MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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EFFECTIVE FACILITIES MANAGEMENT AUDIT

"Driving Operational Excellence, Compliance & Cost Efficiency in Facility Operations"

Schedule

Date	Venue	Fees
19 – 23 Oct 2026	London, UK	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Facilities Management (FM) is essential for the seamless functioning of infrastructure, equipment, and support services within organizations. An effective facilities management audit ensures that FM operations are efficient, compliant, and aligned with organizational goals. It identifies gaps, assesses risks, ensures statutory compliance, and supports continuous improvement.

This hands-on course provides participants with the tools, knowledge, and frameworks needed to plan, conduct, and report comprehensive FM audits. Emphasis is placed on evaluating building systems, service contracts, energy use, safety, maintenance planning, vendor performance, and sustainability—ensuring both operational efficiency and strategic value.

Objectives

By the end of this course, participants will be able to:

- Plan and execute comprehensive audits of facilities management functions
- Assess compliance with regulatory, safety, and contractual obligations
- Identify inefficiencies and opportunities for performance improvement
- Apply structured audit tools, checklists, and scoring systems
- Report findings clearly and recommend corrective actions

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Why Attend

- Strengthen oversight of FM service delivery, costs, and risks
- Improve maintenance effectiveness and asset reliability
- Support sustainability and energy-saving initiatives
- Prepare for ISO 41001, HSE, and internal compliance audits
- Gain practical experience in auditing real FM systems and processes

Target Audience

This program is designed for:

- Facilities managers and engineers
- Internal auditors and quality assurance professionals
- Health, Safety, and Environment (HSE) officers
- Operations and property managers
- Consultants and professionals involved in FM compliance and inspections

Individual Benefits

Key competencies that will be developed include:

- Facilities audit planning and execution
- Contract performance assessment and cost analysis
- Regulatory compliance and safety audit skills
- Risk-based prioritization and corrective action planning
- Use of audit templates, rating systems, and reporting tools

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved service delivery and vendor accountability
- Enhanced safety, compliance, and operational control
- Lower costs through efficiency and defect elimination
- Support for strategic planning and FM system upgrades
- Readiness for third-party certifications and client audits

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – FM standards, audit principles, and legal frameworks
- Case Studies – Real-world audit findings and remediation strategies
- Workshops – Audit planning, checklist development, and scoring
- Peer Exchange – Experience-sharing across sectors and facility types
- Tools – Audit templates, defect logs, scoring matrices, and reporting formats

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Facilities Management Auditing

- Module 1: Scope and Purpose of FM Audits (07:30 – 09:30) • Types of audits – compliance, performance, safety, contract • Benefits and challenges of FM auditing
- Module 2: FM Standards and Legal Obligations (09:45 – 11:15) • ISO 41001, OSHA, fire safety, energy, and environmental codes • Municipal, building code, and landlord obligations
- Module 3: FM Audit Planning and Documentation (11:30 – 01:00) • Objectives, scope, resources, audit team, schedule • Using standard audit forms and checklists
- Module 4: Workshop – FM Audit Scope Definition (02:00 – 03:30) • Develop an audit scope and schedule for a sample facility

Day 2: Building Systems, Maintenance & Utilities

- Module 1: Maintenance Program Evaluation (07:30 – 09:30) • PM/PdM plans, backlog analysis, CMMS audit • Asset condition and lifecycle performance
- Module 2: Building Services and Systems (09:45 – 11:15) • HVAC, electrical, plumbing, elevators, lighting audits • Inspection frequency, failure patterns, vendor performance
- Module 3: Energy and Utility Usage (11:30 – 01:00) • Energy efficiency, consumption benchmarks • Water, gas, and waste management compliance
- Module 4: Workshop – Technical System Audit Simulation (02:00 – 03:30) • Complete a checklist for a sample HVAC and lighting system

Day 3: Safety, Environment, and Compliance Auditing

- Module 1: HSE and Emergency Systems Audit (07:30 – 09:30) • Fire alarms, extinguishers, exits, drills • Incident logs and safety compliance
- Module 2: Environmental Compliance and Sustainability (09:45 – 11:15) • Hazardous materials, waste segregation, ISO 14001 alignment • Sustainable building practices and green audits
- Module 3: Legal Risk and Non-Compliance Detection (11:30 – 01:00) • Auditing against local codes and regulations • Document control and regulatory inspections
- Module 4: Workshop – HSE Gap Analysis (02:00 – 03:30) • Review findings and recommend safety improvements

Day 4: Vendor Contracts and Financial Review

- Module 1: Auditing FM Contracts and SLAs (07:30 – 09:30) • Service levels, KPIs, penalties, escalation mechanisms • Contractor documentation, insurance, licenses
- Module 2: Cost and Budget Audit (09:45 – 11:15) • Cost center analysis, budget vs actual • Identifying inefficiencies and overspend
- Module 3: FM Outsourcing and Contractor Performance (11:30 – 01:00) • Vendor scorecards and review processes • Performance risk and renewal criteria
- Module 4: Workshop – Contract Compliance Audit (02:00 – 03:30) • Audit sample contractor file and develop a compliance report

Day 5: Reporting, Improvement Planning & Certification

- Module 1: Audit Scoring and Rating Systems (07:30 – 09:30) • Heat maps, radar charts, severity ranking • Developing audit dashboards
- Module 2: Reporting and Communication of Findings (09:45 – 11:15) • Audit reports, corrective action tracking • Follow-up and continuous improvement
- Module 3: Final Review and Team Presentation (11:30 – 01:00) • Present group audit findings and improvement suggestions
- Module 4: Certification and Wrap-Up (02:00 – 03:30) • Action planning, feedback, and certificate distribution

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Certification

Participants will receive a Certificate of Completion in Effective Facilities Management Audit, confirming their expertise in planning, conducting, and reporting FM audits in line with international best practices and regulatory expectations.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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