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COURSE BROCHURE

Refurbishment and Capital Works Delivery Training Course

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Registered in the United Kingdom and Saudi Arabia

Refurbishment and Capital Works Delivery Training Course

Refurbishment and Capital Works Delivery is a 1-week training course for facilities managers and estates leads who scope, fund and oversee refurbishment, fit-out and plant replacement in buildings that stay occupied. Each participant leaves with a capital works delivery plan for one real scheme. Ageing building stock, net zero retrofits and tight capital budgets make well-run works essential. Jupiter Prime Training offers this course to estates teams that must keep buildings running while they are improved.

Why Refurbishment and Capital Works Delivery Matters Now

Much of today's building stock needs new plant, upgraded envelopes and reconfigured floors, often while staff, patients or students remain inside. Energy retrofit targets, higher construction costs and occupier expectations all press on facilities teams that lead these schemes. Works handled well finish on budget, cause little disruption and hand over buildings that operate as designed. Works handled poorly overrun, interrupt core services and leave defects for the operations team. The course links capital works to the facility management system described in ISO 41001 Facility Management Management Systems, so projects serve long-term operation.

Who Gains Most from Refurbishment and Capital Works Delivery

- Facilities managers who sponsor or lead refurbishment schemes
- Estates officers preparing capital bids and condition-based priorities
- Building services leads replacing chillers, boilers and switchgear
- Workplace managers coordinating fit-outs and moves
- Contract administrators overseeing works contractors on site

Organisations gain most when estates, operations and finance staff attend together and agree how capital schemes are chosen and run.

Refurbishment and Capital Works Delivery Capabilities

The outcomes follow a scheme from the condition survey to a building handed back to its users.

- Scope refurbishment and plant replacement from condition data — supporting capital bids to finance
- Build cost estimates with contingency and whole-life cost — informing scheme approval
- Select procurement routes and works contractors — protecting quality and budget
- Design decant and phasing arrangements — keeping occupiers and services running
- Control site safety, change and progress — reassuring sponsors and occupants
- Specify handover and soft landings — giving operations teams a working building

Key Refurbishment and Capital Works Delivery Terms

- Capital works — Projects that create, replace or upgrade building assets, funded from capital rather than operating budgets.
- Condition survey — An inspection recording the state and remaining life of building elements and plant.
- Decant — Temporarily moving occupants out of space so that works can proceed safely.
- Phasing — Dividing works into sequenced stages so parts of a building stay in use.
- Practical completion — The stage when works are finished enough for the client to take the building back.
- Soft landings — A structured approach that keeps designers and contractors involved after handover to fine-tune building performance.

Refurbishment and Capital Works Delivery Day by Day

Day 1: Condition, Need and Scheme Scoping

- Condition Surveys and Backlog Registers — Ranking Elements for Replacement
- Occupier Briefs and Space Requirements — Defining What the Scheme Must Achieve
- Option Appraisal for Repair, Refurbish or Replace — Choosing the Intervention
- Retrofit and Energy Upgrade Opportunities — Aligning Works with Net Zero Aims
- Capital Bid Preparation — Securing Funding Approval

Day 2: Budgets, Procurement and Contracts

- Cost Plans and Contingency Allowances — Setting a Defensible Budget
- Whole-Life Cost Comparison — Weighing Capital Against Running Cost
- Procurement Routes for Minor and Major Works — Matching Route to Risk
- Contractor Prequalification and Tender Evaluation — Selecting Capable Firms
- Standard Building Contract Forms — Allocating Risk and Payment Terms

Day 3: Working in Occupied Buildings

- Decant Planning and Swing Space — Moving Occupants Without Losing Service
- Works Phasing and Sequencing — Keeping Critical Areas Open
- Isolations, Shutdowns and Permits to Work — Protecting Live Building Systems
- Noise, Dust and Access Controls — Reducing Disruption to Occupants
- Occupier Communication Plans — Maintaining Confidence During Works

Day 4: Site Control, Handover and Soft Landings

- Construction Phase Safety Plans — Overseeing Contractor Safety on Site
- Change Control and Variation Registers — Containing Cost Growth
- Progress Meetings and Earned Value Tracking — Spotting Slippage Early
- Commissioning, Snagging and Practical Completion — Accepting the Works
- Soft Landings and Operation Manuals — Preparing the Operations Team

Day 5: Practising the Capital Works Delivery Plan

- Scheme Scoping for a Hospital Ward Refurbishment — Applying Day One Methods
- Budget and Tender Strategy for a Chiller Replacement — Applying Day Two Choices
- Decant and Phasing Plan for a University Building — Applying Day Three Methods
- Handover Checklist for an Office Fit-Out — Applying Day Four Controls
- Capital Works Delivery Plan Completion — Presenting the Scheme to Sponsors

Applying Refurbishment and Capital Works Delivery After the Course

- Rank the next three capital schemes using condition data and option appraisal.
- Draft a decant and phasing plan for the next refurbishment in an occupied building.

Refurbishment and Capital Works Delivery Questions FAQ

What is refurbishment and capital works delivery and why does it matter now?

It is the discipline of scoping, funding and overseeing building upgrades so they finish on budget with little disruption. It matters now because ageing buildings, energy retrofits and rising costs put more works into occupied spaces.

Which roles gain most from refurbishment and capital works delivery training?

Facilities managers and estates officers gain most, along with building services leads, workplace managers and contract administrators.

How does refurbishment and capital works delivery differ from a general project management course?

A general project management course teaches methods for any project. This course applies them to building works in live premises, covering condition surveys, decants, shutdowns and soft landings.

What do you bring back from refurbishment and capital works delivery training?

You bring back a capital works delivery plan for one scheme, covering scope, budget, procurement route, phasing, site controls and handover.

Refurbishment and Capital Works Delivery: The Way Forward

The capital works delivery plan first supports the funding decision for the scheme it describes. Estates, operations and finance staff then use it to brief contractors and occupiers and to track progress on site. After handover, teams gain by comparing the finished building with the plan and feeding defects and running costs into the next capital bid.