

**PROFESSIONAL EXPERIENCED TRAINERS  
and  
NAIHC**

Welcomes you to  
**Improving Maintenance Management Training**

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**OBJECTIVES of MAINTENANCE  
MANAGEMENT**

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**STAFFING**

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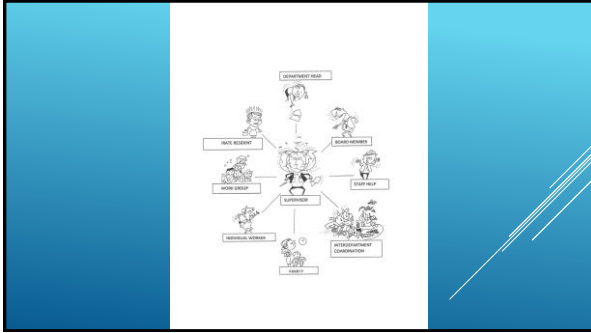
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# SELECT WITHIN

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# INTERVIEWS

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**TRAINING**

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**PRIORITIZE NEEDS**

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**OBTAIN MATERIALS**

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**PLAN SESSIONS**

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**INCLUDE SAFETY**

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**On the Job Training**

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# Off the Job Training

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# MOTIVATIONING

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# TYPES OF MOTIVATION

- ❖ Internal
- ❖ External

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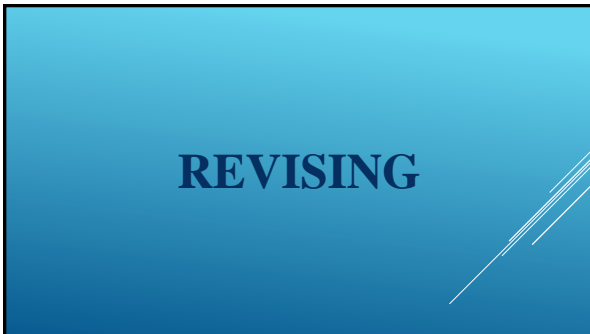
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**Work Order**

Work order #:        P.O. #:        Int. #:        Proposed by:       

Reviewed by:        H.A. #:        Emergency:        Routine:        Priority:       

Name of division making request:       

Phone number:       

Date of request:        Time:        am/pm

Date completed:        Time:        am/pm

**WORK REQUIREMENTS:**

**WORK COMPLETED:**

**Class, Number, Alarm:**

Materials at parts used:	Quantity:	Unit price:	Amount:
<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>	<u>      </u>

Hours worked on        X labor units @        \$        Total Labor cost: \$       

Material cost: \$       

**TOTAL CHARGE: \$**

Change to: Routine        Development       

Does work completed:        Time changed:        am/pm

Maintenance branch signature:       

I,        agree that this work order request has been completed to my satisfaction on        (Date)

Approved by:        (Department) Date approved:

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**EMERGENCIES**

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**INSPECTION**

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**MAINTENANCE  
POLICIES**

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# UNIT TURNAROUND

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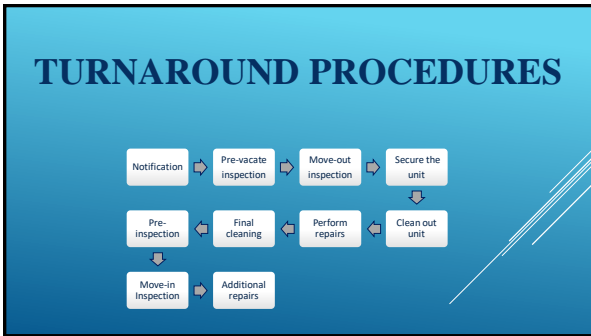
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Pre-Move Out Inspection			
Rent Unit Name			Date
Property			
Prepared By:			
Unit No.	Size	Style	
Carpeting			
Vinyl			
Tile			
Windows			
Blinds			
Doors			
Paint/walls			
Countertops			
Appliances			
Heaters/AC			
Tubs/sinks			
Other Amenities			
Comments			

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**Vacant Unit Tracking Sheet**

Unit	Date Received	Initial Inspection Date	Inspected and Scheduled	Follow Up	Date of Next Ins. (If Applicable)	Truck Wash/Inspection	Exterior Wash and Prep	Painting	Cabinet Cleaning or Repainting	Other Corrections Made	Other Comments	Peak	Ready	Call to Title
	MM/YY	MM/YY	MM/YY		MM/YY									
81	09/02/14	10/02/14	09/02/14	09/22/14	09/22/14	11/20/14	11/02/14	11/02/14	11/02/14	None		11/02/14	11/02/14	0

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