



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

Charles D. Baker, Governor ♦ Karyn E Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

Public Housing Notice 2016-24

To: All Local Housing Authority Executive Directors

From: Sarah Glassman, Associate Director, Division of Public Housing and Rental Assistance

Subject: Regional Dwelling Unit Inspection Trainings

Date: August 3, 2016

We are pleased to announce four (4) upcoming training dates for the Dwelling Unit Inspection Training presented by the Department of Housing and Community Development (DHCD) Facilities Management Specialist (FMS) Unit. The two (2) day training session discusses how executive directors can implement an inspection program or improve upon an existing inspection program.

The training is geared toward the executive director or assigned management staff member responsible for conducting inspections and maintenance staff. This training will provide information to establish a systematic process/protocol that 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 completed in a timely manner. The training includes several references to applicable codes and discussions on maintenance, maintenance responsibilities in conducting informal inspections, and the importance of defining roles in the inspection process.

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 after August 12th. For the week of August 8-12 please contact Bruce Budrick at (617) 573-1197. If you have any questions pertaining to the training content, please contact Bruce Budrick at (617) 780-5332 (cellular).



Department of Housing and Community Development
Facilities Management Specialist (FMS) Unit
Dwelling 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 (FMS) 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 process/protocol that 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 completed in a timely manner.

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

**Mary Curry at (617) 573-1213
 (Mary is not available August 8-12)
 Call Bruce Budrick (617) 573-1197**

**If you have questions about training content, please contact:
 Bruce Budrick (617) 573-1197**



**DEPARTMENT OF HOUSING AND
 COMMUNITY DEVELOPMENT**

**FACILITIES MANAGEMENT SPECIALIST UNIT
 DWELLING UNIT INSPECTION TRAINING**

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

Training Locations

Saugus August 16-17

Leominster September 13-14

Plymouth September 21-22

Springfield October 12-13

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