



## **Facility Planning and Management**

Designing, Operating, and Optimizing the Built Environment

Duration 3 Days

### **Training Overview:**

This program equips participants with comprehensive knowledge and skills in planning, managing, and optimizing facilities across industries. Covering everything from space planning and budgeting to safety compliance and sustainability, the course empowers facility professionals to take strategic control of their environments and operations. Emphasis is placed on integrating technology, risk management, and stakeholder collaboration in real-world scenarios.

### **Training Objectives:**

By the end of the training, participants will be able to:

- Develop effective facility layout and space utilization plans
- Apply best practices in asset management, maintenance, and operations
- Create facility budgets, monitor cost drivers, and implement cost-saving strategies
- Integrate health, safety, and environmental compliance in facility operations
- Leverage smart technologies for facility monitoring and energy efficiency
- Lead cross-functional coordination among users, vendors, and internal teams

### **Target Audience:**

- Facility Managers and Supervisors
- Operations and Administration Officers
- Real Estate and Asset Management Teams
- Project Managers overseeing physical space
- Safety, Maintenance, and Compliance Officers

### **Gamification Strategy:**

- **Simulation Game:** Build and manage a facility using constraints on budget, layout, energy, and operations
- **Points & Levels:** Daily points for completing exercises, quizzes, and teamwork
- **“Facility Rescue” Case Challenge:** Day 5 team-based challenge to fix a failing facility
- **Badge System:** Earn badges like Space Planner, Budget Master, Safety Guardian, Tech Integrator



- **Leaderboard:** Competitive and collaborative leaderboard to drive engagement

### **Day 1: Foundations of Facility Planning and Cost Management**

- Introduction to Facility Management & Scope
- Facility Lifecycle: Planning → Operation → Decommission
- Strategic Space Planning & Occupancy Analysis
- Stakeholder Needs & Functional Zoning
- Exercise: Map Your Facility (Interactive Drawing)
- Capital vs Operational Expenditure in Facilities
- Cost Centers: Utilities, Maintenance, Security, Cleaning
- Budgeting for Upgrades, Replacements, and Emergencies
- Cost-Saving Strategies and ROI Analysis
- Activity: Prepare a Facility Budget Plan

### **Day 2: Operations, Maintenance, Asset Management, and Compliance**

- Preventive, Predictive, and Reactive Maintenance
- Facility Systems: HVAC, Electrical, Plumbing, Fire Safety
- Asset Tracking and Lifecycle Management
- Creating a Maintenance Calendar and KPI Framework
- HSE Standards, Fire Codes, ADA, and Local Compliance
- Environmental Sustainability in Facilities
- Emergency Preparedness and Evacuation Planning
- Audits and Reporting for Compliance

### **Day 3: Technology, Vendors, and Integrated Management**

- Smart Buildings, IoT, and CAFM Tools
- Vendor Management and Contracting Essentials
- Service-Level Agreements and Performance Monitoring
- Facility Crisis Simulation: "The Facility Rescue Game"
- Final Presentations, Certificates, and Awards

