

# Course description

|                             |                         |                 |                  |
|-----------------------------|-------------------------|-----------------|------------------|
| <b>Course abbreviation:</b> | KME/FM2                 | <b>Page:</b>    | 1 / 3            |
| <b>Course name:</b>         | Facility management II. |                 |                  |
| <b>Academic Year:</b>       | 2023/2024               | <b>Printed:</b> | 13.07.2025 09:27 |

|   |  |          |          |                               |                 |
|---|--|----------|----------|-------------------------------|-----------------|
| <b>Department/Unit /</b>                | KME / FM2  |          |          | <b>Academic Year</b>          | 2023/2024       |
| <b>Title</b>                            | Facility management II.                              |          |          | <b>Type of completion</b>     | Exam            |
| <b>Accredited/Credits</b>               | Yes, 5 Cred.   |          |          | <b>Type of completion</b>     | Combined        |
| <b>Number of hours</b>                  | Lecture 2 [Hours/Week] Tutorial 2 [Hours/Week]       |          |          | <b>Course credit prior to</b> | Yes             |
| <b>Occ/max</b>                          | Status A   | Status B | Status C | <b>Counted into average</b>   | YES             |
| <b>Summer semester</b>                  | 0 / -  | 0 / -    | 0 / -    | <b>Min. (B+C) students</b>    | not determined  |
| <b>Winter semester</b>                  | 5 / -  | 0 / -    | 0 / -    | <b>Repeated registration</b>  | NO              |
| <b>Timetable</b>                        | Yes  |          |          | <b>Semester taught</b>        | Winter semester |
| <b>Language of instruction</b>          | Czech  |          |          | <b>Internship duration</b>    | 0               |
| <b>Optional course</b>                  | Yes  |          |          | <b>Ev. sc. – cred.</b>        | S/N             |
| <b>Evaluation scale</b>                 | 1 2 3 4  |          |          |                               |                 |
| <b>No. of hours of on-premise</b>       |  |          |          |                               |                 |
| <b>Auto acc. of credit</b>              | Yes in the case of a previous evaluation 4 nebo nic. |          |          |                               |                 |
| <b>Periodicity</b>                      | every year   |          |          |                               |                 |
| <b>Specification periodicity</b>        |  |          |          |                               |                 |
| <b>Substituted course</b>               | None   |          |          |                               |                 |
| <b>Preclusive courses</b>               | N/A  |          |          |                               |                 |
| <b>Prerequisite courses</b>             | N/A  |          |          |                               |                 |
| <b>Informally recommended courses</b>   | N/A  |          |          |                               |                 |
| <b>Courses depending on this Course</b> | N/A  |          |          |                               |                 |

## Course objectives:

Student will be acquainted with comprehensive support of the operation of buildings and accompanying buildings. Student will master processes of ensuring of support services, will be ready to manage and operate them, including defining of outsourcing requirements in line with the new EU standard EN 15221 "Facility Management".

## Requirements on student

Requirements for credit:

Student will create semestral tasks in a satisfactory quality and pass written tests with a success rate of over 50%.

Requirements for exam:

Student will demonstrate adequate knowledge of semestral subject and skills of its application in context.

## Content

1. Basic economic (cost) operating parameters of buildings and property, monitoring, reporting and analysis of their reserves.
2. Plans of development, operational plans, reporting systems.
3. Negotiations with the owners of buildings, situation reports on the operation and condition of the building, investment possibilities and more efficient operation.
4. Contracts with external suppliers and FM providers, contracts with tenants.
5. Basics of inventory and passporting processes, their initialization and operation from the accounting, technical and operational point of view.
6. Basics of management of planned maintenance of buildings, revisions and planned repairs.
7. Forms and procedures for the operation and maintenance of building services.
8. Basics of operating and emergency management facilities.
9. Investment issues of buildings and estates, planning of investment repairs and renovations.
10. Cooperation with external suppliers of construction and renovation work.
11. Legislation related to the issue of investment, operation and maintenance.

12. Software and hardware support, including specific tools for Facility Management, request systems and dispatching ensuring.

## Fields of study

## Guarantors and lecturers

- **Guarantors:** doc. Ing. Jan Pašek, Ph.D. (100%)
- **Lecturer:** doc. Ing. Jan Pašek, Ph.D. (50%), Ing. Veronika Sojková, PhD. (50%)
- **Tutorial lecturer:** Ing. Veronika Sojková, PhD. (100%)

## Literature

- **Basic:** ČSN EN 15221 díl 1 - 2 . (06 2007). *Facility management*. ČNI.
- **Basic:** ČSN EN 15221 díl 3 - 6 . (06 2011). *Facility management*. UNMZ.
- **Basic:** Vyskočil, V. K., Štrup, O.: *Facility management: metoda řízení podpůrných činností*. Ostrava: VŠB - Technická univerzita, první vydání, 2007.
- **Basic:** Vyskočil, V. K., Štrup, O. *Podpůrné procesy a snižování režijních nákladů (facility management)*. Praha: Professional Publishing, první vydání, 2003.
- **Recommended:** Vyskočil, V. K., Štrup, O., Pavlík, M. *Facility management a public private partnership*. Praha: Professional Publishing, první vydání, 2007.
- **Recommended:** Vyskočil, V. K. a kol. *Facility Management: případové studie*. Praha: Professional Publishing, první vydání, 2008.
- **Recommended:** Štrup, O. *Facility manažer a jeho role*. In ASB. Praha, 2008.
- **Recommended:** *On-line katalogy knihoven*.

## Time requirements

### All forms of study

| Activities                                  | Time requirements for activity [h] |
|---|------------------------------------|
| Preparation for an examination (30-60)      | 40                                 |
| Contact hours                               | 52                                 |
| Graduate study programme term essay (40-50) | 40                                 |
| <b>Total:</b>                               | <b>132</b>                         |

## assessment methods

**Knowledge - knowledge achieved by taking this course are verified by the following means:**

- Oral exam
- Written exam
- Test
- Seminar work

## prerequisite

**Knowledge - students are expected to possess the following knowledge before the course commences to finish it successfully:**

Student is familiar with basic rules and processes of management and operation of services for the operation of buildings.

## teaching methods

**Knowledge - the following training methods are used to achieve the required knowledge:**

- Lecture

## Practicum

**learning outcomes****Knowledge - knowledge resulting from the course:**

Student is familiar with comprehensive rules and processes of management and operation of services for the operation of buildings.

**Course is included in study programmes:**

| Study Programme   | Type of             | Form of   | Branch                        | Stage | St. plan v. | Year | Block                  | Status | R.year | R. |
|-------------------|---------------------|-----------|-------------------------------|-------|-------------|------|------------------------|--------|--------|----|
| Civil Engineering | Postgraduate Master | Full-time | Správa a řízení provozu budov | 1     | 2020        | 2023 | Specializační předměty | A      | 2      | ZS |