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## IFMA CFM Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>Finance and Business: This section measures the skills of Financial Managers in operational and capital budgeting processes. It includes evidence-based decision-making processes, procurement strategies, contracting practices, financial analysis, and reporting to ensure sound financial management within facilities.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>Occupancy and Human Factors: This section measures the skills of Facility Managers and covers the workplace environment, occupant services, and occupant health, safety, and security. Understanding these factors is essential for creating a conducive and safe work environment for all occupants. Operations and Maintenance: This domain assesses the capabilities of Operations Managers in managing buildings, systems, infrastructure, and grounds. It includes overseeing furniture, fixtures, and equipment, ensuring physical safety and security, and implementing effective operations and maintenance processes. Knowledge of work management support systems and handling renewals and renovations is also critical.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>Real Estate: This domain assesses the skills of the target audience in developing real estate strategies. It covers real estate assessment, acquisition, disposal processes, asset management, space management, major projects, and new construction to optimize facility use.</li> </ul>

Topic 4	<ul style="list-style-type: none"> <li>• Risk Management: This section measures the skills of Risk Managers in planning for risk management. It includes emergency preparedness, response, recovery strategies, facility resilience, and business continuity planning to mitigate potential risks associated with facility operations.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• Sustainability: This section evaluates the skills of the target audience in managing sustainability initiatives. It covers energy management, water management, materials and consumables management, waste management, and workplace site management to promote environmentally responsible practices within facilities.</li> </ul>

## IFMA Certified Facility Manager Sample Questions (Q220-Q225):

### NEW QUESTION # 220

What is NOT a principle of designing a water-conserving system?

- A. Planting with irrigation in mind.
- B. Retarding evaporation through mulch or shading.
- C. Increasing turf areas to limit the heat produced from gravel or asphalt.

**Answer: C**

Explanation:

Increasing turf areas (Option B) contradicts water conservation principles as turf requires excessive watering.

Why Option B is Correct?

- \* Turf grass is high maintenance and requires frequent irrigation.
- \* Sustainable landscaping favors drought-resistant plants, mulch, and shading to reduce water needs.
- \* IFMA's Environmental Stewardship & Sustainability Core Competency emphasizes minimizing water use in facility management.

Why Other Options Are Incorrect?

- \* Option A (Using mulch/shading to reduce evaporation): A best practice in water conservation.
- \* Option C (Planting with irrigation in mind): Efficient irrigation planning reduces water waste.

### NEW QUESTION # 221

Departments often forget to budget for equipment design and installation costs. What is the best solution?

- A. Mark up each equipment capital request by 15% to cover design and installation costs.
- B. Develop a procedure that would charge back capital installation costs to the department procuring the equipment.
- C. Establish a procedure for all capital budgets to include Facilities' input on design and installation costs.
- D. Create a facilities installation fund that is 15% of the company's annual capital equipment fund to cover these costs.

**Answer: C**

Explanation:

The Finance and Business competency in IFMA states that effective capital budgeting requires integrated planning with facilities management.

- \* Option C ensures Facilities' input so that all capital requests account for total installation costs.
- \* Option A (chargebacks) does not proactively address planning.
- \* Option B (markups) could lead to funding discrepancies if costs fluctuate.
- \* Option D (a fixed fund) may not align with fluctuating needs.

Facilities managers should collaborate with finance teams to incorporate these costs into all capital planning.

### NEW QUESTION # 222

When designing an industrial workplace, what is the MOST relevant factor to consider?

- A. Including both sit-to-stand and seated options
- B. Understanding space dimensions and equipment layout
- C. Offering electrical and data outlets at desk height
- D. Providing video monitor and adjustable lighting levels

**Answer: B**

Explanation:

The IFMA Occupancy and Human Factors competency emphasizes that space planning and equipment layout are critical to operational efficiency, worker safety, and productivity.

\* Option C (Space dimensions and equipment layout) is correct because it ensures proper workflow, safety compliance, and optimized use of space.

\* Option A (Desk-height outlets) is beneficial but not the primary factor in industrial design.

\* Option B (Sit-to-stand options) applies more to office environments, not industrial settings.

\* Option D (Lighting and monitors) improves ergonomics but does not define industrial workplace efficiency.

Industrial workplace design focuses on optimizing space for machinery, storage, and safety regulations.

#### NEW QUESTION # 223

You are looking for ways to bring a project plan in on budget and on time. The project is still in the planning phase. At this time, the project's staffing is set up to be contracted for everything except project management.

You think that human resources might be a constraint that you could change to re-balance the project's budget. Where would you look for human resources that would help bring down the project budget?

- A. Plan to have 24x7 shifts. This will decrease the time length of the project, which will cut the staffing requirements.
- **B. Use in-house staff that either have the desired skills or are seeking to develop skills and experiences. This may mean negotiating trade-offs with other projects or departments.**
- C. Use students and volunteer labor. Since these individuals work without payment, they will extend your workforce and accomplish the work under close supervision of skilled staff.
- D. Ask contractors to cut their staffing model to match your budget. Contractors tend to over-budget staff as a way to build in contingency.

**Answer: B**

Explanation:

Using in-house staff with relevant skills or development interests is the most practical and cost-effective way to manage the project budget. This approach:

\* Reduces external labor costs by leveraging existing workforce.

\* Enhances staff skill development, improving organizational competency.

\* Balances workload across departments, ensuring optimal resource use.

While students and volunteers (A) lack reliability and expertise, 24x7 shifts (B) may lead to burnout and inefficiency. Asking contractors to cut staff (C) can compromise quality and lead to project delays.

#### NEW QUESTION # 224

What is MOST important when creating a facility culture of safety and security?

- **A. Evaluating potential hazards and implementing corrective action, if needed**
- B. Involving only senior management in the risk assessment
- C. Relying on a risks and hazards assessment after an incident has occurred
- D. Focusing exclusively on near misses

**Answer: A**

Explanation:

The IFMA Risk Management and Safety competency stresses that proactive hazard evaluation and corrective action are essential for safety culture.

\* Option B (Correct): Identifying risks early prevents incidents and fosters a strong safety culture.

\* Option A (Waiting until after an incident) is reactive and increases liability.

\* Option C (Involving only senior management) excludes critical frontline staff insights.

\* Option D (Focusing only on near misses) ignores broader risk factors.

A proactive, organization-wide approach to safety minimizes risks and fosters accountability.

#### NEW QUESTION # 225

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