

B U L L E T I N

Facilities Planning & Operations

Date: **October 2, 2007**

Subject: **ENGINEER TRAINING PROGRAM SCHEDULE**

From: Mike McGrew, Director of Facilities Planning and Operations

Attendance by all Engineers and Facilities Managers is mandatory.

FY 07-08 ENGINEER TRAINING PROGRAM

TRAINING DESCRIPTION	DATE	TIME	LOCATION
Blueprints (Jozsef Veres)	09/14/07	12:45-2:15 PM	District Board Room
Fire and Life Safety (Siemens)	10/12/07	12:45-2:15 PM	District Board Room
Access Controls (Netversant)	11/16/07	12:45-2:15 PM	District Board Room
HVAC Systems	12/07/07	12:45-2:15 PM	District Board Room
Plumbing Systems	01/11/08	12:45-2:15 PM	District Board Room
Structural Systems	02/08/08	12:45-2:15 PM	District Board Room
Electrical Systems	03/14/08	12:45-2:15 PM	District Board Room
Building Envelope	04/11/08	12:45-2:15 PM	District Board Room
BMS Controls (Yamas) <i>(mandatory for No. 2's and FMC Staff Assistants)</i>	05/09/08	12:45-2:15 PM	Skyline College Bldg 2 Rm 2122
Walls/Floors/Ceilings	06/06/08	12:45-2:15 PM	District Board Room

Optional Attendees:

Unless specified otherwise, Custodians, Groundskeepers, Staff Assistants 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.