

Module Descriptor Definitive Document

Module Code	HTMH02
Version	(completed by QASU)
Module Title	Facilities Management
Credits	20
Valid From	(completed by QASU)
Status	Proposed
Subject Board	(completed by QASU)
HECoS Code	101308
Academic Level (FHEQ)	6
Study Period	1
Prerequisites and co-requisites	None
Not available to students taking/having taken	N/A

Content (Indicative)

- Operational responsibilities; staff structure, training and development, buildings; uses, allocation of space, capacity, essential services and supplies (mechanical, electrical, electronic) maintenance and repair.
- Employer/funding agencies; private and /or public ownership of facilities, management board/trustees, local authority, personal contract and accountability, lines of management, responsibility.
- Legal, health and safety; Statutory regulations, e.g. local authority, fire authority (expectations and requirements), employment and insurance law, building and accessibility regulations, compliance.
- Health and safety measures; risk assessment procedures, regulations, relevant authorities, compliance, recording documentation.
- Administrative systems; information processing, communication channels, ICT systems, property management systems, customer records, archive and record keeping.
- Building management; multi-use considerations, planning and scheduling, refurbishment schedule and records and resource controls.
- Qualitative and quantitative objectives, targets.

Teaching and Learning Experience

Lectures

Seminars

Industry Visits

1-2-1 Tutorials

Guided Independent Study

Students will be able to access on-line materials through the College virtual learning environment.

Module Learning Outcomes (MLOs)

On successful completion of this module students will be able to:

1. Appraise the importance of the training and development for Facilities Management staff.
2. Assess the legal, health and safety obligations to be addressed by facilities operations managers.
3. Evaluate range of administrative systems to support facilities operations and management.
4. Review the Qualitative and Quantitative objectives of a facilities management function.

Assessment

Assessment Task	Weighting	Module Learning Outcomes Assessed
Group Report	50%	1, 2
Group Presentation	50%	3, 4

Indicative reading (APA 7th edition referenced)

Core Texts:

Josef Ransley, Hadyn Ingram, *Developing Hospitality Properties and Facilities*, Routledge, 2015.

Brian Atkin, Adrian Brooks, *Total Facilities Management*, Wiley-Blackwell, 2015.

Ian C. Barker, *A Practical Guide to Facilities Management*, Whittles Publishing, 2013.

Supplementary Texts:

Sunil Shah, *Sustainable Practice for the Facilities Manager*, John Wiley & Sons, 2009. Keith Alexander, Brian Atkin, Jan Bröchner, Tore Haugen, *Facilities Management: Innovation and Performance*, Routledge, 2004.

Peter Barrett, David Baldry, *Facilities Management: Towards Best Practice*, Wiley-Blackwell, 2003