FACILITY MANAGEMENT 1100
Introduction to Facility Management
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
An overview of facility and property management techniques. Topics include the organization of
the facilities and property industries, budgeting, standards, labor relations, safety, personnel
administration, maintenance (exterior and interior), energy conservation, HVAC systems and
space planning. Prerequisite: Course requires Reading Placement Test Score-Category One. (3
lecture hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for
this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course
material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OUTLINE
Work will commence on the first day of the semester and will continue until the semester ends.
A schedule will be provided when the student enrolls in the course.

Topical Course Outline
1. Overview of facility management
2. Long range and annual facility planning
3. Strategic planning
4. Annual operating plan
5. Facility financial forecasting and management
   o Capital budgeting
   o Capital project tracking
6. Role of facilities management in the work environment
   - Interior programming and space planning
   - Telecommunications and computer integration
   - Customer relations Disaster avoidance and recovery
7. Maintaining the interior and exterior of facilities
8. Importance of energy conservation
   - Legal and political issues Ergonomic and life safety issues
   - Americans with Disabilities Act (ADA)

**EVALUATION/GRADING**

All grading will be on a point system

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>19 assignments @ 20 points</td>
<td>380 points</td>
</tr>
<tr>
<td>Project I @ 50 points</td>
<td>50 points</td>
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<tr>
<td>Project II @ 50 points</td>
<td>50 points</td>
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<tr>
<td>6 Discussions @ 20 points</td>
<td>120 points</td>
</tr>
<tr>
<td>Final Project</td>
<td>150 points</td>
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<tr>
<td>Midterm Exam</td>
<td>100 points</td>
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<tr>
<td>Final Comprehensive Exam</td>
<td>150 points</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,000 points</strong></td>
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</tbody>
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**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>1,000 - 900</td>
</tr>
<tr>
<td>B</td>
<td>899 - 800</td>
</tr>
<tr>
<td>C</td>
<td>799 - 700</td>
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<tr>
<td>D</td>
<td>699 - 600</td>
</tr>
<tr>
<td>F</td>
<td>599 - below</td>
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</tbody>
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**SATISFACTORY/FAIL OPTION**
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

**INCOMPLETE POLICY**
Incomplete grades will only be given for extreme situations. Contact the instructor or refer to the syllabus for details.