

A unique handbook dedicated to the many disciplines which are collectively classed under facilities management, including finance, health and safety, security/access, insurance, outsourcing, maintenance of workplace facilities, building and the environment, employment protection and estate management. Essential guidance on the law and practice of these various areas, covered in one volume with the emphasis on practical implications and a how to approach, including budget summary spreadsheets, cost-benefit analyses, case studies and policy statements on effective working practices. New, for this edition, are sections on risk management, contract/casual workers and the DDA, benchmarking, PFI, relocation and intelligent buildings. It also features case studies on risk and contract management. Now with fully updated legislation, this useful reference source for those involved in running facilities, from managing directors, finance directors and company secretaries to general and facilities managers, estate and premises managers to personnel and health and safety managers. This book will also be invaluable for students on facilities management and estate and property management courses.

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