

# ABMA CPD – Preparing an Asset Register & Maintenance Calendar

## Instructor

PRO-BMT

## Phone

1300 776 268

## Email

[info@pro-bmt.com.au](mailto:info@pro-bmt.com.au)

## Office Location

Brisbane Training Studio

## Office Hours

Monday – Sunday

## Introduction

## Course ID-CPD-ARM

## Course Overview

---

### Course Overview

**PRO-BMT** (“*Professional Building Management Training*”) provides ABMA Accredited Training programs to support continuing professional development [CPD] for ABMA Accredited Industry Practitioners.

The ABMA CPD – Preparing an Asset Register & Maintenance Calendar Introduction course is 3-hour tutorial and general overview delivered in easy language for all levels of competency. Targeted toward Facilities Managers, Caretakers, strata managers or Committee Members seeking to gain an introductory level understanding how to schedule the routine maintenance of assets and infrastructure on the common property in residential and mixed-use strata schemes, the CPD-ARM course will supply an overview of asset identification and mandatory maintenance requirements. Entry level Caretakers or Facilities Managers seeking to enter the industry and provide services to the sector, along with specialty consultants seeking to provide consulting services in this discipline will also gain insight and direction from this course.

### Learning Outcomes

Upon completion of the CPD-ARM Course, participants should have achieved the following learning outcomes: -

- A general overview of regulatory compliance for maintenance of assets & infrastructure on the common property
- An introduction to preparing an asset register
- An introduction to preparing a preventative maintenance calendar
- An overview of the frequencies of maintenance required
- Reporting template provided

### Teaching Strategies & Objectives

The CPD-ARM Course is an introductory tutorial aimed at entry level. All PRO-BMT Trainers are ABMA Accredited Building Durability Consultants and are therefore able to provide relevant information to the participants.



## **Assessment & Certification**

All participants who successfully complete the CPD-DAR Course are issued with a PRO-BMT Certificate to the ABMA continuing professional development standard. This certificate will support application for ABMA Industry Practitioner Accreditation.

## **Pre-Requisite Qualifications**

There are no pre-requisite qualifications required to enroll in this course other than a sound level of comprehension in the English language.

## **Course Materials**

All participants must purchase the current year reference textbook for the Course: - ABMA Building Management Code© [state specific version].

## **Resources**

Resource references are provided during the course, including a copy of the ABMA Guide to the Facilities Management Plan along with compliance checklist templates.

## **Further Study**

For those seeking to build specialist capability in defining of assets and preparation of preventative maintenance schedules area the Facilities Management Plan Workshop [3-day DIY workshop] is highly recommended.

The ultimate qualification available for Facilities Managers, Caretakers and Strata Managers in residential and mixed-use strata facilities management is the Diploma of Building Management.