




ONAP Training & Technical Assistance
Virtual Sessions

Improving Maintenance Management Training
October 6-7, 2021 | 1:00 PM – 4:30 PM / EDT

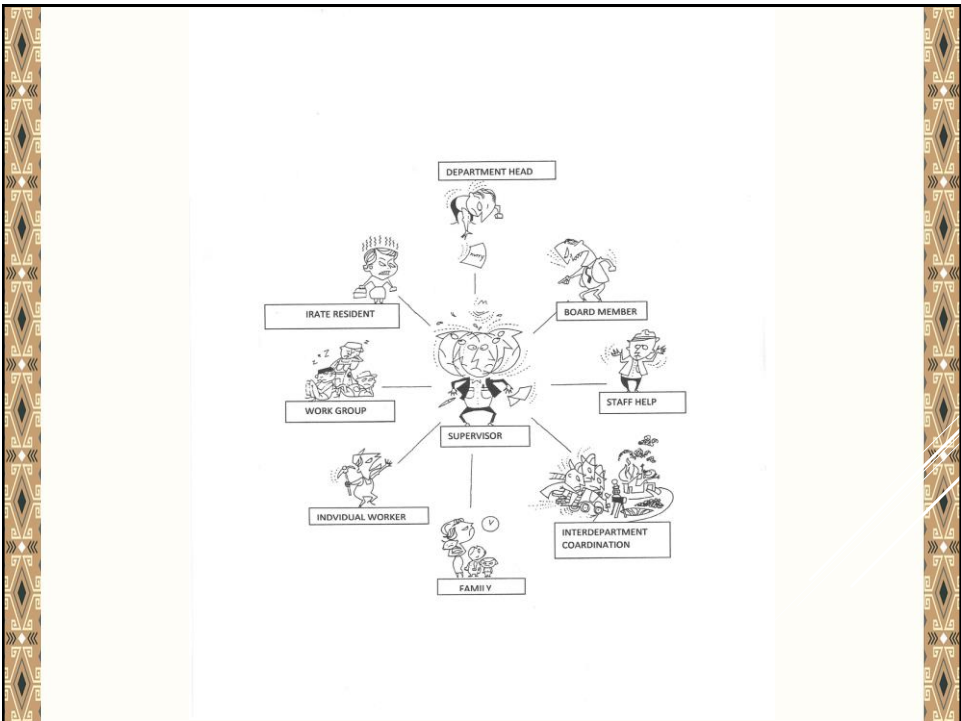
Presented by Walt Smith, PROFESSIONAL EXPERIENCED TRAINERS



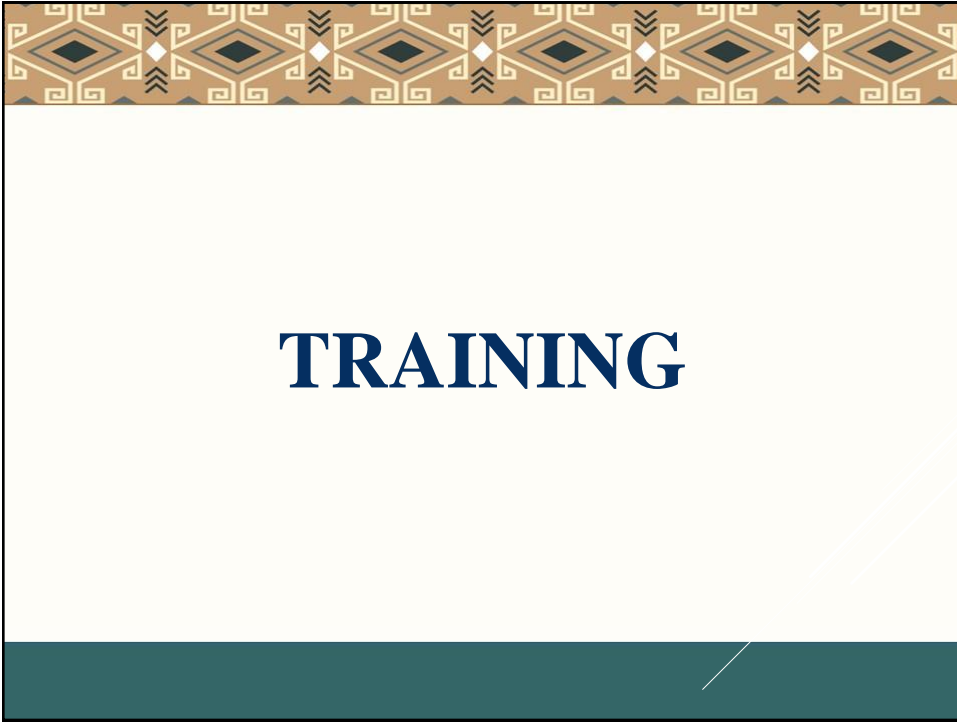
**OBJECTIVES of MAINTENANCE
MANAGEMENT**




STAFFING










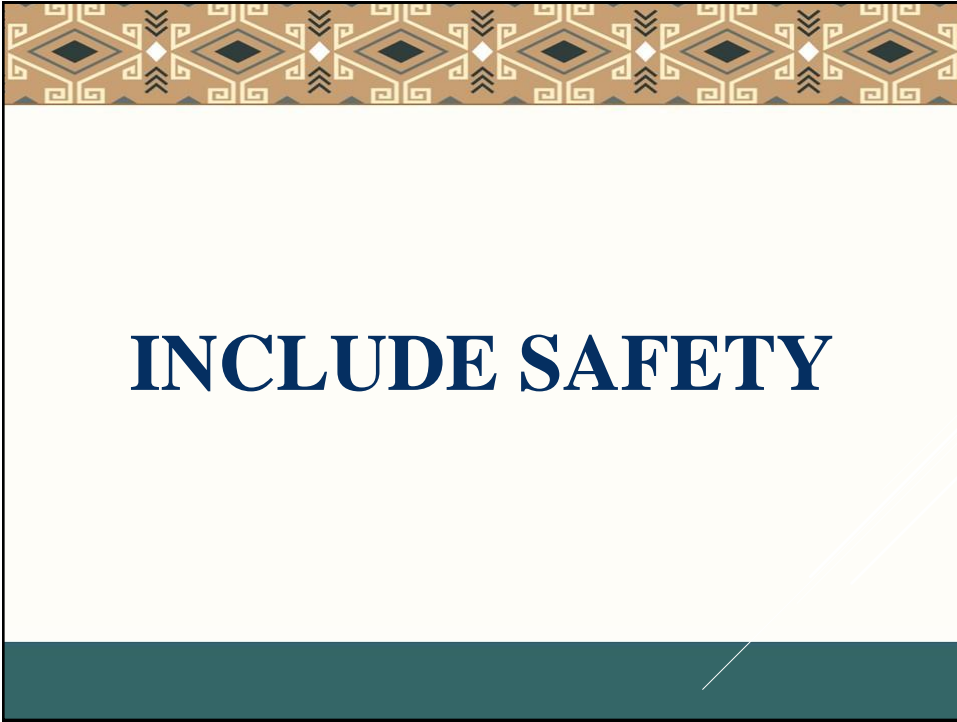


OBTAIN MATERIALS




PLAN SESSIONS












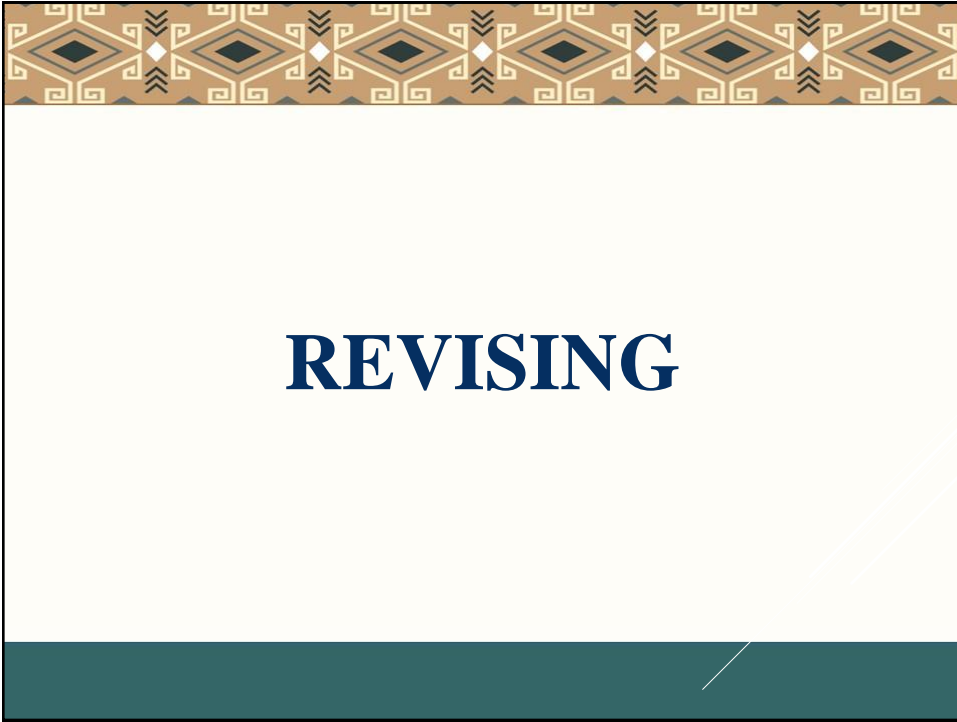
TYPES OF MOTIVATION

- ❖ Internal
- ❖ External



WORK ORDERS





REVISING

Work Order

Work order #: 12651 PGE: (y) _____ (n) _____ Prepared by: _____

Requested by: Res. _____ H.A. _____ Emergency: _____ Routine: _____ Preventive: _____

Name of Resident making request: _____

Address: _____

Phone number: _____

Date of request: _____ Time: _____ am/pm

Date assigned: _____ Time: _____ am/pm

WORK REQUESTED: _____

WORK COMPLETED: _____

Check Smoke Alarm

Materials & parts used: Quantity: Unit price: Amount:

Materials & parts used:	Quantity:	Unit price:	Amount:

Material cost: \$ _____

Hours worked = _____ X labor cost/hr. = \$ _____ = Total Labor cost: \$ _____

TOTAL CHARGES: \$ _____

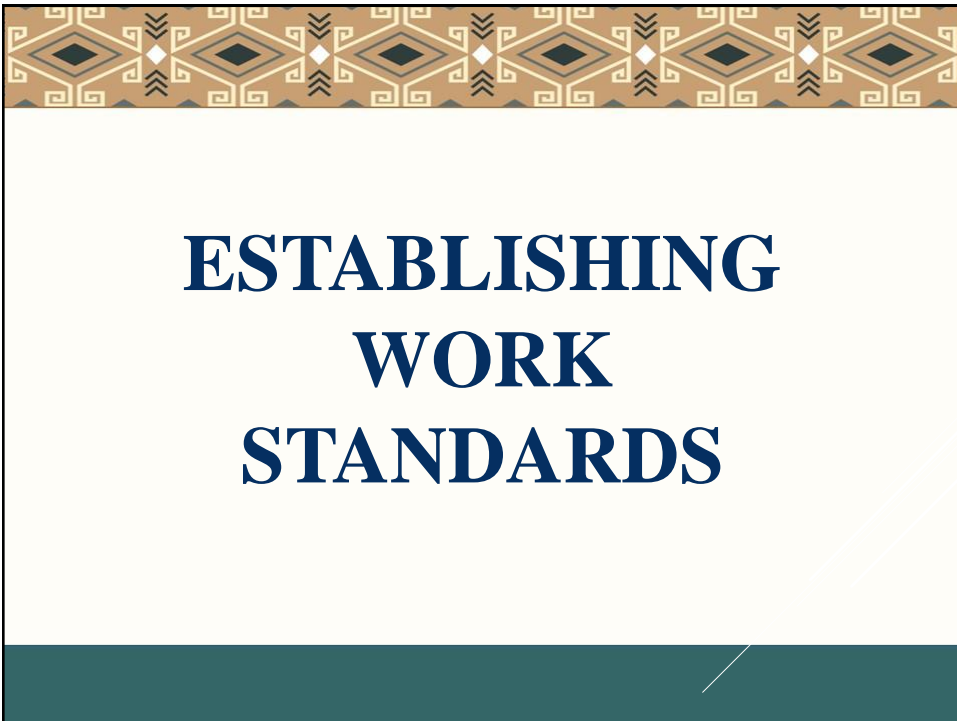
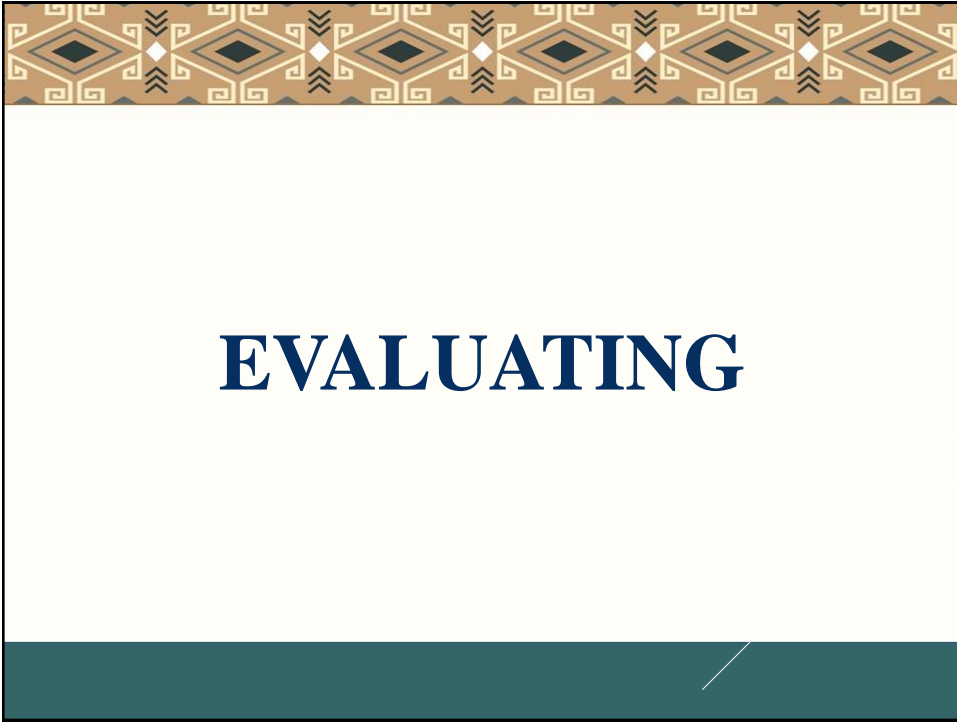
Charge to: Resident _____ Development _____

Date work completed: _____ Time completed: _____ am/pm

Maintenance Mech. signature: _____

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

Approved by: _____ (Supervisor) Date approved: _____

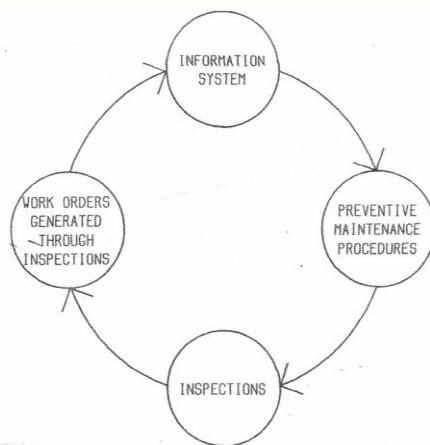


Job Standards	
JOB	TIME (in hrs.)
PLUMBING:	
[replacement]	
float ball	1/4
ball cock	3/4
bar towel	1/2
bowls, closet (commode)	1 1/2
stopper chain	1/4
faucets (kitchen, bath)	1 3/4
faucet stems	1/2
holder (toilet tissue)	1/2
lever (flush tank)	1/2
rods, flush	1/4
seats, closet (commode)	1/2
shower head	1/2
stops, angle (supply)	1/2
stopper, rubber	1/4
strainer, sink basket	1/4
supply, flexible line	1/2
tanks, closet (commode)	1 1/2
tops, flush tank	1/2
tube, refill	1/4
waste bend w/slip nut	1
handles, faucet	1/4
medicine cabinet	1
washer, bibb	1/2
[repack]	
faucet (hot & cold)	3/4
ballcock	3/4
[unstop]	
stopups	1 (maximum)
water line	1 1/2
ELECTRICAL:	
[replace]	
light bulb	1/4
light globe	1/4
light pull chain	1/2
switch or receptacle plates	1/4
fuse	1/4
light switch or receptacle	1/2
light fixture	3/4
light (interior pull socket)	1/2
wire (in conduit), 1 switch or receptacle	1

EMERGENCIES

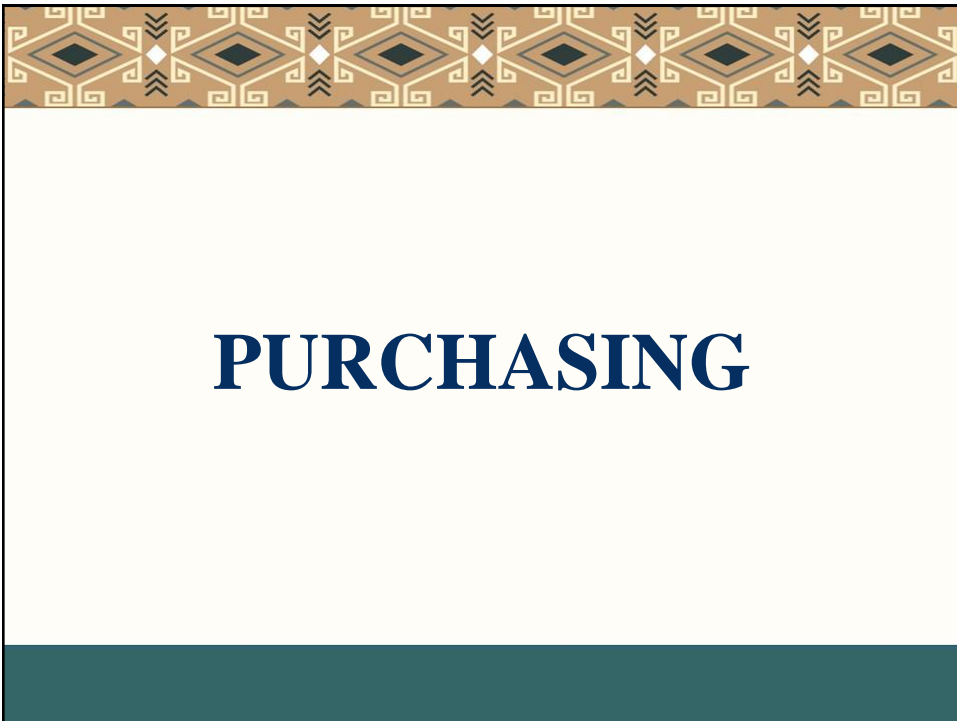


IMPLEMENTING PREVENTIVE MAINTENANCE PROGRAM



UNIT TURNAROUND





The (GSA) General Services Administration allows the Federal Government to go directly to companies for purchases of products and/or services through a 5-year contract and (BPA) Blanket Purchase Agreements that eliminates bidding for the federal government.

HD SUPPLY
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GOVERNMENT SOLUTIONS

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GSA Schedule

FAST HERE!

Plumbing	Pages 1-1378
HVAC	Pages 379-533
Electrical	Pages 501-838
Lighting	Pages 831-884
Communications	Pages 808-826
Appliance	Pages 827-888
Floor & Window Coverings	Pages 889-932
Millwork	Pages 933-945
Hardware	Pages 941-1188
Tools	Pages 1189-1284
Safety & Signage	Pages 1285-1382
Paint & Sandries	Pages 1383-1514
Pool Supplies	Pages 1335-1372
Janitorial/Cleaning	Pages 1373-1391
Hospitality	Pages 1431-1404
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INVENTORY CONTROL

