

**WASBO FACILITIES MANAGER  
CERTIFICATION PROGRAM  
APPLICATION**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
School Dist./Company \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Certification Program Fees:** A fee of \$50 is charged to participate in the WASBO Facilities Manager Certification Program. This fee partially offsets the cost of administering the certification program.

To participate in the Facilities Manager Certification Program you must be a WASBO member in good standing.

I am a WASBO member in good standing.

\_\_\_\_\_  
(Signature)

I am not a current WASBO member and would like to join WASBO. Please consider this my membership application. The membership year is July 1-June 30. I agree to pay \$150 for annual membership dues plus a \$15 initiation fee.

\_\_\_\_\_  
(Signature)

Please indicate type of membership:

\_\_\_\_ Active Member (Employed by school district)  
\_\_\_\_ Service Affiliate Member (Provide goods and/or services to Wisconsin School Districts.)

**Return Application with payment to:**

WASBO Foundation - Facilities Manager Certification Program  
4797 Hayes Rd., Suite 101, Madison, WI 53704  
Phone (608) 249-8588 Fax (608) 249-3163

**Payment**

\_\_\_\_ Check # \_\_\_\_\_ enclosed. (Payable to WASBO Foundation)

\_\_\_\_ Please bill my school district or company using  
purchase order \_\_\_\_\_

\_\_\_\_ Please bill my credit card \_\_\_\_\_ MC \_\_\_\_\_ VISA

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

## Program Background

The WASBO Facilities Committee began evaluating the merits of a certification program for facilities/building and ground leadership positions in 2002. It began at the 2002 WASBO Spring Conference with a presentation from the Michigan ASBO on the program that they have implemented. The Facilities Committee met over the next year to develop a conceptual outline of a program that was presented at the 2003 WASBO Spring Conference in Green Bay. During that presentation, the Facilities Committee asked each attendee to fill out an interest survey. The results of the survey were an overwhelmingly positive response to develop a WASBO Certification Program. The survey also had the respondents prioritize various curriculum ideas. Since that time, the Facilities Committee has created a Facilities Manager Certification Subcommittee that has worked on the development of the program and the curriculum from the four highest ranked topics identified in the survey. Beginning with the WASBO Facilities Conference in February of 2004, sessions developed around the Facilities Manager Certification Program became the primary focus of the related programs at WASBO conferences.



**WASBO  
FACILITIES  
MANAGER  
CERTIFICATION  
PROGRAM**

**Developed by the  
WASBO School Facilities Committee  
in cooperation with the  
Wisconsin Dept. of Public Instruction**

**Wisconsin Association of  
School Business Officials Foundation  
4797 Hayes Road, Suite 101  
Madison, WI 53704  
Phone (608) 249-8588 Fax (608) 249-3163  
www.wasbo.com wasbo@wasbo.com**

*Revised 1-4-06*

# Program Specifics

## ***Purpose of Program***

To develop a knowledge base for Building and Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Wisconsin.

## ***Certification***

The certification program is offered by WASBO. The WASBO Facilities Manager Certification Program is recognized by the Wisconsin Department of Public Instruction and the certificates will include the signature of the State Superintendent of Schools. Certification is the desired end; however it is recognized that some individuals may only take certain courses in the curriculum without obtaining certification. Any level of participation will add to one's experience and knowledge base.

## ***Application***

A person must apply to WASBO to enter the program. The applicant must be a WASBO Active or Service Affiliate Member. The cost of the application is a one-time fee of \$50.

## ***Oversight of Program***

The certification program is managed by the WASBO School Facilities Committee with significant support from the WASBO Executive Director, WASBO staff, and the WASBO Safety Committee. The Facilities Committee identifies topics and speakers, reviews the course materials, and provides feedback to the speakers. The committee is also in the process of developing a Facilities page on the WASBO website which will serve as a resource to all those registered in the Certification Program. The committee will continue to identify ways to improve the program and is very open to input and ideas from others.

## ***Required Numbers of Hours for Certification***

To obtain certification, an applicant will need to complete 32 hours of the curriculum including all 29 hours of the required curriculum. There will be no "grandfathering" options available in place of attending the training sessions.

## ***Frequency of Course Offerings***

Each year courses will be offered at the WASBO Facilities Management Conference, Spring Conference, Custodial Conference, and Fall Conference. In a typical year will offer approximately 15 to 20 hours of courses, allowing someone to complete the certification in as little as two years.

## ***Maintaining Certification***

A Certified WASBO Facilities Manager will be required to attend 8 hours of training over each three-year period following initial certification to maintain their certification. Additional course offerings will be developed over the years, and existing courses will be updated and enhanced in order to provide new and interesting topics. In addition, the WASBO Facilities Committee will evaluate and identify other training opportunities through sources other than WASBO that can be used towards re-certification hours.

# Curriculum

## ***Introduction to Facilities Management & Certification***

This course will discuss the role and responsibilities of the educational facility manager, and provide an overview of the full certification program on how to provide safe, well maintained and operated facilities for the education of students.

*Total Hours: 1                      Required Hours: 1*

## ***Custodial Operations***

This curriculum will cover all of the key areas of custodial operations including good hiring practices, recommended cleaning standards and methods, custodial staffing formulas and criteria, custodial supervision and evaluations, training, and equipment selection.

*Total Hours: 4                      Required Hours: 4*

## ***Systems – HVAC and Electrical***

The curriculum consists of several sections dealing with utilities, HVAC, controls, and electrical systems. Specifically the sections will include understanding utility bills, energy management, the most common HVAC systems, understanding controls, seasonal maintenance of HVAC systems, and the basics of electricity.

*Total Hours: 10                      Required Hours: 6*

## ***Environmental Health and Safety***

The curriculum, developed by the WASBO Safety Committee, consists of topics related to the rules and regulations all school district must follow for environmental, health and safety. This includes the 20 areas of safety, asthma and allergies, indoor air quality and mold, pesticide management and life safety.

*Total Hours: 5                      Required Hours: 5*

## ***Maintenance Operations***

This course will be focused on developing and implementing a comprehensive maintenance program. Topics will include appropriate preventative maintenance programs, inspection programs for important building elements such as roofs, boilers, asphalt, concrete, and flooring. The sessions would be directed to either performing work in-house and/or through the use of contractors.

*Total Hours: 4                      Required Hours: 4*

## ***Facility Planning***

The curriculum for this topic will focus on the development of a master plan for your district. It would cover major maintenance projects, long range school planning (new schools, additions and major renovations), financial analysis (life cycle costing), and will include examples of plans developed by other districts.

*Total Hours: 3                      Required Hours: 3*

## ***Budgeting***

The curriculum for this topic will be focused on the budgeting process for school facilities departments. It will cover typical accounting codes, budgeting techniques, budget to actual tracking, how to read accounting reports, and other business related topics.

*Total Hours: 2                      Required Hours: 2*

## ***Union Management***

The curriculum for this topic will focus on union related issues such as contract negotiations, discipline and discharge, harassment, interviewing, and performance evaluations.

*Total Hours: 2                      Required Hours: 2*

## ***Interaction with the Public, Staff and School Board***

### ***How to Promote Your Program***

In this course we will review the elements of effective communication and personal contacts, identify key components to gaining trust and respect from other stakeholders in your role as an advocate for students, discuss and practice techniques for improving written and oral presentation and getting your message out and understood. In addition, you will identify your strengths and weaknesses in communicating with staff and the public, discuss ways to counteract misinformation and correct false rumors before they become widespread, and explore why skilled listening is a key element to communicating and handling complaints.

*Total Hours: 2                      Required Hours: 2*

# Electives

## ***Computerized Facilities Management***

The session will feature an introduction to computerized facilities management systems with an emphasis on school facilities. The presentation will introduce the participants to the various software packages available and discuss the benefits of a computerized program for maintenance management and other areas of operations.

*Total Hours: 2                      Required Hours: 0*

## ***Emergency Management/ Safe Schools/ Security***

The curriculum for this session will center on maintaining safe schools for the users of our public facilities. It will include topics such as emergency response planning, evacuation planning, and security systems and processes.

*Total Hours: 2                      Required Hours: 0*

## ***Facilities Design and Construction***

In this course we will discuss the various aspects involved in the design and construction of a major building projects (new facility, addition or major renovation). It will cover topics such as RFPs, contracts, district and community design committees, construction oversight and working with the architect and contractor. Examples of RFPs, contracts, project schedules and other related reference information will be provided.

*Total Hours: 4                      Required Hours: 0*

## ***Purchasing***

The curriculum for this session will cover the purchasing process and will include topics such as RFP/RFQs, proper bidding procedures, appropriate contracts or terms based on scope of work, and other applications.

*Total Hours: 1                      Required Hours: 0*

## ***Team Leadership***

This session will offer techniques, methods, and philosophies associated with effective leadership. It will be filled with examples of the good, bad and ugly and will discuss how leadership techniques and methods can allow a manager to influence change in a positive manner.

*Total Hours: 2                      Required Hours: 0*