



Leadership Institute Training

Property Maintenance Management

Course Description

The Native American Housing Assistance and Self-Determination Act (NAHASDA) requires that existing housing units be maintained and maintenance policies be adopted. Tribal housing maintenance programs must balance operating within their current budgets while providing for the long-term maintenance and viability of the housing stock. This course will provide participants with ideas and methods to develop and improve the effectiveness of the housing maintenance operation. Preventive maintenance, routine, non-routine, and deferred maintenance will all be addressed, as well as the laws, regulations, leases, and other documents that effect maintenance. Particular emphasis is placed upon providing good customer service.

Objectives:

- Learn the importance of the role of sustainability in the maintenance function, which reduces costs and extends the useful life of housing structures.
- Learn the basic fundamentals of planning, including budgeting, staffing, scheduling, prioritizing, and delegating work assignments.
- Learn how to manage maintenance materials through proper procurement and implementing work order systems.
- Gain a complete understanding of preventive maintenance, including a detailed look at potential problem areas in both interior and exterior areas.
- Learn how to minimize losses by improving vacancy turnaround and developing good tenant relations.
- Gain an understanding of safety in the workplace, including implementing lead based paint requirements.

Who should attend?

Maintenance managers, maintenance staff, housing directors, board members, occupancy staff, finance staff, and others interested in learning more about maintenance management.
