



# International Union of Operating Engineers Local 324

## STATIONARY ENGINEERS EDUCATION AND APPRENTICESHIP FUND

# FACILITIES MANAGEMENT

Topics include budget preparation, supervising and ensuring appropriate backup for facilities support staff, directing and planning essential central services such as security, maintenance, asset inventory and acquisition programs. In addition, contractor relationships, the procedures and processes required to safely and efficiently manage the operation and maintenance of various facilities, ranging from a small heating and air conditioning plant to a large power plant, as well as an office complex.

**START DATE:** March 6, 2012  
**DURATION:** Eleven Weeks  
**DAY:** Tuesday  
**TIME:** 6PM – 10PM

**Registration: February 6 – 17, 2012**  
**(\$25.00 late fee after February 17)**