

## Unit FM5.18 Space management for facilities managers

*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.*

*(At level 5, the evidence provided by learners to confirm that they meet the assessment criteria should relate to organisations where they have worked or where they are working.)*

### Aim of the unit:

This unit enables a learner to develop a strategy for space allocation and accommodation, prepare briefs for space layout, implement changes and assess feasibility of new developments in the use of space.

<b>Title:</b>	Space management for facilities managers
<b>Level:</b>	5
<b>Credit value:</b>	3
<b>Learning outcomes</b>	<b>Assessment criteria</b>
<i>A learner when awarded credit for this unit will:</i>	<i>Assessment of this learning outcome will require a learner to demonstrate that they can:</i>
1. Be able to develop a strategy for space allocation in offices and buildings	1.1 Evaluate and review space allocation strategies ( <i>see below</i> ) 1.2 Review the principles of space allocation ( <i>see below</i> ) 1.3 Evaluate compliance of space allocation with the relevant legislation ( <i>see below</i> ) 1.4 Develop space allocation strategy ( <i>see below</i> )  <i>(All of the assessment criteria for this learning outcome can be addressed by an exercise based on practice at an organisation where the learner currently works or has worked in the past. The evaluation of the current strategy should take into account best practice factors such as space efficiency in building design, space</i>

	<p><i>utilisation, space norms in different sectors, and financial benchmarking for space provision. The principles of space allocation could include principles such as the optimal use of assets, employee retention, cost reduction, environmental impact, flexibility, innovation, space reflecting/rewarding rank or status, company vision, space to perform tasks, adequate through routes, clear exit routes, adequate light &amp; ventilation, inter-relationships between individuals and/or departments. The developed strategy should take into account factors such as philosophy of space utilisation, flexibility to business strategy, benchmarking and KPI targets, space utilisation rates, space cost.)</i></p>
<p>2. Be able to assess the impact of building structure and building services on space management.</p>	<p>2.1 Analyse the implications of building structure and building services on space use and layout <i>(using example/s from the learner's own experience and/or case studies, and making reference to factors such as the ability to use space effectively and within legislation)</i></p>
<p>3. Be able to prepare briefs for space layouts</p>	<p>3.1 Review the technologies available to assist in planning and managing space. <i>(including technologies such as computer aided design, computer aided facilities management, and access control systems)</i></p> <p>3.2 Prepare a space layout brief to meet customer requirements <i>(using example/s from the learner's own experience and/or case studies, and providing a rationale for the layout)</i></p>
<p>4. Be able to programme and manage changes in accommodation.</p>	<p>4.1 Implement the processes that Facilities Managers should follow when managing accommodation changes <i>(see below)</i></p> <p>4.2 Undertake a review to ensure that the processes followed to manage the change in accommodation is successful <i>(see below)</i></p> <p><i>(Both of the assessment criteria for this learning outcome can be addressed by an exercise based on practice at an organisation where the learner currently works or has worked in the past. The processes used should be based on standard project management techniques and should include a post-implementation review.)</i></p>

5. Be able to introduce new developments in the use of space	<p>5.1 Research current and emerging innovative ways of using space in buildings and what that means for facilities management (<i>using current, cited sources</i>)</p> <p>5.2 Compare and contrast potential options and their feasibility (<i>identifying the similarities and differences between options identified for the previous assessment criterion, including considerations such as their potential returns on capital invested, and their potential benefits to the business and its main stakeholders</i>)</p>	
Unit expiry date	31st October 2017	
Unit reference number	J/601/1837	
FM Professional Standards reference	FM functional area:	FM functional area component:
	Business Continuity and Compliance	Compliance
	Property Portfolio Management	Space Management

**Resources:**

Facilities Management and the Business of Space by Wes McGregor, Danny Shiem-Shin Then  
The Power of Color: Creating Healthy Interior Spaces (Construction Business & Management Library) by Sara O. Marberry and Laurie Zagon  
BIFM Good Practice Guides  
FM World - [www.fm-world.co.uk](http://www.fm-world.co.uk)  
www.bifm.org.uk  
Facilities Management Journal - [www.mpp.co.uk](http://www.mpp.co.uk)  
Facilities Management Excellence - [www.fmxmagazine.co.uk](http://www.fmxmagazine.co.uk)