Facilities Managers Desk Reference By Wiggins Jane M 2014 Paperback

Facilities Manager's Desk Reference by Wiggins Jane M (2014): A Comprehensive Guide

Jane M. Wiggins's *Facilities Manager's Desk Reference* (2014 paperback edition) remains a valuable resource for professionals navigating the complexities of facilities management. This comprehensive guide offers practical advice and essential information for anyone involved in maintaining and improving buildings and their associated infrastructure. This article delves into the book's key features, benefits, and practical applications, focusing on its enduring relevance in the field of **facilities management best practices**, **building maintenance**, and **property management**. We'll explore its contents, highlighting why it continues to be a go-to resource for many.

Introduction: An Indispensable Tool for Facility Managers

The *Facilities Manager's Desk Reference* isn't just another book on facilities management; it's a practical, readily accessible resource designed to tackle the day-to-day challenges faced by facility managers. Wiggins expertly synthesizes complex information into a concise and user-friendly format, making it ideal for both seasoned professionals seeking a quick reference and newcomers aiming to grasp the fundamentals. Its enduring popularity speaks volumes about its effective approach to covering a wide range of topics crucial to successful **facility operations**.

Key Features and Benefits: A Deep Dive into the Content

The book's strength lies in its comprehensive coverage of essential areas within facilities management. It isn't limited to theoretical concepts; instead, it provides practical, actionable advice backed by real-world examples. Some key features include:

- **Comprehensive Coverage:** The *Facilities Manager's Desk Reference* addresses numerous facets of facilities management, including budgeting, maintenance planning, risk management, sustainability, and legal compliance. This breadth of coverage makes it a one-stop shop for information.
- **Practical Application:** Rather than simply presenting abstract concepts, Wiggins emphasizes practical application. The book is replete with checklists, templates, and real-world examples, enabling readers to immediately implement the strategies and techniques discussed.

- **Clear and Concise Writing Style:** The author's writing style is clear, concise, and accessible. Complex topics are broken down into manageable chunks, making the information digestible even for readers without extensive prior knowledge of facilities management.
- **Up-to-Date Information (for its time):** While published in 2014, many of the core principles and best practices discussed remain highly relevant. The book provides a solid foundation upon which to build further knowledge and expertise. This is especially true for the sections on **building codes** and fundamental maintenance procedures.
- **Handy Quick-Reference Format:** The paperback format makes the book easily accessible and portable, perfect for on-the-go reference during site visits or inspections.

Usage and Implementation Strategies: Putting the Knowledge into Action

The *Facilities Manager's Desk Reference* isn't just meant to be read and then shelved; it's a tool designed for active use. Here are some strategies for effectively using this resource:

- **As a Quick Reference Guide:** Use the book's index and table of contents to quickly locate specific information needed to address immediate challenges or questions.
- **For Ongoing Professional Development:** Work through the chapters systematically to deepen your understanding of specific areas of facilities management. Regular review can reinforce knowledge and identify areas for improvement.
- **As a Training Tool:** Facility managers can use the book as a training resource for their teams, ensuring everyone is up to speed on key procedures and best practices.
- **For Planning and Budgeting:** The sections on budgeting and planning provide valuable tools and templates for developing effective strategies for resource allocation.

Addressing the Changing Landscape of Facilities Management

While published several years ago, the foundational knowledge within the *Facilities Manager's Desk Reference* remains remarkably relevant. The core principles of preventative maintenance, risk assessment, and efficient resource management continue to be cornerstones of effective facilities management. However, it's crucial to supplement the book's information with current industry trends and technological advancements. The increasing importance of **sustainability** and the integration of smart building technologies warrant further exploration beyond the scope of the 2014 edition.

Conclusion: A Lasting Contribution to the Field

Jane M. Wiggins's *Facilities Manager's Desk Reference* serves as a valuable cornerstone in the field of facilities management. Its practical approach, comprehensive coverage, and clear writing style make it an indispensable resource for professionals at all levels. While current industry trends should be considered alongside its content, the book remains a highly valuable foundation for knowledge and effective practice. Its enduring popularity underscores its effectiveness in providing accessible and practical advice for navigating the multifaceted world of facilities management.

Frequently Asked Questions (FAQ)

Q1: Is this book suitable for beginners in facilities management?

A1: Yes, absolutely. The book's clear and concise writing style makes it easily accessible to beginners. It lays a solid foundation by explaining fundamental concepts before moving into more complex topics.

Q2: Does the book cover specific software or technologies used in facilities management?

A2: While the 2014 edition doesn't delve into specific software, it lays out the foundational principles applicable to utilizing any facility management software or technology. Understanding these underlying concepts is crucial regardless of the specific tools employed.

Q3: How often should a facilities manager consult this book?

A3: The frequency of consultation depends on the individual's role and experience. Beginners might consult it regularly, while experienced professionals might use it as a quick reference guide for specific tasks or challenges. Regular review of key sections, particularly those related to legal compliance and best practices, is highly recommended.

Q4: What are the book's limitations?

A4: The primary limitation is its publication date. While the core principles remain relevant, the rapid pace of technological advancements in the facilities management industry means that some specific technologies and techniques might be outdated. Supplementing the book's information with current industry trends and research is essential.

Q5: Are there any specific examples or case studies in the book?

A5: Yes, the book uses several real-world examples and case studies to illustrate key concepts and principles, making the information more relatable and easier to understand.

Q6: Does the book cover the legal aspects of facilities management?

A6: Yes, the book dedicates sections to the legal aspects of facilities management, including relevant regulations and compliance requirements. This is crucial for ensuring the safety and legality of facility operations.

Q7: Can this book be used for training purposes?

A7: Absolutely. Its clear structure and practical examples make it an excellent resource for training new facilities management personnel.

Q8: Where can I purchase a copy of the book?

A8: Used copies of the *Facilities Manager's Desk Reference* by Jane M. Wiggins (2014 paperback) can often be found on online marketplaces like Amazon or eBay. Check used bookstores and online library databases as well.

Navigating the Labyrinth of Facility Management: A Deep Dive into Wiggins' Desk Reference

The sphere of facility management is a involved one, demanding a extensive spectrum of skills and knowledge. For those starting this challenging but gratifying career path, or even seasoned practitioners, a reliable resource is crucial. Jane M. Wiggins' 2014 paperback, *Facilities Manager's Desk Reference*, serves as just such a manual, offering a complete overview of the area's key elements. This article will examine the book's contents, its benefits, and its practical applications for anyone engaged in facility management.

The book's structure is intelligently designed, progressing from foundational concepts to more specific areas. It begins by defining the core principles of facility management, including its function within an organization and its relationship to overall business objectives. Wiggins adeptly demonstrates the significance of proactive care, cost control, and safety protocols. This framework is essential for understanding the wider context of the profession.

One of the book's key advantages is its hands-on approach. Rather than only providing theoretical information, Wiggins incorporates numerous real-world examples, illustrations, and templates to help readers utilize the principles discussed. For instance, the sections on contract negotiation provide detailed instructions and templates for creating effective contracts and managing vendor relationships. This hands-on technique is particularly helpful for those new to the field, as it provides a uncomplicated pathway to applying best practices.

Furthermore, the book covers a broad scope of topics relevant to facility managers, including facilities, environmental responsibility, health and safety, and disaster management. Each section is clearly structured, making it simple to locate particular information. The addition of glossaries further improves the book's usability. The vocabulary used is accessible, avoiding specialized language where possible, making it appropriate for readers with varying levels of experience.

The *Facilities Manager's Desk Reference* isn't just a static source of data; it's a dynamic tool that can be applied throughout a facility manager's career. It can function as a handy guide for everyday tasks, a handbook for difficult projects, and a source of effective strategies. Its handiness makes it ideal for on-site reference, allowing facility managers to quickly access the details they need, when they need it.

In closing, Jane M. Wiggins' *Facilities Manager's Desk Reference* is a invaluable asset for anyone in the discipline of facility management. Its comprehensive range of subjects, applied approach, and clear presentation make it a essential resource for both beginners and seasoned professionals. The book's applicable advice and real-world examples equip

readers with the expertise and resources necessary to efficiently manage their facilities.

Frequently Asked Questions (FAQs):

1. **Who is this book for?** This book is beneficial for anyone involved in facility management, from entry-level employees to experienced directors. Its comprehensive nature ensures something for everyone.

2. **What makes this book stand out from others on the market?** Its emphasis on practical application, numerous real-world examples, and easy-to-understand language distinguish it. It's less theoretical and more immediately useful.

3. **Is the book updated regularly?** As this refers to the 2014 edition, it's important to note that newer editions or supplemental materials might be necessary to stay current with industry advancements.

4. **What are some of the key takeaways from the book?** The importance of proactive maintenance, effective cost control, and robust risk management are consistently highlighted as essential for successful facility management.

5. **Where can I purchase this book?** You can typically find it through major online retailers, used bookstores, or possibly even libraries.

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