



Uniform Physical Conditions Standards (UPCS) Training

Tuesday, March 21 - Wednesday, March 22, 2017
DoubleTree by Hilton Anaheim-Orange County, Orange, CA
Led by **Travois Asset Management & Compliance**

The course will benefit those employed in the following housing fields: executive staff, occupancy specialists, resident services, maintenance and any other staff involved in the day-to-day management of rental housing projects, especially those working with the Low Income Housing Tax Credit (LIHTC) program.

The class covers the use and implementation of UPCS inspection protocols. Participants will learn property profile and building information, defect determination, health and safety categories and life-threatening hazards.

Each attendee will receive:

- UPCS Training Manual
- UPCS Guide
- Certificate of Completion
- Breakfast, snacks and refreshments each day

Class Training Day #1 – Tuesday, March 21

8:30–9 a.m.	Registration
9–9:30 a.m.	Orientation/Introduction to the Protocol/ Program Impact Issues
9:30–10:15 a.m.	How the UPCS protocol affects LIHTC / Case Study
10:15–10:30 a.m.	Mid-morning Break
10:30–11 a.m.	Health and Safety Protocols (relevant to all inspectable areas)
11 a.m.–12 p.m.	Definitions – "Property Site" inspectable area
12–1 p.m.	Lunch Break
1–2:30 p.m.	Definitions – "Site" inspectable area
2:30–2:45 p.m.	Mid-afternoon Break
2:45–3:30 p.m.	Definitions – "Building Systems" inspectable area
3:30–4:30 p.m.	Instructor will be available for continued discussions (individual needs)

Class Training Day #2 – Wednesday, March 22

8:30– 9:30 a.m.	Review/(What's it all about?) Site; Systems and Exterior areas review
9:30–10:15 a.m.	Definitions – "Dwelling Units" inspectable area
10:15–10:30 a.m.	Mid-morning Break
10:30 a.m.–12 p.m.	Definitions – continuation of "Dwelling Units" inspectable area
12–1 p.m.	Lunch Break
1–2:15 p.m.	Definitions –"Common Areas" inspectable areas
2:15–2:30 p.m.	Review/special issues/additional picture exhibits
2:30–2:45 p.m.	Mid-afternoon Break
2:45–4:15 p.m.	Fair Housing Primer
4:15 p.m.	Class ends (award of certificates of completion)

Cancellation policy: In the event of a cancellation through **Monday, March 13**, Travois will retain \$10 to cover its costs and will refund the remaining registration fee. Any cancellations made **after Monday, March 13**, will not be refunded. Substitutions may be made by contacting Katie Dosenbach at 816-994-8970 or katie@travois.com.

For more information and hotel reservation information, visit: travois.com/news-events/training-information/upcs-inspection-training/