PROJACS ACADEMY
by egis

Managing Contractors & Consultants' Performance Assessment in O&M and Facility Contracts

الاشراف على اعمال المقاولين والاستشاريين وتقييم الأداء في عقود التشغيل والصيانة والمرافق

14 – 18 August 2023

Tbilisi / Georgia

Introduction

Facility management (or facilities management or FM) is a professional management discipline focused upon the efficient and effective delivery of support services for the organizations that it serves. The ISO defines FM as the "organizational function which integrates people, place and process within the built environment with the purpose of improving the quality of life of people and the productivity of the core business."

Managing the contractors and consultant is a major part in managing the facility from all aspects in industry.

Objectives

This intensive 5-day course has been designed to benefit engineers and technicians who are involved in the operation and maintenance of any facility. It covers all the fundamentals of Maintenance as well as the advanced techniques for optimizing the facility management performance. The course also focuses on the main tools to enhance the lack of knowledge to properly execute the maintenance and operation contracts of these facilities. 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.

The program is designed in the form of a series of lectures and case studies to provide an understanding of the concept of operations and maintenance and the efficient management of related contracts in order to increase the facility maintenance and replacement life cycle.

Who Should Attend?

Maintenance planners, engineers and qualified technicians. It is also for the facility responsible persons.

Course Outline

Day One

FACILITIES ASSESSMENT
- Criteria and Checklists
- Benchmarks
- Contract Types

FACILITIES MANAGEMENT CONCEPTS
- Facilities Planning
- Facilities Organization Issues

ALTERNATIVE MAINTENANCE CONCEPTS
- Types of Maintenance
    - Maintenance philosophy
    - Reactive maintenance
    - Time based maintenance
    - Condition based maintenance
    - Proactive maintenance

Day Two

MAINTENANCE CONTROL SYSTEMS/PROCEDURES
WORK REQUEST/WORK ORDER SYSTEM
TYPICAL FILES FOR MAINTENANCE CONTROL
- Work Request/Order Backlog File
- Scheduling Backlog File
- Awaiting Materials File
- Preventive Maintenance Control File
- Closed Work Request/Order File
- Inventory Control File

MANAGEMENT REPORTS
- Maintenance Backlog Report
- Maintenance Performance Report
- Monthly Status Report

Day Three

APPLICATION OF MAINTENANCE PROGRAMMERS
MAINTENANCE STRATEGIES
FACILITIES OPERATIONS

- Challenges
- Performance Indicators
- Evaluation

FACILITIES MANAGEMENT AND THE BUILDING CODE

- Alarm Systems
- Fire Suppression Systems

Day Four

INITIATING MAINTENANCE REQUESTS

- Procedure

PROCESSING BY WORK RECEIPT AND CONTROL

- Unplanned Maintenance
- Planned Maintenance
- Procedure
- PLANNING
- Estimating
- Labor
- Management software (e.g.: MS Project, Primavera, Excel)

PERFORM MAINTENANCE PLANNING AND SCHEDULING
KEY PERFORMANCE INDICATORS
BUILDING PM PROGRAM

Day Five

INSPECTION & REMAINING LIFE EVALUATION OF FACILITIES EQUIPMENT

APPLYING THE PREDICTIVE APPROACH

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 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, 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*

- **3,600 USD**
  **VAT is Excluded If Applicable*

المقدمة

إدارة المرافق هي تخصص إداري احترافي يركز على تقديم خدمات الدعم بكفاءة وفعالية للمنظمات التي تخدمها. تُعرِّف ال ISO إدارة المرافق على أنها "الوظيفة التنظيمية التي تدمج الأشخاص والمكان والعملية داخل البيئة المبنية بهدف تحسين نوعية حياة الأفراد وإنتاجية الأعمال الأساسية."

تعتبر إدارة المقاولين والاستشاريين جزءًا رئيسيًا في إدارة المنشأة من جميع الجوانب في الصناعة.

الاهداف

تم تصميم هذه الدورة التدريبية المكثفة لمدة ٥ أيام لإفادة المهندسين والفنيين الذين يشاركون في تشغيل وصيانة أي منشأة. تغطي جميع أساسيات الصيانة بالإضافة إلى التقنيات المتقدمة لتحسين أداء إدارة المرافق. كما تركز الدورة على الأدوات الرئيسية لتعزيز نقص المعرفة لتنفيذ عقود الصيانة والتشغيل لهذه المرافق بشكل صحيح. تضمن خدمات التشغيل والصيانة السلس تشغيل المرافق وصيانتها لتعظيم استخدامها اقتصاديًا وللاستخدام الممتع من قبل شاغليها.

تم تصميم البرنامج على شكل سلسلة من المحاضرات ودراسات الحالة لتوفير فهم لمفهوم العمليات والصيانة والإدارة الفعالة للعقود ذات الصلة من أجل زيادة صيانة المنشأة ودورة حياة الاستبدال.

الحضور

مخططو الصيانة والمهندسون والفنيون المؤهلون. كما أنها تخص الأشخاص المسؤولين عن المنشأة.