



The importance of space management to FM



Space is an expensive resource and has to be used effectively and efficiently. Space is expensive to acquire, costly to maintain, slow to dispose and can easily become redundant. With the increasing trend of working from home, hot-desking and remote working in client sites, it is a challenge to balance the needs of the user with the amount of space available.

FM is usually responsible for the use and management of space within their buildings. Space management covers many aspects such as the formulation of a space strategy; consider the impact of structure and services on space use, preparing briefs for office layouts, managing changes in accommodation and keeping abreast of legislation etc.

FM is often being viewed as cost center by the organization. However, most of the time, top management fail to relate the cost of FM services with the amount of space they managed. Space is often considered as FM cost driver for both the premises (such as rent and utilities) and the maintenance (such as cleaning, security, landscaping and etc).

Thus a competent FM needs to know the following:

- ✓ The amount of space he manages, the proportion of occupied to empty space
- ✓ The detail and type of ownership (landlord or lease-hold)
- ✓ The type or kind of space (industrial, commercial or residential and etc)
- ✓ Details of the occupiers and people who use it (can be by dept or functions)
- ✓ Details of activities that take place in which areas (quiet work, meetings, creative, desk sharing)
- ✓ The utilization of space over time
- ✓ The churn rate
- ✓ The cost of occupying the space (\$)
- ✓ The cost of servicing or maintaining the space (cleaning, security, utilities...)
- ✓ The impact of the space on the overall purpose of the business and its contribution to the organizations objectives.



Facility Space Planner

This 870+ pages resource is designed for facility management practitioners who are responsible for facility planning. Good facility planning is key to a productive environment. Learn about tools, processes, policies, procedures and techniques that will assist you in maximizing facility usage against acceptable cost.

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