



THE HONG KONG INSTITUTE OF FACILITY MANAGEMENT

Jointly organized with Dept of Real Estate & Facilities Mgt, IVE (Morrison Hill)

CPD Event (CPD004/05)

CPD Series on Facility Management Module 1 : Workshop on Facility Technology

Venue : Rm 101 IVE (Morrison Hill), 6 Oi Kwan Rd, Wanchai, HK
Total Hours : 6 Hours (2 x 3hrs)
Course Fee (incl training materials) : \$500/person (Non-member)
 \$450/person (Member)
Medium of Instruction : English & Cantonese
Date: : 26 Nov 05 & 3 Dec 05 (Sat)
Time: : 9.00 am – 12.00 noon

Places are limited. The closing date for reservation is Friday 11 November 2005. Priority will be given to members and on "first-come-first-served" basis. Please be reminded that the module will be postponed if there is typhoon signal No. 8 or above and/or the black rainstorm warning is hoisted in effect at 8:00a.m. on the days of the event. Notice of postponement will be issued.

Interested parties please complete and return the below slip together with the cheque to the HKIFM, Unit C 35/F Morrison Plaza, 5-9A Morrison Hill Road, Wanchai, Hong Kong by mail or direct debit to our Bank of East Asia Account #514-40-55007-8 and fax the pay-in slip back to 25374426.

RESERVATION FORM

CPD Series on Facility Management | Module 1 : Workshop on Facility Technology (CPD004/05)

The **closing date** for reservations is **Friday 11 November 2005**

Name: _____ Membership No.: _____
 Contact No.: _____ Mobile Phone No.: _____ Fax No.: _____
 No. of Reservation: _____ Chq. Amt.: _____ Chq. No.: _____ made payable to "The HKIFM"

The Hong Kong Institute of Facility Management ADMISSION TICKET/OFFICAL RECEIPT

(THE ORIGINAL OF THIS ADMISSION TICKET MUST BE PRESENTED AT THE EVENT)

CPD Series on Facility Management | Module 1 : Workshop on Facility Technology (CPD004/05)

Saturdays, 26 Nov 05 & 3 Dec 05, from 9:00a.m. to 12:00noon.

Reservation Fee HK\$..... for person(s), cash/chq #..... made payable to "HKIFM"

Name in full:

Correspondence Address:

For Office Use Only

Received & Confirmed by HKIFM
 Unit C 35/F Morrison Plaza
 5-9A Morrison Hill Rd, HK
 Tel: 2537 0456 Fax: 2537 4426
 Website: www.hkifm.org.hk

(Receipt Chop)

(Attendance Chop)



CPD Series on Facility Management Module 1 : Workshop on Facility Technology

Course Information

Aims

This module is aimed for in-service practitioners to acquire general knowledge and skills of application of the latest IT in Facility Management. In addition to lecture, participants will be able to have hands-on experience on the application of some common software in CIFM and CMMS, including Maximos, Archibus and Linkey.

Class Schedule

26 Nov 2005 (Day 1)

- 9:00am – 10:30am Overview of the Application of facility technologies in Asset Management; CMMS for operation and maintenance.
- 10:30am – 12noon Demonstration and Hands on Session on “Maximos”

3 Dec 2005 (Day 2)

- 9:00am – 10:00am Application of facility technologies in space management.
- 10:00am – 11:00am Demonstration and Hands on Session on “Archibus”
- 11:00am – 12noon Demonstration and Hands on Session on “Linkey”