

BULLETIN

Facilities Planning & Operations

Date: **April 7, 2009**

Subject: **ENGINEER TRAINING PROGRAM SCHEDULE**

From: José D. Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations

Attendance by all Engineers and Facilities Managers is mandatory.

FY 08-09 ENGINEER TRAINING PROGRAM

TRAINING DESCRIPTION	DATE	TIME	LOCATION
Customer Service (Diane Martinez) <i>mandatory for No. 2's and Administrative Support Staff</i>	08/08/08	12:45-2:00 PM	District Board Room
Elevator Dysfunction First Response (Schindler)	09/12/08	12:45-2:15 PM	District Board Room
CAN FMC Tour	10/10/08	12:45-2:15 PM	Cañada College
Building Codes (CIS Inc.)	11/07/08	12:45-2:15 PM	District Board Room
Bloodborne Pathogens	12/05/08	per site	Campus Specific
Access Controls	03/13/09	12:45-2:15 PM	District Board Room
Electrical Systems - Power Shutdown	06/12/09	12:45-2:15 PM	Campus Specific

Optional Attendees:

Unless specified otherwise, Custodians, Groundskeepers, Facilities Operations Technicians, and Supervisors of Custodial Operations are invited to attend any or all of these training sessions. The training times have been scheduled to coincide with Engineer 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 Engineer training will not be provided, in an effort toward fairness in making optional career advancement training accessible for all Facilities employees.