

# SMT/FMA Registration Form

## BOMA Members Cost for SMT/FMA Courses

### Members Cost:

\$795 - Facilities Planning and Project Management (FMA)  
\$795 - Air Handling, Water Treatment, and Plumbing Systems (SMT)

### Non Member Cost:

\$905 - Facilities Planning and Project Management (FMA)  
\$895 - Air Handling, Water Treatment, and Plumbing Systems (SMT)

The registration fee covers instructor costs, workbook materials, key concept study guides, test materials and exam fees.

**One-Time Enrollment Cost:** Please Note that if this is your first SMT/FMA class there is a one-time enrollment fee of \$175 that is paid by all students.

Parking is free for all students in the Town Square Ramp which is located at 405 Minnesota Street courtesy of Allied Parking, Inc.

Please complete the information below and return to the BOMA office (332 Minnesota Street, Ste. W-2950, St. Paul, MN 55101) or fax form to 651-291-1031 and you will be billed upon receipt. Please note that registrations received after **September 15, 2014** will incur a \$60.00 late registration charge.

Name: \_\_\_\_\_

My company is a BOMA member  Yes  No

I am a new student  Yes  No (\$175 one-time fee)

Course I am registering for:

Facilities Planning and Project Management (FMA)

Air Handling, Water Treatment, and Plumbing Systems (SMT)

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Greater Saint Paul BOMA  
First National Bank Building  
332 Minnesota Street, Suite W-2950  
Saint Paul, MN 55101  
*Address Correction Required*

## SMT® Systems Maintenance Technician FMA® Facilities Management Administrator

The Greater Saint Paul  
Building Owners  
and Managers  
Association  
(BOMA)

&

BOMI International  
(BOMI)

FMA Start Date: Mon., Sept. 22<sup>nd</sup>

Time: 6:00 - 9:00 p.m.

SMT Start Date: Wed., Sept 24<sup>th</sup>

Time: 6:00 - 9:00 p.m.

Location: Ecolab  
370 Wabasha Street  
Saint Paul, MN 55102

Parking in Town Square  
Ramp, courtesy of  
Allied Parking, Inc.

FALL 2014

## FMA Designation Benefits

### Facilities Management Administrator (FMA®)

Education for those responsible for making sure a facility runs smoothly by creating a safe and productive workplace for a company and by taking care of tenant issues such as comfort, safety, daily operations, and maintenance.

Learn how to manage facilities in a way that best supports staff and fits into your organization's overall objectives. From planning and project management to environmental health and worker safety, this program also provides the information needed to minimize maintenance costs and properly manage other timely issues.

#### Required Courses:

- Environmental Health and Safety
- Ethics is Good Business® ShortCourse™
- Facilities Planning and Project Management
- The Design, Operation, and Maintenance of Building Systems, Part I
- The Design, Operation, and Maintenance of Building Systems, Part II

## ABOUT OUR INSTRUCTOR

Greater Saint Paul BOMA is pleased to have a very talented and qualified instructor leading the SMT/SMA classes.

Scott Petersen, SMT has worked as a Building Engineer for Ecolab in downtown Saint Paul for the last 25 years. He began teaching SMT/SMA classes in 2004.

## SMT Designation Benefits

### Systems Maintenance Technician - (SMT®)

Ideal for those who maintain major building systems such as heating, refrigeration, electrical, and plumbing. In this program, you will learn about the technologies and trends in the maintenance field so you are able to maximize the efficiency and safety of your building systems. The trained SMT will possess a broad spectrum of the overall mechanical requirements of the commercial real estate industry.

#### Required Courses:

- Air Handling, Water Treatment, and Plumbing Systems
- Boilers, Heating Systems, and Applied Mathematics
- Electrical Systems and Illumination
- Energy Management and Controls
- Refrigeration Systems and Accessories

#### Attention Property Managers - Did you know?

Maintaining a building is significantly more complicated than pushing a button or turning a valve. Continuing education is essential. Having an experienced, educated SMT/SMA® employed in your corporation can help to SAVE YOU MONEY.

The SMT/SMA® is a leader with people skills who can delegate, plan, and control workflow. Having an SMT/SMA® building engineer who can direct and SAVE YOU MONEY.

Courses do not have to be taken in any specific order; however, students new to BOMI's curriculum should begin with subject matter well known to them and save new material for later study. For more information on these programs, visit [www.bomastpaul.org](http://www.bomastpaul.org)

## FALL 2014 Class Offerings

### Facilities Planning and Project Management-FMA

Start Date: Mon., Sept. 22nd, Seven weeks total  
Test Date: Schedule through off site testing facility.  
Class Time: Mondays - 6:00 - 9:00 p.m.

Develop the skills and knowledge critical to the successful execution of any facilities project. A case study woven throughout the course's textbook presents real world examples of proper planning and selecting a project team, as well as the importance of flexibility, follow through, and attention to detail.

#### Key topic areas:

planning models • identifying and rating user needs • owned vs. leased developed facilities • managing the planning process • classifying facilities projects • specifications for facilities performance • design development and review • implementing projects • planning occupancy • project closeout

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### Air Handling, Water Treatment, and Plumbing Systems - SMT

Start Date: Wed., Sept. 24th, Seven weeks total.  
Test Date: Schedule through off site testing facility.  
Class Time: Wednesdays - 6:00 - 9:00 p.m.

Through this course, you will learn about climate control for human comfort, the components of HVAC systems, and the basics of water treatment and plumbing systems. You will gain the skills and knowledge to perform common water tests, maintain air-conditioning systems, maintain water services, and inspect portable fire extinguishers.

#### Key topic areas:

HVAC systems • air cleaning devices • indoor air quality • water conditioning and treatment • plumbing • fire protection • systems • fire alarm systems