



## MAINTENANCE MANAGEMENT TRAINING

# Property and Facilities Management

5 day course

Classroom, online or in-house

## Course overview

This course covers running a property portfolio and the buildings within it. Delegates work through lease administration and tenant management, planned and reactive maintenance, service charge budgeting and reconciliation, statutory compliance for buildings, utilities and energy management, and the contracting of facilities services. Attention is given to the reality of operating buildings where municipal services are unreliable, including standby power, water storage and the cost these carry, and to the maintenance backlog problem that most portfolios accumulate and few address systematically.

## What you will learn

- Administer leases and manage tenant relationships
- Plan maintenance and balance planned against reactive work
- Budget and reconcile service charges defensibly
- Meet statutory compliance obligations for buildings
- Manage utilities, energy and the cost of unreliable municipal services
- Contract and manage facilities service providers
- Quantify and address a maintenance backlog systematically

## Who should attend

- Property and facilities managers
- Building and estate managers
- Maintenance managers in commercial property
- Corporate real estate staff
- Public sector property and infrastructure officials

## Course outline

- 01 Lease administration and tenant management
- 02 Planned against reactive maintenance
- 03 Service charge budgeting and reconciliation
- 04 Statutory compliance for buildings
- 05 Utilities, energy and standby provision
- 06 Contracting facilities services
- 07 Maintenance backlog: quantifying and addressing it
- 08 Performance measurement across a portfolio

## Upcoming dates

| Dates                   | Venue                   | Format    | Fee per delegate |
|-------------------------|-------------------------|-----------|------------------|
| 21 to 25 September 2026 | Online                  | Online    | R8,500           |
| 21 to 25 December 2026  | Cape Town, South Africa | Classroom | R19,950          |
| 4 to 8 January 2027     | Gaborone, Botswana      | Classroom | R19,950          |
| 1 to 5 February 2027    | Addis Ababa, Ethiopia   | Classroom | USD 1,325        |



## Fees and how to register

This 5 day course is **R8,500** per delegate online, **R19,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 1,325** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit [www.afrisciencegroup.com](http://www.afrisciencegroup.com), email [info@afriscience.co.za](mailto:info@afriscience.co.za), or WhatsApp us on **+27 63 479 1136**.

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