



Foundations of Real Estate Management™

High-Performance Training for High-Performance Real Estate Teams and Vendors that want to Excel

What is *Foundations*?

- A soup-to-nuts, 5-module, 28-hour entry-level course, covering the fundamentals of commercial real estate administration, management, building systems, accounting and reporting, contract management, and more
- Classroom instruction from seasoned pros, reinforced by behind-the-scenes tours of outstanding buildings
- Live, in-person training with small class sizes to facilitate learning, discussion, and team activities
- A complete package—instruction, peer networking, property tours, and a comprehensive course manual that is easy to read and understand and a valuable resource back on the job

For all experience levels, *Foundations*...

- Reinforces on-the-job training for **junior** and **assistant property managers**
- Provides “feet-on-the-ground” experience and exposure for **administrative assistants, property administrators** and **new employees**
- Offers a great refresher for **experienced professionals**—fills training gaps and provides important management and operations updates
- Supports **suppliers** and **building engineers** who benefit from understanding the basics of real estate management

Foundations—the right choice for your firm...

- Eases the training burden by supplementing on-the-job and corporate training programs
- Offers the highest caliber training, covering everything from A to Z
- Prepares new and rising talent for more PM responsibilities and assignments
- Teaches employees best practices from experienced, seasoned professionals
- Delivers a curriculum that is regularly updated, ensuring the latest, most accurate information
- Minimizes time out of the office with convenient scheduling over several days and weeks
- Is offered locally through BOMA Greater Cleveland

Foundations of Real Estate Management

Five (5) consecutive Friday sessions at 5 different BOMA Member Buildings, beginning in September:

1. September 12th
2. September 19th
3. September 26th
4. October 3rd
5. October 10th

Low cost of \$595 includes parking, lunch at 4 sessions and the Foundations book.

Registration deadline: August 29th

**Class Space is Limited
First Come First Served**

“I originally enrolled in the Foundations of Real Estate Management class to learn more about my customers and potential clients concerns. The presentations were done very professionally and held my interest throughout every session. The tours were great, giving everyone a real hands-on experience of real estate management and the different challenges property managers can face. I would recommend this class to anyone that wants to increase their knowledge in the field of property management.”

*Tim Korte
Regional Account Manager
The Brickman Group*

Training is one of the things BOMA does best...why not take advantage?



The *Foundations* Curriculum—What You'll Learn

Module 1: Real Estate Administration

- Roles and responsibilities of a property manager
- Adding value to a real estate investment
- Strategies for tenant satisfaction
- Contracting with vendors and suppliers and managing supplier agreements
- Property characteristics and leasing and marketing strategies
- Managing risk and understanding commercial insurance coverages
- Property Tour: the property management office

Module 2: The Well-Versed Real Estate Manager

- Developing effective emergency and disaster preparedness plans and programs
- Managing tenant improvements
- Budgeting, accounting, and business plan development
- Models for recovering operating expenses
- Due diligence process for buying and selling real estate
- Understanding OSHA safety requirements
- Understanding indoor air quality issues and EPA requirements
- Property Tour: engineering office and non-office occupancies

Module 3: Building Operations I

- How HVAC and plumbing systems work
- How electricity flows through a building and the various levels of power
- Work order systems and best practices for managing service calls
- Property Tour: HVAC, domestic water, fire alarm, fire sprinkler, main electric room

Module 4: Building Operations II

- Types and operations of fire alarm and control systems
- Reactive vs. preventive vs. predictive maintenance of building facilities and systems
- Elevator and escalator systems and operations
- Roofing systems—built-up, modified bitumen, single-ply
- Managing solid waste and recycling
- Managing cleaning services and contracts
- Property Tour: elevators/escalators, roof systems, solid waste/recycling, janitorial inspection

Module 5: Putting it All Together

- Successful approaches to pest management
- Types of parking structures and parking management
- Assuring secure and safe buildings
- Understanding and managing landscaping tasks and snow removal
- Learn about BOMA and meet BOMA leaders
- Learning assessment group exercise
- Property Tour: parking, security, pest control, landscaping

BOMA *Foundations of Real Estate Management*[™] has been developed from BOMA/Atlanta's successful education program *Property Management 101*.

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Complete and fax or email the form to 216.575.0233 or admin@bomacleland.org call 216.575.0305 with questions

Name: _____ Email: _____

*Please print your name as you would like it on your certificate

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