Editor’s Note

Are users happy to work or stay in your building?

Last month we introduced the term Post Occupancy Evaluation (POE). POE is not a new concept and has been adopted in UK since 1980. However, POE could be relatively new in HK. POE is basically an assessment of user’s satisfaction and functional “fit” with a specific space.

Before going into details how POE works, it might be worth giving an introduction to POE in the FM Blog of this month.

Percy Kong
Percy Kong
Director of Communications
Upcoming Event

THE HONG KONG INSTITUTE OF FACILITY MANAGEMENT

Annual Dinner cum EFMA 2016 Presentation Ceremony

HKIFM Annual Dinner cum
Excellence in Facility Management Award 2016 Presentation Ceremony

Guest of Honour: Dr KO Wing-man, BBS, JP
Secretary for Food & Health

Date: 24 November 2016 (Thursday)

Time:
- Cocktail Reception ~ From 6:30pm to 7:00pm
- Dinner & Presentation Ceremony ~ From 7:00pm to 10:30pm

Place: Crystal Ballroom, Level B3, Holiday Inn Golden Mile
50 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong

Fee:

<table>
<thead>
<tr>
<th></th>
<th>Early Bird Rate (Payment received on/before 23 Oct 16)</th>
<th>Normal Rate (after 23 Oct 16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKIFM Member</td>
<td>$900/Person</td>
<td>$1,050/Person</td>
</tr>
<tr>
<td>Non-HKIFM Member</td>
<td>$980/Person</td>
<td>$1,100/Person</td>
</tr>
<tr>
<td></td>
<td>$11,000/Table (for 10-12 persons)</td>
<td>$12,800/Table (for 10-12 persons)</td>
</tr>
</tbody>
</table>

The closing date for reservation will be 11 November 2016 (Friday).
Cheque should be made payable to "The Hong Kong Institute of Facility Management Ltd". Interested party should complete and return the below Reply Slip together with the cheque to The HKIFM at Suite 2102, 21/F, Connaught Commercial Building, 185 Wanchai Road, Hong Kong by mail. Seats are limited and reservations are first-come-first-served. For enquiries, please feel free to contact our Secretariat Office at 2537 0456.

∞ Reply Slip ∞

HKIFM Annual Dinner cum
EFMA 2016 Presentation Ceremony ~ 24 November 2016 (Thursday)

The closing date for reservation will be 11 November 2016 (Friday)

Name: □ Mr □ Ms □ Miss
Organisation/Company:
Correspondence Address:
Contact No.: __________________________ Email Address:

I/We would like to reserve

_____ number of table(s) at $___________ per table (sub-total: $____________)

_____ number of seat(s) at $___________ per seat (sub-total: $____________)

Payment Method
By Cheque (Bank: ______________ No.: ___________ Total Amount: $____________)

Important Notes:
1. The HKIFM reserves the right to cancel or make necessary changes to the event. Payment received is non-refundable unless the event will be cancelled.
2. Reservations are on first-come-first-served basis.
3. The HKIFM reserves all right on final arrangement of tables and seats.
4. Cheques should be made payable to “The Hong Kong Institute of Facility Management Limited”.


## Upcoming Event

<table>
<thead>
<tr>
<th>Title</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellence in Facility Management Award (EFMA) 2016</td>
<td>August~September 2016</td>
</tr>
<tr>
<td>FB &quot;Most Popular Facility Award&quot;</td>
<td></td>
</tr>
<tr>
<td>Technical Visit to Hong Kong Jockey Club “Shatin Communications &amp; Technology Centre” (FULL)</td>
<td>24 September 2016</td>
</tr>
<tr>
<td>HKIFM Annual Dinner cum Excellence in Facility Management Award 2016</td>
<td>24 November 2016</td>
</tr>
</tbody>
</table>

## Supporting Event

<table>
<thead>
<tr>
<th>Title</th>
<th>Organizers</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th Greater Pearl River Delta (GPRD) Conference on Building Operation and Maintenance - 3rd Announcement</td>
<td>BSOMES</td>
<td>July~December 2016</td>
</tr>
<tr>
<td>Energy Saving Championship Scheme</td>
<td>ENB &amp; EMSD</td>
<td>Aug 2016 ~ 2017</td>
</tr>
<tr>
<td>Certificate Course in Fire Safety Management</td>
<td>ISHP, CHKFPA &amp; YMCA</td>
<td>1 September ~ 24 November 2016</td>
</tr>
<tr>
<td>Industrial Spotlight</td>
<td>IFMA</td>
<td>8 September 2016</td>
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<tr>
<td>HKIS Conference 2016</td>
<td>HKIS</td>
<td>10 September 2016</td>
</tr>
<tr>
<td>APAC Innovation Summit (AIS) 2016 - Smart City</td>
<td>HKSTP</td>
<td>22 September 2016</td>
</tr>
<tr>
<td>CPD Course on Code of Practice for the Electricity (Wiring) Regulations 2015 Edition</td>
<td>BSOMES</td>
<td>10 November ~ 8 December 2016</td>
</tr>
</tbody>
</table>
Typical benefits of undertaking POE:

- Clients: ensures that the building provided matches the design brief; ensures that the building operates optimally from the outset; highlights areas where improvements could be made to reduce cost, improve environmental conditions;

- End users: ensures that the working environment is satisfactory and supportive; ensures that end users understand and are able to exploit the means to control their working environment; ensures that facilities provision is adequate; ensures continuing satisfaction with the internal environment and facilities provision;

- Facilities managers: ensures that they understand the building operation; ensures that they are aware of likely problem areas for subsequent monitoring and improvement; allows FM team to interact positively and proactively with the end users making the reporting and resolving of problems easier; allows FM team to demonstrate the value of their own performance;

- Project team: immediate feedback and the opportunity to jointly resolve problems in a mutually supportive atmosphere; a learning experience for all staff within the organization.
CPD Requirements for Members

Continuing professional development (CPD) is a common requirement of most professional institutes to ensure effective execution of professional duties throughout the members' working life. With the approval of the Council, the Institute has laid down the CPD requirements for its members.

In brief, all members (including fellows) and associates should complete a minimum of 20 hours per year on a mandatory basis starting from 1 July 2014. The CPD may come under 3 categories: (1) education and training, (2) community, institutional, and social services, (3) private study. A minimum of 10 hours should fall within the type of education and training, of which at least 4 hours should be related to activities organized by the HKIFM. Private study should be subject to a maximum claim of 5 hours per year.

The detailed requirements have been uploaded to the HKIFM homepage. Please click HERE for details.

Recruitment

HKIFM is committed to promoting the facility management profession in the territory. Just contact us via email: communication@hkifm.org.hk, if you wish to join the various committees to work with our experienced Committee Directors for the well-being of all members.

Please contact Mr Percy Kong, Director of Communication, should you have any comments and suggestions on this issue of FM Communicator.

E - Communication@hkifm.org.hk
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