



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

Public Housing Notice 2013-10

To: All Local Housing Authority Executive Directors
From: James Marathas, Director of Facilities Management
Subject: Regional Dwelling Unit Inspection Trainings
Date: May 15, 2013

We are pleased to be able to announce seven upcoming training dates for the Regional Dwelling Unit Inspection Trainings presented by DHCD's Facilities Management Specialist Unit. The two day training session discusses how executive directors can implement a valuable inspection program or improve upon an existing inspection program.

The training is geared to the executive director or assigned management person responsible for conducting inspections. It is highly recommended that maintenance staff also attend this training as there are several references to applicable codes and discussions on maintenance, maintenance responsibilities in doing informal inspections, and the importance of their role in the inspection process. This training will provide information to establish a systematic effort which will ensure that all components are inspected at the correct time, that the results of the inspection are recorded, and that all work necessary to maintain and extend the useful life of the component is requested and completed in a timely manner.

Please see the attached training flyer for regional locations and dates for the upcoming trainings.

To register for one of the Regional Dwelling Unit Inspection Trainings, please contact Mary Curry at 617-573-1213. If you have any questions pertaining to the training content, please contact Dennis Balling at 617-459-3004.



Department of Housing and Community Development Facilities Management Specialist Unit Inspection Training



DHCD's Mission

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents. We provide leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

Training Overview

The inspection training offered by DHCD's Facilities Management Specialist Unit allows executive directors of housing authorities to implement a valuable inspection program or improve on an already existing program.

This training will provide the executive director with information to establish a systematic effort which will ensure that all components are inspected at the correct time, that the results of the inspection are recorded, and that all work necessary to maintain and extend the useful life of the component is requested and completed in a timely manner.

To reserve your seats at any of the upcoming trainings, please contact

Mary Curry at 617-573-1213

**If you have questions about training content, please contact:
Dennis Balling, 617-459-3004**



We have currently trained over 100 LHA's and more than 750 Staff

Training Locations

Worcester May 29-30

Plymouth June 19 -20

Pittsfield June 25 - 26

Woburn July 10 - 11

Natick July 17 - 18

Springfield July 22 - 23

Springfield July 24 - 25

All trainings will run from 8:30 AM to 3:00 PM on each day.

Breaks will be given in the morning, afternoon, and for Lunch.

Classes are limited to a maximum of 25 Participants

You must attend both days to receive your Certification