

Course Title	Facilities Management				
Course Code	HTM205				
Course Type	Compulsory				
Level	Bachelor (1 st Cycle)				
Year / Semester	2 nd Year/1 st Semester				
Instructor's Name	TBA				
ECTS	6	Lectures / week	3 Hours/ 14 weeks	Laboratories / week	None
Course Purpose and Objectives	<p>To provide to students the basic knowledge of the Facilities Management, which includes the Housekeeping, Engineering and Maintenance departments. About the housekeeping department, students should get an overall understanding of its operations and management. In terms of the Engineering and Maintenance Department, students should learn the fundamental terminology, concepts, facts and guiding principles of the building-structures, their component mechanical, electrical and plumbing systems and the use of computer programs and other technology in energy use control. This course also incorporate new concepts of energy conservation and risk management to address the latest sustainability and security trends in the industry, as well as updated information on guestroom technology.</p>				
Learning Outcomes	<p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> • Determine the role and functions of the Housekeeping department. • Identify the job description and job specification of the housekeeping employees and the importance of following the current health, safety and security rules used in the hospitality industry. • Distinguish the various cleaning equipment, linen, furniture and fixtures. • Evaluate the linen room operations • Explore the laundry and dry cleaning procedure and management. • State the importance of following the correct cleaning procedures. • Explain the goals and objectives of Hotel Engineering Management and describe the theoretical aspects of utility systems, energy conservation, mechanical equipment and building systems. • Describe the organization and management of the maintenance department and the types of maintenance required. 				

	<ul style="list-style-type: none"> • Identify the two primary categories of facility operating costs and the components and factors of each category. • Describe the basics of HVAC, Electrical, Water and Sewer, Refrigeration and Illumination systems. • Identify resource conservation methods for water, energy and waste management as related to hotel, hospital and restaurant operations and the financial value of these efforts to the business. • Compute basic statistics to help make decision regarding energy conservation", "maintenance optimization", "benchmarking", "profitability", "capital project evaluation", "life cycle costing" "time-value-of-money" • Calculate and analyse the impact on the natural resources of a community by operating of a hotel/resort property. • Explain how 'Green' management practices can contribute to the overall sustainability of the area in which a hotel/resort property operates. 		
Prerequisites	HTM100, HTM120	Co-requisites	None
Course Content	<ul style="list-style-type: none"> • Introduction to the Housekeeping work- Planning, Organizing and Staffing - - Planning and scheduling workers – Team Staffing • Material Planning – FFE, Cleaning Equipment & Supplies • Purchase, cleaning and use of Bedding, Linen, and Uniforms • Housekeeping Daily Routine • Safeguarding of Assets – Concerns for Safety and security in Housekeeping Operations • Laundry, Dry-cleaning and Stain removal.– Understanding basic Engineering and Operating the equipment • Asset Management - Role, Cost and Management of Hospitality Facilities. Renovations and Capital Projects • Management Tools, Techniques and Trends Cost and Budgets • Water and Waste Management Systems – Electricity, Heat, Ventilation & Air Conditioning. Lighting • Lodging & Foodservice Planning & Design, • Calculating Carbon Footprints Design, • Environmental & Sustainable Management - "Green Lodging Management" 		
Teaching Methodology	Face-to-Face		
Bibliography	<p>Thomas, J. and Jones, A.: Professional Management of Housekeeping Operations, Latest Edition, John Wiley & Sons, Inc., Hoboken, New Jersey.</p> <p>Branson, J.C. and Lennox, M.: Hotel, Hostel and Hospital Housekeeping, Latest Edition, Hodder and Stoughton.</p>		

	<p>Kappa, M.M., Nitsckhe, A., and Schappert, B.P.: Managing Housekeeping Operations, Latest Edition, AHLEI.</p> <p>Stipanuk, D.M.: Hospitality Facilities Management and Design, Latest Edition, The American Hotel & Lodging Educational Institute (AHLEI).</p> <p>Stipanuk, D.M.: Hospitality Facilities Management and Design, Latest Edition, Cornell University, AHLEI.</p> <p>Katsigris, C. and Thomas, C.: Design and Equipment for Restaurants and Foodservice, Latest Edition, John Wiley & Sons.</p>								
<p>Assessment</p>	<table border="1" data-bbox="459 633 1225 871"> <tr> <td data-bbox="459 633 1059 692">Examinations</td> <td data-bbox="1059 633 1225 692">70%</td> </tr> <tr> <td data-bbox="459 692 1059 750">Assignments</td> <td data-bbox="1059 692 1225 750">20%</td> </tr> <tr> <td data-bbox="459 750 1059 808">Class Participation/ Attendance</td> <td data-bbox="1059 750 1225 808">10%</td> </tr> <tr> <td data-bbox="459 808 1059 871">Total</td> <td data-bbox="1059 808 1225 871">100%</td> </tr> </table>	Examinations	70%	Assignments	20%	Class Participation/ Attendance	10%	Total	100%
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<p>Language</p>	<p>English</p>								