

2022 Kentucky Housing Association Maintenance Workshop

It's time once again for the KHA Annual Maintenance Workshop. We expect an increased turnout due to extending our workshop to include the Tennessee Association of Housing and Redevelopment Authority members. Please read, make as many copies necessary, fill out and return the registration form by March 18th, 2022. Some classes have limited seating, so this will help assure you of obtaining your desired classes, since we are abiding by the first received/first reserved policy.

The cost per registration for 2022 KHA/TAHRA members is \$400.00. There is an additional cost of \$200 for the Initial LBP Certification Test/Refresher, made payable to Derby City. An additional cost of \$25 and \$10 for the Kentucky Pest Certification Test, made payable to the KY State Treasurer. Also, an additional cost of \$99 for the EPA Certification exam, made payable to BVT Technical Center, Inc.

Please mail your forms and checks made payable to:

Kentucky Housing Association
Housing Authority of Lyon County
P.O. Box 190
Eddyville, KY 42038
Phone – 270-388-7108
Fax – 270-388-4355

*** checks for Lead Based Paint Classes, made payable to Derby City Safety, LLC***
checks for pest and herbicide certifications, made payable to the KY State Treasurer
checks for EPA Certification exam, made payable to BVT Technical Center, Inc.

To reserve your room, you must register by the deadline of March 31, 2022. Please mention the Kentucky Housing Association's Maintenance Workshop to receive the preferred rate or the link below:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=LEXES&groupCode=CESMAW&arrivaldate=2022-04-11&departuredate=2022-014&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

Embassy Suites
1801 Newtown Pike, Lexington, KY 40511
Phone (859) 455-5000

Room Rate is \$155 per night

The KHA Maintenance Committee is asking that all Agencies sending attendees to the Workshop, please help out by donating one door prize supplied by one of your preferred local vendors. This will help offset additional cost to the event.

If you have any questions or comments, contact our KHA Maintenance Committee

Natalie Dixon
housingauthcadiz@bellsouth.net

**2022 Kentucky Housing Association Maintenance Workshop
Registration Form**

Due to limited seating in training sessions, please place a "1" for your first choice and a "2" for your second choice. Although the deadline to register is **Friday, March 18, 2022 your choice of getting into your selected classes will be based on first received, first reserved.**

TWO DAY TRAININGS: To receive the certification of completion participants MUST attend both days.

**To assure that individuals receive the best training possible,
participants will be required to sign in and out of each session.**

TUESDAY, APRIL 12TH, 2022

Class	Instructors	Time	Choice
Opening Session /Awards Presentation		8:00-8:30	N/A
*HVAC w/EPA Certification**	Buzz VonTessmer	8:30-5:00	_____
*Pest Control w/Certification**	Dr. Chris Christensen	8:30-5:30	_____
Role of the Maintenance Worker	Nelrod	8:30-5:00	_____
Water Heater Repair	HD Supply	8:30-12:00	_____
Refrigerator Repair	HD Supply	1:00-5:00	_____
*Initial Lead Paint Certification /Refresher	Derby City Safety	8:30-5:00	_____

WEDNESDAY, APRIL 13TH, 2022

Class	Instructors	Time	Choice
HVAC w/EPA Certification**	Buzz VonTessmer	8:30-5:00	_____
Pest Control w/Certification**	Dr. Chris Christensen	8:30-5:45	_____
REAC/ Inspire	U.S. Inspection Group	8:30-5:00	_____
Maintenance Record Management	Nelrod	8:30-12:00	_____
Creating & Updating Maintenance Plans	Nelrod	1:00 – 5:00	_____
Electrical Fundamentals	HD Supply	8:30-12:00	_____
Electrical Meters and Troubleshooting	HD Supply	1:00- 5:00	_____

THURSDAY, APRIL 14TH, 2022

Class	Instructors	Time	Choice
Lexington Fair Housing Council		9:00-10:30	N/A
Round Table -Q&A, Grand Prize Give Away Closing		10:30-11:00	N/A
*Additional Fee **Two-Day Trainings			

NAME: _____

TITLE: _____

AGENCY: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

It is recommended to retain a copy of our registration sheet for reference while attending the Kentucky Housing Association Maintenance Workshop.

Amount Enclosed\$ _____

HVAC w/EPA Certification

Instructor - Buzz VonTessmer

This two- day class will consist of basic operation and theory of HVAC equipment, identifying problems in the HVAC equipment such as low charge, overcharge, components that need service, diagnosis of problems. Prep for HVAC 608/609 federal refrigerant handler's license. Extra time spent on proper operation of gas furnace and diagnosis and repair of problems. **There will be an additional fee of \$99.00 to take the exam, with the check made payable to BVT Technical Center, Inc.**

Pest Control w/Certification

Instructor – Christensen's Urban Insect Solutions, Inc.

This two-day class will provide the training and certification your staff need to conduct pest and herbicide activities your properties. Dr. Christensen is a nationally recognized leader in the industry and will prepare your staff for the state exams given on-site during the session. **There will be an additional fee of \$25.00 and \$10.00 to take the state certification test with the checks made payable to KY State Treasurer.**

Water Heater Repair

Instructor - HD Supply

This half day class is an introduction and overview of operation, maintenance and repairs of typical residential grade water heater tank. The course will present and clarify operation fundamental of the natural gas burner and in-tank electrode water heaters, as well as typical equipment parts, layout and design. The course will identify major serviceable components and maintenance procedures used at set-up, operate, troubleshoot, repair and clean a typical residential grade water heater.

Refrigerator Repair

Instructor - HD Supply

This half day class is an introduction and overview of the operation, maintenance and repair of a typical residential grade refrigerator. The course is designed to present and clarify operation fundamentals of the AC-Refrigeration cycle, and typical equipment parts layout and design. It will identify major serviceable components and maintenance procedures used to set-up, operate, troubleshoot and repair a typical residential grade refrigerator.

Initial Lead Paint Certification/Refresher Instructor - Derby City Safety, LLC.

This one-day class is for individuals who need or have previously complete the Lead Renovator Initial Certification in compliance with the Renovation, Repair and Painting (RRP) rule. The initial course is 8 hours in length and the refresher is 4 hours in length. Certification is for 5 years and will provide you with all the current information you will need to successfully and safely perform RRP work in the field. **There will be an additional \$200 fee to take the certification exam, with the check made payable to Derby City Safety, LLC.**

REAC/ Inspire

Instructor - U.S. Inspection Group

In this one-day class instructors will educate you on every aspect of the NSPIRE including a year's worth of "tricks" and helpful tips on preparing for the REAC inspection.

Role of the Maintenance Worker

Instructor - Nelrod

Maintenance staff attending this one-day course will gain an understanding of the "whys" behind the directions and decisions that affect their daily activities. This course also serves as an excellent tool in building a strong relationship between maintenance staff and property managers.

Electrical Fundamentals

Instructor - HD Supply

This half day class is an introduction and overview of electricity, how it works, and how it is measured using the functions of Voltage, Amperage, Watts, and Resistance. Ohm's law and its applications will assist in defining and understanding troubleshooting components. This course will also cover the basics of electrical circuits, typical residential wiring, breakers, service box connections, grounding wires and cable color and insulation codes. Additional topics include safety, American wire gauge and amperage, OSHA, and basic techniques of electrical troubleshooting.

Electrical Meters and Troubleshooting

Instructor - HD Supply

This half day class is an introduction and overview of the most common types of electrical meters and how to use them effectively in troubleshooting single components and electrical systems. Topics include types of meters, electrical safety, meter safety, voltage as well as current and resistance measurements and how they can contribute to effective basic troubleshooting.

Maintenance Records Management

Instructor – Nelrod

Learn the importance of documenting maintenance activities in this half day class. This course details the various records that should be kept to document maintenance performance. Participants will also learn the purpose of various required paperwork, what should be documented, and how it can be used in the future to enhance agency operations.

Creating & Updating Maintenance Plans

Instructor – Nelrod

The Maintenance Plan defines the “rules of the game”. An effective maintenance plan encompasses the total maintenance program and impacts the overall PHA performance. Topics to be discussed include the Maintenance Policy, Maintenance Strategy, Maintenance Program, Preventative Maintenance, Inspections, Time and Work Standards, and Safety. This course will show you how to transform an ordinary Maintenance Plan into a practical and productive Maintenance Tool.

Fair Housing

Instructor – Lexington Fair Housing Office

This informative and interactive class will be a review of some of the most important legal and moral issues that face our staff and our agencies, providing a guideline for the proper interaction between our staff and residents.

KHA Maintenance Workshop 2022

Welcome Back! Don't forget...



Maintenance Olympics – Test your skills and quickness. Winners will receive their choice of selected door prizes, a gold, silver or bronze medal. All attendees receive the first round for free. Other attempts \$1 per event.



50/50 Raffle – Buy chances to win the 50/50 split the pot raffle. \$1 per ticket. \$10 for half wing span. \$20 for full wing span.



Bake Sale – Purchase delicious treats available at the registration table.

All proceeds from the Olympics, 50/50 Raffle and bake sale will benefit the KHA Scholarship Fund.



Antique and Odd Tool Competition – Submit your antique or odd maintenance tool to our panel of judges. All attendees will have a vote to determine the winners. The winners, first, second and third will win choice of door prizes.

Kentucky Housing Association

Maintenance Person of the Year

Maintenance Staff of the Year

Longest Serving Maintenance Employee

Retired Maintenance Employee



Attached are the nomination forms for the KHA Maintenance Person of the Year and KHA Maintenance Staff of the Year. There's no better way to show appreciation to our employees and boost staff morale. The committee would also like to recognize the Longest Serving Maintenance Employee and any Retired Maintenance Employees.

The winners will be announced at our annual Maintenance Workshop Conference held this year at the Embassy Suites in Lexington on Tuesday, April 12, 2022 during the opening session. Please fill out the nomination forms and forward to the address below by mail or email. **All entries must be received by March 11, 2022 to allow time for judging and awards to be made.**

Natalie Dixon
Executive Director
Housing Authority of Cadiz
P.O. Box 830
Cadiz, KY 42211
housingauthcadiz@bellsouth.net

2022 KHA Maintenance Person of the Year

To nominate the Maintenance Person please complete the following evaluation questions. Score the nominee from 1 to 5 and provide supporting information. **For judging purposes, please do not include the nominee's name or agency in the below narratives. On the final page there is a space for the nominee's information.**

PLEASE INCLUDE THE FOLLOWING:

* A score for each attribute using the following numerical rating system:

1 – Below Average 2 – Average 3 – Good 4 – Very Good 5 - Excellent

* Supporting statements or examples for each attribute.

Please attach an additional sheet of paper if you need more writing space.

- 1. Nominee is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the staff of his/her maintenance department.**

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

- 2. Nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.**

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

3. Nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

4. Nominee portrays a positive attitude toward work responsibilities, co-workers, and customers and serves as a role model for others.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

5. Nominee exhibits exemplary service in daily work of the individual and notable contribution to the maintenance department.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

6. Nominee excels in knowledge and expertise in his/her maintenance department.

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

7. Nominee exhibits a willingness to work in a team setting within and/or outside of his/her maintenance department.

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

Nominee's Name: _____

Agency: _____

Position: _____

Length of Employment: _____

Nominator: _____

Applicant Code # _____ (KHA use only)

2022 KHA Maintenance Staff of the Year

To nominate the Maintenance Person please complete the following evaluation questions. Score the nominee from 1 to 5 and provide supporting information. **For judging purposes, please do not include the nominee's name or agency in the below narratives. On the final page there is a space for the nominee's information.**

PLEASE INCLUDE THE FOLLOWING:

* A score for each attribute using the following numerical rating system:

1 – Below Average 2 – Average 3 – Good 4 – Very Good 5 - Excellent

* Supporting statements or examples for each attribute.

Please attach an additional sheet of paper if you need more writing space.

1. Staff is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the agency.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

2. Staff is willing to “think out of the box” to address unique problems..

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

3. Staff is supportive of each other, as well as the other employees of the agency, and they work to maintain a positive work environment.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

4. Staff portrays a positive attitude toward work responsibilities, co-workers, and customers. Staff is well liked and respected by residents.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

5. Staff promotes safety through education and practice.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

6. Staff excels in knowledge and expertise in their position. Staff is willing to obtain training and will request training when needed.

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

7. Staff exhibits willingness to works as a team setting outside of the maintenance department. (ie: community service, KHA, etc.)

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

Agency Name: _____

Number of Units: _____

Number of Maintenance Employees: _____

Submitted By: _____

Title: _____

Applicant Code # _____ (KHA use only)

2022 KHA Retired Maintenance Employee

Name of the Retired Employee _____

Job Title of the Retiree: _____

Name of the Property: _____

Year Began at the Property: _____

Date Retired from the Property: _____

Brief Biography of the Retiree:

Any additional accomplishments should also be submitted with this request.

Submitted By: _____