



Certified Hospitality Facilities Management Professional

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified Hospitality Facilities Management Professional

Hospitality is the relationship between a guest and a host, wherein the host receives the guest with goodwill, including the reception and entertainment of guests, visitors, or strangers.

Hotel facility management involves upkeep and maintenance of hotels and ensuring that guests are well accommodated during their stays.

Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning Vskills Hospitality Facilities Management Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

Who will benefit from taking this certification?

Job seekers looking to find employment in facilities management departments of various hospitality companies, students generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification.

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes) *

* Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Table of Contents

1. Hotel Organization

- 1.1 Divisions of a Hotel
- 1.2 Front Office
- 1.3 Housekeeping Department
- 1.4 Maintenance or Engineering Department
- 1.5 Food and Beverage Department
- 1.6 Accounting Department
- 1.7 Sales and Marketing
- 1.8 Supporting Departments

2. Hotel Rooms

- 2.1 Types of Hotel Rooms

3. Facility Management Basics

- 3.1 What is FM
- 3.2 Facility Management Philosophy
- 3.3 Why FM
- 3.4 FM Functions
- 3.5 Building Services
- 3.6 Maintenance Approach
- 3.7 Preventive Maintenance
- 3.8 Reliability
- 3.9 Building Inspection
- 3.10 Emergency Planning

4. Civil Maintenance

- 4.1 Cracks in Building
- 4.2 Corrosion
- 4.3 Maintenance of Unplastered Surface
- 4.4 Stairs
- 4.5 Doors and Windows
- 4.6 Paints
- 4.7 Painted Surfaces
- 4.8 Floors
- 4.9 Glass
- 4.10 Roofing and Ceiling

5. Water Supply and Sanitary

- 5.1 Plumbing and Sanitary
- 5.2 Unclogging
- 5.3 Water Leakage
- 5.4 Tanks and Sewer Line
- 5.5 Toilets

6. Electrical and Airconditioning

- 6.1 Electrical Wiring
- 6.2 Lighting
- 6.3 Power Distribution
- 6.4 Escalator or Lifts
- 6.5 Electric Motors
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7. Work Management

- 7.1 Work Scheduling
- 7.2 Time Management
- 7.3 Human Resource
- 7.4 Team Management
- 7.5 Manage and Oversee Work
- 7.6 Outsourcing

Sample Questions

1. Which of the following describes 'Facility Management'

- A. Control of the physical assets of an organization
- B. Inventory of an organization
- C. The marketing plan of an organization's facilities
- D. The Human Resources plan of an organization

2. Which feature in traditional architecture structure, made the building damp proof

- A. Coping cornices at the very floor level
- B. Proper junction details of lintels of windows
- C. Proper junction details of sills of windows
- D. All of the above

3. Which of the following tests structural strength in RCC structures

- A. Carbonation
- B. Linear Polarisation
- C. Half cell potential
- D. None of the above

4. What will be the solution, if the door does not closes smoothly

- A. Check the fluid in the closer
- B. Adjust speed valve
- C. Closer is fixed very close to hinges
- D. None of the above

5. When does a BEP or Break Even Point, is reached, when it

- A. Covers the fixed costs only
- B. Covers all costs
- C. Covers the variable costs only
- D. Achieves the highest revenue

Answers: 1 (A), 2 (D), 3 (D), 4 (A), 5 (B)

Certifications

- ▶ **Accounting, Banking & Finance**
 - Certified GST Professional
 - Certified AML-KYC Compliance Officer
 - Certified Business Accountant
 - Certified BASEL III Professional
 - Certified GAAP Accounting Standards Professional
 - Certified Treasury Markets Professional
- ▶ **Big Data**
 - Certified Hadoop and Mapreduce Professional
- ▶ **Cloud Computing**
 - Certified Cloud Computing Professional
- ▶ **Design**
 - Certified Interior Designer
- ▶ **Digital Media**
 - Certified Social Media Marketing Professional
 - Certified Inbound Marketing Professional
 - Certified Digital Marketing Professional
- ▶ **Foreign Trade**
 - Certified Export Import (Foreign Trade) Professional
- ▶ **Health, Nutrition and Well Being**
 - Certified Fitness Instructor
- ▶ **Hospitality**
 - Certified Restaurant Team Member (Hospitality)
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 - Certified HR Staffing Manager
 - Certified Human Resources Manager
 - Certified Performance Appraisal Manager
- ▶ **Office Skills**
 - Certified Data Entry Operator
 - Certified Office Administrator
- ▶ **Project Management**
 - Certified Master in Project Management
 - Certified Scrum Specialist
- ▶ **Real Estate**
 - Certified Real Estate Consultant
- ▶ **Marketing**
 - Certified Marketing Manager
- ▶ **Quality**
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 - Certified Six Sigma Black Belt Professional
 - Certified TQM Professional
- ▶ **Logistics & Supply Chain Management**
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 - Certified Logistics & SCM Professional
 - Certified Supply Chain Management Professional
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 - Certified IPR & Legal Manager
 - Certified Labour Law Analyst
 - Certified Business Law Analyst
 - Certified Corporate Law Analyst
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 - Certified Basic Network Support Professional
 - Certified Business Intelligence Professional
 - Certified Core Java Developer
 - Certified E-commerce Professional
 - Certified IT Support Professional
 - Certified PHP Professional
 - Certified Selenium Professional
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 - Certified Android Apps Developer
 - Certified iPhone Apps Developer
- ▶ **Security**
 - Certified Ethical Hacking and Security Professional
 - Certified Network Security Professional
- ▶ **Management**
 - Certified Corporate Governance Professional
 - Certified Corporate Social Responsibility Professional
 - Certified Leadership Skills Professional
- ▶ **Life Skills**
 - Certified Business Communication Specialist
 - Certified Public Relations Officer
- ▶ **Media**
 - Certified Advertising Manager
 - Certified Advertising Sales Professional
- ▶ **Sales, BPO**
 - Certified Sales Manager
 - Certified Telesales Executive

& many more job related certifications

Contact us at:
V-Skills
011-473 44 723 or info@vskills.in
www.vskills.in