COURSE OVERVIEW GE0631
Facility Planning and Management

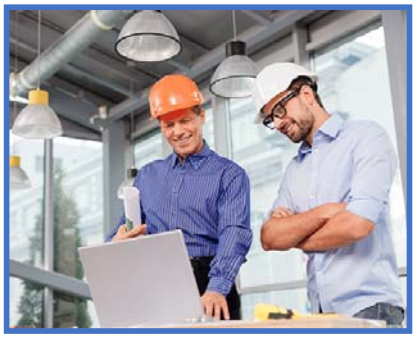
Course Title
Facility Planning and Management

Course Date/Venue
Session 1: April 27-May 01, 2025/Tamra Meeting Room, Al Bandar Rotana Creek, Dubai UAE
Session 2: December 08-12, 2025/Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
GE0631

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.

This course is designed to provide participants with a detailed and up-to-date overview of facility planning and management. It covers the gathering of pertinent information, setting project goals/objectives and assigning project team; the influence of curricula and/or company vision, central project model and technology facility principles; the principles of facility planning including space planning, space and equipment utilization and planning for technology and infrastructure; surveying existing facility; the functional planning research and education/commercial specifications; and planning/construction procedures covering budgeting process, estimating processes, scheduling processes, building commissioning and operations estimating.

Further, this course will also cover the development of facilities through HVAC planning and operation, electrical/telecommunications planning and management, lightning planning and selection, plumbing planning and operation and storage planning and management; the acoustical planning and management, planning for future technologies, signage planning and management and information systems planning; the life safety planning including building codes, ADA special considerations, security planning and management, facility operations safety and code/plan review process; and the manager/user liability and equipment testing.

During this interactive course, participants will learn the equipment selection and specification; the equipment inventory process, equipment selection process and equipment specification process; the furniture, furnishings and equipment; the function, maintenance of equipment and product procurement; managing facilities and maintenance planning; the post occupancy evaluation, operations plan, future growth planning and lab operations testing; and the affective and cognitive domain evaluation.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a comprehensive knowledge in facility planning and management
- Assure professional excellence
- Establish standards for global professional practice
- Meet the demands of global employers
- Promote the added value of the profession
- Influence the future direction of the profession
- Gather pertinent information, set project goals/objectives and assign project team
- Recognize the influence of curricula and/or company vision, central project model and technology facility principles
- Identify the principles of facility planning including space planning, space and equipment utilization and planning for technology and infrastructure
- Survey existing facility and apply functional planning research and education/commercial specifications
- Carryout planning/construction procedures covering budgeting process, estimating processes, scheduling processes, building commissioning and operations estimating
- Develop facilities through HVAC planning and operation, electrical/telecommunications planning and management, lightning planning and selection, plumbing planning and operation and storage planning and management
- Carryout acoustical planning and management, planning for future technologies, signage planning and management and information systems planning
- Apply life safety planning including building codes, ADA special considerations, security planning and management, facility operations safety and code/plan review process
- Employ manager/user liability and equipment testing
- Recognize equipment selection and specification and apply equipment inventory process, equipment selection process and equipment specification process
- Identify furniture, furnishings and equipment as well as function, maintenance of equipment and product procurement
- Manage facilities and apply maintenance planning
- Perform post occupancy evaluation, operations plan, future growth planning, lab operations testing and affective and cognitive domain evaluating

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of facility planning and management for those who wish to be a part of the facilities management profession, professionals who are employed in the design or management of facilities, building operations teams, maintenance operations teams, construction and occupational safety professionals

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- British Accreditation Council (BAC)

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- The International Accreditors for Continuing Education and Training (IACET - USA)

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Dimitry Rovas, CEng, MSc, PMI-PMP, is a **Senior Engineer** with extensive industrial experience in **Oil**, **Gas**, **Power** and **Utilities** industries. His expertise includes Principles of **Facility Planning and Management**, Strategic **Facility Planning** and Design, **Facility** Operations and Maintenance, Project Management for **Facility Planning**, Risk Management in **Facility Planning**, **Oil & Gas Trading**, **Pricing & Economic** Framework, **Crude Oil Market Trading**, **Market** Strategies, **Crude Oil Pricing** System, **Linear Programming**, **Data Analysis** Techniques, **Detailed Engineering Drawings**, **Codes & Standards**, **GPS & Data Capture**, **Advanced Design** Techniques, **P&ID Reading**, **Interpretation & Developing**, **Project Management Economics** Program, **Pump** Technology, **Pump** Selection & Installation, **Centrifugal Pumps & Troubleshooting**, **Reciprocating & Centrifugal Compressors**, **Compressor** Control & Protection, **Gas & Steam Turbines**, **Turbine** Operations, **Gas Turbine** Technology, **Valves**, **Bearings & Lubrication**, Advanced **Machinery Dynamics**, **Rubber Compounding**, **Elastomers**, **Thermoplastic**, **Industrial Rubber Products**, **Rubber** Manufacturing Systems, **Heat Transfer**, **Vulcanization Methods**, **Process Plant Shutdown & Turnaround**, **Maintenance Optimization & Best Practices**, **Maintenance Auditing & Benchmarking**, **Reliability** Management, **Rotating Equipment**, **Energy Conservation**, **Energy Loss Management** in Electricity Distribution Systems, **Energy Saving**, **Thermal Power Plant** Management, **Thermal Power Plant** Operation & Maintenance, **Heat Transfer**, **Machine Design**, **Fluid Mechanics**, **Heating & Cooling Systems**, **Heat Insulation Systems**, **Heat Exchanger & Cooling Towers**, **Mechanical Erection**, **Heavy Rotating Equipment**, Material Unloading & Storage, Commissioning & Start-Up. Further, he is also well-versed in MS project & AutoCAD, EPC Power Plant, Power Generation, Combined Cycle Powerplant, Leadership & Mentoring, Project Management, Strategic Planning/Analysis, Construction Management, Team Formation, Relationship Building, Communication, Reporting and Six Sigma. He is currently the **Project Manager** wherein he is managing, directing and controlling all activities and functions associated with the domestic heating/cooling facilities projects.

During his life career, Mr. Rovas has gained his practical and field experience through his various significant positions and dedication as the **EPC Project Manager**, **Field Engineer**, **Preventive Maintenance Engineer**, **Researcher**, **Instructor/Trainer**, **Telecom Consultant** and **Consultant** from various companies such as the Podaras Engineering Studies, Metka and Diadikasia, S.A., **Hellenic Petroleum Oil Refinery** and COSMOTE.

Mr. Rovas is a **Chartered Engineer** of the **Technical Chamber** of **Greece**. Further, he has **Master** degrees in **Mechanical Engineering** and **Energy Production & Management** from the **National Technical University of Athens**. Moreover, he is a **Certified Instructor/Trainer**, a **Certified Project Management Professional** (**PMP**), a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and a **Certified Six Sigma Black Belt**. He is an active member of Project Management Institute (**PMI**), Technical Chamber of Greece and Body of Certified Energy Auditors and has further delivered numerous trainings, seminars, courses, workshops and conferences internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Programming a Facility*** *Gathering Pertinent Information • Setting Project Goals/Objectives • Project Team – Client Relations • Influence of Curricula &/or Company Vision • Central Project Model • Technology Facility Principles*
0930 – 0945	*Break*
0945 – 1100	***Facility Planning Principles*** *Space Planning • Space & Equipment Utilization*
1100 – 1215	***Facility Planning Principles (cont'd)*** *Planning for Technology & Infrastructure • Existing Facility Surveying*
1215 – 1230	*Break*
1230 – 1420	***Facility Planning Principles (cont'd)*** *Functional Planning Research • Education/Commercial Specifications*
1420 – 1430	***Recap***
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	***Planning/Construction Procedures*** *Budgeting Process • Estimating Processes • Scheduling Processes*
0930 – 0945	*Break*
0945 – 1100	***Planning/Construction Procedures (cont'd)*** *Building Commissioning • Operations Estimating • FM Software Programs*
1100 – 1215	***Facilities Development*** *HVAC Planning & Operation • Electrical/Telecommunications Planning & Management • Lightning Planning & Selection • Plumbing Planning & Operation • Storage Planning & Management*
1215 – 1230	*Break*
1230 – 1420	***Facilities Development (cont'd)*** *Acoustical Planning & Management • Planning for Future Technologies • Signage Planning & Management • Information Systems Planning*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Two*

Day 3

0730 – 0930	***Life Safety Planning*** *Building Codes •ADA Special Considerations •Security Planning & Management*
0930 – 0945	*Break*
0945 – 1100	***Life Safety Planning (cont'd)*** *Facility Operations Safety •Code/Plan Review Process • Manager/User Liability •Equipment Testing*
1100 – 1215	***Equipment Selection & Specification*** *Equipment Inventory Process •Equipment Selection Process • Equipment*

	Specification Process
1215 – 1230	*Break*
1230 – 1420	***Equipment Selection & Specification (cont'd)*** *Furniture, Furnishings & Equipment • Function, Maintenance of Equipment • Product Procurement*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Three*

Day 4

0730 – 0930	***Management of Facilities*** *Opening & Operating a Facility •Managing the Facility*
0930 – 0945	*Break*
0945 – 1100	***Management of Facilities (cont'd)*** *Maintenance Planning*
1100 – 1215	***Management of Facilities (cont'd)*** *Equipment & Tools Maintenance Plan*
1215 – 1230	*Break*
1230 – 1420	***Management of Facilities (cont'd)*** *Management Software Training & Updating*
1420 – 1430	***Recap***
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	***Post Occupancy Evaluation*** *Operations Plan*
0930 – 0945	*Break*
0945 – 1100	***Post Occupancy Evaluation (cont'd)*** *Future Growth Planning*
1100 – 1215	***Post Occupancy Evaluation (cont'd)*** *Lab Operations Testing*
1215 – 1230	*Break*
1230 – 1345	***Post Occupancy Evaluation (cont'd)*** *Affective & Cognitive Domain Evaluating*
1345 – 1400	***Course Conclusion***
1400 – 1415	***POST-TEST***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-

Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org