

# A CONSISTENT STANDARD

FOR FACILITIES PROFESSIONALS

Illinois Association of School Business Officials

## FACILITIES OPERATIONS

CUSTODIAL



MAINTENANCE



GROUNDS

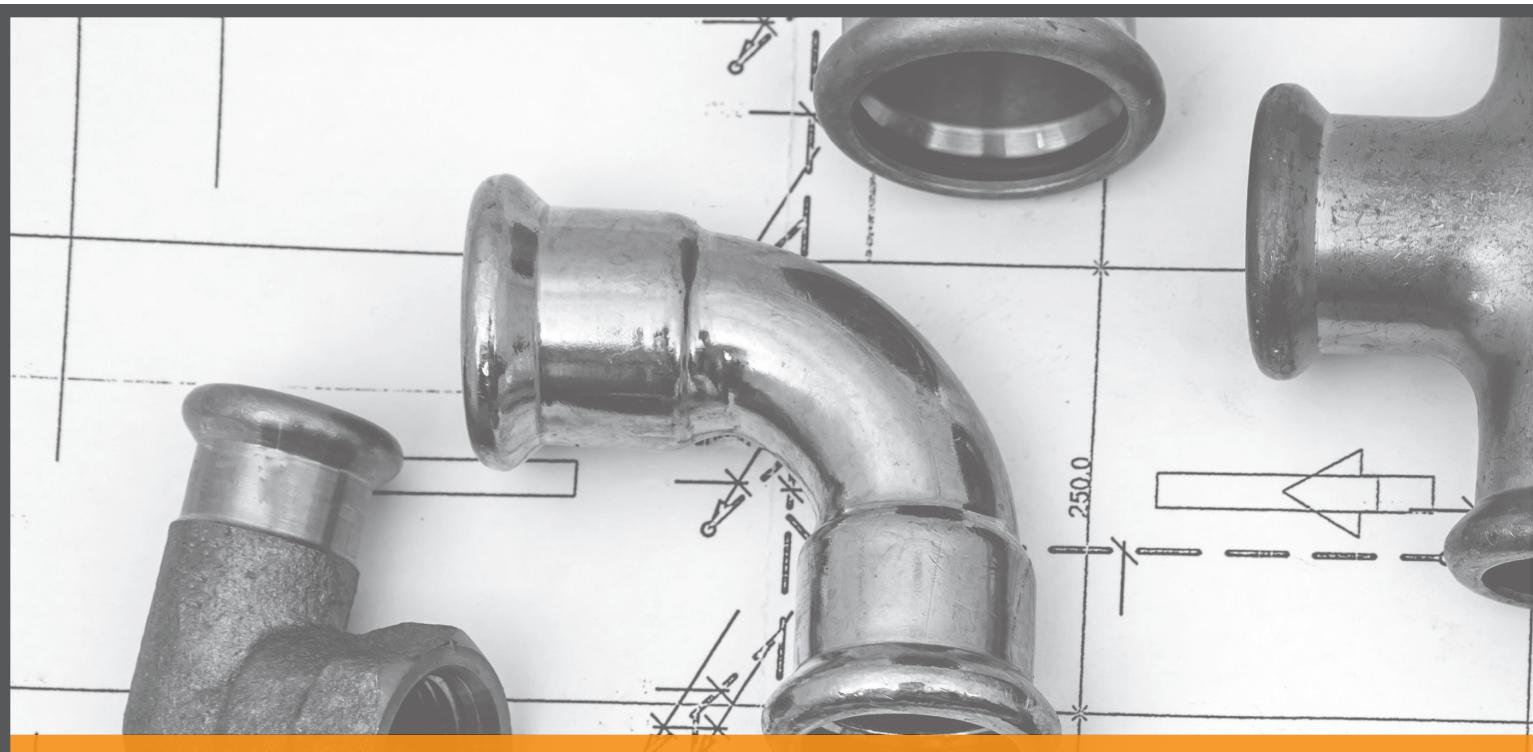


FACILITIES



# PROGRAM





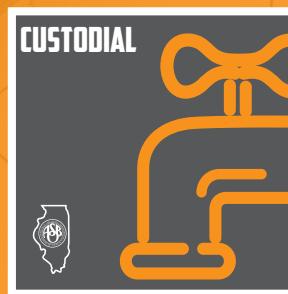
## SETTING THE INDUSTRY STANDARD FOR ILLINOIS SCHOOL FACILITIES

Facility Management has changed dramatically over the years to include a wide range of responsibilities – from custodial, maintenance and grounds to legal issues, long-range planning, emergency management and much more.

The Facilities Operations Program provides a consistent standard for the development of high quality school facilities professionals. The knowledge base lays the groundwork of what a facility professional needs to know to succeed in their chosen field.

## A FLEXIBLE PROGRAM TO MEET YOUR NEEDS

Using the *Good School Maintenance\** manual as the core curriculum, the Facilities Operations Program is divided into four courses:



## TAKE ALL FOUR COURSES TO COMPLETE THE PROGRAM!

Taking all four courses ensures that you have the knowledge base school districts are looking for from their facilities managers. Upon completion of the program, you will receive a certificate to demonstrate your achievement to your school district. Or attend a full-day seminar in a specialized area.

\*All courses require the purchase of *Good School Maintenance* as a prerequisite for participation. The manual is available from IASB at [www.iasb.com](http://www.iasb.com)

# FUNDAMENTAL TOPICS FOR FACILITY MANAGERS

## ESSENTIALS OF FACILITIES MANAGEMENT - BASE COURSE

Managing school facilities requires a specific knowledge base that isn't taught elsewhere. Explore school-specific topic areas including accounting and funding sources, required training for facilities staff and inspections to be done in-house, by the government or outsourced. Learn personnel management skills as you understand relevant legislation and discuss evaluations, hiring, leadership styles and discipline.



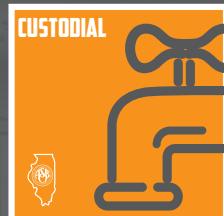
## ESSENTIALS OF MAINTENANCE OPERATIONS - ELECTIVE COURSE

Get an overview of maintenance operations including maintaining interior and exterior surfaces and systems, roof care, HVAC, electrical, electronic and low voltage systems, sanitary and sewage. Each lesson throughout the day will focus in on one of these areas and provide best practices.



## ESSENTIALS OF CUSTODIAL OPERATIONS - ELECTIVE COURSE

Get insights on how to organize your custodial operations, then dive into the specifics of each topic area. Learn about area cleaning programs for specific rooms within the school building and the procedures and services required inside and outside the facility. Review equipment and supplies needed for your operation and maintenance considerations for synthetic countertops and tabletops.



## ESSENTIALS OF GROUNDS OPERATIONS - ELECTIVE COURSE

Effective grounds management requires organization, balancing demands, overcoming obstacles and encouraging growth within your team. Get insights into these challenges, then learn about key topics including tree and shrub care, building and maintaining a lawn and caring for bituminous paving.



**A MOTIVATED FACILITIES PROFESSIONAL CAN COMPLETE THE ENTIRE PROGRAM WITHIN ONE YEAR!**

**FIND THE COURSE DATES FOR THIS YEAR AT**

**WWW.IASBO.ORG/FOP**

# KEEP LEARNING AND GROWING WITH ILLINOIS ASBO

## FACILITIES CERTIFICATIONS

Put a recognized credential behind your name! In partnership with the Association for Facilities Engineering, Illinois ASBO offers two career-building facilities certifications — Certified Plant Maintenance Manager (CPMM) and Certified Plant Supervisor (CPS).

## FACILITIES PROFESSIONALS CONFERENCE

Every spring, facilities managers gather to further their knowledge and skills at this packed day of learning! The conference includes both professional development sessions and exhibits.

**SAVE THE DATE! JOIN US ON MARCH 7, 2019 AT THE CHICAGO MARRIOTT OAK BROOK**

## FACILITIES REGIONAL ORGANIZATIONS

Network and share solutions with other local facility managers! Facilities regionals are springing up all over the state and provide an additional opportunity to learn and make connections.

**RAISE THE STANDARD OF YOUR PROFESSIONAL DEVELOPMENT:  
[www.iasbo.org/facprograms](http://www.iasbo.org/facprograms)**



**Illinois ASBO**

108 Carroll Ave DeKalb, IL 60115 (815) 753-1276 | [www.iasbo.org](http://www.iasbo.org)