

# New Class Offering!

## Facility Management: Operations & Maintenance

**Meets Every Tuesday at 4:40 PM – 7:30 PM**  
**ASU Tempe Campus**

CON 494 SLN 85679 Undergraduate // CON 598 SLN 86451 Graduate

### COURSE OBJECTIVES:

This course focuses on introducing the student to operations, maintenance, and energy management requirements of various types of facilities and built environments.

- Building Systems – how a building works
- Maintenance Strategies
- Maintenance Planning and Scheduling
- Predictive and Preventative Maintenance – including 5S+
- Computerized Maintenance Management System programs and software education
- Energy Management Basics
- Central Plant Operations – chillers, boilers, vacuum pumps, HVAC
- Operational Elements
  - HVAC Systems and Maintenance Plans – Air Quality
  - Electrical Distribution Systems and Maintenance
  - Instrumentation, Controls, and Life Safety Systems – waste water, fire safety, etc.
  - Building and Grounds Maintenance
  - Hazardous Waste and HPP
  - OSHA and Maintenance Operations
  - Janitorial – Recycling programs, trash removal, and Green Cleaning
  - Support Facilities – parking, drives, etc.
  - Inventory Control



### Why Should I Take This Class?

- Class is Industry Friendly
- Accredited Course
- Undergraduate/Graduate Option
- Supports FM Efforts
- Only meets once a week!
- Expand your knowledge base
- New career path
- On-line Registration
- CUEs hours towards professional designation (CFM & others)
- Registration details at [www.ifmaphoenix.org](http://www.ifmaphoenix.org)

### **INSTRUCTORS:**



Kenneth Sullivan, PhD  
ASU Professor



Patrick Okamura, CFM, MS  
CSS, CIAQM, LEED AP

Class Begins August 24<sup>th</sup>

Questions?

[Sylvia.romero@asu.edu](mailto:Sylvia.romero@asu.edu)

(480) 965-1252

**Check list to ensure you enroll properly:**

1. Admissions
2. Immunizations
3. Acceptance letter/email
4. Class Information/Tuition
5. Registration
6. Parking at ASU (permit vs. hourly)
7. Location of Class
8. Class Syllabus (attachment)
9. Contacts

**1. Admissions**

Admission Application is strictly on-line. Instructions are provided as you fill out on-line application. Please Indicate that you are a **“Non-Degree Seeking Student”** which means there are no requirements for admission (transcripts, letters, test scores, etc.). If you do not select this option then this will cause delays with admissions.

For Undergraduate status (must possess H.S. diploma or GED). There is a non-refundable application fee of \$50, this must be paid during the application process. Please use this link to apply for admissions:

<https://webapp4.asu.edu/ugapp/mainmenulogic>

Questions? Please contact the Undergraduate Admissions Office: (480) 965-7788

For Graduate status (possesses a B.S. or B.A.). There is a non-refundable application fee of \$70, this must be paid during the application process. Please use this link to apply for admissions:

<http://graduate.asu.edu/>

Questions? Please contact the Graduate Admissions Office: (480) 965-6113

**2. Immunizations**

**Required Vaccine**

The Measles vaccine (MMR) is the only required vaccination at ASU. Before a student can register, they are required to document that they've had two measles vaccinations (one of which must be dated after 1979), or a lab test showing proof of immunity to the measles (rubeola). The MMR vaccine is available for a fee at any of [ASU's health services](#) locations.

## CON 494 Facility Management Operations & Maintenance Class

Students must submit the [Measles Verification Form \(PDF\)](#) (see attachment) before they can register for classes. A student will see a Measles hold under "My Actions" on [My ASU](#) until measles information is received and verified. Read [additional information](#) about MMR.

### 3. Acceptance letter/email

Please allow 72 hrs up to 2 weeks for the application process. Notification of acceptance comes via email and sometimes letter form. If you have questions about your status please call:

Undergraduate Admissions Office: (480) 965-7788

Graduate Admissions Office: (480) 965-6113

### 4. Class Information/Tuition

The information below will be needed to register.

#### As seen on-line at MYASU:

Course Name: CON 494 Special Topics

Class #: 85679

Instructor: Sullivan

Location: PSA306

Class Meets: Every Tuesday

Class Time: 4:40 PM – 7:30 PM

Units: 3

Undergraduate Tuition: \$1,502\* (\$574\* per unit) Arizona Residents

Graduate Tuition: \$1,745\* (\$655\* per unit) Arizona Residents

\*Based on current tuition fees; Fall fees are not available until State budget is approved

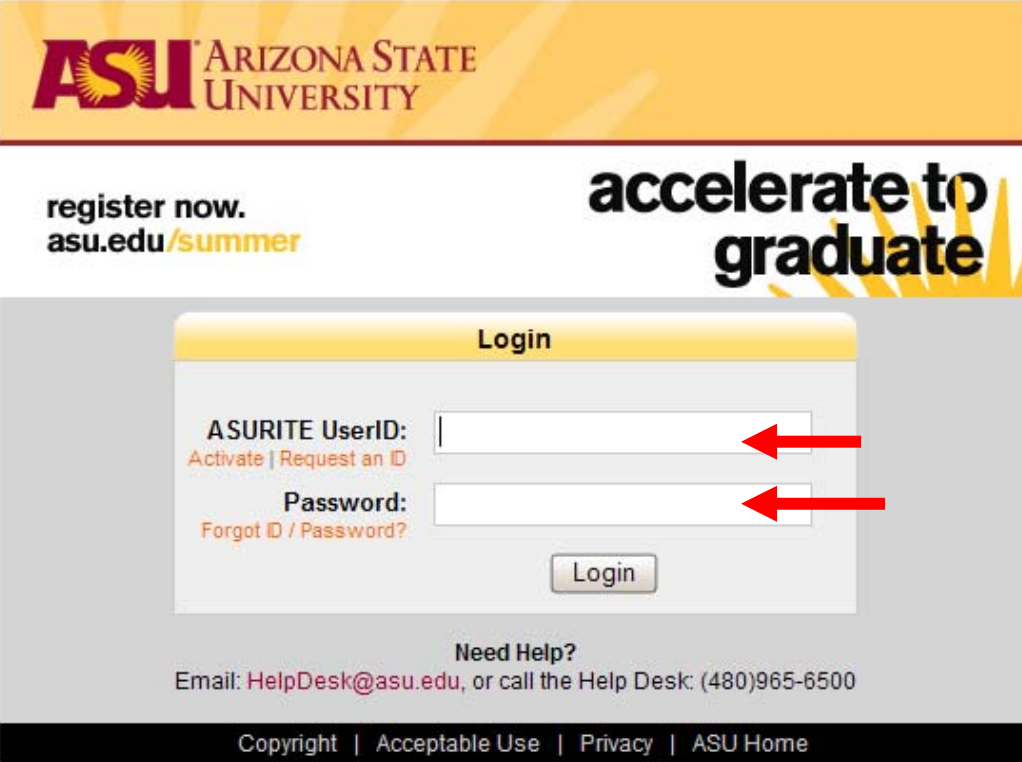
First Day of Class: August 24, 2010

Last Day of Class: December 7, 2010

Final Exam: December 9 – 15, 2010 (exact date will be given in class)

## 5. Registration

Registration is on-line only. When you are accepted into ASU you will receive an ASURITE User ID # and Password. To start please go to the ASU website: <http://www.asu.edu/> then click on “My ASU” and the following login will appear (see below). Type your ID# and Password where the red arrows are in figure.



The image shows a screenshot of the ASU login page. At the top left is the ASU logo with the text "ARIZONA STATE UNIVERSITY". To the right of the logo is the slogan "accelerate to graduate". Below the logo is the text "register now. asu.edu/summer". The main content area is a "Login" form with a yellow header. It contains two input fields: "ASURITE UserID:" and "Password:". Below the "ASURITE UserID:" field are links for "Activate" and "Request an ID". Below the "Password:" field is a link for "Forgot ID / Password?". A "Login" button is located below the password field. Two red arrows point to the right side of each input field. Below the form is a "Need Help?" section with the email "HelpDesk@asu.edu" and the phone number "(480)965-6500". At the bottom is a footer with links for "Copyright", "Acceptable Use", "Privacy", and "ASU Home".

Locate the “Registration” tab, but please make sure you are in the Fall’10 section first.

Quick Links

Set your preferred e-mail source in the box settings.

My Gmail

My Outlook

My Docs

My Apps

My Files

My Classes

Spring '10 Summer '10 Fall '10

You are not registered for classes in the Spring 2010 term.

The Spring 2010 Schedule of Classes is now available. Use the Class Search link below to find classes.

Registration > Class Search | Books | Blackboard | Grades & Transcripts

Then the following screen below should occur. Type 85679 for Class # and click “enter” then follow instructions and payment information. Please make sure you are registered before August 8, 2010 or you will incur a \$50 late fee.

my class schedule class search add drop/withdraw swap edit

Add Classes

1 2 3

### 1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

#### 2003 Fall | Graduate | Arizona State University

Add a class using one of the following:

Search for Class Search for Classes search

----- OR -----

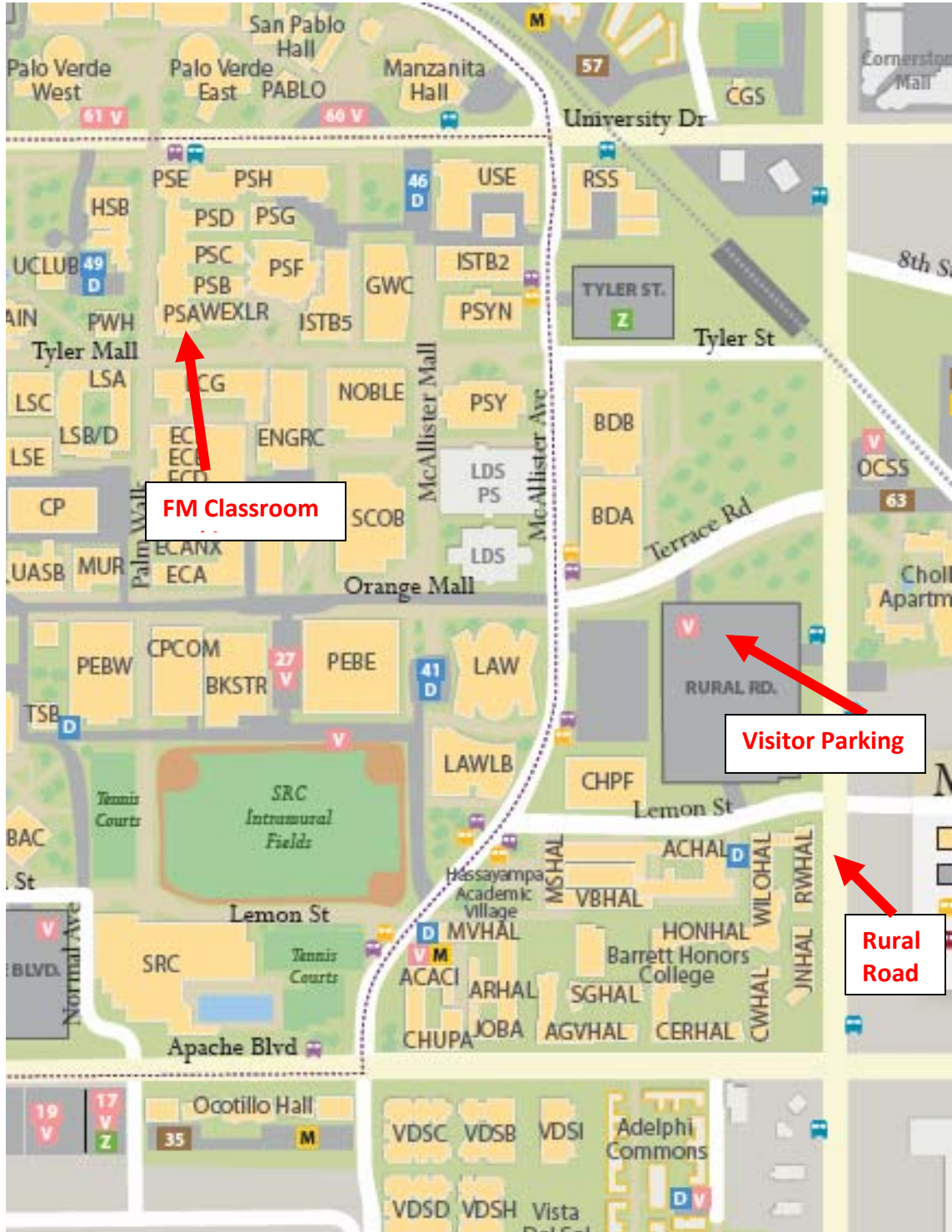
Enter Class Nbr enter

----- OR -----

show class blocks available to me

## 6. Parking

Hourly Parking is \$2/per hour (maximum exit rate is \$8) and CASH ONLY. Please allow enough time for parking and walking time.



## 7. Classroom Location

PSA306 (Physical Science Building A-Wing Room 306) see map above.

## 8. Class Syllabus

Please see attachment for full details. Required textbook can be purchased on-line at Amazon.

Required Textbook:

*Facility Manager's Operation and Maintenance Handbook by Bernard Lewis,  
McGraw-Hill Publishing, 1999*

## 9. Contacts

Any problems registering for the class please contact:

Del E. Webb School of Construction Advising (480) 965-0595

Sue Mueller, Undergraduate Advisor (480) 965-8718 or [sue.mueller@asu.edu](mailto:sue.mueller@asu.edu)

Megan Pearse, Graduate Advisor (480) 965-9272 or [megan.pearse@asu.edu](mailto:megan.pearse@asu.edu)

If you just have general questions to learn more about the FM class offering please contact: Sylvia Romero, Program Manager at (480) 965-1252 or [Sylvia.romero@asu.edu](mailto:Sylvia.romero@asu.edu)

## IMMUNIZATION POLICY

### MAIL / FAX / E-Mail Cover Sheet

Submission of proof of one of the following to an ASU Health Service location is required. You will not be permitted to register, add or drop classes until you meet **one** of the following requirements:

- a. Proof of 2 MMR immunizations (Measles, Mumps, Rubella). They must have two (2) different dates of injection and at least 28 days apart, with one of the shots given after 1979.
- b. Lab test showing immunity to Measles (RUBEOLA IgG)
- c. The immunization requirement is waived if you were born before January 1, 1957

The MMR immunization and Measles (Rubeola IgG) lab test are available for a fee at all of the ASU Health Services locations.

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### Instructions for Filing Verification of Immunization

Complete the needed information on the bottom half of this form. Use it as your cover sheet when you either fax, mail or e-mail your proof of immunization or lab test. Questions about this policy may be asked via e-mail at [measles@asu.edu](mailto:measles@asu.edu) or by telephone at any of our locations.

#### **Fax locations:**

Tempe Location:	<b>Fax: 480.965.8914</b>	West Location:	<b>Fax: 602.543.8079</b>
	Phone: 480.965.8177		Phone: 602.543.8019
Polytechnic Location:	<b>Fax: 480.727.1599</b>	Downtown Location:	<b>Fax: 602.496.0675</b>
	Phone: 480.727.1500		Phone: 602.496.0721

#### **Mail:**

Campus Health Service  
ATTN: Immunization Department  
Arizona State University  
P.O. Box 872104  
Tempe, AZ 85287-2104

**E-Mail:** (Submission of an electronic copy of your verification)

**measles@asu.edu**

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If faxing or e-mailing your records, please allow **48 hours** to confirm that your information has been received by logging onto [www.asu.edu/myasu](http://www.asu.edu/myasu) and sign in with your ASURITE User ID and password. A hold will continue to appear under "My Tasks" until your proof has been received and verified.

### Information Required to Match Your Immunization Verification with Your ASU Student Records

Complete the following and include proof of two (2) MMRs or a lab test that shows immunity to Measles (Rubeola IgG). Include your full name, date of birth, and ASU ID on all pages that you fax.

\*\*\*PLEASE KEEP A COPY OF YOUR RECORDS – WE DO NOT, WE ONLY INPUT THE DATES OF YOUR MMRs.\*\*\*

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First Name	MI	Last Name	(Maiden Name)	Date of Birth
ASU ID Number (10 Digit Number)				Email Address
Daytime Telephone			Return Fax Number	