

The Design, Operation & Maintenance of Buildings, Part I

Required for: RPA, FMA

Through this course you will learn to manage the ongoing maintenance and operation of building systems, gaining insight into the many issues that affect building efficiency and cost effectiveness. You will acquire the skills to perform life-cycle costing on building projects, gain the knowledge to assist a design team on construction and renovation projects and learn to develop sound service contracts and effectively monitor the performance of contractors.

Topics covered:

- Building design and construction
- Construction materials
- Structural systems
- Heating, ventilation and air conditioning
- Plumbing systems
- The building envelope
- Building systems controls
- Life cycle costing

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all the participants have read and are familiar with the information in the text.

Date: November 27 – 30, 2018

Time: Tues. - Thurs. 8:30 am to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: Adrian Cowling

Cost*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

Location: TBA. Exams can be scheduled at all Pearson VUE testing sites

**Cost is subject to change up to 90 days prior to the start of the course.*

Did you know?

BOMI students may take a mixture of self-study and classroom classes.



Asset Management

Elective for: RPA, FMA

Today's property managers work hand-in-hand with asset managers and often serve as asset managers themselves. Expert education gives professionals the capability to build value in real estate assets, providing confidence to investors, owners, and building tenants. Make sense of your assets, discover the asset manager's role, function and place in real estate and business, and master the ability to outperform competitors.

Major topics covered:

- Developing an asset management plan, including appropriate resources associated with the current economy;
- Measuring financial and operational objectives, including audits and reasons for them;
- Managing and marketing strategies for retaining and attracting tenants;
- Acquiring, disposing, and evaluating troubled properties for sound decision making;
- Implement current investment analysis software.

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: February 26 – March 1, 2019

Time: Tues. - Thurs. 8:30 am to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: Adrian Cowling

Cost*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

Location: TBA. Exams can be scheduled at all Pearson VUE testing sites

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Did you know?

Registration for all classroom courses can be done through the
BOMA Nova Scotia office at 902 425 3717

Environmental Health & Safety Issues

Required for: RPA, FMA, SMA

Protecting the environment and promoting worker health and safety are issues at the centre stage of today's property industry. This course provides you with an overview of the environmental health and safety considerations in building operations. You'll learn to develop and manage proactive environmental/occupational health and safety programs, comply with regulatory standards and guidelines governing facility health and safety issues, and assess when to obtain technical assistance.

Major topics covered in this course

- Regulatory overview
- Hazard communication
- Emergency response
- Asbestos and lead management
- Office and industrial ergonomics
- Audits, record keeping, and legal issues
- Indoor air quality
- Air emissions and pollution control
- Storage tanks
- Hazardous waste
- Site assessment

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: April 2019

Time: Tues. - Thurs. 8:30 am to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

Location: TBA. Exams can be scheduled at all Pearson VUE testing sites

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Did you know?

We offer courses on demand. If there are a sufficient number of students in any area who need a particular course... call us – we will arrange it.

Managing the Organization

Elective for: RPA, FMA

This course will prepare you to manage and lead your organization through improved communication, motivation, relationship and team building, project management, problem solving, and decision-making skills. Managers who take this course will be able to further develop their group leadership and management techniques and abilities, and analyze and improve their relationships with staff, colleagues and owners.

Topics covered include:

- Management skills and tools
- Leadership styles and relationships
- Types of organizations
- Team building, leadership and motivation
- Planning, controlling and decision making
- Problem-solving techniques
- Project and change management
- Workplace safety and documentation

This course will be offered over four days in an accelerated review format. The instructor will be assuming that all of the participants have read and are familiar with the information in the text.

Date: September 2019

Time: Tues. - Thurs. 8:30 am to 4:30 pm, Fri. 8:30 am to 12:00 noon

Instructor: TBA

Cost*: \$ 1,465.00

\$ 1,315.00 for BOMA Nova Scotia member companies

Exam Cost: Included in the course fees listed above

Location: TBA. Exams can be scheduled at all Pearson VUE testing sites

**Cost is subject to change up to 90 days prior to the start of the course.*

Did you know?

You can fulfill continuing education requirements for other designations
by taking BOMI courses