



## Your Partner in Facility Management.....

### Strategic Maintenance - Creating the right ambience

Facility management (FM) is not just about looking after the built facilities of an organization. It encompasses multiple disciplines to ensure the functionality of the built environment by integrating people, places, processes and technologies.

As the backbone of the organization, FM enables the best use of its built facilities by planning, designing and managing their premises and support services.

#### A Strategic role

FM expenses, in most MNC, are usually the second largest after human resources, and account for approximately 30 to 35% of the organization's expenditure.

Hence, ensuring sensible spending within the budget and meeting the vision of the company are two key tasks of FM, which has become a strategic function of the organization.

The FM industry has gained in importance today with increasing competition and the stress on quality and cost-effectiveness.

The core competencies of FM are about understanding how the built facilities function and support people in their work.

This means providing the right work ambience for employees to conduct their core business activities in a cost-effective manner.

This create a synergy between core and non-core activities which steers the whole organization towards achieving its vision and mission.

### **The RFP Process and specification of Facility Management Requirement.**

*This guidebook give you a better understanding of the process and provide you with a variety of sample specifications for services that you may be seeking.*

*Sample specifications are provided for areas such as electrical, elevators, flooring, HVAC, janitorial, copying, lighting, plumbing, roofing, etc. A sample RFP document is further-more provided for contracting out the FM function.*

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on earning IFMA's  
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