



Standard Terminology of Facility Management (Building-Related)¹

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^{ε1} NOTE—Keywords were added editorially in September 1998.

1. Scope

1.1 This terminology consists of terms and definitions pertaining to the description, measurement, prediction, improvement, and management of buildings and building-related facilities, and, in particular, terms related to the standards generated by ASTM Committee E-6 on Performance of Buildings.

1.2 The purpose of this terminology is to provide meanings and explanations of technical terms, written for both the technical expert and the non-expert user.

1.3 This terminology is one of a group of special terminologies, subsidiary to the comprehensive terminology E 631.

1.4 Terms are listed in alphabetical sequence. Compound terms appear in the natural spoken order. Where definitions herein are adopted from other sources, they are copied exactly. The source is identified at the right margin following the definition and is listed in Section 2. The equivalent term in French is listed in parentheses after the English term.

2. Referenced Documents

2.1 ASTM Standards:

- E 344 Terminology Relating to Thermometry and Hydrometry²
- E 631 Terminology of Building Constructions³
- E 833 Terminology of Building Economics³
- E 1334 Practice for Preparing a Serviceability Rating of a Building or Facility³

3. Terminology

3.1 Terms and Their Definitions:

active hours—See **hours of operation**.

adjusted serviceability score—See **serviceability score**.

ambient light—See **lighting**.

architectural program— See **facility program**.

area—See **space categories**.

as-built drawing—See **drawing**.

assignable area—See **space categories**.

base building, *n* (immeuble de base)—a general-purpose office building intended, but not yet adapted, to suit the operational requirements of a specific tenant.

DISCUSSION—Facility management is concerned primarily with the use of office buildings as facilities. When other than office buildings are meant, the term would be modified to, for example, warehouse base building.

basement—See **space categories**.

brief (of a facility)— See **facility program**.

building, *n* (bâtiment)—a shelter comprising a partially or totally enclosed space, erected by means of a planned process of forming and combining materials. Compare **building construction**. E 631

building component, *n* (composant de bâtiment)—a building element using industrial products that are manufactured as independent units capable of being joined with other elements. E 631

DISCUSSION—Examples include an air handling unit; a cooling tower; an electrical transformer; a door. E 631

building construction, *n* (construire de bâtiment)—(1) the act or process of making or forming a building by assembly or combining elements, components or systems. (2) the structure or part thereof so formed. Compare **building**. E 631

building core and service area—See **space categories**.

building envelope, *n* (enveloppe d'un immeuble)—perimeter elements of a **building**, both above and below ground, that divide the external from the internal environment.

DISCUSSION—Commonly included are exterior walls, windows, doors, roofs, and subfloors.

building gross area— See **space categories**.

building occupant— See **occupant**.

building performance, *n* (rendement d'édifice)—the behavior in service of a construction as a whole, or of the building components. Compare **facility performance**. E 631

durability, *n* (durée)—the capability of a building, assembly, component, product, or construction to maintain serviceability for at least a specified period of time. Compare **facility**

¹ This terminology is under the jurisdiction of ASTM Committee E-6 on Performance of Buildings and is the direct responsibility of Subcommittee E06.25 on Whole Buildings and Facilities.

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² *Annual Book of ASTM Standards*, Vol 14.03.

³ *Annual Book of ASTM Standards*, Vol 04.11.

durability. E 631
serviceability, n (fonctionnalité)—the capability of a **building**, assembly, component, product, or construction to perform the function(s) for which it is designed or used, or both. Compare **facility serviceability.** E 1334

building projection, n (saillie d'un immeuble)—pilaster, convector, baseboard heating unit, radiator, or other building element located in the interior of a building wall that prevents the use of that space for furniture, equipment, circulation, or other functions.

building service area—Preferred term is **building core and service area.** See **space categories.**

building space—See **space categories.**

building subsystem, n (sous-système d'immeuble)—complete, integrated set of parts that functions as a unit within the finished **building.** E 631

building system, n (système d'immeuble)—collection of equipment, facilities, and software designated to perform a specific function. E 833

capital cost, n (coût en capital (frais d'immobilisations))—costs of acquiring, substantially improving, expanding, changing the functional use of, or replacing, a **building** or **building system.** E 833

cellar—See **space categories.**

circulation space—See **space categories.**

classes of buildings, adj (catégories d'immeubles)—buildings categorized by selected attributes concerning **facility serviceability** and performance.

combination of features, n—See **feature**—of a facility.

component—See **building component.**

criterion—See **requirement statement.**

design program—See **facility performance.**

drawing, n (dessin):

record set drawing (as-built drawing), n (dessin de l'ouvrage fini (dessin d'après exécution))—construction drawing revised to show changes made during the construction process, usually based on marked-up prints, drawings, and other data furnished by the contractor.

working drawing, n (dessin d'exécution)—detail drawing, usually produced by a draftsman under direction of an architect, engineer, or other designer showing the form, quantity, and relationship of construction elements and materials and indicating their location, identification, grades, dimensions, and connections. E 631

durability—See **building performance.**

dwelling, n (logement)—**building** designed or occupied as the living quarters for one or more families or households. E 631

engineering economics, n (économie du génie)—application of engineering, mathematical, and economic techniques to the economic evaluation of engineering alternatives. E 833

evaluate, v (évaluer (installations))—(a facility) to assess the capability of a facility to perform the function(s) for which it is designed, used, or required to be used.

DISCUSSION—Facility evaluation includes the assessment of **facility performance** in use. *Facility evaluation* is a general term, which incorporates a range of methods and levels of precision.

evaluation—See **facility evaluation.**

fabric, n (édifice)—of a *building*, all the elements, components, parts, and materials of a building, at any scale and of any age. E 1334

historic fabric, n (édifice historique)—those portions of the building fabric that have historic significance. E 1334

facility, n (facilité)—a physical setting used to serve a specific purpose. E 1334

DISCUSSION—A facility may be within a building, or a whole building, or a building plus its site and surrounding environment; or it may be a construction that is not a building. The term encompasses both the physical object and its use. Compare **building.**

facility durability, n (durée de facilité)—of a facility, the capability of a facility to maintain serviceability for at least a specified period of time. Compare **durability**—of a building. E 1334

facility evaluation, n—comparison of the qualitative and quantitative results of judgments, observations, measurements, analyses, or other tests against performance criteria established for a specified purpose, and to a specified precision and reliability. (See also **requirement statement.**) Compare **rating process.** E 1334

facility-in-service, n (installation en service)—facility as completed and operational; for example, an occupied **building** or a road in service.

facility operator, n (exploitant d'installations)—organization or agency having a contract with the owner or investor to operate a facility.

DISCUSSION—The facility operator assumes responsibility after completion of the implementation phase and during and after the commissioning phase.

facility performance, n (rendement d'installations)—behavior in service of a facility for a specified use.

DISCUSSION—The scope of this performance is of the facility as a system, including its subsystems, components, and materials and their interactions such as acoustical, hydrothermal, air purity, and economic, and the relative importance of each performance requirement. E 631

facility program, n (programme d'installations):

design program, n (programme de conception)—(*design brief*) document specifying what facilities will be provided to the **occupants**, and confirming to the owner the requirements for the facility.

functional program, n (programme fonctionnel)—document that specifies functional facility serviceability requirements of **occupants** and owner.

DISCUSSION—It is normally prepared by the occupants or owner, or their consultant.

project brief, n (exposé de projet)—document describing the required **facility serviceability** in detail sufficient for the project to proceed.

facility project brief (statement of work), n (exposé de projet d'installations (exposé de travaux))—document describing services to be provided by the design consultant (architect, engineer, or interior designer) for a facility, in detail sufficient for the design to proceed.

DISCUSSION—Included is general project information specifically related to the project, such as functional, technical, and design requirements; time plan; cost plan; and technical design data. **E 631**

facility servicability, *n* (fonctionnalité d'installations)—capability of a facility to perform the function(s) for which it is designed, used, or required to be used. **E 631**

facility servicability profile, *n* (profil de fonctionnalité d'installations)—graphic display, usually as a bar chart, of the set of **rating scores** for aspects of the serviceability of a facility.

DISCUSSION—Used to summarize the functional capability of a facility for selected aspects of serviceability.

facility use, *n* (utilisation d'installations)—functions and activities that take place in a facility. **E 631**

feasibility study, *n* (étude de faisabilité)—study of a planned scheme or development, the practicality of its achievement, and its projected financial outcome.

feature, *n* (élément caractéristique)—of a facility, a building element, building component, building subsystem, unit of furnishing or equipment, or aspects of design, arrangement, form of color, which helps or hinders the satisfaction of a requirement for serviceability. **E 1334**

DISCUSSION—A feature may be a physical feature or design feature, or both. It may only have effect on meeting a requirement when some other feature is also present; for example, a wall with a specified sound transmission coefficient may only have effect on meeting a requirement when sound above a specified level is produced in an adjacent space.

combination of features, *n* (éléments caractéristiques combinés)—of a facility, features which, when present together in a facility, affect satisfying a requirement for serviceability. **E 1334**

fit-up, *n* (aménagement)—alterations and improvements to the **base building** and to the **building systems** including demolition, where required, to prepare the accommodation for occupancy.

floor, *n* (plancher)—(in a building) supporting structure (generally horizontal) and constituting the bottom level of each story. **E 631**

floor area, *n* (superficie de plancher):

gross floor area (superficie brute de plancher)—entire area within the inside perimeter of the exterior walls.

DISCUSSION—Only courts and shafts not under the roof are excluded. **E 631**

net floor area (superficie nette de plancher)—that part of the **gross floor area** located within occupiable space.

DISCUSSION—Accessory areas and thicknesses of walls are excluded. **E 631**

function, *n* (fonction)—the action for which a person or thing is specially fitted or used or for which a thing exists.

E 1334; Webster's New Collegiate Dictionary (1980)

functional, *adj* (fonctionnel)—performing or able to perform a regular function; designed or developed chiefly from the point of view of use. **E 1334; Webster's New Collegiate Dictionary (1980)**

functionality, *adj* (fonctionnalité)—being suitable for a particular use or function.

functional program— See **facility program**.

functional requirement, *n*—See **serviceability requirement**.

function performance, *n*—See **facility serviceability**.

glare—See **lighting**.

gross floor area—See **floor area**.

guide for rating, *n* (guide d'évaluation)—a document which explains how to rate the serviceability of an existing or planned facility for a specific purpose. A guide identifies typical requirements and provides a rating scale for comparison with the relevant combinations of features present in the facility. **E 1334**

historic fabric—See **fabric**.

hours of operation, *n* (heures d'exploitation):

active hours, *n* (heures d'activité)—times when a facility is normally fully occupied and operational.

silent hours, *n* (heures d'inactivité)—period when a facility is essentially unoccupied and only security and building operations staff are present.

transitional hours, *n* (heures de transition)—times in the morning after the first workers normally arrive, until a facility is fully operational, and in the evening from the end of normal work until the occupants have left.

house, *n* (maison)—**building** intended in its entirety as a **dwelling**. **E 631**

importance factor, *n* (coefficient d'importance)— of a facility *requirement*, a numerical indication of the relative importance of a requirement for serviceability, expressed on a scale of 0 to 9, with 0 being not related, 1 being relevant but least important, and 9 being most important.

DISCUSSION—The scale of 0 to 9 has been selected for rating relative importance of requirements and for rating each combination of features. This does not imply that a scale of 0 to 9 should necessarily be used for purposes other than preparing a rating of serviceability of facilities. For example, this would not necessarily apply to questionnaires used in general survey research about the built environment.

lease (bail)—contract between the owner of real property (lessor) and another party (lessee) for the possession and use of the property for a specified term in return for rent or other income.

lighting (éclairage):

ambient light (lumière ambiante)—surrounding light, such as that reaching an object in a room from all light sources in the room.

glare (éblouissement)—effect of brightness or brightness differences within the visual field sufficiently high to cause annoyance, discomfort, or loss of visual performance.

task lighting (éclairage (de travail) localisé)—localized lighting system consisting of a functional arrangement of luminaires to accommodate the specific visual task or work area needs.

maintainability (entreteneabilité)—capability of a system or facility to be maintained to a specified level of **reliability**, at a specified measure of cost or economy.

net assignable area— See **space categories**.

net floor area—See **floor area**.