

B U L L E T I N

Facilities Planning & Operations

Date: **October 20, 2008**

Subject: **GROUNDS TRAINING PROGRAM SCHEDULE**

From: Mike McGrew, Director of Facilities Maintenance & Operations

Attendance by all Groundskeepers, Lead Groundskeepers and Facilities Managers is mandatory.

Training times and locations are determined by the Facilities Managers at each campus unless indicated otherwise.

FY2008-09 GROUNDS TRAINING PROGRAM

| TRAINING DESCRIPTION | DATE | LOCATION |
|---|----------|---|
| Basic Plant & Shrub Care (Lead Groundskeepers) | Jul-08 | Campus Specific |
| Customer Service (Diane Martinez) <i>mandatory for No. 2's and Administrative Support Staff</i> | 08/08/08 | District Office Board Room 12:45-2:15 PM |
| Indoor Environmental Quality | Aug-08 | Campus Specific |
| Riding & Push Mowers | Sep-08 | Campus Specific |
| Natural & Synthetic Turf Management | Oct-08 | Campus Specific |
| Hazardous Communications | Nov-08 | Campus Specific |
| Irrigation | Dec-08 | Campus Specific |
| Bloodborne Pathogens | 01/09/09 | Campus Specific |
| Chain Saw Operation | Feb-09 | Campus Specific |
| Pesticides | Mar-09 | Campus Specific |
| Basic Tree Pruning/Trimming | Apr-09 | Campus Specific |
| Hardscape Management | May-09 | Campus Specific |
| Tractor Operation | Jun-09 | Campus Specific |

Note:

Engineers, Custodians, Supervisors of Custodial Operations, and Administrative Support Staff are invited to attend any or all of these training sessions. The training times have been scheduled to coincide with Groundskeeper work shifts, and to best allow both day and swing shift to attend at their option. Should any optional attendees wish to attend a training session, prior arrangements with their immediate supervisor to modify that day's working hours will be necessary. Release time for day shift staff who wish to attend Grounds training will not be provided, in an effort toward fairness in making optional career advancement training accessible for all Facilities employees.