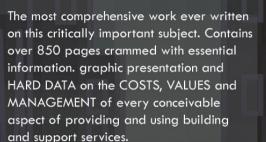
OTHER GREAT VALUE CD-ROMS AND BOOKS FROM (FPI):

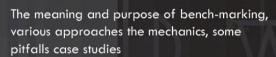
Available formats

Facilities Economics 2nd Edition 2005

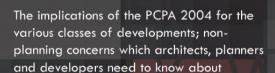




Introduction to Benchmarking Facilities 2nd Edition 2005 by Bernard Williams



Town Planning at Your Fingertips 3rd Edition 2007 by Prof Barry Redding and Geoffrey Parsons



AND COMING SHORTLY...

Whole-life Economics of Building Services 2nd Edition (A4) 2008 by Malcolm Lay, Bernard Williams and

Measured cost analyses of the Life-cycle Costs of all the building services in four buildings covering the normal range of shapes and sizes. Gives estimating rates and typical quantities in respect of initial installation, life-cycle replacement, maintenance and energy consumption for each component of every service. Also economic commentary explaining why overall costs vary widely from building to building and the effects of DCF on total life-time costs

Facilities Value Management 1st Edition 2008 by Gill Smyth and Bernard Williams

How to develop a Facilities policy using formal value management principles and linked with the organisations overall value management plan. Ground-breaking!

PUBLICATIONS ORDER FORM

		Price incl. Number Total
Facilities Mana	gement in Practice	p&p/VAT of copies amount
CD read-only	£29.50 + £3 p&p + VAT	£38.18
CD printable	£49.50 + £3 p&p + VAT	£61.68
Facilities Econor	mics (UK version)	
Book	£79.95 + £15 p&p	£94.95
The state of the s	£19.50 + £3 p&p + VAT	£26.43
CD printable	£39.50 + £3 p&p + VAT	£49.93
	mics (Pan-EU version)	
Book	£99.50 + £15 p&p	£114.50
CD read-only CD printable	£19.50 + £3 p&p + VAT £39.50 + £3 p&p + VAT	£26.43 £49.93
CD primable	237.30 + 23 pap + vai	1,47.73
	Benchmarking Facilities	
Book CD read-only	£49.50 + £10 p&p £29.50 + £3 p&p + VAT	£64.50 £38.18
CD redd-only	£29.50 + £3 p&p + vAI	130.10
Town Planning	at Your Fingertips	
CD read-only	£29.50 + £3 p&p + VAT	£38.18
CD printable	£69.50 + £3 p&p + VAT	£85.18
		SUB TOTAL
LESS BC	ONA FIDE STUDENTS DISCOUNT	
BLOCK CAPITAL	S PLEASE	GRAND TOTAL
Contact Name		
Job Title		
Organisation		
Nature of Busine	ss	
Address		
		Postcode
Telephone		Fax
Email		
PAYMENT BY IN	VOICE Please send a Pro	-Forma Invoice
PAYMENT BY CH	HEQUE Payment should be	e enclosed with the
	eipted invoices will be sen	
	osed our cheque for lilities and Property Inform	made payable to:
	57 (75)	lease complete the following in full)
		Date
Card Number	se fick appropriate)	VISA Master Card

Please send or fax your completed form and payment to:
nternational Facilities & Property Information Ltd.
Congressions 5071

Kings House 32/40 Widmore Road, Bromley, Kent BR1 1RY

Cardholder's Name

Authorised Signature



Tel: 020 8464 5418, Fax: 020 8313 3363, Email: info@int-fpi.com Visit our website: www.int-fpi.com

Data maybe used for direct marketing purposes



Facilities Management in practice

by Derek Paxman Hon FBIFM ACIOB

An essential guide for people who need to know about the key issues facing facilities management in practice - and how best to deal with them. Written by a highly experienced and qualified practitioner and educationalist who has 'been there and done it' at the highest level.

AVAILABLE NOW:

THE BOOK

Hardback 250 page book £69.50 + p&p

'AT YOUR FINGERTIPS'

CD-ROM read-only or printable from £29.50 + p&p + VAT





See over for list of contents and details of great companion publications

Facilities Management in practice

CHAPTER 1 - Introduction

- 1.2 High level considerations
- The facilities manager responsibilites, knowledge and skills
- 1.4 History and current status of 4.5 facilities management
- 1.5 The services covered by facilities management
- 1.6 Demonstrating the value of facilities management
- 1.7 Successful facilities management

CHAPTER 2 - Introduction

- Management information
- Industrial relations
- 2.3 Financial management and control
- 2.4 Property management
- Lease management, landlord and tenant issues
- 2.6 Rents, rates and utilities
- 2.7 Insurance
- Design and construction 2.8
- Asset management
- 2.10 Accommodation strategy and planning
- 2.11 Business continuity, bombs, floods and disasters
- 2.12 Computer aided fm systems 7.6
- 2.13 Inventory
- 2.14 Purchasing and procurement 7.8
- 2.15 Cost reductions
- 2.16 Environmental responsibilities
- 2.17 Health, safety and government legislation
- 2.19 Statutory testing
- 2.20 Staff management
- 2.21 Training
- 2.22 Services
- 2.23 Performance measurement and management
- 2.24 The unexpected

CHAPTER 3 - Introduction

- 3.1 Facilities management is not understood
- 3.2 Service level agreements (sla) 8.5
- 3.3 Surveys
- 3.4 Communication and promotions
- 3.5 Making presentations

CHAPTER 4 - Introduction

- 1.1 What is facilities managment? 4.1 Purchasing and procurement 9.1
 - Creating the budget
 - Comparing contractor and in-house costs
 - Life cycle costing
 - Financial reporting

CHAPTER 5 - Introduction

- 5.1 Responsibilities
- 5.2 Business drivers and asset management
- **Building management**
- Property attributes
- Leases and associated issues
- Disposal of buildings

CHAPTER 6 - Introduction

- 6.1 Efficient use of space and circulation factors
- 6.2 Accommodation reviews and moves
- Other space related issues 6.3

CHAPTER 7- Introduction

- Business continuity planning
- 7.2 Security
- 7.3 Reception
- 7.4 Meeting rooms and conferencing
- Mail and messenger services
- Printing and reprographics
- 7.7 Catering
 - Cleaning including window cleaning
 - Building fabric and engin-
- eering maintenance 7.10 Grounds maintenance and
- internal planting 2.18 Fire prevention and fire safety 7.11 Information technology and 11.4 The team and competencies telecommunications
 - 7.12 Computer aided facilities management systems

CHAPTER 8 - Introduction

- 8.1 Facilties management structures
- Defining the service
- Selecting the service delivery strategy
- 8.4 The contract route
- The evaluation process
- Working with contractors 8.7 Implementing the project
- Achieving success and quality in the management of contracts

CHAPTER 9 - Introduction

- Overview and contracts
- 9.2 Service level agreements
- Benchmarking 9.3
- Developing business options
- Inhibitors to measurement
- 9.6 The practicalities of measurement
- Setting performance indicators
- Service quality gaps
- Measurements and measuring tools
- 9.10 Performance measurement process

CHAPTER 10 - Introduction

- 10.1 Reasons for relocating
- 10.2 Identification of requirements and property searches
- 10.3 Approvals needs
- 10.4 Planning for the project
- 10.5 Project finance
- 10.6 Fitting out costs
- 10.7 Project management costs
- 10.8 Contractor profits and overheads
- 10.9 The move
- 10.10 The removal contractor
- 10.11 Getting ready for the move
- 10.12 Plan and co-ordinate the move
- 10.13 The disposal process

10.14 Ongoing occupancy

CHAPTER 11 - Introduction

- 11.1 Some common problems
- 11.2 Project brief
- 11.3 Planning the project
- 11.5 Risks and timetables
- 11.6 Communication
- 11.7 Skills required for project management
- 11.8 The project process
- 11.9 Financial management
- 11.10 Handover
- 11.11 Some last thoughts

CHAPTER 12 - Introduction

- 12.1 Health and safety responsibilities
- 12.2 Fire responsibilities
- 12.3 Legislation

Written by a practitioner for practitioners

This book no theory, it provides traightforward practica views on how services should be managed

24 years of direct experience at last committed to paper

ideas are provided to

This book contains 100,000 words, a multitude and many pieces of advice

ABOUT THE AUTHOR



Derek Paxman is an accomplished facilitator, speaker, trainer and mentor and, in his career thus far, has contributed to the development of some 5000 delegates around the world. A Q.S. and project manager in his earlier years his career in facilities management began in 1981 when he joined the BP group as a maintenance engineer.

He progressed through a number of senior management roles with the BP Group which included all aspects of facilities management practice in a number of buildings including the 1.25 million square feet London Headquarters.

He left BP in 1992 to set up (with Derek Butcher) The Centre for Facilities Consultancy Limited, an independent consulting firm specialising in the provision of facilities management advice to clients. His work has been in major organisations in both the public and private sectors and has included restructuring and development of in-house teams and services through to contracting-out the entire facilities management function.

In parallel with his career in BP and in consulting, he continued to serve the FM profession by delivering training and in working first as a Committee Member with the AFM and then serving as a National Council Member and Chair of the Eastern Region.

In 1995 he took the position of National Chair of what had by then become The British Institute of Facilities Management (BIFM). This work led to his involvement on the board of EuroFM, the European network of facilities organisations encompassing academia, research and practice. He is currently working at the highest level of the facilities management profession as a founding member of the sector focus group, ActionFM and, after five years as Chairman, continues his work in BIFM as a member of the Fellows Committee.

He is a Fellow of the British Institute of Facilities Management which has been made an Honorary appointment in recognition of his contribution to the development of the profession. He is also an Associate of the Chartered Institute of Building and was awarded Freedom of the City of London in 1993.