

Sustainability Facility Professional (SFP)

Study Guide



Study Guide

There are two ways to complete your SFP:

SELF-STUDY | pages 3-5

Move at your own pace through online units that are available 24/7. The traditional process for completing your SFP.

Complete in 3 months | 6 months | 1 year

SELF-STUDY + LEARNING LABS | pages 7-10

Self-study with our new optional Learning Labs allows you to engage in interactive, 90-minute sessions with experts and peers to learn how to practically apply the strategies discussed in each chapter.

Complete in 3 months





Study Guide

3 Month Path to SFP (Self-Study)

MONTH 1

WEEK 1 | 5 hours (+/-)

Chapter 1 | Building a Facilities Program

Day 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Day 2 | Resources + Studying + Assessment – 2.5 hours (+/-)

WEEK 2 | 6 hours (+/-)

Chapter 2 | Sustainability Strategy

Day 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEK 3 | 6 hours (+/-)

Chapter 3 | Planning for Sustainability

Day 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEK 4 | 5.5 hours (+/-)

Chapter 4 | Understanding Financial Language

Day 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 2

WEEK 5 | 6.5 hours (+/-)

Chapter 5 | Energy Management

Day 1 | Manual Reading Assignment – 1.5 hours (+/-)

Day 2 | + E-Learning Activities – 1.5 hours (+/-)

Day 3 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEK 6 | 5.5 hours (+/-)

Chapter 6 | Water Management

Day 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEK 7 | 5 hours (+/-)

Chapter 7 | Materials and Consumables Management

Day 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3 hours (+/-)

WEEK 8 | 5.5 hours (+/-)

Chapter 8 | Waste Management

Day 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3 hours (+/-)

MONTH 3

WEEK 9 | 7 hours (+/-)

Chapter 9 | Workplace Management

Day 1 | Manual Reading Assignment – 2 hours (+/-)

Day 2 | + E-Learning Activities – 1.5 hours (+/-)

Day 3 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEK 10 | 5 hours (+/-)

Chapter 10 | Implementing a Sustainability Initiative

Day 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3 hours (+/-)

WEEK 11 | 5.5 hours (+/-)

Chapter 11 | Managing Change

Day 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Day 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEK 12 | 4 hours (+/-)

Chapter 12 | Evaluating and Reporting

Day 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Day 2 | Resources + Studying + Assessment – 2 hours (+/-)



Study Guide

6 Month Path to SFP (Self-Study)

MONTH 1

WEEKS 1+2 | 5 hours (+/-)

Chapter 1 | Building a Facilities Program

Week 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Week 2 | Resources + Studying + Assessment – 2.5 hours (+/-)

WEEKS 3+4 | 6 hours (+/-)

Chapter 2 | Sustainability Strategy

Week 3 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Week 4 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 2

WEEKS 1+2 | 6 hours (+/-)

Chapter 3 | Planning for Sustainability

Week 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEKS 3+4 | 5.5 hours (+/-)

Chapter 4 | Understanding Financial Language

Week 3 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Week 4 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 3

WEEKS 1+2 | 6.5 hours (+/-)

Chapter 5 | Energy Management

Week 1 | Manual Reading Assignment – 1.5 hours (+/-)

Week 1 | + E-Learning Activities – 1.5 hours (+/-)

Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEKS 3+4 | 5.5 hours (+/-)

Chapter 6 | Water Management

Week 3 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Week 4 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 4

WEEKS 1+2 | 5 hours (+/-)

Chapter 7 | Materials and Consumables Management

Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Week 2 | Resources + Studying + Assessment – 3 hours (+/-)

WEEKS 3+4 | 5.5 hours (+/-)

Chapter 8 | Waste Management

Week 3 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)

Week 4 | Resources + Studying + Assessment – 3 hours (+/-)

MONTH 5

WEEKS 1+2 | 7 hours (+/-)

Chapter 9 | Workplace Management

Week 1 | Manual Reading Assignment – 2 hours (+/-)

Week 1 | + E-Learning Activities – 1.5 hours (+/-)

Week 3 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEKS 3+4 | 5 hours (+/-)

Chapter 10 | Implementing a Sustainability Initiative

Week 3 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Week 4 | Resources + Studying + Assessment – 3 hours (+/-)

MONTH 6

WEEKS 1+2 | 5.5 hours (+/-)

Chapter 11 | Managing Change

Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

WEEKS 3+4 | 4 hours (+/-)

Chapter 12 | Evaluating and Reporting

Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)

Week 2 | Resources + Studying + Assessment – 2 hours (+/-)



Study Guide

1 Year Path to SFP (Self-Study)

MONTH 1 5 hours (+/-)

Chapter 1 | Building a Sustainable Facilities Program
Week 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)
Week 2 | Resources + Studying + Assessment – 2.5 hours (+/-)

MONTH 2 6 hours (+/-)

Chapter 2 | Sustainability Strategy
Week 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 3 6 hours (+/-)

Chapter 3 | Planning for Sustainability
Week 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 4 5.5 hours (+/-)

Chapter 4 | Understanding Financial Language
Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 5 6.5 hours (+/-)

Chapter 5 | Energy Management
Week 1 | Manual Reading Assignment – 1.5 hours (+/-)
Week 2 | + E-Learning Activities – 1.5 hours (+/-)
Week 3 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 6 5.5 hours (+/-)

Chapter 6 | Water Management
Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 7 5 hours (+/-)

Chapter 7 | Materials and Consumables Management
Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3 hours (+/-)

MONTH 8 5.5 hours (+/-)

Chapter 8 | Waste Management
Week 1 | Manual Reading Assignment + E-Learning Activities – 2.5 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3 hours (+/-)

MONTH 9 7 hours (+/-)

Chapter 9 | Workplace Management
Week 1 | Manual Reading Assignment – 2 hours (+/-)
Week 2 | + E-Learning Activities – 1.5 hours (+/-)
Week 3 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 10 5 hours (+/-)

Chapter 10 | Implementing a Sustainability Initiative
Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3 hours (+/-)

MONTH 11 5.5 hours (+/-)

Chapter 11 | Managing Change
Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)
Week 2 | Resources + Studying + Assessment – 3.5 hours (+/-)

MONTH 12 4 hours (+/-)

Chapter 12 | Evaluating and Reporting
Week 1 | Manual Reading Assignment + E-Learning Activities – 2 hours (+/-)
Week 2 | Resources + Studying + Assessment – 2 hours (+/-)

Learning Labs

The Learning Labs will add an additional 90 minutes of learning to your weekly schedule. They are not required to complete the SFP program. They are highly interactive and are designed to move you from understanding the concepts to the application of strategies.

You can choose to add on the Learning Lab bundle, which covers all 3 units. Or, you can choose a Learning Lab for a particular unit.

To get the most out of your Learning Lab experience, you will need to complete the assigned reading for each lab prior to the session. Students should plan to attend each weekly session, as they will not be recorded.

We understand that unexpected events could prevent you from joining a particular day, so there is no penalty for absence. However, attendance is strongly encouraged to get the most from the experience.

Register for Learning Labs at fm.training

The choice is yours.

Take the self-study path or add on a Learning Lab. The peer-focused learning of the SFP Learning Labs is based on recommendations from our credential-holders and subject matter experts that SFP learners have the opportunity to learn through group discussion and guidance from IFMA qualified instructors.

SFP SELF-STUDY PROGRAM + LEARNING LABS (Optional)

	TASK	TIME
Chapter 1	Manual Reading Assignment	45–60 minutes
	E-Learning Activities	60–90 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	20 minutes
	Estimated Total Time	1 Week/6–7 hours
Chapter 2	Manual Reading Assignment	45–60 minutes
	E-Learning Activities	60–90 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	30 minutes
	Estimated Total Time	1 Week/6–8 hours
Chapter 3	Manual Reading Assignment	30–45 minutes
	E Learning Activities	60–90 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	30 minutes
	Estimated Total Time	1 Week/6–7 hours
Chapter 4	Manual Reading Assignment	30–45 minutes
	E Learning Activities	45– 5 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	23 minutes
	Estimated Total Time	1 Week/5–7 hours

SFP SELF-STUDY PROGRAM + LEARNING LABS (Optional)

	TASK	TIME
Chapter 5	Manual Reading Assignment	75–90 minutes
	E Learning Activities	60–90 minutes
	Live Learning Lab (virtual), Part 1	90 minutes
	Live Learning Lab (virtual), Part 2	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	30 minutes
	Estimated Total Time	2 Weeks/8–10 hours
Chapter 6	Manual Reading Assignment	15–30 minutes
	E-Learning Activities	60–90 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	17 minutes
	Estimated Total Time	1 Week/5–7 hours
Chapter 7	Manual Reading Assignment	15–30 minutes
	E Learning Activities	60–90 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	14 minutes
	Estimated Total Time	1 Week/5–7 hours
Chapter 8	Manual Reading Assignment	30–45 minutes
	E Learning Activities	60–90 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	9 minutes
	Estimated Total Time	1 Week/5–7 hours

SFP SELF-STUDY PROGRAM + LEARNING LABS (Optional)

	TASK	TIME
Chapter 9	Manual Reading Assignment	90–120 minutes
	E Learning Activities	60–90 minutes
	Live Learning Lab (virtual), Part 1	90 minutes
	Live Learning Lab (virtual), Part 2	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	29 minutes
	Estimated Total Time	2 Weeks/8–10 hours
Chapter 10	Manual Reading Assignment	15 – 30 minutes
	E-Learning Activities	45 – 75 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120 – 180 minutes
	Assessment	8 minutes
	Estimated Total Time	1 Week/5–6 hours
Chapter 11	Manual Reading Assignment	15–30 minutes
	E-Learning Activities	45–75 minutes
	Live Learning Lab (virtual), Part 1	90 minutes
	Live Learning Lab (virtual), Part 2	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	26 minutes
	Estimated Total Time	1 Week/5–7 hours
Chapter 12	Manual Reading Assignment	15–30 minutes
	E-Learning Activities	45–75 minutes
	Live Learning Lab (virtual)	90 minutes
	Resources and Studying	120–180 minutes
	Assessment	12 minutes
	Estimated Total Time	1 Week/5–6 hours

SFP SELF-STUDY PROGRAM + LEARNING LABS (Optional)

	TASK	TIME
Total	Unit One: Chapters 1–4	4 Weeks/23–29 hours
	Unit Two: Chapters 5–9	7 Weeks/31–41 hours
	Unit Three: Chapters 10–12	4 Weeks/16–20 hours
	Estimated Total Time	15 Weeks/70–90 hours

Please note, chapter 5, 9 and 11 are expected to take extra hours due to the content covered in the chapters.





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