



Property Management and Maintenance Strategy for Facilities Management 2-day course

Aim

(1) To give Facilities Managers a comprehensive strategic understanding of property management that will enable them to:

- Develop and manage a property management strategy
- Communicate the strategy to stakeholders and implement it within their own organisation
- Develop and manage a property portfolio

(2) To provide a strategic awareness and understanding of building fabric and services in the context of:

- Development and evaluation of appropriate premises fabric and building services maintenance strategies
- Control and monitoring of premises, fabric and building services maintenance plans and programmes
- Review of the strategy for use in space management and its effectiveness.

Objectives

By the end of this course you will:

DAY 1

Be able to evaluate property strategy and portfolio planning

Understand the necessary requirements to maintain the value of your property portfolio by managing it correctly

Ensure compliance with legislative and planning requirements in property management

Become aware of the various IT systems that will assist with the management of the portfolio

Consider and communicate with the stakeholders and achieve their requirements

Determine and assess the communication of property management strategy within an organisation.

Develop the requirements necessary to adapt the portfolio to meet strategic requirements.

Identify the sources and types of professional help required.

Develop summaries of information required and obtained when working with clients and professional advisors.

Engage with specialists to undertake a valuation of the property portfolio.

Review property occupation costs by auditing and ways to achieve economies and cost savings.

Describe the property master plan and implement it by acquisition, adaptation or disposal of premises.

Manage legacy and vacant premises

Understand and evaluate the ways of maintaining the building fabric and building services including statutory requirements. The importance of keeping the correct records.

Better understand landlord and tenant obligations and contractual issues

DAY 2

Understand types of building construction and maintenance considerations

Implement and review the relevant monitoring and control systems to determine how they compare with the required objectives.

*Evaluate the effectiveness of maintenance strategies, programmes and plans.
Understand what needs to be done to improve effectiveness and efficiency
Develop strategies to effect changes to buildings and their fabric, maintenance, programmes and plans.
Consider and alter the space management strategy in relation to the building design.
Adapt the space usage and layout in the building in order to minimise the impact of building structure and services.
Consider innovative ways to use the space in existing buildings and to influence future strategies relating to building design and space management.
Be aware of causes of damage to buildings and ways to minimise it
Understand safety, quality and sustainability plans
Consider the engineering knowledge required to provide a satisfactory built environment
Learn about computerised maintenance management systems, building management systems and other control systems.*

Description

The selection and management of property, its fabric and services will have a major influence upon the effectiveness and profitability of any organisation.

This practical two day course provides the Facilities Manager with a strategic overview of the needs and requirements of property management and maintenance. This is achieved in a way which is easy to understand but which also discusses in depth the many challenging aspects of good property management.

All sessions include delegate participation exercises which will enhance the learning experience and the practical application of the material presented.

Programme

DAY ONE

09.30 Introduction

09.40 Your Property Management Strategy

What comprises a good property management strategy? What is best practice? How do you measure your current standards? How can you maintain the value of your portfolio?

10.40 Tea & coffee

11.00 Goals and Objectives

Compliance with legislation. The needs of the stakeholders and users.
The needs of your building

12.30 Lunch

13.15 Effective Communication

Identifying all stakeholders and communicating with them effectively.

14.00 Does Your Portfolio Meet Your Strategy?

Identifying the surplus or shortfall. What to do about it? Instructing professional advisors. Use your property to support the business.

14.40 Tea & coffee

15.00 Making Your Building Work for You

Comparison and evaluation of the range of different management systems.
The use of other technologies that are available to control and manage services.
Avoiding pitfalls. Compliance with legislation. Landlord and tenant issues. Using IT to help. Making and managing change. Reducing costs.

17.00 Close

DAY TWO

09.30 Introduction

09.40 Methods of Building Construction

Types of building construction and fabric maintenance issues arising from them. The hidden parts of the building. Budgeting

10.40 Tea & Coffee

11.00 Building Services Maintenance Strategy

Discussion and comparison of different approaches to maintenance strategy for building services in order to determine which is the most appropriate and best value for money. How things work in practice

12.30 Lunch

13.15 Cost Effective Maintenance

Up to 50% of the cost of your maintenance could be wasted but which 50%?
Auditing the constituent parts of a building services maintenance programme. Making it effective and manageable. Damage limitation.

14.40 Tea & Coffee

15.00 Computerised Maintenance Systems

What are they? How do they work? Can they help you?

15.30 Space Planning

How effective is your strategy? Can it be improved? More effective space usage now and in the future.

16.30 Other Planning

Safety quality and sustainability plans and their implementation in your building

17.00 Close

How do I book?

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