



Leadership Institute Training

Maintenance Program Management

AGENDA

Rapid City, South Dakota

June 19-22, 2012

Day One

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

Day Two

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 Effect 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

Day Three

8:30 a.m. to 10:00 a.m.	Tenant Relations: working positively with clients
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:45 a.m.	Work Order Systems: ensuring internal controls
11:45 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:30 p.m.	Vacancy Turnaround: minimizing potential losses
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 4:30 p.m.	Safety Considerations: lead based paint requirements

Day Four

8:30 a.m. to 12:00 p.m.	Course Examination
12:00 p.m. to 12:15 p.m.	Course Evaluation
12:15 p.m.	End of Course

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