



مركز الوقت للتدريب
Time Training Center

**BUILDING & FACILITIES MAINTENANCE
MANAGEMENT COURSE**



Introduction

This course offers a comprehensive understanding of the principles and practices behind building and facilities maintenance management. Designed for facilities managers, maintenance supervisors, and building operations professionals, it delivers key skills needed to manage maintenance activities effectively. Participants will gain knowledge of systems upkeep, maintenance planning, budgeting, sustainability practices, and legal compliance. With growing demands for operational efficiency and asset longevity, expertise in facilities maintenance management is crucial for organizations across all sectors.

Learning Objectives

- Understand key concepts of facilities maintenance
- Apply preventive and predictive maintenance strategies
- Manage building systems and critical components
- Plan and schedule maintenance activities efficiently
- Implement cost control and budgeting measures
- Ensure compliance with health, safety, and regulations

Course Details

Mode of Training	Classroom or Online
Duration	5 Days

Who Should Attend

- Facilities Managers and Supervisors
- Maintenance Engineers and Technicians
- Property and Building Managers
- Health, Safety, and Environment (HSE) Officers
- Professionals involved in infrastructure maintenance

Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.



Course Outline

Module 1: Introduction to Facilities Maintenance

- Understanding Facilities Maintenance Management
- Role and Responsibilities of Maintenance Managers
- Maintenance Strategies: Reactive, Preventive, Predictive, and Proactive

Module 2: Building Systems and Components

- HVAC Systems Basics and Maintenance
- Plumbing and Drainage Systems Maintenance
- Electrical Systems and Wiring Inspections
- Elevator and Escalator Maintenance Fundamentals
- Fire Safety Systems and Equipment Maintenance

Module 3: Maintenance Planning and Standards

- Developing Maintenance Work Method Statements
- Building Fabric and Structure Care
- Setting and Applying Maintenance Standards
- Facility Maintenance Risk Management
- Preventive Maintenance Planning and Scheduling

Module 4: Managing Building Maintenance Operations

- Facility Maintenance Documentation and Record Keeping
- Outsourcing vs. In-House Maintenance Services
- Cost Control and Budgeting for Maintenance
- Introduction to Facility Management Technology and Tools
- Sustainable Facility Management Practices

Module 5: Leadership and Compliance in Facilities Management

- Communication Skills for Facilities Managers
- Leadership and Strategy in Maintenance Teams
- Health, Safety, and Environmental Compliance
- Emergency Response Planning and Facility Resilience
- Regulatory and Legal Requirements for Facility Maintenance



Module 6: Final Practical Session

- Hands-on Case Study: Developing a Maintenance Plan
- Group Discussion: Facility Maintenance Best Practices
- Course Wrap-up and Key Takeaways

Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning:** Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops:** Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning:** Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration:** Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment:** Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.

Instructors

Our instructors for this course are seasoned experts in Facilities and Maintenance Management. They possess over a decade of hands-on experience working with diverse industries including real estate, manufacturing, and public infrastructure. Skilled in both technical operations and leadership practices, our trainers excel at translating complex maintenance challenges into actionable, real-world learning experiences. Detailed trainer profiles will be shared post scheduling.

About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

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