

IFMA CERTIFIED FACILITY MANAGER (CFM) PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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

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- 1. Which of the following is a reason to consider a real estate sale-leaseback option?**
 - A. It raises funds for up to 100% of the property value.
 - B. Lease payments are not tax deductible.
 - C. Property is sold to a holding company to lease out in the market.
 - D. It increases the company's tax burden.
- 2. What distinguishes 'hard services' in facilities management?**
 - A. Soft services like cleaning and receptionist.
 - B. Administrative duties only.
 - C. IT network support.
 - D. Physical infrastructure services such as mechanical, electrical, plumbing, and the building envelope.
- 3. Classifying the seriousness of a conflict involves weighing which factors?**
 - A. The intensity level of the conflict and the impact to the business.
 - B. The intensity level of the conflict and the difficulty level of the resolution.
 - C. The negotiating skills of the facility manager leader and positions of the parties involved.
 - D. The potential for litigation and health and safety of the parties involved.
- 4. Which action defines an effective leader?**
 - A. Creates an environment where all feel valued.
 - B. Takes credit for the work of their organization.
 - C. Refers to their staff as a resource.
 - D. Ensures their opinion is the 'right' one.
- 5. Which concept best captures occupant comfort and indoor environmental quality?**
 - A. Building energy efficiency strategies.
 - B. Exterior environmental impact assessment.
 - C. Structural integrity metrics.
 - D. Indoor environmental quality (IEQ), including air quality, thermal comfort, and lighting.

- 6. Which leasing option is typically associated with flexibility and a lower initial capital investment?**
- A. Predictable cash flow and greater long-term control
 - B. Long-term control and appreciation of capital investment
 - C. Flexibility and lower initial capital investment
 - D. Greater initial investment and hedge against inflation
- 7. What is the primary concern when reviewing CAM expenses from a landlord?**
- A. Expenses Are Documented According to the Terms of the Lease and Add Up Correctly
 - B. The Total Due Versus Amount Budgeted
 - C. Expenses Add Up Correctly
 - D. Expenses Appear Reasonable When Compared to Last Year
- 8. Which statement best describes the required approach when developing a new corporation's master real estate plan?**
- A. Secure local code authority approval and approval from stockholders.
 - B. Obtain local labor force demographics and conduct a certified land survey.
 - C. Engage local community organizations and conduct a transportation study.
 - D. Involve all stakeholders and conduct due diligence studies.
- 9. In selling a facility manager's strategy, budget, and operational arguments to management, the facility manager MUST construct their presentation using**
- A. language attuned to management
 - B. outstanding graphics
 - C. financial metrics
 - D. business successes
- 10. Amortization applies to intangible assets. Which option correctly identifies an intangible asset?**
- A. Patents and trademarks
 - B. Buildings
 - C. Equipment
 - D. Land

Answers

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

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Explanations

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1. Which of the following is a reason to consider a real estate sale-leaseback option?

- A. It raises funds for up to 100% of the property value.**
- B. Lease payments are not tax deductible.
- C. Property is sold to a holding company to lease out in the market.
- D. It increases the company's tax burden.

Unlocking capital from owned real estate is the main reason to consider a sale-leaseback. By selling the property but continuing to use it under a long-term lease, the company converts an illiquid asset into cash while preserving operations and occupancy. This can provide liquidity up to the full property value, depending on terms and financing, which is a powerful way to free capital for growth, debt reduction, or other investments without moving the business. Lease payments are typically deductible as operating expenses for the lessee, so the statement about them not being deductible is not correct. And while a sale-leaseback can involve different structures, the primary appeal is liquidity and cash-flow stability, not increasing tax burden.

2. What distinguishes 'hard services' in facilities management?

- A. Soft services like cleaning and receptionist.
- B. Administrative duties only.
- C. IT network support.
- D. Physical infrastructure services such as mechanical, electrical, plumbing, and the building envelope.**

Hard services are the building's physical infrastructure and engineering systems—the mechanical, electrical, and plumbing networks, along with the building envelope (walls, roof, windows) and related controls. These are the technical systems that require ongoing maintenance to keep the facility operating safely and efficiently. Soft services, in contrast, cover occupants-facing tasks like cleaning, security, reception, and landscaping, which support comfort but aren't the building's core technical systems. Administrative duties and IT support are separate areas and not what defines hard services. So the distinguishing factor is the focus on physical infrastructure and the building's technical systems.

3. Classifying the seriousness of a conflict involves weighing which factors?

- A. The intensity level of the conflict and the impact to the business.
- B. The intensity level of the conflict and the difficulty level of the resolution.**
- C. The negotiating skills of the facility manager leader and positions of the parties involved.
- D. The potential for litigation and health and safety of the parties involved.

Assessing how serious a conflict is comes down to two things: how intense the conflict is and what impact it could have on the business. Intensity tells you how strong, frequent, or emotionally charged the dispute is, which helps gauge how quickly it might escalate and how much attention it needs. Impact to the business captures the potential consequences—disruptions to operations, financial costs, safety or regulatory risks, and damage to reputation. When you combine a high level of intensity with a large potential impact, the situation is clearly serious and merits urgent, resource-backed action. The other factors described—how hard it is to resolve or the specific negotiating skills of the leader—inform how you might address the issue, but they don't by themselves define how serious the situation is. Similarly, while the risk of litigation or health and safety concerns matter, they fall under the broader impact category rather than serving as standalone measures of seriousness.

4. Which action defines an effective leader?

- A. Creates an environment where all feel valued.
- B. Takes credit for the work of their organization.
- C. Refers to their staff as a resource.
- D. Ensures their opinion is the 'right' one.

Effective leadership centers on valuing people and creating an inclusive environment. When team members feel seen, respected, and included, trust grows and psychological safety increases, making it more likely they'll speak up, share ideas, collaborate, and stay motivated to meet goals. This culture boosts engagement and performance and helps retain talent. Actions that seek to grab credit for others' work undermine trust and accountability, while referring to staff as a "resource" dehumanizes them and reduces motivation. Insisting that your own opinion is always right stifles input and learning. So, the best way to lead is by cultivating an environment where everyone feels valued.

5. Which concept best captures occupant comfort and indoor environmental quality?

- A. Building energy efficiency strategies.
- B. Exterior environmental impact assessment.
- C. Structural integrity metrics.
- D. Indoor environmental quality (IEQ), including air quality, thermal comfort, and lighting.

Indoor environmental quality (IEQ) is the set of conditions inside a building that directly affect how comfortable and healthy occupants feel. IEQ focuses on factors people experience daily, especially air quality, thermal comfort, and lighting, along with related elements like acoustics and moisture. When ventilation provides clean, adequate air; temperatures stay within a comfortable range; and lighting is sufficient without glare, people perceive greater comfort and well-being. The other concepts address different aims—energy use, impacts on the exterior environment, or the building's structural safety—rather than the everyday indoor conditions that drive occupant comfort. So the best match for occupant comfort and indoor environmental quality is IEQ, including air quality, thermal comfort, and lighting.

6. Which leasing option is typically associated with flexibility and a lower initial capital investment?

- A. Predictable cash flow and greater long-term control
- B. Long-term control and appreciation of capital investment
- C. Flexibility and lower initial capital investment
- D. Greater initial investment and hedge against inflation

The idea being tested is that some lease structures prioritize flexibility and minimizing upfront capital. In practice, an operating lease is designed to let you use an asset without taking ownership, which typically requires a lower upfront payment and offers easier term adjustments as needs change. This combination—lower initial cash outlay and the ability to scale, upgrade, or switch assets without large commitments—embodies the flexibility the statement describes. The other approaches emphasize owning the asset, longer-term control, or larger initial investments, which don't align with the flexible, low-upfront nature of this leasing option.

7. What is the primary concern when reviewing CAM expenses from a landlord?

- A. Expenses Are Documented According to the Terms of the Lease and Add Up Correctly**
- B. The Total Due Versus Amount Budgeted
- C. Expenses Add Up Correctly
- D. Expenses Appear Reasonable When Compared to Last Year

The main idea is that CAM charges must be documented in strict accordance with the lease and the totals must be calculated correctly. The lease defines what costs are billable, how they're allocated among tenants, and what supporting documentation is required. When the documentation aligns with those terms and the arithmetic adds up, the charges are transparent, enforceable, and less prone to disputes. Other checks, like comparing the total to a budget or to last year, are useful for oversight, but they don't substitute for lease-compliant documentation and accurate calculation.

8. Which statement best describes the required approach when developing a new corporation's master real estate plan?

- A. Secure local code authority approval and approval from stockholders.
- B. Obtain local labor force demographics and conduct a certified land survey.
- C. Engage local community organizations and conduct a transportation study.
- D. Involve all stakeholders and conduct due diligence studies.**

In master real estate planning for a new corporation, involve all stakeholders and conduct due diligence studies. This approach ensures the plan reflects the business's strategic goals while capturing the needs, constraints, and expectations of everyone affected, from executives and operations to finance, facilities, and potential partners or regulators. Early, broad involvement helps build alignment, governance, and buy-in, which are essential for moving a plan from concept to action. Due diligence studies provide the factual foundation the plan needs—assessing site feasibility, zoning and permitting requirements, environmental and regulatory compliance, market and financial viability, infrastructure and utility availability, transportation and access, and risk exposure. With this information, the master plan can set realistic timelines, budgets, and milestones, and identify any deal-breakers or opportunities early. While other tasks like securing approvals or gathering specific data can be important components, they don't by themselves ensure the plan is comprehensive or executable. The combination of inclusive stakeholder input and thorough due diligence delivers a robust, implementable roadmap that supports sound decision-making and successful realization of the project.

9. In selling a facility manager's strategy, budget, and operational arguments to management, the facility manager MUST construct their presentation using

A. language attuned to management

B. outstanding graphics

C. financial metrics

D. business successes

Communicating with management succeeds when the presenter uses language that speaks directly to management priorities and decision criteria. Language attuned to management frames the facility's strategy, budget, and operations in terms that leadership cares about—outcomes, risk, financial impact, and alignment with organizational goals—so the message is clear, credible, and persuasive. This approach helps decision-makers evaluate the proposal quickly, understand its relevance, and see how it fits with broader priorities, making buy-in more likely. While strong graphics or solid financial metrics can support the case, they don't substitute for presenting in management-friendly language that connects the proposal to what leadership values and monitors. Even evidence of business successes matters, but it's most effective when it's conveyed in a way that resonates with the manager's perspective and criteria.

10. Amortization applies to intangible assets. Which option correctly identifies an intangible asset?

A. Patents and trademarks

B. Buildings

C. Equipment

D. Land

Amortization is the process of allocating the cost of intangible assets over their finite useful lives. Intangible assets are non-physical rights or privileges a business owns, such as patents and trademarks, which have a defined period over which their value is expensed. Among the options, patents and trademarks represent non-physical assets used in operations, making them intangible. They have finite or effectively finite lives, so their cost is systematically expensed over that period. In contrast, buildings, equipment, and land are tangible assets—physical items that are depreciated (and land, having an indefinite life, is typically not depreciated). This is why patents and trademarks are identified as the intangible asset.

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://ifmacfm.examzify.com>

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

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