



# Foundations of Real Estate Management™

High-Performance Training for High-Performance Real Estate Teams

## 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 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

### Thursdays from 9:00 AM – 3:00 PM

#### **Module 1: UNICO**

##### **Real Estate Administration**

**Date: April 3, 2014**

**Place:** US Bancorp Tower  
111 SW Fifth Avenue

#### **Module 2: AMERICAN ASSETS TRUST**

##### **The Well-Versed RE Manager**

**Date: April 10, 2014**

**Place:** Lloyd 700 Building  
700 NE Multnomah, 3<sup>rd</sup> Floor

#### **Module 3: SHORENSTEIN REALTY SERVICES**

##### **Building Operations 1**

**Date: April 17, 2014**

**Place:** Shorenstein Realty Services  
One SW Columbia

#### **Module 4: RUSSELL DEVELOPMENT CO, INC**

##### **Building Operations 2**

**Date: April 24, 2014**

**Place:** 200 SW Market Street, Lobby

#### **Module 5: KIDDER MATHEWS**

##### **Putting it All Together**

**Date: May 8, 2014**

**Place:** Kidder Matthews  
One SW Columbia, 8<sup>th</sup> floor

**Member Price: \$600**

Non-Member Price: \$750

[Click here to register](#)

## 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 Oregon**  
200 SW Market Street, Suite 1710  
Portland, OR 97201  
503/228-9214  
[www.bomaoregon.org](http://www.bomaoregon.org)

Register by **March 1** to ensure timely delivery of course materials. No refunds for cancellations received after **March 15**.

Questions? Call Susan at the BOMA Oregon office at 503/228-9214 or email: [susan@bomaoregon.org](mailto:susan@bomaoregon.org)