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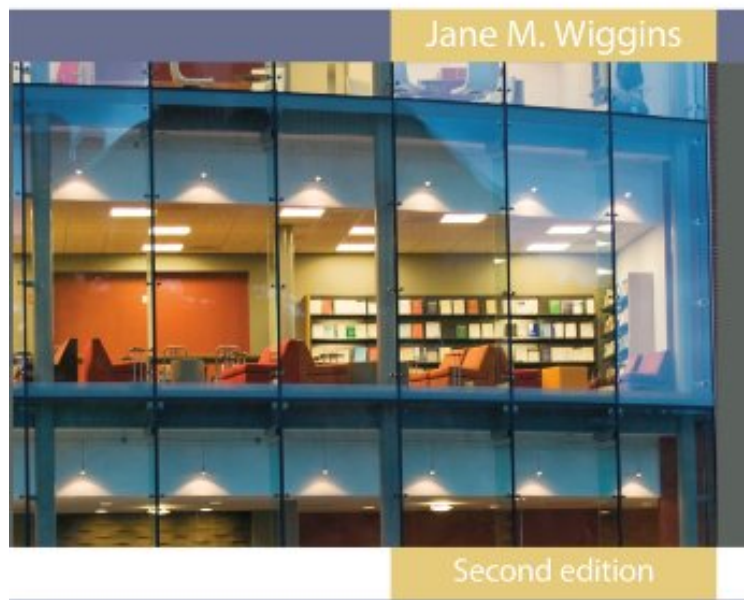
Facilities Manager's Desk Reference

Jane M. Wiggins

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Facilities Manager's Desk Reference



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source of highly relevant, practical information on all the principal FM services, as well as information on legal compliance issues, the development of strategic policies and tactical best practice information. Fully updated over the first edition, and presented in an easily readable, concise format with a clear practitioner perspective, the book covers both hard and soft facilities management issues. It will be a first point of reference for all busy facilities managers, saving them time by providing access to the information needed to ensure the safe, effective and efficient running of any facilities function. Fully updated over the 1st edition, it contains all the essential data covering the principal FM services. Highly practical, aimed at the busy FM practitioner. Saves time by bringing together essential, useful and practical information. Benefits students whose courses do not prepare them for the practicalities of professional practice.

"It provides a very comprehensive evaluation of most of the major issues that any facilities manager is likely to face in the day-to-day management of property . . . Overall this is a very useful text for any practitioner in the property or facilities management field providing a ready reference to a wide range of property management practices. It is also a very useful reference for students studying facilities management and wanting a very comprehensive introduction to the field." (Property Management, 2011) "As for students, this book may bridge a lot of the 'gaps' that they may have experienced between theory and practice, as it has been written to be more practical than theoretical. Therefore, this book is much easier to understand and it will provide them with the much needed clarity on the profession. This book is high on my list of recommendations and I think that Jane has done a fantastic job in putting it together. I hope that a lot of other people will give it the same amount of appreciation that I have, once they have read it." (Essential fm Report, September/October 2010) From the Back Cover It is well recognised that excellent facilities management has a very positive effect on the achievement of organisational goals. In the process of delivering high levels of service the facilities manager will face a range of complex and often challenging tasks, sometimes concerned with a single business premises, often across an entire property portfolio. To assist the busy facilities manager, the Facilities Managers' Desk Reference provides an invaluable source of concise, highly relevant and practical information on all the principal FM services, as well as information on legal compliance issues, the development of strategic policies and tactical best practice. Fully updated over the first edition, the Facilities Managers' Desk Reference covers both hard and soft FM issues with a clear practitioner perspective. It will be a first point of reference for all busy facilities managers, saving time by providing all the information needed to ensure excellence in the provision of safe, effective and efficient facilities service. It will also serve as a useful overview for students studying for their professional and academic qualifications in facilities management. Also Available: Facilities Management: The Dynamics of Excellence 3rd Edition Peter Barrett and Edward Finch Paperback, 9780470673973; ePub, 9781118716113 Total Facilities Management 3rd Edition Brian Atkin and Adrian Brooks Paperback, 9781405186599; ePub, 9781118658642 About the Author Jane Wiggins MBA, CFM, DMS, MInstAM, BSc (Hons), FBIFM has over twenty-five years' experience of facilities management, project delivery and provision of business support services in major blue chip organisations and the education sector. With expertise in operational and strategic aspects of facilities management, Jane speaks and writes extensively on the subject and has taught many hundreds of Facilities Management students in past 10 years, including the winners of the coveted BIFM Student of the Year annual award from 2004 to 2010. Nominated as one of the Top 20 Most Influential Women in FM in the UK, Jane is Director of FM Tutor Associates Ltd, a recognised BIFM tuition centre. She is also an Associate Tutor and dissertation supervisor for the MSc in Facilities Management at the College of Estates Management. She was Chair of the British Institute of Facilities Management Education special interest group from 2003 - 2008. Formerly Programme Manager at BPP Professional Education, Jane is author of the BPP BIFM workbooks, several case studies and articles on FM across range of publications such as Croners, EFMR, Facilities Management Journal, and FM World.