

**Subject:** How you can save some bucks  
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**GREETINGS**

This month we're talking about a topic near and dear to all of us: Saving Money. Cutting corners isn't a solution but arming yourself and your business with the right tools is. As always, we want this Blog to appeal to all who read it so if any of you would like to contribute articles or ideas, please feel free to contact us.

**Upcoming Events**

**IFMA Facility Fusion 2015**  
April 21 - 23, 2015 | Rosen Shingle Creek, Orlando, Florida



This fresh, dynamic educational event is a powerful opportunity for you to network with like-minded professionals and develop innovative FM solutions that lead to real results. Deliberately planned to fit in one location, Facility Fusion creates a culture of strategic networking, bringing together the brightest minds in the industry. Join us to connect, communicate and help redefine modern-day facility management. Click [here](#) for more information.

**Greenbuild International Conference -  
October 22-23, 2014 | Morial Convention Center, New Orleans**

In 2014, we're joining together in New Orleans from Oct. 22-24 for Leadership Jazz. The music of the green movement is undeniable - its lyrics are engaging individuals across the world, its innovation is reviving our spirit and its passion is fueling the future. Together our unique ideas are improvising a melody that is leading a successful transformation of our building and communities. To learn more click [here](#).

**Commercialization of Cell, Gene & Immunotherapies  
December 11-12, 2014 | San Diego, California**

This new event will cover the exciting progress to accelerate the translation of commercially viable cell, gene and immunotherapies through the implementation of novel bioprocessing tools and technologies. To learn more click [here](#).

**SPACE PLANNING AND PROGRAMMING**

Your business is expanding, or you're moving to a new space. Either choice will likely require a construction permit for the necessary renovations. So after developing all of your internal plans you know that one of the first steps is hiring an Architect or Architectural and Engineering (A&E) firm to develop construction drawings. Now at the risk of alienating some of my architect friends, I will tell you that for most projects you will be charged an hourly rate (some larger projects involving tens-of-thousands of feet or those which are extremely complex occasionally charge by the page). How would you like to reduce those costs without reducing the quality of your project? Here's one way: do your homework, and program the space for your needs to ensure you can develop a comprehensive scope of work. The goal is to **customize your environment; plan for the space you NEED; be an integral part of the process.** Remember, Space Programming is the first step for effective space planning and design,

Begin by thinking of the points that you need to consider:

- **How many employees are currently in your organization?**
- **Do you want a traditional space, a transitional, or a contemporary space?**
- **Which groups need to be adjacent or close to one another?**
- **How many conference rooms do you require?**
- **How many copiers do you now have? Are you planning on keeping these machines or getting new ones?**

These questions are just a snapshot of some of the things that must be addressed. There are many more, including questions appropriate for technology and biotechnology businesses and more important, YOUR business. By going through the process before hiring an A&E firm, you will not only save some time and money, you will probably help make their job much easier. The process can be managed as simply as using a spreadsheet, but in many cases you will miss some important areas. I have developed a space programming package that will work for any type of business and we can help you eliminate oversights and omissions during your expansion while saving you time and money. Click [here](#) to contact us.

Over the past 40 years I have documented many of the factors I have had to consider in the multitude of projects I have managed. I have turned this in to a very comprehensive Space Programming document and have helped companies develop plans for construction, expansion, and renovation that have saved time, reduced change orders, and saved thousands of dollars. If you would like help developing your plans, please click on "contact us" at: [www.facilities-management-solutions.com](http://www.facilities-management-solutions.com).

As always, we have tried to offer information that is useful to all of our subscribers and hope you found this valuable. We welcome your feedback through the "Contact Us" heading on our [website](#).

Sincerely,



**David P. Kaye**  
**President**  
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