

HOUSE MANAGER 101 IAP Seminar

1/10/2006 version

First Day Agenda Tuesday January 17, 2006 Room 35-225

SAFETY LICENSING AND INSPECTIONS

- 9:30-10:00 Welcome, Self-introduction of Attendees and Presenters
Overview, History of SLI
What do you want from this seminar?
Introduction to House Manager Manual
Bob Ferrara, Peter Cooper, Jay Flynn
- 10:00-11:00 Fire Alarm and Protection, Central Station Monitoring
Howard Harrison, Fire Protection Engineer, MIT Dept of Facilities
Wells Sampson, Vice President, American Alarm
- 11:00-11:15 Break
- 11:15-11:30 Introduction to Licensing in Boston, Cambridge, Brookline
Jay Flynn, Building Safety Facilitator, AILG
- 11:30-12:00 Remarks by City Inspectors
Lt. David Cushing, Boston Fire Dept.
John Downey, Building Inspector, Boston ISD
Kristian Fernandes, Sanitation Inspector, Cambridge ISD
- 12:00-12:30 Lunch
Provided in the meeting room
- 12:30-1:40 Safety, Licensing, Inspection Process
Jay Flynn
- 1:40-2:00 Document Registration
Chris Rezek, FSILG Coop
- 2:00-2:30 Lease Administration Basics for Chapters in MIT Owned Buildings/Land
Mike Fahey, MIT Real Estate Office
- 2:30 Collect feedback on first day session

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BUILDING SYSTEMS

- 9:30-9:45 Welcome, Announcements
Peter Cooper
- 9:45-10:45 Plumbing
Gas, Oil and Steam Heating
Jack Narcotta, Licensed Master Plumber, MIT Dept of Facilities
- 10:45-11:00 Break
- 11:00-11:30 Telephone Systems
Allison Dolan, Director of Telephony, MIT IS&T
- 11:30-12:00 Data Systems
Oliver Thomas, Help Desk Manager, MIT IS&T
Stuart Peloquin, ResNet Coordinator, MIT IS&T
- 12:00-12:30 Lunch
Provided in meeting room
- 12:30-1:15 Architectural Modifications and Maintenance
Mark Lansberg, President, MLA Architects
- 1:15-1:50 Engaging Contractors, the FCI Vendors List
Chris Rezek, FCI
- 1:50-2:00 Collect Feedback on Second Day Session and
Summarize Comments from Day 1