



Facilities Innovative Solutions Program Managers implement a structured process, managing and coordinating multiple projects within your organization.

PROGRAM MANAGEMENT

The roles of our Program Managers are to ensure that projects align with your corporate goals and objectives, maximize benefits and minimize risk. Our Program Managers also ensure the quality of project deliverables.

Our program management is a comprehensive method of managing all your capital resource needs, including planning, design, and construction. It provides a single-source professional representing you, the client, not the industry, like an in-house facilities department. We specialize in providing this service as an interface between the service providers, general contractor, architect, engineering firm, interior design firm and suppliers.

Our facilities program management includes any or all of the following professional services and can tailor them to suit your individual needs:

Comprehensive facility needs assessment

- Existing building conditional analysis
- Proposed building conditional analysis
- Demographic analysis and long-term master planning
- Budget confirmation
- Scheduling of design, engineering and other service suppliers
- Plan review/value engineering to maximize dollars spent against design solution and construction quality
- Bid analysis and award
- Construction supervision and/or construction management
- Post-occupancy evaluation (to improve the next project!)





Facilities Innovative Solutions' Project Managers are responsible for accomplishing the stated strategic project objectives.

PROJECT MANAGEMENT

Key project management responsibilities include creating clear and attainable objectives, building the project requirements, and managing the constraints of the project management triangle, which are cost, time, scope, and quality. To put it simply, they will first determine and then implement your exact needs, based on the knowledge of the firm they are representing.

We also know there are many things that can go wrong in projects regardless of how successfully they are planned and executed. Partial or full-project failures, when they do occur, can often be traced to poor planning. This can result in adverse project outcomes including ongoing, repeated project re-plans and extensions, unclear work assignments, scope creep or unmanageable, frequently changing scope, budget overrun, missed deadlines and unusable new products or delivered features.

Planning is key, we therefore strive to develop the following elements in our project planning:

- Project management plan
- Assumptions
- Project objectives
- Tasks
- Action plan
- Constraints
- Network diagram
- Project costs
- Risk management plan
- Risk identification
- Risk analysis
- Risk mitigation



How our Project Managers can help you:

- Develop conceptual plans and budgets for facilities project to support fiscal decision making prior to awarding the project to a design firm
- Coordinate with proponent groups and building committees to facilitate rational facility planning, budgeting and scheduling
- Develop planning documents for initiation of projects to gain approval at board level
- Prepare requests for proposal and conduct all necessary meetings to facilitate hiring design and construction management services
- Monitor and report on all phases of planning and construction
- Coordinate all parties involved in the planning, design and construction process
- Develop and maintains facility project budgets
- Conduct pre-construction conference, reviews bids and recommends award of contract
- Prepare construction contracts and monitor their execution and distribution
- Prepare contract change orders and monitor their execution
- Review contract plans and specifications for compliance with appropriate building codes and project requirements
- Receive pay requests from professional consultants and contractors and approve for payment
- Monitor and facilitate resolution of construction contract disputes and claims
- Coordinate facilities occupants move-in to new facilities
- Monitor construction contract close-out and maintain documentation files





Our Construction Managers will handle the project job from start to finish with respect to liaising with the general contractor.

CONSTRUCTION MANAGEMENT

They will have a primary hand in planning the project as well as overseeing it along the way. The Construction Manager will plan, direct and budget a construction project as well as handle any issues which arise during the job.

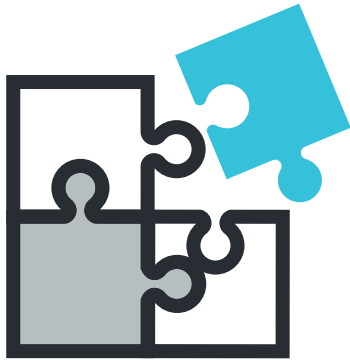
Our Construction Manager can assist in the acquisition of land, the planning process, obtain permits, hire workers, provide an overview on the progress of the construction project and ensure that it is being completed in a correct manner. They will be the "go-to" person for the Project Manager and General Contractor involved with the entire project. The Construction Manager will also be responsible for handling complaints or problems along the way.

How our Construction Manager will assist your project

- Will review the project in depth so that he/she thoroughly understands what will be needed along the way
- Will be responsible for monitoring the hiring and supervising for the workers of the General Contractor. Any problems that arise with regard to the construction workers will be brought to the attention of the Construction Manager who will deal with it accordingly
- Will detail the costs that will be seen as a result of the project and determine what is in the budget

and what may not be

- Will monitor the day to day running of the project, attend site meetings and liaise with appropriate trades and consultants if requested
- Will handle the contract end of construction projects. They will hire individuals to draft the relevant paperwork and ensure that the documents are signed by the right parties as required. This includes contracts with the subcontractors, architects and suppliers to name just a few
- Will manage the construction schedule in an effective and efficient manner. This is crucial as any delay in the project could increase the budget. Therefore, they must ensure everyone involved does their utmost to stay on schedule and immediately resolve issues
- Will inspect and review the construction project on a periodic basis to ensure compliance with safety code, building code and any other regulations required. This is vital since any violation could mean a delay in the project. The Manager will inspect frequently and efficiently as possible



What is Facilities Management? It can be summed up quite simply. Landlords own buildings; tenants occupy them; Facility Managers ensure it works.

FACILITIES MANAGEMENT

It might seem boring but someone has to organise the cleaning, catering, security, Information Technology, telecoms and so on.

Facilities management is essentially the maintenance and care of commercial buildings. As the name suggests, we can facilitate the management of buildings and their grounds to ensure they are safe, secure, and ecologically sound. These tend to be larger establishments such as commercial offices but can still benefit buildings of all shapes and sizes. Typically we implement a planned preventative maintenance (PPM) regime covering the building services and its fabric. PPM regimes are initiatives to prolong the life of the building and their essential components. By implementing a PPM strategy to ensure or reduce the risk of costly servicing and repairs, all will ensure that your operational costs are

reduced.

As Facilities Managers, our long-term goal is to keep costs to a minimum, while at the same time, maintaining the highest level of standards, the integrity of the building and its components. Of course this is not just about the buildings themselves, equally important are its occupants with an emphasis on providing the best working environment possible.

Project Cost Saving Strategies

- Contractor selection
- Budget
- Value engineering

Facilities Management Outsourcing

- Business site services
- Business-critical & technical services
- Workplace infrastructure services
- Waste management





Facilities Relocation Services can provide cutting-edge relocation services to ensure your business receives minimum disruption when moving.

MOVE MANAGEMENT

This way you can concentrate on your day-to-day operations.

How we can make moving easier for you and your employees:

- Coordinating all vendor activities and deliverables
- Monitoring the status of the move throughout the project
- Coordinating space planning activities
- Developing and administering a move plan and schedule
- Conducting weekly meetings and preparing management summary reports or meeting minutes
- Coordinating schedules with landlords at each location
- Creating an inventory of surplus furniture and equipment to be disposed of
- Creating a detailed request for proposal for movers based on accurate inventory and move schedule
- Developing and implementing a Departmental Move Coordinator program
- Coordinating Telecommunication and Information Technology activities
- Preparing comprehensive employee move instructions to address the human element that's needed to help ensure smooth transition in assisting our clients in fostering positive employee morale
- Providing on-site post move coordination at the new location
- Coordinating the cleanup activities at the vacated location
- Providing on-site management throughout the move process
- Developing a welcome program for all employees





Facility management has been practiced, whether specifically identified as its own discipline or not, since the inception of the business organization.

INTEGRATED MANAGEMENT SYSTEMS

It has evolved over the years through the development and codification of processes into a clearly defined field of expertise. The International Facility Management Association (IFMA) defines facility management as the practice of coordinating the physical workplace with the people and work of the organization. It integrates the principles of business administration, architecture and the behavioral and engineering sciences.

Facilities Innovative Solutions (FIS) breaks down these responsibilities into several major functional areas and we can assist you in some or all of these important tasks based on your needs:

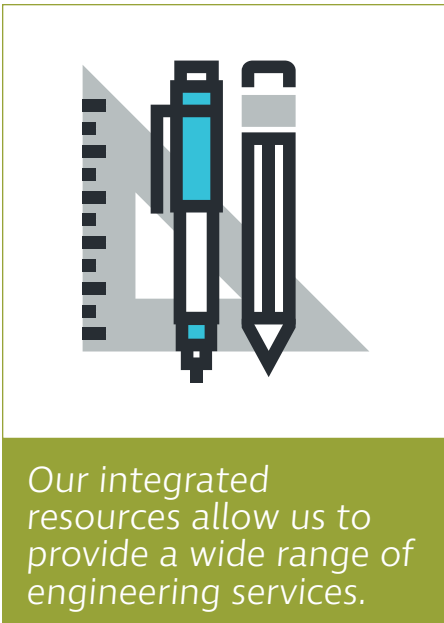
- Facility financial forecasting
- Real estate acquisition and/or disposal
- Telecommunications integration, security and general administrative services
- Architectural and engineering planning and design
- New construction and/or renovation

- Long-range and annual facility planning
- Work specifications, installation and space management
- Maintenance and operations management

Software solutions for your facilities management information

Computer Aided Facilities Management (CAFM) is computer based software that can automate the collection and maintenance of facilities management information. CAFM systems can provide you with the tools to track and report on facilities information. Typically, CAFM systems track and maintain the following core facilities items:

- Space planning management
- People & asset management
- Maintenance & emergency management
- Sustainability
- Capital project management
- Strategic planning
- Lease management



BUILDING ENGINEERING DISCIPLINES

Mechanical and Electrical Engineering and Design

Full mechanical and electrical systems design, construction document production, and construction administration services for HVAC, plumbing and drainage, fire protection, power distribution, lighting, and data systems for institutional, commercial and industrial projects.

Design Build Assistance

Assist and guide contractors and end-users with efficient and cost effective designs and assist in obtaining approvals from the local authorities having jurisdiction. Expert counsel onsite and on the drawing board, to help you get the job done.

Facility Upgrades Analysis/Design

Review of existing mechanical and electrical systems, lifecycle analysis, upgrade recommendations, budget analysis, design of upgrades, production of contract documents for building permit approval and tendering, contract administration.

Tenant Improvements Design

Full HVAC, plumbing, power distribution, lighting, data, and fire protection systems design services for everything from new shelled spaces to complete renovations of existing spaces.

Sustainable Design

NECB Compliance Consulting Services. Energy modelling to ensure buildings perform in compliance within the national energy code, and required documentation criteria.

LEED design and documentation services: LEED® the international mark of excellence. As Canada Green Building Council states, "Green buildings create a healthier indoor environment for occupants through better indoor air quality"

Building Energy Analysis

Energy modelling, energy reduction assessment of improvements, and payback analysis. Helping you get the most of your systems.

Technical Reports

Assessments & audits of existing building mechanical systems, schematic design and feasibility studies, troubleshooting reports.

Third Party Review

Review services to ensure that both designs in progress and constructed buildings are in compliance with code requirements and engineering best practice.





Whenever someone starts a new business, one of the aims is to grow as much as possible in a short period of time.

MASTER PLANNING

A master plan is a long-term plan that provides a guide for future growth and development.

In good market conditions, and with the right business being launched at the right time, it is quite common for small businesses to grow exceptionally well during the initial period.

However, this trend can be very dangerous without the correct planning; this may lead to an increase in budget and can also be the reason for the company's failure. This is where Facilities Innovative Solutions can assist you with your future Master Planning.

The Challenge with Growth

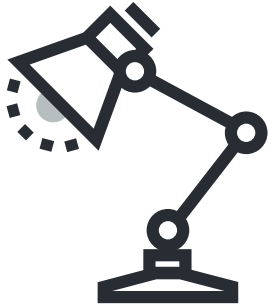
While achieving growth is one thing, sustaining it is a completely different ballgame. Companies growing at a very fast pace often suffer from low, or even negative cash flow, which can bring the business down. Quite often, small companies are in such a hurry to grow quickly that they tend to forget the basics of any business: profit.

This quest for growth can be a huge drain on the resources of the company, as money is spent on expenses that are not immediately needed. Unfortunately, we have witnessed many promising companies go down during the dot-com bust. Sustainable growth requires planning, stability and maturity over the long-term.

That's where we come in – managing your growth

Facilities Innovative Solutions will assist you in ascertaining the growth of your facilities that are not planned, as these costs can put a huge strain on your business' resources and seriously affect your cash flow. Our main goal will be to help you reduce your costs. If your costs are high, even record earnings may not be able to save your company.

While a certain amount of investment is necessary to grow and to compete, this should not be mixed with costs.



The aim of our furniture consultancy service is to understand your business culture and long-term objectives; by achieving this we will propose products and services to address your specific needs.

FURNITURE & EQUIPMENT

We will work closely with your incumbent facilities/office services team to help ensure the following points are addressed:

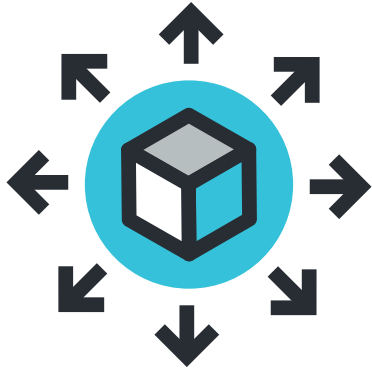
- Consulting, advising, and designing programs to fill the gaps between the existing situation and the desired one
- Coaching, guiding, training in short and long-term needs analysis and implementation
- Developing management and supervisory skills and know-how to plan your future facility / office furniture requirements
- Assessing the actual situation
- Identifying training and operational needs
- Improving work performance
- Raising the levels of organizational performance and achievements

Purchasing new furniture involves capital and many organizations generally believe that you have to invest large dollars when purchasing ergonomic office furniture. This belief is not necessarily true.

FIS will try to ensure that your investment will pay back over the life cycle of the product; this also includes health dividends in the future, just remember the amount of time we spend at our desk at work.

Ergonomics is not a product but a process: a process of matching furniture including tools, such as workstations, equipment, and environment to the business and their work tasks to reduce the hazards for injury and discomfort without undermining productivity.





Whether you plan on relocating and reinstalling furniture in its current configuration or relocating it into newly developed corporate standards, FIS can help to ensure it is completed as effective and efficiently as possible with minimal of disruption and expenditure.

ASSET MANAGEMENT

We offer an "Asset Management" service which ensures precise inventory information to maximize the reuse of existing assets, this leads to lower costs for our clients.

The removal of existing furniture is an expensive element of any project

that is often over looked at the initial budgeting phase. We offer a brokerage service via sales, donations or disposal with environmentally sound methodology to ensure minimal product ends up in landfills.





There are many types of commercial spaces that you can rent and many things to consider before signing a lease, this is where FIS can assist you from the initial inception.

COMMERCIAL LEASING

The type of space you rent can affect the type of lease and cost per square foot. The wrong location can also hurt your business, while the right type of space and location can help your business to grow and get noticed.

With our strong connections to the commercial leasing sector we will ensure you receive the most streamlined service on an offer.

We will guide you from inception to completion to help ensure the following criteria are followed and that you fully understand the entire leasing process:

Making Plans

- Figure out how much space you will require
- Make a budget
- Select an area

Finding Your Space / Site Selection

- Familiarize yourself with different classes of office
- Find available spaces to rent
- Tour spaces and work on narrowing down possibilities

Signing a Lease

- Consider all factors when signing a lease
- Negotiating your lease
- Take proper precautions against worst case scenarios
- Prepare for best case scenarios