

HOUSE MANAGER 101 2007 IAP Seminar
First Day Agenda
Tuesday January 16, 2007 Room 1-390

SAFETY LICENSING AND INSPECTIONS

- 9:30-9:45 Welcome, Self-introduction of Attendees and Presenters
Overview of HM101, History of SLI
What do you want from this seminar?
Bob Ferrara, Peter Cooper
- 9:45-10:05 House Manager's Manual
Bruce Wedlock
- 10:05-10:30 Safety, Licensing and Inspection Process
Jay Flynn, Building Safety Facilitator, AILG
- 10:30-10:45 Break
- 10:45-11:30 SLI (continuation)
Jay Flynn
- 11:30-12:00 Document Registration and Live Demo
Scott Klemm, Executive Director, FSILG Cooperative
- 12:00-12:30 Lunch
Provided in the meeting room
- 12:30-1:00 Kitchen Practices and Licensing
Beverly Collet, Executive Chef, art_cuisine, et al
- 1:00-2:00 Fire Alarm and Protection, Central Station Monitoring
Howard Harrison, Fire Protection Engineer, MIT Dept of Facilities
Wells Sampson, Vice President, American Alarm
- 2:00 Collect feedback on first day session

HOUSE MANAGER 101 2007 IAP Seminar
Second Day Agenda
Wednesday January 17, 2007 Room 1-390

BUILDING SYSTEMS

- 9:30-9:35 Welcome, Announcements
 Peter Cooper
- 9:35-9:55 Electrical
 Steve Summit, PIKA Alum, AILG Facilities Committee Chair
- 9:55-10:50 Plumbing
 Heating
 Jack Narcotta, Licensed Master Plumber, MIT Dept of Facilities
- 10:50-11:00 Break
- 11:00-11:40 Architectural Modifications and Maintenance
 Mark Lansberg, President, MLA Architects
- 11:40-12:00 FCI Vendors List, Engaging Contractors
 Scott Klemm, Executive Director, FSILG Cooperative
- 12:00 Collect Feedback on HM101
- 12:00-12:30 Lunch
 Provided in meeting room