

ELA Institute for Facility Management Education

Assistant Project Manager for Mechanical (HVAC) & Plumbing

Sponsored by 

Operated by  

About the Program:

This program has been designed by industry educators and practitioners, associated with the Electric League of Arizona's education department and the Arizona Heat Pump Council. Upon completion of 2-day seminar, students will receive a Certificate of Completion and have the ability to apply solutions to real-world problems. (A "C" or better is required for successful completion.)

Course Description

(Order and content is subject to change)

This seminar will provide participants with the knowledge and skills necessary to assist a Project Manager in managing all aspects of a new construction or a renovation project from mobilization or project start through testing, commissioning and hand-over to the Client.

- Communications - Contact List, Follow-Up Paths
- Follow-Up - All communications to avoid delays of materials, equipment, or subcontractor performance
- Document Control - Contract, Contract Changes, Design Drawings, Specifications, Requests for Information
- Construction Schedule - Critical Path
- Procurement - Budget, Submittals, Technical Reviews, A&E Approvals, Operating & Maintenance Instructions
- Control Log - Monitoring of all Project Manager submissions of materials, equipment, and subcontractor submittals from submission, approval, release of fabrication and delivery and confirmation of deliver to the project site
- Closeout - Creating project O&M Instruction Manual and Collecting all O&M instruction manuals,
- Project Completion - Team Performance Evaluation
- Areas of improvement starting a new project

Who Should Attend

Journeyman, Foremen, Superintendents that have a foundation in their trade/skillset, HVAC/Plumbing Technicians, Facility Maintenance personnel, or Assistant PMs

Program Registration

☐ **Tuition** (Space is limited register early) (Tuition includes all books and applicable fees)

\$299 ELA Member/\$349 Non-Member

Dates: Nov. 2 & 3, 2023 • Thursday & Friday • Time: 8:30 a.m. - 5:00 p.m.

Location: Electric League Training Center, 2702 N. 3rd Street Suite 2020, Phoenix, AZ 85004

Student Name: _____ Date: _____

Company: _____ Contact person: _____

Daytime Phone: _____ **E-mail: _____ **Fax: _____

Mailing Address: _____ City: _____ State: AZ Zip: _____

Are you a member of the Electric League of Arizona? ☐ Yes ☐ No

Method of Payment: Payment must be received prior to start of class.

Total: \$ _____ ☐ Check enclosed #: _____ ☐ M/C ☐ Visa ☐ AMEX

(All credit card receipts will be sent to the email address you provide above.)

Credit Card #: _____ 3 Digit Code: _____ Exp Date: _____

Exact name on card: _____ Signature: _____

Billing Address if different: _____ State: AZ Zip: _____

Cancellation Policy: A full refund will be issued only if written notice of cancellation is received **seven (7) days** prior to the class start date. All registration received by mail, or fax are confirmed registrations, unless cancelled within the proper time frame. All courses are subject to cancellation if minimum enrollment requirements are not met. **No-shows:** participants are charged the full amount if they register but do not attend. Due to the number of classes we hold each season, we do not provide confirmation. _____ Please initial here indicating you have read and understand the cancellation policy.

**We may use this fax number or email address to inform you of similar educational courses.

Please return application and fees to:
Electric League of Arizona - 2702 N. 3rd Street Ste. 2020, Phoenix, Arizona 85004
Fax 602-274-0029 or call 602-263-0115 for more information.

REGISTER ONLINE AT: EDU.ELAZ.ORG

