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IFMA Certified Facility Manager Sample Questions (Q110-Q115):

NEW QUESTION # 110

An organization has determined the number of employees the facility will require in three to five years. Which procedure is MOST thorough to identify space requirements?

- A. Work space analysis
- B. Ergonomic study
- C. Survey of affected managers
- D. Cost/benefit analysis

Answer: A

Explanation:

Work space analysis (A) is the most comprehensive method to determine future space requirements based on employee growth, space utilization, and workflow efficiency.

- * It includes occupancy metrics, space efficiency studies, and strategic planning for future needs.
- * Why not other options?
- * (B) Manager surveys provide input but are not a full analysis.
- * (C) Cost/benefit analysis evaluates financial feasibility, not space needs.
- * (D) Ergonomic studies focus on individual workstation design, not overall space planning.

NEW QUESTION # 111

You have recommended developing an ISO 50001 energy manual. Leadership and staff want to know the benefits of the manual. How would you explain the benefits?

- A. It provides a "roadmap" for stakeholders. The energy manual includes information on the components of the system, how those components interact, and key information on associated processes, procedures, and roles and responsibilities.
- **B. It provides an overview or summary of the energy management system that is approved by top management. The energy manual serves as a tool to establish and communicate the energy management commitments of the organization.**
- C. It is a legal document created at the request of the organization's board or oversight committee.
- D. It compiles the information that regulatory agencies require, such as the scope and boundaries of the energy management system and the energy policy.

Answer: B

Explanation:

According to ISO 50001, an energy manual is a summary document that communicates an organization's energy management commitments.

* Option C is correct because it ensures top management approval and serves as a guiding document for energy performance improvements.

* Option A is incorrect because an energy manual is not a legal document.

* Option B is partially correct, but the manual's purpose is broader than just regulatory compliance.

* Option D includes useful elements but focuses too much on process interactions rather than commitments.

The ISO 50001 energy manual supports sustainability goals and ensures compliance with energy efficiency policies.

NEW QUESTION # 112

You provide integrated facility services for a client with multiple mixed-use sites. This includes all services except the client's core business. Your annual business review includes identifying the most cost-effective and productive ways to meet your client's needs. What is an effective way to track your client's needs?

- A. Direct facility staff to share feedback they receive while working around the sites
- B. Meet with client department heads and solicit their suggestions and observations about the services
- **C. Meet with your client regularly to report results and identify emerging needs**

Answer: C

Explanation:

To effectively track a client's needs in an integrated Facility Management (FM) service model, regular meetings with the client (Option C) are essential. This ensures alignment between FM services and business objectives while identifying emerging trends, cost-saving opportunities, and operational efficiencies.

Why Option C is Correct?

* Regular client meetings create a structured approach to reviewing service performance, discussing concerns, and forecasting future needs.

* It aligns with best practices in FM relationship management, ensuring proactive adjustments to service levels.

* As per IFMA's Leadership & Strategy competency, facility managers must continuously evaluate business requirements to ensure services contribute to operational success.

* Such meetings ensure data-driven decision-making through Key Performance Indicators (KPIs), benchmarks, and feedback reports.

Why Other Options Are Incorrect?

* Option A (Direct facility staff to share feedback): While feedback from operational staff is useful, it is not a structured, comprehensive method for tracking client needs. It lacks strategic depth and formal assessment.

* Option B (Meeting with client department heads): While valuable, meeting department heads only provides a limited scope of the client's overall needs. It does not offer a holistic overview of all service areas.

NEW QUESTION # 113

A new hire has been provided with new uniforms and a \$150 stipend to purchase new work boots. Within the first month of employment, the employee informs the manager that another job has been accepted and provides a two-week notice. What actions should the manager take regarding the material issuances?

- A. Ask in a thoughtful and respectful tone for the employee to reimburse the organization for the uniforms and work boots.
- **B. Refer to the employee handbook and follow organizational policy regarding uniform and work boot issuances.**
- C. Absorb the loss of the material in the operating budget under uniform depreciation.

Answer: B

Explanation:

A facility manager must follow the organization's policy (Option C) to ensure compliance with employment agreements regarding uniforms and stipends.

Why Option C is Correct?

- * Workplace policies outline reimbursement rules for issued materials.
- * Ensures consistency in handling employee departures and prevents disputes.
- * IFMA's Human Factors Core Competency states that FM professionals must adhere to HR and organizational policies.

Why Other Options Are Incorrect?

- * Option A (Request reimbursement personally): Lacks formal enforcement and can cause disputes.
- * Option B (Absorb the loss): Not all organizations allow this, and a formal policy must be followed first.

NEW QUESTION # 114

What process assesses physical entry points and specific business activities to determine who should be authorized to enter specific areas and the type of security system to use?

- A. A cyber security plan.
- B. A lock hierarchy protocol.
- **C. An access risk analysis.**
- D. A sustainability analysis.

Answer: C

Explanation:

An access risk analysis (D) is used to evaluate facility security needs, determine authorization levels, and select appropriate security systems.

- * Why is this important?
- * Protects sensitive areas
- * Ensures compliance with safety protocols
- * Prevents unauthorized access
- * Why not other options?
- * (A) A lock hierarchy protocol is a subset of access control but not a comprehensive risk assessment.
- * (B) Cyber security focuses on digital threats, not physical access.
- * (C) A sustainability analysis relates to environmental impact, not security.

NEW QUESTION # 115

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