



FMM INSTITUTE *(Centre for Professional Development)*

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-62776712 E-mail: nora@fmm.org.my /norsyamira@fmm.org.my

Remote Online Learning FMM CERTIFICATE IN FACILITY MAINTENANCE MANAGEMENT

SBL-Khas

The FMM Certificate in Facility Management programme is specially designed for the development of employees, particularly those involved in the building maintenance.



COURSE OBJECTIVES

- Define the job functions of the facility services and maintenance personnel
- Optimize cost through energy saving activities
- Develop maintenance schedule and identify maintenance scope of work
- Gain knowledge of the legal and other requirements for building and factories
- Equip with basic knowledge on building air conditioning system and its maintenance

WHO SHOULD ATTEND

General Managers, Facility Managers/ Engineers, Property/Asset Managers and engineers, supervisors, technicians and for those who are involved in building maintenance.

ENTRY REQUIREMENTS

- Minimum MCE/SPM/SPVM education level
- Minimum 1 year working experience

AWARD OF CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the **Certificate of Achievement**. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.

COURSE STRUCTURE

Live Webinar session : 5 days (7 hours / day)
Self-Learning : 5 hours
(Pre & Post Test and Assignment)

Evaluation

Assignment 100%

ADMINISTRATIVE DETAILS

Dates: **December 3, 8, 9, 10 & 17, 2021**
Time: 9.00 am – 5.00 pm
Venue: Remote Online Learning
Platform: TalentLMS & Zoom

Fees : FMM Member **RM3,180.00 per pax**
Non Member **RM3,498.00 per pax**
(Inclusive of 6% service tax)

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to 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.



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COURSE CONTENTS

- Role and types of maintenance
- Maintenance planning and scheduling
- Overall equipment efficiency
- Failure mode effect and critical analysis (FMECA)
- Laws related to building maintenance, ISO 14001:2015 and ISO 45001:2018 in facility operation
- Facility structure and workers skill development
- Cost and energy reduction
- Basic air-conditioning system



REGISTRATION FORM

FMM CERTIFICATE IN FACILITY MAINTENANCE MANAGEMENT

Date: **December 3, 8, 9,10 & 17, 2021**

Venue: Remote Online Learning

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended From To	Highest Qualification Obtained
Secondary : _____	_____	_____
College / University : _____	_____	_____
Any Special Professional Course : _____	_____	_____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL-Khas Non-Contributor | Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Please submit the Registration Form and supporting documents to:

Nora Liza / Norsyamira Tel : 03-62867200 Fax : 03- 62776712
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