

Improving Maintenance Management | Part 2

Agenda

December 3-4, 2020

First Session: October 20-21 | 12:30 pm - 4:30 pm EDT

- ~~Objectives of Maintenance Management~~
- ~~Staffing and Supervision~~
 - a) ~~Staffing~~
 - b) ~~Training~~
 - c) ~~Motivating~~
- ~~Work-Order System~~
 - a) ~~revising~~
 - b) ~~evaluating~~
 - c) ~~establishing work standards~~
 - d) ~~defining and handling emergencies after hours~~
- ~~Inspections (to ensure that maintenance meets required standards)~~
- ~~Modifying Maintenance Policies~~
- ~~Vacancy Unit Turnaround~~
 - a) ~~Planning/Anticipating Vacancies~~
 - b) ~~Procedures to complete turnaround~~
 - c) ~~Turnaround reporting~~

Second Session: December 3-4 | 12:30 pm - 4:30 pm EDT

- Evaluating when to contract out maintenance services
- Implementing preventive maintenance program
- Positive effects of buildings and grounds
- Reducing energy consumption
- Purchasing, and inventory control
- Distribution systems for keeping track of tools & equipment
- maintenance vehicles

Please Note: Times and topics, as specified on the agenda, are approximate and may vary depending on the pace of the class.