

INTRODUCTION TO FACILITIES MANAGEMENT

January 9-13, 2017

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: December 21, 2016

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Introduction to Facilities Management Group 3

An employee from your office will soon be attending the formal training program described in the attachment. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment

cc: Participant

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Mission Statement Training Section

The mission of the Training Section is to improve organizational and individual performance through consulting, collaboration, training and development.

TRAINING SECTION STAFF

Debbie L. Fredricks..... Training Section Chief
Ann D. Slaughter Mott Training Center Manager
Jack Futoran EMS and LFG Training Coordinator
Jeffrey Beach..... Training Consultant
Dave Galanti..... Training Consultant
Karyn Lombard Training Consultant
Sara M. Skinner Training Consultant
Jason Smith..... Academy Coordinator
Jeremy Alling Cadet Training Officer
Matt Cardinet Cadet Training Officer
Raymund Nanadiego Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Alex Franck..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Jessica Kohls..... Program Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS) and on the Parks and Recreation website under the Learning/Training Section. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be

approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Mott Training Center does not have the capability to provide transportation to/from Monterey airport.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise Jeff Beach your Department Training Specialist no later than two weeks before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. **OFF-GROUNDS ACCOMMODATIONS:** When authorized to stay off-grounds by the Department Training Specialist, the Mott Training Center will absorb the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and

have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, please contact the Training Specialist Jeff Beach to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. Jeff Beach your Training Specialist will forward the form to the appropriate Asilomar Conference Grounds staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

8. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.

12. **SMOKING:** Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
13. **TRAINING CENTER:** The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
15. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
16. **TRAINING SECTION STAFF:** Jeff Beach is your Training Specialist and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
17. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Specialist may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All

absences, except those of an emergency nature, must be approved in advance by the Training Specialist.

19. VEHICLES: All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.
20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
PO Box 699, Pacific Grove, CA 93950
22. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.
23. FAX: The Mott Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center the following list is provided:

- _____ 1. Read and understand the Introduction to Facility Management Program Syllabus prior to your arrival at the Training Center.
- _____ 2. Read and understand the Department Operations Manual (DOM), 0800 - Maintenance of Facilities (old DOM), prior to your arrival at the Training Center.
- _____ 3. Arrange your travel through your District Office.
- _____ 4. Remember to bring the following with you to training:
 - Proper field uniform, see Formal Training Guidelines #8.
 - Coffee cup, alarm clock, pens, and pencils.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

INTRODUCTION TO FACILITIES MANAGEMENT GROUP 3 – A G E N D A
January 9-13, 2016

Special Notice:

This program will be conducted at the Mott Training Center Shop Annex, 2211 Garden Road, Building C, Monterey, California. Vans are available to transport you to and from the Shop Annex and will leave the Mott Training Center promptly at 0800 daily and return by 1700.

Sunday
January 8

1500-
 REGISTRATION: *Check in at Asilomar
 Conference Grounds Administration Building* All

Monday
January 9

0830-0900 Orientation and Expectations Beach
 0900-1200 Maximo and the Facility Maintenance Program Allsop
 1200-1300 Lunch
 1300-1630 Rotating Labs All
 Basic Painting Byrd
 Basic Masonry Lechuga
 Vehicle Operations Rowan
 Equipment Maintenance Cervantes

Tuesday
January 10

0830-0930 Computer Skills: Office, Outlook, Intranet, Citrix Allsop
 0930-1200 Injury Illness Prevention Plan (IIPP), Task Hazard Tucker
 Analysis (THA), Tailgate Safety Meetings, Personal
 Protective Equipment (PPE), First Aid
 1200-1300 Lunch
 1300-1630 Rotating Labs All
 Basic Painting Byrd
 Basic Masonry Lechuga
 Vehicle Operations Rowan
 Equipment Maintenance Cervantes

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Wednesday
January 11

0830-1000	Americans Disability Act (ADA)	Stora
1000-1100	Purchasing-Recycle, Small Business/Micro Business/Disabled Veterans Business Enterprise (SB/MB/DVBE) STD 204/DPR 88	Hosmann
1100-1200	DPR 285 Services Agreements	Beach
1200-1300	Lunch	
1300-1630	Rotating Labs	All
	Basic Painting	Byrd
	Basic Masonry	Lechuga
	Vehicle Operations	Rowan
	Equipment Maintenance	Cervantes

Thursday
January 12

0830-1100	Project Evaluation Form (PEF), California Environmental Quality Act (CEQA), 5024, and National Environmental Policy Act (NEPA)	Kerbavez
1100-1200	Time Management	Slaughter
1200-1300	Lunch	
1300-1630	Rotating Labs	All
	Basic Painting	Byrd
	Basic Masonry	Lechuga
	Vehicle Operations	Rowan
	Equipment Maintenance	Cervantes

Friday
January 13

0830-1000	Career Development and Personnel	Skinner/Beach
1000-1130	DPR 911, Training, ETMS	Skinner/Beach
1130-1230	Program Summary and Evaluation	All
1200	Departure	All

TRAINING PROGRAM: INTRODUCTION TO FACILITIES MANAGEMENT 36 HOURS

PROGRAM OUTLINE	<u>Total Hours</u>
<u>ORIENTATION</u>	2.5
Program Overview.....	
<u>FACILITY MAINTENANCE PROGRAM</u>	2.5
<u>MAXIMO</u>	
DOM Chapter 8	
<u>SAFETY</u>	
Business Plan	
Safety Meetings	
Personal Protective Equipment	
<u>BUY RECYCLED</u>	2.0
Recycled Content Products.....	
SB/MB/DVBE STD 204/DPR 88.....	
<u>LEADERSHIP SKILLS</u>	2.0
Time Management	
Leadership	
<u>COMPUTER APPLICATIONS IN PARK MAINTENANCE</u>	2.0
MS Office	
Outlook.....	
Intranet.....	
Citrix	
<u>PROJECT EVALUATION PROCESS</u>	2.0
PEF	
CEQA.....	
5024	
NEPA	
<u>ACCESSIBILITY TO PARK FACILITIES</u>	2.0
ADA.....	
Accessibility Guidelines.....	
<u>CAREER DEVELOPMENT AND PERSONNEL</u>	3.0
Career Ladder and Personnel	
911, ETMS, and Training	
<u>BASIC MAINTENANCE SKILL LABS AND EXAMINATIONS</u>	16.0
Basic Painting	
Basic Masonry.....	
Vehicle Operations.....	
Equipment Maintenance.....	
<u>PROGRAM EVALUATION</u>	<u>2.0</u>
Total Hours	36.0

INTRODUCTION TO FACILITIES MANAGEMENT

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the program coordinator and facilitator. The group will share expectations for the training program. In addition, program content will be reviewed.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure and evaluation processes.
2. Share and record expectations with group members.
3. Adhere to all Training Center guidelines.

INTRODUCTION TO THE FACILITY MAINTENANCE PROGRAM

Purpose: To familiarize park maintenance workers with the Facility Maintenance System and our data and asset management program, MAXIMO.

Performance Objectives: By the close of the session the participant will

1. Review the basic components of a facility number.
2. Discuss the data entry record keeping, project submittal, budgeting and deferred maintenance projects in California State Parks.
3. Identify work orders, actuals and reconciliation within MAXIMO.

SAFETY

Purpose: To familiarize park maintenance workers with the Safety Program, as implemented by IIPP, local business plans and safety meeting and THAs, including the use of PPEs in California State Parks.

Performance Objectives: By the close of the session the participant will

1. Identify the location of their local copy of the IIPP.
2. Define the IIPP and its principal elements.
3. Demonstrate the procedure to correctly fill out a THA.

BUY RECYCLED/SB/MB/DVBE

Purpose: To familiarize park maintenance workers with the Buy Recycled Program.

Performance Objectives: By the close of the session the participant will

1. Discuss the Department's Buy Recycled Program and its requirements.
2. Compare the use and utility of a number of recycled products and the advantages of their use.
3. Identify the recycled content in many common products and be able to accurately report them.
4. Purchase from certified small business/micro business/disabled veterans business enterprises.

LEADERSHIP AND TIME MANAGEMENT

Purpose: To familiarize park maintenance workers with the concept of leadership styles and effective organizational skills.

Performance Objectives: By the close of the session the participant will

1. Discuss different personal leadership styles.
2. Recognize that different styles may not always be effective.

PROJECT EVALUATION PROCESS

Purpose: To familiarize park maintenance workers with the PEF and to understand possible cultural and natural resource issues that may constrain projects.

Performance Objectives: By the close of the session the participant will

1. Discuss the Project Evaluation process.
2. Define the CEQA and PRC 5024 as they apply to DPR.
3. Demonstrate an understanding of when other requirements i.e., California Coastal zone or NEP, may be issues in project planning.

ACCESSIBILITY TO PARK FACILITIES

Purpose: To familiarize park maintenance workers with the ADA and DPRs accessibility guidelines.

1. Discuss the ADA and DPR.
2. Define the CEQA and PRC 5024 as they apply to ADA.
3. Demonstrate an understanding of DPRs Accessibility Guidelines.

BASIC MAINTENANCE SKILL LABS AND EXAMINATIONS

Purpose: To provide the participant with hands-on instruction and opportunity to demonstrate proficiency with instructors working in small groups.

Performance Objectives: By the close of the session the participant will

1. Apply classroom knowledge and information to actual hands-on skills in the shop setting.
2. Demonstrate the ability to diagnose and make repairs to small engines.
3. Cast small masonry items and learn the proper proportions to make plaster and concrete.
4. Tie down and secure a load and back in a correctly hitched trailer.
5. Prepare, paint and cleanup, cut glass and glaze a sill as instructed.

CAREER DEVELOPMENT AND PERSONNEL

Purpose: To provide the participant with information regarding career paths and Career Development opportunities in DPR.

Performance Objectives: By the close of the session the participant will

1. Discuss career paths and their ramifications in making job choices.
2. Demonstrate the ability to fill out the DPR 911 form.
 - A. Identify various means of Career Development.
 - B. Review how to log on to ETMS for various training needs.

Insert map after converted to PDF