



# The Future of APPA's BOK

By Maggie Kinnaman, APPA Fellow

APPAs digital Body of Knowledge (BOK) has now been available to members for six months. It's important to share with you exciting developments that we see on the horizon for the BOK.

To date four content coordinators each assigned to one of our four core competency areas have been working with more than 90 authors to deliver to our membership 90 updated or newly researched and peer reviewed subjects that are essential information for high performing facilities managers. On behalf of APPA I would like to express my sincere thanks to the four content coordinators, the authors, and all of our peer reviewers. The current table of contents to the BOK is listed on page 12. More chapters will be added on an ongoing basis.

Additionally we're proud to announce the following sponsors of various chapters resident within the BOK.

- **Automated Logic Systems**, Central Monitoring and Control Systems
- **CAPPA**, Leadership
- **ConEdison Solutions**, Energy Management and Conservation
- **Spirotherm**, Building Mechanical Systems
- **SRAPPA**, Roadmap for Campus Environmental Sustainability
- **SSC Service Solutions**, Custodial Services
- **Tandus**, Building Interiors

I cannot say enough about the wealth of resources presented to your desktop upon subscribing to the BOK. One minimal annual fee gives an institution unlimited access to "Just in Time" re-

## BOK

### Body of Knowledge

sources 24/7. Think about how valuable a tool this can be for your institution. You can also give access to the BOK to other administrative and academic officers within your institution. How better to share the wealth of information and sell the importance of your profession to the rest of the campus.

Members can access the BOK by signing in through myAPPA. From there members go to the BOK located under the myBookstore section at <http://appa.org/myAPPA.cfm>.

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Click on this link and it takes you to all sections of the BOK. Once you're in the site, you can send comments to BOK Administrators to correct, update information, or to volunteer a specific case study for a particular section. Additionally members can conduct a search related to a particular topic and print a copy of a chapter in PDF format.

As a member support service, a BOK e-bulletin, *BOK Update*, is being developed. This tool will be provided to all who have subscribed to the BOK. Because the BOK is a living document, *BOK Update* will provide links to newly authored or updated material as well as announce new functionalities.

APPA's new BOK will greatly influence the direction of many of APPA's other services. For example, the online BOK replaces the longstanding four volume set of the *Facilities Management* manual. APPA Institute attendees will be referred to the online BOK. The Institute Deans are currently reviewing the BOK to ensure that Institute course offerings are consistent with and reflective of the BOK. APPA's credentialing initiative will also be drawing from the BOK.

The BOK Editorial Board is currently working on some exciting concepts that I'd like to share with you. The first is a protocol to establish an annual review of BOK chapters. The second is the ability to embed videos in each of the chapters. Chapter authors

will be challenged to develop videos using YouTube that will complement the chapter content. As an example, the custodial chapter might include a video related to a specific process for buffing a floor.


Perhaps the most important discussions to be held amongst the Editorial Board will address how to utilize the

digital BOK as a framework to organize all evolving knowledge within APPA. Should all material become part of the BOK, should only peer reviewed material become part of the BOK, how can we best organize the presentation of acceptable material?

These are all challenging issues but I'm confident that we all agree on one thing. The greater we cast the net of APPA knowledge the greater will be the benefit for our members. Just envision a global search that goes out and captures APPA's BOK material, newly written books, *Facilities Manager* magazine articles, CFaR projects, etc. We have much work to do but looking over the past two years one cannot help but smile. What was envisioned has truly been delivered to our members.

I would certainly be remiss not to thank the APPA staff, particularly Anita Dosik and Steve Glazner, for all of their tireless efforts in keeping a team of close to 100 all rowing in the same direction. Without their dedication this project would have never been our reality.

So if you haven't subscribed to APPA's BOK, I suggest you jump on the bandwagon as soon as possible. I can assure you that it will be the best \$199 that your organization has ever spent.

[www.appa.org/bok](http://www.appa.org/bok). 

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[WWW.APPA.ORG/BOK](http://WWW.APPA.ORG/BOK)

#### **PART 1 – GENERAL ADMINISTRATION AND MANAGEMENT**

*Content Coordinator: Jack Hug, APPA Fellow*

- Building an Effective Workforce
- Change Management
- Communication
- Cost Allocation
- Financial Analysis and Control
- Information Management and Technology
- Leadership
- Modern Budgeting Issues
- Organization
- Overview of Accounting Systems
- Strategic Planning for Facilities
- Staff Development

#### **PART 2 – OPERATIONS AND MAINTENANCE**

*Content Coordinator: Gary Reynolds, APPA Fellow*

- Building Architectural and Structural Systems
- Building Control Systems
- Building Electrical Systems
- Building Fire Protection
- Building Interiors
- Building Mechanical Systems
- Campus Security
- Capital Renewal and Deferred Maintenance Programs
- Custodial Services
- Elevator Systems
- Emergency Preparedness and Business Continuity
- Environmental Health and Safety
- Facilities Condition Assessment
- Facilities Maintenance and Operations
- Grounds Maintenance and Operations
- Solid Waste and Recycling
- Work Management

#### **PART 3 – ENERGY, UTILITIES, AND ENVIRONMENTAL STEWARDSHIP**

*Content Coordinator: Darryl Boyce*

- Campus Utility Systems Master Planning
- Central Cooling Systems
- Central Heating Plants
- Central Monitoring and Control Systems
- Cogeneration
- Data and Voice Network Infrastructure
- District Heating and Cooling Distribution Systems
- Domestic and Fire Protection Water Supply and Distribution Systems
- Electrical Distribution Systems
- Energy Management and Conservation
- Energy Supply Alternatives
- Primary Fuel Management
- Regulatory Issues for Utility Plants
- Sewer and Storm Drain Systems

#### **PART 4 – PLANNING, DESIGN, AND CONSTRUCTION**

*Content Coordinator: Bill Daigneau, APPA Fellow*

- Building Information Modeling
- The Campus Infrastructure
- Construction Contract Administration
- Construction Contracting Procedures and Contracts
- Design Management
- Professional Services Procurement and Contracts
- Project Delivery
- Project Design and Development
- Project Financing
- Renovations and Alterations
- Real Estate
- Value Management