



2026

CHADWELL UNIVERSITY

Course Catalog

Empowering Technicians & Managers with Expert Training

ChadwellSupply.com/University



WELCOME

Chadwell Supply is excited to announce that we are elevating our Chadwell University training program and expanding our course catalog to better serve our partners.

As part of this initiative, we are introducing special course offerings designed exclusively for our local affiliates. These packages provide a full day of high-quality, instructor-led training—tailored to your members' needs—and make it easier than ever to plan impactful learning events for your members.

Program Highlights:

- **Courses by Subject Area:** Grouped for convenience and relevance
- **Full Day In-Person Training:** Select 6 of our individual sessions*
- **Minimum Attendance:** 20 participants

Whether your focus is maintenance skills, compliance, professional development, or technical expertise, Chadwell University's expanded offerings give your members practical skills, and industry knowledge they can immediately apply.

We look forward to working with you to create engaging, valuable training days for your members. Please reach out with questions, to inquire about pricing, or to start scheduling your next training event.

Email: ChadwellUniversity@ChadwellSupply.com

Online: ChadwellSupply.com/University

If you don't see the course you need, please email us.

* Full Day In-Person Instruction includes 6 sessions. Sessions can be (6) 60-minute courses or (5) 60-minute courses and (1) 90-minute course. Excludes Certification Courses and Low Voltage Hands-On Modules.

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ELECTRICAL: Powering Properties from Panel to Plug

Each Session 60 minutes

Session 1

Stay Grounded: Electricity Basics and Safety First

Topic: Electrical Safety & the Flow of Electricity

Covered in this Session:

- OSHA Electrical Safety Basics & Lockout/Tagout
- PPE, proper tools, and jobsite hazards
- How electricity moves (voltage, amperage, resistance)
- AC vs DC and why it matters
- Introduction to multimeters, clamps, and testing tools

Session 2

Flip the Switch: Demystifying Panels, Power & Protection

Topic: Circuits, Breakers & Grounding

Covered in this Session:

- Breakers: standard, GFCI, AFCI, tandem
- GFCI breakers vs outlet GFCIs – where and why they are used
- AFCI breakers – purpose, code compliance, and troubleshooting tips
- Voltage: 120V vs 240V and when they are used
- Ground vs neutral – differences, color codes, safety concerns

Session 3

Wired Right: Building Safe, Smart Connections

Topic: Wiring & Boxes – Building the Circuit

Covered in this Session:

- Wire types, gauges, solid vs stranded
- Wire color standards and labeling
- Outlet and switch boxes (new work, old work, fan-rated)
- Types of connections: wire nuts, crimp, terminal blocks, alumiconn
- Voltage drops and overloaded circuits

Session 4

In Control: Mastering Switches, Outlets, and Wiring Logic

Topic: Switches, Outlets & Control Points

Covered in this Session:

- Single-pole (1-way), three-way (2-location), four-way (3+ location) switch setups
- How to wire outlets: line vs load, daisy chaining, split receptacles
- Switched outlets and tab removals
- GFCI outlet installation (line/load logic) and troubleshooting
- Wiring logic for multiple control points (e.g., stairwell or hallway lighting)

Session 5**Power Within: How Appliances Use Electricity**

Topic: Appliance Components & Electrical Behavior**Covered in this Session:**

- Appliance motors: shaded pole, PSC, ECM
- Heating elements, solenoids, and drain troughs
- Start/run capacitors and relay types
- Resistance ranges for appliance parts

Session 6**No Power? No Problem: Real-World Troubleshooting Tactics**

Topic: Troubleshooting Techniques & Power Loss**Covered in this Session:**

- Short circuits vs open circuits
- Sources of power loss
- Voltage, ohm, and continuity settings
- Outlet, switch, or load failure diagnostics

Session 7**Command Central: Understanding Relays & System Controls**

Topic: Relays, Contactors & Control Boards**Covered in this Session:**

- Relays and contactors (types, function, voltage)
- System control boards and transformer basics
- Low-voltage vs high-voltage control systems
- Safety switches, firestats, and overflow protection

Session 8**The Final Circuit: Lab Challenges & Skill Builder Review**

Topic: Capstone Review & Troubleshooting Lab**Covered in this Session:**

- Recap of key safety, wiring, and diagnostic methods
- Open troubleshooting challenge (rotating stations or scenarios)
- Session wrap-up and assessment quiz

Session 9 HANDS ON**Behind the Thermostat: What Happens When the Temp Turns Down**

Topic: Low Voltage Guide for Apartment Technicians – HANDS ON ONLY**Covered in this Session:**

- Voltage, current, resistance and how they apply to HVAC systems
- Proper use of a multimeter for voltage, amperage, and resistance readings
- Low-voltage control components (transformers, relays, sequencers, contactors, & safety switches)
- Lockout/Tagout (LOTO) procedures to prevent electrical hazards during service
- Common HVAC wiring schematics and control logic for both cooling and heating applications

APPLIANCES: The Fix It Files: Essential Appliance Skills

Each Session 60 minutes

Session 1

Power Within: How Appliances Use Electricity

Topic: Appliance Components & Electrical Behavior

Covered in this Session:

- Appliance motors: shaded pole, PSC, ECM
- Heating elements, solenoids, and drain troughs
- Start/run capacitors and relay types
- Resistance ranges for appliance parts
- Amperage drop

Session 2

From Hot to Not: Inside the Refrigerator's Inner Workings

Topic: Refrigeration Fundamentals

Covered in this Session:

- Thermodynamics & airflow
- Heat transfer through coils (front & rear)
- Refrigerant cycle: compressor, condenser, evaporator
- Cold control (analog and digital) and defrost systems (timers, heaters, terminators)

Session 3

Cool Under Pressure: Cracking Failures to Find the Cold Hard Truth

Topic: Diagnosing Problems and Repair Strategy

Covered in this Session:

- Common failures: evaporator fan motors, compressors, control boards
- Inverter compressors and 3-phase DC logic
- Gasket replacement best practices
- Drain clogs and defrost-related leaks
- Understanding schematics and using amp probes

Session 4

Ice, Ice, Maybe: Breaking the Ice on Ice Makers

Topic: Understanding Ice Maker Systems

Covered in this Session:

- Harvest cycle, water valve, and thermostat functions
- Module head vs gear-drive logic
- Timed fill and thermistor controls
- Modern trends and troubleshooting

Session 5**Scrub, Spin, and Shred: When the Dishwasher and Disposal Stop Working**

Topic: Dishwasher and Disposal Errors**Covered in this Session:**

- Main components and sequence of operation for dishwashers
- Issues related to draining, filling, heating, and control logic
- Sensor types, float switches, and safety mechanisms
- Schematics and meters to test solenoids, heaters, and pumps
- Mechanical and electrical components of garbage disposal
- Jams, leaks, and resetting issues safely
- Proper installation, drain alignment, and best practices

Session 6**Cooked to Perfection: Mastering the Heat Without Getting Burned**

Topic: Diagnosing Ranges and Ovens**Covered in this Session:**

- Operation of both gas and electric ranges
- Common failures in burners, ignitors, elements, and thermostats
- Continuity and amperage testing on oven and cooktop circuits
- Safety mechanisms (anti-tip brackets, gas shut off valves)

Session 7**Cycle Sense: Fundamentals to Keep Laundry Appliances Running Strong**

Topic: Troubleshooting Washers and Dryers**Covered in this Session:**

- Common washer and dryer types used in multifamily housing (top-load, front-load, stackable, gas/electric)
- The operational cycles and component functions of washers and dryers
- Basic troubleshooting for common issues (leaks, not spinning, not heating, excessive vibration)
- Preventive maintenance tasks to extend appliance life and reduce resident complaints
- Red flags that require escalation to advanced repair or replacement
- Basic safety protocols when working with water, electrical, and gas appliances

Session 8**Hot Water Know-How: Diagnosing Drips, Bangs, and Cold Showers**

Topic: Water Heater Troubleshooting Essentials**Covered in this Session:**

- Overview of common multifamily water heater types (tank, tankless)
- Key components and functions (thermostats, elements, T&P valves)
- Heat pump water heaters
- Basic troubleshooting: no hot water, leaks, unusual sounds
- Preventive maintenance best practices
- Repair vs. replace

PLUMBING: Practical Plumbing for Techs

Each Session 60 minutes

Session 1

Know the Flow: How Multifamily Plumbing Systems Work

Topic: Plumbing System Overview & Safety

Covered in this Session:

- Key components of supply, drain, and vent systems
- Function of main plumbing parts (PRVs, traps, stacks, vents)
- Safe practices when working in or around plumbing systems

Session 2

Stop the Drip: Diagnosing & Fixing Supply Leaks

Topic: Sinks, Faucets & Supply Lines

Covered in this Session:

- Faucet components and their functions (handle, cartridge, aerator)
- Supply lines and angle stops operate
- Faucet and supply line failures
- Key pipe types and fittings (copper, PVC/CPVC) and appropriate joining methods

Session 3

Toilet Tune-Ups: From Running Tanks to Full Replacements

Topic: Toilets – Repair, Reset & Replace

Covered in this Session:

- Toilet tank and bowl components and their functions
- Tank-related failures (running, not filling, slow flush)
- Toilet reset or replacement
- Safe lifting procedures when handling toilets and heavy plumbing fixtures

Session 4

Go with the Flow: Clearing Clogs & Preventing Backups

Topic: Drain Systems & Clogs

Covered in this Session:

- Drain Waste and Vent (DWV) components and their purpose (P-traps, cleanouts, stacks)
- Common sources and locations of clogs
- Safe and effective clearing techniques

Session 5

Hot Water, No Hassle: Tub, Shower & Valve Repairs

Topic: Tub & Shower Maintenance

Covered in this Session:

- Tub and shower valve systems and their functions
- Temperature limit devices
- Stem types and maintenance

- Diverter, cartridge, and water flow issues
- Leak and water intrusion prevention

Session 6**Hot Water Know-How: Diagnosing Drips, Bangs, and Cold Showers**

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- Heat pump water heaters
- Basic troubleshooting: no hot water, leaks, unusual sounds
- Preventive maintenance best practices
- Repair vs. replace

HVAC: Pressure & Performance

Each Session 60 minutes

Session 1

Cool to the Core: Understanding HVAC Fundamentals

Topic: HVAC Basics & Refrigeration Principles

Covered in this Session:

- Refrigeration cycle (evaporation, compression, condensation, expansion)
- Major HVAC system components and their functions
- Refrigerant behavior using pressure-temperature relationships

Session 2

Double Duty: Cooling and Heating with Heat Pumps

Topic: Heat Pumps & Reversing Valve Operation

Covered in this Session:

- Heat pump function and cycle reversal
- The role of the reversing valve and defrost controls
- Common heat pump issues in multifamily settings

Session 3

Precision Charging: Superheat, Subcool & Why It Matters

Topic: Superheat, Subcooling & System Charging

Covered in this Session:

- Superheat and subcooling measurement
- Superheat/subcool data - refrigerant charge accuracy
- Symptoms of undercharge and overcharge

Session 4

Next Gen Refrigerants: What Techs Need to Know About A2L

Topic: A2L Refrigerants & Safety Updates

Covered in this Session:

- A2L refrigerants
- Safe handling, labeling, and recovery requirements
- Equipment changes and tools needed for A2L systems

Session 5

Seal the System: Brazing, Leaks & Long-Term Performance

Topic: Brazing, Leak Detection & System Sealing

Covered in this Session:

- Safe and effective brazing using nitrogen purge
- Refrigerant leaks - using multiple methods
- The importance of vacuum and system integrity

Session 6**Smarter Systems: Inverter Compressors & ECM Motor Logic**

Topic: Inverter & ECM Technology in HVAC**Covered in this Session:**

- Inverter compressor function and variable speed control
- ECM motor features and wiring methods
- Basic inverter and ECM issues

Session 7**Powered Up: Electrical Troubleshooting for Techs**

Topic: Electrical & Control Circuits in HVAC**Covered in this Session:**

- HVAC control components: contactors, capacitors, transformers, boards
- Proper use of a multimeter to test for voltage, continuity, and resistance
- Common electrical failures in air handlers and condensers

Session 8**Go with the Flow: Diagnosing Airside Issues**

Topic: Airflow, Filtration & System Performance**Covered in this Session:**

- Duct sizing, static pressure, and airflow balance
- Filter, blower, and coil-related airflow issues
- Simple tools for airflow (anemometer, manometer)

Session 9 HANDS ON**Behind the Thermostat: What Happens When You Turn Down the Temp**

Topic: Low Voltage Guide for Apartment Technicians - HANDS ON ONLY**Covered in this Session:**

- Voltage, current, resistance, and how they apply to HVAC systems
- Proper use of a multimeter for voltage, amperage, and resistance readings
- Low-voltage HVAC control components (transformers, relays, sequencers, contactors, & safety switches)
- Lockout/Tagout (LOTO) procedures to prevent electrical hazards during service
- Common HVAC wiring schematics and control logic for both cooling and heating applications

MAINTENANCE: Foundations for Multifamily Maintenance

Each Session 60 minutes

Session 1

Turn It Right: The Make-Ready Process for New Techs

Topic: Make Ready Basics

Covered in this Session:

- The make-ready process and technician responsibilities
- Key areas of inspection and repair during turns
- Timelines and communication with office teams

Session 2

Patch, Prime, Paint: Maintenance Painting Essentials

Topic: Painting & Surface Prep

Covered in this Session:

- Paint types, finishes, and common usage
- Basic brush, roll, and cut-in techniques
- Minor sheetrock repair
- Surface prep for painting and clean touch-ups

Session 3

Secure It: Keys, Cores & Lock Safety for Techs

Topic: Keys & Locks

Covered in this Session:

- Types of locks and keys used in multifamily housing
- Rekeying and key system maintenance
- Best practices for key control and safety compliance

Session 4

Fair & Aware: Compliance on the Job for Maintenance Techs

Topic: Fair Housing for Maintenance

Covered in this Session:

- How Fair Housing laws apply to maintenance tasks
- Potential violations during unit entry or service
- Interactions with all residents

Session 5

More Than Maintenance: Delivering 5-Star Service

Topic: Customer Service for Maintenance

Covered in this Session:

- Professional, courteous communication with residents
- Empathy and active listening to handle difficult situations
- Positive representation while working in homes

Session 6**From Call to Completion: Managing Work Orders Effectively**

Topic: Work Order Management**Covered in this Session:**

- The full lifecycle of a work order
- Prioritization of tasks based on urgency and policy
- Communication with the office team for efficient scheduling

Session 7**Document It Right: Writing Work Orders That Protect You**

Topic: How to Complete a Work Order Ticket**Covered in this Session:**

- Accurate documentation in property management software
- Required info: times, parts, notes, resident interaction
- The legal and operational value of clean documentation

SAFETY: Real Risks. Real Solutions. Real Awareness.

Each Session 60 minutes

Session 1

Know What You're Working With

Topic: Hazard Communication & Chemical Safety/Electrical Safety & Lockout/Tagout

Covered in this Session:

- OSHA's Hazard Communication Standard (29 CFR 1910 1200)
- Label requirements and SDS components
- Safe practices when using chemicals in occupied units and shops
- Electrical hazards and OSHA requirements (1910 303–335)
- Lockout / Tagout (LOTO) procedures for electrical work
- When to escalate to licensed contractors

Session 2

Gear Up: PPE for the Work You Actually Do

Topic: Personal Protective Equipment (PPE)

Covered in this Session:

- Job-specific PPE for maintenance tasks (painting, plumbing, electrical, HVAC, etc.)
- Employer/employee responsibilities per OSHA 29 CFR 1910 Subpart I
- The correct usage, maintenance, and replacement of PPE

Session 3

Don't Fall for It: Working Safely from Heights

Topic: Ladder & Fall Prevention Safety

Covered in this Session:

- Ladder types and safe usage per 29 CFR 1910 23
- Fall prevention basics and jobsite best practices
- Common multifamily trouble spots

Session 4

Tight Spots & Tough Conditions: Staying Safe in Extremes

Topic: Confined Spaces & Heat/Cold Stress

Covered in this Session:

- Potential confined spaces in multifamily settings (crawlspaces, attics, vaults)
- Symptoms and prevention for heat/cold stress
- Best practices to protect yourself in harsh working conditions

Session 5

Safe Sites Start with You: Housekeeping & Daily Habits

Topic: General Safety & Housekeeping Standards

Covered in this Session:

- General workplace safety standards (1910 22) and common violations
- Best practices to avoid injuries and citations
- Daily habits that support a safe and efficient worksite

ENVIRONMENTAL: Safe Spaces: Know What's in the Walls

Each Session 60 minutes

Session 1

Stop the Flow: Managing Moisture Before It Becomes Mold

Topic: Moisture Intrusion & Prevention

Covered in this Session:

- Common sources of water intrusion in apartment homes
- The role of moisture in structural damage and mold growth
- Best practices to prevent, report, and control moisture issues

Session 2

What's Growing in the Corner? Mold Awareness for Maintenance

Topic: Mold Identification & Response

Covered in this Session:

- What mold is, why it forms, and health implications
- Signs of mold growth and conditions that promote it
- How to document, report, and contain suspected mold before remediation

Session 3

Contain, Clean, Correct: Mold Remediation Basics

Topic: Mold Remediation Protocols

Covered in this Session:

- When mold remediation must be outsourced vs. done in-house
- Containment, PPE, and cross-contamination prevention
- Basic procedures for minor mold clean-up with proper safety

Session 4

Soaked to Safe: Water Extraction & Structural Drying

Topic: Water Extraction & Dry Out

Covered in this Session:

- Water Intrusion Response
- Proper Equipment
- Water Damage and Repair

Session 5

Breathe Easy: IAQ Basics for Apartment Techs

Topic: Indoor Air Quality (IAQ) Awareness

Covered in this Session:

- Indoor air quality factors affecting residents and staff
- HVAC's role in IAQ, including filters and ventilation
- IAQ monitoring and improvement through routine maintenance tasks

Session 6**What You Don't Disturb Won't Hurt You: Asbestos Basics**

Topic: Asbestos Awareness**Covered in this Session:**

- Where asbestos may be found in older multifamily properties
- Tasks that could disturb asbestos and require special handling
- OSHA asbestos awareness guidelines and reporting procedures

Session 7**Lead the Safe Way: Awareness & Compliance for Maintenance**

Topic: Lead-Based Paint Awareness**Covered in this Session:**

- Where lead-based paint may be found in pre-1978 units
- The health risks regarding exposure
- EPA's RRP rule for safe practices and proper notification

FIRE SAFETY: Code Red: Know the Code. Protect the Property.

Each Session 60 minutes

Session 1

Know the Code: Fire Prevention Starts with You

Topic: Fire Codes & Building Responsibilities

Covered in this Session:

- Key NFPA codes that apply to multifamily properties
- Roles of maintenance staff in daily fire prevention
- What fire inspectors look for during walk-throughs

Session 2

Seal the Spread: Understanding Firestops in Multifamily

Topic: Firestopping & Compartmentation

Covered in this Session:

- The purpose of firestops and rated assemblies
- Fire-rated walls, floors, and penetrations
- How to inspect and report breaches in fire barriers

Session 3

Sprinkler Savvy: Understanding Fire Suppression Systems

Topic: Sprinkler Systems & Required Inspections

Covered in this Session:

- The components and functions of sprinkler systems
- Required monthly, quarterly, and annual inspections
- How to respond to accidental discharges and deficiencies

Session 4

Stay Ahead of the Smoke: Detector Compliance & Best Practices

Topic: Smoke Detectors, CO Detectors & UL Updates

Covered in this Session:

- Smoke and carbon monoxide detector types and code requirements
- When to replace vs. test and clean detectors
- UL 217 & UL 268 updates and compliance deadlines

Session 5

Sound the Alarm: Fire Panels, Alarms & Readiness

Topic: Fire Alarm Systems & Emergency Equipment

Covered in this Session:

- The components of a fire alarm system and how they work together
- The inspection schedule per NFPA 72
- How to report and escalate panel alerts or trouble signals

PREVENTIVE MAINTENANCE: Season Shield: Focus on the 3P's

Protect Property. Preserve Comfort. Prevent Calls.

Each Session 60 minutes

Session 1

Spring Forward: Reset Your Property for the Season

Topic: Spring Prep – Rebound & Reset

Covered in this Session:

- How to inspect and reset property systems after winter conditions
- Landscaping, irrigation, and common areas for increased resident activity
- Preventive maintenance to reduce summer breakdowns

Session 2

Summer Strong: Systems, Safety & Sun Readiness

Topic: Summer Prep – Cool & Compliant

Covered in this Session:

- Air conditioning systems are operating efficiently
- Heat-related risks in common areas and units
- How to prepare for high resident usage of amenities and systems

Session 3

Fall Fix-Up: Seal It, Service It, Schedule It

Topic: Fall Prep – Seal & Service

Covered in this Session:

- How to inspect and seal the building envelope to reduce heating costs
- How to prepare heating systems and appliances before the first cold snap
- Leaf and drainage hazards before seasonal storms

Session 4

Winter Ready: Freeze Protection & Emergency Readiness

Topic: Winter Prep – Protect & Prevent

Covered in this Session:

- Protect systems from freezing and storm-related damage
- Inspect safety systems and ensure emergency supplies are stocked
- Minimize cold-weather service calls and prevent resident discomfort

PROFESSIONAL DEVELOPMENT: Beyond the Toolbox

Grow Your Mindset. Build Your Impact.

Each Session 60 minutes

Session 1

The Priority Shift: Focus on What Matters Most

Topic: Managing Priorities, Not Time

Covered in this Session:

- Understand the difference between time management and priority management
- Identify the most critical daily tasks based on urgency and impact
- Apply simple tools to delegate, escalate, and stay focused

Session 2

Parts with a Purpose: Maintenance Inventory Made Easy

Topic: Managing Inventory in the Maintenance Shop

Covered in this Session:

- Implement basic inventory controls to avoid shortages and overstock
- Use simple systems to track usage and plan orders
- Reduce waste and shrinkage through accountability and consistency

Session 3

Parts with a Purpose: Maintenance Inventory Made Easy

Topic: Shop Organization for Speed & Safety

Covered in this Session:

- Design a clean, efficient, and safe shop layout
- Visual organization for easy tools and part access
- Expectations for cleanliness and accountability

Session 4

The Servant Supervisor: Leading Without the Title

Topic: Leading from the Field

Covered in this Session:

- Leadership is influence, not authority
- Behavior, communication, and professionalism for peers
- Common tech frustrations with empathy and action

Session 5

Shift Leadership: Managing People, Not Just Problems

Topic: Managing a Maintenance Team

Covered in this Session:

- Proven tactics to motivate, train, and hold a team accountable
- How to run efficient morning meetings and build team culture
- How to coach through mistakes and recognize high performers

PROFESSIONAL DEVELOPMENT: Bridging Office and Maintenance Teams

Mind the Gap: Stronger Communication. Better Outcomes.

Each Session 60 minutes

Session 1

Inside the Toolbox: Understanding Your Maintenance Team

Topic: Maintenance 101 – Systems, Schedules & Terminology

Covered in this Session:

- Key systems and components in an apartment community
- The structure and scope of the maintenance team's responsibilities
- How to speak the same language as your service team

Session 2

Work the Order: From Call to Completion

Topic: Work Orders, Emergencies & Communication

Covered in this Session:

- The work order lifecycle and how to ensure quality completions
- Routine, urgent, and emergency work
- Communication with your service team and residents

Session 3

Ready on Time: Partnering on Successful Unit Turns

Topic: Make-Ready Process & Turn Management

Covered in this Session:

- The steps of the make ready process and your role in it
- Effective collaboration to meet deadlines
- Quality control practices to ensure a rent-ready finish

Session 4

Nuts, Bolts & Budgets: Understanding Maintenance Spending

Topic: Budgeting & Vendor Oversight for Maintenance

Covered in this Session:

- Typical maintenance budget categories and expenses
- How to read invoices, track spending, and avoid overages
- When to contact a vendor, how to verify work, and ensure compliance

Session 5

Safe & Sound: Manager's Role in Maintenance Compliance

Topic: Safety, Compliance & Your Role in Risk Prevention

Covered in this Session:

- Your responsibilities in OSHA awareness, fire safety, and inspections
- How to support your team in reporting, documenting, and correcting hazards
- How to stay ready and aware of environmental risks (mold, asbestos, lead, etc.)

PROFESSIONAL DEVELOPMENT: Calm in the Chaos

Emergency Prep for Maintenance & Management

90-minute session

Equip. Respond. Recover.

Topic: Emergency Prep for Maintenance and Management

Covered in this Session:

- Common crisis types that impact multifamily housing operations
- The stages of emergency response: prepare, act, and recover
- Property-specific plans for storm prep, pandemics, and fire incidents
- Resident and vendor communication before, during, and after a crisis
- The roles and responsibilities of maintenance vs. management during emergencies

PROFESSIONAL DEVELOPMENT: Hurricane Prep

Emergency Prep for Maintenance & Management

90-minute session

Equip. Respond. Recover.

Topic: Hurricane Prep for Maintenance and Management

Covered in this Session:

- The stages of hurricane prep: prepare, act, and recover
- Property-specific plans for storm prep
- Resident and vendor communication before, during, and after a storm
- The roles and responsibilities of maintenance vs management during emergencies

COMPLIANCE: Understanding HUD's Alphabet Soup

REAC & NSPIRE Inspection Prep

90-minute session

Be Prepared. Stay Compliant. Protect Your Score.

Topic: How to Prepare, What to Prioritize, and Why it Matters

Covered in this Session:

- The purpose and process of HUD REAC and NSPIRE inspections
- The differences between REAC and NSPIRE scoring systems
- Self-inspections using HUD criteria and common checklists
- Common violations using real property photos
- Preparation of units, grounds, and documentation in advance of the inspector's visit

CERTIFICATION: EPA 608 Refrigerant Handling

Beginner Level

1.5-days in-person / 3-days virtual with (1) 4-hour session daily

Objective: Equip HVAC professionals with the foundational knowledge and legal compliance required to handle and work with refrigerants in accordance with EPA Section 608 standards.

Covered In Sessions

- Session 1: Core principles and Type I systems
- Session 2: Type II (High-pressure) and Type III (Low-pressure) systems
- Session 3: Comprehensive review and exam prep

Includes: Study guide, materials, and proctored certification exam (online)

CERTIFICATION: Chadwell Supply HVAC Essentials

Beginner Level

1.5-days in-person / 3-days virtual with (1) 4-hour session daily

Objective: Develop a solid understanding of A/C system operations, component function, and refrigerant behavior to enable safe and effective maintenance and diagnosis.

Covered In Sessions

- Session 1: Temperature and pressure relationships, heat transfer concepts, refrigeration cycle overview
- Session 2: Properties of refrigerants and oils, system retrofitting basics
- Session 3: Detailed review of evaporators, condensers, compressors, and metering device

Includes: Study guide, materials, and certification exam through HVACR Excellence

CERTIFICATION: Certified Pool Operator (CPO)

Intermediate Level

5-Year Certification (varies by state)

2-days in-person / 2-days virtual with (2) 4-hour sessions daily

Objective: Certify professionals responsible for pool and spa maintenance in water chemistry, filtration, and regulatory compliance.

Covered In Sessions

- Water testing and treatment methods
- Filtration and circulation systems
- Pool equipment overview
- Automatic feed equipment
- Government regulations and safety codes
- Proctored open-book exam

Includes: Printed materials and certification exam

CERTIFICATION: Low GWP Refrigerant Safety & Certification

Advanced Level

5-Year Certification (varies by state)

1-days in-person / 2-days virtual with (1) 4-hour session daily

Objective: Prepare HVAC professionals for the transition to Low Global Warming Potential (GWP) refrigerants, including safe handling, retrofitting, and regulatory protocols.

Covered In Sessions

- Refrigerant classifications (A2L, A3)
- Refrigerant detection systems and mitigation strategies
- Safe transportation and storage protocols
- Equipment matching and retrofitting best practices
- Compatible tools and installation safety

Includes: Intensive study guide review and certification exam