



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 3, 10, 17, 24, 31, 2022

9:00 a.m. - 3:00 p.m.

Location: BOMA Boston,
Three Center Plaza, Mezzanine Suite, Boston

Deadline to Register: February 17, 2023

BOMA Member \$750 Non-member \$900

Hardcopy coursebook Digital coursebook

Pre-payment is required. No refunds will be given for cancellations after February 17.

Health & Safety Guidelines

Masks are not required, however, if you are feeling sick or under the weather, please stay home. Thank you for thinking of yourself and others by staying home.

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

EMAIL _____

Email form to Heather Thifault
at hthifault@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 3 | 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 24 | 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 10 | 9:00 a.m. - 3:00p.m.

Instructor: Eileen M. Carroll, RPA
Director, CBRE

- 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, March 31 | 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 17 | 9:00 a.m. - 3:00p.m.

Instructor: Corinne Nawrocki
*Service Sales Representative,
Stanley Elevator Co. Inc.*

- 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