



## Essentials of Building Services

### 2-day course



***This course combined with our 1-day Building Surveying & Maintenance programme provides tuition for IWFM level 4 qualification unit FM4.17 See 'Professional Recognition' section below for details***

### Aim

- (1) To give Facilities Managers an introduction to building services that will enable them to:
- present the business case for effective and efficient building services
  - manage the maintenance and operation of building services
  - communicate their requirements to specialist consultants and contractors
- (2) To provide a fundamental understanding of building services in the context of:
- The working environment
  - The success of the core business
  - The health & safety of the occupants
  - Operating cost and environmental impact
  - The optimisation of cost and value
  - Strategies for continuous improvement

### Objectives

By the end of this course you will:

*Understand the fundamentals of how your building services work*

*Cost effectively manage your building services*

*Know how the services relate to the working environment*

*Be able to monitor operating costs and environmental impacts*

*Work effectively with your contractors and technical support staff*

*Understand heating, ventilation, air conditioning and cooling systems in a space-planning context*

*Have knowledge of typical problems and how to avoid them*

*Know the fundamentals of matching systems to business needs*

*Know how services can affect the health & safety of the occupants*

*Know the fundamental requirements for maintenance specifications, contractor selection and contract management and control*

*Understand the advantages and disadvantages of cooling vs. natural ventilation*

*Know the principles of good energy purchasing and management*

*Know the fundamentals of selecting and managing lighting and lighting controls*

*Understand the growing importance of energy efficiency and carbon management and technology available to reduce energy consumption*

*Understand the principles of the latest lift technology and options*

*Know the principles of Building Management Systems (BMS)*

*Understand the relevance and importance of obtaining occupant feedback and thermal and visual comfort*

*Be able to apply techniques that optimise cost and value through strategies for continuous improvement*

*Know why commissioning is important to the successful operation of building services*

## **Description**

Building services include heating, ventilation, cooling, lighting, utilities, energy management, lifts and associated services. These are invariably under the direct or indirect control of Facilities, Estates or Building Services Managers.

These services are not only a significant expense area but often a source of major problems affecting morale, health & safety, productivity and costs.

This practical two day course provides the Facilities Manager with a sound basic understanding of how these services work, how to cost effectively manage them and how to work confidently and effectively with contractors and technical support staff.

**All sessions include delegate participation which will enhance the learning experience and the practical application of the material presented.**

## **Programme**

### **DAY ONE**

#### **09.15 Building Services Fundamentals – (Mechanical Services)**

The function of services in commercial buildings and their importance to the core business- mechanical services

#### **10.45 Tea & coffee**

#### **11.00 Building Services Fundamentals – (Electrical, Fire, Water Services)**

#### **12.30 Lunch**

#### **13.15 Maintenance Implications**

#### **14.45 Tea & coffee**

#### **15.00 Energy and Efficiency**

#### **1630 Summary, further reading and close**

### **DAY TWO**

#### **09.15 Maintenance Strategies**

#### **10.45 Tea & Coffee**

#### **11.15 Maintenance Programs**

#### **12.30 Lunch**

#### **13.15 Managing Staff, Contractors and Specialists**

#### **14.45 Tea & Coffee**

## 15.00 Understanding Building Management Systems and Technology

## 16.30 Summary, further reading and close

### Professional Recognition

Delegates receive a Quadrilect Ltd certificate of attendance which contributes towards their record of CPD [Continuing Professional Development].



*This course combined with our 1-day Building Surveying & Maintenance programme also provides tuition for*  
**IWFM level 4 qualification unit FM4.17**

'Understanding & Managing Building Services' is accredited to provide part-tuition for IWFM level 4 qualification unit FM4.17. Please note that this unit **alone** does not constitute a complete qualification. Please contact us on 020 7469 1398 or email [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk) for a qualifications brochure and further guidance on enrolment.

#### **How do I book?**

**Telephone:** 020 7469 1398

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