

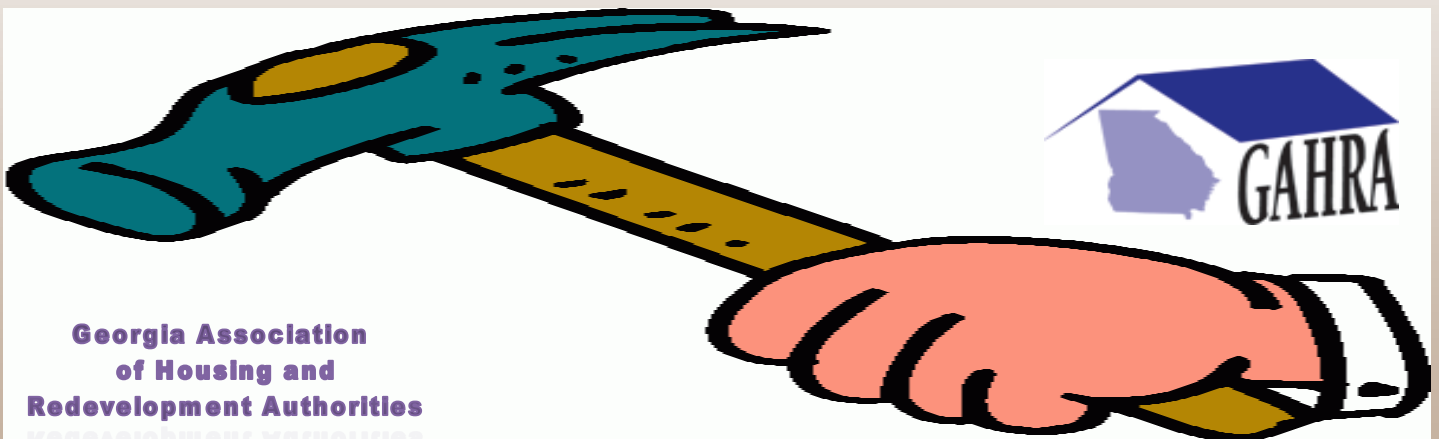


"You can't change the direction of the wind, but you can change the way your Housing Authority operates."

GAHRA SUMMER MAINTENANCE WORKSHOP 2018



July 17-19, 2018
Marriot Macon City Center
Macon, Georgia



**Georgia Association
of Housing and
Redevelopment Authorities**

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of Housing and
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 2018 GAHRA Summer Maintenance Workshop that will be held in Macon, Georgia July 17-19, 2018. 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

2018 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

Mickey Thomas

Gary Woods

Sylvester Housing Authority

Flint Area Consolidated

Ocilla Housing Authority

Danielsville Housing Authority

Sylvester Housing Authority

Douglas 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.

2018 GAHRA

SUMMER MAINTENANCE WORKSHOP

SCHEDULE OF EVENTS

Tuesday, July 17 2018

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 18, 2018

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	Morning 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 19, 2018

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 pm	Morning Break
12:00 pm	Grand Prize Drawing
1:30 pm - 4:30 pm	UPCS Exam Testing

Tuesday, July 17, 2018

Opening Session 9:00am—12:00 pm Ballroom AB

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

Pat Bennett, GAHRA President - Welcome and greeting from GAHRA .

John Emery- U.S. Inspection Group, Inc. - REAC Updates 2018 This is a session where every Housing Authority will benefit for attending. It will discuss recent REAC changes and show you ways to improve your REAC scores.

Tuesday, July 17, 2018 Afternoon Sessions 1:30 - 4:30 pm

Maintenance Roundtable Discussion - This session is designed for maintenance personnel at all levels. It will offer them the opportunity to share information in a non-formal setting. A number of topics will be discussed such as how to prepare for REAC, unit turnaround, maintenance issues and problems, working with contractors and more. If you have questions this is the place to see how other authorities are addressing situations that you may have.

Instructor: Joe Wisniewski, Augusta Housing Authority 1:30 pm - 4:30 pm Room 303

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 Room 309

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 Room 313

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 Room 308**

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: Olin Ward, Rheem Manufacturing & Stephen Mock, Rheem Manufacturing, 1:30 pm - 4:30 pm
Room 306**

Wednesday, July 18, 2018 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 Room 306

HVAC Industry Changes - Learn about the most recent updates in HVAC changes going on in our industry including troubleshooting, diagnostics/repair, and solutions to some of the new requirements. The session includes helpful information on how to charge using Super-heat and Sub-cooling and how to convert to Dew Point and Bubble Point as will be required for some of the new refrigerants. This session will be very beneficial to everyone who has HVAC equipment.

Instructor: Vann Flippen, Chadwell University 9:00 am - 12:00 pm Room 303

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. Room 324

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. Room 309

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. Room 313

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. Room 308

Wednesday July 18, 2018 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 Room 308

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. Room 313

Wednesday July 18, 2018 Afternoon Session Continued 1:30 - 4:30 pm

HVAC Troubleshooting A-Z Made Easy - This session will help maintenance staff understand and how to properly troubleshoot HVAC equipment. It will cover things such as what you should check first, understanding the operation of the equipment, how to test equipment and parts in order to find the problem, how to properly maintain and keep the equipment running longer and more efficiently which saves time and money.
Instructor - Vann Flippen, Chadwell University 1:30 pm - 4:30 pm Room 303

Wednesday July 18, 2018 Dinner with the Vendors 6:00 pm - 8:30 pm

Come and visit with the vendors that help support our Maintenance Workshop. This is time where you can see new products that are available. There will be prize drawings given away during this time. Afterward we will be having a dinner with the vendors where we will also giving away more cash prizes from GAHRA.

Thursday, July 19, 2018

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 Room 306

Closing Session - Drug Awareness - Have you seen illegal drug activity at your Housing Authority or at least think there is illegal drug activity? What actions should you take? What actions should you do? How do you report it? How can you protect yourself and your residents? Come to this session and get the answers to these questions and many others concerning illegal drug activity.

Presenter - Officer Lee Smith, City of Byron Police Department 9:00 am - 12:00 pm. Ballroom AB

<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 16th, 17th 18th, and 19th.

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 15, 2018, 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 22, 2018. 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 22nd:

GAHRA & SERC-NAHRO Members \$250

Nonmembers—\$275

Registration on or before July 6th:

GAHRA & SERC-NAHRO Members \$275

Nonmembers—\$300

Late Registration (After July 6th)

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 6th (Maximum of 60 people for UPCS class).

**2018 GAHRA Summer Maintenance Workshop
Registration Form
GA Housing Authority
July 17-19, 2018**

Two ways to register:

1. To pay by check on-line or by credit card, click the following link or go to www.gahra.org/2018-maintenance-workshop/ 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
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Business mailing address or check here if home address

City	State	Zip
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Home phone	Work phone	Fax
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E-mail Address

Position	Organization/Employer
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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 6/22/18 for members.....\$250 _____	Fee for nonmembers...\$275 _____
Regular fee paid on or before 7/6/18.. for members.....\$275 _____	Fee for nonmembers...\$300 _____
Late fee paid after 7/6/18 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 July 6, 2018. **No refunds will be made after July 6, 2018.**

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)