

FACILITIES MANAGER QUESTIONNAIRE

Name: SW/HRD/QFM/001.1

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Develop & implement facility Operation & Maintenance manual					
2.	Planning and administering a Quality Assurance Program					
3.	Usage of Computerized Maintenance Management Systems					
4.	Estimate project manpower needs based on standard productivity norms					
5.	Arrange Event Management services for special entertainment events					
6.	Establish & promote high QHSE standards for entire project					
7.	HV & LV electrical works					
8.	HVAC & plumbing works					
9.	Landscaping works					
10.	Beach resort management					
11.	Hospitality industry					
12.	Housekeeping operations for large facilities					
13.	Waste management including hazardous waste					
14.	Using AutoCAD software					
15.	Using Microsoft Project or Oracle Primavera Management software					
16.	Managing ticket sales for amusement parks or similar facility					
17.	Facility safety & security management					
18.	Identify and source for technical and operational supplies required					
19.	Perform budgeting and cost control measures on facilities management					
20.	Application for license / permits with Civil Defense & other Authorities					

Please put a (✓) next to the subject that applies to you:

<input type="checkbox"/> Civil	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Certified Diver	<input type="checkbox"/> Certified PMP
<input type="checkbox"/> Certified in Hospitality Trades	Others:	

FACILITIES MANAGEMENT TECHNICAL STUDY

Please prepare a detailed comprehensive technical study to demonstrate your skills and experience for the following project: The facility is a public beach resort with commercial kiosks containing canteens, coffee shops, restaurants, boutique stores, etc. and multiple gardens, bicycle trails, walkways, marina jetty, water amusement park with water equipment for children and for adults, water sports, cabanas, beach umbrellas, extensive landscaping, client & visitor parking lots, 22 bathrooms, central control room with CCTV & firefighting system, etc. The facility will cater to about 1,500 persons during daylight hours.

Prepare a hypothetical setup for managing, operation & maintenance of the above facility with the following:

1. Prepare project Method Statement for all activities in the facility.
2. Make an organization chart for the FM Department, including manpower requirements for performing all the work activities, designations, quantities, and minimum qualifications / experience & brief job descriptions.
3. Prepare a tentative PM schedule including periodic inspection plan of all components of the facility.
4. Submit sample forms for Job Orders and for tracking execution and management of daily tasks.
5. Which software package do you recommend for Facilities Management? Why?