AS35 Facilities Management Code Set

Processes that encompass multiple disciplines intended to ensure functionality of the built environment by integrating people, place, process and technology.

AS35.10 Operations and Maintenance

Assessing the condition of the facility and managing facility operations and maintenance activities. It includes occupant services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety), maintenance contracts, and operational planning requirements (temperature control, lighting, equipment replacement, etc.).

AS35.10.10 Assess

Managing the assessment of building systems, structure, interiors, exteriors, and grounds condition.

AS35.10.15 Operations

Managing the acquisition, installation, operation, maintenance and disposal of building systems, and structural, interior, exterior and grounds elements. It includes maintaining relations with landlord/property manager regarding maintenance and related occupancy issues.

AS35.10.20 Occupant Services

Managing occupant services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety).

AS35.10.25 Safety and Security

Assuring enterprise and employee safety and security. Includes processes to prevent and/or mitigate loss, risk to or from personnel, threats to its physical assets, damage to its technology and intellectual property, and risks arising from all elements surrounding the work environment.

AS35.10.30 Maintenance

Managing the maintenance contracting process.

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AS35.10.35 Operational Planning

Developing, recommending and managing the facility's operational planning requirements (temperature control, lighting, equipment replacement, etc.).

AS35.15 Lease Administration

Acquiring, allocating, approving and managing lease space based on identified needs and in compliance with established guidelines to ensure efficient use of lease space.

AS35.15.10 Research and Analysis

Detailed market and feasibility studies, key property trends research, demand and supply analyses, alternatives based on project viability, and other issues such as insurance claims, tenant analysis, market analysis, competition, etc.

AS35.15.15 Negotiations

Lease renewals and new leasing contracts including due diligence (physical, legal, financial) of potential properties.

AS35.15.20 Lease/Portfolio Management

Property portfolio analysis, structure, category and distribution analysis, data management and comprehensive lease audits, lease expiry profiles and renewals negotiations, advise on premises consolidation, procurement of premises, lease negotiations, etc., and management of property disposal process.

AS35.20 Real Estate and Property Management

On-going communication, comprehensive marketing and advertising, thorough tenant screening and selection, full-service leasing, timely rent collection, regular inspections, cost-effective and reliable maintenance, strict and compliant evictions, and comprehensive accounting.

AS35.25 Environmental Stewardship and Sustainability

An environmentally sustainable organization seeking to participate within its community and seeking to balance economy, society and environment within its operations.

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