Some readers may be in the midst of budget development for next year, while it may be too late for others. Regardless, there are two books to include in your spending plans now either to make refinements to next year’s budget, or to prepare for the following year. They are not financial books, instead, they address bigger-picture issues that challenge facility managers everywhere.

The author starts quickly with examples of good speaking habits. Starting with acknowledgment of the audience and the importance of making connections (friends) with them so that they want to hear what you have to say. Subsequent chapters talk about posture, looking at the audience, and breathing (recognizing that some people have stage fright and forget to breathe). That’s right, some people still have a greater fear of public speaking than they have of death, so there’s a chapter discussing how to overcome the fear. All this is accomplished within very few pages. There’s even discussion about what makes a good presentation with or without PowerPoint.

I like this book. The points are consistent, valuable, and pithy if not necessarily unabridged. It has a great price point, and great length; at $6.95 it’s a tiny investment for a great reference.

The facilities management field has few books dedicated to the subject, and sustainable facilities management (SFM) has fewer still. Those interested in the topic usually meet their information needs by engaging consultants or studying a book in a related field. When a book in either area comes to my attention I’m eager to read it and see how it can help me fill my library with more focused information. That’s what drove me to
read *Sustainable Facility Management; The Facility Manager’s Guide to Optimizing Building Performance* by Hodges and Sekula.

While this appears to be a sizable book, *Sustainable Facility Management* is well written and flows nicely from one chapter to the next. Initial concepts about sustainability are introduced and then followed by essential elements of implementation: leadership, strategies, metrics, and factors.

The inputs and outputs of sustainability are discussed with a chapter that focuses on financial terms that the CFO might use rather than the terms the facility manager is familiar with. Presentation of these tools to convince others why different sustainability options may be recommended, are important for even the most seasoned facility officer.

Another notable feature of *Sustainable Facility Management* are the references to sustainability organizations and documentation outside the United States. International organizations like APPA need to have access to international standards to meet all member needs, and this book is a good start. National references cover all of APPA’s members and strategic partners except South Africa’s SRI, Japan, and Singapore. Regardless, it is a significant improvement over the North American centric systems most of us see.

Finally, the authors utilize many of the other general techniques presented at APPA U to implement new or manage existing initiatives including balanced scorecard, change management, and total cost of ownership, among others. This is a good, wide-ranging book, with tools that are not limited to sustainability alone. I plan to use it frequently in my work.

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