What some of our past students had to say!

“From façade to basement, this class provided a real life overview of concepts both familiar and more detailed regarding properties. If you’re new to the business or simply looking for perspectives from other property managers, this is a great course to consider.”
- Nicolette Romans, Project Coordinator/Leasing Admin., Summit Property Management

The Foundations of Real Estate Management class provided a generous amount of information that covered every aspect of commercial real estate that is imperative to the operation of the building (Property Management skills, HVAC operations, etc.). The instructors superlative communication approach (asking questions, showing us different properties/functions of how their equipment work, etc.) along with the detailed binder/textbook they provided gave us a resourceful introduction to Real Estate Management and a better understanding of how things work.
- Shareyes Wright, Property Administrator, REDICO

“The Foundations class was one of the most beneficial professional development courses I have taken. As a vendor calling on property managers, facility managers and property owners, it helped me see properties from their perspectives. The professionals who taught each section brought their real world examples, problems and solutions to the class so we could benefit from their experiences.”
- Scott Barr, Director of Business Development, Detroit Renewable Energy

Limited to 25 students. Lunch included!

Name ____________________________
Company __________________________
Address ___________________________
Phone _____________________________
E-mail _____________________________

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High Performance Training for High Performance Real Estate Teams

Foundations of Real Estate Management®

FRIDAYS 8:00 am - 3:00 pm
MARCH 1, 8, 15, 22, 29

A skilled, confident team is fundamental to your company’s efficient and profitable performance. The most productive, effective and committed employees are those who have received comprehensive, focused training.

That’s precisely where BOMA can help. Foundations of Real Estate Management provides the building blocks you need to build your high-performance team.

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- A complete package—instruction, peer networking, property tours
- Live, in-person training with instruction from seasoned professionals
- Behind-the-scenes tours of buildings - ALL “The Outstanding Building of the Year” Award Winners
- Small class sizes to facilitate learning, discussion & team activities - limited to 25 students
- A comprehensive course manual that is easy to read and a valuable resource back on the job

March 1 - 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

Paula E. Goldman-Spinner, RPA
Vice President, Director of Commercial Properties
Schostak Brothers & Co., Inc.
2005 Property Manager of the Year

March 8 - Module 2: The Well-Versed Real Estate Manager

- Developing effective emergency and disaster preparedness plans and programs
- Managing tenant improvements and capital projects
- Budgeting, accounting, and business plan development
- Models for recovering base rents and operating expenses
- Due diligence process for buying and selling real estate
- Understanding OSHA safety requirements
- Understanding indoor air quality issues and EPA recommendations and requirements

Property Tour: Engineering office and non-office occupancies

Michael E. Patterson, RPA, FMA
Senior Vice President
CBRE | Ford Land
2015 Property Manager of the Year

March 15 - 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 services calls

Property Tour: HVAC, domestic water, fire alarm, fire sprinkler, main electric room

John Guardiola, LEED AP, RPA
Vice President of Engineering & Sustainability
Bedrock Detroit
2014 Facility Manager of the Year

March 22 - 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
- Managing solid waste and recycling
- Managing cleaning services and contracts

Property Tour: Elevators/escalators, roof systems, solid waste/recycling, janitorial inspection

March 29 - Module 5: Putting It All Together

- Successful approaches to pest management
- Types of parking structures and parking management
- Assuring secure and safe buildings
- Understanding & managing landscaping tasks & snow removal
- Learn about BOMA and meet BOMA leaders
- Learning assessment group exercise

Property Tour: Parking, security, pest control, landscaping

Beth Anne Beattie, RPA, FMA
Senior Property Manager
REDICO
2018 Property Manager of the Year

Module 6: Other Property Types

- Focus on major similarities and differences between managing office buildings and industrial, retail, mixed-use and medical office buildings.

Brian Salliotte, RPA
Director of Commercial Management
Dietz Property Group
2010 Property Manager of the Year

2015 Property Manager of the Year