

# B U L L E T I N

## Facilities Planning & Operations

Date: **October 20, 2008**

Subject: **ENGINEER TRAINING PROGRAM SCHEDULE**

From: Mike McGrew, Director of Facilities Planning and Operations

Attendance by all Engineers and Facilities Managers is mandatory.

### FY 08-09 ENGINEER TRAINING PROGRAM

TRAINING DESCRIPTION	DATE	TIME	LOCATION
<b>Customer Service (Diane Martinez)</b> <i>mandatory for No. 2's and Administrative Support Staff</i>	08/08/08	12:45-2:00 PM	District Board Room
<b>Elevator Dysfunction First Response</b>	09/12/08	12:45-2:15 PM	District Board Room
<b>CAN FMC Tour</b>	10/10/08	12:45-2:15 PM	Cañada College
<b>Building Codes (CIS Inc.)</b>	11/07/08	12:45-2:15 PM	District Board Room
<b>SKY FMC Tour</b>	12/05/08	12:45-2:15 PM	Skyline College
<b>Bloodborne Pathogens</b>	01/09/09	per site	Campus Specific
<b>Access Controls</b>	02/06/09	12:45-2:15 PM	District Board Room
<b>Roofing</b>	03/13/09	12:45-2:15 PM	District Board Room
<b>Building Envelope</b>	04/10/09	12:45-2:15 PM	District Board Room
<b>Walls/Floors/Ceilings</b>	05/08/09	12:45-2:15 PM	District Board Room
<b>Lighting</b>	06/12/09	12:45-2:15 PM	District Board Room

**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.