



Meeting Plan

Packaged Plant Water System Manufacturer Training Workshop

Project: Spring Street Sewage Treatment Plant Upgrades
Phase #1

Client: City of Klamath Falls

Training Date: **May 26, 2022**

Training Time: 8:00 AM – 2:00 AM

Location: Klamath Falls, Oregon

1.1 Objective

The objective of this training is to provide all plant personnel (Operations, Maintenance and Electrical) with the general knowledge to operate and maintain the equipment. Personnel will understand the functional and technical operation of the equipment, be able to troubleshoot, maintain and repair the equipment and adhere to recommended safety procedures.

1.2 Meeting Agenda

Time	Description
8:00 – 9:20 AM	Classroom Training: Functionality of Equipment, Operating Procedures and Maintenance
9:20 – 9:30 AM	Break & Transition to Field
9:30 – 11:45 AM	Field Training: Equipment Operation, Troubleshooting and Maintenance Procedures
11:45 AM – 12:30 PM	Lunch
12:30 – 1:30 PM	Field Training: Control Panel Operation, Troubleshoot and Maintenance Procedures
1:30 – 1:50 PM	Additional Demonstration, Questions and Discussion + Training Evaluation
1:50 – 2:00 PM	Training Evaluation