

GAYLORD OPD TRAINING CENTER
Alpine Center Complex, 4th Floor, 800 Livingston Boulevard, Gaylord, MI 49735
Phone: (517) 731-3139
Fax: (517) 731-3454
Center Contact: David Woodworth

The Office of Professional Development, would like to welcome all students and instructors to this facility. We would like everyone using this training center to have a relaxed and comfortable learning experience. Please let us know if there is anything we can do to better serve you at the Gaylord OPD Training Center.

BUILDING INFORMATION

ACCESS: This building is open from 7:00 a.m. to 5:00 p.m. The training center can only be accessed by entering through the main entrance and taking the elevator to the 4th floor. Instructors and other visitors must obtain a key from their managers. This key will allow access to all of the training rooms and the resource room. Anyone requiring early access must contact Al Kauffold at (517) 335-4701 or David Woodworth (517) 731-3139.

PARKING: Parking is located at the east end of the building and also at the south end of the maintenance garage.

RESTROOMS: Restrooms are located outside the entrance to the center and inside the center near the classroom. Your cooperation in keeping them clean is appreciated. If you notice a shortage of bathroom supplies, or any operational problems, please contact the center manager immediately. The restrooms are handicap accessible.

PHONES: Incoming phone messages will be received on the center manager's phone (517) 731-3552. Messages will be posted on the "MESSAGE BOARD" located in the Break Room. All messages for attendees should be posted and retrieved here. Messages should be checked regularly by the center manager. In the event that the center manager is not at the center, the visiting instructor must regularly check for messages. In the event of an "EXTREME" emergency, and the center manager cannot be reached, calls can be directed to Otsego County FIA (517) 731-3110. In this instance messages will be taken and delivered only in extreme emergencies. The center fax machine number is: (517) 731-3454.

