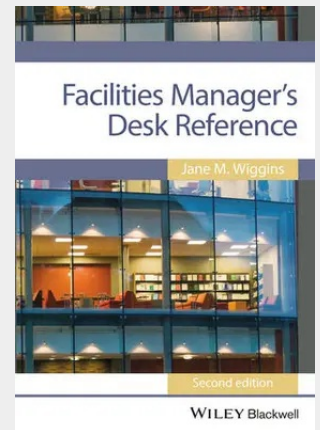


Facilities Manager's Desk Reference

An invaluable source of highly relevant, practical information on the all the principal FM services, written for the practicing facilities manager in an easily readable, concise format. To help the facilities manager meet the needs of their organisation, the Facilities Manager's Desk Reference provides the facilities manager with an invaluable source of highly relevant, practical information on the all the principal FM services, as well as information on legal compliance issues, the development of strategic policies and tactical best practice information. Fully updated over the first edition, and presented in an easily readable, concise format with a clear practitioner perspective, the book covers both hard and soft facilities management issues. It will be a first point of reference for all busy facilities managers, saving them time by providing access to the information needed to ensure the safe, effective and efficient running of any facilities function. * Fully updated over the 1st edition, it contains all the essential data covering the principal FM services * Highly practical, aimed at the busy FM practitioner * Saves time by bringing together essential, useful and practical information * Benefits students whose courses do not prepare them for the practicalities of professional practice

It is well recognised that excellent facilities management has a very positive effect on the achievement of organisational goals. In the process of delivering high levels of service the facilities manager will face a range of complex and often challenging tasks, sometimes concerned with a single business premises, often across an entire property portfolio. To assist the busy facilities manager, the Facilities Manager's Desk Reference provides an invaluable source of concise, highly relevant and practical information on all the principal FM services, as well as information on legal compliance issues, the development of strategic policies and tactical best practice. Fully updated over the first edition, the Facilities Manager's Desk Reference covers both hard and soft FM issues with a clear practitioner perspective. It will be a first point of reference for all busy facilities managers, saving time by providing all the information needed to ensure excellence in the provision of safe, effective and efficient facilities service. It will also serve as a useful overview for students studying for their professional and academic qualifications in facilities management. Also Available: Facilities Management: The Dynamics of Excellence 3rd Edition Peter Barrett and Edward Finch Paperback, 9780470673973; ePub, 9781118716113 Total Facilities Management 3rd Edition Brian Atkin and Adrian Brooks Paperback, 9781405186599; ePub, 9781118658642



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