

Outline for 2-day course on:

## **Maintenance for Buildings, Warehouses & Facilities-----looking at Building Audit, Compliance & Safety**

Module 1:

- Who reviews building maintenance, warehouses and facilities?
- Cardinal issues in the reviewers (management, BOD, auditors, inspectors, regulators) agenda.
- Why the need for maintenance?

Module 2:

- Understanding the purposes and uses of buildings, warehouses, facilities (BWF).
- The needs of users/stakeholders in BWF.
- Internal stakeholders: occupants, tenants, investors.
- External stakeholders: the public, financiers, caveat-holders, regulators.
- Harmony and aesthetic façade, physical structures blending with the street/city landscape.

Module 3:

- Essentials that are requisites of good BWF.
- The 7Cs to nurture or made available (capacity, comfort, contemporary, caring, cognizance, confluence/convergence, conforming).
- HVAC: electrification and other utility programme/planning for sewerage, water.
- Emergency passages, escapes, staging areas,

Module 4:

- Fulfillment or facility infrastructure.
- Looking at the 6 aspects of BWF (investment, asset, value-appreciation, safety, utility, and network/delivery channel).
- Justification of finance, ROI.
- Capacity, utility level and safety standards.

Module 5:

- The 3 basics that organisations manage
- Product/service, network/delivery channel, users/customers.
- Enabler of organisation's business and non-business operations....supporting the network/delivery channel.

Module 6:

- The obvious standards and requirements for BWF
- Safety and internal compliance
- Regulatory compliance
- Consequences of non-compliance, safety-failures.

Module 7:

- Understanding the various risks in BWF.
- Risk-scoping in BWF management.
- Putting greater emphasis and compliance monitoring in high risk areas.

Module 8:

- Managing crisis/disaster in BWF.
- Understanding that effective BCP (business continuity planning) is essential in today's BWF management.
- BCP / crisis/disaster management framework.
- Hot, warm, cold sites, back-ups.
- No business resilience and enhanced shareholders' values if BWF management is poor.

Module 9:

- Global and best practices for managing BWF.
- Quality and safety standards.
- Curing the sick BWF and adopting the SBS (sick-building syndrome) programme.
- Consequences of failures in safety and compliance standards.
- ISO certification.
- Owner-management versus outsourced 3<sup>rd</sup> party management.

Module 10:

- What of tomorrow?
- Changes in business and organisational landscapes: Virtual office/business premises versus physical structures.
- Does e-commerce needs physical BWF?

**Learn from the Course Co-ordinator**



(Dr) Joseph Eby Ruin @ (Dr) Josef.

*FCCA(UK); CA(M'sia); Hon DBA-Mgt Phi(Kursk).*

*Joseph Eby Ruin graduated in ACCA(UK) in 1976, was an*

Associate Member in 1979, and elevated to Fellow Member in 1984. He was admitted as a member of The Malaysian Institute of Accountants in 1983. For his many publications of management books, newspaper articles, and conference/seminar/workshop papers, he was conferred an honorary degree of Doctor of Business Administration (Mgt Philosophy) by Kursk State Technical University Russia. He was elected the Regional Director for the Malaysian Chapter of PRMIA (Professional Risk Mgrs' International Association) in November 2007. He was the Treasurer of FAAM (Fulbright scholars Alumni Association of Malaysia) for 2008-2009.

*Executive/managerial experience:*

Joseph's executive and managerial career spanned the past 3 decades. Throughout this 30 years, he worked in 6 different banks as Branch Manager and later holding various posts at the corporate head office. He also worked in 5 non-banking organisations where he held various executive/ managerial capacities, as Head of Internal Audit/Chief Auditor and Secretary to the Board's Audit Committee. His last job before he retired in April 2007 was as the Chief Risk Officer/Head of Risk Management Division of a large Malaysian commercial bank. He is now the Principal/Proprietor of RiskFirst Consultancy & Training Services.

*Sabbatical work:*

He was awarded the US-sponsored Fulbright Professional Exchange Program in 1995/96. For this sabbatical in the US he was attached to the Institute of Internal Auditors Inc Head Office at Altamonte Springs Florida; where he participated in a 3-month auditing & corporate governance review workshops in Orlando Florida, Phoenix Arizona, Dallas Texas, and in Washington DC. In May 2004 he participated in the intensive workshop/seminar on risk management at INSEAD Paris France.

*Speaker:*

Joseph is a regular speaker/facilitator/panel chairman for public and inhouse forums / workshops and conferences. He has accepted invitations to deliver his papers in Kuala Lumpur, Mekong Institute Khon Kaen University Thailand, Melbourne Australia, Brunei, Fontainebleau Paris France, Shanghai China, Sydney Australia, Bangkok Thailand, Mumbai India, Singapore, Phnom Penh Cambodia, Orlando Florida, Hong Kong, Mauritius, Beijing China, Manila Philippines, Seoul Korea, and in Bali and Jakarta Indonesia.

*Newspaper and journal articles:*

Since 1996 Joseph has contributed articles focusing on his areas of work. These articles are published in the local Malaysian newspapers (the NST) regularly, as well as in Malaysian business-magazines and professional newsletters/journals.

*Management books:*

Joseph has authored 18 management-books titled (1) Enterprise-wide Risk Management Made Easy, (2) Managing Operational Risks in Organisations, (3) Managing Crisis in Organisation, (4) Managing Tomorrow's Organisations, (5) Guide to Effective Management of Business Organisation, (6) Guide to the Management of Anti-Money Laundering and Counter-Financing of Terrorism, (7) (viii) Business Planning and Report Writing, (8) Getting One Step Ahead of the Pack, (9) Managing People and Business, (10) Managing Effective Teams in Organisations, (11) Managing Service, Finance, Credit and Debts, (12) Essentials of

Managing Yourself, (13) The Art & Soul of Project Management, (14) Banking and Finance in Malaysia, (15) Guide to Import and Export Trade in Malaysia, and (16) Guide to Obtaining Bank Financing, and two books for The Malaysian Institute of Corporate Governance, namely (17) Audit Committee...Going Forward Towards Corporate Governance and (18) The Essentials of Corporate Management.

**Dr Joseph Eby Ruin's website is at : [www.riskfirstconsult.com](http://www.riskfirstconsult.com)**

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