

EDUCATIONAL AND RESOURCE MATERIALS

Following is a list of educational materials available at the PMC/SMACCA office for your use. To borrow an item, contact the office at (414) 543-7622.

CONTRACTS

AGC/ASA/ASC Standard Subcontract

ASC Contract Documents with Terminology

Single vs. Separate Prime Contracting: A National Study

EEO/AFFIRMATIVE ACTION

ACEA EEO Manual for Construction- Contractors

EEOC Voluntary Assistance Program

MCAA Affirmative Action Manual

MCAA EEO & Affirmative Action Manual

ESTIMATING

MCAA Labor Estimating Manual

MCAA Plumbing Labor Estimating Manual

MCAA/NAPHCC Tool and Equipment Rental Survey

NAPHCC Labor Calculator III

NAPHCC Service & Repair Calculator

MANAGEMENT

Business Basics for P-H-C Contractors - Laying the Groundwork

Construction Industry Cost Effectiveness Project Report

Construction Liens Made Easy

Contractor's Insurance Checklist

Factors Affecting Labor Productivity for Mechanical Contractors

Financial Management for Contractors

Five Key Trends for the Future of the Mechanical Contracting Industry

Guidelines for a Successful Construction Project

How to Survive and Prosper in the Contracting Market

MCAA Project Manager's Manual

MCAA Management Methods Manual

MCAA Managerial Accounting and Cost Control System

MCAA Planning + Communication = The Competitive Edge

MCAA Project Management II: Profitable Job Cost Management

MCAA Statistical Survey

NAPHCC Educational Foundation "Money Management: Understanding Overhead"

NAPHCC Family Business Estate-Planning Guide

Product and Service Pricing for a Profit

Wisconsin Sales and Use Taxes (Michael, Best & Friedrich)

MARKETING

MCAA Mechanics of Marketing

NAPHCC Building a Repair-Remodeling Business

NAPHCC Energy Conservation Manual

PERSONNEL/LABOR RELATIONS

ADA - A Practical Guide to Cost-Effective Compliance

A Manager's Guide to the Americans with Disabilities Act

Attitudes are Contagious, Are Yours Worth Catching?

Communication, Innovation, Survival: Labor Management Relations

Employment Law Seminar (Michael, Best & Friedrich)

Employment Relations Seminar (Michael, Best & Friedrich)

IFM Guide to the Preparation of a Company Policy Manual

People Building

SMB Labor Relations Handbook

Strategies for Effective Workers Compensation Cost Control

Taking Action Against Substance Abuse

Understanding Employee Regulations

Wisconsin Unemployment Compensation Law

SAFETY

Completing the OSHA 200 Log

Compliance Guidelines for a Hazard Communication Program

Confined Space Entry

MCAA Manual of Safety Materials

MCAA Model of Safety & Loss Prevent Program

MCAA Model Respiratory Protection Program

MCAA Protecting Profits and Job Against Theft and Vandalism

Partners in Safety

Recordkeeping Guidelines for Occupational Injuries and Illnesses

Safety and Health Requirements for Working in Confined Spaces

Safety and Health Factors in Slips and Falls

Safety Requirements for Plumbing (ANSI A40)

Sample Safety Incentive Programs

Tailgate Safety Talks

The Responsible CFC Technician's Handbook

Trenching and Excavation Competent Person

What Happens When OSHA Knocks?

MCAA Model Safety & Loss Prevention Program

Mastering Safety Communication

SERVICE

MCAA Guidelines for Operating a Plumbing Service Business for Profit

MSCA Handbook for the Mechanical Service Contractor (Refrigerant Management)

MSCA Service Management Manual

MSCA Service Management Notebook

NAPHCC Heating and Cooling Technical Manual

NAPHCC Professional Remodeling Management for the PHC Contractor

SMB Service Contractors Complete Guide to Computerization

What It Takes to Be a Professional Service Technician

SUPERVISORY TRAINING

Foremen and Supervisory Management Training

Foreman Problem Solving

MCAA Job Supervisor's Manual

TECHNICAL

Air Conditioning Mechanical Equipment Service Manual

National Fuel Gas Code (American Gas Association)

Start Test and Balance Mechanical Equipment Service Manual

Refrigeration Equipment Service Manual

Guideline for Drafting, Prefabrication and Material Handling