



One Day Intensive Seminar

SBL Claimable Subject to HRDF Approval

Effective Management for Properties and Facilities (In Regard to Building Management)

17TH JUNE 2009
JW MARRIOTT HOTEL,
KUALA LUMPUR

Introduction

Effective property or building management evolves around facility management which consists of lifecycle management, lifecycle costing, asset management, timely management, types of management, management cost, self perform management, outsourcing facility management and safety management.

An effective facility maintenance management not only able to prolong a life span of the building but also be able to minimize the maintenance cost for a maximum life span of the building asset for the building owner/managers.

In this seminar, we would touch on the basic requirements of a building facility maintenance which all building owners and building managers need to know.

Outline

What is Facilities Maintenance Management?

- Infrastructure facilities
Types of building asset
Types of facilities

Life Cycle Management

- Four phases (Planning, Acquisition, Operation and Disposal/Overhaul/ Replacement)

Life Cycle Costing

Asset Management

Timely Management

- Objectives of management

Types of Maintenance

- Planned Maintenance

- Preventive Maintenance
Routine Day to Day Maintenance
Maintenance Data and Statistics
Condition Based Maintenance
Unplanned Maintenance
Corrective Maintenance
Emergency Maintenance

Business Continuity Plan

Safety Requirement

Self Perform Facilities

- Facilities Personnel
Basic Skills and Advance Skills
Training

Out Sourcing Facilities

Summary/Conclusion

Conducted By Distinguished Speaker:

MR. MIKE PONG YEANG YONG

Mr. Mike Pong is a Country Manager of a large multinational corporation described by Forbes as one of the best managed big companies in USA. He had work in the construction and project management line for the past 21 years with Japanese, Korean and local construction and fit out companies.

Mike holds a Master Degree in Science (Facilities Management) from Heriot Watt University, Edinburgh, UK and Diploma in Architectural Technician. He is a Certified Professional Trainer by Pembangunan Sumber Manusia Berhad (PSMB).

His role includes managing all projects that commence in Malaysia and setting up project management team locally to cater for project management jobs which made available by existing corporate clients like Exxon Mobil, Shell, Motorola, Intel, Agilent and many other clients.

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REGISTRATION FORM

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EARLY BIRDS: Registration and Payment by 1st June 2009 - RM800.00 per person

GROUP DISCOUNT: Two or More Persons from same organization - RM850.00 per person

REGULAR FEE: RM900.00 per person inclusive of lunch/tea-breaks/valuable seminar materials & CERTIFICATE

(Crossed Cheque/Bank Draft payable to ASIA PACIFIC DILIGENCE SDN. BHD.)

MAILING ADDRESS: B-2-9A, Megan Avenue II, 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur

Contact Person: Ms. Chin/Cik Nadiyah/Ms. Erna Tel: 03-2162 6828 Fax: 03-2162 7828 / 2163 7828

E-Mail: apd@po.jaring.my Website: www.asiapacificevents.com

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The organizer reserves the right to change speakers and/or modify the programme content without prior notice.