

KOENIG SOLUTIONS • COURSE OUTLINE

Facility Management: Space Planning & CAFM Tools

Designing, Operating, and Optimizing the Built Environment

3 Days

DURATION

19

TOPICS

3

HANDS-ON ACTIVITIES

COURSE 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.

WHO THIS COURSE IS FOR

Facility Managers and Supervisors

Operations and Administration Officers

Real Estate and Asset Management Teams

Project Managers overseeing physical space

Safety, Maintenance, and Compliance Officers

LEARNING 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

19 Topics

DAY 1

Foundations of Facility Planning and Cost Management

TOPICS

Exercise

Activity

- Introduction to Facility Management & Scope
- **Facility Lifecycle:** Planning → Operation → Decommission
- Strategic Space Planning & Occupancy Analysis
- Stakeholder Needs & Functional Zoning
- Capital vs Operational Expenditure in Facilities
- **Cost Centers:** Utilities, Maintenance, Security, Cleaning
- Budgeting for Upgrades, Replacements, and Emergencies
- Cost-Saving Strategies and ROI Analysis

DAY 2

Operations, Maintenance, Asset Management, and Compliance

TOPICS

- 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

TOPICS

Activity

- Smart Buildings, IoT, and CAFM Tools
- Vendor Management and Contracting Essentials
- Service-Level Agreements and Performance Monitoring

NOTES

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

HANDS-ON ACTIVITIES

Practise What You Learn

MODULE	ACTIVITY
Foundations of Facility Planning and Cost Management	Exercise: Map Your Facility (Interactive Drawing) Activity: Prepare a Facility Budget Plan
Technology, Vendors, and Integrated Management	Facility Crisis Simulation: “The Facility Rescue Game”

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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✉ info@koenig-solutions.com