

B U L L E T I N
Facilities Planning & Operations

Date: **January 12, 2010**

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.

2010 ENGINEER TRAINING PROGRAM

TRAINING DESCRIPTION	DATE	TIME	LOCATION
BMS Refresher/Overview	02/05/10	12:45-2:00 PM	CSM Bldg 7 Facilities Break Room
College of San Mateo Bldg 10N Tour	04/09/10	12:45-2:15 PM	CSM TBD
Access Controls and Video Surveillance	06/04/10	12:45-2:15 PM	District Board Room
Lighting	08/06/10	12:45-2:15 PM	District Board Room
Siemens Fire Alarm Systems	10/15/10	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.