

Class	Class Description	Class Hours	Date of Class	Class Cost	class Cost
Number				Non Member	Members
BST 201	Building Systems Function	18 hours		\$350.00	\$250
	To be announced - August 2012				
	Heating Systems, Cooling Systems and cooling towers, Domestic Hot Water, Plumbing Systems, Elevators, Ventilation Systems Prewar Buildings Systems				
BST 301	Building Systems Maintenance	18 hours		\$350.00	\$250.00
	STARTING February 23rd, 2012				
	Types of Maintenance and keeping score	3hrs	Thursday Feb 23		
		3hrs	Tuesday Feb 28		
	Application of above in pumps, supply and exhaust air and motors	3hrs	Thursday Mar 1		
	Boilers: blow downs, strainers, traps, vents, safeties, water hammer	3hrs	Tuesday Mar 6		
	Cooling: Evaporators, Condensers, Cooling Towers Maintenance	3hrs	Thursday Mar 8		
	Roof and Façade Maintenance	3hrs	Tuesday Mar 13.		
	Bricks, Window Lintels and Sills, Columns and Beams				
	Prewar Buildings System Maintenance				
BST 401	Building Operations	18 hours		\$ 350.00	\$ 250.00
	STARTING March 20th, 2012				
	Apartment Codes, Violations, Signage	3hrs	Tuesday Mar 20		
	Logs and reports	3hrs	Thursday Mar 22		
	Time Management	3hrs	Tuesday Mar 27		
	Project Management	3hrs	Thursday Mar 29		
	Staff Management, correction and Motivation	3hrs	Tuesday Apr 3		
	Effective Communications	3hrs	Thursday Apr 5		
	Work Orders and Data Base				
	Blue Print Reading				
	Boards, Managers and Owners -dealing with the bosses.				

Class	Class Description Page Two	Class Hours	Date of Class	Class Cost	Class Cost
Number				Non Members	Members
BST 501	Building Management	18 hours		\$320	\$ 250.00
	Starting in April 2012 dates to be announced				
	Five Functions of Management Responsibilities				
	Long and short term Planning				
	Budget Planning - Operating costs, Capital improvements, waste				
	Enhance leadership ability and build trust and integrity				
	Ethics and Building Team Work				
	Introduction to green buildings and making your building greener				
BST 601	Building Health Issues	16 hours			
	Starting in May 2012 date to be announced				
	Molds and Mildew	3 hrs	estimated cost	\$280	\$ 200.00
	Asbestos	2 hrs	estimated cost	\$175	\$ 125.00
	Intergraded Pest Management	3 hrs	estimated cost	\$280	\$ 225.00
	Lead Paint certification estimate price	8 hrs	estimated cost	\$400	\$350
BST 701	Review for exam to be certified (must have completed all of of the above)	6 hrs		\$100	\$50
	Exam to be certified	2 hrs		\$0	\$0
	TOTAL	96 hours		\$2,605.00	\$1,950
	NOTES:				
	CURRENTLY CLASS IS LIMITED TO 18 STUDENTS ONLY.		FIRST COME FIRST SERVED. Members get priority		
	Each class has a certificate of completion upon completion.				
	<u>Taking all six of the above classes and passing the exam with 70% earns the Certification</u>				
	<i>The Certification is endorsed by nysacc.org and co-sponsored by The Mechanics' Institute City of New York STA (Superintendent Technical Association) is administered by the Apartment House Institute/City College of Technology.</i>				
	Email me for more information Pgrech4214@aol.com				