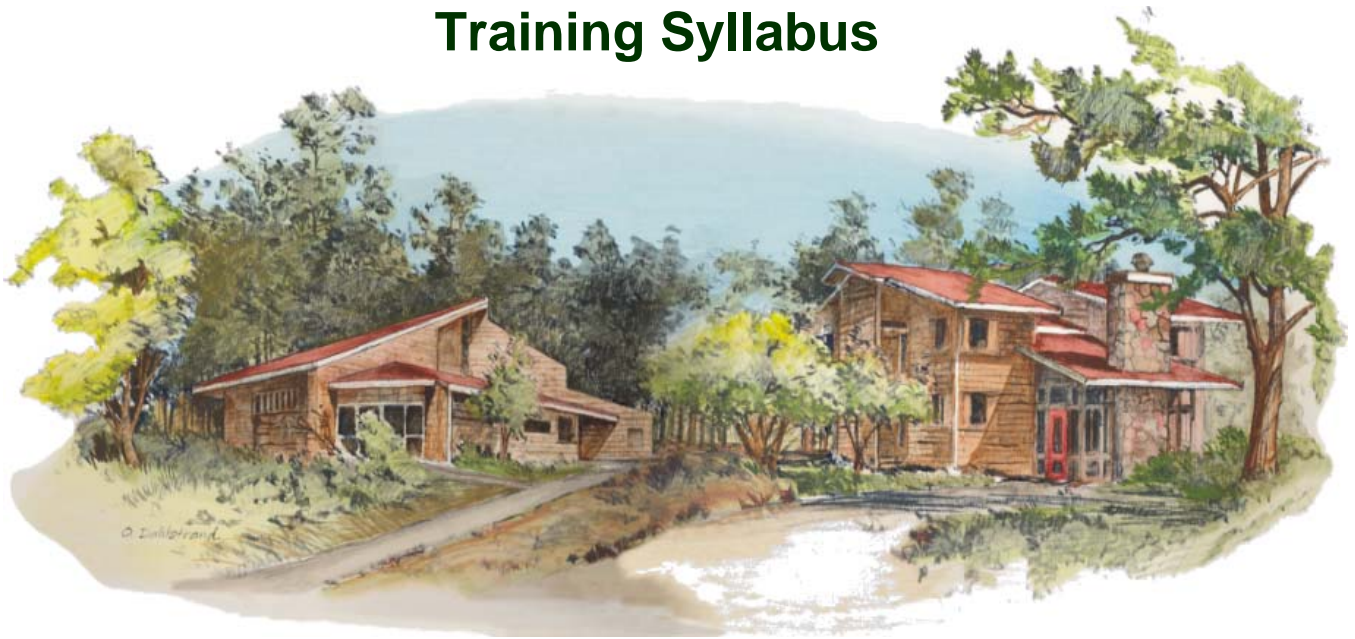


Advanced Carpentry Skills/Historic Structures Maintenance- Reconstruction

November 1-10, 2011

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: October 13, 2011
To: Supervisor
From: Department of Parks and Recreation
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
Advanced Carpentry Skills/Historic Structures Maintenance-Reconstruction

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 the supervisor 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 login 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.



Tina L. Williams
Department Training Officer

Attachment

cc: Participant

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***Mission Statement
Training Section***

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

MOTT TRAINING CENTER STAFF

Tina Williams Department Training Officer

Pat Bost Office Manager

Matt Cardinet Cadet Training Officer

Dan Kraft..... Cadet Training Officer

Chuck Combs Training Specialist

Sara M. Skinner Training Specialist

Dave Galanti Training Specialist

Karyn Lombard Training Specialist

Pamela Yaeger Assistant Program Coordinator

Edith Alhambra Assistant Program Coordinator

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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:** 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.
2. **TRAVEL:** Arrange your travel to and from the training site 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 shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Agoura Hills Sheraton only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed.
5. **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. Lodging, registration and associated fees will be charged to the employee's District or Office if a training cancellation is received with less than 72 hours notice.

The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the your Training Specialist no later than one week before your scheduled arrival.
7. 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.

The image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. 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.
9. TRAINING SECTION STAFF: Chuck Combs is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Staff in the logistics of your training program, please work with Training Staff to help make your training experience pleasant and meaningful.

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. TRAINING MATERIALS: May be made available to you at both your unit and at 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. Please bring your own pens and pencils.
12. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
13. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies.
14. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

TRAINING ATTENDANCE CHECKLIST AND PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for this training at Will Rogers State Historic Park the following checklist is provided:

1. Be sure you have read and understand the Advanced Carpentry Skills/Historic Structures Maintenance – Reconstruction Syllabus prior to the first scheduled session.
2. Prepare a list of topics for discussion by the instructors. 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 October 26, 2011.
3. Study ***The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings***. Especially important to this class is the section on Reconstruction. It starts on page 165. If you do not have a copy, it is attached to this syllabus. A printed copy will be provided for you at the class.
4. Bring the following items with you to training:
 - Training Syllabus.
 - Personal safety equipment: safety glasses, ear protection, work gloves, hard hat, and sunscreen.
 - Appropriate work uniforms, rain gear, and work boots.
 - Pens, pencils.
 - Coffee cup, reusable water bottle.
5. **Do not** contact the Sheraton Agoura Hills to make any personal arrangements. All special arrangements must be made via your program coordinator. If you have questions or need help, contact the Program Coordinator Chuck Combs by telephone at (831) 649-7124 or via e-mail at chuck@parks.ca.gov.
6. For general information about Sheraton Agoura Hills or Will Rogers SHP you may visit them on the web at <http://www.sheratonagourahills.com/> and http://www.parks.ca.gov/?page_id=626

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.

ADVANCED CARPENTRY SKILLS GROUP 11
HISTORIC STRUCTURES MAINTENANCE GROUP 12 – Reconstruction – AGENDA
November 1-10, 2011

The first session, lodging, and meals will occur at the Sheraton Agoura Hills (30100 Agoura Road, Agoura Hills, CA 91301) starting at 1300, November 1, 2011. There will be vans to transport you to and from the field site at Will Rogers SHP (WRSH, 1501 Will Rogers Park Road, Pacific Palisades, CA 90272) each day with a field session, except the last day. The vans will depart at 0800 and return at approximately 1700 each of those days. The last day the class will depart from WRSH at the end of the morning session. Box lunches will be provided on field days.

Tuesday
November 1

| | | |
|-----------|--|----------------------|
| 1300-1330 | Program Orientation/Class Registration | Combs |
| 1330-1500 | Class Introduction/Expectations | Glaspie/ Bjelijac |
| 1500-1600 | <i>The Secretary of the Interiors Standards...</i> | Hurley |
| 1600-1700 | Carpentry Refresher | Cairns/ Glaspie |
| 1700- | REGISTRATION: <i>Register at the Agoura Hills Sheraton Hotel</i> | All S |
| 1800- | Dinner in the H20 Sea Grill | All |

Wednesday
November 2

| | | |
|-----------|--|----------------------------|
| 0700- | Breakfast at Sheraton Agoura Hills (SAH) | All |
| 0800-0900 | Class Project/Problems/Format | Bjelajac/ Lechuga/Brody |
| 0900-1000 | Will Rogers as a Social Phenomenon and His Legacy | Newland |
| 1000-1100 | Agricultural Structures | Hurley |
| 1100-1200 | Historic Surveys, PEPC, PEF, Section 106, PRC 5024, NEPA, CEQA | Hurley |
| 1200-1300 | Lunch | |
| 1300-1500 | Documentation: Recordation, Photographic and Public Relations | Bjelajac/ Hurley |
| 1500-1600 | Appropriate Reconstruction as Part of a Whole: Historic Landscapes and Historic Districts | Hurley |
| 1600-1700 | Historic Project Process | Hurley |
| 1800- | Dinner in the H20 Sea Grill | All |

ADVANCED CARPENTRY SKILLS GROUP 11
HISTORIC STRUCTURES MAINTENANCE GROUP 12 – Reconstruction - AGENDA
November 1-10, 2011

Thursday
November 3

| | | |
|-----------|---|--------------------------|
| 0700-0800 | Breakfast at SAH | All |
| 0800-1000 | Code Requirements/Structural/Historic | Shaffer |
| 1000-1200 | Task (Job) Hazard Analysis/OSHA Fall Protection | Combs |
| 1200-1300 | Lunch at SAH | |
| 1300-1330 | Van from SAH to WRSHP | All |
| 1330-1530 | Welcome/Site Orientation | Brody/ Nicholas-Booth |
| 1530-1630 | Project Site Orientation/Groups | All |
| 1630-1700 | Van from WRSHP to SAH | All |
| 1800- | Dinner in the H2O Sea Grill | All |

Friday
November 4

| | | |
|-----------|---|-----|
| 0700- | Breakfast at SAH | All |
| 0800-0830 | Van from SAH to WRSHP | All |
| 0830-1200 | Rotating Labs | All |
| | Historic Reconstruction | |
| | Joinery | |
| | Stairs and Landings - Stair Layout Exercise | |
| | Complex Roof Layout | |
| | Roofs/Roof Repair | |
| 1200-1300 | Box Lunch at WRSHP with Groups | |
| 1300-1630 | Rotating Labs | All |
| 1630-1700 | Van from WRSHP to SAH | All |
| 1800- | Dinner in the H2O Sea Grill | All |

ADVANCED CARPENTRY SKILLS GROUP 11
HISTORIC STRUCTURES MAINTENANCE GROUP 12 – Reconstruction – AGENDA
November 1-10, 2011

Saturday
November 5

| | | |
|-----------|--------------------------------|-----|
| 0700- | Breakfast at SAH | All |
| 0800-0830 | Van from SAH to WRSHP | All |
| 0830-1200 | Rotating Labs | All |
| 1200-1300 | Box Lunch at WRSHP with Groups | |
| 1300-1630 | Rotating Labs | All |
| 1630-1700 | Van from WRSHP to SAH | All |
| 1800- | Dinner in the H2O Sea Grill | All |

Sunday
November 6

| | | |
|------------|--------------------------------|-----|
| 0700- | Breakfast at SAH | All |
| 0800-0830 | Van from SAH to WRSHP | All |
| 0830-1200 | Rotating Labs | All |
| 1200-1300 | Box Lunch at WRSHP with Groups | |
| 1300-1630 | Rotating Labs | All |
| 1630- 1700 | Van from WRSHP to SAH | All |
| 1800- | Dinner in the H2O Sea Grill | All |

Monday
November 7

| | | |
|-----------|--------------------------------|-----|
| 0700- | Breakfast at SAH | All |
| 0800-0830 | Van from SAH to WRSHP | All |
| 0830-1200 | Rotating Labs | All |
| 1200-1300 | Box Lunch at WRSHP with Groups | |
| 1300-1630 | Rotating Labs | All |
| 1630-1700 | Van from WRSHP to SAH | All |
| 1800- | Dinner in the H2O Sea Grill | All |

ADVANCED CARPENTRY SKILLS GROUP 11
HISTORIC STRUCTURES MAINTENANCE GROUP 12 – Reconstruction - AGENDA
November 1-10, 2011

Tuesday
November 8

| | | |
|-----------|--------------------------------|-----|
| 0700- | Breakfast at SAH | All |
| 0800-0830 | Van from SAH to WRSHP | All |
| 0830-1200 | Rotating Labs | All |
| 1200-1300 | Box Lunch at WRSHP with Groups | |
| 1300-1630 | Rotating Labs | All |
| 1630-1700 | Van from WRSHP to SAH | All |
| 1800- | Dinner in the H20 Sea Grill | All |

Wednesday
November 9

| | | |
|-----------|--------------------------------|-----|
| 0700- | Breakfast at SAH | All |
| 0800-0830 | Van from SAH to WRSHP | All |
| 0830-1200 | Rotating Labs | All |
| 1200-1300 | Box Lunch at WRSHP with Groups | |
| 1300-1630 | Rotating Labs | All |
| 1630-1700 | Van from WRSHP to SAH | All |
| 1800- | Dinner in the H20 Sea Grill | All |

Thursday
November 10

| | | |
|-----------|--|-------|
| 0600-0800 | Check out, Breakfast | All |
| 0800-0830 | Caravan SAH to WRSHP | All |
| 0830-1000 | Secure Site, Clean Up, Demobilize and Review Field Work | All |
| 1000-1130 | Recap/Examination and Review | All |
| 1130-1200 | Program Summary and Evaluation | Combs |
| 1200- | Depart | All |

**ADVANCED CARPENTRY SKILLS/
HISTORIC STRUCTURES MAINTENANCE TRAINING PROGRAM**

72 HOURS

PROGRAM OUTLINE

TOTAL HOURS

| | |
|--|-------------|
| <u>ORIENTATION</u> | 2.0 |
| <u>CLASS INTRODUCTION/PROBLEMS/FORMAT</u> | 8.0 |
| Agricultural Structures | |
| Historic Records | |
| Task Hazard Analysis..... | |
| Woodworking with the Historic Fabric | |
| <u>PUBLIC PRESENTATIONS</u> | 8.0 |
| Photographic Documentation | |
| Architecture | |
| Historic Surveys | |
| Public Evaluation Form (PEF) | |
| <u>HISTORIC AGICULTURAL STRUCTURES/TIMBERFRAME</u> | 22.0 |
| Timberframe Problems..... | |
| Historic Project Process | |
| Reconstruction Project | |
| Project Logistics | |
| <u>CARPENTRY SKILLS AREA</u> | 17.0 |
| Structural Mechanics..... | |
| Shoring and Bracing..... | |
| Stairs and Landings..... | |
| Roof Framing | |
| <u>FINISH CARPENTRY</u> | 3.5 |
| Carpentry Tool Application and Use..... | |
| Special Tools..... | |
| Joinery Techniques | |
| <u>SPECIAL TOPICS</u> | 10.5 |
| Code Requirements | |
| Project Planning | |
| Project Lab | |
| Transportation Logistics | |
| Clean-up..... | |
| Final Examination..... | |
| <u>PROGRAM SUMMARY AND EVALUATION</u> | <u>1.0</u> |
| TOTAL HOURS | 72.0 |

HISTORIC STRUCTURES MAINTENANCE – RECONSTRUCTION

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. Review the purpose and methods of historic survey for proper maintenance and preservation.
2. Gain knowledge of current historic survey practices.
3. 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. Review 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.
2. Identify essential historical elements of specific landscapes.

CODE REQUIREMENTS

Purpose: To familiarize participants with the codes and policies affecting construction and repair of park facilities.

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

1. Restate Title 24, UBC, and local code requirements and applicability.
2. Explain Public Resources Code, Title 5024.
3. Recognize the application of the American with Disabilities Act to park structures.
4. Discuss Department policy regarding plan review and project inspections.

STRUCTURAL MECHANICS

Purpose: To provide a review of wood frame construction that will enable Park Maintenance Workers to make repairs and modifications to existing park facilities.

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

1. Identify the components of a typical wood frame building.

2. Identify common materials used in wood frame building construction.
3. Express an understanding of structural loads and bearing.
4. Describe a familiarity with shear forces as they apply to structures.
5. Explain seismic stabilization requirements for park structures.

SHORING AND BRACING

Purpose: To instruct participants in techniques of constructing temporary shoring and bracing during remodeling or stabilization of park buildings.

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

1. Demonstrate ability to plan and construct temporary bracing required when removing a bearing wall.
2. Illustrate an understanding of how a building is supported while repairs are being made to the foundations and supporting framework.
3. Identify methods for stabilizing old structures.

ADDITIONS AND REMODELING PROJECT PLANNING

Purpose: To provide participants with information that will assist them in planning and constructing functional additions and remodeling projects.

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

1. Restate the design considerations for historic structures.
2. Describe the design considerations for legal compliance.
3. Recognize the design considerations for functionality.
4. Explain the requirements for architecture/engineer review.
5. Identify the requirements for making working drawings.
6. Calculate a material take-off estimate.

STAIRS AND LANDINGS

Purpose: To develop skills in designing and constructing stairs and landings.

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

1. Describe design considerations for stairs and landings.
2. Practice design and layout for construction of wood stairs and landings.
3. Set up and construct wood stairs and landings.

ROOF FRAMING

Purpose: To develop skills in constructing and repairing roof framing.

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

1. Construct a complex roof structure.
2. Set up and cut a common rafter in a roof.
3. Prepare and cut rafters for hips and valleys.

JOINERY TECHNIQUES

Purpose: To provide information and experience in a variety of wood joining techniques.

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

1. Identify common joining techniques and their application in park carpentry.
2. Observe a practical demonstration of new wood joining methods.
3. Demonstrate safe use of shop equipment.

SAFETY - TASK HAZARD ANALYSIS

Purpose: To familiarize park maintenance workers with Task Hazard Analysis (THA) or Job Hazard Analysis (JHA) and to apply it to safe work practices.

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

1. Assist in THA for the lab/shop work they will be performing this week.
2. Identify possible hazards in the project.
3. Demonstrate the ability to work effectively, safely, and harmoniously with other class participants in a simulated work environment.

Regional Map



Vicinity Map



Lodging/First Class Meeting Location

