

FALL INTO ACTION!



Included in this packet:

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- **HUMAN RESOURCES**
 - > Grace Hill Reminder
- **MAINTENANCE**
 - > Mold & Mildew
 - > Ladders, Gutters & Roofs
- **OPERATIONS**
 - > Community Flags
 - > Updated Fax Cover
 - > AMSI Peer Trainer
 - > S.E.R.C. cheat sheet

ADDENDA

- Ladders, Gutters, Roofs
- Fall Maintenance Checklist
- Flag Design Preview
- Updated Fax Cover
- Log Books
- January Symposium Save the Date!
- S.E.R.C. cheat sheet
- Grace Hill Packet
- Mold & Mildew Remediation Guide

Fall Maintenance Checklist

You will find included in this Exchange the Fall Maintenance Checklist that should be distributed to all maintenance personnel. This checklist has been broken up into smaller lists by month to give rough guideline for tasks. Plan ahead and have an idea of how you will accomplish these tasks the month before they should be completed.



This list was developed by your maintenance supervisors and if you have any questions about the list or how to complete the tasks please ask one of them.

Maintenance Supervisors

Randy Thompson

P: 503.816.3462

E: rthompson@cresapts.com

Scott Busch

P: 503.919.1670

E: sbusch@cresapts.com

Fall Maintenance Uniform Order

The company provides Maintenance staff with uniforms which generally includes: shirts, sweatshirts, hats and a jacket.



Maintenance employees are also eligible to receive reimbursement for up to two pairs of Carhartt work pants per year at a cost not to exceed \$50 per pair of \$100 per year.



All uniform orders have been placed and will be shipped out to your property around October 15th.

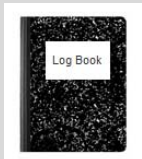
If you have any questions regarding your order please contact:

Misty Stuker

P: 503.450.0245

E: mstuker@cambridgeres.com

Manager and Maintenance Logs



Reminder that you should all be keeping a Manager Log on-site as well as a Maintenance Log. These records are imperative to community operations and we have included excerpts from the Operations Manual for your review.

Please let us know if you have any questions.

SAFETY ALERT: Checking Smoke Detectors

Remember, each time you enter an apartment whether occupied or not, please take the few seconds necessary to test all smoke detectors. This habit can save lives by identifying inoperable smoke detectors before a fire incident occurs.

If your property needs tamper warning stickers, please send a request to Vickie Weisser in the central office without delay. Email: vweisser@cambridgeres.com



Human Resources

Finish Your Grace Hill Requirements Before End of Year!

By December 31st you should have all your Grace Hill required classes completed. We have included in this Exchange the Grace Hill Employee Training Packet where you can find more information about the required classes each employee must complete, and interesting elective classes that are available online, as well as how to log into your account.



Required Classes:

- ✓ Fair Housing I
- ✓ Fair Housing II
- ✓ Preventing Sexual Harassment

Once these three classes are completed each employee should take an additional five elective courses annually. We hope you enjoy the training and learn some interesting and useful information!

Maintenance

Mold & Mildew Remediation Guide

While temperatures begin to cool and we get more precipitation we need to heighten our awareness of mold and mildew as preventive measure.



Enclosed in this packet you will find Cambridge's Guidelines for Assessment and Remediation of Fungal Contamination.



Please make sure this packet is available for all Maintenance Personnel to read and refer to. This is an expanded version of Chapter 20-A in the Cambridge Operations Manual. If you have any questions about mold, mildew or remediation procedures please contact your supervisor.

Ladders, Gutters and Roofs

Make sure each maintenance employee reads the included and very important published safety guidelines about ladder, gutter and roof safety.

Property Operations

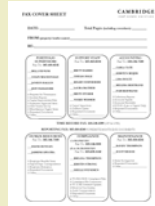
Fall and Winter Flags!

We are excited to announce an updated flag design this year! If your community is permitted to display flags you should have received an email from Kelsey Schneider last month with ordering instructions. The new flags should arrive in October. If you have any questions regarding flags for your property please contact:

Kelsey Schneider
P: 503.445.2794
E: kschneider@cambridgeres.com



Updated Fax Coversheet



We have had some changes in the central office and have updated our fax coversheet. Please find the newest version included in this Exchange.

Do You Know Who To Ask For AMSI Help?

If you are having a problem with AMSI and you need help you'll want to contact your assigned AMSI Peer Trainer. If you are unsure who this is you can find out on the eExchange under the "central office" tab and then under "the team": www.cresapts.com/eexchange



Please note, if it is a computer related issue please contact the Central Office for assistance.

Who Does What in the Central Office?

We have included an updated copy of this publication for your easy reference. We have 19 Central Office Staff Members and it can get confusing as to who does what and how to get a hold of everyone. We are all here to support your efforts and please don't hesitate to let us know if you have a question.

