

Fall Summit & Open House 2017

 afd.calpoly.edu/facilities/fall-summit-2017.asp



OCT 27	ADMINISTRATION & FINANCE DIVISION	CAL POLY
	FALL SUMMIT & OPEN HOUSE	

Please refer to the agenda and session descriptions (below) prior to registering. We recommend making note of your selections first or having the agenda open for reference as you register. If you have any questions please contact us at 805-756-5555.

Registration is now closed.

AGENDA

8:00 - 9:00 a.m.	Coffee Hour with the Facilities Management & Development Leadership – (Bldg. 70-110)			
9:00 - 9:50 a.m.	Hitting The Road - Operating University Vehicles Rm 70-114	Facilities Management & Development Overview Rm 70-110	Sustainability Initiatives – Go Cal Poly Green! Rm 70-109	Lifecycle of a Facilities Project Rm 70-227

10:00 - 10:50 a.m.	Office Ergonomics: Let's Get Comfortable! Rm 70-109	Keep it Safe! Information Security & Shredding Services Rm 70-227	Gassing It Up & Checking The Oil - Fleet Management Services Rm 70-114	Permits, Furniture, & All That Stuff Rm 70-110
11:00 - 11:50 a.m.	Learn by Doing Safely - Environmental Health & Safety at Cal Poly Rm 70-114	Facilities: What's New & Did You Know? Rm 70-227	Facilitating the Future – New Construction & Maintenance Projects Rm 70-110	How Do I Do That? - Submitting Requests & Using the Portal Rm 70-109
12:00 - 1:00 p.m.	Box Lunch Available - (Bldg. 70-110) <i>There will be additional seating available outside!</i> Lunch Break			
1:00 - 1:50 p.m.	Learn by Doing Safely - Environmental Health & Safety at Cal Poly Rm 70-110	Facilities Management & Development Overview Rm 70-114	Sustainability Initiatives – Go Cal Poly Green! Rm 70-109	Lifecycle of a Facilities Project Rm 70-227
2:00 - 2:50 p.m.	Hitting The Road - Operating University Vehicles Rm 70-114	Facilities Financials Lab Rm 36-105	Gassing It Up & Checking The Oil - Fleet Management Services CANCELLED	Permits, Furniture, & All That Stuff Rm 70-110
3:00 - 3:50 p.m.	Office Ergonomics: Let's Get Comfortable! Rm 70-109	Facilities: What's New & Did You Know? Rm 70-110	Keep it Safe! Information Security & Shredding Services Rm 70-227	How Do I Do That? - Submitting Requests & Using the Portal Rm 70-114

SESSION DESCRIPTIONS

Session Title	Description	Audience	Presenters
Facilitating the Future – New Construction & Maintenance	Join us for an update on current and upcoming construction activity at Cal Poly.	Everyone	Perry Judd

Facilities Financials Lab	<p>Open Lab: Come with your questions!</p> <p>Facilities expert finance staff will be available to help you with all your questions and challenges. Come share "tips & tricks" with your fellow finance and budget analysts!</p>	Budget Analysts	Lois Johnson Tina Flack Carey Blauvelt Julie Wagner Jessica Hunter
Facilities Management & Development Overview	<p>This provides a broad overview of all things Facilities related.</p> <p>Who are we?</p> <p>FMD Organizational Structure</p> <p>FMD Responsibilities</p> <p>Service Request versus a Project</p> <p>Maintenance versus Chargeback</p> <p>Timelines</p> <p>Who to contact?</p> <p>Where to find additional information or training</p>	Everyone	Jessica Hunter
Facilities: What's New & Did You Know?	<p>Already familiar with Facilities? Want to know more?</p> <p>Sample Topics;</p> <p>Personal Comfort Devices (heaters and fans)</p> <p>Window Coverings & Paint</p> <p>Occupying a New Space</p> <p>HVAC Questions & Curtailments</p> <p>Maps</p> <p>Efficiency Upgrades</p> <p>Pest Management</p>	Everyone	Jessica Hunter
Gassing It Up & Checking The Oil - Fleet Management Services	<p>State Vehicle Requirements</p> <p>Department of Record</p> <p>Mileage Documentation (Quarterly to DGS, Fuel Tax)</p> <p>Safety Inspection / Maintenance / Emissions</p> <p>Daily Inspection and Insurance</p> <p>Monitoring Use of Vehicles</p> <p>Vehicle Purchasing / Surplus</p> <p>Guiding Policies</p> <p>Services</p> <p>Fuel (Farm Shop, Transportation, and Propane)</p> <p>How to Complete a Service Request / Estimates / Scheduling</p> <p>Campus Services (Rental Contracts / Perry and Villa's / Carwash / Towing)</p> <p>Contacts</p> <p>Risk Management</p> <p>Accident Reporting</p> <p>Driver Training</p> <p>Driving Policies / Requirements</p>	Anyone who owns, operates, rents, or is responsible to oversee department owned vehicles	Scott Loosley Jim Cullins Laura McCarren

Hitting The Road - Operating University Vehicles	<p>Do you operate vehicles on state business? Do you complete the required paperwork for new and continuing drivers? Do you supervise or operate drivers operating state vehicles? This session will cover what's required for drivers BEFORE they drive including the new electronic workflow for submitting forms.</p>	<p>Drivers, Supervisors, Admin Staff, and Managers</p>	<p>Cindy Most Vivian Longacre</p>
How Do I Do That? - Submitting Requests & Using the Portal	<p>Demonstration and overview of process to submit a Service Request to the Facilities Management & Development Help Center, common forms and procedures, tips and tricks, and more! Demonstration and overview of the Facilities Project Portlet in the my.calpoly portal, including how to set it up, what information it provides, and how to use it to track the progress of your project.</p>	<p>Everyone</p>	<p>Wendy Macdonald Cindy Most</p>
Keep it Safe! Information Security & Shredding Services	<p>Facilities - Secure shredding services provided by Facilities Operations. ITS - Campus policy on handling and storage of confidential documents including how to determine level 1 versus level 2 data.</p>	<p>Everyone</p>	<p>Jessica Hunter & Cindy Most – Facilities Mgmt. & Dev. Douglas Lomsdalen & Kyle Gustafson - ITS</p>
Learn by Doing Safely - Environmental Health & Safety at Cal Poly	<p>This presentation will provide an overview of responsibilities and services provided by the office of Environmental Health & Safety. Tom Featherstone- Chemical Hygiene Officer and campus hazardous waste manager, will give you an overview of hazardous waste on campus. Kim Porter- Environmental Quality Specialist for the campus will provide an overview of the campus' stormwater pollution prevention program and what you can do to improve water quality. Kathryn Villarreal- Worker's Compensation Analyst, will give you information on what to do if you are injured while working. Vivian Longacre- Safety Training Specialist, will answer those burning questions on Driver Safety, Ergonomics, Skillsoft and other training on campus.</p>	<p>Everyone</p>	<p>Tom Featherstone Kim Porter Kathryn Villarreal Vivian Longacre Tim Hastings Jensen Acquino</p>

Lifecycle of a Facilities Project	<p><i>When</i> do I need a project manager? <i>Why</i> do I need a project manager? <i>What</i> services will a project manager provide me?</p> <p>This class will provide users with a complete understanding of the steps required to request and complete projects. We will help you understand requirements to deliver projects on campus. Clients will leave this session with an understanding of how to ensure a successful project including what approvals are needed, how to plan for budgets and schedule, and determine scope.</p>	Everyone	Jeff Dillon Wendy Macdonald
Office Ergonomics: Let's Get Comfortable!	<p>Are you wondering how to correctly adjust your office so you can be more comfortable? Are you feeling discomfort at your workstation? What is the latest on the sit/stand desk? Participants will learn the components of a Healthy Workstation: How to properly adjust your chair, monitor, and keyboard and desk space Common risk factors for discomfort and how to make appropriate adjustments to gain comfort and avoid injury Sit/stand desks: designs and use</p>	Everyone	Vivian Longacre
Permits, Furniture, & All That Stuff	<p>General understanding of the reasons a permit is required and the permit process. Events Furniture Accessibility Signage Installations</p>	Everyone	Wendy Macdonald
Sustainability Initiatives – Go Cal Poly Green!	<p>Overview of the following: Campus Sustainability Goals and Policies President's Climate Leadership Commitment Water Efficiency and conservation Clean Energy, Efficiency, and Conservation Sustainability and Social/Environmental Justice Zero Waste, in conjunction with events planning and custodial needs to include procurement, etc.</p>	Everyone	Kylee Singh

Contact Us

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