MAWA EVENTS

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

Phone: +601116373203 | **Email:** info@mawaevents.net

FACILITY MAINTENANCE & MANAGEMENT WORKSHOP

"Optimize Operational Efficiency, Reliability, and Safety in Facility Operations"

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

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

Introduction

Facility maintenance and management is at the heart of operational efficiency, workplace safety, asset longevity, and service excellence. As organizations grow and expand, the need for structured, proactive, and data-driven facility management becomes critical to minimize downtime, reduce costs, and enhance user satisfaction.

This intensive 5-day workshop equips participants with essential technical, administrative, and strategic skills for maintaining and managing buildings, equipment, infrastructure, and support systems. The course integrates industry best practices, maintenance planning models, and practical exercises to ensure participants can apply effective solutions across a range of facility operations.

Objectives

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

- Apply preventive, predictive, and corrective maintenance strategies
- Plan and manage facility maintenance programs and budgets
- Optimize asset lifecycle, reliability, and energy efficiency
- Implement safety, compliance, and sustainability measures
- Use CMMS tools and performance metrics to enhance operations
- Develop service contracts and manage vendor relationships

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Why Attend

- Gain a structured framework for managing facility maintenance functions
- Improve operational reliability and extend equipment life
- Ensure compliance with health, safety, and environmental standards
- Apply industry tools and KPIs for performance improvement
- Learn how to reduce maintenance costs and response times
- Engage in practical exercises and benchmarking scenarios

Target Audience

This program is designed for:

- Facility and maintenance managers
- Building engineers and technicians
- Asset and operations managers
- Plant and infrastructure supervisors
- Health & safety officers
- Facility service providers and FM consultants

Individual Benefits

Key competencies that will be developed include:

- Asset management and preventive maintenance scheduling
- Failure analysis and risk-based inspection
- Budgeting and contract administration
- CMMS and data-driven decision-making
- Workplace safety, energy management, and sustainability

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved equipment reliability and reduced downtime
- Standardized maintenance procedures and documentation
- Better facility planning and resource utilization
- Reduced operational and energy costs
- Enhanced occupant satisfaction and workplace safety

Instructional Methodology

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

- Strategy Briefings – Maintenance systems, lifecycle planning, cost control
- Case Studies – Facility failures, maintenance successes, and lessons learned
- Workshops – Developing maintenance plans, inspection schedules, and SOPs
- Peer Exchange – Experience sharing on FM challenges and solutions
- Tools – Maintenance templates, KPIs, CMMS checklists, audit frameworks

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

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: Foundations of Facility Maintenance Management

- Module 1: Overview of Facility Maintenance Functions (07:30 – 09:30)
- Role of FM in operational efficiency and business continuity
- Module 2: Maintenance Strategies – Preventive, Predictive, Corrective (09:45 – 11:15)
- Selecting the right approach for different facility assets
- Module 3: Maintenance Planning and Scheduling Basics (11:30 – 01:00)
- Work order systems, task planning, and calendar-based scheduling
- Module 4: Workshop – Facility Maintenance Audit Exercise (02:00 – 03:30)

Day 2: Asset Management, Safety & Risk Control

- Module 1: Asset Lifecycle and Performance Optimization (07:30 – 09:30)
- Asset tagging, lifecycle costing, and reliability metrics
- Module 2: Facility Safety, Compliance, and Regulatory Requirements (09:45 – 11:15)
- OSHA, fire codes, inspections, and reporting
- Module 3: Risk Management in Maintenance Operations (11:30 – 01:00)
- Identifying and mitigating risks in FM procedures
- Module 4: Workshop – Developing a Maintenance Risk Plan (02:00 – 03:30)

Day 3: Budgeting, Contracts, and Service Level Management

- Module 1: FM Budgeting and Cost Control Techniques (07:30 – 09:30)
- Capital vs. operational expenses, forecasting, ROI
- Module 2: Outsourcing, Contracting, and Vendor Management (09:45 – 11:15)
- Service agreements, SLAs, KPIs, performance reviews
- Module 3: Facility Service Quality and Benchmarking (11:30 – 01:00)
- User satisfaction, quality audits, FM performance indicators
- Module 4: Workshop – FM Budget Plan and SLA Simulation (02:00 – 03:30)

Day 4: Technology Tools and Sustainability in FM

- Module 1: Computerized Maintenance Management Systems (CMMS) (07:30 – 09:30)
- Features, implementation, and best practices
- Module 2: Energy Efficiency and Sustainability in Facility Operations (09:45 – 11:15)
- HVAC optimization, water conservation, green cleaning
- Module 3: Smart Facility Technologies and Trends (11:30 – 01:00)
- IoT, remote monitoring, automation in maintenance
- Module 4: Workshop – CMMS Planning and Sustainability Review (02:00 – 03:30)

Day 5: Integrated FM Planning and Improvement

- Module 1: FM Strategic Planning and Policy Development (07:30 – 09:30)
- FM alignment with business goals and space strategies
- Module 2: Change Management in Maintenance Programs (09:45 – 11:15)
- Managing upgrades, renovations, and team transition
- Module 3: Continuous Improvement and FM Metrics Dashboard (11:30 – 01:00)
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Performance tracking, reporting, and analytics

- Module 4: Final Workshop – FM Improvement Plan Development (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion in Facility Maintenance & Management, validating their knowledge in maintenance planning, asset optimization, compliance, cost control, and FM improvement strategies.

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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