

**HOUSE MANAGER 101** 2009 IAP Seminar  
Single Day Agenda Thursday January 29, 2009  
Student Center W20 Private Dining Rooms 1&2

1/26/2009 version

## **SAFETY LICENSING INSPECTIONS & BUILDING SYSTEMS**

- 9:30-9:45 Welcome, Self-introduction of Attendees and Presenters  
Overview of HM101, SLI and House Manager's Manual  
Bob Ferrara, Director of FSILG Alumni Relations, MIT Alumni Assoc.,  
Peter Cooper, Dept. of Facilities, AILG Facilities Committee, PBE
- 9:45-10:15 Safety, Licensing and Inspection Process  
Jay Flynn, Building Safety Facilitator, AILG
- 10:15-10:45 Fire Protection, Alarm, Central Monitoring  
Howard Harrison, Fire Protection Engineer, MIT Dept of Facilities  
Wells Sampson, Vice President, American Alarm
- 10:45-11:00 Electrical Repairs  
Peter Cooper, Electrical Engineer, Dept. of Facilities
- 11:00-11:45 Plumbing and Heating  
Jack Narcotta, Licensed Master Plumber, MIT Dept of Facilities
- 11:45-12:00 Green Ambassador Program  
Niamh Kelly, MIT Environmental Health and Safety  
Recycling: Update for FSILGs  
Scott Klemm, Exec Director FSILG Coop
- 12:00-12:30 Lunch  
Provided in the meeting room
- 12:30-1:15 Architectural Modifications and Maintenance  
Gary Tondorf-Dick, MIT DoF Program Manager,  
PM for ATO Restoration
- 1:15-1:45 SLI Document Storage & FCI Vendors/Process  
Scott Klemm, Executive Director, FSILG Coop
- 2:00 Feedback and Close

