

CA3456: PROPERTY AND FACILITY MANAGEMENT

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

Property and Facility Management

Subject Code

CA - Civil and Architectural Engineering

Course Number

3456

Academic Unit

Architecture and Civil Engineering (CA)

College/School

College of Engineering (EG)

Course Duration

One Semester

Credit Units

3

Level

B1, B2, B3, B4 - Bachelor's Degree

Medium of Instruction

English

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

Nil

Exclusive Courses

Nil

Part II Course Details

Abstract

The course aims to provide students the knowledge concerning property and facilities management, as well as their applications in the property and facilities management. In this connection, the course includes: (1) the statutory control of building management and maintenance, Deed of Mutual Covenant (DMC), etc.; (2) contingency plan and maintenance policies; (3) tendering and outsourcing; (4) space and environmental planning; (5) total quality management and post-occupancy evaluation; and (6) professional ethics. Students need to integrate all knowledge for enhancing the property and facilities management in the industry.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if DEC-A1 DEC-A2 DEC-A3 app.)			
1	Explain the facilities management professions and the statutory control for property and facilities		x		
2	Elaborate the maintenance and management policies and the influences		x		
3	Analyze the pros and cons of outsourcing and direct labor, tendering and contractual arrangement, and other related matters			x	
4	Apply spatial planning techniques for space and environmental planning			x	
5	Evaluate post-occupancy performance and total quality management for generating recommendations			x	x
6	Explore professional ethics and real case studies			x	

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Teaching and Learning Activities (TLAs)

TLAs		Brief Description	CILO No.	Hours/week (if applicable)
1	Lecture	Elaborate various management knowledge and techniques	1, 2, 3, 4, 5, 6	
2	Tutorial	Discover the factors influencing various techniques in the property and facilities management process	2, 3, 4, 5, 6	

Assessment Tasks / Activities (ATs)

ATs		CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Mid-term test	1, 2, 3, 4	20	
2	Assignment (teamwork)	1, 2, 3, 4, 5, 6	30	

Continuous Assessment (%)

50

Examination (%)

50

Examination Duration (Hours)

3

Additional Information for ATs

To pass a course, a student must obtain minimum marks of 30% in both coursework and examination components, and an overall mark of at least 40%

Assessment Rubrics (AR)**Assessment Task**

Mid-term test

Criterion

1. Ability to elaborate various management techniques in property and facilities management

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Assessment Task

Assignment (teamwork)

Criterion

1. Ability to analyze property and facilities management of a real project
2. Attitude to raise questions from the information searched or given for the project
3. Accomplish to solve any practical problems effectively

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Assessment Task

Examination

Criterion

1. Ability to elaborate various management techniques for property and facilities management
2. Capacity to apply /discuss relevant management techniques in a particular scenario.
3. Accomplish any recommendations for the practical problems in a property and facilities management scenario

Excellent (A+, A, A-)

High

Good (B+, B, B-)

Significant

Fair (C+, C, C-)

Moderate

Marginal (D)

Basic

Failure (F)

Not even reaching marginal levels

Part III Other Information

Keyword Syllabus

- Explain the facilities management professions and the statutory control for property and facilities including Building Management Ordinance and Buildings Ordinance and the allied regulations, codes of practices and etc.
- Property and facilities management approaches, Building Management Ordinance, Buildings Ordinance and allied regulations/ codes of practices, Deed of Mutual Covenant (DMC), preventive, corrective and emergency planning for maintenance and repair works, maintenance and management policies, tendering and contractual arrangement, direct-labor and outsourcing, space and environmental planning, total quality management and post-occupancy evaluation, professional ethics, case studies

Reading List

Compulsory Readings

Title	
1	Nil

Additional Readings

	Title
1	Park A. (1998) "Facilities Management: an Explanation", Basingstoke: Macmillan.
2	Building Dept (2002) "Building Maintenance Guidebook", HK: Buildings Department, HKSAR.
3	HAD, ICAC, ICPA (2007) "Building Management Ordinance (Cap. 344) A Guide on Clean and Effective Financial Management", HK: Home Affairs Dept.: Independent Commission Against Corruption; Hong Kong Institute of Certified Public Accountants.
4	Home Affairs Dept (2007) "Building Management Ordinance (Cap. 344) How to form an Owners' Corporation", HK: Home Affairs Dept.
5	Lee R. (1987) "Building Maintenance Management", 3rd ed., Granada.
6	Leung M.Y., Chen D.Y., Wang L., Li N.H. (2009) "Benchmarking of the Management Fees for Residential Housing in Hong Kong". Hong Kong: Hong Kong Institute of Surveyors (Property and Facility Division) and City University of Hong Kong.
7	Loo F.K. (1991) "A Guide to Effective Property Management in Hong Kong", Hong Kong University Press.
8	Rondeau E.P., Brown R.K., Lapidés P.D. (1998) "Facility Management", N.Y.: John, Wiley & Sons, Inc.
9	Scarrett D. (1995) "Property Asset Management", N.Y.: E. & F.N. Spons.
10	Seeley I.H. (1987) "Building Maintenance", 2nd ed., MacMillan.
11	British Institute of Facilities Management, http://www.bifm.org.uk/bifm/home
12	The Hong Kong Institute of Facilities Management , http://www.hkifm.org.hk/public_html/
13	Facilities Management Association of Australia , http://www.fma.com.au/cms/index.php