

Housing Manager – Daily Schedule

8:30 am	<ul style="list-style-type: none"> Inspect interior/exterior property and complete work order(s) if needed
Morning	<ul style="list-style-type: none"> Check Sage AP (insert new/check payments/check incompletes) Check e-mail (prioritize requests) Process rents/receipts Price comparison/complete requisition for material/parts-30-day notice Price comparison/complete requisition for material/parts–work orders Identify/prioritize resident needs for services and/or Service Coordinator Type in 50059 information Process move-ins/update waiting list information
Noon to 1:00 pm	Lunch
Afternoon	<ul style="list-style-type: none"> Check e-mail (prioritize requests) Open U.S. mail Show apartments and/or apartment inspections Process operating/security/laundry/vending deposits Assist maintenance with necessary work orders Check any turned apartments that maintenance has completed Hands-on Advertising (last two days of each month) Continue any leftover typing from morning, as time permits
4:15 pm	<ul style="list-style-type: none"> Meet with Maintenance staff and Secretary to go over priorities/work orders for the next day Check e-mail (prioritize requests) Type pertinent information in ADP

Note: The tasks listed are to be completed only if applicable on any given day.

- Staff timesheets are due to your Supervisor on payday Friday, prior to close of business.
- All Invoices are to be entered and backup information submitted within three business days of purchase/event.
- Site managers are to inspect all furniture brought onto the property.
- Site managers are required to notify their supervisor immediately by telephone if they do not have e-mail access and/or by e-mail if they do not have telephone service.
- Weekly Reporting Log for Special Claims due to Administrative Assistant every Friday, prior to close of business.

I acknowledge, by my signature below, that I have been given a clear explanation of and fully understand the purpose of the Housing Manager - Daily Schedule. This is for compliance assurance purposes.

 Manager Signature

 Date