

**NORTHERN REGIONAL FACILITIES TRAINING  
MORRIS KNOLLS HIGH SCHOOL  
50 KNOLL DRIVE  
ROCKAWAY, NEW JERSEY 07866**

**Thursday, August 15, 2019**

**AGENDA**

<b>8:30 am</b>	Arrival & Registration	Staff
<b>9:15 am</b>	Welcome/Introductions Schedule of Activities/Handouts	Neil Cramer
<b>9:20 am</b>	Annual Facilities Checklist, Instructions & Guidance  Appendix A: Required Certificates, Postings, etc.  Appendix B: General pointers for Facility Monitoring  Appendix C: Required Temporary Facility Approvals  Discussion of sample rooms/spaces – What to look for  Q & A regarding any topic on Facilities Checklist	Karen/Jeanette/John/Neil
<b>9:45 am</b>	Food Waste Recycling	Heather McCall Sustainable Jersey
<b>10:30 am</b>	Facility Compliance Issues	Keith Gourlay Steve Sluka
<b>11:45 am</b>	Fire Safety	Lou Kilmer
<b>12:45 pm</b>	Q&A	

**Register at <https://forms.gle/aieXkFV9vDTqoK4g7>**

(click on link or copy & paste)

Or email [elyn.savage@doe.nj.gov](mailto:elyn.savage@doe.nj.gov) to reserve a spot at this training event. Please provide Elyn with your name, district, title, CEFM number and email address. You will be asked to sign in on the day of training.

Session materials will be sent via email several days prior to the training. Be sure to bring these with you as limited copies will be available that day.

This is a no-fee session. Attendees that have a current CEFM Certificate will receive (by e-mail) a certificate for four (4) CEUs. All others will be sent a certificate, upon email request to [info@NJSBGA.org](mailto:info@NJSBGA.org). In order to receive credit, you MUST sign in at training.