

# CSU Facilities Management Institute 2007 Training Program

## SPACE AND FACILITIES DATABASE TRAINING (SFDB)



### Level One:

Wednesday, April 25, 2007

8:30 a.m. – 4:00 p.m.

CSU Chancellor's Office

### Level Two:

Thursday, April 26, 2007

8:30 a.m. – 4:00 p.m.

CSU Chancellor's Office

### Presented By

CSU Facilities Management  
Institute  
Capital Planning, Design and  
Construction  
CSU Office of the Chancellor

**NANCY FREELANDER-PAIGE**

The California State University  
Capital Planning, Design & Construction  
401 Golden Shore, Suite 237  
Long Beach, CA 90802-4210



# Space and Facilities Database Training (SFDB)

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**Level 2 | Thursday, April 26, 2007, 8:30 a.m. to 4:00 p.m.**

## CSU Chancellor's Office

Level 1 and Level 2 trainings are designed for all campus users who maintain the Space and Facilities Database (SFDB).

The Level 1 training is offered to *new* SFDB users who have limited knowledge of the SFDB. The training will cover the basic concepts of the SFDB and the SFDB update process. Hands-on training is provided in the afternoon. Level 1 participants will also benefit from attending the Level 2 workshop.

The Level 2 training is designed for the more advanced SFDB user. The session will cover:

- Explanation of APDB (Academic Planning Database) reports.
- How APDB relates to SFDB.
- How SFDB and APDB relate to campus capital planning entitlements.
- Rebenching.
- How to prepare the custodial update.
- How to prepare and analyze the SFDB update.
- How to use the SFDB resource and customize Brio Query reports.
- SFDB update issues.
- Review of the SFDB update process for the fall 2007 update. Hands-on training is optional.

## PRESENTED BY

### Capital Planning, Design and Construction, Office of the Chancellor

- Hong Lin, *Associate Facility Planner*
- Theresa Tsik, *Space Analyst*

### Registration

Register online at: [www.calstate.edu/CPDC/Trg2007.shtml](http://www.calstate.edu/CPDC/Trg2007.shtml). The registration deadline is Friday, April 13, 2007. The fee for this program is \$100, and payment must be made before the event. No payment will be accepted the day of training. If paying by check, please make checks payable to the **CSU Facilities Management Institute** and mail directly to:

### CSU Facilities Management Institute

California State University  
Office of the Chancellor  
401 Golden Shore, Suite 237  
Long Beach, CA 90802

### Cancellation Policy – IMPORTANT

If you must cancel, you may do so online by returning to your individual registration transaction. A cancellation fee of \$20 will be assessed for cancellations for any reason. Cancellations less than **five calendar days** prior to the training will be assessed the entire registration fee. No-shows are not entitled to a refund or credit toward another training session.

If you are unable to cancel within the specified time, please feel free to send a substitute in your place. You may enter the name of your substitute to your registration online.

### Hotel Information

Check the registration site for links to area hotels. There is not a room block held for this training. Request a government rate when making your hotel reservation.

### Additional Information

Catered continental breakfast and lunch will be provided.

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

Please contact Ms. Nancy Frelander-Paice at (562) 951-4087 or [npaice@calstate.edu](mailto:npaice@calstate.edu) if you have any questions.

The CSU Facilities Management Institute (FMI) is the CSU's administrative framework for its planning, design and construction, and plant operations 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 address business practices that are specific to the CSU.