

Sustainability Facility Professional (SFP)

Study Guide





The world needs **facility management (FM)** professionals to lead sustainability efforts

The construction and building sectors are responsible for 33 percent of global resource consumption and 40 percent of global waste.¹

With much to be done to make operations more sustainable, facility professionals are front-and-center in the shift to a healthier planet.

The Sustainability Facility Professional® (SFP®) credential gives you a leading edge in creating lasting change not only for your organization, but for the world.

Building certifications are important. But it is equally, or even more important, for the people operating the buildings to get the training they need to maintain the certifications.

This is a defining moment for facility management. You are uniquely positioned to make a positive, global impact by leading the way to a sustainable built environment.

1. Ellen MacArthur (2019) From Principles to Practices: Realising the value of circular economy in real estate. Acharya, D., Boyd, R. and Finch, O. A Report of Ellen MacArthur Foundation and ARUP.



WELCOME TO YOUR NEXT CHAPTER:

Sustainable Facilities

The SFP is more than a credential.
It's a commitment to turn hope for the
future into action for today.

As you are preparing for the SFP,
begin thinking through these questions:

1

Am I strong in
the foundations
of FM?

2

What is my
company
culture?

3

Am I
ready to
act?



1

Am I strong in the foundations of FM?

Do I have knowledge of the four core competencies of FM?

- Finance and Business
- Operations and Maintenance
- Leadership and Strategy
- Project Management

While no coursework is required to pursue the SFP, those with a firm grasp of the four competencies gain more than those who have not mastered the four pillars of FM. For example, those who do not have a working knowledge of operations and maintenance will have a harder time learning and applying tactics to O&M to improve sustainability goals.

2

What is my company culture?

- Do we support sustainability?
- Is sustainability part of our organization's goals?
- What are our KPIs?
- Do any sustainable practices exist? What are they?
- How do we measure and define success?
- Are people looking to me for answers?



- Am I ready to start making an impact on my organization's goals?
- Am I ready to lead the change in sustainability?
- Am I ready to influence leaders and stakeholders?
- If not, am I ready to learn how to make the case to stakeholders to begin implementing, improving, or enhancing sustainability initiatives?

3

Am I ready to act?

Study Guide

You have two options to complete your SFP:

SELF-STUDY

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

SELF-STUDY + LEARNING LABS

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.





Study Guide

3 Month Path to SFP

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

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

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)

Total	TASK	TIME
	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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