



Facility Management Objectives Template

Organization Name:

Department:

Date:

1. Introduction

This document outlines the Facility Management (FM) objectives for [Organization Name], in alignment with ISO 41001:2018 standards. These objectives are established to ensure the effective and efficient delivery of facility management services, consistent with our organizational goals and FM policy.

2. FM Policy Reference

[Include a brief reference or summary of the FM policy that these objectives support.]

3. FM Objectives

Objective 1: Optimize Energy Consumption

- **Description:** Reduce energy consumption across all facilities by implementing energy-efficient technologies and practices.
- **Alignment with Organizational Objectives:** Supports the organizational goal of reducing operating costs and promoting sustainability.
- **Measurability:** Achieve a 10% reduction in energy consumption within the next 12 months.
- **Responsible Person:** Facilities Manager
- **Resources Required:** Budget for energy-efficient equipment, training for staff, monitoring tools.
- **Timeline:** Completion by [Specific Date]
- **Monitoring Method:** Monthly energy usage reports.
- **Review and Update:** Quarterly reviews to assess progress and make necessary adjustments.

Objective 2: Enhance Maintenance Efficiency

- **Description:** Improve maintenance processes to reduce downtime and extend the lifespan of facility assets.
- **Alignment with Organizational Objectives:** Enhances operational efficiency and asset management.



- **Measurability:** Decrease reactive maintenance requests by 15% over the next six months.
- **Responsible Person:** Maintenance Supervisor
- **Resources Required:** CMMS software, additional training for maintenance staff.
- **Timeline:** Implementation by [Specific Date]
- **Monitoring Method:** Maintenance logs and reports.
- **Review and Update:** Bi-monthly reviews to track progress and implement improvements.

Objective 3: Improve Indoor Air Quality

- **Description:** Ensure high indoor air quality (IAQ) in all facilities to promote occupant health and productivity.
- **Alignment with Organizational Objectives:** Supports the health and well-being of employees and compliance with health standards.
- **Measurability:** Achieve and maintain IAQ standards as per ISO 16890.
- **Responsible Person:** Environmental Health and Safety Officer
- **Resources Required:** IAQ monitoring equipment, HVAC system upgrades.
- **Timeline:** Ongoing, with initial goals achieved by [Specific Date]
- **Monitoring Method:** Regular IAQ assessments and monitoring.
- **Review and Update:** Annual reviews to ensure IAQ standards are met and sustained.

Objective 4: Increase Waste Recycling Rates

- **Description:** Enhance waste management practices to increase recycling rates and reduce landfill waste.
- **Alignment with Organizational Objectives:** Aligns with sustainability goals and environmental responsibility.
- **Measurability:** Increase recycling rates by 20% over the next year.
- **Responsible Person:** Sustainability Coordinator
- **Resources Required:** Recycling bins, awareness programs, partnerships with recycling vendors.
- **Timeline:** Achieve target by [Specific Date]
- **Monitoring Method:** Monthly waste and recycling reports.



- **Review and Update:** Semi-annual reviews to monitor progress and optimize practices.

Objective 5: Improve Space Utilization

- **Description:** Optimize the use of available space to improve operational efficiency and reduce costs.
- **Alignment with Organizational Objectives:** Supports efficient resource use and cost reduction.
- **Measurability:** Increase space utilization efficiency by 25% within the next fiscal year.
- **Responsible Person:** Space Planner
- **Resources Required:** Space management software, consulting services.
- **Timeline:** Initial improvements by [Specific Date], ongoing optimization.
- **Monitoring Method:** Quarterly space utilization reports.
- **Review and Update:** Regular assessments to ensure continuous improvement in space utilization.

4. Documentation and Records

All FM objectives and related activities will be documented and maintained as per ISO 41001:2018 requirements. Documentation will include:

- Detailed action plans for each objective.
- Records of resources allocated and used.
- Monitoring and review reports.
- Updates and revisions to objectives as necessary.

5. Communication

The FM objectives and progress reports will be communicated to all relevant stakeholders, including:

- Internal staff and departments.
- Senior management.
- External partners and suppliers.

6. Review and Continuous Improvement



The FM objectives will be reviewed periodically to ensure their relevance and alignment with the organizational goals and FM policy. Feedback from stakeholders will be used to refine and improve the objectives and related processes.

Approved by: Name: Title: Date:

This template can be downloaded, customized, and used by organizations to set and manage their facility management objectives in alignment with ISO 41001:2018 standards.