FACILITY PLANNING

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ASPECTS OF FACILITY PLANNING

People

Technologies

Building and landscape

Processes and practices

Disaster preparedness and recovery

Long-term growth strategy

Long-term approaches to day-to-day facilities management, including:

Critical systems management

Janitorial and housekeeping duties

Maintenance and repair duties

Hiring service vendors, like food trucks or fitness trainers

Proactive/predictive maintenance

Catering and hospitality services

Business support services

Environment, health and safety issues

Security services

Capital planning



THE GOAL: CREATING EFFICIENCY

Understanding the importance of facility planning means looking at efficiency.

How effectively are you using the space available to you?

Are you supporting employee productivity?

Where does waste exist within your workplace and what can you do to minimize it?

FACILITY PLANNING OBJECTIVES

Keeping costs as low as possible?

Using the workplace to attract talent?

Imbuing a sense of culture and belonging?

Maximizing productivity?

Planning for growth?

Improved space utilization?

Guide To Facilities Planning

H Kauffman

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decision School administrators are responsible to the community for maintaining school buildings and they owe an
explanation to the community of what has been done to protect existing school buildings This book is developed to help
aspiring teachers who want to become principals business managers or superintendents that existing buildings need to be
properly maintained and functional and can continue to serve the public for many years to come
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provides a detailed discussion of all of the processes involved in planning a school building From a discussion on how to
organize the local staff to the final evaluation of the building the separate processes are described in detail The responsibility
of the educator and school board are discussed in such a way that individuals on the local level should feel confident in the
knowledge of the planning process gained from this book The relationship between the school board and the architect are
described in detail and an example of an architect s contract is given Other examples of contracts are provided The process
of contracting with a contractor is discussed in detail In addition some alternative methods of contracting for such services
are provided A section on green schools is included because this is an important way to construct buildings A chapter on
problem based activities is provided which should give the reader an opportunity to experience some of the problems
educators actually face in this planning process

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