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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Maintenance, Operation & Facilities Cleaning – Technical Requirements

المتطلبات الفنية لأعمال الصيانة والنظافة والتشغيل للمرافق

22 – 26 March 2020

Muscat / Sultanate of Oman

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

Due to the significant growth of the construction industry, many buildings, infrastructure and other types of projects have been constructed and completed to improve the quality of human living. The completion of such projects opens new crucial windows of problems for some and opportunities for others. Problems have been reported on the lack of knowledge and skills to properly execute the maintenance and operation contracts of these multi-million dollars facilities. The knowledge in coordinating and overseeing a safe, secure, and environmentally-sound operations and maintenance of these assets in a cost effective manner is vital in the long-term preservation of the asset value. Smooth operation and maintenance services would ensure that the facilities are operated and maintained to maximize their usage economically and for pleasant use by occupants.

This 5-day course which is conducted in English, is delivered in 5 separate modules to provide an understanding of the concept of operations and maintenance and the efficient management of related contracts. The course has been divided into the following sections: Decision Making and Thinking Theory, Overview of Asset and Facility Management, Theory and Concept, Facilities Management, Facilities Planning and Design and Operations Management Implementation.

Presented by some of industry's leading academics cum specialists and consultants, the topics will be both challenging and practical. This program offers an opportunity to improve knowledge and skills of those who are responsible in managing and supervising the operations and management contracts and for those who desires an uninterrupted service to clients and users of facilities. All these targets will be achieved as participants are exposed to the experiences and knowledge of speakers who have been in this business for more than a decade.

## Who Should Attend?

- Project Directors, Construction Managers and Facility Managers
- Project Managers, Senior Managers and Quantity Surveyors
- Managers and Technical personnel working in Consultants, Contractors and Suppliers organizations
- Plant and Building Supervisors and Managers
- Policy makers responsible for development and implementing national sustainable development strategies, and
- Researchers and academics involved in the construction and building industries

## Course Outline

### **Day 1:**

- Overview of Asset and Facility Management theory and concept
- Understanding Asset Life Cycle
- Break
- Operation & Maintenance versus Facilities Management
- Asset and Facilities Management Challenges and Future Trend
- Lunch

### **Day 2:**

- Facility Planning and Design
- Service Delivery Philosophy and Strategy
- Break
- Implementation Plan, Cost Strategy and Organization Structure
- Integrating Sustainable Development in FM
- Lunch

### **Day 3:**

- Problem Solving-Decision Making and Thinking Theory

### **Day 4:**

- Asset and Facilities Management
- Facilities Management – Principles and Techniques and the Malaysian Experience
- Break
- Key Aspects of Facility Planning and Design
- Developing Operation Strategies at the KLCC
- Lunch

### **Day 5:**

- Operations Management Implementation

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

## Schedule

**The course agenda will be as follows:**

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*