

## Certified Professional Facility Manager (CPFM)™

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### Certified Professional Facility Manager (CPFM) - Certification Overview

The Certified Professional Facility Manager (CPFM)™ certification is a professional credential designed to validate the knowledge, skills, and competencies required to effectively manage and maintain facilities across various industries. It focuses on key areas such as operations and maintenance, safety and compliance, sustainability, space management, and leadership. This certification is ideal for facility managers, property managers, and professionals seeking to enhance their expertise in managing buildings, infrastructure, and workplace environments efficiently.

The CPFM program typically combines theoretical knowledge with practical applications, ensuring that candidates understand both the strategic and operational aspects of facility management. It emphasizes best practices in asset management, energy efficiency, risk management, and regulatory compliance. By earning this certification, professionals demonstrate their ability to optimize facility performance, reduce operational costs, and create safe and productive environments for occupants.

Achieving CPFM certification can significantly enhance career opportunities and professional credibility. It signals to employers and stakeholders that the individual possesses a standardized level of competence and is committed to continuous professional development. Certified professionals often gain a competitive edge in the job market, qualify for advanced roles, and contribute more effectively to organizational goals through improved facility planning, maintenance strategies, and resource management.

### Target Audience

The Certified Professional Facility Manager (CPFM)™ certification is designed for a wide range of professionals involved in the management, operation, and maintenance of facilities. It is particularly suitable for facility managers, property managers, and building supervisors who are responsible for overseeing daily operations, ensuring safety compliance, and maintaining infrastructure. Professionals working in commercial buildings, healthcare facilities, educational institutions, and industrial environments can greatly benefit from this certification.

It is also ideal for engineers, maintenance managers, and technical staff who are directly involved in asset management, equipment maintenance, and energy optimization. Individuals aspiring to move into facility management roles or those transitioning from related fields such as operations, administration, or project management will find CPFM valuable for building a strong foundation in facility management principles and practices.

### What Modules are covered?

#### Module 1 - Facility Operations and Maintenance

- Overview of facility management functions and responsibilities
- Building systems: HVAC, electrical, plumbing, and mechanical
- Preventive, predictive, and corrective maintenance strategies
- Asset lifecycle management and maintenance planning
- Use of CMMS (Computerized Maintenance Management Systems)
- Vendor and service contract management
- Performance monitoring and continuous improvement

#### Module 2 - Health, Safety, and Risk Management

- Workplace health and safety standards
- Hazard identification and risk assessment techniques
- Fire safety systems and emergency preparedness planning
- Incident reporting and accident investigation
- Compliance with local and international safety regulations
- Business continuity and disaster recovery planning
- Safety training and awareness programs

#### Module 3 - Sustainability and Environmental Management

- Principles of sustainable facility management
- Energy management and efficiency strategies
- Water conservation and waste management practices
- Green building concepts and certifications
- Environmental laws and regulatory compliance
- Carbon footprint reduction techniques
- Implementation of sustainability initiatives

#### Module 4 - Space Planning and Workplace Management

- Space utilization and optimization techniques
- Workplace design and layout planning
- Ergonomics and employee comfort considerations
- Space allocation standards and benchmarking
- Smart workplace technologies and tools
- Move management and space reconfiguration
- Enhancing productivity through workplace strategies

#### Module 5 - Financial and Business Management

- Budgeting and financial planning for facilities
- Cost control and expense management
- Procurement processes and vendor selection
- Contract negotiation and management
- Financial reporting and performance metrics
- Lifecycle costing and ROI analysis
- Aligning facility goals with business strategy

#### Module 6 - Leadership and Project Management

- Leadership styles and team management
- Communication and stakeholder engagement
- Project planning, scheduling, and execution
- Risk management in projects
- Change management strategies
- Conflict resolution and decision-making skills
- Continuous improvement and performance management

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