



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

GAHRA SUMMER MAINTENANCE WORKSHOP 2021



July 13-15, 2021
Marriot Macon City Center
Macon, Georgia



**Georgia Association
of Housing and
Redevelopment Authorities**

Georgia Association
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 2021 GAHRA Summer Maintenance Workshop that will be held in Macon, Georgia July 13-15, 2021. 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

2021 GAHRA MAINTENANCE COMMITTEE



Chair:

Joe Wisniewski

Augusta Housing Authority

Michael Allen

Gregory Battle

Randall O'Barr

Mary Russell

Mickey Thomas

Vice Chair:

Gary Woods

Americus Housing Authority

Sylvester Housing Authority

Ocilla Housing Authority

Danielsville Housing Authority

Sylvester Housing Authority

Douglas 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.

2021 GAHRA SUMMER MAINTENANCE WORKSHOP SCHEDULE OF EVENTS

Tuesday, July 13, 2021

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 14, 2021

7:45 am - 9:00 am	Registration
7:45 am - 8:45 am	Continental Breakfast
9:00 am - 12:00 pm	Morning Sessions
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
6:00 pm - 8:30 pm	Exhibits
6:30 pm - 8:00 pm	Dinner / Prize Drawings

Thursday, July 15, 2021

7:45 am - 9:00 am	Registration
7:45 am - 8:45 am	Continental Breakfast
9:00 am-12:00 pm	Morning Sessions
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 13, 2021

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

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

Brandie Garner GAHRA President - Welcome and greeting from GAHRA .

John Emery- U.S. Inspection Group, Inc. - REAC UPCS/NSPIRE Updates 2021 This is a session where every Housing Authority will benefit for attending. It will discuss recent REAC changes and talk about how you ways to improve your REAC scores.

Tuesday, July 13, 2021 Afternoon Sessions 1:30 - 4:30 pm

Plumbing Repair - This class will talk about and cover problems associated with plumbing service requests that most Housing Authorities deal with on a daily basis. Topics will include major fixture components such as commodes, bath and shower fixtures, kitchen and bath sinks and associated drains. It will talk about the different components of each and explain the operation and how to replace and maintain them as necessary. It will discuss different types of chemicals, drain openers, and how to use them safely. This session should be very helpful to anyone who has to maintain and troubleshoot them in a safe manner.

Instructor: Don Mulkey, Augusta Housing Authority 1:30 pm - 4:30 pm

Air Conditioning Mechanical and Electrical - This 3 hour training is an introduction and overview for HVAC technicians no matter his or her skill level. It will discuss air conditioning systems and the fundamental of the refrigeration cycle. It will cover the 4 major components of an AC system, how they work, and how to maintain them. The class covers topics such as preventative maintenance and the troubleshooting skills needed to work on and operate the equipment. Topics covered in this class will include Safety procedures - Lock out Tag out, Basic AC Refrigeration cycle, Electrical and Mechanical components of AC system, Schematic design of components, Preventative Maintenance, and Troubleshooting common problems.

Instructor : Chad Peck, HD Supply 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.

Instructor: Kirk Gatch, Fox Appliance 1:30 pm - 4:30 pm

Refrigerator Repair -. This class will help you troubleshoot and understand how a refrigerator operates. This will explain how a refrigerator works and walk you thru each component in order to make sure it is working properly. It gets very costly to just replace parts that doesn't need replacing or replacing a refrigerator that can be repaired.

Instructor: Kevin Terry, G.E. Appliances 1:30 pm - 4:30 pm

Wednesday, July 14, 2021 Morning Sessions

UPCS/NSPIRE Certification - Day One of this training will include an overview of the UPCS/NSPIRE 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.

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 an all day class.

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

R 410-A and Other Refrigerants - This class will answer many of the questions surrounding the current transition from R-22 to new alternative refrigerants to new alternative refrigerants including R-410A, MO-99, and other regional options. This course will address issues surrounding the differences in operating pressures and lubricants, how new refrigerants can impact equipment choices, tools and servicing. Topics covered in this class will include Safety, Properties of R-410A Refrigerant, Comparing R-410A to R-22 and Alternatives, Conversion from R-22 to R-410A, Interfacing Old and New Equipment, Service Guidelines, Repair or Replacement Options and Proper Charging Techniques.

Instructor: Chad Peck, HD Supply 9:00 am - 12:00 pm.

Customer Service - Would better communication skills improve the service you provide to your customers, vendors and visitors? The first part of this class will address the skills you need to better serve your customers; even the frustrated, confused or even downright hostile customers. Are you having problems with getting residents to understand the importance of maintaining good housekeeping standards/ Sometimes the way you communicate with others can affect how they receive the information. The second part of the class will help you to develop good communication skills when educating your residents on the importance of maintaining good housekeeping standards.

Instructor: Mary Russell / Michael Allen Sylvester Housing Authority 9:00 am - 12:00 pm.

Electric Motors - **This session** will cover a large variety of motors that are used in much of the equipment that we maintain. This is especially true for air conditioning where it may have several motors and can be very costly. This will talk about the different motors we use such as variable speed, shaded pole and split capacitor and more. Variable speed motors can cost several hundred dollars and you need to know how to check it before replacing. It will talk about the different type motors and how to properly troubleshoot and maintain them in good operating condition.

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

Refrigerator Repair - This class will help you troubleshoot and understand how a refrigerator operates. This will explain how a refrigerator works and walk you thru each component in order to make sure it is working properly. It gets very costly to just replace parts that doesn't need replacing or replacing a refrigerator that can be repaired.

Instructor: Kevin Terry, G.E. Appliances 9:00 am - 12:00 pm.



Wednesday July 14, 2021 Afternoon Sessions 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 you know if it is operating.

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

Water Heaters - This class will help you understand how the water heater 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. It will talk about tankless water heaters and the operation and maintenance that will be needed. Every Housing Authority has water heaters and this class will be helpful to anyone who has to work on or maintain them in good operating condition.

Instructor: Olin Ward, RHEEM Manufacturing 1:30 am- 4:30 pm.

Make Ready Maintenance - This session is an overview providing information on all aspects of importance and procedures of making units ready. Some of the topics that will be covered will include walking the make ready, accountability and documentation, organizing the make ready process scheduling contractors when necessary, timely completion of make readies and final inspection and follow up of the move in. Vacancies are a big part of our Authorities and it is most important that we turn these vacant units around in a timely manner in order to get them ready for the next family.

Instructor - Chad Peck, HD Supply 1:30 pm - 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 advantages as well disadvantages of using the core locks with removable cores verses the standard deadbolt lock. It will show you how to save time and money by having a good lock and key system in place. Locks are a very important part of keeping of keeping our residents safe and your Authority and out of liability issues.

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

Wednesday July 14, 2021 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 15, 2021

UPCS/NSPIRE 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. It will cover all the new changes to the UPCS/NSPIRE that HUD has recently come out with. 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, US Inspection Group 9:00 am - 4:30 pm

Closing Session - How Has The Pandemic Effected Your Housing Authority - This past year has been a very challenging time for most Housing Authorities to say the least with the COVID19 / Pandemic . This will give the attendees some insight on what other Housing Authorities are doing during this difficult time. We will discuss everything from work orders, PED equipment such as masks and gloves and what they are doing to keep our staff and residents safe. This will give the attendees a better understanding from both the management and maintenance on this and things they can do to deal with this situation.

Presenter - GAHRA Maintenance Committee 9:00 am - 12:00 pm

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 12th, 13th 14th, and 15th.

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—\$133/Night

Payment Method:

Credit Card or Company Check

In order to receive the special rate, hotel reservations must be made by June 18, 2021, in order to receive the special rate of \$133/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 18, 2021. 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 18th:

GAHRA & SERC-NAHRO Members \$250

Nonmembers—\$275

Registration on or before July 2nd:

GAHRA & SERC-NAHRO Members \$275

Nonmembers—\$300

Late Registration (After July 2nd)

GAHRA & SERC-NAHRO Members \$300

Nonmembers—\$325

UPCS Certification Training requires an additional fee of \$145 plus Registration fee. Deadline for registration for the UPCS / NSPIRE Class is July 2nd (Maximum of 60 people for UPCS / NSPIRE Class).

**2021 GAHRA Summer Maintenance Workshop
Registration Form
GA Housing Authority
July 13-15, 2021**

Two ways to register:

1. To pay by check on-line or by credit card, click the following link or go to <https://www.gahra.org/2021-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

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.....\$395 _____ Fee for nonmembers.....\$420_____

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 6/18/21 for members.....\$250 _____ Fee for nonmembers...\$275_____

Regular fee paid on or before 7/2/21 for members.....\$275 _____ Fee for nonmembers...\$300_____

Late fee paid after 7/2/21 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 3, 2020. **No refunds will be made after July 2, 2021.**

Should you have any questions concerning registration, please call Joe Wisniewski at (706) 724-3710 e-mail jwisniewski@augustapha.org or Gary Woods at (229) 938-6648 or e-mail gwoods@americuspha.org.