



PROJACS ACADEMY
by @egis



Building Services Maintenance and Management

صيانة وإدارة خدمات المباني

10 – 14 July 2023

Baku / Azerbaijan

Introduction

Building Services deliver the comfort, security, safety, communication, protection, movement and control that tenant's need in their buildings. Without these different systems, the modern Built Environment would simply not function. The correct management, operation and maintenance of these Building Services systems is therefore crucial.

This course begins by examining different Building Services systems and the crucial role they play in making properties work. The course then explores the 14 categories of Building Services to understand different systems and their maintenance requirements. As the course progresses, common maintenance terminology and the procurement of maintenance services are also discussed.

This unique course is based on several highly respected guidance publications: SFG20 - The standard maintenance specification for Building Services; BSRIA BG66/2016 - A guide to best practice procurement of maintenance contracts; CIBSE GVM14 - Maintenance engineering and management; and NRM 3 - Order of cost estimating and cost planning for building maintenance works.

Objectives

By the end of the program delegates will be able to:

- Explain the importance of Building Services systems to the high performance of any property
- Classify the 14 types of Building Services systems that are found in buildings
- Describe how SFG20 can be used to manage the delivery of Building Services maintenance works in a controlled manner
- Recognise why different maintenance tasks require various skill sets and need to be undertaken at different frequencies
- Identify common and critical Building Services elements that need maintaining

Target Audience

This course is aimed at senior personnel involved in the management, operation and maintenance of buildings. Some ideal participants include but are not limited to: estates directors, commercial managers, procurement managers, facilities management, quality managers, health and safety managers, building managers, leasing managers, maintenance managers, asset managers, sustainability managers, and project managers

Target Competencies

- Building management
- Maintenance planning
- Maintenance strategy
- Building services system design

Course Outline

Day One:

Introduction to Building Services:

- The 21st century built environment
- Building Services – What they are and why they are important
- The 3 key elements of Building Services systems
- The 14 categories of Building Services systems

Day Two:

Building Services Maintenance:

- Maintenance – What it is and why it matters
- Common terms used in Building Services maintenance
- Delivering a maintainable building

Day Three:

Building Services Maintenance Standards:

- SFG20 – The standard specification for maintenance of Building Services
- Building Services systems and their maintenance (part 1)

- Sanitary installations
- Services equipment
- Disposal installations
- Water installations
- Heat sources

Day Four:

Building Services systems and their maintenance:

- Building Services systems and their maintenance (part 2)
- Space heating
- Air conditioning
- Ventilation systems
- Electrical installations
- Fuel installations

Day Five:

Building Services systems and their maintenance (Continued):

- Building Services systems and their maintenance (part 3)
- Lift and conveyor installations
- Fire and lightning protection
- Communication systems
- Security and control installations
- Specialist installations and builders work

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, 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*

- **3,500 USD**
**VAT is Excluded If Applicable*