

Plan to Determine Adequacy and Improvement of Physical Facilities

Northwest Laborers-Employers Training Trust (NWLETT)

Purpose:

This plan describes the adequacy of all physical facilities administered by NWLETT that are appropriate and essential to NWLETT's mission, vision, values and goals. This plan identifies the spaces required to fully support NWLETT's mission as well as an assessment for the improvement of facilities.

History:

The NWLETT training and apprenticeship program is essentially a contract between the Laborers Union and Signatory contractors within Washington and Northern Idaho. The requirements to implement a training program were established by the NWLETT Board of Directors in 1971 at the Laborers first training site located in White Swan, WA with a small office, two mobile units for classrooms and outdoor space for hands-on instruction.

The Laborers apprenticeship program was formally approved by the State of Washington in 1980. The program is registered with the Washington State Department of Labor & Industries and conforms to applicable Washington RCW's (Revised Code of Washington), WAC's (Washington Administrative Code) and the United States Department of Labor.

In 1981, NWLETT purchased a decommissioned military base situated on 15 acres in Kingston, WA to serve as the main campus. NWLETT has established instructional service centers located in Spokane, Pasco, Des Moines and Satsop Washington. A branch campus is located in West Jordan, Utah.

Facility Assessments and Existing Infrastructure:

Kingston:

The main campus in Kingston is wholly owned by NWLETT and comprised of an administration building, classroom building, student dormitory, instructor quarters, kitchen and dining facility, machine shop, several garages and other ancillary structures. It is uniquely suited to NWLETT's mission and fulfills the requirements of an efficient and comprehensive training facility. The campus is well organized and affords a safe environment for students, staff and visitors. The classrooms, dormitory and dining facilities can accommodate a capacity of 80 students. The campus provides ample acreage for multiple hands-on areas necessary for the depth and quality of the learning experience and to augment the classroom environment. The garages and ancillary buildings provide substantial space for equipment and material storage as well as secondary classrooms for specialized hands-on instruction.

As a former military site, the infrastructure for water, sewer, communications and utilities were already in place and allowed for the improvement and expansion of the campus when the site was initially acquired. The campus had undergone

significant improvements between 1992 and 1993 with the construction of a five-room classroom building and dormitory. An existing garage structure was remodeled which is adjacent to the new five-room classroom building thus comprising of a total of six classrooms. Outdated or unnecessary structures were demolished and removed from the site. Other improvements included a remodel of the kitchen and dining facilities, paving of parking spaces and walkways, landscaping, electrical and other building upgrades.

The administrative office building has been configured with an intranet for office and staff personnel with servers for administrative data, apprenticeship and training records, internet access, PC's and office equipment. Secured wireless access points are accessible for students and visitors. Secured and password protected wireless access is accessible to instructors and support staff. The main campus can provide up to six classes per week throughout the year.

Spokane:

NWLETT owns a one and one half acre parcel and consists of a 3000 sq. ft. structure that includes one classroom, office and storage space. The remainder of the lot provides space for parking and outdoor hands-on instruction. There are no dormitory or kitchen facilities at this site. Lodging and food services are located nearby.

As an instructional service center classes are scheduled and coordinated from the main campus in Kingston. All student training records are stored at the main campus. A VPN tunnel exists between Spokane and the main campus for on-site instructor and staff personnel. A secure wireless access point is available for students. A minimum of two staff personnel are assigned to this site. Approximately six classes per year are typically scheduled at this site.

Pasco:

NWLETT owns a five acre parcel and consists of two mobile structures. One mobile structure serves as site support while the second structure serves as a classroom. There is ample space for parking and outdoor hands-on instruction.

As an instructional service center classes are scheduled and coordinated from the main campus in Kingston. All student training records are stored at the main campus. A VPN tunnel exists between Pasco and the main campus for on-site instructor and staff personnel. A secure wireless access point is available to students. Approximately three classes per year are scheduled at this site. There are no dormitory or kitchen facilities at this site. Lodging and food services are within a reasonable distance of the site. This is an unmanned site except during training sessions.

Des Moines:

In 2018, NWLETT signed a land lease in the City of Des Moines. The site consists of three classrooms and a lunchroom that is equipped with a sink, microwave and wall mount monitors. Classrooms are equipped with state-of-the-art audio and visual

equipment. One to three classes per week are typically scheduled at this site. There is no dormitory at this site. Ample lodging and food services are available in the immediate vicinity the site.

As an instructional service center classes are scheduled and coordinated from the main campus in Kingston. All student training records are stored at the main campus. A VPN tunnel exists between Des Moines and the main campus for on-site instructor and staff personnel. A secure wireless access point is available to students.

This site has an apprenticeship office for the processing of apprenticeship applicants and class facilitation. A minimum of two staff personnel are assigned to this site.

Ample acreage is available for parking and hands-on instruction. Several conex units are on site for equipment and material storage.

Satsop:

In 2008, NWLETT signed a land and facilities lease with the Port of Gray's Harbor. The three acre site has a 4K sq. ft. building that includes two classrooms, indoor hands-on area and storage capacity for equipment and materials.

The site was originally created for the dedicated instruction related to tunneling. This site includes a donated TBM, concrete segments, ring steel, lagging, rails, Brookville locomotive and other equipment to facilitate hands-on instruction. The site also includes a series of tunnels, which is uniquely suited to augment tunneling instruction and related classes.

In addition to tunneling instruction, the site also accommodates all NWLETT program instruction as necessary. As an instructional service center classes are scheduled and coordinated from the main campus in Kingston. All student training records are stored at the main campus. Two classes per week are typically scheduled at this site. A VPN tunnel does not exist at this site, however, unsecured internet access is available to instructors and students. Instructors will utilize VPN software installed on their laptops for secure access to the main campus.

Ample acreage is available for parking and hands-on instruction. Lodging and food services are located five miles from the site in the town of Elma. The site is unmanned except during training sessions.

Utah:

The two acre branch campus is wholly owned by NWLETT. A single 1500 sq. ft. building includes one classroom and office space A second 3500 sq. ft. building serves as a shop and hands-on area as well as storage for tools and materials. Two small conexes supplement tool and material storage. The remainder of the lot provides parking and hands-on instruction.

As a branch campus classes are scheduled and coordinated from the main campus in Kingston. All student training records are stored at the main campus. A VPN tunnel

exists between Utah and the main campus for instructor and staff personnel. A secure wireless access point is available for students. A minimum of two staff personnel are assigned to this site. Approximately three classes per month are typically scheduled at this site. There are no dormitory or kitchen facilities at this site. Lodging and food services are located nearby.

Facility Improvements:

Kingston:

This facility and main campus has undergone significant and on-going physical improvements since its inception. The trustees of NWLETT routinely assesses the needs of program instruction and the infrastructure necessary to fulfill these needs. Refer to the Plan for Operation and Maintenance of Physical Facilities and Technical Infrastructure for the process of evaluating and implementing facility improvements.

As of 2018, NWLETT Trustees are considering expanding the student capacity of the main campus with the addition of four classrooms, dormitory capacity and office space.

Spokane:

This facility was acquired in 1973 and is wholly owned by NWLETT. The building received a new coat of exterior paint in 2007. There are no immediate plans for improvements of this facility.

Pasco:

This facility was acquired in 1977. Its primary purpose is to serve the training needs of Laborers residing in Eastern Washington. There are no immediate plans for improvements of this facility.

Des Moines:

This site was commissioned in February 2019 and is currently undergoing improvements to comply with local ordinance of the City of Des Moines. These improvements pertain to the preparation of the vacant land leased by NWLETT for the purpose of hands-on instruction areas. Compliance with city ordinances is expected in late 2019 or early 2020.

Satsop:

This site is slated for the installation of a VPN tunnel to connect with the main campus when funding is made available.

Utah:

This facility was acquired in 1999. Its primary purpose is to serve the training needs of Laborers residing in Western States bordering Utah. The classroom building was upgraded with new exterior paint, siding and roof. The parking lot was also sealed and resurfaced. There are no immediate plans for additional improvements of this facility.

Relevant State Law and Applicable Federal Codes and Procedures:

Improvements of all NWLETT facilities shall conform to relevant federal, state and local laws applicable to:

- Building codes
- Fire codes
- OSHA
- Material Safety Data Sheets
- State/County/City inspections
- Americans with Disabilities Act