

B U L L E T I N

Facilities Planning & Operations

Date: **August 4, 2011**

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 unless specified otherwise.

2011 ENGINEER TRAINING PROGRAM

TRAINING DESCRIPTION	DATE	TIME	LOCATION
CSM Bldg 10 Tour - COMPLETED	04/29/11	12:45-2:00 PM	CSM B10, 1st Flr Conf Rm 193
Plumbing with Phill (Hands on Training) ** - COMPLETED mandatory for Utility Engineers only	06/24/11	10:30-12:00 NN	CSM FMC Building 7
Interior Lighting Systems	09/16/11	12:45-2:15 PM	District Board Room
Building Management Systems optional for Utility Engineers	09/23/11	12:45-2:15 PM	SKY CALT Bldg 2, Room 2122
Electrical Safety	10/14/11	12:45-2:15 PM	District Board Room
Access Controls Systems (lunch will be served)	12/02/11	11:45-1:00 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.

**** Maximum 6 people allowed in the PLUMBING training. We have 4 Utility Engineers so there are only 2 more available slots. Priority will be given to Facilities Staff for the 2 available slots.**