Purpose:

1. To research application of facilities management material discussed in a real world environment.
2. Compare actual organization to organizations discussed in class

Task:

1. Investigate the organization of a company as it applies to facilities management issues. Summarize and discuss your findings. Determine who (position and/or department/group) is responsible for each of the functions covered in this class:
   a. Maintenance (Routine, Preventive, Predictive, Repair, as applicable) of Buildings; Building Systems; Operating/Production Equipment (if any); Site & Property
   b. Project Planning, Design, and Construction
   c. General Administrative Services, including, but not limited to those discussed in class
   d. Contracted/Outsourced (non-production) Services
   e. Plant Management/Labor Issues
   f. Facility Planning/Plant Layout/ Interior Space Planning; and Energy/Utilities Management

2. Choosing one of those functions, prepare a report discussing how that function either contrasts or supports the information presented in class. This report should reference specific responsibilities and procedures associated with those functions. Note that the various Facilities Management functions may not be organized as we have them listed.

3. Your report should present the information in a clear, understandable, and professional format. The report should be between 1200 and 1500 words (that comes out to about 3-4 pages), using a 12 pt. font, line spacing of 1.5 or 2, margins of 0.75" all around and saved in Rich Text Format. Make sure your name and page number are on every page. The heading should include your name (duh), "FM504" and "Final Project". The rest is up to you.

4. Upload your report in the Drop Box named Final Project.
Deadline:

Friday, 7 August, 3:59 p.m.  *Note the different day and time!!*

Evaluation:

This report will be worth 15 percent of your total grade. There will be a total of 40 points, generally broken down as follows:

- 10 points for addressing all items in Part 1
- 10 points for clearly presenting similarities or differences
- 10 points for application of material
- 10 points for organization and professionalism (yes, I know this is not an English course, but at this point in your educational continuum, expectations of you will be higher; you are becoming a highly trained professional and should look like it.)

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