

The Facilities Operation Management Series provides basic, intermediate, and advanced training on processes, procedures, and equipment for both new and experienced employees.

Concierge Duties

- Building Access and Security
- Professional Conduct
- Deliveries
- Emergency Situations

Elevators I

- Types of Elevators
- Fireman's Recall System
- Service

Elevators II

- Tests and Codes
- Handicap and ADA Compliance

Environmental Awareness I

- Asbestos
- Lead
- Hazardous Material

Environmental Awareness II

- Indoor Air Quality
- Water Quality
- Electromagnetic Radiation

Financial Training

- Financial Statements
- Auditing and Reporting
- Assets, Liabilities, and Equity

Pest Control

- Cockroaches
- Rodents
- Termites
- Pigeons

Risk Management

- Fire Prevention, Detection, and Protection
- General Liability
- Life Safety Code

Roofing, Walls, and Balconies

- Rooftop Tanks
- Fire Control Systems
- Roofing Materials and Usage
- Balcony Inspections

Utilities

- HVAC and Refrigeration
- Boilers
- Plumbing
- Electrical

Facility Management I

- Security
- Building Codes
- Disaster Preparedness

Facility Management II

- Energy Codes
- Internal Energy Audits

Cleaning Services

- Pools and Pool Decks
- Common Areas
- Elevators
- Cleaning Supply Storage and Management