



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.



Classification:
Administrative Support

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.