

2008 Maintenance Academy Series Schedule

☐ Check box to attend session

- ☐ **January 10**
Management Skills for
Maintenance Supervisors
- ☐ **February 12**
Landscape, Hardscape &
Curb Appeal
- ☐ **April 8**
Keying & Master Keying
Locks
- ☐ **May 13**
Efficient Unit Turnover
- ☐ **June 10**
Emergency Response
- ☐ **July 8**
Safety & Risk Management
- ☐ **August 12**
Scheduling Preventative
Maintenance
- ☐ **September 9**
Drywall Repair



The Detroit Metropolitan Apartment Association Presents...

2008 MAINTENANCE ACADEMY SERIES - SESSION 4



Efficient Unit Turnover Tuesday, May 13, 2008



Excellence through education.

Instructor: Karole Torres, CPM®, Continental Management

- **Use of Pre-inspection and Pre-scheduling Units**
 - **Time Management in Unit Preparation**
 - **Inventory Control and Stock**
 - **In-House versus Contract Labor**
- **Punch Lists Use To Decrease Return Visits**

These courses give hands on training in common issues frequently encountered on Apartment Communities. Sign up your maintenance staff for 1, 2, or MORE classes! Help them further develop their professional skills!

Cost per session: 1 Session - \$39

Save money with every additional course:

2-4 Sessions - \$32 Each OR 5-8 Sessions - \$29 Each

Date: Tuesday, May 13, 2008

Time: 9:00 a.m. - 12:00 Noon

Location: DMAA Training Center

30700 Telegraph Road, Suite 2665, Bingham Farms, MI 48025

RSVP and Pay Online at www.dmaa.net or fax: 248/594-9804

**Thanks to our
Maintenance Academy Series
Breakfast Sponsor:**



Please RSVP today - No Shows WILL be Billed. See our website for cancellation policy - www.dmaa.net.

Company _____

Community Name _____

Street Address, City, State, Zip _____

Phone _____

Fax _____

E-mail address _____

Please List Individual Names of Attendees:

Fax to 248-594-9804 or e-mail attendees names to info@dmaa.net or call 248-594-9803. Please make checks payable to "DMAA" and reference "Turnover"; bring to class or mail to "DMAA" at 30700 Telegraph Road, Suite 2665, Bingham Farms, MI 48025