BOMI Facilities Management (FM) Fundamentals Practice Exam (Sample)

Study Guide

BY EXAMZIFY

Everything you need from our exam experts!

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Table of Contents

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- **Practice answering questions under realistic conditions,**
- **Improve accuracy and speed,**
- **Review explanations to strengthen weak areas, and**
- **Approach the exam with greater confidence.**

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here’s how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don’t just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There’s no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

1. **The first draft of a contract for an outsourcing partner should be written by:**
   - A. Legal counsel
   - B. Facility manager
   - C. Procurement officer
   - D. External consultant

2. **Which statement best describes a value-based property appraisal for tax purposes?**
   - A. Market rent only
   - B. Ability to generate rental income
   - C. Tax history
   - D. Replacement cost

3. **Ginger works for a large automotive corporation with substantial capital investment. Which occupancy method is likely preferred?**
   - A. Operating lease
   - B. Lease with option to buy
   - C. Ownership
   - D. Gross lease

4. **Unexpected costs during a project can be covered if:**
   - A. A contingency fund was allotted
   - B. The schedule is accelerated
   - C. Management approves overtime
   - D. The project scope is reduced

5. **Facility departments that emphasize operations and maintenance based on standard work performance criteria function in which role?**
   - A. Innovator
   - B. Strategist
   - C. Administrator
   - D. Caretaker

6. **Which option best explains why facilities management should coordinate across disciplines?**
   - **A. To Ensure Integrated and Efficient Service Delivery**
   - **B. To Limit Cross-Functional Collaboration**
   - **C. To Focus Solely on Cost Reduction**
   - **D. To Outsource All Decisions**

7. **The departure of a highly trained, skilled worker is not only a disruption, but also a loss of what?**
   - **A. Human capital**
   - **B. Reduced payroll costs**
   - **C. Insignificant expense**
   - **D. A capital-intensive investment**

8. **The actual remaining cash after debt service is known as:**
   - **A. Cash flow**
   - **B. Net income**
   - **C. Reserves**
   - **D. Working capital**

9. **Existing conditions information is best defined as information about**
   - **A. Current budgets and expenditures**
   - **B. Maintenance histories**
   - **C. Who works where, existing technology, and every piece of furniture**
   - **D. Insurance coverage details**

10. **Which item is not typically used as a benchmark to evaluate parking operations?**
    - **A. Square Footage of the Parking Area**
    - **B. Occupancy Rate**
    - **C. Turnover**
    - **D. Revenue per Space**

Answers

1. B
2. B
3. C
4. A
5. D
6. A
7. D
8. A
9. C
10. A

Explanations

1. The first draft of a contract for an outsourcing partner should be written by:

A. Legal counsel

B. Facility manager

C. Procurement officer

D. External consultant

The main idea is that the person who knows the day-to-day operations and what the site actually needs should set the initial contract terms. The facility manager understands the specific service requirements, maintenance schedules, safety rules, regulatory constraints, and acceptable performance in real operations. Drafting the first version from their perspective ensures the scope of work, performance metrics, and acceptance criteria are realistic and clear from the start, which helps prevent later back-and-forth and gaps. Legal counsel and procurement play important roles but in different ways. Legal counsel focuses on risk, liability, and enforceability, not the practical day-to-day needs of the site. Procurement brings expertise in sourcing, pricing, and terms, but may not know the exact operational details to capture in the contract. An external consultant could assist if specialized knowledge is needed, but the initial draft should come from the on-site manager who owns and understands the facilities processes.

2. Which statement best describes a value-based property appraisal for tax purposes?

A. Market rent only

B. Ability to generate rental income

C. Tax history

D. Replacement cost

Value-based property appraisal for tax purposes looks at what the property can earn, not just what it costs or what it rents for today. In practice, this means using the income approach: estimate net operating income (rent plus other income minus operating expenses) and convert that income into a value using a capitalization rate. The result reflects the property's ability to generate profits for an investor, which is what tax assessors often use to determine value for tax purposes. That’s why the statement about the ability to generate rental income is the best description. It focuses on the property's earning potential, rather than just current rent (which is only part of the picture), replacement cost (which is a cost-based measure), or tax history (which doesn’t directly measure value).

3. Ginger works for a large automotive corporation with substantial capital investment. Which occupancy method is likely preferred?

A. Operating lease

B. Lease with option to buy

C. Ownership

D. Gross lease

When a company has a large, capital-intensive operation, owning the facility aligns with long-term control and value realization. Ownership lets the business tailor the space to manufacturing needs, install and upgrade equipment as required, and benefit from depreciation and potential asset resale value. It also avoids ongoing rental payments and potential rent escalations, providing more predictable, stable costs for a capital-heavy operation. The other options shift risk to a landlord, offer only temporary or uncertain paths to ownership, or focus on who pays operating expenses rather than ownership itself, which doesn't fit a strategy centered on durable, capital assets. Therefore, owning the facility is the best fit.

4. Unexpected costs during a project can be covered if:

A. A contingency fund was allotted

B. The schedule is accelerated

C. Management approves overtime

D. The project scope is reduced

Having a reserve in the budget to handle surprises is the key idea. A contingency fund is money set aside during planning specifically to absorb unpredictable costs that arise from risks or unknowns. When unexpected expenses pop up, you can use this fund to cover them without having to push back the schedule, cut the scope, or scramble for temporary funding. It keeps the project on track by providing a financial cushion. Accelerating the schedule often adds costs (rush charges, overtime, expedited materials) and doesn't provide a dedicated pool of funds to absorb surprises. Approving overtime is a way to manage workload but it consumes existing resources and budgets rather than serving as a built-in buffer. Reducing the project scope lowers expenditures by removing work, but that changes what's being delivered rather than providing a general contingency for unknowns.

5. Facility departments that emphasize operations and maintenance based on standard work performance criteria function in which role?

A. Innovator

B. Strategist

C. Administrator

D. Caretaker

The key idea is matching a facility role to steady, reliability-focused operations and maintenance carried out through established, repeatable procedures. When a department works from standard work performance criteria, it emphasizes consistent execution of routine tasks, preventive maintenance, safety checks, and asset preservation. That's the caretaker mindset: ensuring the building and its systems run smoothly day to day, following documented procedures to minimize downtime and keep operations safe and reliable. In contrast, an innovator pursues new ideas and approaches beyond current processes, a strategist concentrates on long-term planning and alignment with organizational goals, and an administrator handles administrative tasks like scheduling, documentation, and resource coordination. The caretaker, with its focus on routine, dependable upkeep and adherence to standard procedures, is the best fit for operations and maintenance driven by standard work.

6. Which option best explains why facilities management should coordinate across disciplines?

A. To Ensure Integrated and Efficient Service Delivery

B. To Limit Cross-Functional Collaboration

C. To Focus Solely on Cost Reduction

D. To Outsource All Decisions

Coordinating across disciplines in facilities management ensures that activities from maintenance, operations, safety, energy management, and space planning are planned and executed as an integrated system rather than as isolated tasks. This leads to consistent service delivery, fewer duplicate efforts, faster problem resolution, and better alignment with occupant needs and safety requirements. Decisions are made with awareness of how one action affects other building systems, which improves overall performance and lifecycle costs rather than focusing on a single metric like upfront price. For example, syncing a retrofit with electrical and control teams prevents conflicting work, reduces downtime, and enhances energy efficiency. Limiting cross-functional collaboration creates silos and inefficiencies; focusing only on cost reduction can compromise safety, reliability, and service quality; outsourcing all decisions removes internal accountability and coordination.

7. The departure of a highly trained, skilled worker is not only a disruption, but also a loss of what?

A. Human capital

B. Reduced payroll costs

C. Insignificant expense

D. A capital-intensive investment

The concept being tested is human capital—the value of a worker’s knowledge, skills, and experience to an organization. When a highly trained, skilled employee leaves, the firm loses that asset. Their expertise drives productivity, problem-solving, mentorship, and client relationships, so their departure creates a gap that is not just a line-item cost but a reduction in the organization’s ability to perform at its best. Replacing them typically involves recruiting, onboarding, and ramp-up time, which can be expensive and time-consuming, offsetting any potential payroll savings. That’s why this is about losing human capital rather than a reduction in payroll costs, an insignificant expense, or a capital-intensive investment. Payroll savings don’t capture the value that skill and know-how contribute, and the loss isn’t about a physical asset or a big sunk cost in capital investment—it's about the skilled person and what they bring to the operation.

8. The actual remaining cash after debt service is known as:

A. Cash flow

B. Net income

C. Reserves

D. Working capital

Cash flow is the actual cash you have left after paying all cash expenses, including debt service (principal and interest). It shows real liquidity—the money available to reinvest, set aside as reserves, or distribute. This is why it’s the correct term for the “actual remaining cash after debt service.” Net income, by contrast, is an accounting profit that includes non-cash items like depreciation and doesn’t necessarily reflect cash on hand. Reserves are funds set aside, not the immediate cash left after debt obligations. Working capital measures short-term liquidity on the balance sheet (current assets minus current liabilities) and isn’t specifically about cash remaining after debt service. For example, if cash inflows are 150,000, operating expenses 100,000, and debt service 30,000, the cash flow after debt service is 20,000.

9. Existing conditions information is best defined as information about

A. Current budgets and expenditures

B. Maintenance histories

C. Who works where, existing technology, and every piece of furniture

D. Insurance coverage details

Existing conditions information captures the current state of a facility's space and assets. It describes who sits where, what technology is already in place, and what furnishings exist. This baseline is essential for planning changes because it shows how space is actually being used, what systems and equipment must be compatible with new designs, and what accommodations or retrofits will be needed. It's not about finances, past maintenance, or insurance details, which are separate data sets and serve different purposes in facilities management.

10. Which item is not typically used as a benchmark to evaluate parking operations?

A. Square Footage of the Parking Area

B. Occupancy Rate

C. Turnover

D. Revenue per Space

The main idea here is that benchmarks for parking operations are metrics that reflect how effectively the space is used and the financial performance, not just the physical size of the lot. The square footage of the parking area is a measure of capacity, not how well the operation runs. Two facilities with the same area can have very different occupancy, turnover, and revenue, so area size alone doesn't indicate performance. In contrast, occupancy rate shows how full the lot is at a given time, turnover indicates how quickly spaces are vacated and reoccupied, and revenue per space captures the financial efficiency per available spot. Because of that, the square footage of the parking area isn't typically used as a benchmark for evaluating parking operations.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://bomifmfundamentals.examzify.com

We wish you the very best on your exam journey. You've got this!