professional advisors The newly revised Fifth Edition of Total Facility Management is an accessible and practical text that shows readers how the concept and principles of facility management can be implemented in practice. The book deals with the most common and intractable challenges facing professionals, academics and students in the field and provides practical solutions with the means to implement them. The new edition includes a greater focus on applicable ISO standards in facility management as well as maintaining an international perspective throughout. The book contains easy-to-access advice on how facilities can be better managed from a range of perspectives, and the subjects covered provide a comprehensive treatment of facility management. Readers will benefit from the inclusion of: A thorough introduction to the fundamentals of facility management, including key roles, responsibilities and accountabilities and the core competencies of facility management An exploration of facility planning, facility management strategy, outsourcing, procurement, facility management organization, facility maintenance management and business continuity and recovery planning An examination of human resources management, well-being, workplace productivity, performance management health, safety, security and the environment A review of sustainable practices, change management, facility management systems, information management (including building information models and digital twins) and innovative technology. The book is the perfect choice for undergraduate and graduate studies in facility management, construction management, project management, surveying and other AEC disciplines. Total Facility Management will also earn a place on the desk of practicing facility managers, as well as in the libraries of academics and researchers whose work requires them to understand the theory and practice of facility management.

An excellent guide for anyone with a water system or water system problem, **Water Quality and Systems** provides an A-Z reference for improving water quality, meeting new regulations, and reducing costs. Every page contains a time- and money-saving tip. The book covers water purity, renovations, design, construction, equipment, systems, cost reduction, maintenance and more.

Total Facility Management

Research Results for Practice

Effective Principles and Practices for the Oil, Gas and Petrochemical Industries

A Global Perspective

A Guide for Facility Managers, Second Edition

Shows that the management of a company's facilities, from boiler room to board room, can maximize productivity and profits. The entire facility management area - planning, leadership, managing the design process, managing finances, leasing, operations, maintenance and benchmarking - is covered.

Book intended for FMs in small- to medium-sized companies.

The **Facilities Management** book 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 building and space. It enables managers to keep abreast of all key facts required in the day-to-day running of a business and offers a concise encyclopedia on all facilities management issues, combining best practice tips with proactive advice.

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.

Water Quality Systems

Legal Concepts for Facility Managers

Sustainable Facility Management Sport Facility Operations Management An International Collaboration

This easy-to-read, informational text presents a current, impartial and comprehensive look at how Information Technology (IT) and Facility Management (FM) have become inextricably bound together in the modern workplace. Exploring the evolving relationship between Information Technology and Facility Management, this book is a text that can be used by students, novice facility managers and as well experienced facility managers. As a result, the authors intend the text to be used as both a teaching and a reference tool for educational organizations and corporations alike. This text will also cover the latest advancements in facility management automation and provide a guide for implementing them successfully.

This book focuses on the ten essentials of facilities planning and design. It covers topics such as strategic planning, space standards, architectural programming, site selection, master planning, environmental planning, capital planning, workplace planning and design, and space management. Examples will be drawn from the planning and design of airports and universities which are large organisations with extensive campuses and are asset heavy in terms of buildings. By learning about the planning and design processes as it relates to facilities, students and facility professionals will be able to align facilities planning and design with the organisation's strategic priorities, manage design consultants by understanding the planning and design process, manage the planning and design of spaces at different scales, and manage the use of existing space effectively. The book is designed such that its chapters may be read either sequentially or as individual standalone references or resources for specific aspects of facility planning, management and design.

Addressing cyberterrorism and other terrorist activity including mailroom security, bomb threats, viruses, hackers and invasive programs, this book identifies known terrorists. It addresses the necessary steps needed for prevention of their attacks.

This book shows you how to design and establish a solid, effective, disaster prevention and relief strategy for all types of facilities. It is packed with plans, checklists, and other valuable tools, the book contains comprehensive instructions to help you: protect people, devise and integrate systems, develop management training programs, identify which of your organization's assets require protection, and how you will protect them and install a system for continuously updating your emergency response plan.

BIM Handbook

A Guide to Building Information Modeling for Owners, Designers, Engineers, Contractors, and Facility Managers

Facility Manager's Maintenance Handbook

The Facility Manager's Guide to Environmental Health and Safety

A Professional Guide

Explains how to organize an office in order to provide a pleasant environment for workers and make the most efficient use of computers

"Organization development is not just a murky, high-end concept for staff in human resources. In reality, it's a set of powerful tools for building and strengthening any department -- including facilities management. What's more, there are certain characteristics that are common to successful and effective FM organizations. Now, the well-known consultant Stormy Friday has devised an original, easy-to-follow blueprint for applying the best ideas in organization development (OD) specifically to the FM arena. Put it to use and you'll increase your department's performance, morale, and sustainability -- while equipping you and your staff with the skills and knowledge to make FM a strategic player in fulfilling your company's long-term goals. This clearly written book is organized around seven crucial "DNA links," or building blocks for designing and developing a high-performance department. Within each link, the author outlines a set of OD skills for you to develop and apply, as well as practical tools and techniques and revealing case studies of OD at work in an FM environment (Dow Corning Corporation, Adaptec, Applied Physics Laboratory, and more). The DNA links are: 1. Leadership: FM managers often overlook the impact of their leadership on an FM organization. This book helps you focus on the skills you need to create a fully engaged workforce, where risk-taking, innovation, and strategic thinking are everyday occurrences. 2. Individuals: Without people, you don't have an FM department -- and you need to know how individuals think, what motivates them, and how to use that knowledge to positively influence their behavior. You'll find valuable insights into what makes people tick inside. 3. Groups: How do you distribute work -- to individuals or groups? This book shows you how to make the best decision based on an informed understanding of individual versus group behavior, and whether or not group process will effectively accomplish your organization's goals. 4. Culture: Corporate culture profoundly influences the development of an FM department, and is typically the cement that holds the enterprise together. Learn about the components of culture and how to conscientiously change that culture to build a stronger department. 5. Visioning and Strategic Planning: Most FM departments are too focused on their hectic day-to-day activities to engage in visioning and strategic planning. But stepping back and devising a practical FM action plan will actually reduce the daily frenzy! Find out how to do it inside. 6. Structure: Organization structure is a critical DNA linkage. Figuring out the best possible structure for your department is a difficult but essential skill. To simplify the task, the author supplies step-by-step guidelines for choosing the most appropriate structure and the right mix of staff and skills. 7. Future: FM organizations need to pay close attention to business trends and activities that could impact their company and department in the future. Learn about the skills necessary to predict changes and challenges that might soon affect your profession. Filled with how-to instructions, up-to-the-minute research, and a broad, historical perspective, Organization Development for Facility Managers is an important contribution to the field and an essential guide for FM professionals."

Publisher Fact Sheet The first primer to teach facility managers financial skills that will help them sell their department to senior management, win funds for crucial projects, & to become fully integrated into an organization.

Covering everything required to build and manage a security system, Facility Manager's Guide to Security discusses the layout of the facility in order to provide security for workers, plants, processes, and products. The book covers distances and separation, fencing, access control, intrusion detection systems, pass key, key control systems, locks, hasps, and gates. It also explores more sophisticated systems such as closed circuit television, microwave transmitters, lasers, lighting, clear zone, and computer systems and control electronic systems. In addition, non-hardware aspects of security are examined, including security clearances and background checks, guards, rounds,

shift work, training, and procedure development. Written by a former defense department official with 30 years of experience in the defense sector, this valuable book explains all aspects of facility security. Facility managers will discover useful strategies for managing security personnel, guards, guard dogs, rounds shift work, training, procedure development, and other non-hardware elements of a security program.

Facility Inspection Field Manual: A Complete Condition Assessment Guide

Protecting Your Assets

The Facility Manager's Guide to Information Technology

Facility Manager's Handbook

Cyber Terrorism

The "bricks and mortar" issues of facility management - HVAC, lighting, electrical, plumbing, space allocation, security and grounds maintenance - continue to be at the core the facility manager's role. However, the processes involved in addressing these areas have become more complex. The proliferation of regulatory mandates, worker compensation issues, increased employee litigation, and violence in the workplace have redefined the role of the facility manager beyond "gatekeeper" to that of full-scale operations manager. Today's corporations, organizations, and business partnerships invest heavily in their physical plants. It naturally follows that they expect to maximize the return on their investment. Facility managers are seen as the catalysts for ensuring that optimal return. The Facility Manager's Handbook addresses all of these issues, and provides a multitude of tested ideas, procedures and examples for successfully and cost-effectively managing facility operations. Written in a plain-language, reader-friendly style, it provides a panoramic view of the process by isolating the key areas the facility manager must address, including real estate, space and change management, indoor air quality, emergency preparedness and response planning, communications systems, regulatory mandates and more.

Anybody working in sport management will be involved in the operation of a sports facility at some point in their career. It is a core professional competency at the heart of successful sport business. Sport Facility Operations Management is a comprehensive and engaging textbook which introduces cutting-edge concepts in facilities and operations management, including practical guidance from professional facility managers. Now in a fully revised and updated second edition—which introduces new chapters on capital investment and operational decision-making—the book covers all fundamental aspects of sport facility operations management from a global perspective, including: ownership structures and financing options planning, design, and construction processes organizational and human resource management financial and operations management legal concerns marketing management and event planning risk assessment and security planning benchmarking and performance management Each chapter contains newly updated real-world case studies and discussion questions, innovative 'Technology Now!' features and step-by-step guidance through every element of successful sport facilities and operations management, while an expanded companion website offers lecture slides, a sample course syllabus, a bank of multiple-choice and essay questions, glossary flashcards links to further reading, and appendices with relevant supplemental documentation. With a clear structure running from planning through to the application of core management disciplines, Sport Facility Operations Management is essential reading for any sport management course.

A practical guide to the principle services of facilities management, revised and updated The updated third edition of Facilities Manager's Desk Reference is an invaluable resource covering all the principal facility management (FM) services. The author—a noted facilities management expert—provides the information needed to ensure compliance to current laws, to deliver opportunities to adopt new ways of using built environments, and to identify creative ways to reduce operational occupancy costs, while maintaining appropriate and productive working environment standards. The third edition is fully updated and written in an approachable and concise format. It is comprehensive in scope, the author covering both hard and soft facilities management issues. Since the first edition was published it has become a first point of reference for busy facilities managers, saving them time by providing access to the information needed to ensure the safe, effective and efficient running of any facilities function. This important book: Has been fully updated, reviewing the essential data covering the principal FM services Is highly practical, ideal for the busy FM practitioner Presents information on legal compliance issues, the development of strategic policies, tactical best practices, and much more Is a time-saving resource that brings together essential, useful, and practical FM information in one handy volume; Written for students and professional facilities managers, Facilities Manager's Desk Reference is designed as a practical resource that offers FMs assistance in finding solutions to the myriad demands of the job.

A safety management program that blends management commitment with employee involvement is the key to meeting the myriad safety challenges in any organization. Joseph Gustin's *Safety Management: A Guide for Facility Managers, Second Edition* addresses the complexities of safety management in detail, explaining how to systematically identify, evaluate, and prevent hazards. See what's new in the Second Edition: Cross-comparison of old vs new OSHA standards Update on employer compliance requirements to ADA with reference to court decisions New ergonomic standards Explanation of revisions to OSHA workplace inspection/investigation procedures and recordkeeping rules New material on violence in the workplace, including checklists, case studies, and recommendations Keeping the focus on managing safety function, this second edition elucidates safety and health issues including liability and how to better carry out the tasks that ensure a safe working environment. It summarizes statistics examines key areas of safety management. Gustin delineates the rights and responsibilities of employer and employee and outlines the Whistleblower act and its impact. He also covers violence in the workplace, ADA compliance, conducting the safety audit, recordkeeping, safety inspections, and change management. The book highlights major aspects of safety and health management that are not well-covered in other texts, such as the written safety plan and a written hazard communication program safety plan. Gustin explains each element of written plan and how to adapt the sample plan to any organization. At the core of this second edition is the recognition that corporations and other organizations have a moral, ethical, and legal responsibility to provide a safe environment for everyone who enters their facilities.

Facilities Management Models, Methods and Tools

The Facility Manager's Guide to Safety and Security

Organization Development for Facility Managers

Facility Integrity Management