

MS: Projects Maintenance Management Systems Seminar Outline

►Overview:

This Seminar will help your candidates understand and apply professional procedures for asset registration, maintenance planning, work order process implementation service calls handling, procedures understanding and application of predictive and preventive maintenance management.

We remind you that the presentation of this seminar is done in an interactive atmosphere (Slides & graphical presentation) with attendance share in practice.

Also we distribute to each applicant a supporting document including a complete maintenance management system with all the required forms and procedures to be used for professional maintenance management system implementation.

This seminar is designed to help candidates who are involved in maintenance activities management or in maintenance projects management.



►Structure:

18 hours to be carried out over 3 days

►Objectives:

To provide participants with professional experience in maintenance management systems, understanding and implementation for large scale maintenance projects including new method for asset management maintenance planning and control, cost control, quality control and staff human resources management.

►Who Should Attend:

Operation and maintenance managers, maintenance engineer, other candidates involved in operation and maintenance management programs, other candidates who are willing to update their organizational experience in maintenance management systems implementation.

►Contents:

- **Section 1:**
 - Introduction to maintenance management systems.
 - Definition & kinds of maintenance.
 - Benefits of maintenance.
 - Fundamentals functions of maintenance.
 - Asset registration & grouping.
 - Maintenance instructions (MI'S).

- **Section 2:**
 - Planning schedule (Master Plan).
 - Week-load forms.
 - Work docket.
 - Year visual aid.
 - Rime priority system planning.

- **Section 3:**
 - Classical defects of maintenance.
 - Maintenance control & cost control.
 - Maintenance sub-contracting.
 - Troubleshooting systems.
 - Condition based maintenance.
 - Upgrading the quality maintenance.
 - Quality control system.

- **Section 4:**
 - Work order system.
 - Work scheduling execution & follow up
 - Work order cycle.

- **Section 5:**
 - Computerized maintenance management.
 - What are the elements of database required for computerization?
 - What are the components of maintenance information system?

- **Section 6:**
 - Project management
 - Project personnel
 - Characteristics of project manager.
 - Project staffing process
 - Contents of the project file
 - Monthly progress report

- **Section 7:**
 - Reports of maintenances.
 - Controlling labor costs.
 - Facilities for maintenances.
 - Safety.
 - Employee evaluations
 - Maintenances store components.
 - Common problems to change for more effectiveness warehouse.
 - Job analysis.

- **Section 8:**



- Terotechnology (feedback of data) to produce management information.
- Considerations in a life style.
- Building maintenance.
- Housekeeping.
- Service life for HVAC equipments.
- Energy management system.
- Building automation control system.