



"You can't change the direction of the wind, but you can change the way your Housing Authority operates."

GAHRA SUMMER MAINTENANCE WORKSHOP 2017



July 18-20, 2017
Marriot Macon City Center
Macon, Georgia



**Georgia Association
of Housing and
Redevelopment Authorities**

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Redevelopment Authorities

Greetings from the GAHRA Maintenance Committee

I would like to take this opportunity to welcome all GAHRA and members of SERC-NAHRO, Office Staff, Property Managers and Executive Directors to join us for the 2017 GAHRA Summer Maintenance Workshop that will be held in Macon, Georgia July 18-20, 2017. The Maintenance Committee has been working hard to put together the best training possible to help address changes and problems that your maintenance staff faces on a daily basis. This training will help them acquire the knowledge and have a better understanding of some of the challenges that they face now and in the future. There will be a wide variety of training available that everyone should be able to benefit from and help your maintenance staff excel in their duties as well as their Housing Authority.

Joe Wisniewski

Maintenance Committee Chair

2017 GAHRA MAINTENANCE COMMITTEE



COMMITTEE MEMBERS

Chair:

Joe Wisniewski

Augusta Housing Authority

Vice Chair:

John Galego

Brunswick Housing Authority

Michael Allen

Terry Altman

Gregory Battle

Randall O'Barr

Mary Russell

Gary Woods

Sylvester Housing Authority

Flint Area Consolidated

Ocilla Housing Authority

Danielsville Housing Authority

Sylvester Housing Authority

Americus Housing Authority

The Maintenance Committee is responsible for developing training sessions for maintenance at the Spring Conference, Summer Maintenance Workshop, and the Annual Convention. This committee is responsible for the planning and registrations of the Summer Maintenance Workshop. Works closely with the Professional Development Committee and the Exhibitors Committee. Chairpersons serve on the Professional Development Committee.

2017 GAHRA

SUMMER MAINTENANCE WORKSHOP

SCHEDULE OF EVENTS

Tuesday, July 18, 2017

7:45 am - 9:00 am	Registration
7:45 am.- 8:45 am	Continental Breakfast
9:00 am-12:00 pm	Opening Session
10:15 am - 10:30 am	Morning Break
12:00 pm-1:30 pm	Lunch (On Your Own)
1:30 pm-4:30 pm	Afternoon Sessions
2:45 pm - 3:00 pm	Afternoon Break

Wednesday, July 19, 2017

7:45 am-9:00 am	Registration
7:45 am.-8:45 am.	Continental Breakfast
9:00 am-12:00 pm	Morning Session
10:15 am-10:30 am	Moring Break
12:00 pm-1:30 pm	Lunch (On Your Own)
1:30 pm.-4:30 pm	Afternoon Session
2:45 pm-3:00 pm	Afternoon Break
6:00 pm-8:30 pm	Exhibits
6:30 pm.-8:00 pm	Dinner / Prize Drawings

Thursday, July 20, 2017

7:45 am - 9:00 am	<i>Registration</i>
7:45 am.- 8:45 am	<i>Continental Breakfast</i>
9:00 am-12:00 pm	<i>Morning Session</i>
10:15 am-10:30 pm	<i>Morning Break</i>
12:00 pm.	<i>Grand Prize Drawing</i>
1:30 pm- 430 pm	<i>UPCS Exam Testing</i>

Tuesday, July 18, 2017

Opening Session 9:00am—12:00 pm

Maintenance Committee – Introduction of speakers and opening comments from the Maintenance Committee.

Russell Nast, GAHRA President - Welcome and greeting from GAHRA .

John Emery- U.S. Inspection Group, Inc. - REAC Updates 2017

Tuesday, July 18, 2017 Afternoon Sessions 1:30 - 4:30 pm

HVAC - Every Authority budget is limited and we need to make sure we get the best life expectancy and efficiency from our HVAC equipment that we can. This starts with having a good preventative maintenance plan in place. This session will show you how to properly service and maintain your HVAC systems in order to get a best results in equipment life and efficiency. It will take you through the steps in the operation and things you can check to make sure your equipment is working at full efficiency. This will help in keeping the cost down and the guess work to a minimum.

Instructor: Len Walker, Augusta Housing Authority 1:30 pm - 4:30 pm

Inspection and Inventory using the Desktop and Work Order Tablet - This class will provide a comprehensive and detailed look at the SACS Inspection and Inventory system. This includes desktop and live tablet software demonstrations. The class will begin with a review of the desktop setup screens. Users will learn how to schedule inspections using the original scheduler and the new scheduler application and have the ability to manually request an inspection. User will learn how to enter inspections and inventory in the desktop application. The session will then move to tablet inspections where the user will learn about the PDA server and how it interacts with the tablet application. Users will learn how to setup the tablet application and import data from SACS. The process of performing an HQS and UPCS inspection will be covered. The session will then proceed to generating work orders from inspections. The session concludes with a review of letters, forms, and reports available.

Instructor: Jimmy Martin, SACS 1:30 - 4:30 pm

Lock Repair - This class will show attendees the most common type locks that we have on our properties as well show them how to properly maintain them. It will show the advantages of using as well as the disadvantages of using the core locks with the removable cores verses the standard deadbolt lock. It will also show you how to save time and money by having a good lock and key system in place. Locks and keys are a very important part of the Authority operation and has a very important part of keeping our residents safe and keep your Authority out of liability issues.

Instructor: Charlie McCracken, Landlord Locks.com, Inc.1:30 pm - 4:30 pm

Appliance Repair - This class will help you understand and troubleshoot various types of appliances. It will help you understand the basic functions of both gas and electric ranges in addition to other appliances that you maintain. It will help you understand the various stages of operation so that it will help you know if it is operating properly and how to check it. **Kirk Gatch, Fox Appliance 1:30 pm - 4:30 pm**

Water Heaters -. This class will help you understand how the water heaters works and how to properly troubleshoot in order to make sure it is working properly. It will show you the pros and cons for both gas and electric water heaters on the operation, repairs, maintenance and replacement if necessary. Every Housing Authority has water heaters and this class will be helpful to anyone who has to work on or maintain them to keep them in good operating condition.

Instructor: Vann Flippen, Chadwell University & Olen Ward, Rheem Manufacturing, 1:30 pm - 4:30 pm

Wednesday, July 19, 2017 Morning Sessions

UPCS Certification - This training will include an overview of the UPCS coupled with in-depth study for the most critical inspectable areas. Using hundred of actual photos, our instructor will educate you on what to look for when entering every apartment. This training and checklist will ensure you are ready for your next REAC inspection. **This is a two day class and requires separate registration and additional fees.**

Instructor: John Emery 9:00 - 4:30 pm

How To Properly Setup a Effective Preventive Maintenance Program - This class will show you how and discuss things every Authority needs to do to make sure you have a good preventive maintenance program in place. The cost and replacement of equipment is getting more costly every year and with budgets not being fully funded makes it more critical to keep our equipment running and not replacing it. The more preventive maintenance work we do saves the Authority time and money and allows money to be spent where needed. When we properly maintain and inspect of equipment you will get best performance from your equipment as well as having fewer break downs which makes everyone happy.

Instructor: Vann Flippen, Chadwell University 9:00 am - 12:00 pm

Electrical - This class is designed to be an overview of electricity and how it works. We will trace the path of electricity from the house meter to the panel box to each electrical device in the morning session. Topics includes: Safety, National Code awareness, electrical panel, and common electrical device installation and trouble shooting. The afternoon session will be hands on where you will actually get to wire several of the common electrical devices that is commonly used on a daily basis. This is a all day class.

Instructor: Justin Shobert, Augusta Housing Authority 9:00 am - 4:30 pm.

Hands-On Work Order Tablet Training - This session will be a hands-on training using the SACS Housing Software. It will let you view the work orders on the housing side on each work station for you to use. Instructors will be available to work with users one on one during this training session to help answer any questions they may have. This provides a good opportunity for the attendees to receive the training, assistance and ask questions that they feel more comfortable in this setting. In the afternoon session there will be a question and answer roundtable where you can ask questions and see what other Housing Authorities are doing. This is a all day class.

Instructor: Jimmy Martin, SACS 9:00 am - 4:30 pm.

Lock Repair - This class will show the attendees the most common type locks that we have on our properties as well show them how to properly maintain them. It will show the advantages as well as disadvantages of using the core locks with the removable cores verses the standard deadbolt lock. It will also show you how you can save time and money by having a good lock and key system in place. Locks and keys are a very important part of the Authority operation and has a very important part of keeping our residents safe and keep your Authority out of liability issues.

Instructor: Charlie McCracken, Landlord Locks.com, Inc. 9:00 am - 12:00 pm.

Refrigerator Repair - This class will help attendees understand the basic functions and repairs of a refrigerator. This class will help you troubleshoot and understand how what the refrigerator is doing thru the various stages of operation. It will also talk about some of the new products that have just come out or coming soon.

Instructor: Kirk Gatch, Fox Appliance 9:00 am - 12:00 pm.

Wednesday July 19, 2017 Afternoon Sessions

Appliance Repair - This class will help you understand and troubleshoot various types of appliances. It will help you understand the basic functions of both gas and electric ranges in addition to other appliances that you maintain. It will help you understand the various stages of operation so that you know if it is operating properly and how to check it.

Trainer: Kirk Gatch Fox Appliance Parts 1:30 - 4:30 pm

Painting and Drywall Repairs - This class will show the attendees how to properly make drywall and painting repairs in order to save time and money. **It will show you some measures on how to cut down on time, ways to do a proper patch and prep that you need before painting. All Authorities has to deal with this issue and learn how to do it properly and have a finished job that you can be proud of. HUD has now started using Industry Standards on REAC inspections and these type of repairs will be more critical than ever when trying to achieve the best possible score.**

Instructor: John Galego, Brunswick Housing Authority 1:30 am- 4:30 pm.

Wednesday July 19, 2017 Afternoon Session Continued 1:30 - 4:30 pm

How Landscaping Can Effect Your REAC Score - This session will show you how things such as overgrown vegetation, erosion, rutting, displaced soil, glass and other things that could effect you

score when you have an REAC inspection. You must remember that site findings carry a much higher weight point deduction than the other inspectable areas because you have only one site per inspection. It is very critical that you have your site in good condition in order to get the score you want. This will session will talk about things you can do to correct problem areas that you may have.

Instructor - Jim Blount, Augusta Housing Authority 1:30 pm - 4:30 pm

Thursday, July 20, 2017

UPCS Certification - Our training will include an overview of the UPCS coupled with in-depth study for the most critical inspectable areas. Using hundred of actual photos, our instructor will educate you on what to look for when entering every apartment. This training and checklist will ensure you are ready for your next REAC inspection. This is the second day and conclusion of the two day training. An exam will be given at the end of the training.

Instructor: John Emery 9:00 am - 4:30

Closing Session - This session will cover a broad range of topics that every Housing Authority deals with on a regular or daily basis. This session will help the maintenance staff understand why they need to do certain things and understand that we have to follow the HUD guidelines to stay in compliance. Some of the topics that will be covered are the purpose of REAC inspections, why mandated turn around days, purpose of 5 year plan, purpose of detailed work orders, purpose of eviction policy and other topics that you may have questions about. This is something where maintenance and management must work together in order to achieve our goals and give our residents a safe, sanitary, and decent housing in good repair to live in.

Presenter - Cal Anderson, Americus Housing Authority 9:00 am - 12:00 pm.

<http://www.marriott.com/hotels/hotel-information/travel/mcnfs-macon-marriott-city-center/>



HOTEL INFORMATION

GAHRA has negotiated a special rate at the hotel for training participants. To reserve a room at this special rate, contact the hotel directly before the cutoff date and use the group name Georgia Association of Housing and Redevelopment Authorities. Rooms are available for the nights of July 17th, 18th 19th, and 20th.

Marriot Macon City Center

Macon, Georgia

478-621-5300

or

1-800-228-9290

or

Go to gahra.org and click on hotel link

King or double bed—\$130/Night

Payment Method:

Credit Card or Company Check

In order to receive the special rate, hotel reservations must be made by June 16, 2017, in order to receive the special rate of \$130/Nightly.



Located in Macon, Georgia, "the Cherry Blossom Capitol of the World" the Macon Marriott City Center is an ideal downtown hotel with convenient access to all of Macon's historical sites, museum district, art galleries, and trendy night spots. Our Macon, Georgia hotel's guestrooms and suites feature luxurious bedding, wireless internet and a 37" flat panel TV. For business travelers, our Macon hotel is conveniently connected to the Macon Centreplex convention center. Our Macon, GA hotel offers 5,000 sq. ft. of meeting space and a state-of-the-art business center in addition to the meeting space at the Macon Centreplex convention center. After a day of conferences, meetings or sightseeing unwind and enjoy our indoor pool, whirlpool and fitness center. Meet up with colleagues at the Vintage restaurant and bar before your night out. Unique among luxury hotels in Macon, GA, our warm and inviting environment makes the Marriott the best choice for business travel, weekend getaways or family vacations.

REGISTRATION

Early Bird Registration fee is \$250 for GAHRA or SERC members. Deadline for Early Bird Registration is June 23, 2017. The registration fee includes: training materials, continental breakfast, breaks, exhibitors reception, and banquet. Lunch is on your own.

Registration Fees:

Early Bird Registration (on or before June 23rd:

GAHRA & SERC-NAHRO Members \$250

Nonmembers—\$275

Registration on or before July 7th:

GAHRA & SERC-NAHRO Members \$275

Nonmembers—\$300

Late Registration (After July 7th)

GAHRA & SERC-NAHRO Members \$300

Nonmembers—\$325

UPCS Certification Training requires an additional fee of \$135 plus Registration fee. Deadline for registration for the UPCS class is July 7th (Maximum of 60 people for UPCS class).

2017 GAHRA Summer Maintenance Workshop
Registration Form
GA Housing Authority
July 18-20, 2017

Two ways to register:

1. To pay by check on-line or by credit card, click the following link or go to http://gahra.org/meetings/2017_Maint/ and follow the instructions.
2. Print registration form from website. Complete registration form. Mail along with check payable to GAHRA to:

*Joe Wisniewski
Augusta Housing Authority
1435 Walton Way
Augusta, Georgia 30901*

PLEASE USE ONE FORM PER REGISTRANT AND BLOCK PRINT OR TYPE INFORMATION

Name – Please print or type Preferred name for name badge

Business mailing address or check here if home address

City State Zip

Home phone Work phone Fax

E-mail Address

Position Organization/Employer

UPCS Certification Training Registration Fee(s):

Fee for GAHRA and SERC/NAHRO members.....\$385 _____ Fee for nonmembers.....\$410_____

Note: Registering for UPCS Certification training also registers attendee for entire conference. This training is a two day class with a maximum of 60.

Conference Registration Fee(s):

Early fee paid on or before 6/23/17 for members.....\$250 _____ Fee for nonmembers...\$275 _____

Regular fee paid on or before 7/7/17.. for members.....\$275 _____ Fee for nonmembers...\$300 _____

Late fee paid after 7/7/17 for members.....\$300 _____ Fee for nonmembers... \$325 _____

Total: \$ _____

Substitutions for registered participants may be made at any time. Refunds will be made for cancellations less a \$25 cancellation fee if a notice of cancellation is received in writing, by fax (706) 722-4522 or by e-mail (jwisniewski@augustapha.org) no later than 5:00 p.m. on Monday, July 7, 2017. **No refunds will be made after July 7, 2017.**

Should you have any questions concerning registration, please call Joe Wisniewski at (706) 724-3710 or John Galego at (912) 265-1334 ext 105 or e-mail (jgalego@brunswickpha.org)