## U-M Facilities Professional Certificate Program

### Program and Curriculum Guide

#### Core Courses

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Date</th>
<th>Time</th>
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</table>
| **FPCP Kick-off and Opening**  
**Module: Effective Partnerships with Plant**  
(All levels) Meet your colleagues at the FPCP kick-off and join us for the first module which highlights the intersection between facility managers & Plant throughout the work flow. As we explore this critical partnership, we will examine the essential elements to support excellent building operations.  
(4 hours)                                                                              | Oct. 14       | 8am-12pm      |
| **FMS Training**  
(All levels) Build queries to better analyze and track maintenance activity, including the status and notes on work orders.  
(2 hours)                                                                              | Oct. 26       | 1:30-3:30pm   |
| **Building Systems A**  
(All levels) Understand essential facility systems -- from HVAC to elevators -- including problem-solving tactics for things gone wrong. Learn about optimal systems operations which contribute to sustainability and cost control.  
(4 hours)                                                                              | Nov. 4        | 8am-12pm      |
| **Building Systems B**  
(Level II & III) Learn how to make use of the Building Automation System through ApogeeGo® to save money and increase efficiency in your facility.  
(4 hours)                                                                              | Nov. 18 & Dec. 2 (select 1 to attend) | 8am-12pm      |
| **Utilities Billing and Sustainability**  
(Level II & III) Learn how to use U-M's utilities billing software system to analyze and manage energy consumption. Hear from a U-M best practice model in successful energy conservation and cost reduction.  
(2 hours)                                                                              | Dec. 7        | 1:30-3:30pm   |
| **Strategies for Managing Space, Property, and Facilities Planning**  
(Level II & III) Learn the critical role of the space survey: how information is used to support strategic unit decisions, and how the information can help you manage space more effectively. Also, learn planning strategies for various types of facilities efforts (new construction, renovations, general operations). Other topics include the capital planning process, creative solutions when you don't have enough space, and proper disposal of assets.  
(3 hours)                                                                              | Feb. 10       | 8am-11am      |
| **University Preparedness**  
(All levels) Emergency planning and communication with building occupants is a critical responsibility for facilities personnel. Thoroughly explore your role in managing your facility's risks and increase your ability to navigate the array of resources available to help you educate and inform others.  
(4 hours)                                                                              | Feb. 17       | 8am-12pm      |
| **Financial Reports and Budgeting Methods**  
(Level II & III) Hands-on analysis of building maintenance expenses through queries and reports, plus budgeting methods for facilities (construction, renovations, operations & maintenance).  
(4 hours)                                                                              | Mar. 8        | 8am-12pm      |
| **Facilities Project Delivery and Procurement**  
(Level II & III) In-depth exploration of AEC's project delivery model and your role: initiating projects, communicating with internal customers, and understanding AEC reports (costs, schedules, project summaries). Learn the codes with which contractors need to comply. Also, learn the business process basics on "how to buy" on behalf of the University for facilities efforts.  
(4 hours)                                                                              | Mar. 22       | 8am-12pm      |
| **Guidelines, Ordinances, and Laws: Campus Exteriors and Public Safety**  
(All levels) Learn about campus planning and campus exterior guidelines & "how-to" information about coordinating outdoor work with the city. Learn about communication and partnership with DPS, including the building files maintained by DPS about your building and how to adjust your facility's information.  
(3 hours)                                                                              | May 17        | 9am-12pm      |

**White: All levels**  
**Blue: Levels 2 and 3 only**
## Elective Options

*(Level II & III participants will complete two electives to satisfy certificate requirements)*

<table>
<thead>
<tr>
<th>Elective Topics</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Lab Health &amp; Safety</td>
<td>Facilities professionals are essential partners in helping to keep lab personnel and laboratory space safe. Work with OSEH experts on the many ways they can help you, and how you can help OSEH in the pursuit of safe practices and compliance. <em>(4 hours)</em> How to Enroll: Register for this class during the FPCP &quot;Kick-off&quot; when you attend on Oct 14</td>
<td>Nov. 9</td>
<td>8am-12pm</td>
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<tr>
<td>Building Systems C</td>
<td>In-depth, hands-on experience with mechanical building systems. Work with the experts on understanding technical operations and system interconnections that support your building. <em>(4 hours)</em> How to Enroll: Register for this class during the FPCP &quot;Kick-off&quot; when you attend on Oct 14</td>
<td>Jan. 27</td>
<td>8am-12pm</td>
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<tr>
<td>Human Resources</td>
<td><strong>Foundations of Supervision I:</strong> HRD <em>(see website for description &amp; registration: <a href="http://www.umich.edu/~hrd/programsandcourses/index.html">http://www.umich.edu/~hrd/programsandcourses/index.html</a>)</em></td>
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<tr>
<td>Management Effectiveness</td>
<td><strong>HRD Courses</strong> <em>(see website for listing, descriptions &amp; registration: <a href="http://www.umich.edu/~hrd/programsandcourses/index.html">http://www.umich.edu/~hrd/programsandcourses/index.html</a>)</em></td>
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<td><strong>ITS courses</strong> <em>(see website for listing, descriptions &amp; registration: <a href="http://www.itcs.umich.edu/education/by-date.php">http://www.itcs.umich.edu/education/by-date.php</a>)</em></td>
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### Elective Substitution Program

Participants may appeal for credit waivers for related coursework that has been completed in the last five years on similar subject matters. To discuss, call Plant Academy at 647-0831 and speak with Sarah Ely.

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*Course offered by another provider, nominal fees from this provider may apply*