



FOUNDATIONS OF REAL ESTATE MANAGEMENT

What is Foundations?

A 5-module, 28-hour, entry-level course, covering the fundamentals of commercial real estate administration, management, building systems, accounting/reporting, contract management, and more.

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.

REGISTRATION

Fridays, March 4, 11, 18, 25, April 1, 2022
9:00 a.m. - 3:00 p.m.

Hybrid: Zoom or BOMA Boston,
Three Center Plaza, Mezzanine Suite, Boston

Deadline to Register: February 18

- BOMA Member \$750 Non-member \$900
- Request for a seat to attend in-person (*limited available*)
- Hardcopy coursebook Digital coursebook

Pre-payment is required. No refunds will be given for cancellations after February 18.

Health & Safety Guidelines

If attending in-person, masks are required except when actively eating or drinking. You must show proof of vaccination or a negative COVID-19 test taken no more than 72 hours prior to arriving to class. By attending, you assume all risks related to exposure to COVID-19.

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL _____

Email form to Sharon Cheng at
scheng@gbreb.com

Mail check to BOMA Boston,
Three Center Plaza, Mezzanine
Suite, Boston, MA 02108

Payment method

- CHECK (PAYABLE TO BOMA) VISA MC AMEX DISC

NAME ON CARD _____

CARD # _____ EXP. DATE _____

THE FOUNDATIONS CURRICULUM

Module 1: Real Estate Administration

Friday, March 4 | 9:00 a.m. - 3:00p.m.

Instructor: Shawn W. Carroll, RPA
Past BOMA Boston President
Director, CBRE

- Roles and responsibilities of a property manager
- Adding value to a real estate investment
- Strategies for tenant satisfaction
- Contracting with vendors and suppliers/managing supplier agreements
- Property characteristics and leasing/marketing strategies
- Managing risk and understanding commercial insurance

Module 4: Building Operations 2

Friday, March 25 | 9:00 a.m. - 3:00p.m.

Instructor: Mark Giampa, RPA, CPM
General Manager, Related Beal

- 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

Module 2: The Well-Versed Real Estate Manager

Friday, March 11 | 9:00 a.m. - 3:00p.m.

Instructor: Jennifer Twombly, RPA
2022 BOMA Boston President-Elect
General Manager, Rockhill Management

- 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

Module 5: Putting It All Together

Friday, April 1 | 9:00 a.m. - 3:00p.m.

Instructor: Gerry McGonagle
Regional Manager, ATI Restoration

- 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 BOMA leaders
- Learning assessment group exercise

Module 3: Building Operations 1

Friday, March 18 | 9:00 a.m. - 3:00p.m.

Instructor: Carissa Kelly, MSFM, MBA, CFM
*Facilities Operations Manager,
Harvard Medical School*

- 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