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
Level 1 | Wednesday, April 25, 2007, 8:30 a.m. to 4:00 p.m.
Level 2 | Thursday, April 26, 2007, 8:30 a.m. to 4:00 p.m.
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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.

Registration
Register online at: 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 Freelander-Paice at (562) 951-4087 or npaice@calstate.edu if you have any questions.