



# 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 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



## BOMA-SF –BOMA OEB 2020 Registration

**Foundations of Real Estate Management**  
This course will be presented on five Fridays

**Dates:** Friday, 01/31/20; 02/07/20; 02/14/20  
02/21/20; 02/28/20,  
**Time:** 9:00 a.m. – 4:00 p.m.

**Cost:** \$795.00 members, \$845.00 non-members

**Location:** 650 California Street, San Francisco, Lower level Conference Room. Go to [www.bomasf.org](http://www.bomasf.org) for more information or contact

Akiba Davis-Everett  
[akibad@boma.com](mailto:akibad@boma.com) -415-362-8567x1125



# 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

## Module 6: Other Property Types

This optional module/supplemental material focuses on the major similarities and differences between managing office buildings and industrial, retail, mixed-use and medical office buildings.



## Foundations of Real Estate Management - 2020

Registration, via credit card, for Foundations will be available through our website: [www.bomasf.org](http://www.bomasf.org) Dates: **01/31/20; 02/07/20; 02/14/20; 02/21/20; 02/28/20.**

Check payments can be made by completing this form to be submitted with your payment. Make check payable to BOMA San Francisco. Contact Akiba Davis-Everett: [akibad@boma.com](mailto:akibad@boma.com) -415-362-85672x1125, for more information.

### Foundations of Real Estate Management

Location: 650 California Street, Lower Level Conference Room, San Francisco, CA 94108

Company/Building Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Individual to Register: \_\_\_\_\_ Email \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Number of Member Students: \_\_\_\_\_ @ \$795= \_\_\_\_\_ Number of Non-Member Students \_\_\_\_\_ @ \$845= \_\_\_\_\_

Total Amount Enclosed: \$ \_\_\_\_\_