

m-201

Facilities Management



COURSE MATERIALS

Participant guide and flash drive with bonus readings and materials. CAI Guides for Association Practitioners: *Bids and Contracts*, *Natural Disasters* and *Reserve Funds*.



COURSE LENGTH

1.5 days | 8:30 a.m.–5:30 p.m.
8:30 a.m.–noon



TUITION

CAI manager member: \$459
Nonmember: \$559



DESIGNATION CREDIT

M-201 is required for the PCAM designation.



CONTINUING EDUCATION CREDIT

M-201 is approved for 12 hours of continuing education for CMCA recertification. Visit www.camibc.org for details. For information on continuing education for state licenses, visit www.caionline.org/pmdp.

LEARN HOW TO PRESERVE AND ENHANCE YOUR ASSOCIATION'S PROPERTY AND PREPARE FOR EMERGENCIES.

This course provides a hands-on approach to help you analyze, evaluate, communicate and plan for property maintenance. Your community will benefit from your increased understanding of the various types of maintenance—routine, previous, emergency, corrective and scheduled. Topics include:

- Evaluating existing maintenance programs and management controls
- Analyzing maintenance contracts
- Overseeing maintenance of common areas, using checklists and reports
- Making maintenance requests and recommendations to the board
- Identifying the basic elements of a disaster plan
- Preparing a request for proposal, including bid specifications
- Monitoring fulfillment of a contract
- Interpreting and invoking contract warranties
- Understanding the concept of sustainable lifestyles
- Using a reserve study for repair and replacement

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