

Software Training

VFA.*facility* software training familiarizes end users with the fundamentals of the assessment process, enabling them to become proficient using the facility condition database. Software training consists of two, 1-day instructional modules with individual classes tailored so that instructional emphasis matches customer needs and the specific makeup and skill set of learners.

Curriculum

VFA.*facility* 101 Asset Data Management: This intensive 1-day class is intended for all users of VFA.*facility*, including database administrators, facility managers, analysts, senior managers, etc. It can be taken as an individual session or in series with VFA.*facility* 201 Capital Planning & Budgeting. Topics covered include:

- A. Summary of the assessment process and building a central repository of asset information
- B. Navigating the Assets module
- C. Understanding the database hierarchical structure
- D. Entering and updating records
- E. Developing detailed cost models, system lifecycles and component renewals
- F. Estimating costs for deferred maintenance and improvements using the built-in RS Means Estimator.

VFA.*facility* 201 Capital Planning & Budgeting: This comprehensive 1-day class is designed for senior managers and facility analysts. It explores the VFA.*facility* database as a dynamic tool for planning, budgeting and project implementation. It can be taken as an individual session or in series with VFA.*facility* 101 Asset Data Management. Topics covered include:

- A. Navigating the Reports module
- B. Navigating the Funding module
- C. Navigating the Project module
- D. Case Studies
- E. Merging asset data records, reports and/or graphics to create presentations

Materials

All students are provided with User Manuals and other relevant training materials.

Facility/Infrastructure Certification Program

A key component of successful facilities stewardship is establishing and maintaining defensible data to accurately represent existing facility conditions. To this end, VFA has developed a Facility/Infrastructure Certification Program (F/ICP) to ensure that property management professionals wishing to deploy VFA's methodology and software can properly assess and record buildings and infrastructure. Training incorporates a blend of classroom and field training concluding with a written examination.

Curriculum

The 2-day curriculum includes instruction in VFA's assessment methodology along with basic software navigation of VFA *facility's* Assets module. In addition, a hands-on building walkthrough is conducted, closely following the regimen of a typical 3-person assessment team comprised of an architect, mechanical and electrical engineer.

Considerable practice in data entry and estimating costs for deferred maintenance and system upgrades with the software's RSMMeans Estimator is integrated into the syllabus.

Materials

Training materials include an assessment guidelines manual, as well as standardized checklists and printed resources to help learners focus on important fundamentals when conducting an assessment.

Prerequisites

Learners should possess reasonable computer literacy and a moderate understanding of construction methods, materials and topics related to building maintenance and repairs.