

COURSE OVERVIEW RE0708

Building & Facilities Maintenance Management

Course Title

Building & Facilities Maintenance Management

Course Date/Venue

Session 1: July 20-24, 2025/Tamra Meeting
Room, Al Bandar Rotana Creek,
Dubai, UAE

Session 2: October 26-30, 2025/Meeting Plus 9,
City Centre Rotana, Doha, Qatar

Course Reference

RE0708

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 knowledge on housing and facilities maintenance management. The concept of maintenance dimension including the demand for construction work, building maintenance in the construction industry, government policy and maintenance cost trends and the maintenance organizations which comprises of the context within which maintenance exists as well as its maintenance policy framework and other issues.

The course will also discuss the design /maintenance relationship considering their performance requirements, construction, life cycle costing and maintenance feedback; the nature of maintenance work and its various types, classification and applications; the principle of information management used in building and facilities; the maintenance planning methodology and maintenance contracts.

At the completion of the course, participants will be able to, employ techniques in cost estimating and budgeting; carryout cost-based maintenance decisions; describe the process of the maintenance workload including planned and unplanned maintenance work and the work identification process; demonstrate the method of evaluating and executing maintenance work; and employ preventive maintenance on buildings and facilities.



Course Objectives

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

- Apply systematic techniques in building and facilities maintenance management and review the universal maintenance goals and objectives
- Illustrate the concept of maintenance dimension including the demand for construction work, building maintenance in the construction industry, government policy and maintenance cost trends
- Analyze the maintenance organizations which comprises of the context within which maintenance exists as well as its maintenance policy framework and other issues
- Determine the design/maintenance relationship considering their performance requirements, construction, life cycle costing and maintenance feedback
- Describe the nature of maintenance work and identify its various types, classification and applications
- Discuss the principle of information management used in building and facilities and introduce information systems
- Improve maintenance planning methodology by reviewing its principles, techniques and programmes
- Apply and gain an in-depth knowledge on maintenance contracts including the types of service contracts, contractor selection and documentation and jobbing agreement
- Employ techniques in cost estimating and budgeting and recognize their importance in building and facilities maintenance management
- Carryout cost-based maintenance decisions including the present value and uniform annual cost methods, labor-saving devices and sensitivity analysis
- Describe the process of the maintenance workload including planned and unplanned maintenance work and the work identification process
- Demonstrate the method of evaluating and executing maintenance work and recognize the importance of controlling the maintenance effort
- Discuss the principles of computerized maintenance management including its system parts, program features and hardware considerations
- Employ preventive maintenance on buildings and facilities and identify preventive maintenance needs and order

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 building and facilities maintenance management for engineers, supervisors, superintendents, managers and scientists involved in design, construction, assessment, repair and maintenance of a wide range of public and industrial facilities. Personnel from authorities and major facilities operating companies will also benefit for attending this course.

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.

Accommodation

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

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. Andrew Ladwig is a **Senior Process & Mechanical Maintenance Engineer** with over **25 years** of extensive experience within the **Oil & Gas, Refinery, Petrochemical & Power** industries. His expertise widely covers in the areas of **Maintenance Planning, Maintenance & Reliability Management, Material Cataloguing, Equipment Maintenance, Root Cause Failure Analysis (RCFA), Rotating Machinery Troubleshooting, Maintenance Auditing & Benchmarking, Condition Monitoring Techniques, Machinery Lubrication Technology, Lubricant Oil & Grease Testing & Analysis, Crude Oil Storage & Management, Ammonia Manufacturing & Process Troubleshooting, Crude Oil Distillation, Distillation Operation and Troubleshooting, Ammonia Storage & Loading Systems, Fertilizer Storage Management (Ammonia & Urea), Sulphur Recovery, Nitrogen Fertilizer Production, Refining Process & Petroleum Products, Safe Refinery Operations, Hydrotreating & Hydro-processing, Fractionation, Process Plant Operations, Storage Tanks Operations & Measurements, Process Plant Troubleshooting & Engineering Problem Solving, Process Plant Performance, Process Troubleshooting Techniques, Pressure Vessel Operation, Process Equipment Performance & Troubleshooting, Plant Startup & Shutdown and Flare & Relief System. Further, he is also well-versed in Compressors & Turbines Maintenance, Heat Exchanger Overhaul & Testing Techniques, Balancing of Rotating Machinery (BRM), Pipe Stress Analysis, Valves & Actuators Technology, Control Valve Engineering, Tank Design, Material Cataloguing, Specifications, Handling & Storage, Steam Trap Design, Operation, Maintenance & Troubleshooting, Steam Trapping & Control, Column, Pump & Exchangers, Troubleshooting & Design, Detailed Engineering Drawings, Codes & Standards, Production Optimization, Permit to Work (PTW), Project Engineering, Data Analysis, Process Hazard Analysis (PHA), HAZOP Study, Sampling & Analysis, Training Analysis, Job Analysis Techniques, Storage & Handling of Toxic Chemicals & Hazardous Materials, Hazardous Material Classification & Storage/Disposal, Dangerous Goods, Environmental Management System (EMS), Supply Chain, Purchasing, Procurement, Logistics Management & Transport & Warehousing & Inventory, Risk Monitoring Authorized Gas Tester (AGT), Confined Space Entry (CSE), Personal Protective Equipment (PPE), Fire & Gas, First Aid and Occupational Health & Safety.**

During his career life, Mr. Ladwig has gained his practical experience through his various significant positions and dedication as the **Mechanical Engineer, Project Engineer, Reliability & Maintenance Engineer, Maintenance Support Engineer, Process Engineer, HSE Supervisor, Warehouse Manager, Quality Manager, Business Analyst, Senior Process Controller, Process Controller, Safety Officer, Mechanical Technician, Senior Lecturer and Senior Consultant/Trainer** for various companies such as the Sasol Ltd., Sasol Wax, Sasol Synfuels, just to name a few.

Mr. Ladwig has a **Bachelor's** degree in **Chemical Engineering** and a **Diploma in Mechanical Engineering**. Further, he is a **Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** and has delivered various trainings, workshops, seminars, courses and conferences internationally.

Course Fees

Dubai	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.
Doha	US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

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 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	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	What is Facilities Maintenance Management? <i>Life Cycle Stages of a Facility • Establishing Maintenance Activities • Establishing Maintenance Objectives • Direct Maintenance Work • Indirect Work Elements • Universal Maintenance Goals and Objectives</i>
0930 – 0945	<i>Break</i>
0945 – 1100	The Maintenance Dimension <i>Maintenance Defined • Demand for Construction Work • The Supply of Construction Services • The Structure of the Construction Industry • Building Maintenance in the Construction Industry • Government Policy and Maintenance</i>
1100 – 1215	The Maintenance Dimension (cont'd) <i>Maintenance Needs • Execution of Maintenance Work • Building Maintenance and the Professions • Education and Training for Building Maintenance • Maintenance Cost Trends</i>
1215 – 1230	<i>Break</i>
1230 – 1420	Maintenance Organizations <i>The Context within which Maintenance Exists • Maintenance Policy Framework • Maintenance Policy Issues • The Business Organization • The Building Maintenance Organization • Functions of a Maintenance Department • Typical Maintenance Organizations</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0930	The Design/Maintenance Relationship Performance Requirements • The Design Brief • Design and Construction • Life Cycle Costing • Financial Appraisal Techniques • The Construction Process • Hand-Over and Commissioning • Maintenance Feedback
0930 – 0945	Break
0945 – 1100	The Nature of Maintenance Work Routine Maintenance • Remedial Maintenance • Classification of Maintenance • Estate Records
1100 – 1215	The Nature of Maintenance Work (cont'd) Condition Surveys • Applications • Statutory Requirements • Obligations Under Tenancy Agreements
1215 – 1230	Break
1230 – 1420	Information Management Introduction to Information Systems • Maintenance Information Needs • Maintenance Information Management • Information Sources • Classification and Coding of Maintenance Information
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

Day 3

0730 – 0930	Maintenance Planning Introduction to Planning Principles • Maintenance Planning • Planning Maintenance Programs • Management Control
0930 – 0945	Break
0945 – 1100	Maintenance Contracts When to Contract for Services • Types of Service Contracts • Building & Facilities Contracts Generally • Writing Service Contracts • Types of Services Typically Procured • Contractor Selection • Contract Documents • Agreement for Minor Building Works • Standard Form of Measured Term Contract • A Standard Local Authority Form of Measured Term Contract • Jobbing Agreement • Contract Documentation
1100 – 1215	Cost Estimating and Budgeting Elements of Maintenance Costs • Labor Costs • Materials, Parts and Supplies • Tools and Equipment
1215 – 1230	Break
1230 – 1420	Cost Estimating and Budgeting (cont'd) Overhead Costs • Maintenance Management Salaries • Unit Price Estimating Techniques • Direct Maintenance Activities
1420 – 1430	Recap Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Three

Day 4

0730 – 0930	Cost-Based Maintenance Decisions <i>Present Value Method • Uniform Annual Cost Method • Repair Versus Replacement Analysis • Labor-Saving Devices</i>
0930 – 0945	Break
0945 – 1100	Cost-Based Maintenance Decisions (cont'd) <i>Evaluating Reimbursable Modifications • Evaluating Facility Improvement Projects • Qualifying Subjective Analysis • Sensitivity Analysis</i>
1100 – 1215	Identifying the Maintenance Workload <i>Planned Maintenance Work • Unplanned Maintenance Work • The Work Identification Process</i>
1215 – 1230	Break
1230 – 1420	Evaluating and Executing Maintenance Work <i>Evaluating Maintenance Work • Project Priorities • The Formal Evaluation Process • Scheduling Maintenance Activities • Directing the Work</i>
1420 – 1430	Recap <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	Lunch & End of Day Four

Day 5

0730 – 0930	Controlling the Maintenance Effort <i>Monitoring Maintenance Work • Analyzing Maintenance Work • Historical Cost Data</i>
0930 – 0945	Break
0945 – 1100	Controlling the Maintenance Effort (cont'd) <i>Supplies and Spare Parts • Inventory Control</i>
1100 – 1215	Computerized Maintenance Management <i>Reasons for Computerization • Standard Program Features • System Options • Hardware Considerations • Selecting a System • Implementing the System</i>
1215 – 1230	Break
1230 – 1345	Preventive Maintenance <i>Levels of Maintenance • Why Preventive Maintenance? • Identifying Preventive Maintenance Needs • The Preventive Maintenance Order</i>
1345 – 1400	Course Conclusion <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
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

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