

B U L L E T I N

Facilities Planning & Operations

Date: **September 5, 2013**

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.

2013 ENGINEER TRAINING PROGRAM

TRAINING DESCRIPTION	DATE	TIME	LOCATION
Fire Alarm Panel - General Overview (Siemens) - completed - also mandatory for Supervisors of Custodial Operations and Lead Custodians	02/08/13	2:00-3:00 PM	District Board Room
Elevators - First Responder (Thyssen Krupp) - completed	03/08/13	12:45-2:15 PM	District Board Room
Building Management Systems Refresher (Schneider) - completed	04/12/13	12:45-2:15 PM	District Board Room
Electrical and Lighting (Atlas Pellizari)	06/21/13	12:45-2:15 PM	District Board Room
VAV Mockup Training (Schneider)	08/02/13	12:45-2:15 PM	Cañada College FMC Break Room
ACAMS Refresher Training (Netronix)	10/09/13	12:45-2:15 PM	District Board Room
Landmark Underground Utility Mapping (CSW)	12/04/13	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.