

TECHNICAL REPORT

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Facility management - Scope, key concepts and benefits (ISO/TR 41013:2017)

Facility management - Domaine d'application, concepts
clés et bénéfiques (ISO/TR 41013:2017)

Facility Management - Regelungsbereich, wichtige
Konzepte und Nutzen (ISO/TR 41013:2017)

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European foreword

The text of ISO/TR 41013:2017 has been prepared by Technical Committee ISO/TC 267 "Facility management" of the International Organization for Standardization (ISO) and has been taken over as CEN ISO/TR 41013:2021 by Technical Committee CEN/TC 348 "Facility Management" the secretariat of which is held by SN.

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

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For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 267, *Facility management*.

Introduction

The International Standards on facility management (FM) developed by ISO/TC 267 describe the characteristics of facility management and are intended for use in both the private and public sectors.

NOTE The terms “facility management” and “facilities management” can be used interchangeably.

International cooperation in the preparation of these International Standards has identified common practices that can be applied across a broad variety of market sectors, organizational types, process activities and geographies, and their implementation will help to:

- improve quality, productivity and financial performance;
- enhance sustainability and reducing negative environmental impact;
- develop functional and motivating work environments;
- maintain regulatory compliance and provide safe workplaces;
- optimize life cycle performance and costs;
- improve resilience and relevance;
- project an organization’s identity and image more successfully.

Without International Standards, the development of FM is market-driven, with the risk that developing nations and smaller organizations are either left to accept what they are offered, regardless of its suitability to their culture and needs, or otherwise subsumed by what the major supply side providers offer. At the same time, global providers are unable to compete as effectively as they could because of the absence of a single standard for the planning and description of FM and related support services. The development of the market for FM has been hampered by the absence of a common global structure with associated standards. In particular, small organizations, both buyers and suppliers, have been hindered in participating effectively in their respective markets. The sector needs standards against which FM, facility services and management systems can be assessed and measured.

This document makes use of concepts from other standards in the field of FM and introduces FM concepts which could be the subject of future standardization work.

Facility management — Scope, key concepts and benefits

1 Scope

This document outlines the scope, key concepts and benefits of facility management (FM) and provides a context for the use and application of the terms defined in ISO 41011.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 41011, *Facility management — Vocabulary*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 41011 apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <http://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

4 Scope of FM

All organizations rely on support processes, which are often critical to their core business. FM integrates and optimizes a broad spectrum of support processes and delivers their output (the facility services), which enable the demand organization to focus on its primary activities. The aim of FM is to ensure that this support is available in line with the organization's mission and strategy, e.g. in an appropriate form, defined quality and quantity, and provided in a cost effective manner.

In the past, there have been different understandings of the concept of FM globally, regionally, nationally or even within different types of organizations. FM capabilities have evolved in different ways in different countries, as has the quality of service provided. Demand organization expectations have evolved from local to national, and are now becoming global.

As a result of this evolution, the term FM is now used in different ways. Meanings range from a strategic business process model that integrates support services, to the name of the unit or entity in an organization managing these services, or even down to the discipline taught.

NOTE The term FM is also sometimes used for the provision of (single) operational services such as cleaning or housekeeping. Within this document, the term "facility service" is used in this context, which is more appropriate given the integrative function in the definition of FM.

5 Business process background of FM

5.1 Business process

To understand FM, an understanding of where the FM organization fits within the core business is essential.