

REGISTRATION FORM

Registration Deadline: November 8, 2013

Fax in Registration Form To: 781-380-4842

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 201, Braintree, MA 02184
Online payment option available at www.neahma.org

Registration Fees:

_____ Member \$ 319 _____ Non Member \$389

Name: _____

Title: _____

Management Co: _____

Property Name: _____

Address: _____

City: _____ State _____

Zip: _____ Phone: _____

E-mail: _____

Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

Directions to:

RELCO
14 Norfolk Avenue
Easton, MA 02375

From Boston: Take I-93 South to Rt 24 South Exit 4 on left towards Brockton.

Take Rt. 123 West, Exit 17B towards Easton. Merge onto Belmont Street(Rt.123). Go 0.9 miles and take a left onto Bristol Drive. Turn Right onto Norfolk Ave. Building will be on your left.

For all other directions, please refer to Mapquest.

NEAHMA
400 Washington Street, Suite 201
Braintree, MA 02184

neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

Easton, MA

Electrical Safety &
Awareness 101

November 13, 2013

RELCO Headquarters
14 Norfolk Avenue
Easton, MA 02375

Presenter:



Earn 6 CEUs that are required for
NAHMT or NAHMS
Credentials

www.neahma.org

Course Overview

Who should attend?

This seminar is designed for employees, foremen, job supervisors, maintenance staff, maintenance supervisors and anyone involved in general industry operations.

The purpose of this seminar is to educate, with visual components, basis electrical 101 for facilities personnel while focusing on safety. The seminar will identify what non-licensed personnel can and can not do.

Topics

Electrical Safety

- * Electrical Safety Awareness
- * Qualified Personnel
- * Proactive Electrical Steps
- * Lock Out/Tag Out & Arc Flash

Understanding Electricity

- * Voltage, Current, Resistance & Power
- * Electrical Circuiting & Phasing
- * Wiring Methods & Inspections
- * Electrical Systems Diagrams and Risers
- * Discuss Facility As-Built Drawings and Fire Alarm Graphic Maps

Electrical Facility Component Awareness

- * Power
- * Switchgear, Panel boards & Breakers
- * Discuss Arch Fault Testing maintenance
- * Tripped Breakers
- * Ground Fault Circuit Interrupters (GFCI's)

Course Overview

Building Exterior—Curb appeal

- * Site Lighting
- * Time Clocks
- * Photocells
- * Signage

Lighting

- * Ballest Upgrades
- * Emergency Lighting
- * Emergency Battery Units, EBU's and Exit Signs

Systems

- * Fire Alarm
- * Security
- * Generator and Uninterruptible Power System, UPS
- * Motors and Controls
- * Tel/Data Systems

This organization complies with the Title III of the Americas with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.

Agenda

Registration

8:30 am - 9:00 am

(Continental breakfast included)

9:00 am - 12:00 pm

Morning Presentation

12:00 - 12:30

Lunch

(Provided)

12:30 - 3:30

Afternoon Presentation

**Earn 6
Continuing
Education
Credits**



RELCO Company Overview

Our training programs start and end with safety! RELCO continues to teach and to ensure strict OSHA compliance through all of our projects and office locations. In addition to the specialized monthly training, every field employee must participate in weekly "Tool Box Talks" further stressing the importance of job site safety.

Along with OSHA compliance classes RELCO provides CPR and First-Aid training, license and equipment re-certification, and electrical code and telecommunication seminars throughout the year in our own state-of-the-art training center.

We, at the RELCO Companies, take pride in our safety achievements and have received several awards for Safety Excellence from our local chapters of ABC, Associated Builders & Contractors, Inc. RELCO maintains its annual membership into the Accredited Quality Contractor Program, AQC, which recognizes us for our safety, training, employee benefits and community involvement.