



EXCELLENCE IN MAINTENANCE



Southeastern Affordable Housing Management Association

5570-J Tulane Drive

Atlanta, GA 30336

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SAHMA Excellence in Maintenance Program

The Southeastern Affordable Housing Management Association (SAHMA) is proud to sponsor the SAHMA Excellence in Maintenance Program to honor the on-site maintenance staff that is an integral part of every management company team.

Why wait to honor the exceptional maintenance professionals and limit it to once a year? The Excellence in Maintenance Program is designed to encourage the on-site staff to take the initiative to complete a comprehensive yet easy application process. No binders, copies of paperwork or photos. This is an opportunity for the on-site staff to accumulate points for the many things that are done on a daily basis to run an excellent affordable housing community. On-site staff works hard to make sure we are providing more than decent and safe housing; we sustain communities of quality while offering care and a sense of community to our residents.

Once an application has been completed it should be signed by a direct supervisor and a management company principal officer.

Submit the application, along with a nominal fee of \$50 per application, to SAHMA as soon as it is completed. Applications are accepted anytime! The fee will cover processing of the application and a certificate and pin will be issued to each applicant who scores a minimum of 80 points. Applications that score 90 points or more will be automatically entered into a regional contest from which a panel of judges will select one winner. Enter all points that apply – the higher the score the better your chance of impressing the judges. A \$1000 prize will awarded during the SAHMA Regional Conference in August of each year. The winner will be proclaimed the SAHMA On-Site Maintenance Person of the Year.

Submissions must attain a minimum score on the following basis:

Section 1: Credentials	10 Points (Minimum)
Section 2: Maint. Procedures, Preventative, Service & Safety	40 Points (Minimum)
Section 3: SAHMA Involvement/Continuing Education	10 Points (Minimum)
Section 4: Agency Partner Oversight	15 Points (Minimum)
Section 5: Essay	5 Points (Minimum)
Total Minimum Points	80 Points (Minimum)

Applicants must be currently employed at an affordable housing community, owned and/or managed by a current SAHMA member.

There is no restriction on the number of applications submitted from one management company. We encourage applications from each and every property owned and/or managed by a SAHMA member. All applicants accepted in the “Excellence” program will be recognized at each state meeting.

Renewal will be required annually. This process will be quick and easy with an update form required to keep the file current and/or update the total number of points.



SAHMA Excellence in Maintenance APPLICATION

Form must be fully completed to be accepted

Name: _____

Property Name: _____

Mailing Address: _____

Physical Address: _____

(If different than mailing address)

Property Phone: _____ Property Fax: _____

Email: _____

Years in Property Maintenance: _____ Years on this Property: _____

Number of Units: _____ Type of Property: _____

Management Company Name: _____

Management Company Address: _____

Mgmt Co Phone: _____ Mgmt Co Fax: _____

Direct Supervisor Name: _____

Supervisor Signature: _____

I certify that the information contained in this application is true and correct and that I have verified the claims to be accurate

Management Co. Principal Officer Name: _____

Principal Officer Signature: _____

I certify that the information contained in this application is true and correct and that I have verified the claims to be accurate

PAYMENT:

*Please Return to: SAHMA * 5570-J Tulane Drive * Atlanta, GA 30336 * Phone: 800-745-4088 * Fax: 800-743-8278*

My Check for **\$50.00** is enclosed, Check # _____

Please Charge My Credit Card **\$50.00**

Credit Card #: _____ Exp. Date: _____

Name as it appears on Credit Card: _____



Excellence in Maintenance

FILL IN POINTS FOR ALL ITEMS THAT ARE APPLICABLE

Section 1: Credentials

In Lieu of credentials, an applicant may certify years of experience and proficiency of skills by **completing the addendum page, obtaining the required signature and including it with the application.**

Each credential in this category is worth 10 points

Points

CAMT	
CAMTII	
EPA – Designation/Certification	
HVAC – Designation/Certification	
CMM	
<i>Other (specify credential and granting body)</i>	
**Addendum page included with application is worth 10 points	

SECTION 1: Credentials – TOTAL (Min. 10 pts to qualify)	
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Section 2: Maintenance Procedures, Preventative, Customer Service & Safety

Fill in points for all items that are applicable: Items in this category are worth 4 pts each
(Use this section to tell us what you do/or have available on your property and use it as a helpful guide for new ideas)

Points

Move-In & Move-Out Procedures	
Service Request completed in 24 hours or less	
Emergency Service 24-Hours per day available	
Quarterly Unit Furnace Filter Change & Smoke Alarm Check	
Annual Uniform Physical Condition Unit Inspection	
Balcony Inspection 2 times per year	
Dryer Vents Cleaned Common Laundry rooms & units 2 times per year	
Unit Exhaust Fans cleaned at least 1 time per year	
Common Area Fire Alarm Systems check 2 timers per year	
Fire Extinguishers Check Annually and tags updated	
Firewalls have been inspected	
Gutters Cleaned and checked 2-times per year	
Water Heater silcocks drained and checked	
Common area interior & exterior lighting checked on regular basis	
Furnaces cleaned and inspected	
Air Conditioning coils cleaned annually	
Splash blocks & downspouts checked for proper drainage	
Roof Flashing checked annually	
Privacy & common area fencing checked and repaired	
Playground equipment repaired and checked for safety	
All window caulking checked interior & exterior annually	



Continuing Educational Classes (CEU)

Please list any education classes you have attended in the last 12 months – 5 points each
(please specify date and who sponsored it)

	Points
Plumbing	
Grounds Maintenance	
Electrical/Wiring	
Electric/Gas Furnace Maintenance HVAC	
Appliance Repair	
<i>Other: Please indicate below</i>	

SECTION 3: SAHMA Involvement/Continuing Ed - TOTAL (Min 10 pts to qualify)	
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Section 4: Agency Partner Oversight

Most Recent Physical Inspection (REAC or other)

Points

90 to 100 Score = 20 points	
80 to 89 Score = 15 points	
70 to 79 Score = 10 points	
60 to 69 Score = 5 points	
Physical inspection by tax credit/lender or other third party entity with a finding of excellent or similar = 20 points	
Physical inspection by tax credit/lender or other third party entity with a finding of pass/satisfactory = 10 points	

Inspections/Findings

Points

Management review - superior = 10 points	
Management review - above average = 8 points	
Management review - satisfactory = 5 points	
State management/operations review superior/excellent = 10 points	
State management/operations review - pass/satisfactory = 5 points	
Mortgage company management/operations review superior/excellent = 10 points	
Mortgage company management/operations review pass/satisfactory = 5 points	
Tax credit monitoring agency management/operations review superior/excellent = 10 points	
Tax credit monitoring agency management/operations review pass/satisfactory = 5 points	

SECTION 4: Agency Oversight – TOTAL POINTS (Min. 15 pts to qualify)	
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TOTAL POINTS FROM ALL SECTIONS	
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Section 5: Essays - total of 5 points (*Min. 5 pts to qualify*)

Why do you want to join the SAHMA Excellence program? (50 words or less)

How have you contributed in a capacity above and beyond what is expected of you? (50 words or less)

APPLICANT CERTIFICATION

Name: _____ Date submitted: _____

Addendum Page

I certify that _____ (name of applicant) has _____ years experience as a Maintenance professional.

The applicant possesses the skills necessary to perform maintenance duties at a high level of proficiency. These skills include a wide range of expertise that may include (but are not limited to) maintenance and repair of common areas, apartment units (general repairs, maintenance, appliances, plumbing), building mechanical services (HVAC, electrical, plumbing etc.) and building structural needs (roof, windows, exterior, grounds etc.).

Supervisor Signature: _____

I certify that the applicant named above, possesses experience and skills that would qualify them to be accepted into the Excellence in Maintenance Program.

Management Co. Principal Officer Name: _____

I certify that the applicant named above, possesses experience and skills that would qualify them to be accepted into the Excellence in Maintenance Program.

OR

Principal Officer Signature: _____

I certify that the applicant named above, possesses experience and skills that would qualify them to be accepted into the Excellence in Maintenance Program.