






Facilities Management Training Schedule

SEPTEMBER 2009

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|---|--|---|---|---|
| <p>September is Campus Fire Safety Month</p>  |  <p style="text-align: center;">Start of Classes</p> | <p>1 Respirator training for shops – EH&S 7-9AM</p> | <p>2</p> | <p>3 Safety Committee Meeting 9:00 AM DFM Conference Room</p> | <p>4 Open Door 8:00-3:00</p> | <p>5</p> |
| <p>6</p> | <p>7 Labor Day</p> | <p>8</p> | <p>9</p> | <p>10 Computer Basics 7:00-2:30 Lochnivar Training Lebanon TN Heat Plant- all day</p> | <p>11 Open Door 8:00-3:00 Lochnivar Training Lebanon TN Heat Plant- all day</p> | <p>12  FIRST HOME GAME!!</p> |
| <p>13</p> | <p>14</p> | <p>15</p> | <p>16</p> | <p>17</p> | <p>18</p> | <p>19</p> |
| <p>20</p> | <p>21</p> | <p>22 <i>Fall</i> </p> | <p>23 Computer Basics 7:00-2:30</p> | <p>24 DFM New Hire Orientation</p> | <p>25 Open Door 8:00-3:00</p> | <p>26</p> |
| <p>27</p> | <p>28</p> | <p>29 Computer Basics 7:00-2:30</p> | <p>30</p> | <p></p> |  | <p></p> |

Open Door: Office Open for all employees who need help or have questions regarding email, TopNet, blackboard, and computer software.

Computer Basics: aka Techno Island Free all day class covering Microsoft word basics, Portal creation, internet searching, Email, Blackboard, and more!

*Approval needed from Supervisor

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