Southeast Missouri State University

Department: Industrial and Engineering Technology
Title of Course: Facilities Operation & Supervision
Course No.: FM554
Revision: New

I. Catalog Description and Credit Hours of Course:
Facilities management topics based on core competencies of IFMA (International Facility Management Association) involving management of corporate needs, health safety, security, operation and maintenance of physical facilities. Three hours lecture (3-Credit Hours).

II. Prerequisites: CM226 or Consent of Instructor

III. Purposes or Objective of the Course:
A. Develop understanding of facilities management responsibilities involving the building envelope, preventive maintenance, building security, and maintenance staffing requirements.
B. Develop skills to engage in facilities management functions which include EPA environmental / waste disposal, fleet management, and develop an understanding of governmental regulations.
C. Comprehend facilities management requirements for emergency plans, health-life and safety, MSDS updating, enforcement of ADA, and IAQ/OSHA worker safety.
D. Utilize innovative methods within physical plant management such as green roofs, aggregating of utilities, and exploring construction methods including LEED Certification.
E. Research facilities management professional organizations and professional development activities through FMA and CFM professional certifications.
F. Efficiency and holistic integration incorporating assets, people, corporate strategic planning, technology, operations and maintenance.

IV. Expectations of students:
A. Students are expected to attend all classes. If unable to attend a class, students are required to inform the instructor before the missed class date.
B. Students are responsible for all class notes and reading of the assigned materials. The majority of reading assignments will come from the textbook and handouts.
C. Students are responsible for taking all quizzes and examinations on assigned dates. Late submission without permission from the instructor may be rejected or granted partial credit.
D. Cellular phones and other electronic devices shall not be used during class periods. Phones are to be turned off or silenced during class.
E. Students are to be respectful to other students.

V. Course Content or Outline:

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<tbody>
<tr>
<td>A</td>
<td>Roles of the Facility Manager</td>
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<td>B</td>
<td>Facility Manager Leadership / Management / Ethics</td>
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C. Communication 3
D. Quality Assessment & Innovation 6
E. Finance & Facilities Management Midterm Exam
F. Real Estate & Facilities Management 3
G. Planning & Project Management for Facilities 3
H. Operations & Maintenance 6
I. Human & Environmental Factors 6
J. Technology Applications 6
K. Final Exam

VI. Textbook(s) and/or Other Required Materials or Equipment:

VII. Basis for Student Evaluation:
Undergraduate Students:
A. In-Class Assignments and Quizzes 25%
B. Written Assignments 25%
C. Mid Term Exam 25%
D. Final Exam 25%

Graduate Students:
A. In-Class Assignments and Quizzes 20%
B. Written Assignments 25%
C. Mid Term Exam 20%
D. Final Exam 20%
E. Graduate Research Project & Presentation 15%

VIII. Grading Scale:
Undergraduate:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = Below 60%

Graduate:
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
F = Below 70%

IX. Academic Policy Statement:
Students will be expected to abide by the University Policy for Academic Honesty regarding plagiarism and academic honesty. Refer to:
http://www6.semo.edu/judaffairs/code.html
X. **Student with Disabilities Statement:**
If a student has a special need addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs.