

MBAS 412: FACILITY MANAGEMENT

Workload : 4 hours per week - Total credits 04

Examination : 3 hours; 30 marks continuous evaluation & 70 marks final examination.

Objectives

1. To expose to the skills required for facility Management
2. To familiarize with the legal aspects related to facility management
3. To make the best use of resources available.
4. To train the students to handle facility emergency preparedness.
5. To describe the facility security management.
6. To describe facility management practice, operations and predictive maintenance.
7. To study the recent trends in facility management.

Course Outcomes

1. Acquire the skills required for facility Management
2. Acquire the legal aspects related to facility management
3. Able to make the best use of resources available.
4. Able to handle facility emergency preparedness.
5. Able to provide manage facility security management.
6. Able to follow and practice the facility management practice, operations and predictive maintenance.
7. Able to handle legal compliances relates to facility management.

Pedagogy Lectures, assignments, practical exercises, discussions, seminars, etc.

Module 1: Introduction to Facility Management: Nature, Types, benefits and challenges. Hard and Soft services, Budgeting , Vendor management, Legal Compliances

Module 2: Property Management,- Project Management, Lease Administration, Design and Architecture, Work order Management, Construction, Space management, HVAC.

Module 3: Facility Emergency Preparedness - Planning, Definitions, Threat Assessment and Safety, Risk Management, Emergency Preparation and Training, Emergency Response and Recovery.

Module 4: Facility Security Management - Facility Security Goals and Responsibilities, Planning and implementation, Security Technologies, Impact of Privacy, Data Security.

Module 5: Operations and Predictive Maintenance - Contracting and Types of Contracts, outsourcing benefits and risks, Service level agreement (SLA),Prevention of fraud and irregularity in the contract of awards .

Module 6: Facility Management Practice-Administering the Department, Sourcing and training, Quality of service, Communications, Information Systems and Other Technology, Future of Facility Management and Gaining competitive advantage, Public-private partnerships.

Module 7: Environment Management System: EPA and Environment issues and trends (HSE)- Solid and Hazardous Waste Management, Incineration ,vendor development, Water Systems management,

Electrical Systems Management, Heating Systems management, Cooling Systems Ventilation (IAQ) management, LEED, best Practices(CSR). Legal Compliances.

Module 8: Soft services- Fleet management and Parking, Travel Management, Housekeeping, Cafeteria Services, Horticulture and Landscaping, Concierge, Relocation services,

Reference Books:

1. Total Facilities Management, Brian Atkin Ph.D., MPhil, BSc, FRICS, FCIQB
Adrian Brooks BSc (Hons), MBA, MRICS Willey-Black well publishers
2. The Facility Management Handbook, David G. Cotts, Kathy O. Roper, Richard P. Payant,
American Management Association, New York • Atlanta • Brussels • Chicago • Mexico City •
San Francisco Shanghai • Tokyo •, Toronto •, Washington, D.C.
3. Safety Management: A Guide for Facility Managers Second Edition, Joseph F. Gustin CRC Press
Taylor & Francis Group
4. Facility Design And Management Handbook , Timothy Springer PresidentHero, Inc.
5. McGraw-Hill Managing facilities, Christine Jones and Valerie Jowett Butterworth-Heinemann
Websites: www.wikipedia.org

