

Subject Description Form

Subject Code	BSE457
Subject Title	Facility Management and the Workplace
Credit Value	3
Level	4
Pre-requisite Co-requisite Exclusion	BSE3512 Engineering Management <u>or</u> BSE359 Management Principles in BSE Nil Nil
Objectives	<p>Facility management is a fast-growing profession and an expanding area for building-related professions. It embraces a wide variety of knowledge in relation to building workplaces and business operations. This subject aims to provide the students with a basic grounding of facility management, with emphasis on the following aims:</p> <ol style="list-style-type: none"> 1. To appreciate the growth of FM as a sector within property and construction industry. 2. To understand the use of buildings as an operational resource. 3. To understand how operational properties are managed as functional assets. 4. To appreciate how organizational culture influences workplace design and space configuration. 5. To learn how technology impacts on our work and how IT impacts on workspace layout.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a) understand the development of facility management and its impact on the property and construction industry; b) develop competence in organizing resources for achieving facility management functions; c) apply the knowledge of space planning and management to the workplace; d) understand the essential elements of occupancy costs and their significance in building life cycle; and e) apply the knowledge of contract procurement and management to building support services.
Subject Synopsis/ Indicative Syllabus	<p>Basics of facility management: FM defined, evolution of FM, role of FM, FM functions, the process of FM, FM organization and staffing.</p> <p>Fundamentals of space planning and management: workplace design and space configurations, influence of corporate culture, organization's needs, building information, user requirements and ergonomics, activities within building, roles and relationships within workspace, alteration and refurbishment, computer tools, impact of technology on workspace.</p> <p>Components of occupancy costs: value in building, budgetary control, elements of occupancy costs, significance of occupancy costs in building life cycle, building income and expenditure.</p> <p>Procurement and management of support services: concepts of core and non-core activities and its implications on procurement trend; building support services, in-house production and outsourcing, procurement and management of support services contracts, performance monitoring and audits.</p>

Teaching/Learning Methodology	<p>Delivery of the subject entails a combination of lectures, seminars, tutorials and mini-projects:</p> <ol style="list-style-type: none"> 1. Lectures cover introduction of the key subject elements and explanation of the relevant concepts, principles, cases and examples. 2. Seminars involve in-class discussions over questions which are purposely set based on the contents of some selected reading materials. 3. Tutorials allow students to raise any questions they may have in relation to any areas of the subject. 4. Mini-projects require students to demonstrate their ability of applying knowledge to accomplish tasks or tackle problems of the given projects. 																																																																							
Assessment Methods in Alignment with Intended Learning Outcomes	<table border="1" data-bbox="403 551 1485 958"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="6">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> <th></th> </tr> </thead> <tbody> <tr> <td>Mini-project</td> <td>20</td> <td></td> <td></td> <td>✓</td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>Test</td> <td>20</td> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>End-of-semester examination</td> <td>60</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>Total</td> <td>100</td> <td colspan="6"></td> </tr> </tbody> </table> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <ol style="list-style-type: none"> 1. The mini-project, to be done by small groups of students, is to assess their ability of knowledge application through cooperation and teamwork. 2. The test, acting as an interim check on the students' progress of learning, focuses on the aspects of intended outcomes other than those covered by the mini-project. 3. The examination, carrying the largest assessment component, is to examine the overall ability of individual students on the various aspects of intended outcomes. 								Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)						a	b	c	d	e		Mini-project	20			✓		✓		Test	20	✓	✓		✓			End-of-semester examination	60	✓	✓	✓	✓	✓		Total	100																								
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Reading List and References	<p>Alexander, K., Facilities Management: Theory and Practice, E&FN Spon.</p> <p>Atkin, B., Total Facilities Management, Blackwell Publishing.</p> <p>Best, R., Building in Value: Pre-Design Issues, Arnold.</p> <p>Langston, C., Strategic Management of Built Facilities, Butterworth-Heinemann.</p> <p>Park, A., Facilities Management: An Explanation, Macmillan Press.</p> <p>Williams, B., Cost Effective Facilities Management, Building Economics Bureau Ltd.</p>																																																																							