



 B Lounge Tower 2 , 2nd floor, HiLITE Business Park,
Poovangal, Kozhikode, Pantheeramkavu, Kerala 673014

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Facility Management Policy

Facalto Facilities & Projects management L.L.P

1. Purpose

The purpose of this Facility Management Policy is to establish a framework for the efficient, safe, and sustainable management of the organization's physical facilities. It provides guidelines for maintaining facilities, ensuring compliance with health, safety, environmental, and legal standards, and enhancing the quality and lifespan of facility assets.

2. Scope

This policy applies to all facilities owned, leased, or operated by the organization. It covers all aspects of facility management, including building operations, maintenance, security, safety, energy use, and space management.

3. Objectives

- Ensure that all facilities are maintained to support operational efficiency and user satisfaction.
- Promote a safe and healthy environment for employees, visitors, and contractors.
- Maintain compliance with applicable laws, regulations, and industry standards.
- Foster sustainable and energy-efficient practices in facility management.
- Optimize space utilization and reduce operational costs through effective planning and management.

4. Facility Maintenance and Operations

- Preventive Maintenance: A proactive maintenance schedule will be established for all critical facility systems (e.g., HVAC, electrical, plumbing) to minimize breakdowns and ensure reliability.
- Reactive Maintenance: Procedures will be in place for addressing unexpected issues and repairs in a timely manner.
- Asset Management: The organization will maintain an inventory of all critical equipment and infrastructure, ensuring regular inspections and lifecycle management.
- Cleaning and Hygiene: All facilities will be regularly cleaned and maintained to high standards of hygiene to ensure a healthy and pleasant working environment.

5. Health, Safety, and Security

- Health and Safety Compliance: All facility operations will comply with local, national, and international health and safety regulations. Regular risk assessments will be conducted to identify and mitigate hazards.
- Emergency Preparedness: Facilities will be equipped with appropriate fire safety systems, evacuation plans, and emergency response protocols.
- Access Control and Security: Security measures such as surveillance systems, access control protocols, and trained personnel will be implemented to protect the facility, staff, and visitors from unauthorized access and potential threats.

6. Environmental Sustainability

- Energy Efficiency: Energy management strategies will be developed to reduce energy consumption and improve the energy efficiency of buildings, including the use of energy-efficient lighting, HVAC systems, and building automation.
- Waste Management: A waste reduction and recycling program will be established to minimize the environmental footprint of facility operations.
- Sustainable Practices: The organization will seek to adopt sustainable construction, renovation, and maintenance practices, including the use of eco-friendly materials, water conservation methods, and green certifications where possible.



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7. Space Management

- Space Optimization: The organization will periodically review space utilization to ensure efficient use of resources. Space planning will consider current and future operational needs.
- Workspace Design: Workspace design will focus on promoting productivity, safety, and employee well-being, incorporating ergonomic furniture and modern layouts.

8. Vendor and Contractor Management

- Vendor Selection: Vendors and contractors providing facility-related services (maintenance, cleaning, repairs) will be selected based on their ability to meet quality, safety, and environmental standards.
- Performance Monitoring: The performance of external vendors and contractors will be regularly reviewed, and contracts will include clear service level agreements (SLAs) to ensure consistent quality.
- Compliance and Safety: All vendors and contractors must comply with the organization's safety regulations and undergo necessary training and orientation before commencing work on-site.

9. Legal and Regulatory Compliance

- The organization will comply with all applicable local, national, and international laws, codes, and regulations related to building standards, health and safety, environmental protection, and workplace conditions.
- Regular audits and inspections will be conducted to ensure compliance with legal and regulatory requirements.

10. Continuous Improvement

- Performance Monitoring: The organization will implement key performance indicators (KPIs) to monitor the effectiveness of facility management strategies. Regular reviews will be conducted to assess operational efficiency, cost control, and sustainability goals.
- Feedback Mechanism: Feedback from employees, contractors, and visitors will be collected to continuously improve facility management practices.
- Innovation and Technology: The organization will explore new technologies and innovative solutions, such as building automation systems and smart facility management tools, to enhance operational performance.

11. Roles and Responsibilities

- Facility Management Team: Responsible for overseeing the day-to-day operations of the facility, ensuring compliance with safety and environmental standards, and maintaining infrastructure.
- Employees: All employees are responsible for following facility policies, reporting maintenance issues, and adhering to health and safety guidelines.
- Senior Management: Accountable for providing the resources and support necessary for effective facility management, as well as ensuring policy compliance at all levels.

12. Policy Review

This policy will be reviewed annually or as needed to ensure that it reflects current best practices, legal requirements, and organizational goals.

Mubarak Paruthikkattu Parambil

Chief Operating Officer (COO)

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