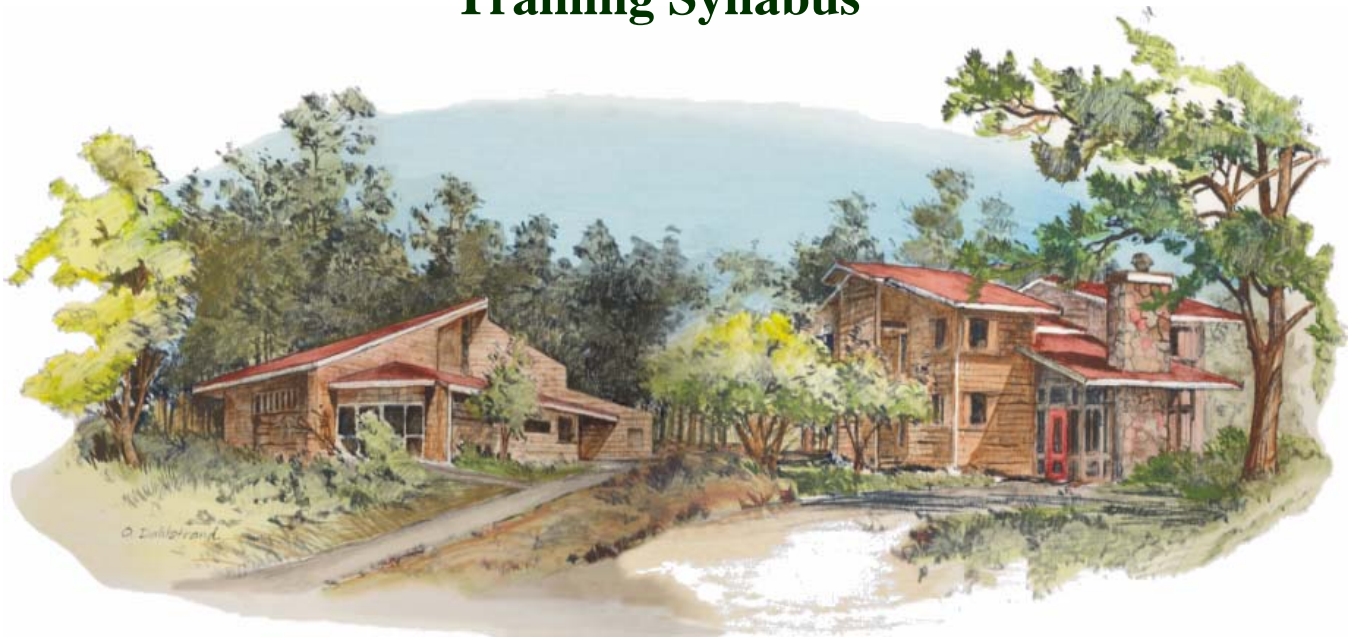


HISTORIC STRUCTURES MAINTENANCE- ADOBE

September 30-October 5, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: September 11, 2007
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
Historic Structures Maintenance-Adobe Group 3

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

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Mission Statement Training Office

***The mission of the Training Office is to improve
organizational and individual performance through
consulting, collaboration, training and development.***

TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)
Pat Bost Office Manager
Joanne Danielson Training Specialist
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Sara Skinner Training Specialist
Michelle Gardner..... Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Bill Spencer..... Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Eric Marks Assistant Program Coordinator
Patrick Moxon Program Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from Santa Nella through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.
4. HOUSING: Housing will be assigned to you on a single-room basis and will be available at Santa Nella Super 8 Motel from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. Do not contact the motel directly for any specific information or personal requests.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. MEALS: Meals will be provided, semi-cafeteria style, at Petro Iron Skillet Cafe from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Box lunches will be provided daily. If you require a special diet, notify the Training Coordinator no later than two weeks before your scheduled arrival.
6. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear professional business attire.
7. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
8. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your

training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

9. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
10. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
11. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
12. **MPC STUDENT ID:** **If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.**

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

13. **COFFEE BREAK REFRESHMENTS:** Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

TRAINING ATTENDANCE CHECKLIST

To assist you in your preparation for this training, at Pacheco State Park, the following checklist is provided:

1. Be sure you have read and understand the Historic Maintenance Adobe Syllabus prior to the first scheduled session.
2. Prepare a list of topics for discussion by instructor. Topics should address problems you have experienced in any of the program subject areas. E-mail the list to Program Coordinator Chuck Combs chuck@parks.ca.gov by September 26, 2007.
3. Study your copy of *The Secretary of the Interiors Standards for ... Historic Buildings*. If you do not have a copy, you may read it on line at: <http://www.nps.gov/hps/tps/standards/index.htm>
4. Bring the following items with you to training:
 - Training Syllabus.
 - Your copy of *The Secretary of the Interiors Standards for ... Historic Buildings*. If you do not have a copy, let Program Coordinator Chuck Combs, know as soon as possible.
 - Personal safety equipment: safety glasses, ear protection, leather, rubber and latex gloves, hard hat, and sunscreen.
 - Appropriate work uniforms, coveralls and rain gear with good work boots.
 - Pens, pencils.
 - Coffee cup.

If you have questions or need assistance, call the Program Coordinator Chuck Combs at 831-649-7124 or email chuck@parks.ca.gov.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

HISTORIC STRUCTURE MAINTENANCE-ADOBE GROUP 3 – AGENDA
September 30-October 5, 2007

Sunday
September 30

1500- REGISTRATION: *Register at the Super 8 Motel,* All
 Santa Nella, California

Van pool between lodging, San Luis Reservoir Conference Room and Pacheco State Park leaves promptly at 0800 and 1700.

Monday
October 1

0800-0900	Program Orientation/MPC Registration	Combs/Mennell
0900-1000	Class Introduction/Problems/Format	Mennell
1000-1200	Earthen Structures in the Archaeological Record	Blind
1200-1300	Lunch	
1300-1400	Task Hazard Analyst and Scaffolding Safety	Combs
1400-1700	Adobe the Material and Block Making	Mennell/Bashore/ Briceno

Tuesday
October 2

0800-0900	Photographic Documentation and Public Presentations	Mennell
0900-1000	Architecture/Molecular Level Adobe	Bailey
1000-1200	Historic Surveys, PEF, 5024	Hurley
1200-1300	Lunch	
1300-1700	Plastering and Surface Treatment Lab	All

Wednesday
October 3

0800-0900	Historic Landscape/Adobes	Hurley
0900-1100	Wood Problems and Solutions	Bailey
1100-1200	Historic Project Process	Hurley
1200-1300	Lunch	
1300-1700	Adobe Project Lab	Mennell/Bashore

HISTORIC STRUCTURE MAINTENANCE-ADOBE GROUP 3 – AGENDA
September 30-October 5, 2007

Van pool between lodging, San Luis Reservoir Conference Room and Pacheco State Park leaves promptly at 0800 and 1700.

Thursday

October 4

0800-1200	Adobe Project Lab	All
1200-1300	Lunch	
1300-1700	Adobe Project Lab/Plaster/Painting	All

Friday

October 5

0800-1000	Adobe Project Lab/Plaster/Painting	All
1000-1130	Recap/Examination and Review	Mennell/Bashore
1130-1200	Program Summary and Evaluation	Combs

HISTORIC STRUCTURE MAINTENANCE-ADOBE TRAINING PROGRAM 36 HOURS

PROGRAM OUTLINE

	<u>TOTAL HOURS</u>
<u>ORIENTATION</u>	1.5
<u>CLASS INTRODUCTION/PROBLEMS/FORMAT</u>	8.0
Earthen Structures	
Archaeological Records	
Scaffolding Safety	
Task Hazard Analyst	
Adobe Material and Block Making.....	
<u>PUBLIC PRESENTATIONS</u>	8.0
Photographic Documentation	
Architecture	
Historic Surveys	
Public Evaluation Form (PEF)	
Plastering	
Surface Treatment	
<u>HISTORIC LANDSCAPE/ADOBES</u>	18.0
Wood.....	
Historic Project Process	
Adobe Project.....	
<u>PROGRAM SUMMARY AND EVALUATION</u>	<u>.5</u>
TOTAL HOURS	36.0

HISTORIC STRUCTURE MAINTENANCE-ADOBE

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the Program Coordinator and Facilitator. The group will share expectations for the training program. In addition, program content will be reviewed.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure, and evaluation processes.
2. Share and record expectations with group members.
3. Adhere to all Training Center guidelines.
4. Receive an update on the Department's historic preservation philosophy and goals.

HISTORIC SURVEYS

Purpose: Proper surveying of historic structures are a key in identifying needed maintenance and preservation techniques.

Performance Objectives: By the close of the session the participant will

1. Understand the purpose and methods of historic survey for proper maintenance and preservation.
2. Gain knowledge of current historic survey practices.
3. Be able to document the needs and results of cultural resource preservation.
4. Acquire skills to conduct a historic survey.

RESEARCH AND DOCUMENTATION

Purpose: Proper research and documentation underlie the success of historic structure preservation and maintenance.

Performance Objectives: By the close of the session the participant will

1. Understand the purpose and methods of historical research and documentation and the relationship to maintenance supervision.
2. Gain knowledge of current research and inventory practices.
3. Discuss how to document the needs and results of cultural resource preservation.
4. Acquire planning skills for cultural research and inventory practices.
5. Discuss available professional assistance.

HISTORIC LANDSCAPES

Purpose: An understanding of historic landscapes in context is essential to those responsible for their preservation and maintenance.

Performance Objectives: By the close of the session the participant will

1. Examine historic landscapes in a logical, methodical manner for existing and potential deterioration of the historic fabric.

ADOBE STRUCTURES

Purpose: To gain an understanding of and the practical ability to preserve and maintain adobe structures.

Performance Objectives: By the close of the session the participant will

1. Review the historic uses of adobe, and historic construction and design methods.
2. Repair and replace lime and mud plaster.
3. Review different types of adobe and their uses.
4. Repair, replace and lay adobe blocks.
5. Make new adobe brick.

Location Map



Training Site

