

FMT205 Fundamentals of Facilities Management

Level: 2

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY SEMESTER

Synopsis:

FMT205 Fundamentals of Facilities Management will provide students with knowledge and understanding of the job scope of a Facilities Manager and key functions of Facilities Management and its importance in an organisation. The course aims to equip students with an overview of the scope and practices of facilities management and planning. Students will be exposed to how a facility is being managed effectively, understanding how key performance indicators are established in both in-house FM functions and outsourcing, and how to leverage on technology to improve productivity for facilities management.

Topics:

- Scope, Practices, Processes and Procedures of Facilities Management
- Roles and Responsibilities of Facilities Manager
- Property Manager vs Facilities Manager
- Strategic Planning of Facilities Management
- Facilities Management Leadership
- In-house vs Outsourcing and Establishing Key Performance Indicators
- Understanding Workplace Facilities
- Sustainable Facilities Management
- Leasing Administration and Property Management
- ICT in FM, such as CMMS, BAS and BMS
- Operation and Maintenance in Facilities Management
- Management of different facilities such as industrial, commercial, institutional, residential and hybrid.

Textbooks:

Kathy Roper, Richard Payant: The Facility Management Handbook 4 AMACOM
ISBN-13: 9780814432150

Learning Outcome:

- At the end of the course, students should be able to:
- A. Knowledge and Understanding (Theory Component)
 - 1. Discuss the scope, practices, processes and procedures of facilities management
 - 2. Demonstrate the understanding of the roles and responsibilities of a facilities manager
 - 3. Describe the various adoption of information and communication technologies in facilities management
- B. Key Skills (Practical Component)
 - 1. Illustrate the various management processes in managing different types of buildings and facilities
 - 2. Examine the strategic planning of in-house and outsourcing of facilities services
 - 3. Determine the various key performance indicators for in-house and in outsourcing of facilities services

Assessment Strategies (Evening Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	2
	PRE-CLASS QUIZ 2	2
	PRE-CLASS QUIZ 3	2
	TUTOR-MARKED ASSIGNMENT 1	10
	TUTOR-MARKED ASSIGNMENT 2	14
Overall Examinable Components	Written Exam	70
Total		100