



PROPERTY MAINTENANCE MANAGEMENT

Course Description

The Native American Housing Assistance and Self-Determination Act (NAHASDA) requires that assisted housing units be maintained with comprehensive maintenance policies adopted. Housing maintenance programs are vital to tribal housing operations by providing long-term maintenance and enhanced viability of the tribal housing stock. This course will provide participants with ideas and methods to develop and improve the effectiveness of the housing maintenance operation. Preventative maintenance, routine, non-routine, and deferred maintenance will all be addressed, as well as the laws, regulations, leases, and other documents that effect maintenance operations. Emphasis is placed upon providing quality customer service.

Objectives

Upon completion of this course, participants should:

- Understand the role of sustainability in maintenance functions, which reduces costs and extends the useful life of housing structures
- Understand the fundamentals of planning, budgeting, staffing, scheduling, prioritizing, and delegating work assignments
- Manage maintenance materials through proper procurement work order systems
- Gain a complete understanding of preventive maintenance, including a detailed analysis of potential problem areas in both interior and exterior areas
- Minimize losses by improving vacancy turnaround and developing good tenant relations
- Gain an understanding of safety in the workplace, including the implementation of lead-based paint requirements and best practices

Who Should Attend?

Maintenance Managers, Maintenance staff, Housing Directors, Admissions & Occupancy staff, Finance staff, Procurement staff, and other housing professionals interested in learning more about maintenance management.
