Facilities Management Activities & Tasks

|  |  |
| --- | --- |
| **Activity** | **Potential Tasks** |
| **Strategic facilities management** | * Lettings Policy for users – who may rent or use an asset and on what terms? * Not only will paid staff and volunteers need protection with a range of policies and procedures but users and visitors to the facility will also need similar protection, e.g. what is the procedure if a child in the under-12 football team is suspected of bullying others? * Capital Strategy – how the asset is invested in and the programme of investment. Items such as showers, the boiler, security cameras, windows, etc. will not last forever and will need to be replaced periodically. Additionally, sports equipment will get lost, worn, broken or even stolen and will need to be replaced immediately; * Insurance and statutory compliances. * Environmental considerations e.g. water, pesticides and energy use |
| **Site maintenance and management** | * Fire Health and Safety; * Grounds maintenance. Keeping pitches maintained and looking after the landscaping is a task that can take many hours each week; * Security; * Health and Safety compliance, including policies and codes of practice for coaches, players, carers and volunteers; * Parking. |
| **Building maintenance** | * Repairs; * Cyclical / preventative planned maintenance, e.g. heating and boiler, internal / external decoration, electrics, gas equipment, carpets and flooring, fixtures and fittings; * Contingency fund. |
| **User / customer service** | * Reception; * User liaison. |
| **Contractor / Staff / Volunteer Management** | * Negotiating contracts; * Cleaning, e.g. development of specifications and contractor / employee supervision. Cleaning is not just important for the look of the place, it is important for Health and Safety reasons. A wet and muddy floor can lead to accidents, kitchen waste can attract vermin. Cleaning will need to take place inside and outside, and areas such as changing rooms, toilets and showers will probably need cleaning more often than others; * Catering; * Grounds maintenance, e.g. development of specifications and contractor / employee supervision; * Security; * Repairs. |