

Property Management Training For Day-to-Day Operations

March 12, 2008 • 9:00 AM - 12:00 Noon
Cromwell Town Hall (Room 224) • Cromwell, Connecticut
Registration begins at 8:30 AM

Register by March 5, 2008

NOTE: This seminar is open to CIRMA members only and is **free of charge**.

ONLINE at ccm-ct.org/education

FAX this form to 203-773-6971

MAIL this form to: CIRMA
900 Chapel Street, 8th Floor
New Haven, CT 06510-2807

E-MAIL registration information to: cirmaworkshop@ccm-ct.org

For information, call your Risk Control Consultant at 203-946-3700

NAME	
TITLE	
MUNICIPALITY / BOE / LPA	
ADDRESS	
CITY / TOWN	ZIP
PHONE	FAX
E-MAIL	

Additional Attendee

NAME	
TITLE	
PHONE	FAX

Workshop Cancellation or Postponement

This workshop may be cancelled or postponed due to insufficient enrollment, inclement weather, or other unforeseen circumstances. Registrants will be notified of any change by e-mail or phone.

"This workshop will help managers protect individuals from harm, protect public property from damage or loss, and deliver vital services to their communities."

Management Series

Property Management Training for Day-to-Day Operations.

This CIRMA training program helps managers and employees develop effective property risk management programs. For more information about CIRMA workshops, please visit the CIRMA website at ccm-ct.org/education, or email CIRMA at cirmaworkshop@ccm-ct.org.



CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY
900 Chapel Street
New Haven, CT 06510-2807

Risk Management Workshops Management Series



Property Management Training For Day-to-Day Operations

March 12, 2008

Cromwell Town Hall

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Registration 8:30 AM



CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY

service
program



Learning Objectives

Most property losses *are* preventable. And most can be prevented by conscientiously applying simple day-to-day monitoring and maintenance activities. This CIRMA workshop provides property managers and employees the tools they need to identify and manage hazards during daily operations.

Topics covered:

■ How to make and document property inspections.

Identifying potential problems or hazards before loss or damage occurs may be the most cost-effective property conservation measure that you can make. Routine inspections can identify unsafe areas, hazards caused by poor house-keeping, or other problem areas. Implementing a formal documentation assures that timely corrective action will be taken by maintenance or repair personnel.

■ Safe storage procedures and flammable liquid storage.

A common cause of fires are unsafe storage of flammable liquids. Flammable liquids, such as gasoline or paint removers, have different “flashpoints,” the temperature at which a liquid emits combustible vapor. This workshop instructs participants on the safe storage techniques for many types of flammable liquids.

■ General housekeeping.

Unguarded machinery, a fork truck without a working horn, a clogged eyewash, or defective exhaust hood are a few of the many dangerous situations that may surface during routine operations. This workshop discusses ways to address these such problems as part of general maintenance activities.

■ Access to hydrants and fire protection equipment.

Emergency equipment failure can turn a minor problem into a major incident. Safety equipment (eyewashes and safety showers) should have daily operational checks and periodic maintenance inspections. Fire extinguisher hoses and sprinkler systems require special inspections and maintenance.

Summary

Attend this workshop and make property-loss prevention a part of your town or school’s everyday operations. This workshop will show you general inspection, housekeeping, and testing techniques that will reduce accident and fire hazards.

Audience

- Municipal facilities managers and employees
- School facilities managers and employees

About the Instructor

Paul J. Januszewski

*Deputy Chief / Training Officer
Enfield Fire Department District No. 1*



Paul Januszewski is a 32-year veteran of the Enfield Fire Department where he currently serves as the Deputy Chief, routinely serving as Incident Commander of fire and rescue emergencies. He is in charge of the Training Division, oversees the Fire Marshals office, and assists with administration of a 55-member fire department with nine career personnel. He has been a certified Fire Marshal since 1979. In addition to serving as a local Fire Marshal, Paul served with the Connecticut State Fire Marshals office. Mr. Januszewski has considerable experience conducting plan reviews, building inspections, life and fire safety systems inspections and testing, code application and interpretation, and fire investigations.

In addition to numerous firefighter and fire officer certifications, Mr. Januszewski has completed resident courses at the National Fire Academy and is completing his studies toward a Bachelors degree in Emergency Management with an Associates degree in Business Management. In addition to his professional service in charge of firefighter training and Fire Marshal duties, Paul also maintains a consulting service, assisting communities, property owners and professionals in fire, building and ADA code compliance management and serves to assist legal counsel in litigation involving personal injury, accident and fatalities involving fires and code compliance issues.

Directions

CROMWELL TOWN HALL (Room 224)

41 West Street, Cromwell, Connecticut 06416 • 860-632-3410



From the North/Greater Hartford Area: Take I-91 South to Exit 22S (Route 9: Cromwell - Middletown). Take Exit 19 off Route 9, and turn left onto West Street. Cromwell Town Hall is approximately 1.5 miles on the right (a large converted brick school building). Go past Town Hall and turn right onto Allen Road, then right into parking lot.

From the South (via I-91 North): Take I-91 North to Exit 225 (Route 9: Cromwell - Middletown). Take Exit 19 off Route 9, and turn left onto West Street. Cromwell Town Hall is approx. 1.5 miles on the right (a large converted brick school building). Go past Town Hall and turn right onto Allen Road, then right into parking lot.

From the South (via Route 9 North): Take Route 9 North to Exit 18 (first exit after Middletown) Take left at first stop light onto West Street (Farmers and Mechanics Bank is on the corner). Cromwell Town Hall is approximately one quarter (1/4) mile on left hand side. Take a left onto Allen Road and then a right into parking lot.

NOTE: Room 224 is on second floor of town hall. Take elevator or main stairs to second floor and turn left. Room is at the end of the hall.