## **Facility Manager**

Keeping the facility clean and tidy might not seem overly important, but you'd be surprised how important this actually is. Keeping it clean and tidy will also ensure that it is safe for the public and that people feel comfortable in the building.





# **FACILITY MANAGER**

- Clean and Tidy remove any debris and rubbish to ensure that people don't slip or trip.
- Walkways and Paths keep these clean and clear.
- Opening and closing you need to organise the opening and closing of the hub.

**EMERGENCY CONTACT HUB** 

### **Key Tasks**



#### **Clean and Tidy**

Keeping the building clean and tidy, cleaning up any debris and rubbish making sure that people don't slip or trip on anything.



#### **Walkways and Paths**

Keeping footpaths clean and clear around the building. This could be just making sure they aren't obstructed or might involve clearing some ice and snow around the main entrance.



#### **Opening and Closing**

It's not neccessarily the Facility Managers responsibility to open and close the hub, but the arrangements need to be known by FM.