



Westwood Training Center FAQ

When scheduling the Westwood Training Center (WTC), arrival/dismissal of attendees cannot conflict with the start/end of the school day at Sierra Vista Middle School (SVMS). Please review the SVMS bell schedule prior to scheduling your event.

[Sierra Vista Middle School Bell Schedule 2019-20](#)

Tech Support

- Available with 72 hours advance notice using the Resource Scheduler.

Custodial Support

- There is limited custodial support at this site. Below are the hours:
 - AM: 6:30am-10:25am
 - PM: 3:30pm-7:25pm
- Be mindful of the setup requirements for other events happening in the same rooms throughout the day that may impact your use if a custodian is not scheduled.
- A facility report will only be run once in the morning. Any reservations made after 6:45am might not be viewed by custodial.
- Setup Requests are available with 72 hours advance notice using the Resource Scheduler.
- Any reservations ending past 7pm will incur custodial fees.
- WTC Custodial Contacts:
 - Custodian on Duty (available only during shift) – (949) 337-5201
 - AM: Ismail Yusuff – (949) 337-5201
 - PM: Rick Saavedra – (949) 337-5199
 - Jesse Perez – (949) 337-5200

Frequently Asked Questions (FAQs)

1. *Will custodial be there unlock/lock the facility before and after trainings/meetings?*
 - a. Custodial support is limited but may be requested through the Resource Scheduler. Additionally, a key may be checked out from Jennifer Payton in Business Services. Please check with Security to ensure your alarm code is in the system prior to accessing the site.
2. *Which rooms have projectors at WTC?*
 - a. Projectors are installed in all classrooms and the MPR. You will need to bring your own laptop for connection.
3. *Will there be Chromebooks available at WTC?*
 - a. Yes. If you need Chromebooks for a training, please use the Resource Scheduler to request tech support at least 72 hours before your scheduled event.
4. *What is the capacity in each room?*
 - a. The capacity for each room is listed on the Resource Scheduler. Currently we have enough furniture to accommodate 10 in rooms 5 – 8, and 20 in rooms 9 – 16.
5. *Who is the contact for technology support?*
 - a. Christin Chavez is currently assigned to support the WTC, however, you may contact the Help Desk at any time for additional support.
6. *Are there microphones available? Sound system?*
 - a. There is no sound system available for the WTC.
7. *What is the parking capacity?*
 - a. There are 44 parking spaces located in the back of the Westwood Training Center.