

Advanced Facilities Management Training

Description

Introduction

This Advanced Facilities Management training programme is designed to provide delegates with a comprehensive overview of the key concepts and ideas regarding facilities management within the engineering, production, facilities, and/or maintenance sectors. In particular, successful delegates of this programme will be able to:

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- Develop an understanding of the role of the facilities manager
- Understand the requirements of facilities management within the organisation
- Identify skills and competencies required by a facilities manager
- Develop effective maintenance management systems
- Appreciate and apply risk management techniques
- Incorporate key statistical methodology within maintenance planning

The Outlines

ROLE OF THE FACILITIES MANAGEMENT TEAM WITHIN THE ORGANISATION

- Overview of FM
- Understanding the importance of FM
- Expectations of FM
- Facilities Needs Assessment
- Defining Hard and Soft services
- Core Competencies of an FM professional

KEY ELEMENTS OF FACILITIES MANAGEMENT

- Understanding the organisational goals and objectives
- Understanding Support Services
- Managing People and Resources
- Managing Premises

- Managing Contractors on a daily basis
- Managing the Working Environment

MAINTENANCE AND REPAIRS

- Heating, Ventilation and Air Conditioning (HVAC) Maintenance
- Lifts and Escalators Maintenance
- Structural and Buildings Maintenance
- Fire systems maintenance including IT Infrastructure
- Environmental elements of Facilities Management

MANAGEMENT AND CONTROL

- Managing Internal Customer Service and Expectations
- Managing Risk
- Controlling Costs
- Service Level Agreements
- Contractors' Performance
- Space Management

ROLE & CONTRIBUTION OF THE MAINTENANCE FUNCTION WITHIN THE ORGANISATION

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- Overview of the maintenance function
- Key principles within maintenance management
- The impact of "uptime" on the organisation
- The impacts of "downtime" on the organisation

KEY MAINTENANCE STRATEGIES

- Developing preventative maintenance strategy
- Developing corrective maintenance strategy
- Developing emergency maintenance strategy
- Monitoring & measuring the combined strategy effectiveness

HEALTH, SAFETY, ENVIRONMENTAL AND WORKPLACE LEGISLATION

- Health and Safety at Work
- Handling workplace law
- Environmental efficiency
- External accreditation systems – safety, quality and environmental

UTILISING KEY METHODOLOGIES WITHIN MAINTENANCE

- Calculating mean time between failure
- The "Bath tub" failure model
- Probability analysis
- Risk management – The FMEA model

MANAGING MAINTENANCE SYSTEMS

- Managing the maintenance budget
- Variance analysis & corrective actions
- Engaging with stakeholders
- Measuring & reporting upon maintenance systems benefits – risk avoidance, service availability metrics & financial benefits

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