

## Unit FM3.10: Space allocation in facilities management

*The assessment criteria form part of the unit and specify the standard that a learner is expected to meet to demonstrate that the learning outcomes within the unit have been achieved. The additional guidance, which is shown in brackets and italics alongside the assessment criteria, does not technically form part of the unit, in that it is not included in the reference version of the unit shown by the Register of Regulated Qualifications. The additional guidance is provided to illustrate how the assessment criteria might be interpreted. The BIFM will generally expect assessors to interpret the assessment criteria as described, or to an equivalent level of demand.*

### Aim of the unit:

This unit addresses space management at an operational level, but also includes consideration of the more strategic issue of introducing alternative ways of working.

Title	Space allocation in facilities management	
Ofqual ref	K/504/5758	
Level	3	
Credit value	4	
Learning outcomes	Assessment criteria	
When awarded credit for this unit, a learner will:	Assessment of this learning outcome will require a learner to demonstrate that they can:	
1 understand how space is categorised and how the different categories interrelate	1.1	use the terms gross internal area, net internal area, primary circulation, useable office space, workspace, support space and ancillary space ( <i>Explain what each of these terms mean together with the purpose of a "fit factor". NB Useable office space is intended here as that area variably known as net occupiable area(US) or net usable area (EU)</i> )
	1.2	calculate quantities for these different categories of space in a building or layout ( <i>Using an example of a single floor of a building of the learner's own experience (or case study) to</i>

	<p><i>calculate the actual area of floor space represented by each of the space types described in AC 1.1)</i></p> <p>1.3 calculate simple metrics for space utilisation based on ratios between the quantities of these different categories of space <i>(relevance of (1) net internal area as % of gross internal area and (2) net occupiable area (useable office space) as % of net internal area with regard to building efficiency)</i></p>
<p>2 be able develop a space plan for a business unit located on a single floor</p>	<p>2.1 identify user requirements for the business unit in terms of the:</p> <ul style="list-style-type: none"> <li>• business process/es to be performed</li> <li>• requirements for specialised equipment</li> <li>• need for proximities to other departments and/or teams</li> <li>• number of people to be accommodated</li> <li>• requirements for different categories of space <i>(See below)</i></li> </ul> <p>2.2 design a space plan to meet user requirements and to align with the organisation's space management strategy <i>(See below)</i></p> <p><i>(ACs 2.1 and 2.2 should be evidenced using an example of a <u>single floor</u> of a building of the learner's own experience (or case study). The example provided for AC 1.2 above can be used, showing suggested changes/improvements to present space use)</i></p>
<p>3 understand how alternative ways of working can be used to improve the efficiency of space utilisation</p>	<p>3.1 identify alternative ways of working that require more space or less space to be provided by an employer <i>(for</i></p>

	<p><i>example, open plan and cellular accommodation, breakout areas, hot-desking, hotelling, space intensification, space allocated according to function and/or seniority)</i></p> <p>3.2 describe the potential impacts of these alternative ways of working on business processes and user satisfaction (<i>for example, productivity, creativity, communication, confidentiality, "territorial" space, space as a "status" symbol</i>)</p> <p>3.3 describe the advantages and disadvantages of using floor planning grids and standardised footprints (<i>for example, space planning and churn, accommodation policy, occupation densities, corporate identity, functional requirements, internal customer satisfaction</i>)</p>	
Additional information about the unit		
Details of the relationship between the unit and relevant National Occupational Standards or other professional standards or curricula (if appropriate)	The unit is mapped to the Facilities Management National Occupational Standard FM323.	
FM Professional Standards reference	FM functional area:	FM functional area component:
	Property Portfolio Management	Space Management

**Resources:**

Facilities Management and the Business of Space by Wes McGregor and Danny Shiem-Shin Then

The Power of Color: Creating Healthy Interior Spaces (Construction Business & Management Library) by Sara O. Marberry and Laurie Zagon

FM World - [www.fm-world.co.uk/](http://www.fm-world.co.uk/)

[www.bifm.org.uk](http://www.bifm.org.uk)

A Practical Guide to Facilities Management by Ian C Barker MCIQB