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## Overview

This standard is for senior managers in the facilities management environment. It is about creating a shared understanding of how space is used within an organisation, and using the information to maximise efficiency including water and energy usage and the application of energy efficiency measures. It involves communicating to others the benefits of the effective use of space including informing organisational planning and portfolio management so that space efficiencies are achieved.

This standard is applicable to those who deliver facilities management services:

1. within an organisation, and
2. to a client organisation

In this context 'the organisation' can be either your employer or a client.

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**Performance  
criteria**

- You must be able to:*
- P1 ensure the organisation has in place an effective space management system for recording information, including measurements, capacities and functions of the space
  - P2 identify opportunities to build in energy management and the use of energy efficiency measures into the overall space management system
  - P3 ensure there is an efficient system in place for the collection of standardised data on space utilisation
  - P4 gather and use benchmarking data - including from other organisations and post-occupancy evaluation - to maintain space standards
  - P5 use available data to conduct space proximity analysis in order to maximise space interaction
  - P6 integrate data on utilisation into space management policy and decision-making
  - P7 develop and link specific space management objectives to organisational resource planning, and portfolio management
  - P8 communicate space management policies and guidelines to relevant others with a role in facilities management in the organisation
  - P9 ensure that space management maximises the features of the space to provide flexibility and versatility in its use
  - P10 reflect latest industry trends, practices and innovations in space utilisation
  - P11 promote space efficiency within the organisation
  - P12 incorporate requirements for space efficiency into project briefs, feasibility studies, option appraisals and design reviews
  - P13 negotiate with other professionals involved in the design and development of space to achieve optimal space standards
  - P14 ensure that space is compliant with relevant legislation

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**Knowledge and understanding**

*You need to know and understand:*

- K1 the importance of collecting data on the use of space and how it can be used to manage that space
- K2 opportunities to build in energy management and the use of energy efficiency measures into the overall space management system
- K3 the type and range of data required to inform effective space management
- K4 available systems and technologies for collecting and standardising data
- K5 how to determine the cost of space including operating costs, maintenance and depreciation
- K6 how to benchmark data and the importance of doing this
- K7 how available space can be adapted to meet the needs of the organisation and users
- K8 how space use is influenced
- K9 methods and techniques for monitoring, measuring, implementing, testing and reporting space management performance
- K10 the tools and technologies available to plan and manage space efficiently
- K11 current trends and innovations in the management and use of space
- K12 the space use objectives of the organisation
- K13 the importance of linking space management objectives to organisational resource planning, and portfolio management
- K14 how space management data can be used to inform and influence policy and decision-making
- K15 how space use impacts on the environmental and energy management of buildings
- K16 the importance of promoting space efficiency in building and facility design

## Strategically plan space

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- K17 the importance of space utilisation and planning in disaster recovery and contingency management
- K18 the regulatory and legislative requirements for space use relevant to the organisation's primary activities

# ASTFM515

## Strategically plan space

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<b>Developed by</b>	Asset Skills
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<b>Originating organisation</b>	Asset Skills
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<b>Original URN</b>	ASTFM515
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<b>Relevant occupations</b>	Corporate Managers and Senior Officials; Managers and Proprietors in Other Service Industries; Group Managers; Property Managers; Senior Environmental Managers; Construction, Planning and the Built Environment; Senior Development Managers; Service Development Managers
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<b>Suite</b>	Facilities Management
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<b>Key words</b>	Space Utilisation; Space Planning; Space Proximity Analysis; Portfolio Management; Energy Management; Energy Efficiency Measures
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