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

- 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

WHO SHOULD ATTEND

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

ADMINISTRATIVE DETAILS

Dates: February 4 – 5, 2013 (Monday – Tuesday)
Time: 9.00 am – 5.00 pm
Venue: Hotel Armada, Petaling Jaya
Lorong Utara C, Section 52
46200 Petaling Jaya
Selangor Darul Ehsan

Fees:
- FMM Members – RM 2,200 per participant
- Non Members – RM 2,600 per participant
- International Delegates – USD900 per participant

Enjoy 10% group discount 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)

SBL Scheme

Registration is on a first-come first served basis. Cheques made in favour of the “FMM Institute” should be forwarded two weeks before the commencement of the programme. 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 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 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.

For further enquiries, please contact:
Ms Amy / Ms Ong Li Choo / Ms Josephine
FMM Institute
Tel: 03-62867200
Fax: 03-62776712
Visit us at www.fmm.edu.my

FACILITATOR

Ir N. Jayaseelan is a Registered Professional Engineer with the Board of Engineers, Malaysia, a Certified Energy Manager registered with the Energy Commission (Suruhanjaya Tenaga), a Fellow of the Institution of Engineers, Malaysia and a member of the Association of Consulting 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 Universiti Malaya. He also holds a Masters in Engineering. 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, Green Technology and Water (KETTHA). Currently he is the Advisor and Immediate Past Chairman of the Engineering Education Technical Division of the Institution of Engineers, Malaysia.
Dear Sir/Madam,

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

(To be completed in BLOCK LETTERS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nationality | IC No.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nationality | IC No.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.: ____________