



MANAGEMENT REVIEW AGENDA

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Meeting Attendees:

[Insert Name and Title of CEO or Top Management Representative]

[Insert Name and Title of FM Director/Manager]

[Insert Names and Titles of Relevant Department Heads or Key Stakeholders]

Agenda:

1. Opening Remarks (5 minutes)

Welcome and introductions

Purpose of the management review

Reminder of confidentiality and impartiality

2. Review of Previous Management Review Actions (10 minutes)

Status of actions from the previous management review

Identify completed actions, pending actions, and any outstanding issues

3. Changes in External and Internal Issues (15 minutes)

Discuss changes in external factors (e.g., regulatory changes, market trends)

Discuss changes in internal issues (e.g., organizational structure, resource allocation)

4. FM Performance Review (30 minutes)

a. Nonconformities and Corrective Actions

- Review current nonconformities and the status of corrective actions

b. Monitoring and Measurement Results



- Analyze trends in routine FM activities (e.g., maintenance, asset management)
- Analyze trends in non-routine FM activities (e.g., emergency response, major repairs)

c. Audit Results

- Review findings from recent internal or external audits

d. Opportunities for Continual Improvement

- Identify areas where the FM system can be improved

e. Opportunities for Service Improvement and Cost Reduction

- Discuss opportunities to enhance service quality and reduce costs

f. Environmental and Social Performance

- Assess improvements in environmental and social performance

5. Changes in Risk Profile and Service Delivery (15 minutes)

Review changes in the risk profile related to FM operations

Discuss new service delivery options or methodologies

6. Action Plan and Next Steps (10 minutes)

Summarize key findings and decisions

Assign responsibilities for follow-up actions

Set a date for the next management review meeting

7. Closing Remarks (5 minutes)

Thank the participants for their contributions

Confirm the date of the next management review meeting

Meeting Adjourned

This agenda provides a structured framework for reviewing the Facilities Management system and ensuring that it remains suitable, adequate, and effective. Adjust the timing for each agenda item as needed based on the complexity and specific context of your organization.