

# RESOURCE MANAGEMENT CULTURAL ADVANCED: *Mothballing* of Historic Buildings, Structures, and Landscapes March 25-30, 2012

## Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** February 10, 2012

**To:** Supervisor

**From:** **Department of Parks and Recreation**  
William Penn Mott Jr. Training Center

**Subject:** Employee Attendance at Formal Training  
Resource Management Cultural Advanced:  
*Mothballing* of Historic Buildings, Structures, and Landscapes 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.



Joanne Danielson  
Academy Director, Acting

Attachment

cc: Participant

## TABLE OF CONTENTS

Formal Training Guidelines .....	1
Marconi Guidelines.....	4
Program Attendance Checklist.....	7
Post-Training Assignment .....	8
Agenda.....	9
Program Outline .....	11
Program Objectives.....	12
Location Maps.....	14

***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

David Saxby ..... Department Training Officer, Acting  
Joanne Danielson..... Academy Director, Acting  
Juventino Ortiz..... Academy Coordinator  
Pat Bost..... Office Manager  
Chuck Combs ..... Training Specialist  
Dave Galanti..... Training Specialist  
Karyn Lombard ..... Training Specialist  
Sara M. Skinner..... Training Specialist  
Matt Cardinet..... Cadet Training Officer  
Dan Kraft ..... Cadet Training Officer  
Nikki Shannon ..... Cadet Training Officer  
Dan Raducanu..... Cadet Training Officer  
Pamela Yaeger..... Assistant Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Ellen Dewsnup..... Assistant Program Coordinator  
Rogers Williams ..... Program Assistant  
Socorro Wallace ..... Program Assistant  
Joanne Ciccone..... Program Assistant

## THE MISSION

*of the California State Parks 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 the Marconi Conference Center. 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.
3. **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 Marconi Conference Center 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 in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.
5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 72 hours prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than 72 hours notice.

**The Mott 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 Marconi Conference Center 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 apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with other groups, and 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. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to 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 Marconi Conference 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.

Please remember that cell reception is poor at Marconi. There is a payphone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also Wi-Fi access, which requires a pre-established account or a fee for use which cannot be charged to your room.

13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**  
 ◆ **PLANNING INFORMATION**

*To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.*

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.  
 Check-out: 7 a.m. to 10 a.m.  
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.  
 Lunch buffet: 11:30 a.m. to 1:30 p.m.  
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

**Front Desk Telephone: (415) 663-9020**

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

**Front Desk Fax: (415) 663-1731**

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)  
 c/o Marconi Conference Center  
 P.O. Box 789, 18500 State Route 1  
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



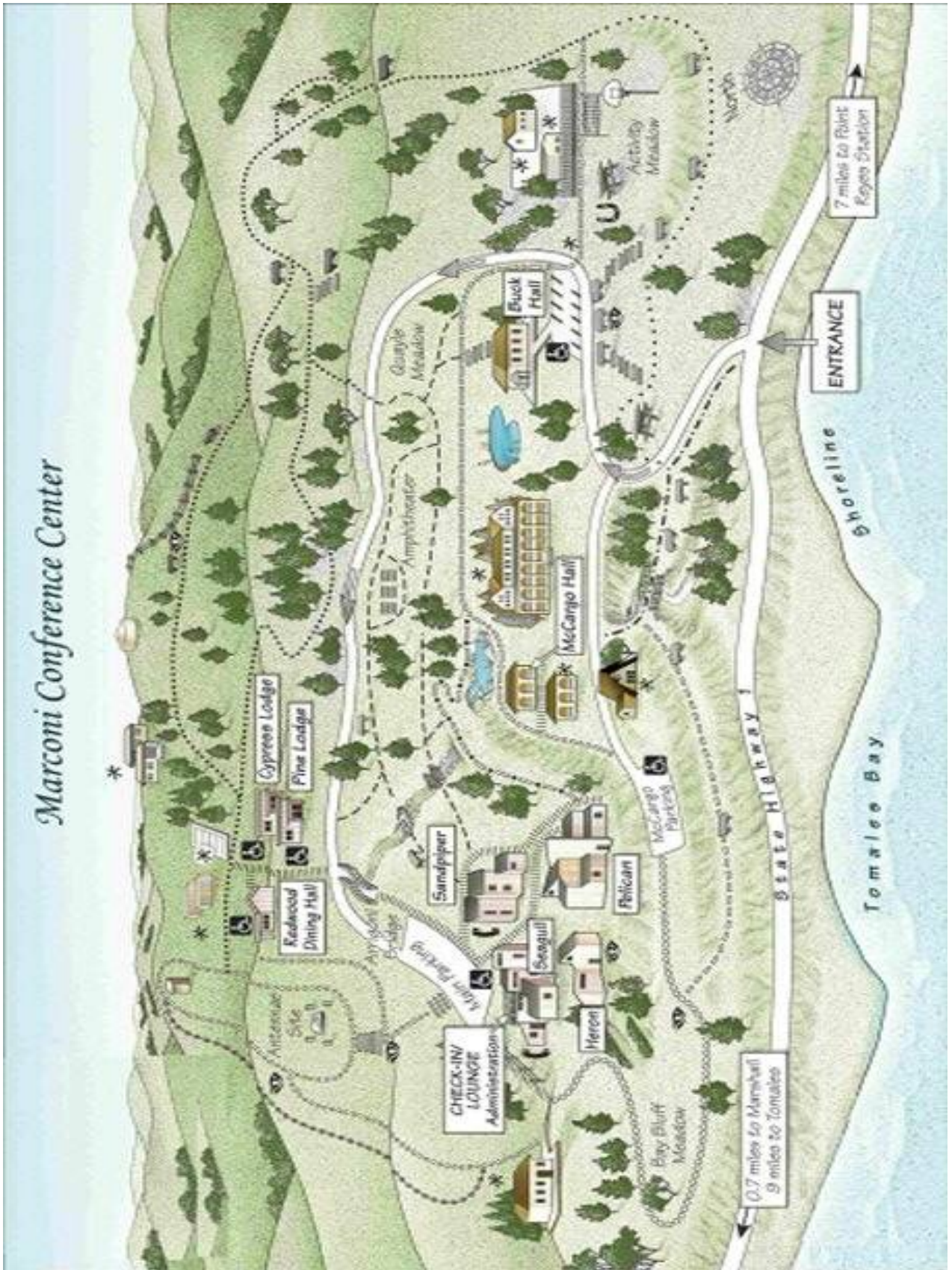
*Marconi Conference Center's guestrooms overlook Tomales Bay*

◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

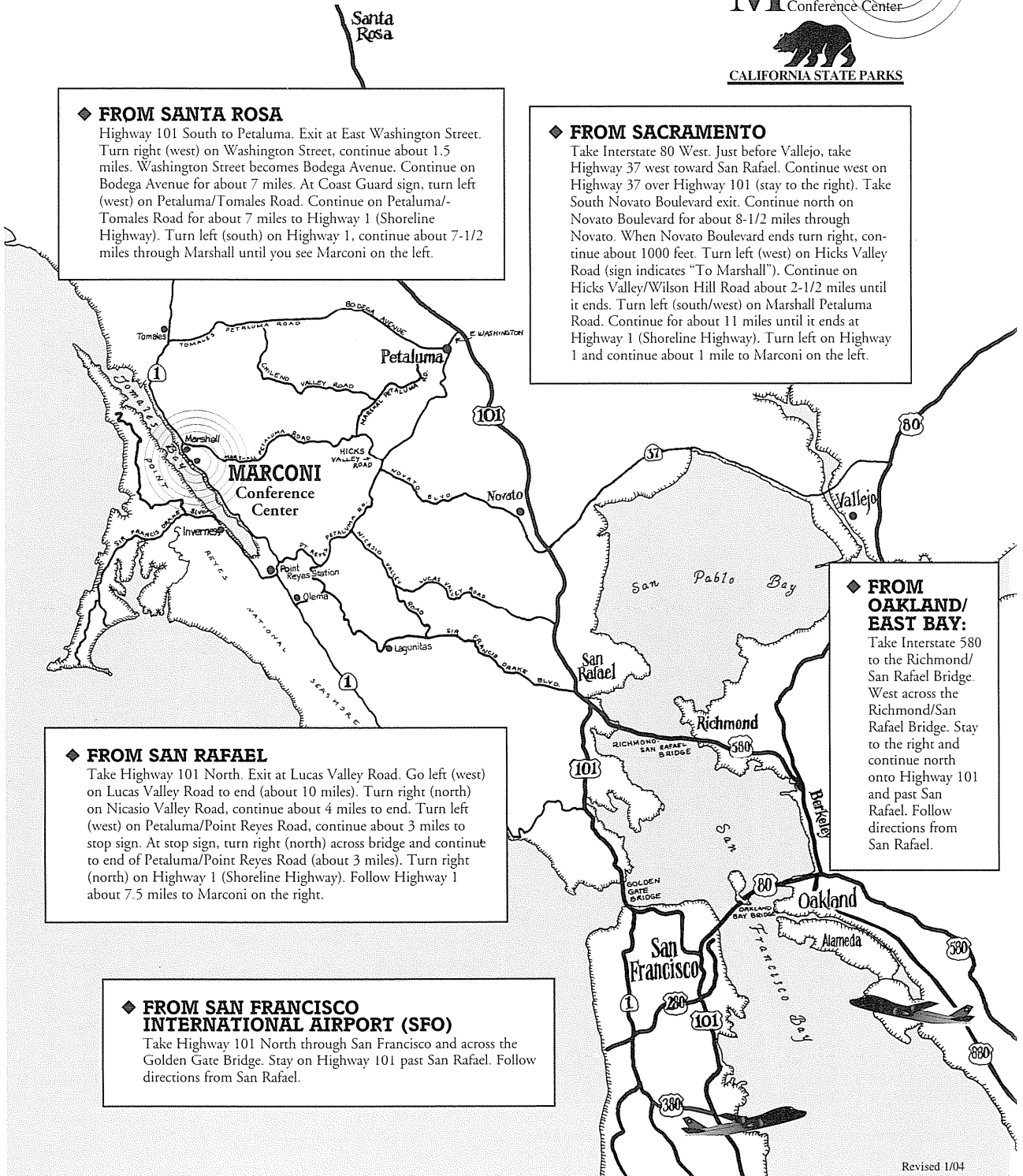
◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at





◆ **Marconi Conference Center**  
 ◆ **GETTING TO MARCONI**  
**(415) 663-9020**



◆ **FROM SANTA ROSA**  
 Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**  
 Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM SAN RAFAEL**  
 Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM OAKLAND/EAST BAY:**  
 Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**  
 Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.

Revised 1/04

## TRAINING ATTENDANCE CHECKLIST AND PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for this training at Marconi Conference Center and Olompali State Historic Park the following checklist is provided:

1. Be sure you have read and understand the Resource Management Cultural Advanced 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](mailto:chuck@parks.ca.gov) by March 19, 2012.
3. Download and read the following:
  - ***The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.*** (From attachment to this syllabus PDF link)
  - National Park Service ***Technical Brief #31: Mothballing Historic Buildings*** by Sharon C. Park, AIA, <http://www.nps.gov/hps/tps/briefs/brief31.htm> . Be familiar with the issues and practical applications of *mothballing* historic buildings.
4. Arrange travel through your District/Section Office.
5. Bring the following items with you to training:
  - Training Syllabus.
  - Personal safety equipment: safety glasses, ear protection, leather, gloves, hard hat, and sunscreen.
  - Appropriate work uniforms, rain gear, and coveralls with good work boots.
  - Pens, pencils.
  - Reusable coffee cup and refillable water bottle.

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

**RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 3**  
**Mothballing Historic Buildings and Collections - Agenda**  
**March 25-30, 2012**

**Sunday**

**March 25**

1500-	Registration (check-in at the Marconi Conference Center Administration Building)	All
-------	--	-----

**Monday**

**March 26**

0800-0900	Orientation and Introductions	Combs/Bjelajac/ Wooley
0900-1000	Park/Building Closures: General Discussion, Question and Answer	Bjelajac/Wooley
1000-1100	Review of Building Closures/Stabilization in Parks	Wooley/Frazier
1100-1200	Historic Overview of Olompali SHP	Parkman
1200-1300	Lunch	
1300-1400	Cultural Resources Protection for Park Closures	Frazier
1400-1700	<i>Mothballing</i> , Stabilizing, and Securing Your Historic Buildings	Wallace

**Tuesday**

**March 27**

0800-0930	Park Closures – What it Means for Facility Management	Sederquist
0930-1100	Park Closures – What it Means for Grounds and Historic Landscapes	Brody/TBA
1100-1130	THA – Task (Job) Hazard Analysis	Combs
1130-1200	Park Closures – What it Means for Artifacts: Storage, Pests, and Security	Quist
1200-1300	Lunch	
1300-1400	Van Pool to Olompali SHP	
1400-1500	Welcome and Orientation to Olompali SHP	Rodriguez/Bjelajac/ Parkman
1500-1600	Introduction to the Field Labs Activities	Bjelajac/Brown/ Brody/Quist
1600-1700	Van Pool from Olompali SHP	All

**RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 3**  
**Mothballing Historic Buildings and Collections - Agenda**  
**March 25-30, 2011**

**Wednesday**

**March 28**

0800-0900	Van Pool to Olompali SHP	All
0900-1200	Field Training: Rotating Labs	Bjelajac/Brown/ Brody/Quist
1200-1300	Lunch at Field Site	
1300-1600	Field Training: Rotating Labs, (continued)	
1600-1700	Van Pool from Olompali SHP	

**Thursday**

**March 29**

0800-0900	Van Pool to Olompali SHP	All
0900-1200	Field Training: Rotating Labs, (continued)	Belajac/Brown/ Brody/Quist
1200-1300	Lunch at Field Site	
1300-1600	Field Training: Rotating Labs, (continued)	
1600-1700	Van Pool from Olompali SHP	

**Friday**

**August 28**

0800-0930	Check out of Marconi Conference Center and Travel to Olompali SHP	All
0930-1030	Project Wrap-up, Cleanup, and Demobilization	All
1030-1130	Recap/Examination and Review	Bjelajac/ Wooley
1130-1200	Program Summary and Evaluation Depart	Combs

**RESOURCE MANAGEMENT CULTURAL ADVANCED**

**36 HOURS**

**PROGRAM OUTLINE**

**PROGRAM ADMINISTRATION** ..... 2.0  
Welcome, Applications, and Course Review .....  
Evaluation and Wrap-up.....

**INTEGRATED RISK ASSESSMENT** ..... 34.0  
Park Closures: General Discussion and Question and Answer.....  
Review of Building Closures/Stabilization in State Parks .....  
Park Closures – What it Means for Facility Management.....  
Park Closures – What it Means for Historic Landscapes.....  
Park Closures – What it Means for Facility Management.....  
Historic Overview of Olompoli SHP .....  
Cultural Resources Protection for Park Closures .....  
*Mothballing*, Stabilizing, and Securing Your Historic Buildings.....  
Air Flow and Water/Humidity Issues.....  
Pests: Buildings and Collections .....  
Field Training: Shutters and Security .....  
Field Training: Louvers and Ventilation .....  
Field Training: Data Loggers .....  
Field Training: Systems.....

**TOTAL HOURS 36.0**

## **RESOURCE MANAGEMENT CULTURAL ADVANCED MOTHBALLING HISTORIC BUILDINGS AND COLLECTIONS**

**PURPOSE:** This class was designed with two purposes in mind. The primary purpose is to train State Park personnel in the accepted procedures for closing (i.e. *mothballing*) historic buildings and providing for the preservation of museum collections housed in those same, or other buildings scheduled for closure. The secondary purpose is to unite maintenance, cultural specialist, curatorial, and other State Park staff into teams that will work together to affect closure through proper methods and techniques, while retaining a team relationship which will continue to work toward preserving our historic resources over time.

**OBJECTIVES:** By the close of the training session participants will

### **For Historic Buildings:**

1. Describe NPS Preservation Brief #31 – *Mothballing Historic Buildings*.
2. Understand the implications of park closures on historic buildings and collections from both a cultural heritage and maintenance perspective.
3. Identify the critical steps in the *mothballing* of historic buildings and grounds.
4. Identify condition issues that could affect resource preservation and how to respond to minimize or eliminate threats.
5. Stabilize a historic building with regard to pests, moisture, structural stability, and vulnerability to vandalism.
6. Perform the necessary steps to properly close or *mothball* a historic building.
7. Install monitoring equipment and schedule surveillance for the continued preservation and protection of historic buildings.

### **For Historic Landscapes:**

1. Understand the need for ongoing maintenance of landscape elements to prevent loss of distinguishing elements of the historic fabric and how that differs from ongoing maintenance in an operational park unit.
2. Develop schedules to maintain landscape at acceptable levels in *caretaker status*.
3. Identify which elements of a historic landscape that need periodic monitoring.

For Museum Collections:

1. Describe how to use the MCFI survey to determine where collections should be stored for optimum preservation.
2. Identify, move, and store objects that are fragile, have great historic or monetary value.
3. Track physical inventory documentation, collections records, and all other support documentation for collections and objects.
4. Recognize the need and be able to use archival quality products to store collections properly.
5. Monitor environmental conditions under which collections are stored, and how to use/interpret these records.
6. Work with Cultural staff to set-up inspection and monitoring schedules and how to record and photograph any changes that warrant modification of either the storage location or environmental conditions.





Vicinity Map



Area Map