

COURSE SYLLABUS

Hospitality Facilities Management and Environment

HFT 4323 Sections B51/B52

Spring 2010

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School of Hospitality and Tourism Management

Florida International University

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COURSE DESCRIPTION

A comprehensive survey of engineering, maintenance and efficiency controls in hotels, restaurants and institutions. The course discusses and emphasizes the importance of Sustainability and Resource Conservation in Operations Facilities Engineering Management. This course provides hospitality managers and students with the information they need to know to manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. The course also prepares managers for responsible, educated, effective and efficient management of the physical plant demands; especially in the areas of energy, water and waste as related to their impact on the environment and facilities management. This is a global learning course that counts towards your global learning graduation requirement. Students learn the elements of sustainable building management and measuring the carbon footprint of commercial buildings. This is a global learning course that counts towards your learning graduation requirement.

COURSE METHODOLOGY

The methodology of this course includes lectures, study assignments, discussions, case studies and numerous problem solving exercises. Lectures/assignments to present concepts, facts and principles, discussions to bring to light diverse opinions, case studies to synthesize concepts, facts, principles and opinions, and exercises/examinations to provide valid "hands-on" problem-solving training and to afford aggregate academic progress review and control as well as individual feedback for the student.

This course provides a guide to basic facilities engineering/economic concepts and tools for solving simple, typical problems in Hospitality Engineering Management and to build a foundation for the understanding of more complex ones. Simplified options and formulae are presented and their effective application on hotel/restaurant systems illustrated. Knowledge of simple mathematics is all that is required to follow the lectures, assignments and to adequately solve the problems presented. The emphasis is on practical method and result oriented application rather than theoretical discussion.

COURSE OBJECTIVES

The primary objective of this course is to provide students with an introduction to, and a basic knowledge of, building-structures, their component mechanical, electrical and plumbing systems and related staff and service functions as they affect operations, expenditures and resources of the property. The fundamental terminology, concepts, facts and principles are presented for analysis, evaluation, modification and implementation. Particular

emphasis is afforded to *value oriented* Systems Engineering Management affecting overall management performance and its analysis, evaluation, and assessment Sustainable resource management practices are an important element of this course as they relate to both the profitability of the operation and the impact on the resources of the local community.

LEARNING OUTCOMES

GLOBAL LEARNING STUDENT LEARNING OUTCOMES

- 1 Students will be able to explain the impact on the natural resources of a community by a hotel/resort property and how 'green' management practices can contribute to the overall sustainability of the area.
2. Students will be able to identify the necessary steps required to measure the carbon footprint of a hotel/resort facility and discuss how the lodging industry impacts the sustainability of the South-Florida region, the United States and global climate change.
3. Students will be able to identify climate change impacts on a local and international level and discuss how impacts could have been mitigated.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course students should be able to:

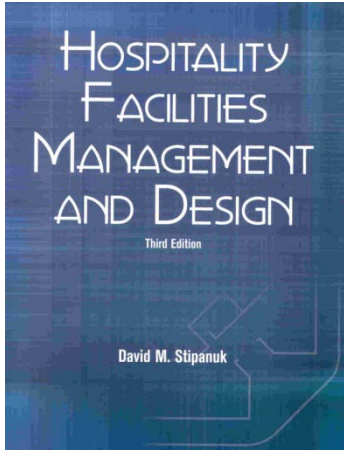
1. Explain the impact on the natural resources of a community by the operation of a hotel/resort property.
2. Explain how 'Green' management practices can contribute to the overall sustainability of the area in which a hotel/resort property operates.
3. Explain the goals and objectives of Hotel Engineering Management.
4. Describe theoretical aspects of utility systems, energy conservation, mechanical equipment, building systems.
5. Describe the organization and management of a maintenance department and types of maintenance.
6. Identify the two primary categories of facility operating costs, the components of each category, and various factors that affect those costs.
7. Calculate the basic carbon footprint of an individual and explain how guests of a hotel/resort property contribute to the property's overall carbon footprint.
8. Identify resource conservation methods for water, energy and waste management as related to hotel and restaurant operations and the financial value of these efforts to the business.
9. Describe the basics of HVAC, Electrical, Water and Sewer, Refrigeration and Illumination systems.
10. Compute basic statistics to help make decision regarding energy conservation", "maintenance optimization", "bench-marking", "profitability", "capital project evaluation", "life cycle costing" "time-value-of-money"
11. Compute the impact of green management operational activity savings in facilities management on the bottom line.

COURSE PRE-REQUISITES / CO-REQUISITES

HFT 3403 " Accounting for the Hospitality Industry"

HFT 3453 " Lodging Operations Control"

TEXTBOOK & OTHER REQUIRED MATERIAL



Textbook Name: Hospitality Facilities Management and Design
 Edition, Year: 3rd edition, 2006
 Author: David M. Stipanuk
 Publisher: The American Hotel & Lodging Educational Institute
 Where Available for Purchase: Available at Bookstore or through the AH&LA website
 ISBN#: 978-0-86612-285-6

OPTIONAL ADDITIONAL TEXTBOOK This is **not a required book**. I will be referring to it throughout a good part of the course and it would be an excellent addition to your library.

OUR CHOICE: A PLAN TO SOLVE THE CLIMATE CRISIS; GORE, AL, Rodale Publishers, 2009
 ISBN Number: ISBN-978-1-59486-734-7

Students are suggested to read the **New York Times Science supplement** published on Tuesday of every week in the body of the paper. The new York Times is available daily and free to students in locations throughout both campuses.

Students are encouraged to attend the Tuesday Times Roundtable discussions and free lunch at BBC and MMC from 12:30 to 1:30pm. For schedule and articles visit <http://goglobal.fiu.edu/news.php?id=124>

COURSE PROCEDURES/METHODOLOGY

COURSE OUTLINE:

Note: This is a suggested course outline/schedule and is subject to change.

Week of	Topics, Readings and Activities	Assignment Deadlines and Tests
1 Feb 1	Course Introduction An Inconvenient Truth/ Global Climate Change Impacts Chpt. 3: Environmental & Sustainable Management "Green Lodging Management"	<u>An Inconvenient Truth</u> Viewing and Discussion
2 Feb 8	Chpt. 1: Asset Management: Role, Cost and Management of Hospitality Facilities Chpt. 14: Asset Management: Renovations and Capital Projects	Team Project Assignment Designing a 'Green' Resort
3 Feb 15	Chpt.2 :Management Tools, Techniques and Trends Cost and Budgets	Team Project Proposals Due
4 Feb 22	Chpt. 5 Water and Waste Management Systems: Chpt 9 Laundry and 'Project Planet'	
5	Chpt. 6 Electricity Chpt 11 Building Structure	

March 1	Guest Speaker	
6 March 8	Chpt. 7 Heat, Ventilation & Air Conditioning Guest Speaker : Chapt 8 Lighting	TEST 1, Chpts: 1,14,3,2 and film discussion
7 March 15	SPRING BREAK NO CLASSES	
8 March 22	Chp.4 Safety & Security Systems, Fire Prevention Chpt.10 Lodging Planning & Design Calculating Carbon Footprints Guest Speaker	
9 March 29	Chpt.13 Foodservice Design, Chap 14 continued: Renovation Guest Speaker	TEST 2, Chpts 5,9,6,7,8,11 Carbon Footprint Logo Due
10 April 5	'GREEN LODGING' TEAM PROJECT PRESENTATIONS	THE COMPLETE TEAM PROJECTS ARE DUE ON THESE DATES,
11 April 12	'GREEN LODGING' TEAM PROJECT PRESENTATIONS	THE COMPLETE TEAM PROJECTS ARE DUE ON THESE DATES, Review for Final Exam
12 April 17	FINAL EXAM: see final exam schedule for time and date LOCATION TBA	NO MAKEUP FOR THIS EXAM

CLASS or PROFESSOR POLICIES

Attendance: Each student is required to attend every class and attendance will be a part of the grade. Students who miss a class are responsible for the course material covered in that class regardless of the reason for their absence. Faculty may excuse absences only in cases of documented serious illness, religious observance, civic obligations, or participation in an activity approved by the Academic Dean or Department Chair. If you will miss class for a religious observance or civic obligation, you must inform your instructor one week **in advance** of your absence. Any other absences, such as absences for work related travel or a family emergency may be excused at the discretion of the instructor upon receiving documentation. It is the student's responsibility to contact the instructor **after** any unanticipated absence. Instructors shall endeavor not to schedule any examinations or other graded class events on a major religious holy day.

Examination Policy: Examinations are to be taken at the time and date shown in the course syllabus. Make up exams are discouraged no matter the excuse. Instructors are encouraged to offer students missing an exam either a comprehensive final exam or to grade the student based on the exams taken and/or to be taken.

General Behavior: Students shall conduct themselves in a professional, business-like manner and respect the faculty, fellow students, and others present in class and will follow the rules prescribed by the instructor for classroom behavior. Students who fail to conduct themselves in an appropriate manner may be asked to leave the classroom with a grade penalty.

It is a University policy that animals, children and visitors are not allowed in class without the express prior consent of the instructor. Students claiming a disability which requires a service animal to be admitted into a class must provide a written notification to the instructor prior to bringing in the service animal.

Incompletes: It is University policy that only the Dean may approve Incomplete grades. This means that, unless

you have contacted either Dean West or Dean Remington prior to my turning in semester grades and securing their approval, I must assign you an “F” grade for the course.

Laptops, Cell Phones, Smart phones, PDA’s and Other Electronic Devices (including any recording equipment) may not be used during class without the prior approval of the instructor. Only basic function calculators are allowed for use in the classroom and during examinations. Calculators must not have extensive memory capabilities. Any recordings made at the instructor’s discretion are for the student’s personal use only and may not be reproduced, distributed or sold in any way.

Assignments Policies

You will receive homework and study assignments in one form or another during every class session. They are due for review, unless otherwise indicated, at the commencement of the following class session. Notwithstanding that homework problems will not be collected, your cumulative homework portfolio may be called for submittal and review. Always consider homework a crucial part of this course since it is during this time that you can apply, strengthen and expand concepts and applications discussed in class. In order to provide you with ongoing tangible feedback regarding your progress, a consistent effort is made to review core-assignments and answer questions on homework and related issues.

GRADING STANDARDS/PERFORMANCE MEASURES

Attendance/Participation.....	10% of final grade
Test #1.....	20% of final grade
Test #2.....	20% of final grade
Final exam.....	30% of final grade
Team Project	20% of final grade
TOTAL	100 points

LIBRARY SUPPORT

The FIU library provides a number of services to distance learning students. For example:

- Students can request detailed instructions on how to access library resources.
- One-on-One assistance from the Distance Learning Librarian. Don't struggle through your library research alone! Help is available. For further information, contact Sarah Hammill, Distance Learning Librarian, via email at Sarah.Hammill@fiu.edu or call 305-919-5604.

You can visit the FIU Library at: <http://library.fiu.edu/>.

FIU / HTM POLICIES

The FIU Academic Pledge

As a student of this university:

- I will be honest in my academic endeavors.
- I will not represent someone else's work as my own.
- I will not cheat, nor will I aid in another's cheating.

Intellectual Honesty Statement

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community

service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Misconduct includes: **Cheating** – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. **Plagiarism** – The use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

Cell Phones & Lap Tops

Lap Tops, Cell phones and beepers are prohibited during class.

Facilities Management ‘Green Hotel’ Team Project Overview

Team Project Assignment

Project Scope:

The assignment is to, in teams of approximately 4 to 5 students; create an overview of the physical design of a hotel/resort property in a location of your choice, with the exception of urban locations. The hotel/resort must have a variety of recreation facilities. Your team may determine the additional amenities.

The assignment is to identify green operating activities that will reduce resource use, while assuring guest and staff comfort, for all of the major operating systems of the hotel/resort. Discuss how your project design incorporates design factors, building materials, Furniture Fixtures & Equipment as well as wall coverings, flooring and floor covering and other interior products and materials. Food and beverage must also address ways in which you will reflect environmental management in the food and beverage operations.

The project will also address how your hotel/resort will impact the surrounding community in the areas of energy and water use as well as waste-trash and sewerage. The project will identify how the property, its’ activities and guests will impact the surrounding environment, depending on the nature of your recreational activities.

Identify ways in which the property team will contribute to efforts in the community to reduce the impact of the property and help to support environmental programs for the community.

Due Dates

Initial Project Proposal: This proposal will include an overview of your project, identify location, type of hotel/resort facility and provide me with an idea of how you will implement green operating activities.

The proposal will also identify each team member and the role that they are fulfilling in the development and completion of the project.

Project Presentation and Project Report

The Project will be accompanied by a 3 to 4 minute (no longer) visual presentation on a CD that may be

used in competition for the “Collegiate Green Team” program supported by Wyndham Hotels. We will choose 3 or 4 projects to send forward. Your efforts may be viewed on Wyndham Hotels Corporate web site.

The ‘Collegiate Green Team’ submissions will be judged on a basis of Creativity, Relevant Content, Practical Application, Clear Message and Effectiveness of Communicating the Message of Greening a Lodging Property.

The project must include the AH&LA 11 minimum guidelines for Greening a Lodging Property.

www.ahla.org

The Project Design part of the project presentation may include three dimensional, graphic and/or media interpretations of your hotel/resort design, depending on the skills, talents and creativity of the team members.

The Project Research Paper must include all of the information that you include in the presentation and any additional material in order to satisfy the requirements of the project.

Length of Paper: 8 to 10 written pages. Include a bibliography and citations page in APA format. Be sure to document all of your sources and site them in the body of the paper. Graphics and media should be submitted on a disk or hard copy. Graphics can be incorporated into the paper.

The paper format will follow the standard APA research paper requirements. Questions on this should be addressed to the research section of the FSU library online.