

Office Building & Facilities Management

Duration: 5 Days

Language: en

Course Code: IND21-111

Objective

Upon completion of this course, participants will be able to:

- Understand the vitality for effective facilities management within an office building setting.
- Identify the types of facilities typically found within an office building and their upkeep requirements.
- Assess relevant health, safety, and building regulations to ensure the facilities are fully compliant.
- Conduct regular and in-depth risk assessments to identify risks and implement preventive measures.
- Ensure all emergency facilities and procedures are in constant working order and are accessible to all necessary individuals.
- Manage the costs, reduce waste and better utilise resources.
- Carry out space audits and relocation projects.

Audience

This course is designed for anyone within an office management role responsible for facilities management. It would be most beneficial for:

- Facilities Managers
- Operations Managers
- Risk Analysts
- Compliance Officers
- HSE Officers
- Contractors and Sub-contractors
- Space Auditors
- Relocation Managers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review case studies of established office buildings to highlight space utilisation and the effectiveness of their facilities management.
To promote a full understanding of the taught content, the participants will partake in various learning methods, including presentations, demonstrations, and individual and group activities. This combination of methods ensures that the participants can fully develop their understanding of the knowledge alongside all relevant practical skills.

Summary

Within the world of employment, office spaces and buildings are used globally daily. Many organisations see it fit to conduct their business functions from an office location due to cost, convenience, and accessible facilities. However, these facilities do need to be regularly maintained to ensure they can be used efficiently.
Office building and facilities management covers many different factors, all of which are intertwined with one another. To truly engage with the provided space, a space audit must be conducted. This will highlight the capabilities of the space, what facilities can be included and their ideal placement. Space audits will consider the feasibility of the facility, the resources needed to install and maintain it and the overall costs.
Office management will also encompass the health and safety of those working within the space. All office equipment and facilities should be examined through a risk assessment. This will identify any probable risks to business function and the health of employees. With this information, effective preventative measures can be implemented, and correct action plans can be established in situations where risks may occur.
All these processes must also factor into the budget of the business, and facilities management professionals should explore the ideal options for reducing costs without sacrificing quality.

Course Content & Outline

Section 1: Introduction to Office Building Management

- Defining what office building and facilities management is, its importance and necessity.
- Recognising what facilities and features would be managed by facilities management professionals.
- Examining what facilities are regularly used daily and what facilities are less frequently used.
- Evaluating the costs and resources invested into each facility.
- Assessing facilities' energy use and environmental issues, and how these align with costs and resources used.

Section 2: Managing Office Space

- Investigating the functional requirements and physical constraints of the space.
- Conducting a space audit to gain a thorough understanding of utilising space.
- Analysing space audit data and comparing results to the organisation’s resource and financial budget.
- Designing and modifying the space to align with office needs, employee wants and resource availability.
- Ensuring flexibility and accessibility, and exploring cost-saving solutions.

Section 3: Managing Facilities and Maintenance

- Strategically arrange equipment to be easily used and reduce potential risks.
- Assessing relevant employment regulations and ensuring all necessary facilities are available and compliant.
- Evaluate equipment and facilities regularly to monitor degradation and establish an effective maintenance schedule.
- Using regular maintenance as a method of cost reduction.
- Out-sourcing equipment and contractors to reduce internal costs.

Section 4: Health and Safety

- Understanding the importance of managing health and safety within the workplace.
- Conducting risk assessments to identify hazards and risks within the workplace.
- Utilising risk assessment data to categorise and prioritise risks and establish a risk management plan that includes preventative measures and corrective actions.
- Ensuring all health and safety procedures fully comply with health and safety regulations.

Section 5: Meeting Employee Needs

- Implement various security measures to protect employees' physical safety, emotional well-being, and online data – CCTV, security guards, cybersecurity methods, and more.
- Allowing for open communication with employees and being receptive to constructive feedback.
- Ensuring accessibility throughout the office space and within facilities.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Construction & Real Estate, Facility & Environment, Health, Safety & Environment HSE

Tags

Facilities management, Building Services Management

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