



A 2-day intensive course on

Facilities Management

For Facility Managers, Facility Engineers,
Facility Supervisors, Property/Asset Managers,
Plant Engineers and Maintenance Engineers

16-17 February 2009 | JW Marriott Hotel , Kuala Lumpur

COURSE HIGHLIGHTS:

- The Role Of Plant Facility Engineers / Managers
- Operation And Maintenance Of The Various Mechanical And Electrical Services
- Types Of Plant Maintenance:-
 - Preventive Maintenance (PM)
 - Predictive Maintenance (PdM)
- Facility General Maintenance
- Effective Energy And Water Consumption Management Strategies
- To Reduce Operational Costs
- Outsourcing Facility Management
- Computerised Maintenance Management System (CMMS)
- Safety Issues In Facility Management
- Crisis Management

COURSE INTRODUCTION

Over the years, facilities management has gained recognition as a strategic component responsible for the success of an organization. It is moving away from its traditional focus on building to the people and business itself.

The ever increasing advancement of technology has helped smoothed the facilities operation for most organizations. It is widely accepted that practitioners need to keep up with the available technology offerings, to ensure that their daily duties are made easier.

This session will discuss the latest offering of new technologies and how they can play an important role in facilities management.

AFTER ATTENDING THIS COURSE, YOU WILL RETURN TO YOUR JOB...

- 1. Practicing And Applying The Concepts Of Facilities Management.**
- 2. Having A Firm Grip On The Various Terminologies Used In Facilities Management.**
- 3. Understanding Better The Advantages Of The CMMS.**
- 4. Understanding Clearly The Interaction Between PM And PdM Activities.**
- 5. Obtaining the most up-to-date information on new technologies available to ease the operations of you facilities management.**

METHODOLOGY

Lecturers, Discussion, Exercises & Calculations to ensure participants have a better understanding to improve their efficiency level.

Day 1

Monday, **16 February 2009**

9.00 **THE ROLE OF PLANT FACILITY ENGINEERS / MANAGERS**

- What is Facilities Management
- The evolvement of the term Facility Management
- What is a Facility Manager
- Common Facility Management Tasks
- The Facility Management Industry
- Reviewing today's facility manager's roles, responsibilities and obligations – How can they add value to the organisation in the future.
- Understanding your Facility Management Vision and Mission

10.30 Morning Coffee

10.45 **OPERATION AND MAINTENANCE OF THE VARIOUS MECHANICAL AND ELECTRICAL SERVICES**

- Common problems encountered in Air Conditioning systems and its counter measures
- Designing an Effective Pressure Booster System for a Multiple shower System:- A Case Study
- Improvement and Maintenance Programmes for Existing Buildings

TYPES OF PLANT MAINTENANCE

12.00 a) **PREVENTIVE MAINTENANCE (PM)**

- General
- Scope of Work
- Workmanship and Materials
- Supervision and Workforce
- Service and Maintenance Records
- Repair to Defects
- Other Functions
- Operations and Maintenance of the various M&E Services

- Maintenance Schedules for the various M&E Services

1.00 Lunch & Zohor

2.00 **cont. PREVENTIVE MAINTENANCE (PM)**

- Preventive Maintenance Development
- Preventive Maintenance Work Order dispatch
- Preventive Maintenance Work Order activity
- Facility Maintenance Performance Review
- Inventory Management
- Quality Control Process Flow
- Quality Control

3.00 **b) PREDICTIVE MAINTENANCE (PdM)**

- Objective
- Methodology
- Frequency

3.30 Afternoon Tea

3.45 **FACILITY GENERAL MAINTENANCE**

- Performance review
- Process Flow Chart for Maintenance Audit
- Audit Summary Sheet

5.00 End of Day 1

Day 2

Tuesday, 17 February 2009

9.00 **EFFECTIVE ENERGY AND WATER CONSUMPTION MANAGEMENT STRATEGIES TO REDUCE OPERATIONAL COSTS**

- Energy Conservation Policies
- Effective Energy And Water Consumption Management Strategies To Reduce Operational Costs
- Old Building Equipment Versus New Ones (Comparison Of Energy Usage)
- Energy Efficiency And Conservation Principles
- Energy Efficiency And Conservation Practice For Pumps:- A Case Study

10.30 Morning Coffee

10.45 **OUTSOURCING FACILITY MANAGEMENT**

- When And How
- Developing Key Performance Indicators (KPI) For “Best In Class” Facility Management
- In-House Versus Outsourcing Of The Facility Management Unit
- KPI’s / Service Level Agreements – The Do’s And Dont’s

12.00 **COMPUTERISED MAINTENANCE MANAGEMENT SYSTEM (CMMS)**

- The Asset Register
- Work Requests Tasking

1.00 Lunch & Zohor

2.00 **SAFETY ISSUES IN FACILITY MANAGEMENT**

- Policy Statement
- Safety Program Organization
- Safety Responsibilities And Accountabilities
- Work Practices
- Loss Prevention
- Accident Reporting
- Hazard Communication
- Emergency Response Plan
- OSHA Inspection
- Designing An Effective Fire Detection And Protection System For Production Facilities

3.30 Afternoon Tea

3.45 **CRISIS MANAGEMENT**

- Crisis Management Team
- Crisis Management Planning
- Corporate Crisis Management Plan And Capability

5.00 End of Course

REGISTRATION

Update your details at www.cmtevents.com

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Name _____
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 Position _____
 Email _____
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Company _____
 Address _____
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 Approving Manager's Name _____
 Position _____
 E-mail _____

Fees: The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
Regular Fee	RM2,295	RM1,895 (MIN SAVINGS OF RM1,200)

* Terms and conditions apply.

Cancellations, Refunds & Transfers: A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

Cheques : Crossed & payable to
 "Centre for Management Technology Sdn Bhd"

Photocopy Registration Form to Preserve Brochure Copy, February 2009

TELEGRAPHIC TRANSFER

Account Name: **Centre for Management Technology Sdn Bhd**
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 Bank: **Public Bank Berhad**
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TO REGISTER

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 Post to : Lot 7.03, 7th Floor, North Block, The Ampwalk,
 218 Jalan Ampang, 50450 Kuala Lumpur

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to you career.

COURSE TIMING
 Registration: 8.30 am, Course Begins: 9.00 am,
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,
 Tea Break: 3:30 pm, Course Ends: 5.00 pm

Register online ~ www.cmtevents.com

LEARN FROM THE BEST

N. JAYASEELAN, BACHELOR OF ENGINEERING (HONS) MECHANICAL

JAYASEELAN has about 25 years of working experience in various industries, which includes being a **General Manager for Facilities Management for a Facility Management Company** involved in the management of various facilities, including manufacturing plants, high-rise commercial buildings, chemical plants etc. He has vast theoretical and practical knowledge of the various M&E equipment used in industry.

He was a recipient of the Association of Overseas Technical Scholarships (AOTS) award on two occasions, awarded by the Ministry of Economy, Trade and Industry of Japan. **Jayaseelan was also a member of the working group to draw up the energy efficiency and energy conservation guidelines for pumps and compressors for Malaysian industries organised by the Institution of Engineers, Malaysia, Pusat Tenaga Malaysia, and the Ministry of Energy, Water and Communications (KTAK).**

He also actively writes technical articles for various international journals and magazines.

Jayaseelan is a Graduate Member of the Board Of Engineers (BEM), Malaysia, a Corporate Member of the Institution of Engineers, Malaysia (IEM), a Member of the Institution of Mechanical Engineers, United Kingdom (IMechE), an Associate Member of the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) and a Member of the American Society of Mechanical Engineers (ASME).