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 and students considering a career in commercial real estate
- 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 real estate 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 or weeks
- Is offered locally through your local BOMA association

Foundations of Real Estate Management

Location: Transamerica Building - 100 Light Street, Baltimore, MD 21202. Parking provided at 30 Light St. Lunch on your own.

FRIDAYS
Session 1: Feb 27, 2015 | 8:00 – 4:00 pm
Session 2: March 6, 2015 | 8:00 – 2:30 pm
Session 3: March 13, 2015 | 8:00 – 2:30 pm
Session 4: March 20, 2015 | 8:00 – 4:00 pm
Session 5: March 27, 2015 | 8:30 – 1:00 pm

Fee: $849 before 1/26 | $899 after 1/26

Class size is limited ….register today!

Instructor:
P. Marc Fischer, CPM®, RPA®, CCIM, LEED® Green Associate, BOMA Fellow Executive VP, Investor Services | Baltimore Colliers International

“We’ve sent both new and more experienced employees to this training program and the results speak for themselves. Our property management teams are now more effective, more efficient and make better decisions.”

Patrick M. Freeman, CCIM, CPM, SMA
Sr. Vice President, Regional Manager
Columbia Property Trust
Atlanta, GA
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.

© 2008 BOMA International

BOMA Baltimore’s Foundations of Real Estate Management Course

Name ______________________________________________  Title: ____________________________________
Company ____________________________________________________________
Street address_________________________________________________________________________________
City, State, Zip ________________________________________________________________________________
Phone ___________________________________  Email _____________________________________________

Course fee: $849 by 1/26 or $899 after 1/26

Payment: ___ Check payable to BOMA Baltimore      ___ Visa / MasterCard / American Express
Credit Card #: _________________________________
Expiration Date: _______________  CVV (3-digit code on back) ___________________
Signature: ____________________________________________________________

Any cancellations after 1/30 will incur a fee of $300 to cover instructional materials. No cancellations will be accepted after 2/13. Call BOMA Baltimore at 410.752.3318 with any questions.
Mail: BOMA Baltimore | 720 Light Street | Baltimore, MD 21230
Fax: 410.752.8295 | Email: info@bomabaltimore.org