CSU Capital Training Program 2006

SPACE AND FACILITIES DATABASE TRAINING (SFDB)

Two offerings for your convenience:

Tuesday, May 9, 2006
Wednesday, May 10, 2006
9:00 a.m. –3:30 p.m.
CSU Chancellor’s Office

Presented By
CSU Facilities Management Institute
Capital Planning, Design and Construction
CSU Office of the Chancellor
Space & Facilities Database Training (SFDB)

Tuesday, May 9, 2006 | 9:00 a.m.–3:30 p.m.
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CSU Chancellor’s Office

This training is a one-day session designed for all campus users who maintain the Space and Facilities Database (SFDB). For campus convenience, we offer two training dates. Sessions for each day will be filled based on a first-come first-serve basis.

Topics will include:

- Overview of the SFDB update process, which includes the FTP batch process, data validation, before and after analysis, editing process, and new features.
- How to prepare and analyze your SFDB update submission.
- Case Study: How to prepare FTP data for renumbering rooms in one facility or between facilities.
- How the SFDB update relates to the APDB update.
- How to use SFDB resources: reports on the CPDC website, Brio Query reports.
- How the Custodial update relates to the SFDB update.
- How the SFDB update relates to campus capital planning entitlements.
- Open discussion on the SFDB update, future developments and improvements.

One computer training station will be available per campus.

Register online at: www.calstate.edu/CPDC/Trg2006.shtml

The registration deadline is Friday, April 28, 2006. The fee for this program is $85. If you are unable to attend, there will be a $15 cancellation fee. There will be no refunds after May 5, 2006.

Payment must be made before the event. No payment will be taken the day of training. If paying by check, please make checks payable to the CSU Facilities Management Institute and mail to:

Attn: Nancy Garcia
Capital Planning, Design and Construction California State University
Office of the Chancellor
401 Golden Shore, Suite 237
Long Beach, CA 90802

Catered continental breakfast and lunch will be provided.

Parking for a fee of $12 is available at the Catalina Landing Parking Structure. Parking will not be validated.

Please contact Ms. Nancy Garcia at (562) 951-4130 or ngarcia@calstate.edu if you have any questions.

PRESENTED BY

- Hong Lin, Associate Facility Planner
- Theresa Tsik, Space Analyst
Capital Planning, Design and Construction, Office of the Chancellor

The CSU Facilities Management Institute (FMI) is the CSU’s administrative framework for its planning, design and construction training program. The Office of Capital Planning, Design and Construction manages the program. The CSU FMI is only available to CSU personnel and related auxiliary staff as its training programs deal with business practices that are pertinent to the CSU.