

It's NOT JUST ABOUT MECHANICAL SYSTEMS...

... It's about Managing the Systems

Come join your fellow F.M. professionals for a fascinating look into successful mechanical systems management. This program will cover both practical methods and effective practices of managing a maintenance staff. As a core competency, "Facility Maintenance & Operations" requires management applications affecting the facility, its staff and its resources. This Ed Session is focused on providing information for the everyday practice of facilities management.

This month's Education Session will be instructed by Mr. Bruce Shapiro and Mr. Paul Howland. Both presenters are facility professionals and adjunct instructors at **UCI's Facility Management Certificate Program**. Each presentation will provide attendees with tools and models for optimizing Facility Maintenance & Operations.

Date: Friday, November 21st, 2003
Time: 8:30 AM to 11:30 AM
Place: OCTFCU Offices, 15442 Del Amo, Tustin, CA
Cost: \$ 25.00- OCIFMA Members, \$ 35.00- Non-Members
Registration: Thru the Association Office (714) 543-9482

First Hour Session

Review of HVAC System Types Management
HVAC System Maintenance Operations
Methods for Monitoring System's Performance
List of Types of Maintenance Necessary
Recommended Schedule for Routine Maintenance
Maint. Considerations-Safety, Budgets, Etc.
Contract Services- Suggested Service Agreements employees(Outsourcing)
Energy Management Opportunities
Procedures
Automated Systems vs. Utility Company Programs
Manuals
Preventative Maintenance & Energy Savings Standard
Documentation and "Management Tools"

Second Hour Session

General Maintenance/Organizational

Facility Maintenance Staffing Considerations
HR Component of FM Maint. Organization
Description of a Model Maint. Organization
Staffing Requirements for Maint. Organization
Occupational Safety & Maintenance Policies
Full-Time Staff vs Contract

Standard Department documentation &
Considerations for Developing Operations

These presentations will be invaluable to those managing Facility Maintenance & Operations. This Education Session will also contribute to professionals pursuing CFM Re-Certification. Please mark your calendars and plan to join us on **November 21st**, at **OCTFCU Offices in Tustin.**