



**Property and Construction Services**

206-382-7316 (phone)

206-382-4279 (fax)

To: All Facility Personnel-Parishes, Schools and Archdiocesan Facilities

From: Ed Foster, Director of Property and Construction Services

Re: Safety Trainings

**2020 Maintenance and Custodial Trainings**

The Office of Property and Construction Services and Human Resources team up to present the Annual Safety Training which is a requirement for all maintenance personnel in the Archdiocese in accordance with the Washington State Department of Labor and Industries Standards. Here are the dates and locations, but very possible training will be held via Zoom.

**SAFETY TRAINING DATES FOR YOUR FALL CALENDAR – 8:30 TO 12 P.M.**

**9/16/20 – Our Lady of Perpetual Help – Everett (Wednesday)**

**9/25/20 – St. Rose – Longview (Friday)**

**9/30/20 – St. Ann – Tacoma (Wednesday)**

**10/1/20 – St. Madeleine Sophie – Bellevue (Thursday)**

**10/7/20 – St. Patrick – Seattle (Wednesday)**

Please let us know which site you plan to attend by emailing the form to: Michelle Marquardt-Chia [michelle.marquardt-chia@seattlearch.org](mailto:michelle.marquardt-chia@seattlearch.org).

According to Washington State Law, newly hired maintenance and custodial employees must be trained within 60 days. If you have an employee that will not able to meet this requirement because of timing, please call the office and we will discuss the options for training before the fall dates.

**2020 Safety Training**

Contact Name: \_\_\_\_\_ Parish/School (City): \_\_\_\_\_

Site Attending: \_\_\_\_\_ Date: \_\_\_\_\_

Attendee(s) & email(s):

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