| **SEIU Local 1 Training Center**  
| **Spring, 2013 Schedule of Classes** |

| **2-Year Apprenticeship Program**  
| Monday, Tuesday or Wednesday (6pm–10pm)  
| Begins January 7th, 8th, or 9th  
| Comprehensive training covering all aspects of building maintenance. Graduates are awarded Journeyman’s Certificate from the US Department of Labor. Mandatory for all newly hired “A” level employees. Classes meet 1 night per week. |

| **Low-Pressure Boiler Systems**  
| Monday, Wednesday or Thursday (6pm–10pm)  
| 9 Weeks Beginning April 10, 11 or 15  
| In-depth instruction on boiler operations |

| **Water Treatment (1 Night Seminar)**  
| Tuesdays (6pm-10pm)  
| May 7th, 14th or 21st  
| Students choose 1 night to attend  
| Water Treatment for heating and cooling |

| **Electricity**  
| Tuesday, Wednesday or Thursday (6p-10p)  
| 13 Weeks Beginning January 8, 9 or 10  
| Basic Electricity, Electrical Safety and Troubleshooting Electrical Systems.  
*Required before you can take HVAC or Saturday Advanced Electricity Course. |

| **Carpentry**  
| Tuesday, Wednesday or Thursday (6p-10p)  
| 7 Weeks Beginning April 9th, 10th or 11th  
| Basic repairs to walls, tile, windows, floors, etc. |

| **Locks & Keys**  
| Monday, Wednesday or Thursday (6p-10p)  
| 7 Weeks Beginning January 7th, 8th or 10th  
| Locksmithing and key pinning |

| **HVAC (Heating, Ventilation & A/C)**  
| Tuesday, Wednesday or Thursday (6p-10p)  
| 13 Weeks Beginning February 28th, 29th or March 1st  
| Comprehensive instruction in basic Air Conditioning principles as well as how to troubleshoot common A/C problems.  
*Students must complete Electricity course before enrolling. |

Students enrolling in the 2-year program must now pass a computer literacy exam before graduation. Testing and classes will be done in June and December each year.

The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.
**LIFE SKILLS COURSES**
*These courses are FREE to SEIU Members under the ABOMA contract*

**Basic Computers**
2 NIGHTS EACH WEEK FOR 3 WEEKS (6 TOTAL SESSIONS)
TUESDAYS AND THURSDAYS 6PM-9PM
*CLASS BEGINS APRIL 23rd*
Using the computer, mouse and keyboard.
Introduction to Microsoft Word and the internet

**Advanced Computers**
2 NIGHTS EACH WEEK FOR 3 WEEKS (6 TOTAL SESSIONS)
TUESDAYS AND THURSDAYS 6PM-9PM
*CLASS BEGINS MAY 14th*
Writing letters, creating a budget, setting up an e-mail account

**English as a Second Language**

**Spanish to English**
2 NIGHTS EACH WEEK FOR 12 WEEKS (24 TOTAL SESSIONS)
TUESDAYS AND THURSDAYS 6PM-9PM
*CLASS BEGINS MARCH 12*

**Eastern European (Bosnian, Serbian, Croatian) to English**
MONDAYS (6PM-9PM)
*6 WEEKS BEGINNING ON APRIL 15th*

**Foreign Language**

**Learn Basic Spanish**
WEDNESDAYS (6PM-9PM)
*12 WEEKS BEGINNING ON MARCH 13th*

**Leadership Skills Seminar**
*Leading by example, mentoring others and climbing the career ladder.*
*Class is open to all Property Service Employees-Janitors, Engineers and Door Staff.*
TUESDAY, MAY 2nd
12:30-4:30pm

The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop.
Please call 312.226.1444 for more information.
The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.
The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.

**“A” MAINTENANCE SKILLS ENHANCEMENT DAYTIME COURSES**

- 8 HOURS PER YEAR REQUIRED FOR MAINTENANCE “A” EMPLOYEES

<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 29</td>
<td>Drywall &amp; Tile Repair</td>
<td>8:30a-4:30pm</td>
</tr>
<tr>
<td>Monday, Feb. 18th</td>
<td>Basic HVAC Fundamentals</td>
<td>8:30a-4:30p</td>
</tr>
</tbody>
</table>
| Mon/Tues, Feb. 25 & 26 | Certified Pool Operators Class & Exam | 8:00a-4:00p (2 Days) |*
| *$125 Fee Applies   |                                       |                     |
| Tuesday, March 5th  | Doors, Locks & Keys                   | 8:30a-4:30p         |
| Thursday, March 14th| Basic Boiler Fundamentals             | 8:30a-4:30p         |
| Tues., March 19 & 26| Refrigerator Repair (2 day course)    | 12:30-4:30p (2 days)|
| Wed., April 10th   | Kitchen Appliance Repair              | 12:30p-4:30p        |
| Thursday, April 11th| Asbestos Awareness                    | 12:30-2:30p         |
| Wed. April 17th    | Building Evacuation                   | 12:30p-4:30p        |
| Wed. April 17 & 24 | Basic & Adv. Plumbing (2 Day course)  | 8:30a-4:30p         |
| Tuesday, April 23rd| LEED Exam Information Session         | 12:30-2:30pm        |
| Friday, April 26th | Red Cross CPR Training                | 8:30a-12:30p        |
| Monday, April 29   | Basic Electricity                     | 8:30a-4:30p         |
| Thursday, May 2nd  | Leadership Seminar                    | 12:30-4:30pm        |
| Monday, May 20th   | Light Switches, Outlets & Fuses       | 8:30p-4:30p         |
10-WEEK JANITORIAL TRAINING PROGRAM

The following topics will be covered:
- Orientation
- Customer Service and Communication Skills
- Basic Health and Safety
- American Red Cross CPR
- Fire Safety
- Green Housekeeping
- Hard Floor Care Lecture
- Hard Floor Care Hands-On Demonstration
- Carpet and Upholstery Cleaning
- Outdoor Maintenance and Landscaping

COURSES ARE OFFERED ON 10 CONSECUTIVE WEDNESDAYS

DAY CLASSES (12:30 – 4:30) BEGIN JANUARY 9th and MARCH 20th
NIGHT CLASSES (6:00PM – 10:00PM) BEGIN JANUARY 9th and MARCH 20th
DOOR STAFF TRAINING

Students attend class for 4 consecutive Tuesdays.

Evening Courses (6:00pm-10:00pm) will begin on Tuesday, FEBRUARY 5th or Tuesday, APRIL 30th

Daytime Courses (12:30pm-4:30pm) will begin on Tuesday, MARCH 5th or Tuesday, APRIL 2nd

CLASS #1- ORIENTATION
Students will go over the current ABOMA contract with regards to pension, benefits, holidays, sick days, etc.

CLASS #2- CUSTOMER SERVICE & COMMUNICATION SKILLS
Looking sharp on the job, interacting with residents, knowing your building and your neighborhood.

CLASS #3- BUILDING EVACUATION
Proper evacuation procedures in an emergency situation.

CLASS #4- CRIME PREVENTION & ANTI-TERRORISM
Observation skills, making your building a hard target, keeping your building secure.

THE ORDER OF THESE CLASSES MAY CHANGE SUBJECT TO INSTRUCTOR AVAILABILITY. PLEASE CALL FOR DATES IF YOU ARE LOOKING FOR ONE SPECIFIC CLASS.

To enroll, please fill out the attached registration form and fax it to (312) 226-1447

The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.
EXAMS AND CERTIFICATIONS

Certified Swimming Pool Operators Course and Examination
Instructor: Deborah Todner, Aquapure
2 day course to receive CPO designation though the National Swimming Pool Foundation
- February 25 & 26 (Monday/Tuesday) 8:00am-4:00pm
- May 15 & 16 (Wednesday/Thursday) 8:00am-4:00pm
*$125 Fee Applies

City of Chicago Stationary Engineers Exam – Preparation Course
9 week course on Thursday nights to prepare students to pass the Licensing Exam
Class Begins Thursday, January 17th at 6pm
Exam will be given by the City of Chicago in March. Call for exact date.
Must be one of the following to enroll:
- Head Engineer
- Assistant Engineer
- Graduate of the 2-year Apprenticeship Program

CFC/EPA Course and Examination
1 day course and exam for license to work on Air Conditioning units
Students must be currently enrolled in or have already passed the 13-week HVAC course
- Saturday, MAY 4th from 8:30am-4:30pm
*$40 Fee Applies

LEED Certification Information Session
Learn how you can apply for the United States Green Building Council’s LEED-Green Associate Designation. Learn to make your building more energy efficient and environmentally friendly.
- TUESDAY, APRIL 23rd (12:30-2:30)

The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.
The SEIU Local 1 Training Center is a member of the United States Green Building Council.

We strongly believe that by educating our members to be more energy efficient, we can reduce water and energy consumption at ABOMA member buildings. Saving money for your building will make you a more valuable employee. Sign up today.

Green Housekeeping Seminar
4-Hour Presentation
Wednesday, January 23rd 6:00-10:00pm
Wednesday, March 13th 12:30-4:30pm
Learn to keep your building clean with environmentally friendly cleaning products.

Energy Efficiency for Residential Buildings
Learn to save your building money through more efficient operations

1 Day Seminar 8:30-4:30pm
Tuesday, MAY 7th

Course will include the following topics:
- Energy Efficient Lighting Systems
- Energy Incentive programs from ComEd
- Efficient Operation of Boilers and Chillers

LEED Examination Information Session
Tuesday, APRIL 23rd 12:30-2:30pm
2-Hour Seminar will give you an overview of LEED-Green Associate Designation.

The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.
Saturday Advanced HVAC Course
6-week course that will focus on hands-on training. Each week will be a new project that builds on the 13-week HVAC Course.

8:30am-12:30pm beginning on Saturday, JANUARY 19th

*In order to enroll, you must have already passed the 13 week HVAC course.
*This course is not required to complete the 2-year apprenticeship program

Saturday Advanced Electricity Course
6-week course on Saturday mornings that will build on the 13 week Electricity Course in the 2-year apprenticeship program. Topics will include conduit bending, breaker boxes and residential wiring.

8:30am-12:30pm beginning on Saturday, MARCH 2nd

*In order to enroll, you must have already passed the 13 week Electricity course.
*This course is not required to complete the 2-year apprenticeship program

Saturday Advanced Plumbing Course
6-week course on Saturday mornings that will continue the training received in the 6 week Plumbing course. Students must have already passed the Plumbing Course.

8:30am-12:30pm beginning on Saturday, APRIL 13th

The SEIU Local 1 Training Center is located at 120 S. Sangamon in the West Loop. Please call 312.226.1444 for more information.