



Facility Management

By Rondeau, Edmond P.; Brown, Robert Kevin; Lapides, Paul D.

Wiley, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 1. An Overview of Facility Management. Definitions. Organizational and Human Resources Issues. Ethics. The Facility Management Mission. You are Your Customer. Negotiation Strategies. Total Quality Management (TQM). Americans with Disabilities Act (ADA).Conclusion.2. Long-Range and Annual Facility Planning.Long-Range Facility Planning Process.Strategic Facility Management Functions. Synchronizing Corporate Planning and Corporate Facility Management. Strategic Planning. Annual Operating Plan. The Long-Range Plan. Sample: Corporate Facilities Procedures. Strategic Real Estate and Facility Planning. Strategic Corporate Facility Management Information. Disposition of Assets. Conclusion. 3. Facility Financial Forecasting and Management. Annual Operating Plan.Long-Range Plan.Appropriation Request.Trend and Ratio Analyses. Capital Budgeting Evaluation. Present-Value Model.Risk Analysis Models.Investment Value Approach. Financial and facility Alternatives. Capital Project Tracking.Capital Project Tracking System Process and Sequence. Disposing of Assets. Outsourcing. Conclusion. 4. Real Estate Considerations, Analysis, and Planning. Responsibilities and Objectives of the Real Estate Function. Best Practices in Corporate Real Estate Management. Issues for Review and Analysis.Real Estate and Facility Inventory.Determining Your Customer's Requirements.Lease Property: Negotiating Checklist.Sample Lease: Proposal Letter.Sample Purchase: Letter of Intent. Site Criteria Considerations. Selecting a Real Estate Broker, Sample Sales Agency Agreement, Principal

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