



Facility Management



3 - 7 February 2025



Vienna

# Facility Management

course code: E6003 From: 3 - 7 February 2025 Venue: Vienna - course Fees: 4500 Euro

## Program Objectives:

**By the end of the program, participants will be able to:**

- Understand the foundations of facility management.
- Optimize people, process, assets and the work environment to support delivery of the organization business objectives.
- Know the managerial, technical, and financial considerations of facility management.
- Discover the importance of proper maintenance management and project management of facility management.

## This Program is designed for:

Personnel who are interested in learning facility management and the considerations that affect facility management. This program is worth 25 NASBA CPEs.

## Program Outline:

### Overview of Facility Management

- What Is Facility Management?
- The Role of the Facility Manager

### Facility Management Planning

- Annual Facility Planning
- Long Range Planning

### Facility Financial Management

- Trend and Ration Analyses
- Capital Budgeting Evaluations
- Risk Analysis Models
- Investment Value Approach
- Outsourcing

### Real Estate Planning and Considerations

- The Process of Acquisition
- Site Criteria Considerations
- Lease Considerations
- Purchase Considerations

### Engineering Planning

- Design Requirements and Layouts
- Space Planning
- Facility Management Information System
- Project Management

- Budgeting
- Bidding
- Service Level Agreement

### **Maintenance and Operations**

- Corrective Maintenance
- Preventive Maintenance
- Predictive Maintenance

### **Health and Safety Considerations**

