
Overview

This standard covers allocating and managing the use of space in workplace and facilities services. It relates to the management of property space with single or multiple occupations and concerns the identification of space requirements and entitlements, their allocation and their optimisation. It also identifies how space utilisation contributes to business efficiencies and sustainable practices.

Space management considerations should be embedded in the planning and decision-making processes of the organisation and within your area of responsibility.

It is important that you know and understand your responsibilities under current environmental and health and safety legislation, codes of practice and the policies of the organisation.

This standard is applicable to those who deliver workplace and facilities services, this can be to an internal client (within an organisation) or to an external client, both are referred to as the "organisation" within this standard.

This standard is for managers working in the workplace and facilities services environment.

This standard has links to the standards suite Facilities Management and the standards suite Management and Leadership managed by Instructus.

Performance criteria

You must be able to:

1. carry out your work in accordance with the current environmental and health and safety legislation, risk assessment requirements, codes of practice and policies of the organisation, including business efficiencies and sustainable practices
2. confirm that the space requirements of all workspace users in workplace and facilities services are identified, prioritised and updated as agreed with the organisation
3. confirm that the criteria used for allocation of space takes into account the organisation's and the users' requirements and priorities
4. confirm that space allocation is compatible with other uses of the workspace and current legislation
5. identify opportunities to introduce business efficiencies and sustainable practices in the planning and allocation of space
6. engage users in the organisation's business efficiencies and sustainable practices in the planning and allocation of space
7. identify where space cannot be provided as requested and develop and propose alternative solutions
8. assess the costs, risks and opportunities of planned actions
9. identify your personal responsibilities and liabilities for the allocation and management of space under the organisation's policies and procedures
10. carry out consultations on space management issues with those involved and affected by your work
11. identify and make use of specialist expertise in relation to space management
12. confirm that space allocation is contractually agreed with the organisation and those involved and affected
13. establish and maintain systems for monitoring and reporting space management performance in your area of responsibility
14. complete records as required by the current legislation and the procedures of the organisation
15. communicate with all those involved in, or affected by, your work
16. confirm that the organisation operates to the current legal requirements and social responsibilities

Knowledge and understanding

You need to know and understand:

1. your responsibilities under the current environmental and health and safety legislation, codes of practice and policies of the organisation, including business efficiencies and sustainable practices
2. the issues to consider when allocating space in workplace and facilities services
3. how to identify opportunities to include business efficiencies and sustainable practices in the planning and allocation of space, as well as the control systems that are developed, implemented and reviewed to monitor the allocation and management of space
4. the methodology for the regular review of options for occupancy, use, facilities, servicing and maintenance and the ways of advising the organisation and those involved and affected where potential benefits may occur from planned change
5. when to initiate action and report a variance from the planned use of property, facilities and systems so as to maintain operational performance in line with the contract
6. the costs, risks and benefits of the planned actions
7. the ways of engaging the organisation and those involved and affected in the introduction of business efficiencies and sustainable practices
8. the need for insurance cover that meets the relevant legal and statutory requirements, types of use, categories of occupier and user and complies with the organisation's requirements
9. how to maintain the required inspection certificates and approvals and how to communicate outcomes of inspections to those involved
10. how to conduct reviews of contractual terms and conditions at agreed intervals and the corrective action to take in response to any deviations from contractual agreements
11. the importance of communicating with all those involved in, or affected by, your work and how this should be done
12. the responsibility of managing workplace and facilities services
13. in accordance with the current legal requirements and social responsibilities

LANWFS6

Allocate and manage space in workplace and facilities services



Glossary