



FM Roundtable Discussion – February 8, 2017

Helpful Mobile Apps:

- CamCard - Business Card App
- Evernote
- Waze
- DocuSign (free)
- Bluebeam
- Skitch

We will highlight an App in upcoming Noteworthy issues

Budgeting / Condition Assessment

- Excel Spreadsheet
- Capital Asset Planning Software
- CityWorks
- Archibus
- COBIE data
- Maximo
- SAP has an asset inventory module
- Maintenance Connection
- Builtspace

Top Tips

- Plan your next day / set priorities
- Communicate changes
- Managing People – most challenge

Trends in Office Space

- No enclosed offices
- Collaborative spaces
- Lower cubicle walls
- Bench seating

- “Backyards” – discussion rooms
- Sit/stand stations
- WiFi

Track Occupancy

- “Desk app” – if employee not coming in to use a desk, someone else can use it
- Workspaces for only those who work on site
- Facilities eliminating excess workstations; really assess all space use

Preventive Maintenance vs Predictive – CBRE White Paper forwarded by Matt

- Is 80% PM/20% repair realistic goal?
- One attendee uses 70% /30%; says 80/20 aggressive but most important is to just measure;
- he measures completed work orders (vs labor hours)
- Analyze PM vs CM

Requests for Proposal

- Improve RFP process by more clearly defining scope of PM
- Extract PM for 3rd Party RFP
- Reward with Reactive? Performance based
- Ensure ISM certified contractors

FMP Certification

- An attendee asked about certification difficulty; online vs classes; he just signed up online;
- Matt Tadisch working with Mark Sekula to offer certification classes

Future Topics

- Managing people
- New corporate cultures
- Field Glass – vendors pay to submit invoices
- Succession planning / dealing with retirements / capturing knowledge
- Creating building specs
- Doing more with less
- Staying on top of technology
- Work more strategically vs tactically
- Building Automation systems
- Communicate to other departments how we can add value
- Facilities Organizational Structure
- Performance Measurements:

- How are you measured for your performance?
- How do measure your performance?
- How do you measure your direct reports performance?