



# Typical Areas of Responsibilities Facility Management

- Building services engineering, service and Maintenance (Air conditioning, heating, lock system, ventilation, ...)
- Coordination and date arrangement of service providers and contractors - repairs, maintenance contracts for elevator, electrical system, fire protection system, lock system, heating, air-conditioning, fire doors, lightning protection, safety lighting, sanitary facilities, water pipes, fire extinguishers, tree care, first aid kits, ...
- Coordination of cleaning services, indoors and outdoors
- Waste disposal coordination
- Pest control
- Event support - supplying movables, tidying up
- Public safety
- Contact person for tenants and management
- Supervision of auxiliary staff, volunteer workers, trainees
- Risk assessment
- Occupational health and security
- Service and work instructions
- Management of hazardous substances register - gas, cleaning agents, fuels, safety datasheets, storage
- Coordinating Electrical tests
- Maintenance domestic equipment
- Procurement of tools, consumables, materials - budget responsibility
- Conducting minor repairs
- Design and construction of interior and outdoor structures (sheds, bike stands)
- Repair shop supervision, tool lending
- Safety instructions for staff
- Staff responsibilities - cleaning personnel, auxiliary maintenance staff
- Maintenance vehicle fleet
- Documentation of damages, repairs, carried out work, meter readings
- Inventory movables, consumables



- Inspection rounds, closing courses
- Managing duty roster
- Winter service
- Damage reports to administration - building department
- Contact to energy and water suppliers

## Relevant documents

- Safety datasheets
- Hazardous substances register
- Duty roster
- Damage and repair protocols
- Service instructions for facility and tools
- Maintenance scheduler
- Tree cadastres
- Contractor and company directory
- Calendar of events
- Task managing tool (Smartphone)
- Inspection records
- Archive of building plans, electrical system plans, vehicle documents
- List of emergency contacts - elevator etc.
- Inventories, stock list

## Cooperation with administration

- Damage reports to building department - graffiti, roof damage, ...
- Contact to Heritage preservation office - indicating changes to building