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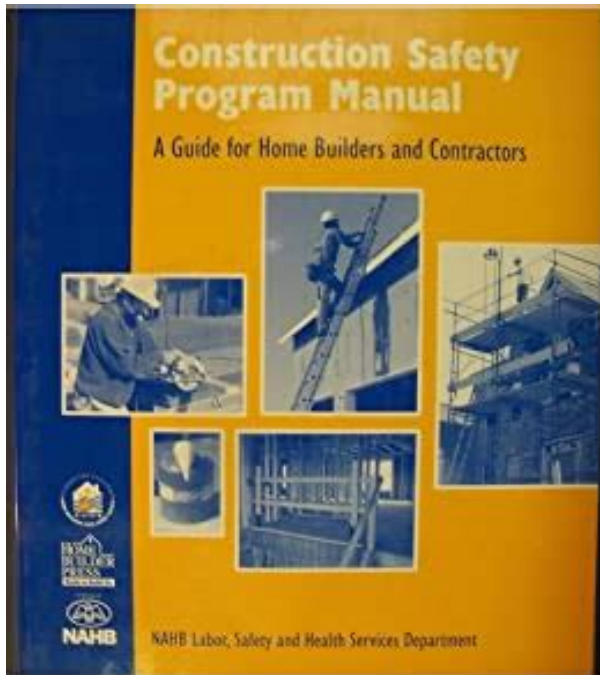
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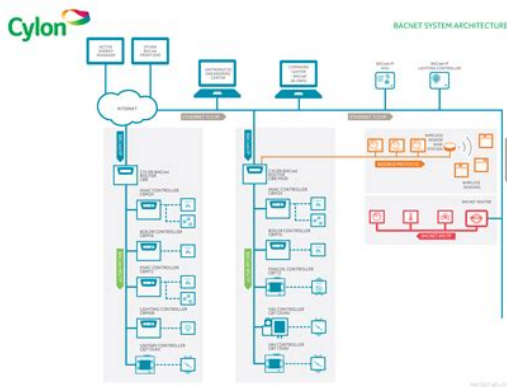
# building manager program manual



This policy applies to all buildings on Stony Brook University campuses. Building Managers are the main contact for all building-related activities within their designated buildings as defined in this policy. The Building Manager responsibilities listed in this procedure also apply to other titles used by other entities, i.e. Campus Residences uses Facility Manager titles. It may also be used for individuals with responsibilities for multiple buildings. The Facility Manager is responsible for all building-related activity and has direct supervisory authority over the maintenance, custodial and contract labor who maintain them. This list will be included in the Building Emergency Plan. Find out how to build within the rules. Back to contents page

**Design considerations** If features and installations that affect the use of the built environment are not regularly maintained, their function may be affected which could cause inconvenience or even a hazard to building users. Design considerations When layout changes, refurbishment and alterations are undertaken, building users are affected, some particularly so when familiar environments and landmarks are involved. Those responsible for the changes may not be aware of the long term impact these may have, and contractors may not appreciate how temporary and protections works might affect building users. Universal design is an approach to design where the needs of all those who will use the built environment are considered and met to the greatest extent possible. However, due to a range of varying limitations, it is not possible to design an environment that is perfect for everybody or that follows every recommendation in this guide. Providing information on why the relevant design decisions were taken will allow all parties to understand the reasoning behind the approach. It will also enable those responsible for maintaining, refurbishing and altering the built environment to do so with the best information available. <http://fine-cottage.ru/userfiles/defender-2010-workshop-manual.xml>

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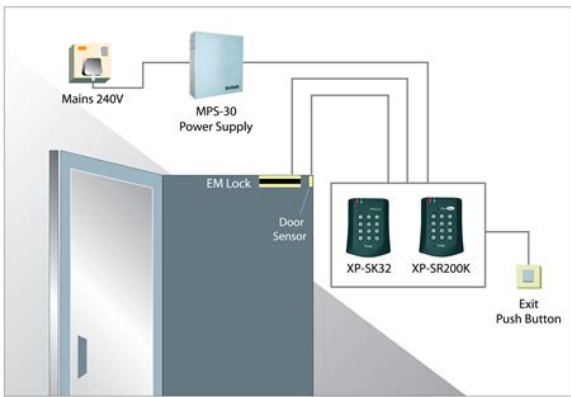
An updated universal design statement can also be submitted with consent applications to Council to inform regulators of the reasons why decisions were taken. Design consideration Without periodic inspections, situations may arise which affect building users but which may not be apparent to occupiers or the industry as a whole. The Building Manager should ensure Without user feedback, situations may arise which affect building users but which may not be apparent to occupiers or the industry as a whole. If no feedback is received from users, accessibility, usability and safety of the built environment may be compromised. Feedback from users is needed to provide information to the Building Manager to help ensure that the building and surrounding spaces remain accessible, understandable, usable and safe. It is a general guide only and, if used, does not relieve any person of the obligation to consider any matter to which the information relates according to the circumstances of the particular case. Expert advice may be required in specific circumstances. Where this information relates to assisting people Selecting this option may use a lot of paper. This effort should be considered in the planning and design phases, and is typically carried out in the construction phase. Building Information Modeling BIM and, in particular, COBie, introduced at the front end of the project helps facilitate the entire process. Those selected to perform the work should have the following capabilities Its important to the overall facility management program that facilities personnel be properly instructed and motivated. These can be defined through a Maintenance Plan MP. PM includes adjusting, lubricating, cleaning, painting, and replacing minor components. Once developed, the MP will typically identify PM task descriptions and schedules, troubleshooting, corrective maintenance repair task descriptions, and spare parts identification, stockage quantity, and any unique storage requirements. <http://17bemay.com/sample/pics/defender-300-tdi-haynes-manual.xml>

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This information will be incorporated in the manual, both as tabular data and text. ConstructionOperations Building information exchange COBie —If specified based on the draft guide specification, COBie facilitates the capture of realtime asbuilt asset information by using the collection of contractor submittals. COBie may also be applied through Building Information Modeling BIM technology, although BIM is not necessary to implement COBie. Stretching out the

process avoids the tsunami of information at handover. It is important to analyze and evaluate a facility from the system level, then develop procedures to attain the most efficient systems integration, based on asbuilt information and the Maintenance Program philosophy. Outlines the structure, content, how to use the manual, and includes a brief outline of the various systems covered. In addition, this chapter contains a list of emergency contacts and a list of supplementary material available on the facility such as These include water supply systems, sanitary waste, electrical, natural gas, communications, security, and storm water, etc. The importance of conducting an annual inspection is discussed together with record keeping forms for conducting the inspections. Manufacturers literature generally provides procedures to operate, maintain, troubleshoot, and repair specific items at the equipment level. Specific material or complete documents can also be electronically scanned for its online use, such as linking from the systemlevel manual. A table can provide overall system design criteria, i.e. flow, pressure, temperature, capacity, power requirements, etc. Typical malfunctions, tests, or inspections, and corrective actions or recommendations to correct malfunctions are included. Preventive and corrective maintenance are discussed. Scheduled intervals e.g., daily, weekly, monthly, etc. are determined and assigned to PM tasks to maximize systems run time, thereby reducing corrective maintenance tasks.

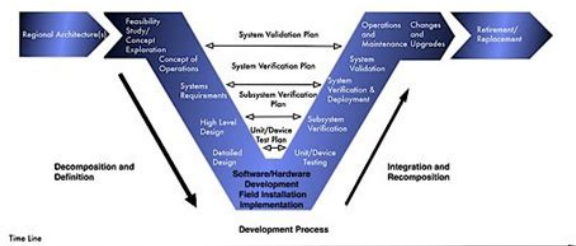
They typically include the following One caution relative to linking to internet sources is that of security. The Owners information technology IT department should be consulted in these instances. This in itself may require the performance of a task and skills analysis to ensure that any given facility is staffed appropriately. COBie is a method of capturing information typically required during construction and provided to Owners, typically the same information that is required at project handover. When systemlevel manuals are specified, contractors who may not have the capability internally will typically outsource subcontract the effort. The manual developer should report directly to and be responsible to the Owner, not the contractor. For example the U.S. Department of Defense requires the development of a Facility Electronic Operation and Maintenance Support Information eOMSI manual for a facility that houses engine test cells. The goal of Whole Building Design is to create a successful highperformance building by applying an integrated design and team approach to the project during the planning and programming phases. Disclaimer. While many Federal Agencies have implemented BIM over the past ten years for design and construction, NAVFAC is leveraging this process and technology to extend the life cycle of facilities and reducing their total ownership cost. The Capital Improvements Business Line CIBL plans, designs and constructs facilities; the Public Works Business Line PWBL maintains facilities. CIBL took a proactive approach to understand how BIM technology was cost effective to support the maintenance of Navy facilities postconstruction. After executing inhouse BIM Pilot Projects and coordinating with PWBL on their facility maintenance database requirements MAXIMO, NAVFAC developed a phased plan to incorporate BIM to acquire Facility Electronic Operation and Maintenance Support Information eOMSI, see Figure 1.



<http://fsc1.ru/content/02-pt-cruiser-manual-transmission-problems>

For each Subsystem installed in the facility, the Construction Contractor populates up to 17 required standardized facility asset data fields, see Table 1. Upon construction completion the Construction Contractor submits the final eOMSI FDW which is a contract deliverable to PWBL for upload to their authoritative database MAXIMO. The goal of Whole Building Design is to create a successful highperformance building by applying an integrated design and team approach to the project during the planning and programming phases. Disclaimer. Store important information like emergency procedures and building forms, reduce paper waste and printing costs, manage risk and liability, promote inbuilding services and provide easy access to property, contact and area information and amenities. Youll feel confident that tenants always have the most up to date information and your tenants will value the centralized location for everything they need from building management. With more buildings and companies springing up in cities across the country, and more educational programs to help you advance in the field, now is the perfect time to pivot to a fruitful career in facilities management. Plus, you'll learn about how to advance from one level to the next, and what types of education, training, and organizations are out there to help you succeed. Their goal is to increase an organization's efficiency and support its vital activities. According to the International Facilities Management Association IFMA, this interdisciplinary practice "considers the coordination of people, place, process, and technology." Facilities management is necessary both for public organizations like schools and government, and for private organizations like businesses and nonprofits. "Facilities" traditionally refer to something physical that is built or installed for a specific purpose, and combine to help organizations complete their stated goals.

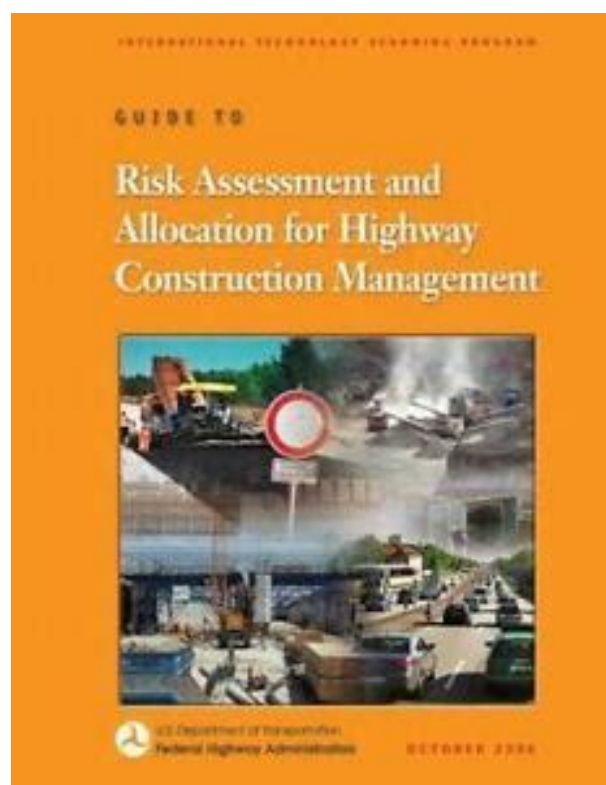
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It can refer to hardware facilities like central heating, air equipment, and lighting fixtures. It can also refer to nonequipment resources like staff management, grounds maintenance, and security services. There are two major types of facilities management, Hard FM and Soft FM. Hard FM refers to services relating to the actual structures and systems that make a facility work, and can include fire safety, plumbing, structural, and elevator maintenance. Soft FM refers to services that overlap

with property management, such as pest control, cleaning, grounds maintenance, and security. In each type of facilities management there are two levels of operation Strategic and tactical roles work with other departments, clients, and customers to help them understand the impact of their decisions on every other part of the facility and its ability to run. They're like the foreman of a construction crew. Operational roles carry out tasks with a highlytrained level of skill and ontheground knowledge in their specific vertical to keep employees alive and safe. Within each option, there are "inthefield" roles that can be entered with relatively low educational requirements, but a good degree of technical training. There are also "bird's eye" roles that oversee and coordinate efforts, which usually require a college degree and extra certifications, or extensive prior experience in the field. Here are the main categories of facilities management Cleaning This is what often comes first to mind when thinking of FM. Janitorial and groundskeeping roles are vital for the aesthetic value of a facility or property, which affects property value and the morale of those working at and visiting the site. Maintaining clean environments, trash disposal, and plumbing also promotes a healthy work environment. More specialized roles can sometimes be outsourced to specific vendors, like window washers for example.

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Higherup roles may coordinate these efforts to maximize staff's cleaning time, prevent repeated sweeps of the same areas, and work with management of other staff to create procedures that minimize excess work. This discipline includes keeping close watch on routine inspections and performing prompt repairs or interfacing with a vendor to ensure the work is done. Aside from having functioning AC and the like for employees of the facility, the true value of this work is maximizing the functional life of equipment and reducing costs to the organization. Making sure these separate systems all function is like orchestrating the gears of a clock, and can require knowledge of facilities management planning software. EHS Environment, Health, and Safety This discipline encompasses the creation and maintenance of sustainable, environmentallyfriendly workplaces that also promote safe and healthy working conditions. For example, ensuring a reasonable carbon footprint of a facility along with sufficiently clean air quality for workers would



fall under EHS. Workers in this discipline have to keep track of changing local and federal regulations, and make sure their facility meets them all. This job is vital not only for the stated reasons of its name, but also because it helps organizations avoid lawsuits, insurance claims, public scandals, and ultimately being shut down for violations. Space Management and Migration Offices are subject to frequent change, whether it's expansion of space, rising and falling staff count due to busy contractor seasons, or movement to new facilities entirely. This would all be a costly mess without careful planning and a helpful Computer Aided Facility Management CAFM software. Those working in this discipline are able to make staffing and space changes run smoothly while meeting regulations and preparing for all eventualities. Its value to an organization is considerable.

**Transportation** In larger campuses, it can be necessary for facilities managers to have a hand in planning and implementing transportation solutions. For example, it takes a lot of planning to funnel shuttles, busses, and taxis through different collection zones in the arrivals gate of an airport without slowing each other down. Between moving vital staff around a facility and transporting equipment to its required location, it's an important discipline of facilities management. **Security Services** Manned security can fall under facilities management companies in addition to fitting into the security infrastructure. Areas of service include inspecting central alarm systems, preventing malfunctioning triggers on doors, tracking and repairing key cards, maintaining security camera operation and collecting its footage, and creating standards for employees to follow. In retail facilities, this can extend to protection of merchandise and their security tags. Even if a contracting security agency is employed for manned security, a facilities manager may interface with them and provide plans for them. **Fire Safety** This discipline involves all facets of a facility that relate to preventing fires. In the event of a fire, this team helps contain and put it out, and also moves people in the building to safety. It involves strategic planning of escape routes and designating fire wardens on each floor, keeping up to date maps, working smoke detectors and fire extinguishers, and even small things like making sure fire escape doors open and lock properly. The role involves frequent inspections of supplies, plans and routes, the training of nonexpert staff, and above all, vigilance. **Operational** The average school and office buildings require a great deal of organization and coordination to function properly. Conference rooms need to be scheduled for use, and coffee machines and food deliveries need to be kept up.

<https://www.northamericatalk.com/wp-content/plugins/formcraft/file-upload/server/content/files/1626c669738f0b---contemporary-engineering-economics-solutions-manual-pdf.pdf>

On top of this there is often a help desk to receive, queue, and resolve issues with any number of vital office resources. Issues could range from software issues requiring IT staff, to mechanical problems from burnt out lights to jammed copy machines and everything in between. Coordinating this assistance and rendering it in a timely manner not only ensures a productive staff, it also improves morale. **Business Continuity Planning** for failsafes that prevent loss of business hours is one of the most valuable disciplines of facilities management. A power outage, loss of server access, migration to new systems, and dangerous emergencies like earthquakes can severely damage a business' profitability. Mitigating these problems requires a skilled FM team working with other business units to create plans and train staff to follow them. This could be as innocuous as "call us to fix the server," or as severe as moving staff out of a burning building to a recovery site with temporary equipment so that work can continue safely while the fire is put out. While there are many places to start, there are some particulars you can expect regardless of discipline. **Working Hours** You can expect to work 40 hours a week at least, with a strong possibility of more time for salaried positions, occasionally staying late to complete a job. Overnight work is not unheard of, especially in cleaning services, and maintenance or migration that would otherwise disrupt daytime work activities. Depending on the facility, aroundtheclock work could be required broken out in shifts, of course. When considering these hours, it's important to remember that what you do as a

facilities management professional has tangible impact not only on the financial health of an organization through reducing damage and increasing productivity, but also on physical health and safety. It's too important to simply clock out at five no matter what.

**Responsibilities** Your responsibilities will vary widely based on the discipline and department where you work, but they will always have one goal to increase efficiency and reduce waste while keeping people alive and safe. Some other goals include Performing your tasks to full completion daily Keeping aware of all changing regulations in your industry Documenting and reporting on inefficiency and issues Finding operational areas to improve Calculating costs of materials and supplies required for your tasks Responding to emergencies calmly and swiftly Delegating and coordinating simultaneous FM efforts

**Entry Level Requirements** Operational roles can range from janitorial to mechanical maintenance and IT. For entry level technician and management roles, requirements will vary, but having some kind of degree or certification does help. Appropriate areas of study include building management, construction, hospitality, engineering, property management, and generalized business studies. Apprenticeships are also available in some job listing sites, providing onthejob training to promising candidates.

**Facility Management Core Competencies** Having a resume that displays one of the following of IFMA's core competencies is a great way to bolster your chances at obtaining a role, or make up for a lack of educational background

**Communication** Facilities managers need to clearly report above, delegate below, and communicate needs and process across to other staff at their locations.

**Emergency Preparedness and Business Continuity** Responding in emergency situations is half of your job, and allowing the facility to keep running no matter what is the other half.

**Environmental Stewardship and Sustainability** As regulations increase along with fines, and tax breaks increase for good actors, facility managers must keep their practices as green as possible.

**Finance and Business** The job demands increasing efficiency finding ways to cut costs without reducing safety is essential.

**Human Factors** To be a facility manager, you must delegate tasks to staff, coordinate efforts with peers, and genuinely care about the health and safety of users of your facility.

**Leadership and Strategy** Regardless of your level, you must approach the job with a strategic eye, and be able to identify microdetails that could cause problems when spread through your team or in interteam situations.

**Operations and Maintenance** The ability to fix things and follow procedures is never amiss in facilities management.

**Project Management** Knowing how one task impacts another, and how to allow teams to work simultaneously separates high performers from the rest.

**Quality** You don't just get the job done, you get it done up to code.

**Real Estate and Property Management** Facilities management is at least half about the physical property, and knowing the ins and outs of it will take you a long way.

**Technology** From the hardware you interact with on a daily basis to the emerging CAFM software that is revolutionizing the industry, an aptitude for learning new technical systems is the mark of a leader in FM.

**Common FM Employers** If a business of any sort has a building, it requires some kind of facility management. The most common employers are owners of large buildings with many moving parts and lots of staff, like those used for offices and government work, and broad campuses with a lot of area to care for, such as schools and universities. Other popular sites are parks and arenas. Over time, onsite staff employed by a facility itself has been reduced in some areas, especially those with tight budgets. In their stead, these organizations now hire facilities management agencies and consultancies to handle the work in concentrated bursts when it's most needed. If you find many of the staff jobs have been taken or reduced in your area, you may have more luck working for an agency.

The primary difference is that you would be deployed to different facilities to either consult on strategy and planning, or perform excess work as needed. This is affected in part by your years of experience, your level of education, your specific role, and most importantly the size of the building and the facilities management budget you control. The larger the budget you're responsible for, the



more you're paid to see that it's well spent. Consult this graph to see what you could earn. However, that is only when climbing the ladder from one position to the next. Within each position, wages and salaries stagnate with diminishing returns after five years. So how do you advance to better titles in the facilities management industry. Education vs. Experience This is a common debate in facilities management circles does industry experience or formal education matter more. The answer is both. Graduating from programs will often get your foot in the door for higher level positions, and certainly helps expand your network. However, such a specialized and physical industry respects sweat equity, and a candidate with more years of experience and similar or lesser education will get special consideration over a freshlyminted graduate with no experience. This is especially important as such a grad would be younger than many of those answering to them, and respect needs to be earned. That said, as the industry trends towards more technologicallyadvanced, advanced training and certification is becoming a requirement for advancement, and the classic "worked your way up from the boiler room" story is getting such professionals less far than in years past. Director and executivelevel roles absolutely require a relevant bachelor's degree as a minimum, with a master's strongly preferred.

Facilities Management Degrees and Certifications Outside of degrees in engineering, business, and other generallyapplicable concentrations, there are degrees in facilities management specifically that you can earn. There are just over a dozen such accredited programs around the US for bachelor's degrees, with more options for associate's and master's as well. These programs are strongly helpful, with some quoting stats of 90 percent job placement just six months after graduation. Many positions are now requiring a bachelor's degree for application, and some 83 percent of new applicants have degrees. For those without time or money for a full fouryear accredited college degree, or for those who already have a general degree and want an edge on the competition, there are some universities in the U.S. that have official certifications. Considering the education prices are in the low thousands and the time it takes to pass is competencebased, it can be a boon to your earning power and signal your gogetter nature to FM employers. The phrase "it's not just what you know, but who you know" also applies to facilities management. The organization is international, so joining this circle gives you access to a whole world of possibilities. Throughout the U.S., there are dozens of chapters so you're never too far from a hotbed of activity. How does networking with an organization like IFMA help you. It helps you learn about the latest innovations and ideas in the industry from leaders in your community and beyond, which you can apply to your own position or to advance to the next one. It instills leadership by putting you into contact with mentors who can help you rise up while avoiding pitfalls they've experienced when you hit a wall. It also puts you in touch with people who may have jobs at the next level, and if they get to know you and like you personally by the time a job comes around, that can make up for a gap in experience.

People take a chance on those they like and trust. Keeping Aware of Changing Technology and Software The biggest changes to all industries come from the march of technology, and as a process and machinedriven career, facilities management is particularly susceptible to it. To advance in your career, you have to be aware of changing technology and standards within facilities, such as LEED certification requirements. The most important development in the industry is the widespread use of computer aided facility management CAFM software. According to Tony Keane, "Its an exciting time for the global facility management industry, which is experiencing its most significant evolution in decades. Smart technology, including CAFM, has led to higher expectations for tangible results." For lower levels of the profession, it's becoming vital to know your way around one of these systems either for executing on or planning out a strategy for facilities management work. It can assist with space planning, asset and maintenance management, room reservations, customer service and IT requests, facility operations, and even the planning of and coordinating moves from building to building. Some specialized software helps manage fleets of vehicles, leasing for real estate management, or monitor air quality and potential fire hazards. This software changes rapidly, so the

most important thing to learn is how to learn and navigate new software, rather than rigidly sticking to one system. Read a guide on CAFM software for more details. Join your local chapter of IFMA, and participate in everything that interests you. Get your business cards and your handshakes ready, and don't be shy. Inquire about apprenticeships and workshops. Take advantage of IFMA's online job boards and the people you meet as connections. Get in touch with the highest ranking person you can and request an informational interview even if they say there are no positions available or you are told to "apply on the website.

" You'll always have a better chance with a person than an automated system. Finally, take your newlyminted resume to standard job boards like LinkedIn, Indeed, Monster, and even Craigslist. Response rates for these sites can be low, so don't be discouraged, and continue using your network as you grow it. It allows you to move vast amounts of facilities data, update the team while they're on the go, and all work together from one central hub, managing project deadlines and allocating tasks. Smarsheet's customizable dashboard capability helps you surface KPIs and other metrics, and allows executives to get all the realtime information on the state of the facilities they manage in a glance. With endless customization options, modify the sheets to fit the needs of your operation, project, or team. You can find out about our cookies and how to disable cookies in our Privacy Policy. If you continue to use this website without disabling cookies, we will assume you are happy to receive them. Close. To make this simpler topics can be categorised as followsTherefore it is important that your guide, as a minimum, has the following sectionsIt should also briefly cover information on the buildings environmental strategy energy, water, waste and how users should engage deliver this.It should include brief details about the visitor management strategy includingFor building managers, it should also include information about fire marshalling, testing and maintenance regimes for emergency systems and emergency contact numbers. Please upgrade your browser to improve your experience.Building Manager Handbook Building Manager List FY21 Building Blitz Dates. The overall purpose of utilizing BIM for facility management is to enable GSA to leverage facility data through the facility lifecycle to provide safe, healthy, effective and efficient work environments for our clients. Facility data is created throughout the design and construction process. PrintWindow.document.

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