



an  egis company

بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Facility Management

27 – 29 September 2020  
ONLINE COURSE

A Member of:



PROJACS ACADEMY



[ProjacsAcademy.com](http://ProjacsAcademy.com)



## Introduction

Facilities like buildings, utility plants, power & water distribution networks, production plants, parking lots and landscaping become more and more flexible, complex and expensive. That is why Facilities Management is a big business nowadays. It is one of the largest budget expenses and therefore one of the major sources of cost savings. However not at all costs, because facilities are a major asset too.

This course shows you how to apply the best practices to organize and manage a facilities department as a successful “business within a business”. The goal is to operate and maintain the facilities in an effective and efficient way, in order to integrate function, people and place.

The course is about finding the right balance between asset performance (functionality, availability, reliability, safety and security) and costs, about the right balance between operating and maintaining the facilities in-house or contracting it out.

I want you not just to enjoy this course, I want you to get a real return on your investment!

## Course Outlines

### **An Overview of Facilities Management**

- The Facilities Management process
- Facilities planning and realization
- Facilities operations
- Individual assessment

### **The Basic Elements of Facilities Management**

- Strategic & annual planning
- Design, build, maintain cycle
- Work planning & control

### **Facility Condition Assessment**

### **Step-By-Step Development of Facility Management Services**

- Definitions and Scope of this Guide
- The Five Phases of facility Management
  - The Five Phases of the facility Management
  - How to Use the five phases

- Phase 1: Identification of Service Potentials
  - Describe Building Functionalities and User Types
  - Summarise Existing Services
  - Analyse Service Trends
- Phase 2: Generation and Evaluation of Service
  - Generate and Collect Service Ideas
  - Evaluate Service Ideas
- Phase 3: Definition of Service Modules and Default Combinations
  - Define Service Modules
  - Specify Service Processes and Resources
  - Elaborate Marketing Concept

#### **Facility and Maintenance Management**

- Outsourced Service objectives
- Life-cycle investment cycle
- The Facility Management organization
- Types of maintenance programs
- The facility management decision system
- 3rd generation maintenance management (RCM)

#### **Preventive Maintenance & Maintenance Strategy**

- Understanding risk
- Risk Based Maintenance - the methodology
- Seven steps in developing an effective and risk-based maintenance strategy
- Defining maintenance tasks
- Inspection and avoid failures and faults

#### **Facility Management and the building code**

#### **Outsourcing and Contracting**

- What to outsource and what not
- Establishing an appropriate tendering process
- Establishing an appropriate contract payment structure

## Training Method

- Live group instruction through the online platform.
- Use of real-world examples, case studies and exercises.
- Interactive participation and discussion.
- Powerpoint presentation, and online activities.
- Self-assessment tests and group think exercises.
- Mini-individual presentation and sharing feedback.

## Duration

### Three-Day Program

## Schedule

### Daily Schedule\*:

- Session 1 09:00AM - 10:00AM
- Break 10:00AM - 10:15AM
- Session 2 10:15AM - 11:15AM
- Break 11:15AM - 11:30AM
- Session 3 11:30AM - 12:30PM
- Q & A 12:30PM - 01:00PM

\* Mecca time

\* Course agenda can be adjusted according to client's preference

## Course Fees\*

- **700 USD**  
\*VAT is Excluded If Applicable