

TRAINING TITLE

MAINTENANCE MANAGEMENT OF BUILDING AND FACILITIES

Training Duration

5 day

Training Venue and Dates

Ref. No. ME163	Maintenance Management of Building and Facilities	5	23-27 June 2025	\$5,500	Abu Dhabi, UAE
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In any of the 4 or 5-star hotels. The exact venue will be informed later.

Training Fees

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

Training Certificate

Define Management Consultants Certificate of course completion will be issued to all attendees.

TRAINING DESCRIPTION

This course covers the principles and best practices of maintenance management for buildings and facilities. Participants will learn about the various aspects of building maintenance, including preventive maintenance, asset management, and the integration of technology in maintaining facilities to ensure safety, functionality, and efficiency.

TRAINING OBJECTIVES

By the end of the course, participants will be able to understand

- Understand the fundamentals of maintenance management in buildings and facilities.
- Learn the importance of preventive maintenance and asset management.
- Develop skills for scheduling and managing maintenance activities.
- Understand how to manage budgets, resources, and teams in facility maintenance.
- Learn to integrate technology (e.g., CMMS, IoT) into maintenance processes.

WHO SHOULD ATTEND?

- Facility managers and building maintenance supervisors.
- Maintenance engineers and technicians.
- Operations and facility management professionals.

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- Anyone interested in learning about efficient building and facility maintenance management.

TRAINING METHODOLOGY

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

COURSE PROGRAM

Day 1: Introduction to Facility Maintenance Management

- Overview of building and facility maintenance
- Types of maintenance: Reactive, preventive, predictive, and condition-based
- Key concepts in maintenance management: Life cycle costs, asset management, and reliability
- Role of facility managers in maintenance activities

Day 2: Preventive and Predictive Maintenance

- Importance of preventive maintenance programs
- Creating and managing maintenance schedules
- Predictive maintenance techniques and technologies
- Tools and equipment for effective preventive maintenance

Day 3: Asset Management and Documentation

- Asset lifecycle management and tracking
- Maintenance documentation: Logs, reports, and maintenance records
- CMMS (Computerized Maintenance Management Systems) and software tools

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- Managing warranties, service contracts, and vendor relationships

Day 4: Managing Maintenance Resources and Budgeting

- Resource planning: Staffing, training, and outsourcing decisions
- Budgeting for maintenance operations
- Cost optimization strategies in building maintenance
- Handling emergencies, downtime, and facility repairs

Day 5: Technology Integration and Trends in Facility Maintenance

- Use of technology in maintenance: IoT, smart buildings, and automation
- Implementing CMMS for streamlining maintenance workflows
- Trends in building and facility management: Sustainability, energy efficiency

NOTE:

Pre- & Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day reviews, and assessments will be carried out.

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