



# Foundations of Real Estate Management™

High-Performance Training for High-Performance Real Estate Teams

## What is *Foundations*?

- A soup-to-nuts, 5-module, 29-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 BOMA/Suburban Chicago

## Foundations of Real Estate Management

Module 1: October 9, Schaumburg  
Module 2: October 16, Rolling Meadows  
Module 4: October 23, Schaumburg  
Module 3: October 30, Schaumburg  
Module 5: November 6, Schaumburg

Sign-in and Continental Breakfast at 8 a.m.  
All classes begin at 8:30 a.m.  
Lunch included

Your faculty:  
David Adams, RPA, CPM, CCIM, Manulife Financial  
Steve Hrbek, RPA, CBRE  
Melissa Jones, LEED-AP, CBRE  
John Lambrecht, RPA, Triton College  
Brian Lauck, Keystone Property Group  
Nancy Ross, RPA, FMA

**\$550 student from a BOMA Member Building**  
**\$650 student from a Non-Member Building**  
**Space limited to 25 students**  
**The Curriculum must be taken in its entirety.**

**ONLINE Registration at**  
**<https://www.acteva.com/go/bomasuburban>**

*“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, RPA, CCIM, CPM, SMA**  
**Sr. Vice President, Regional Manager**  
**Wells Real Estate Funds**  
**Atlanta, GA**



**Training is one of the things BOMA does best...why not take advantage? >>>**

# 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*<sup>™</sup> has been developed from BOMA/Atlanta's successful education program *Property Management 101*.

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## Foundations of Real Estate Management

Complete this form and fax it to BOMA/Suburban Chicago at 847/995-0971.  
Mail to 1515 E. Woodfield Road, Suite 110, Schaumburg IL 60173  
For information call 847/995-0970 or e-mail [education@bomasuburbanchicago.com](mailto:education@bomasuburbanchicago.com)

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
*as you would like it to appear on your Certificate of Completion to be presented to those with 100% attendance only.*

**Title** \_\_\_\_\_

**Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

Check enclosed     Credit card:    \_\_\_ VISA    \_\_\_ Mastercard

**Name** \_\_\_\_\_

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**Expiration:** \_\_\_\_\_ **Security Code** \_\_\_\_\_

**Billing Address Zip** \_\_\_\_\_

**Signature** \_\_\_\_\_