



Greater Orlando IFMA Chapter CFM Roundtable

CFM

Welcome to the 2nd CFM roundtable

presented by

The Greater Orlando IFMA Chapter



Greater Orlando IFMA Chapter CFM Roundtable

Welcome to the second CFM roundtable presented by The Greater Orlando IFMA Chapter. In the first roundtable we discussed:

- Respect of the CFM designation
- How to apply for the CFM exam
- The 9 competency areas
- Different study guides that are available
- Value of the exam review class
- Testing methods and facilities
- Test format

CFM



Greater Orlando IFMA Chapter CFM Roundtable

Operations and Maintenance

Operations & Maintenance Defined

- What is the scope of my O&M role?

Building Systems

- Electrical based systems
- HVAC systems
- Plumbing systems
 - Water distribution
 - Waste collection & discharge
 - Storm water system
 - Fire protection
 - Transport systems

CFM



Greater Orlando IFMA Chapter CFM Roundtable

Operations and Maintenance (continued)

Systems Management

Systems Acquisition

- Acquisitions

Security

Janitorial Services

- How to review cleaning contracts

Grounds maintenance

Policies, procedures and practices

Review





Greater Orlando IFMA Chapter CFM Roundtable

Questions for Operations and Maintenance

The largest internal heat load in typical office buildings is from:

- A. People
- B. Office Equipment
- C. Ventilation
- D. Lighting

HVAC systems are designed with a capacity based on:

- A. System performance with low life-cycle costs
- B. Median conditions under which they are expected to operate
- C. Physical characteristics of the building
- D. Estimated maximum heating and cooling loads

In a closed loop HVAC system, the feedback process begins with the:

- A. Controller
- B. Sensor
- C. Actuator
- D. Controlled device



Greater Orlando IFMA Chapter CFM Roundtable

Competency 2: Real Estate

The Real Estate competency area is broken down into 2 competencies. These competencies are:

1. Manage and implement the real estate master planning process.
2. Manage real estate assets.

CFM



Greater Orlando IFMA Chapter CFM Roundtable

Real Estate

What factors affect real estate decisions

- Internal factors
- External factors

To lease or to buy

- Ownership
- Leasing
- Making the buy v. lease decision

Managing the real estate master plan

- What should I know
- Components of the real estate plan
- Who should be involved in the real estate master planning process



Greater Orlando IFMA Chapter CFM Roundtable

Real Estate (continued)

Maintaining the real estate master plan

- How to measure real estate performance
- Variances in the plan should be monitored, measured and documented

Negotiating a lease

- Understanding, interpreting and writing lease agreements

CFM



Greater Orlando IFMA Chapter CFM Roundtable

Questions for Real Estate

What is the most important factor in leasing an office building?

- A. Cost
- B. Location
- C. Exterior design
- D. Occupancy limits

What is the most important attribute of a master plan?

- A. Accuracy
- B. Flexibility
- C. Scheduling
- D. Viability

Every real estate project begins with a:

- A. Needs analysis
- B. Contract
- C. Feasibility study
- D. Celebration



Greater Orlando IFMA Chapter CFM Roundtable

Competency 3: Human and Environmental Factors

The Human & Environmental Factors competency area is broken down into 2 competencies. These competencies are:

1. Develop and implement practices that promote and protect health, safety, security, quality of work life, and the environment and organizational effectiveness.
2. Develop and manage emergency preparedness procedures.



Greater Orlando IFMA Chapter CFM Roundtable

Human and Environmental Factors

Components of an Environmental Management Plan

- An environmental policy
- An environmental protection plan
- A monitoring and record keeping system
- Internal inspections
- Internal education and training
- Internal and external environmental reporting
- Environmental audits

Developing Environmentally Conscious Programs

How To Implement An Environmental Management Plan



Greater Orlando IFMA Chapter CFM Roundtable

Human and Environmental Factors (continued)

How To Maintain A Cost Effective Work Environment

- Energy conservation
- Water conservation
- Recycling programs
- Purchasing
- Planning and design
 - Sizing
 - Energy use

CFM

Monitoring Changes In Laws And Regulations

Identification of Resources

- Internal resources
 - FM staff
 - Risk management department
- External resources
 - Professional associations
 - The Internet



Greater Orlando IFMA Chapter CFM Roundtable

Human and Environmental Factors (continued)

Making Sure Your Facility Is In Compliance

Ongoing Compliance Monitoring

- Indoor air quality

Risk Management

Emergency Planning

- Developing an emergency preparedness plan
 - Step one: Evaluate and update current plans
 - Step two: Educate employees
 - Step three: Train employees



Greater Orlando IFMA Chapter CFM Roundtable

Human and Environmental Factors (continued)

Disaster Planning

- Organization
- Contacts
- Communication
- Alarm procedures

Security Plan

- Personnel
- Working conditions
- Fire safety
- Key management
- Off-site storage
- Physical devices
- Policies and procedures

CFM



Greater Orlando IFMA Chapter CFM Roundtable

Human and Environmental Factors (continued)

Safety Training

Evacuation Planning

- Objective
- Participants
- Communication
- When to evacuate
- Stages
- Evacuation signal
- Alarm
- Meeting point
- Information and instruction

Disaster Recovery

Due Diligence

CFM



Greater Orlando IFMA Chapter CFM Roundtable

Questions for Human and Environmental Factors

Many facility air conditioning units contain ozone depleting CFC refrigerants. EPA regulations:

- A. Prohibit purchasing CFC refrigerants R12 and R22
- B. Prohibit purchasing CFC refrigerants R11 and R21
- C. Prohibit producing CFC refrigerants R11 and R12
- D. Prohibit purchasing CFC refrigerants R11 and R22

The category of OSHA fines that carry the highest penalties is:

- A. Serious
- B. Repeat
- C. Willful
- D. Fatal

Ergonomics generally studies:

- A. Workplace comfort and efficiency
- B. Worker's interactions with each other
- C. Exercise and stress in the workplace
- D. Productivity related to stress



Greater Orlando IFMA Chapter CFM Roundtable

Thank you for participating in the 2nd CFM roundtable

At our next roundtable we will review the next three competency areas:

- Planning and Project Management
- Leadership and Management
- Finance