

SAHMA EXCELLENCE IN MAINTENANCE PROGRAM

2024 Annual Renewal Update Form

There is NO renewal fee associated with the Excellence Program but renewal is <u>required</u> annually. This process is quick and easy, and the renewal will keep your file current and update the total number of points.

Any additional points will help you improve your standing to be considered for the annual Maintenance Person of the Year designation. You must return a completed renewal form each year to be eligible for this award!

Enter <u>all</u> points that apply – the higher the score the better your chance of impressing the judges. A \$1000 prize will be 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.

Be sure to check off everything that is NEW for you and your property between 1/1/23 and 12/31/23. Have you earned a new credential? Has your property been accepted into the Communities of Quality program? Has your REAC score or MOR score gone up? These and many more items should be considered and indicated on the renewal form.

Section 1: Credentials

Section 2: Maintenance Procedures, Preventative, Service & Safety

Section 3: SAHMA Involvement/Continuing Education

Section 4: Agency Partner Oversight

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

Even if nothing is checked off on this form (indicating nothing new in 2023), you should still sign and return the form for your file.

Please return this form before March 31, 2024, to SAHMA via email to excellenceprogram@sahma.org. Call us with any questions at 800-745-4088.



SAHMA EXCELLENCE IN MAINTENANCE PROGRAM

2024 Annual Renewal Update Form

Name:	Email:
Property Name:	
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Address:	City/State/Zip:
Property Phone:	
Troporty Friends	
Management Company:	
Supervisor Signature:	
I certify that the information contained	d in this application is true and correct
and that I have verified t	he claims to be accurate.
APPLICANT CERTIFICATION	
Applicant Signature:	Date:
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Check off all items that were ea	
We will add any additional points to yo	ill record after review of this form
	ar record after review of the form.
Section 1: Cr	
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Credentials (10 points each)	redentials
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Credentials (10 points each) CAMT CAMTII EPA (designation/certification) HVAC (designation/certification) CMM Other (specify credentials and granting body)	redentials

^{**}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 renewal.

Section 2: Maintenance Procedures, Preventative, Customer Service & Safety

Use this section to tell us what you do and/or have available on your property or use it as a helpful guide for new ideas

Check off all items that are applicable	4 points each
Service Requests 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	
Fire Hydrants flushed & greased	
Roof Inspections – at least annually	
Inventory Procedure of Equipment	
Inventory Procedure of Appliances	
Prepares Plans, Specs and bids for Capital Property Improvements	
Monitors all contractors on property	
Mold Prevention & Remediation Procedure	
Property Insurance Claims Reporting & Repairs	
State, Federal, OSHA Regulation Posters & Notices Displayed	
Grounds and Landscaping plan	
Material Safety Data Sheets (MSDS) Binder	
Chemical Spill Procedure	
Safety Training	
Freeze Prevention Notices & Snow Emergency Equipment Checked	
Preventative Maintenance Plan/Schedule	
List/File of Vendors who sell services or products to the project	
Energy Conservation Plan	
Other: Please list below (attach additional sheet if necessary)	

Section 3: SAHMA Involvement/Continuing Education

Volunteering with SAHMA is a great way to network with your colleagues and make new fr (10 points)	riends.
Did you volunteer with SAHMA in 2023?	
Did your property participate in the Communities of Quality (COQ) National Recognition Awards Program in 2023? (20 points)	and
Yes, my property has been recognized as a COQ	
Does your property participate in the SAHMA/NAHMA Drug Free Poster Contest? (20 points)	
Yes, my property participates in the Annual Drug-Free Program	
SAHMA EDUCATIONAL CLASSES AND CONFERENCES List all SAHMA Continuing Education classes or trainings you have attended in 2023 – please specify date. (10 points each)	
CONTINUING EDUCATIONAL CLASSES (CEU) List any industry (non-SAHMA) education classes/meetings you have attending in the last 12 months. These include in-house and agency training/conferences, eLearning courses, etc. Please specify date. (5 points each) Other examples: Plumbing, Grounds Maintenance, Electrical, HVAC, Appliance Repair	
Section 4: Agency Partner Oversight	
Most Recent Physical Inspection (REAC or other)	
90 to 100 Score = 20 points	
80 to 89 Score = 15 points	
70 to 79 Score = 10 points	
60 to 69 Score = 5 points	
00 to 09 ocore = 3 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points Other Inspections/Findings	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points Other Inspections/Findings Management review - superior = 10 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points Other Inspections/Findings Management review - superior = 10 points Management review - above average = 8 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points Other Inspections/Findings Management review - superior = 10 points Management review - above average = 8 points Management review - satisfactory = 5 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points Other Inspections/Findings Management review - superior = 10 points Management review - above average = 8 points Management review - satisfactory = 5 points State management/operations review superior/excellent = 10 points	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points Other Inspections/Findings 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	
Physical inspection by tax credit/lender/3rd party entity: excellent or similar = 20 points Physical inspection by tax credit/lender/3rd party entity: pass/satisfactory = 10 points Other Inspections/Findings Management review - superior = 10 points Management review - above average = 8 points Management review - satisfactory = 5 points State management/operations review superior/excellent = 10 points	

Tax credit monitoring agency mgmt/operations review pass/satisfactory = 5 points	
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Addendum Page

certify that the 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 epair of common areas, apartment units (general repairs, maintenance, appliances, plumbing), building nechanical services (HVAC, electrical, plumbing etc.) and building structural needs (roof, windows, exterior, grounds etc.).
Supervisor or Company Principal Officer Name:
Position Title:
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.