

# Facility Management (Operation & Maintenance)





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#### Introduction

Hundreds of organizations around the world reach an internationally recognized level of quality and safety.

Facility management is a field that encompasses multiple disciplines to ensure functionality, comfort, safety and efficiency of the built environment by integrating people, place, process and technology. Facility management involves a range of third-party providers that must be carefully managed especially in hospitals & medical sectors.

## Course Objective of Facility Management Operation & **Maintenance**

- Define the foundations of Facility Management and understand Facility Management strategies
- Understand service delivery and performance management
- Adopt best practice in managing the Facility Management function for hospitals
- Outline the considerations in Facility Planning
- Adopt best practice in managing the Facility Management function

## Course Outlines of Facility Management Operation & **Maintenance**

#### Day 1

#### The Foundations of Facility Management in hospitals

- Key concepts
- Core competencies
- Roles and responsibilities

#### Day 2

**Facility Planning & Safety** 

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- Key issues
- Utilizing space
- Stakeholder management
- Risks vs. safety

#### Day 3

#### **Facility Management Strategies in hospitals**

- The business context and drivers
- Strategy formulation, analysis, development and implementation
- FM Strategy checklist

#### Day 4

#### Managing the workplace

- People management
- Productivity
- · Health, safety and security
- 55

#### Day 5

#### **Service Delivery and Performance Management in hospitals**

- Continuity of service
- Managing service providers
- Managing performance
- SLA's / KPI's
- Dealing with poor performance

#### Understand the role of Project and Maintenance Management in Facility Management

- Project Management phases and skills
- Maintenance management essentials
- Continuous improvement in FM



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