

Vendor# 15070

GL# 01106140-550300

**LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST**

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. **AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE.** RELATED BROCHURES OR OTHER SUPPORTING DATA MUST BE ATTACHED.

NAME: DE LA CRUZ PETE DATE: 1/10/2023

Last First

DESTINATION: ALBUQUERQUE, NM

PURPOSE: NLI CERTIFIED FACILITY LOCKSMITH WORKSHOP

DATE(S): MARCH 5-11

Travel advance requested and required by the 27 day of FEBRUARY, 2023.

<u> </u> Registration Fee	=	\$ <u> </u>	<u>0.00</u>
<u> 6 </u> # of Breakfasts @ \$10.00 per meal	=	\$ <u> </u>	<u>60.00</u>
<u> 7 </u> # of Lunches @ \$15.00 per meal	=	\$ <u> </u>	<u>105.00</u>
<u> 6 </u> # of Dinners @ \$21.00 per meal	=	\$ <u> </u>	<u>126.00</u>
<u> </u> # of Days lodging @ \$ <u> </u> per night	=	\$ <u> </u>	<u>0.00</u>
Total Advance	=	\$ <u> </u>	<u>291.00</u>

Fund #: 01106140-5050300 Line Item: TRAVEL & TRAINING

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses. I understand that I must submit a travel report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

Pete A. Cruz
EMPLOYEE SIGNATURE

01/10/2023
DATE

I hereby certify the above requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. Related brochures or other supporting data are attached and 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

Robert David
DEPARTMENT DIRECTOR

1-11-23
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE

DATE

SIGNATURE

DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.



Students will need to provide for their own accommodations and meals. Check the "Schedule" page for possible hotel group rate discounts. Attendees are not required to stay at the hotel if they can commute back and forth though it is recommended if the commute is more than 45 minutes one way. Classes will run from 8:00 a.m. to 5:00 p.m. Monday through Friday. Students will be afforded a morning and afternoon break as well as a lunch break from 12:00 - 1:00 pm. There are often restaurants at or near the hotel.

This is a highly structured and comprehensive course that is designed to provide the maximum training in the shortest amount of time possible. This allows us to provide the best value to your organization. Due to the amount of curriculum covered, it is imperative that the student is present and on-time every day. It is common for many students to spend time after class to study the material so plan accordingly. Instructors will be made available after-hours help to ensure that everyone has the best opportunity to pass. It is our goal to have 100% of the attendees successfully complete the course but, that is only possible with a mutual commitment.

Tools will be made available to perform the required performance evaluations but, we do encourage any student to bring any simple hand tools they feel will make them more successful. For example, some students wish to bring lights or magnification tools they use to help see markings on a key better. It is also recommended that you bring highlighters and tabs to prepare for the test.

Day One Topics Covered

- State Laws Regarding Locksmith Licensing
- Introduction and History of Locks
- Key Basics
- Types of Cylinders & Lock Hardware
- Warded Locks
- Warded Key Impressioning
- Bit Lock Construction
- Lever Tumbler Locks
- <Lunch>
- Wafer (disc) Tumbler Locks
- Picking Wafer (disc) Tumbler Lock
- Lock Handing vs. Door Swing
- Astragals
- Door Coordinators
- Frames, What a Facility Locksmith Must Know
- Doors, What a Facility Locksmith Must Know

Day Two Topics Covered

Hanging a Door – Hinges
Flush bolts
Door Closers – manual and ADA Operators
<Lunch>
Cylindrical Locks Installation
ANSI/BHMA Materials & Finishes
ANSI/BHMA Lock Hardware Standards
Broken Key Extraction
Pin Tumbler Locks
Picking Pin Tumbler Locks
Impact Methods: Pick Gun/Bump Keys
Picking Resistance

Day Three Topics Covered

Contract Construction Cycle
Key Specifications & Measurement
Master Keying
<Lunch>
Plug Setup – Pinning Cylinders
Key Duplication/Key Machines
Key Codes; How to Get Codes/Bitings
Key Control Software
Electronic Key Custodian Machines

Day Four Topics Covered

Residential Cylindrical Lock Servicing
Commercial Cylindrical Lock Servicing
Padlocks, Rekeyable
Lubricants
Padlocks, Combination
NFPA Life Safety 101 Inspections
<Lunch>
NFPA 80 Fire Door Inspections
Americans with Disability Act (ADA)
Masterkey Hands-On Exercise

Day Five Topics Covered

Interchangeable Cores/Removable Cores (Best and other SFIC, Corbin, Sargent, Schlage Yale)
Mortise Locks – Full Size
<Lunch>
Mortise Locks – Narrow Stile
Flat Goods Hardware
Exit Hardware; Panic & Fire Rated Devices

COURSE REGISTRATION FORM 2023

Participant Name: Pete Delacruz Position/Title: Locksmith

Contact Number: 806-775-1006 Email: pdelacruz@lubbockcounty.gov

Check which location attending:

- | | | |
|--|--|---|
| <input checked="" type="radio"/> Albuquerque, NM 3/6 – 3/10/2023 | <input type="radio"/> Conway, Arkansas 3/13 – 3/17/2023 | <input type="radio"/> Atlanta, Georgia 4/17 – 4/21/2023 |
| <input type="radio"/> Matthews, N. Carolina 4/24 – 4/28/2023 | <input type="radio"/> Richmond, Virginia 5/1 – 5/5/2023 | <input type="radio"/> Bensalem (Philly), PA A 5/8 – 5/12/2023 |
| <input type="radio"/> Albany, New York 5/15 – 5/19/2023 | <input type="radio"/> Pittsburgh, PA 6/12 – 6/16/2023 | <input type="radio"/> Indianapolis, Indiana 6/19 – 6/23/2023 |
| <input type="radio"/> St. Paul, Minnesota 6/26 – 6/30/2023 | <input type="radio"/> Council Bluffs, IA 8/14 – 8/18/2023 | <input type="radio"/> St. Louis, Missouri 8/21 – 8/25/2023 |
| <input type="radio"/> Oklahoma City, OK 8/28 – 9/1/2023 | <input type="radio"/> Arlington, Texas 9/11 – 9/15/2023 | <input type="radio"/> Denver, Colorado 9/25 - 9/29/2023 |
| <input type="radio"/> Casa Grande, AZ 10/16 – 10/20/2023 | <input type="radio"/> Rancho Cordova CA 10/30 – 11/3, 2023 | <input type="radio"/> Eugene, Oregon 12/4 – 12/8/2023 |

Sponsoring Facility Name: Lubbock County Facilities Maintenance

Address: 915 Buddy Holly Ave

City: Lubbock State: Texas Zip: 79401

Phone: 806-775-1006 Fax: _____

Authorized by: Natalie Y. Harvill

Position/Title: Director of Facilities Email: nharvill@lubbockcounty.gov

Note: E-mail addresses provided will only be used to provide confirmation of registration.

To enroll, email/fax/mail this registration with purchase order (if applicable) or payment. A confirmation will be emailed within 24 hours.

Email form to: enroll@natlock.com
Or fax to: 602-391-2120

Remit payment to:
National Locksmith Institute
2820 N. Pinal Avenue., Ste. 12
Casa Grande, AZ 85122

Total Payment: \$ 1,395.00

Complete the following if paying by credit card.
Circle one: Visa Mastercard Discover Amex

Cardholder Name: _____

E-mail: _____

Phone: _____

Card #: _____

Expires _____ CVC: _____

Signature: _____

National Locksmith Institute Cancellation & Refund Policy

- Places are allocated in order of receipt of registration form and payment of fees or arrangement for payment (purchase order). Payment arrangements (purchase order, check, credit card) are required prior to class commencing or position cannot be guaranteed.
- If no written cancellation is received within ten (10) days prior to the course, and the participant does not attend on the day(s), then the participant or the authorizing facility is liable for full course fees.
- If a participant cannot attend, a substitute can attend in their place. Written notification is to be directed to the Training Course Administrator.
- The National Locksmith Institute reserves the right to cancel or postpone a course in the event of unforeseen circumstances or insufficient number or attendees.
- If a course is cancelled, participants will be booked onto the next available course, or may request a full refund.

National Locksmith Institute Privacy Policy

National Locksmith Institute is committed to protecting your privacy & the confidentiality of information provided to us as per the Privacy Act of 2001. The information you provide is necessary for the processing of your registration & updating your current records with us. The information will be used to contact you regarding registrations & cancellations. Information provided by you will NOT be given to third parties unless legally required to do so.

Albuquerque, New Mexico

March 6 - 10, 2023



Holiday Inn Express -
Albuquerque Midtown

2500 Menaul Blvd NE Albuquerque,
NM 87107

\$109.00 x 6 = \$654.00

The hotel group rate for overnight stays (not required) is \$109 per night. Mention you are with the National Locksmith Group before the discount offer expires February 8, 2023. After that, the rooms are subject to availability. There is not a cut-off date to register for this class but enrollment is limited to 24 people. **To sign up for the class**, return to the HOME page and use the links at the bottom to download the registration form.

Hotel Phone: (505) 881-0380

My Road Trip

From:

Lubbock, (Lubbock), TX.

To:

2500 Menaul Blvd NE, Albuquerque, (Bernalillo), NM.

319.6 mi x 2 = 639.2mi round trip

Estimated Fuel Costs:

\$49.86

639.2mi x \$0.625/mi = \$399.50

Total Trip Length:

319.6 mi

5hr x 2 x ~~\$17.85/hr~~ = ~~\$178.50~~ **\$190.00**
Total Drive Time:

04:58

\$19.00~~\$578.00~~ **\$589.50**

Start at stop #1: Lubbock, (Lubbock), TX.

1. Head toward Texas Ave on Broadway. Go for 0.6 mi. - Go 0.6 miles (2min, 19sec)
 2. Turn right onto Avenue Q (US-84). Go for 0.7 mi. - Go 0.7 miles (2min, 0sec)
 3. Turn slightly left onto Clovis Rd (US-84). Go for 89.6 mi. - Go 89.6 miles (83min, 0sec)
 4. Continue on Wheeler Ave (US-70/US-84). Go for 70.0 mi. - Go 70 miles (74min, 30sec)
 5. Turn right onto N 4th St (US-84). Go for 41.9 mi. - Go 41.9 miles (40min, 9sec)
 6. Turn left and take ramp onto I-40 W toward Albuquerque. Go for 0.3 mi. - Go 0.3 miles (0min, 39sec)
 7. Continue on I-40 W. Go for 479 ft. - Go 0.1 miles (0min, 5sec)
 8. Continue on I-40. Go for 115 mi. - Go 115.3 miles (99min, 42sec)
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9. Take exit 160 toward Carlisle Blvd. Go for 0.2 mi. - Go 0.2 miles (0min, 41sec)
 10. Turn right onto Carlisle Blvd NE. Go for 0.2 mi. - Go 0.2 miles (0min, 39sec)
 11. Turn left onto Menaul Blvd NE. Go for 0.5 mi. - Go 0.5 miles (1min, 17sec)
 12. Turn left. Go for 246 ft. - Go 0 miles (0min, 40sec)
 13.
Turn left. Go for 164 ft.

End at stop #2: 2500 Menaul Blvd NE, Albuquerque, (Bernalillo), NM.
Stop #1

Name: Lubbock, (Lubbock), TX.

Address: Lubbock, (Lubbock), TX.

Stop #2

Name: 2500 Menaul Blvd NE, Albuquerque, (Bernalillo), NM.

Address: 2500 Menaul Blvd NE, Albuquerque, (Bernalillo), NM.

