

Best Practices in Contemporary Facility Management

Best practices in facility management serve to improve communication, streamline coordination, use objective data to make decisions, and ensure activities are in alignment with the greater strategy. Each initiative is applicable and scalable to any organization.

The checklist below is designed to benchmark current practices and identify actions your organization can take to enhance the facility management program:

- Capital Budget Plan:** a long-term budget plan used to forecast major repairs, end of life cycle replacement of building systems, and renovations.
- Operating Budget Development:** a detailed annual budget that serves as an action plan; itemizing and organizing expenses so they can be benchmarked against similar facilities.
- Preventive Maintenance Program:** a proactive approach to maintenance that extends the life cycle of building systems and reduces failures.
- Annual Facility Report:** a report for the Board of Directors summarizing the past, present, and future of the facilities program.
- Facility Audit:** a condition assessment to determine the current condition of your building systems, including cost estimates for systems in need of repair/replacement.
- Efficient Building Operations:** daily practices to optimize building performance and reduce operating costs.
- Sustainability Plan:** efficient methods to save money, reduce energy consumption, lower carbon emissions, and recycle.
- Business Continuity Plan:** the identification of hazards with the potential to interrupt essential business operations; development of corresponding plans to prevent downtime and respond to unplanned failures.
- Project Management:** a task force of internal and external stakeholders assembled to solve complex issues and guide projects from feasibility through implementation.
- Facilities Team Training:** a customized plan to develop skills with workshops and industry training.

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Please feel free to contact me for further information.

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