



**FMM Institute**  
*Centre for Professional Development*

# **Senior Management Development Programme** **Facilities Management :** **The Way Forward**



**February 15 - 16, 2012**  
**Concorde Hotel Shah Alam**

Over the years, facilities management has gained recognition as a strategic component responsible for the success of an organisation. It is moving away from its traditional focus on building to the people and business itself. The ever increasing advancement of technology has smoothed the facilities operation for most organisations. This course will discuss on the maintenance strategies and how practitioners can play an important role in facilities management.

## **CONTENTS**

- ◆ **The Role of Facility Engineers/Managers**
- ◆ **Operation and Maintenance of the Various Mechanical and Electrical Services**
- ◆ **Types of Maintenance**
- ◆ **Facility General Maintenance**
- ◆ **Effective Energy and Water Consumption Management Strategies to Reduce Operational Costs**
- ◆ **Outsourcing Facility Management**
- ◆ **Computerised Maintenance Management System (CMMS)**
- ◆ **Safety Issues in Facility Management**
- ◆ **Crisis Management**

## OBJECTIVES

At the end of the programme, participants will be able to:

- ◆ understand the role of Facility Engineers/Managers and carry out their roles and responsibilities
- ◆ troubleshoot and carry out the various maintenance services
- ◆ implement various maintenance strategies to reduce operational costs
- ◆ develop KPIs for facility management
- ◆ address safety issues in facility management
- ◆ develop crisis management plan.

## FACILITATOR

**Ir N. Jayaseelan** is a Registered Professional Engineer with the Board of Engineers, Malaysia. He obtained his Higher National Diploma in Mechanical Engineering from Leeds Polytechnic (UK) and subsequently a Bachelor Degree (Honours) in the same discipline from the University of Malaya. He has about 25 years of working experience in various industries, which include manufacturing, building maintenance, foundry, water and sewerage industries, etc.

He has vast theoretical and practical knowledge of the various M&E equipment used in industry. He also writes technical articles for various international journals and magazines. He was a recipient of the Association of Overseas Technical Scholarships (AOTS) award on two occasions, awarded by the Ministry of Economy, Trade and Industry of Japan.

He was also a member of the working group to draw up the energy efficiency and energy conservation guidelines for pumps and compressors for Malaysian industries organised by the Institution of Engineers, Malaysia, Pusat Tenaga Malaysia, and the Ministry of Energy, Water and Communications (KTAK). Currently he is the Deputy Chairman of the Engineering Education Technical Division of the Institution of Engineers, Malaysia.

For further enquiries, please contact:

Ms Ravathi / Pn Hafifah



**FMM Institute**

Tel: 03-62867200

Fax: 03-62776712

Visit us at [www.fmm.edu.my](http://www.fmm.edu.my)

## WHO SHOULD ATTEND

Facility Managers/Engineers, Property/Asset Managers, Plant Engineers and Maintenance Engineers.

## ADMINISTRATIVE DETAILS

Dates : **February 15 - 16, 2012**

**(Wednesday - Thursday)**

Time : 9.00 am – 5.00 pm

Venue : Concorde Hotel Shah Alam

3, Jalan Tengku Ampuan Zabedah C9/C  
40100 Shah Alam

Selangor Darul Ehsan

Fees : FMM Members – RM 2,000

Non Members – RM 2,200

International Delegates – USD 800

Enjoy 10% discount off the regular fees for 3 or more participants from the same organisation and of the same billing source.

**(Fees include course materials, Certificate of Attendance, lunch and refreshments)**

**SBI Scheme**

Registration is on a first-come-first-served basis. Cheques made in favour of the **FMM Institute** should be forwarded before **February 2, 2012**. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed.

*All cancellations must be made in writing to FMM Institute. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 8 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 7 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.*

The FMM Institute reserves the right to change the course leader, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

# REGISTRATION FORM

## Facilities Management : The Way Forward

▪ February 15-16, 2012 (Wednesday - Thursday)

▪ Concorde Hotel, Shah Alam

**The Manager**

**FMM Institute**

Tel: 03-62867200

Fax: 03-62776712

Please tick (✓) accordingly:

PSMB Scheme:  SBL  Non Contributor

Required vegetarian meal:  Yes  No

Dear Sir/Madam,

Please register the following participant(s) for the above programme.

(To be completed in **BLOCK LETTERS**)

1. Name	Designation	E-mail
---------	-------------	--------

Nationality	IC No.	
-------------	--------	--

2. Name	Designation	E-mail
---------	-------------	--------

Nationality	IC No.	
-------------	--------	--

3. Name	Designation	E-mail
---------	-------------	--------

Nationality	IC No.	
-------------	--------	--

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

FMM Membership No.: \_\_\_\_\_ My Corporate Identity No.: \_\_\_\_\_