

## 2.13. Facility Management Company Responsibilities

**2.13.1.** Facility Management Company responsibilities shall comply with **Table 18.11.**

Table 18.11.: Facility Management Company Responsibilities	
ITEMS	REQUIREMENTS
<b>1. MAN-POWER</b>	<ul style="list-style-type: none"> <li>i. 10% of every facility management personnel appointed in a building, shall obtain training from Civil Defence, when initiated by Civil Defence.</li> <li>ii. 1 of such trained facility management personnel shall be designated as “Fire and Life Safety Manager” and shall take the responsibility of leading the entire team of facility management.</li> <li>iii. It is facility management company responsibility to apply to Civil Defence formally for the training request, when initiated by Civil Defence.</li> <li>iv. Such training by Civil Defence shall be with the basics of Fire and Life Safety aspects of the building, usage of fire extinguishers and routine daily visual inspections of the Fire and Life Safety Systems.</li> <li>v. 100% of facility management personnel shall be familiar with Fire extinguisher usage.</li> <li>vi. Trained Facility Management company personnel shall be approved and licensed by Civil Defence.</li> </ul>
<b>2. RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. Facility management personnel responsibilities, along with everyday routine house keeping, security and maintenance tasks, Fire and Life Safety duties shall comply with the <b>Table 18.11.</b></li> <li>ii. Facility management company shall appoint a manager in each facility to supervise the team and such manager shall be licensed by Civil Defence in accordance with <b>Table 18.11.1.</b></li> <li>iii. The facility manager shall clearly assign specific duties to his team members with regard to Fire and Life Safety aspects of the facility.</li> <li>iv. It is Facility management company’s responsibility to realize their role in Fire and Life Safety of the facility is of very high importance.</li> <li>v. It is facility management company’s responsibility to inform owner and maintenance companies, where abnormal conditions exist for Fire and Life Safety Systems in the building, including balcony and window railings. It is facility management company duty to ensure that corrective actions are immediately implemented by owner.</li> </ul>
<b>3. PLANNING</b>	<ul style="list-style-type: none"> <li>i. It is facility management company’s responsibility to insist building owners to include the participation of facility management team in the building fire and life safety systems inspection, testing, commissioning and handing over.</li> <li>ii. It is facility management company’s responsibility to get involved in familiarizing the facility Fire and Life Safety Systems.</li> </ul>
<b>4. EMERGENCY ACTION PLAN</b>	<ul style="list-style-type: none"> <li>i. It is facility management company’s responsibility to familiarize themselves with building Emergency Action plans and understand their role as individuals and as a team.</li> <li>ii. Facility management personnel shall clearly draft out their specific role, in accordance with <b>Chapter 19. Emergency Evacuation Procedures.</b>, such as but not limited to, as follows               <ul style="list-style-type: none"> <li>a. Assigning particular person to confirm fire alarm by actually verifying at the location of the building.</li> <li>b. Assigning particular person to inform Civil Defence and coordinate with them when they arrive.</li> <li>c. Assigning particular personnel to assist elderly and disabled to execute building evacuation smoothly.</li> <li>d. Assigning particular personnel or team to manage evacuation and leading evacuees to designated assembly points.</li> <li>e. Assigning particular team or personnel to evaluate and assess initial stages of fire and use extinguishers and hose reel system, if it is assessed as safe to do so.</li> <li>f. Assigning particular personnel to understand the elevator operation during emergencies and who can manage elevator evacuation, if it is safe to do so.</li> </ul> </li> </ul>