



## Building Surveying & Maintenance

### 1-day course



*This course combined with our 2-day Understanding & Managing Building Services programme provides tuition for **BIFM level 4 qualification unit FM4.17***  
*See 'Professional Recognition' section below for details*

### Aim

To give Facilities Managers the knowledge to manage their building maintenance responsibilities effectively

### Objectives

By the end of this course you will be able to describe:

*The scope of building maintenance issues*

*How to anticipate problems and manage planned & preventative maintenance programmes both inside and outside the building*

*The signs and potential costs of poor design and neglect*

*When to commission structural and condition surveys*

*How to instruct a surveyor and how to interpret the report*

*Key lease commitments and how to meet obligations of a full repairing lease*

*How to evaluate a prospective building*

*How to predict running costs*

### Description

Failure to detect faults before taking a building or neglecting to maintain it during occupation can prove very costly and damaging and might also be in breach of the Lease. Flooding, dampness, subsidence, structural damage or decay plus the presence of dangerous substances are typical problems. A highly experienced building trainer takes delegates step-by-step through checking condition, anticipating problems and planned maintenance techniques.

### Course content

Signs and cost of poor design and neglect

Life Cycle Costing and predicting running costs

Building certification and the Part L Regulations

Dealing with 'DDA', 'asbestos', 'fire', and 'health & safety' issues

Lease commitments, service charge issues and dilapidations

Fabric maintenance: external structure and cladding

Surveying building services installations

Environmental issues

Service charge issues

Structural audits and Structural and Condition Surveys

Obsolescence and depreciation

Planned and preventative maintenance

How to instruct a surveyor and how to interpret the report

### Programme

**0900 Registration**

**0930 AN INTRODUCTION TO 'BRITISH STANDARD PLANNED MAINTENANCE'** What is building maintenance? Why do Buildings need Maintenance -The British Standard Institution view (taken from BS 8210)  
**SURVEYS:-** Structural Audits and Structural and Condition Surveys, when to have them and what is involved. Before Occupation? - During Occupation? - Upon Departure?  
 Choice of Professionals – to survey and analyse buildings  
 Briefings, Interpreting Reports and The Need for Project Co-ordination  
**LEASE COMMITMENTS** Types of lease: (FRI/IR) and Landlord and tenant responsibilities  
 Service Charge Issues, Licences and an Introduction to Legal Dilapidations  
**BUILDING DESIGN & MAINTENANCE – The implications of building, fabric, structures and components**  
 Building Types and their uses  
 Environmental Issues: - BREEAM  
 Where do the problems with buildings begin – Inception, design and construction  
**TYPICAL BUILDING FABRIC DEFECTS** What to look for and what to avoid  
**SURVEYING BUILDING SERVICES INSTALLATIONS** for maintenance tasks and timescales  
**COMPLIANCE WITH PERTINENT REGULATIONS**  
 The Gas Safety (Installation and Use) Regulations 1998  
 The Water Supply (Water Fittings) Regulations 1999 and The Water Byelaws 2000 (Scotland) and COSHH Regulations 2002 and ACOP L8  
 The Electricity at Work Regulations 1989  
 CIBSE Lighting Guide 3: 2001  
 The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)  
 EC Regulation 2037/2000 – Substances that deplete the ozone layer  
 Building Certification, the Part L Regulations and the Carbon Reduction Commitment  
 The Regulatory Reform (Fire Safety) Order 2005  
 The Equality Act 2010  
 Health and Safety Audits  
 Asbestos Management – The law of England and Wales  
**MAINTENANCE STRATEGIES**  
 The Cost of Neglect  
 How to implement and monitor a building fabric maintenance programme  
 Physical Life – Obsolesce and Depreciation  
**IMPLEMENTATION – The delivery of an effective fabric maintenance service**  
 How should the organisation predict running costs?  
 In –House or Outsourced?  
 The 'Required Service'  
 Choosing Contractors and Specialists  
 Choosing contracts  
 Project Management, Monitoring the works and Managing Staff

**1645 Close**

*Tea & coffee: 1050 – 1110 / Lunch: 1245 - 1345 / Tea & coffee: 1530 - 1550*

### **Professional Recognition**

Delegates receive a Quadrilect certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



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'Building Surveying & Maintenance' is accredited to provide part-tuition for BIFM level 4 qualification unit FM4.17. Please note that this unit **alone** does not constitute a complete qualification. Please contact us on 020 7242 4141 or email [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) for a qualifications brochure and further guidance on enrolment.

**How do I book?**

**Telephone:** 020 7248 5942

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**Website:** [www.quadrilect.com](http://www.quadrilect.com)