



IFMA

International Facility Management Association
SACRAMENTO VALLEY CHAPTER

FM Definitions

Assignable Area ⁽¹⁾

The portion of usable space that can be assigned to occupant groups or functions. Assignable area includes interior walls, building columns and projections.

Assignable area excludes exterior walls, major vertical penetrations, and building core and services areas, primary and secondary circulation.

Average ⁽¹⁾

Also referred to as the mean, the sum or total of all responses divided by the number of respondents.

Building Efficiency Ratio ⁽¹⁾

Usable area divided by rentable area, multiplied by 100 percent.

Building Maintenance ⁽¹⁾

The preventive and remedial upkeep of building components (HVAC, electrical, plumbing, elevators, carpentry, painting, etc.), excluding janitorial and grounds maintenance.

Building Core and Service Area ⁽¹⁾

The floor area of a facility necessary for the facility's operation and not available for general occupancy. This includes building lobbies, mechanical rooms, electrical rooms, telephone rooms.

Categories of Moves ⁽¹⁾

Employees moved to existing workspaces – No furniture moved, no wiring or telecommunication systems required. Files and supplies moved.

Workstation/furniture moves – Reconfiguration of existing furniture and/or furniture moved or purchased. Minimal telecommunication reconfiguration needed.

Moves that require construction – New walls, new or additional wiring, new telecommunication systems or other construction needed to complete the move.

Common Support Space ⁽¹⁾

Space devoted to common support services. Common support space is a portion of the usable area that is not attributed to any one occupant but provides support for several or all occupant groups. Examples include cafeterias, vending areas, auditoriums, fitness facilities, building mailrooms and first aid rooms.

Cost of operation ⁽¹⁾

The total costs associated with the daily operation of a facility. It includes all maintenance and repair costs (both fixed and variable), administrative costs (clerical, time-keeping, general supervision), labor costs, janitorial, housekeeping and other cleaning costs, utility costs and indirect costs, (i.e. all costs associated with roadways and grounds).

Costs of Providing the Fixed Asset ⁽¹⁾

Capital costs, capital leasehold improvements, taxes, insurance and depreciation charges. It does not include lease costs, project or support costs.

Facility Management ⁽¹⁾

The practice of coordinating the physical workplace with the people and work of the organization. Facility management integrates the principles of business administration, architecture, and the behavioral and engineering sciences.

Gross Area ⁽¹⁾

The sum of the floor areas on all levels of a building that are totally enclosed within the building envelope. Gross area includes rentable area, exterior walls, major vertical penetrations and interior parking.

Leases ⁽¹⁾

Net lease – Base rent plus tenant pays directly a share of real estate taxes.

Triple-net lease – Base rent plus tenant pays directly a share of real estate taxes, insurance, maintenance, repair and operating expenses.

Major Vertical Penetrations ⁽¹⁾

Major vertical penetrations include stairs, elevator shafts, flues, pipe shafts, vertical ducts and their enclosing walls.

Mean ⁽¹⁾

See definition for average. Mean and average are used interchangeably and the interpretation is the same.

Median ⁽¹⁾

The middle value in a range of responses is the median. One-half of all respondents will be below this value, while one-half will have a higher value. The median also is known as the 50th percentile. The advantage in using the median is that it is not affected as much by extreme highs or lows in the range of values, as is the case with the mean.

Occupancy Cost ⁽¹⁾

The total cost incurred by an organization to provide space for operations. It includes the cost of operations and the cost of providing the fixed asset.

Occupancy Churn Rate ⁽¹⁾

Total number of office or workstation moves made in a 12-month period, divided by the average number of employees occupying offices or workstations during the 12-month period.

Office Plans ⁽¹⁾

Private offices – Enclosed by floor-to-ceiling walls.

Open plan offices – Spaces divided by movable partitions.

Bullpen style – Open areas with no partitions.

Preventive Maintenance ⁽¹⁾

Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks, which prolong system operation and a useful life.

Primary Circulation ⁽¹⁾

The portion of a building that is a public corridor or lobby, or is required for access by all occupants on a floor to stairs, elevators, toilet rooms and building entrances.

Rentable area ⁽¹⁾

Computed by measuring to the inside finished surface of the permanent outer building wall, excluding any major vertical penetrations of the floor. The areas of columns and building projections are included in rentable area. Excluded from rentable area are exterior walls, major vertical penetrations and interior parking spaces.

Secondary Circulation ⁽¹⁾

The portion of a building required for access to some subdivision of space (whether bounded by walls or not) that is not defined as primary circulation.

Usable Area ⁽¹⁾

The floor area that can be assigned to occupant groups. Usable area includes the area of interior walls, building columns and projections and secondary circulation. Usable area excludes exterior walls, major vertical penetrations, primary circulation, building core and building service areas.

Vacancy Rate ⁽¹⁾

The vacancy rate of a facility is the current total square footage or meters available for usage divided by the total usable area and multiplied by 100 percent.

Workstation ⁽¹⁾

Any type of space designated for occupant usage. May be open or enclosed area.

1. Benchmarks III, published by IFMA, 2000.