

## **Strategic Asset Management**

- Capital Strategy & AMP development
- Asset utilisation/strategic planning
- Define property and FM targets
- Review asset performance
- Prioritisation of Repairs & Maintenance Plans (inc Schools)
- Investment Strategy and Planning
- Programme Development and Monitoring
- Acquisitions and disposal Planning
- Development of Capital Strategy, Plans and Programmes
- Monitor capital projects
- Management/ownership of asset management systems and data
- Agreement and Monitoring of Performance Measures
- Risk management
- Community and partnership working (e.g. asset transfer policies)

## **Property / Building Maintenance (Hard FM)**

- Management of Legionella inspection
- Asbestos Management
- Building Inspections
- Condition Surveys
- Advice on maintenance plans
- Maintenance and Upkeep of Asset Database
- Organisation and Management of reactive maintenance
- Organisation and Management of planned maintenance
- Delivery of Maintenance
- Air conditioning/heating system
- Energy Management inc software systems
- Energy Reduction Strategy
- Meter Readings
- Energy Invoice processing

## **Soft FM**

Space planning and organisation  
Furniture acquisitions - inc storage and reallocation  
Co-ordination of moves  
Decoration  
Waste Collection/recycling  
Management of Window cleaning  
Management of Grounds maintenance  
Management of Building Cleaning  
Electrical testing co-ordination  
Lifts, hoists, evac chairs – service/maintenance and certification  
Management of conference facilities  
Alarms/fire extinguishers  
Water coolers – servicing/maintenance  
Fire Risk Assessments/Exit doors/MDR units  
Evacuation procedures (and testing)  
FM Service/Helpdesk  
Caretaking