

MAO304 Management of Maintenance Activities

October 17, 2019 | 9 AM to 4 PM

Wylie ISD Educational Service Center | 951 South Ballard Avenue | Wylie, TX 75098

EVENT DESCRIPTION: Attendees will understand the need for a maintenance department mission and goals, how to develop maintenance policies and procedures, types of organizational approaches for staffing maintenance functions, and the purchase of contracted services.

A test will be given for those taking the course for TASBO certification credit.

FEE: \$175 Member | \$225 Non-Member

HOTEL INFORMATION: TASBO does not have a room block at any hotel for this course.

LUNCH: A one-hour break for lunch on your own.

PREREQUISITE: None

CE/CPE Hours: 6/7

CONDITIONS: Meeting room temperatures are difficult to maintain; always bring a sweater or jacket to ensure comfort. Casual attire is acceptable.

About TASBO Events: If you or (someone attending with you) need ADA assistance to participate, please call us at 512.462.1711.

CANCELLATION POLICY: Cancellations are only accepted **in writing**. Cancellations received seven (7) working days before the event are cancelled in full, those received one (1) to six (6) working days before the event are cancelled at 50 percent, and cancellations are not accepted the day of or after the event. If you do not cancel and/or do not attend, you are still responsible for payment. If TASBO cancels an event, you will be refunded in full.

Register online at TASBO.org or return completed form by:

Mail: PO Box 91929; Austin, TX 78709

Fax: 512.462.1782

Email: register@tasbo.org (DO NOT email CC info)

Please PRINT clearly.

Name: _____ Title: _____

District/Employer (*do not abbreviate*): _____

Contact Phone: _____ Email: _____

Payment Method: PO _____ Check Enclosed Credit Card

Cardholder Name: _____ Daytime Phone: _____

Card Number: _____ EXP (MM/YY): _____

Billing Address: _____

Cardholder Signature: _____