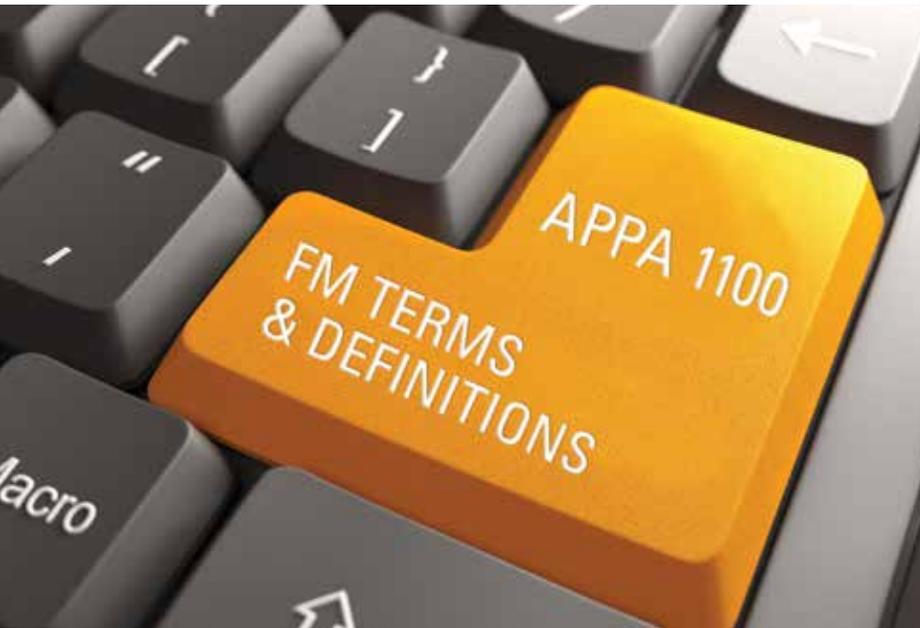


APPA 1100 Update—Facilities Terms and Definitions Work Group

By Billie Zidek



APPA is excited to announce that in early 2018, the facilities management (FM) industry will have its first terminology database. The database is built to support the lexicon for the FM industry and will be populated with nationally recognized terms and definitions used for facilities' building or supporting systems and infrastructures. Facilities organizations, businesses, and contractors should find the standard useful when seeking taxonomy and industry-accepted terms and definitions for purposes of preparing requests for proposals, project proposals, statements of work, service level agreements, and more.

In September 2016 the APPA Standards and Codes Council (ASCC) approved the creation of the Facilities Terms and Definitions Work Group (FT&D). A call for participation was sent to APPA members and our distinguished past presidents to become members of this work group. In December 2016 the volunteers met via conference call to form a work plan on

reviewing and approving approximately 1,600 terms and definitions that will make up the database. In January 2017 the work group began meeting monthly to review these terms and definitions.

The work group reviews and approves approximately 70 words by ballot and then meets via monthly conference call to come to consensus on the terms and definitions to be included in the database. Glenn Smith, chair of the work group and APPA Past President and Emeritus member, states, "The key element in this process is to identify the terms we commonly use within the education sector and arrive at consensus on the meaning of those terms. This is at times a slow, tedious, and painstaking effort to ensure the terms and definitions are general enough to apply to all situations, sizes, and shapes of institutions, while specific and consistent enough to describe what we do and how we do it. We try to keep in mind the exciting end result—a database, approved by the American National Standards Institute (ANSI), that will be sortable by key areas of interest to all APPA members."

A NEW KIND OF DATABASE

The database is scheduled to go live in early January 2018 on APPA's website, and will become the first database of its kind, starting with approximately 300 terms and definitions and growing each month as the work group continues its review and approval. The database will be sortable by APPA's four core areas: General Administration and Management; Operations and Maintenance; Energy, Utilities, and Environmental Stewardship; and Planning, Design, and Construction. When the database entries are complete, the terms and definitions will go through the ANSI approval process to become an American National Standard (ANS).

APPA was approved as an ANSI Standards Developing Organization in early 2016. The draft

standard *APPA 1100: Facility Management Terms and Definitions* will be the second ANS developed by APPA. To start the ANSI approval process, APPA staff submitted a Project Initiation Notification to ANSI announcing the development of the standard. The draft standard initiative was announced in ANSI's *Standards Action* in the August 18, 2016 issue, and we anticipate that the document will enter the ANSI approval process in late 2018. Once the document is approved as an American National Standard, APPA anticipates putting the document forward as a submission to the International Organization for Standardization (ISO) to become part of an internationally recognized standard.

A GROWING RESOURCE

As the database grows, APPA staff will be working with the National Fire Protection Association to incorporate some of its 16,000 terms and definitions. The Total Cost of Ownership (TCO) Work Group is in the process of adopting *ISO 55000: Asset Management—Overview, Principles and Terminology*; *ISO 15686-11:2014, Buildings and Constructed Assets—Service Life Planning—Part 11: Terminology*; and *ISO/DIS 41001, Facility Management—Management Systems—Requirements with Guidance for Use* as APPA standards. Once approved, the terms and definitions from these documents will be added to the database with the ISO designation. When the initial terms and definitions work is complete, the work group will meet every six months to review and add additional terms and definitions submitted by the industry to be included in the database. The ANSI-approved standard will be reviewed and updated every five years as outlined in APPA's *Development of American National Standards* procedures.

Membership of the FT&D Work Group include, Glenn Smith, APPA Past President and APPA Fellow, chair; John Coggins, Spirotherm; Jack Colby, APPA Past President and APPA Fellow; Phil Cox, APPA Past President and Emeritus member; Kevin Folsom, Trinity Christian

Academy; John Harrod, APPA Past President and Emeritus member; J.B. Messer, Community College of Allegheny County; Gary Reynolds, APPA Past President and APPA Fellow; and Lindsay Wagner, doctoral student, Colorado State University. 

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