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COURSE BROCHURE

Facility PPM Task Sheets and Maintenance Calendar Training Course

21 – 25 December 2026
Geneva

Facility PPM Task Sheets and Maintenance Calendar Training Course

Ref: 1308_49089 **Date:** 21 – 25 December 2026 **Location:** Geneva **Fees:** 7500 GBP

Facility PPM Task Sheets and Maintenance Calendar is a 1-week training course for facilities managers, building engineers and maintenance supervisors running chillers, switchboards, pumps and fire systems; participants leave with a facility preventive maintenance calendar for one site. Tenants, patients and visitors notice every failed air handler or tripped board, so planned visits matter more than callouts. Jupiter Prime Training delivers Facility PPM Task Sheets and Maintenance Calendar for building teams.

Why Facility PPM Task Sheets and Maintenance Calendar Matters Now

Buildings now carry more plant per square metre, while in-house technicians are fewer and specialist contractors cover more trades. Occupants and insurers expect evidence that sprinklers, emergency lights and generators were tested on time. A site with clear task sheets and a balanced calendar avoids summer cooling failures and failed inspections. The course draws on EN 13306 maintenance terminology and ISO 55001 asset management to frame planned building upkeep.

Who Gains Most from Facility PPM Task Sheets and Maintenance Calendar

- Staff who decide which building systems receive planned visits and how often
- Staff who write or approve task instructions for technicians and contractors
- Staff who load routines into the CMMS and release weekly work orders
- Staff who coordinate shutdowns of cooling, water or power with occupants
- Staff who check completion records and report compliance of life-safety tests

A hospital estates office, a mall operations desk or a campus maintenance unit gains most when its supervisors and planners attend as a group.

Facility PPM Task Sheets and Maintenance Calendar Capabilities

Participants turn an untidy equipment list into tagged assets, clear task instructions and a year of visits technicians can complete.

- Build an asset register for building services with system tags and locations — CMMS administrator
- Specify task sheet steps, tools, isolations and acceptance readings — technicians and contractors
- Assign weekly, monthly, quarterly and annual frequencies per asset type — facilities manager
- Balance labour hours across the calendar to avoid peaks and idle weeks — maintenance supervisor
- Design occupant notices and access slots for disruptive visits — tenants and clinical leads
- Communicate completion rates and overdue life-safety routines — building owner

Key Facility PPM Task Sheets and Maintenance Calendar Terms

- PPM — planned preventive maintenance: scheduled visits that service building equipment before it fails.
- Task sheet — a step-by-step instruction for one routine, listing tools, safety steps, checks and readings to record.
- Asset tag — a unique code fixed to equipment and held in the CMMS so work orders reach the right item.
- Maintenance calendar — a year view of every planned visit per system, showing week, trade and labour hours.
- Statutory test — a life-safety check, such as fire alarm or emergency lighting tests, that law or insurers require at set intervals.
- Completion rate — the share of released planned work orders closed within their due window.

Facility PPM Task Sheets and Maintenance Calendar Day by Day

Day 1: Building Systems and the Asset Register

- Building Services Map by System — HVAC, Electrical, Plumbing and Fire Scope
- Asset Tagging Conventions — Linking Plant Rooms, Floors and Equipment
- EN 13306 Maintenance Terms — Shared Language for Planned Visits
- Hard and Soft Service Boundaries — What the PPM List Covers
- Occupancy and Use Profiles — Hospitals, Offices and Malls Compared

Day 2: Writing Task Sheets That Technicians Follow

- Manufacturer Manuals and O&M Files — Source of Task Content
- Task Sheet Layout — Steps, Tools, Isolations and Readings
- Chiller and Air Handler Routines — Coil, Belt, Filter and Refrigerant Checks
- Switchboard, Generator and UPS Routines — Thermal Scans and Load Tests
- Pump, Tank and Fire Sprinkler Routines — Flow, Pressure and Valve Checks

Day 3: Frequencies and Calendar Building

- Frequency Banding by Asset Type — Weekly to Annual Visits
- Statutory Life-Safety Tests — Fixed Dates That Cannot Slip
- Seasonal Loading of Cooling Plant — Pre-Summer Service Windows
- Labour Hour Levelling — Avoiding Peaks Across Trades
- Contractor Visit Slots — In-House Versus Specialist Routines

Day 4: CMMS Work Orders and Completion Evidence

- CMMS Routine Set-Up — Linking Task Sheets to Asset Tags
- Weekly Work Order Release — Bundling Routines by Zone
- Mobile Close-Out and Readings — Evidence Captured at the Asset
- Overdue and Deferred Routines — Escalation and Risk Acceptance
- Completion Rate Dashboards — Reporting to Building Owners

Day 5: Practising the Facility Maintenance Calendar

- Hospital Wing Case — Applying Task Sheets to Critical Ventilation
- Shopping Mall Case — Applying Frequency Banding and Contractor Slots
- Occupant Disruption Plan — Applying Notices and Access Windows
- ISO 55001 Line of Sight — Linking the Calendar to Asset Objectives
- Facility Preventive Maintenance Calendar — One Site, Twelve Months

Applying Facility PPM Task Sheets and Maintenance Calendar After the Course

- Rewrite the five most-used task sheets on site using the layout practised and reload them into the CMMS.
- Level the next quarter of the maintenance calendar by trade and publish occupant notices for disruptive visits.

Facility PPM Task Sheets and Maintenance Calendar Questions FAQ

What are Facility PPM Task Sheets and a Maintenance Calendar, and why do they matter now?

They are the written routines and year-long schedule that keep building services running between breakdowns. They matter now because buildings hold more plant and maintenance teams are smaller.

Which roles gain most from Facility PPM Task Sheets and Maintenance Calendar skills?

Facilities managers, building engineers and maintenance supervisors gain most. CMMS planners who release work orders also benefit.

How do Facility PPM Task Sheets and Maintenance Calendar skills differ from preventive maintenance interval engineering?

They focus on building services and the practical documents that run them. Interval engineering courses analyse failure behaviour in process plant; this course writes routines, sets visit frequencies and loads them into a CMMS for occupied buildings.

What do you bring back from Facility PPM Task Sheets and Maintenance Calendar training?

You bring back a twelve-month maintenance calendar for one site. It links tagged assets, task sheets, frequencies, labour hours and contractor slots.

Facility PPM Task Sheets and Maintenance Calendar: The Way Forward

The facility preventive maintenance calendar first informs the decision on which routines stay in-house and which go to specialist contractors. Supervisors and CMMS planners use it to release weekly work orders. After one full season, revisit the frequencies for cooling plant and the labour peaks.