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Clean Air & OSHA Compliance Reference Guide

An indispensable guide to some of today's hottest topics, this new guide covers indoor air quality, air quality control, and OSHA standards and regulations. The perfect tool for property and facility managers who need to address IAQ issues and develop plans that comply with OSHA's standards for eliminating on-the-job safety and health hazards.

Leasing Reference Guide

Commercial leases are more complex than ever before, thanks to changes such as utility deregulation and court decisions interpreting lease language. This new guide, covering key aspects of leasing, including lease development, lease negotiation, and lease administration, can help you navigate your way through the commercial leasing process.

Effective Management Reference Guide

This Practical Guide covers several aspects of supervision and leadership, including the skills necessary to become an effective manager, and the characteristics of clear communication. In addition, this guide examines planning, scheduling, organizing, and decision making. Being a successful manager of people and projects requires the synthesis of experience, knowledge, and proven techniques.

Property Acquisition and Property Value

Maximizing the value of property begins with choosing the ideal method of property acquisition and creating a sound plan for managing the property. This guide explains asset management and compares asset management to property management. In addition, this guide covers due diligence, appraisal, financing, and techniques for attaining the best purchase price.

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