



Leadership Institute Training

Maintenance Program Management

October 30 – November 2, 2012

Albuquerque, New Mexico

Tuesday, October 30

8:00 a.m. to 8:30 a.m.	Registration & Sign-In
8:30 a.m. to 10:00 a.m.	Sustainability in Housing Development and Maintenance
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	Maintenance Planning: staffing, scheduling, prioritizing and delegating work assignments
11:45 a.m. to 1:00 p.m.	Lunch
1:00 p.m. to 2:30 p.m.	Maintenance Budgets: planning ahead and analyzing costs
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 4:30 p.m.	Materials Management: procurement and Inventory

Wednesday, October 31

8:30 a.m. to 10:00 a.m.	Defining Preventive Maintenance
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	Structuring an Effective PM Program
11:45 a.m. to 1:00 p.m.	Lunch
1:00 p.m. to 2:30 p.m.	Potential Problem Areas: exteriors, lighting, interior areas
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 4:30 p.m.	Potential Problem Areas: HVAC, plumbing, electrical

Thursday, November 1

8:30 a.m. to 9:15 a.m.	Tenant Relations: working positively with clients
9:15 a.m. to 10:00 a.m.	Work Order Systems: ensuring internal controls
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	Vacancy Turnaround: minimizing potential losses
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:00 p.m.	Safety Considerations: home maintenance and fire prevention (AMERIND)
2:00 p.m. to 2:45 p.m.	Safety Considerations: lead based paint requirements
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 4:30 p.m.	Course Review – getting ready for the test

Friday, November 2

8:30 a.m. to 12:00 noon	Final Questions and Course Examination
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