

**CMGT 2994 Foundations in Commercial Facilities Management Spring 2025**

**CMGT-2994-001-97867 Thursdays 2 - 5 PM DH Room 229 Feb 20 – May 1, 2025**

**Instructor: Prof. Dean M. Bortz, FCSI, CDT, CCPR Office Hours: by appointment**  
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## **SYLLABUS**

### **Course Description**

This Special Topics course will focus on a comprehensive introduction to commercial real estate and facilities management covering the administration and management of facilities, facility systems, operations; accounting, documentation and contract administration. This course has been revised by Building Owners and Managers Association (BOMA) International. The course content includes a comprehensive review of key topics in sufficient detail to compliment on-the-job training and prepare students for additional training and education. Facility tours are included to reinforce learning and provide participants with opportunities to gain insights into facility management approaches.

### **Course Prerequisites**

A determined interest in being a part of an industry essential to a thriving community and economy.

### **Course Objectives**

At the end of the course, the student should be able to:

- (1) Describe and begin to understand the primary components of facilities management.
- (2) Begin to apply basic concepts of real estate, asset and risk management, design-operation and maintenance components of facilities management and prepare for BOMA Exam.

### **Textbook (Required)**

*Foundations of Asset Management, BOMA.*

### **References**

*CSI Project Delivery Practice Guide, 3<sup>rd</sup> Ed. Wiley & Sons.*  
*CSI Construction Contract Administrator Practice Guide, 2<sup>nd</sup> Edition. Wiley & Sons*  
*CSI MasterFormat 2022. Construction Specifications Institute*  
*Entreleadership. David Ramsey, Lampo Group*

### **Instructional Methods**

Presentations, exercises, site visits, and projects to prepare for BOMA Exam on Fundamentals.

### **Methods and standards of evaluation**

Participation, exercises, site visits, and presentation project.

### Special Course Requirements

This is a unique opportunity in design, construction, operations and management for each student. Site visit attendance is paramount for better understanding of the foundations of commercial facilities management. Reflections should be an in-depth analysis of the presentation or visit, reflecting at a minimum, instruction up to that point in the course. The final portfolio shall include written, model and photographic evidence of learning and analysis.

All research materials shall be submitted to the instructor. Submissions determined to fall within the plagiarism guidelines of CSCC will be given a “zero” and the student shall receive an “E” for the course.

### Grade Composition

Participation	10 %	<b>Grade ranges</b>
Site visits	40 %	<b>A</b> = 90-100%
Exercises	30 %	<b>B</b> = 80-89.9%
Portfolio	20 %	<b>C</b> = 70-79.9%
<b>TOTAL</b>	<b>100 %</b>	<b>D</b> = 60-69.9%
		<b>E</b> = below 60%

### Attendance

College policy will be followed and attendance will be observed each class period. Please advise your instructor **prior** to any situation that requires your absence.

### Cell phones and electronic devices

Cell phones must be **turned off** or **put on vibrate** during the class period. If you must use your cell phone during class, please inform the instructor of the emergency or personal business and leave the room or laboratory area. Anyone using a cell phone during class **for any reason** will be required to leave the room or laboratory area and will not be permitted to return until the call is complete. Use of any other **personal** electronic device, except your **calculator**, is not permitted during class or during quizzes or exams.

### College Policies

CSCC-required College Syllabus Statements on College Policies and Student Support Services may be found at [www.csc.c.edu/syllabus](http://www.csc.c.edu/syllabus) or on the CSCC homepage Quick Links “Syllabus Statements” tab. Topics include, but are not limited to:

Institutional Learning Goals, Student Code of Conduct, Americans with Disabilities Act (ADA) Policy, Counseling Services, Title IX and Non-Discrimination, Tobacco Free College, Financial Aid Attendance Reporting, Audio/Video Recording of Class and Inclement Weather or Other Emergencies

### Your Instructor

Your instructor is also an advisor, program coordinator and mentor for the Construction Management (CMGT) program of study. You are encouraged to meet with your instructor to discuss your educational goals, classes, career opportunities, transfer to a four-year institution, scholarship and grant opportunities, and the field of Construction Management. If you are in a program of study other than CMGT, contact the Design, Construction & Trades Department for assistance (614-287-5949)

## Special Course Requirements/Materials

Career positions in the commercial construction and facilities management industry require the preparation and organization of project records. Information must be legible and precise with regard to numerical quantities and units of measure. The student shall be responsible for utilizing the BOMA reference materials and any additional notes on topics and experiences to create a **study guide portfolio** in preparation for the BOMA test on Foundations at the end of the course as well as a creating a personal reference for future use. The **Reflections** are a synopsis or abstract of your understanding of the material presented and experiences during property tours

## Submittals

All written work shall be either legibly written or typed when submitted. No illegible work shall be accepted. Attention to detail is essential in all submittals, particularly in units of measure. Submittals shall be clear, concise, complete, and correct and are due when stated. Submissions made after the announced due date may not be considered unless prior arrangements have been made with the instructor. Submittals determined to be copied or plagiarized shall be given a score of zero, the student shall be asked to leave the course and be recommended to the appropriate governing body for dismissal from the College.

## DesignOhio [www.designohio.org](http://www.designohio.org)

DesignOhio is a national based, locally operated professional association that provides technical information, continuing education, professional networking, and product information to enhance communication among the building design and construction industry's disciplines and meet the industry's need for knowledge and navigation of construction documents. Members include architects, engineers, contractors, skilled trades, building owners, and material suppliers. DesignOhio's improved communication and unprecedented teamwork help to develop innovative products and services of benefit to all involved in construction. The student member has the opportunity to attend the monthly education and training events and students are encouraged to investigate how this affiliation will enhance career and networking opportunities. Prof. Dean M. Bortz, FCSI, CCPR, CDT is the current student advisor. (614-287-5033, [dbortz@csc.edu](mailto:dbortz@csc.edu))



## American Society for Safety Engineers (ASSE) Student Chapter

The oldest safety association in the world now has a student chapter at CSCC. This is an international professional association that provides networking, credentialing, and education to current and aspiring safety professionals. Prof. Jeffrey Bates, Ph.D., is the current faculty advisor (614-287-3652, [jbates@csc.edu](mailto:jbates@csc.edu))

Course Schedule (Subject to Change)

Week	Topic	Projects and Exercises	Readings	Assessments
<b>1</b> Feb 20	Introduction; Real Estate Admin, Asset Management and valuation, Tenancy, MRO constructing			Reflection on Topics
<b>2</b> Feb 27	Leasing & Marketing, Measurement standards, Insurance and Risk Management; PROPERTY TOUR			Reflection on Topics Property Tour
<b>3</b> Mar 6	Emergency Preparedness; Due Diligence, Capital Projects, Accounting, Base rent & operating expense Recovery; Tenant Improvements			Reflection on Topics
<b>4</b> Mar 20	Business Plan, Safety & environmental Issues, Building Operation Systems – HVAC PROPERTY TOUR			Reflection on Topics Property Tour
<b>5</b> Mar 27	Building Operation Systems – Water Supply + Electrical Distribution; Fire Alarm and Sprinkler Systems, Facility Maintenance, Work Order.			Reflection on Topics
	NO CLASS THU MAR 13 CSCC SPRING BREAK			

Course Schedule (Subject to Change)

Week	Topic	Projects and Exercises	Readings	Assessments
<b>6</b> Apr 3	Conveyance Systems, Thermal & Moisture Protection, Solid Waste Management & Recycling PROPERTY TOUR			Reflection on Topics Property Tour
<b>7</b> Apr 10	Access Control; Security Systems, Janitorial Services; Contracting for Security and Janitorial Services			Reflection on Topics
<b>8</b> Apr 17	Pest Control Landscaping, Parking, Snow Removal			Reflection on Topics
<b>9</b> Apr 24	SUMMATIVE PROPERTY TOUR			Summative Tour Portfolio Submittal
<b>10</b> May 1	Introduction to BOMA Review for Exam Exam			BOMA Exam

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# **Columbus State Community College Construction Management Program Laboratory Experience Informed Consent & Waiver**

In consideration of being granted the opportunity to participate in this on campus / off-campus activity, I do hereby release and forever discharge all Columbus State faculty, associates, administrators, fellow classmates and alumni (and their agents) who arranged, advised, supervised, scheduled, and other pertinent functions related to this activity for myself or my heirs, executors, administrators, (and assigns) and hereby release and hold harmless the above aforementioned from all claims, legal actions, and causes of action for personal injury or any other damage now existing or which may arise out of (up to and including death) in any way related to their negligence or other conduct associated with this activity in this course.

I have read and I do fully understand all of the above provisions. I certify here that I am an authorized student at Columbus State Community College. I shall abide by all policies and procedures outlining student behavior and misconduct during this laboratory/function. If I choose to not follow the policies and procedures of student behavior outlined in the Columbus State student handbook, I acknowledge that student misconduct charges can, and will, be brought against me.

I consent to my picture being taken during class and/or used for promotional purposes for the program. I have read and understand the College Policy Requirements as stated in the Syllabus. I understand that late submission of work without prior permission (or without the proper documentation) will result in a grade of zero on the related assignments and that lack of participation will result in lowering my final grade. Reports and/or presentations submitted as assignments become the property of the Construction Management program and may be retained for other educational purposes.

**Semester-Year:** Spring 2025

**Student Name (Print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Course:** gar **ID Number** \_\_\_\_\_

**Instructor's Name:** Dean M. Bortz, FCSI, CDT, CCPR