

Facilities Management

School business officials in facility management oversee all aspects of planning, construction, and property management, as well as maintenance and operations. They work closely with the community and stakeholders to understand what they require for successful facilities, and they have the strategic and analytic skills to foresee the needs of the upcoming projects.

The Facility Management area of practice encompasses:

- Planning, Construction and Property Management (new and existing facilities; supported and unsupported)
- Maintenance and Operations



As an affiliated associate with ASBO International, we have aligned our professional standards to those of the global community to reflect the current roles and responsibilities of members working in the business, finance, and operations in the K-12 education system in Alberta.

This profile tool is intended to frame your reflection on your practice, based on the indicators for each area of the Planning and Evaluation practice standards.

A suggested approach for using this tool:

Evidence in Practice

Review each of the statements highlighting ones that represent practices you demonstrate.

Identify those practices you demonstrate in the “Evidence of Practice” column. (are the practices observable? Are they measurable?)

If you currently demonstrate a practice that is not described, consider adding it to evidence in practice column.



Areas for Growth

Reflect on your current practice and on the job behavior as they relate to the area of practice to assist you in identifying areas for growth.

You may choose to add additional indicators based on shared practices and/or emerging legislation and/or research that identify areas in which you would like to grow.

This tool is intended for your personal use. You may choose to share with mentors and/or colleagues as you see fit. It is also a good tool to use when identifying areas of experience and/or specific PD/CPD required in meeting or maintaining the CSBO designation. Individual members who wish to do a more in-depth assessment of their current skill levels, may wish to request a copy of the [2021 ASBO International School Business Management Professional Standards](#) which provides further information for entry, mid and senior level guides for competencies.



PLANNING, CONSTRUCTION AND PROPERTY MANAGEMENT

School business officials in this function understand everything involved in facility management, maintenance, and safety. Working with architects, property management, communities, and municipalities, they develop business cases for new and existing facilities, supported and unsupported. They also understand the provincial regulatory requirements and processes and municipal bylaws related to this area.

INDICATORS	EVIDENCE IN PRACTICE		
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> a) Manage the facility master plan in cooperation with fellow administrators and pertinent stakeholders (ie. Community, board, skilled professionals) through the collection and analysis of relevant data to provide a list of short- and long-term capital needs for a safe and effective instructional environment. b) Oversee new construction and renovations; within established timelines and budgets while working with stakeholders (ie administrators, architects, engineers, construction managers, building committees, stakeholder groups); c) Develop a working knowledge of funding sources and financing activities. d) Develop a working knowledge of issues related to school construction and project management. e) Apply the steps and procedures involved in developing and using education specifications for selecting school sites and undertaking work projects f) Understand the legal and administrative responsibilities for advertising, awarding, and managing construction contracts. g) Understand the relevant codes, standards and other legislative and regulatory requirements impacting school buildings. h) Track, analyze, and present project budget costs and cash flow information. 	<table border="1" style="width: 100%; height: 100%;"> <thead> <tr> <th data-bbox="906 1247 1544 1297">AREAS FOR GROWTH</th> </tr> </thead> <tbody> <tr> <td style="height: 200px;"></td> </tr> </tbody> </table>	AREAS FOR GROWTH	
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AREA OF PRACTICE Facility Management

MAINTENANCE AND OPERATIONS

This function oversees maintenance and overall maintenance of facilities, including HVAC, modernization and more. School business officials in this role understand how their facilities are funded, taking a big-picture approach to how the facilities fit into the overall budget for the system.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> a) Oversee the operation and maintenance of the school and other facilities using established standards to provide a clean, safe, secure environment, including energy and cost-efficient operations. b) Understand the school authority programming needs (ie instructional, co-curricular, extracurricular, non instructional) c) Determine resource allocation for maintenance and operations d) Evaluate and update district safety protocols and crisis response plans e) Create and maintain a positive working relationship with staff members, contractors, and suppliers f) Be able to effectively form partnerships with the private sector to enhance resources available to the school system about facilities and equipment. g) Use technology to improve facilities through data management h) Implement a comprehensive risk management strategy i) Understand provincial codes, standards, regulatory and legislative requirements impacting school facilities. 	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; text-align: center;">AREAS FOR GROWTH</div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>