

**FORM FOR SCORING OF TRAINING RESOURCE TO FULFILL FEDERAL BUILDING PERSONNEL TRAINING ACT (FBPTA) CORE COMPETENCIES**

The FBPTA requires Federal building personnel to demonstrate compliance with a set of Core Competencies. The General Services Administration (GSA) accepts submissions for courses, certificates, certifications, accreditations, registrations, licenses, and other qualifications that demonstrate alignment with the FBPTA Core Competencies. GSA will post resources that sufficiently map to FBPTA Core Competency requirements on the FMI webpage ([www.fmi.gov](http://www.fmi.gov)) and may incorporate them into the Core Competency Web Tool. The Web Tool allows Federal buildings personnel to immediately claim credit for competencies met by completing approved training. FMI and the Core Competency Web Tool help Federal employees identify appropriate training, and allow Federal agencies to share information on training sources. To qualify for consideration, submitters complete this form describing how a specific training resource, certification / accreditation, license or other resource aligns with FBPTA core competencies through [AskFMI@gsa.gov](mailto:AskFMI@gsa.gov).

Initial Review Conducted By: Maria Fara

Initial Review Submission Completion Date: October 2, 2013

Technical Review Conducted By: Angela Lewis

Technical Review Submission Completion Date: December 2, 2013

**Alignment of Competency with Functional Roles**

	Often Aligned with Facility Management roles (24/43 Core Competencies)
	Often Aligned with Building Operations Professional roles (6/43 Core Competencies)
	Often Aligned with Energy Management Role (7/43 Core Competencies)
	Often Aligned with more than one role (6/43 Core Competencies)

**1. Please complete the following for each training course submitted for consideration:**

Training provider: **International Facility Management Association**

Provider address information (primary physical location, including address, city, state, zip code): **International Facility Management Association, 800 Gessner Road, Suite 900, Houston, TX 77024 USA**

Provider's primary point of contact for this learning resource (name, primary physical location (if different from provider address information), phone, and email):

Title of this training resource: **Essentials of Facility Management Program**

Type of training course: **Operations and Maintenance Series**

Does this course provide CEUs (Continuing Education Units) and if so, how many and for what occupation or field? **At this time, this program does not assign CEU learning credits.**

Learning objective(s) associated with this certificate program course: **Operations and Maintenance Series**

**Workshop 1: Introduction to Operations and Maintenance (2 hours)**

**This workshop introduces major concepts of operations and maintenance and basic O&M knowledge. It also addresses how proper planning can increase productivity and reduce costs.**

**Learning Objectives:**

- Describe the basic terms and definitions associated with the operations and maintenance of a building.
- Compare the differences between reactive and preventive maintenance and associated maintenance techniques.
- Identify the basic functions of O&M: housekeeping services, utilities and consumption, and maintenance.

**Workshop 2: The Basics of Building Systems (5 hours)**

**This workshop introduces basic knowledge on building systems, including maintenance programs.**

**Learning Objectives:**

- List and describe basic building systems: foundations, structure, and exterior, mechanical, electrical, plumbing, fire protection and site systems.
- Explain the operational activities associated with each building system.
- Identify where to apply maintenance programs to each building system

Delivery method and learning methods (delivery methods may include online instruction, classroom instruction, or other means, and learning methods could include lecture, group work, essay work, quizzes, or other learning activities): **This course is only available in an instructor-led classroom course. This workshop was designed for lecture style learning to include activity-based learning, case studies, chapter quizzes, and a final assessment.**

Length of training (in hours): **Workshops in the Operations and Maintenance series are a total of 13 hours of classroom instruction. The series is designed to be taken as a complete day and almost half or by individual workshops on separate days.**

URL link to information about the training course, content, and/or syllabus: **<http://www.ifma.org/professional-development/professional-development/course-details/2013/06/27/essentials-of-facility-management-operations-and-maintenance-workshop-series-ifma%27s-fall-symposium---pennsylvania-convention-center>**

2. Review the course objective(s) that have been submitted as being aligned with required FBPTA performance criteria. Review the learning methods in the course that will support that learning objective(s).

FBPTA Core Competency Area	FBPTA Core Competency	Required FBPTA performance criteria	Based on technical review of learning objectives and skills, does this resource map to the performance criteria?	Initial Review: Are all submission requirements included?	Initial Review: Are descriptions clear and logical?	Initial Review: Are all materials referenced included with the submission?	Technical Review: Learning Objectives Reviewed	Technical Review: Skills Reviewed	Technical Review: Are there any clarifications requested?	If clarification requested, note here	Clarification Response From Provider	Technical Review: Identify other materials submitted	Technical Review: Other Materials Reviewed	
1. Management of Facilities O&M	1.1 Management of Building Systems	1.1.1.Demonstrate familiarity with Building Systems.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate familiarity with Building Systems: HVAC, Electrical (and Standby generators), Lighting, Mechanical/Plumbing (and Fire protection systems), Vertical transportation, Structural, Roofing, Building Envelope.	Yes	Yes	No	Yes	Yes	No			None	No	
		1.1.7.Demonstrate ability to manage corrective, preventive and predictive maintenance.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate familiarity with corrective, preventive and predictive maintenance. NOTE: The industry lacks consistent terms between terms. One example is identified here, predictive maintenance is mentioned in performance criteria 1.1.7, but the skills taught description provided use the term condition monitoring.	Yes	Yes	No	Yes	Yes	No				None	No
	1.2 Management of Building Interiors	1.2.1.Demonstrate knowledge of how to evaluate building structures and permanent interiors.	Yes, based on the review of the learning objectives and the skills/material covered, the topics listed should demonstrate familiarity with how to evaluate building structures and permanent interiors.	Yes	Yes	No	Yes	Yes	No			None	No	
	1.3 Management of Building Exterior	1.3.1.Demonstrate familiarity with managing grounds and exteriors, parking structures, site utilities, landscaping and grounds, exterior envelope (roof, brick, masonry, etc.).	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should demonstrate familiarity with management of grounds and exteriors, parking structures, site utilities, landscaping and grounds and exterior envelope.	Yes	Yes	No	Yes	Yes	No				None	No
		1.3.5.Demonstrate ability to manage the maintenance and custodial needs of grounds and exterior elements.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should include information about the ability to manage the maintenance and custodial needs of grounds and exterior elements.	Yes	Yes	No	Yes	Yes	No				None	No

3. Technology	3.2. Building Automation Systems (BAS)	3.2.1.Demonstrate knowledge of a Building Automation System (BAS) and Maintenance Management Systems (MMS)	Partial. This course received credit because the course provides general knowledge of building automation systems (BAS) and maintenance management systems (MMS). However, as the performance criteria is for building operators, it does not sufficiently provide information about how to enter equipment information into the BAS, develop control strategies or implement alarm procedures. Full credit has been granted for performance criteria 4.1.5, which focuses on general knowledge of building automation systems, a performance criterion for energy managers.	Yes	Yes	No	Yes	Yes	No	Request clarification. It is not clear that Workshop 3 Objective addresses performance criteria 3.2.1. Although basic knowledge of BAS is covered, it does not appear the material in the course provides sufficient detail about how to enter data in a BAS, writing control strategies, alarm procedures, using the BAS for monitoring and relationships between BAS and MMS. Request clarification and course content relevant to this specific performance criteria.	See Exhibit 3.2.1. Course content is not at the technical / operator level, and different facilities in different locations will have unique equipment and operating conditions. However, since this performance criteria calls for the demonstration of knowledge, and the course content does impart relevant foundational knowledge, partial credit should be awarded.	Exhibit 3.2.2.1: Workshop 3 2: Building Automation Systems (BAS)	Yes
4. Energy Management	4.1. Systems and Demand Reduction	4.1.1.Demonstrate knowledge of building systems and how they affect energy use	Partial. This course received credit for three of the six topics covered: building envelope, HVAC systems (called mechanical systems in the course) and electrical systems. From review of the course material, the course does not include content on motors and drives, lighting systems or fuel systems.	Yes	Yes	No	Yes	Yes	No		None	None	Yes
		4.1.5.Demonstrate knowledge of Building Automation Systems (BAS) and Control Systems.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should include information about BAS and control systems.	Yes	Yes	No	Yes	Yes	No			None	No
		4.1.7.Demonstrate knowledge of Energy Management Systems (EMS) and Energy Information Systems (EIS).	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should include information about energy management systems (EMS) and energy information systems (EIS).	Yes	Yes	No	Yes	Yes	No			None	No
5. Safety	5.4. Occupant Interface	5.4.2.Demonstrate knowledge of and ability to manage proper storage of hazardous, toxic, and biologic materials.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should include information about how to properly dispose of hazardous and biological materials.	Yes	Yes	No	Yes	Yes	No			None	No
		5.4.10.Demonstrate knowledge of and ability to create, manage, and conduct fire and life safety and HAZMAT plans.	Yes, based on the review of the learning objectives and the skills/materials covered, the topics listed should include information about creating, managing and conducting fire, life safety and HAZMAT plans.	Yes	Yes	No	Yes	Yes	No			None	No