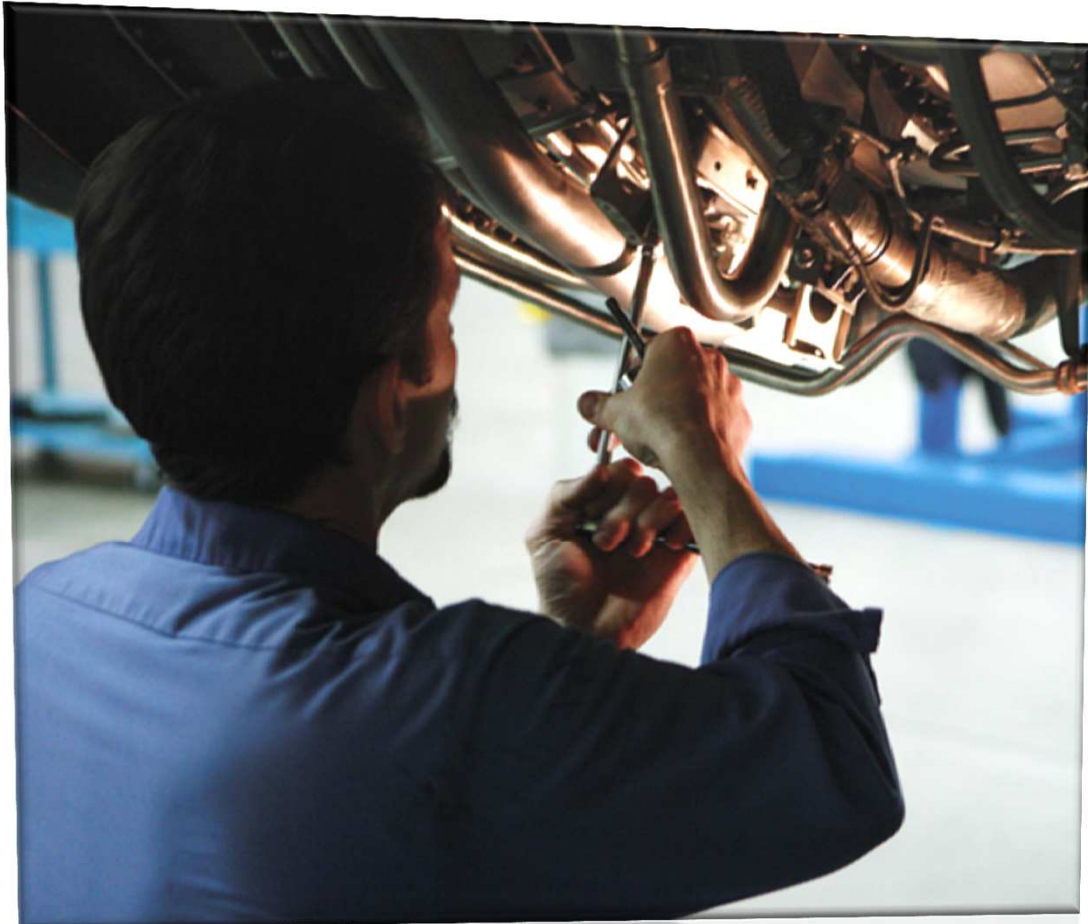


GE
Aviation



CTEC Student & Visitor Information

2012



imagination at work

Welcome to GE Aviation

The Customer Technical Education Center (CTEC) is located in Springdale, Ohio, five miles (8.1 Km) west of GE's Evendale location. A state-of-the-art training facility, CTEC provides quality engine maintenance training services and facilities for GE and CFMI customers.

CTEC has a staff of instructors and administrative support personnel who design, develop and deliver training to meet customer needs. Instructors train students representing customers from around the world.

Our mission is to enhance product support by providing world-class engine maintenance training for you, our GE/CFMI customers. We will do all we can to insure that the time you spend with us is worthwhile.

CTEC includes more than 80,000 square feet (7432 sq. meters) of space and houses fourteen classrooms, a minitorium, a cafeteria, office space and twenty-seven bays equipped with lifts, hoists and major engine handling tooling. Dedicated engines and thrust reversers are available for hands-on training.

EHS Policy

Customer Training Services is committed to protecting employees, students, contractors, visitors, the environment, and property from accidental loss.

In fulfilling this commitment, we shall work to provide and maintain a safe and healthful work environment. We shall strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Accidental loss can be controlled through good management in combination with active employee involvement and appropriate support from EH&S professionals. Loss prevention is the direct responsibility of all managers and employees.

Customer Training Services management will comply with GET Transportation loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and operating philosophy.

We trust that all of you will join us in a personal commitment to loss prevention as a way of life.

Frequently Asked Questions

Class time:	0830-1530
Contact info:	E-mail: cts.scheduling@ae.ge.com Telephone: Day - 1-513-552-6692 Evening - 1-513-552-3272
Building location:	123 Merchant Street Springdale, Ohio 45246-3730
Attire:	Safety shoes and safety glasses are required -- accommodations are provided at the facility
Cell phones:	Only photo and video usage is prohibited
Personal laptops:	Permitted for use within classroom
Transportation from CVG airport:	Via Taxi: approximately \$75.00
Hotel accommodation:	Available with GE discounted rates in Springdale, Ohio
Currency exchange:	Complete prior to arrival at CTEC
Translator (only if necessary):	Student's responsibility
Class dates:	Verify via phone/e-mail (listed above) or at http://www.geae.com/services/ctec/ registration.html
Training requirements:	Be certain the class description fulfills student requirements

Greater Cincinnati Airport to CTEC

123 Merchant Street, Springdale, Ohio

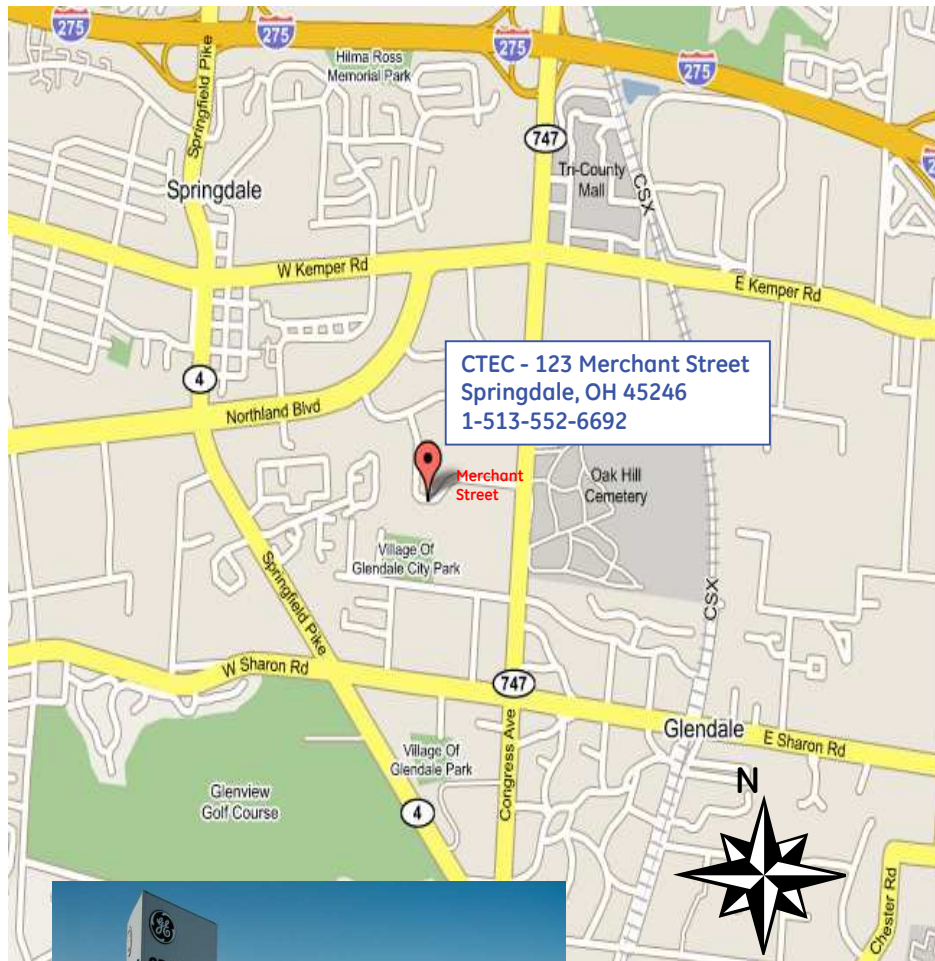


Exit Airport and follow signs for Cincinnati (I-275 North/East). Continue on I-275 East for about 3-4 miles. Take I-75 / I-71 North. After crossing the Ohio River, take I-75 North (towards Dayton).



Continue on I-75 for about 13 miles to Sharon Road Exit. Turn left at the end of the ramp onto Sharon Rd. Turn right onto 747 (Congress Ave/Princeton Pike.) Go about 1 mile. Turn left onto Merchant Street. Fourth building on left is 123 Merchant.

CTEC Area Map



General Information

This brochure provides general information that will help you during your stay at the Customer Technical Education Center (CTEC). If you have questions that are not answered here, please do not hesitate to ask any CTEC staff member.

Attendance policy - Eighty percent (80%) attendance of each class is required. If minimum attendance requirements are not met a completion certificate will not be issued.

Class times - Classes begin at 8:30 a.m. and finishes at 3:30 p.m. The school building opens at 7:30 a.m.

Student badges - Wear your student badge (administered to you on your first day of class) at all times while on GEAE property. The badge allows you to travel unescorted to your classroom, the cafeteria, restrooms and your bay on the shop floor. You must have a GE escort if you wish to travel to other areas of the building. Return your badge and its plastic holder to the Security Office (in the front lobby) upon completion of your last day of class.

Cameras - You must submit a camera pass form (administered on your first day) to the Security Office in order to take pictures at the facility. All requests are subject to approval by GE Security. Cell phones are allowed at CTEC, but cell phone photos or videos are prohibited.

Food services - Food trucks available on some days to serve lunch. Vending

machines are located in the break area, adjacent to the cafeteria. Alcoholic beverages are not allowed on the premises of any GEAE facility.

Mail - Your personal mail should be sent to the hotel/motel at which you are staying.

Currency exchange - You must exchange currency at the airport or downtown banks **only**. CTEC cannot exchange currencies. However, there is an ATM located within CTEC.

Medical services - Limited medical attention is available at GEAE's dispensary, located in Bldg. 800 at the Evendale plant. The dispensary may refer you to a private physician, dentist, or to a local hospital. Visits to the aforementioned will be at your expense. There is no government medical system in the United States, therefore, you are responsible for all expenses incurred outside the GE plant's medical services.

Please inform your instructor if you need medical attention during class or if you are ill and cannot make a class.

Messages - People who need to leave business-related messages for you should call (513) 552-6692. Messages are retrieved from the front desk.

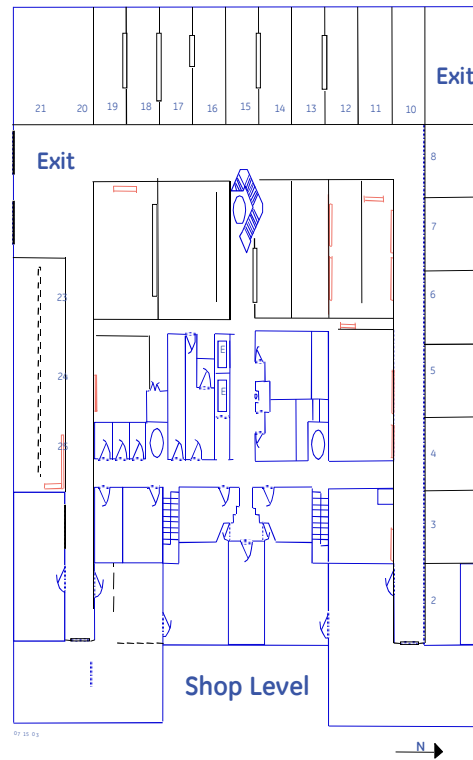
Parking - Free parking is available at CTEC if you drive to class,

Passports/Visas - Carry your passport at all times while you are in the United States if you are a visitor from another country.

Safety Rules

The following is a list of general and specific rules that everyone must follow. Remember everyone is expected to know the rules. If you don't know the proper procedures, please ask your instructor.

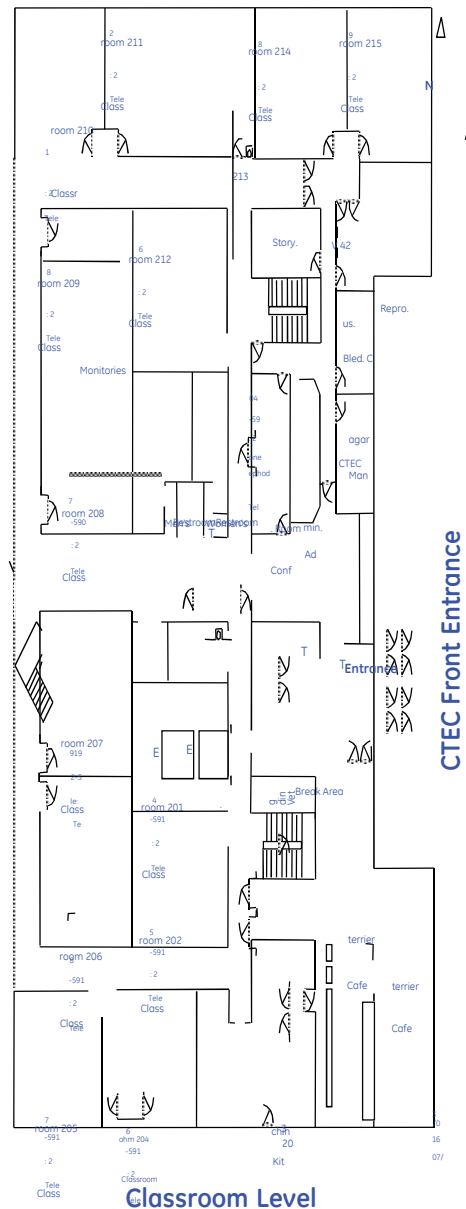
1. Listen carefully when your instructor provides safety and environmental health information during your orientation and throughout your classes.
2. Read the Environmental Health and Safety policy on page 1 of this booklet.
3. Review the general shop practices listed at the end of this booklet.
4. Ask any environmental/safety health questions you may have.
5. Refer to your copy of the Chemical Product Info. Training for CTEC Students, as needed.
6. Be aware of safety instructions before:
 - Performing equipment maintenance
 - Operating equipment or machinery
 - Using material or equipment which you have not used before.
7. Comply with posted safety rules in specific areas, whether working in, or passing through, an area.
8. Know the evacuation plan for your work area.
9. Report any unsafe conditions to your instructor immediately.
10. Identify locations of eye wash stations, showers, tornado safe spots, and the MSDS book.



11. Immediately call for aid with any fire, no matter how small (9-911).
12. Safety glasses shall be worn anytime CTEC employees or visitors are performing shop work.
13. CTEC employees and visitors not performing shop work do not require safety glasses unless they enter an engine bay/work area where shop work is being performed.

Safety Rules (cont.)

14. At a minimum, substantial footwear is required by all individuals that enter the shop. Substantial footwear is defined as a shoe that completely encloses the wearer's foot. Thongs, clogs, sandals and similar footwear are not allowed. All employees, contractors and visitors that are performing work must wear safety shoes meeting ANSI Z41.1 requirements. Failure to comply with this requirement will result in removal from the shop area.
15. Do not eat, drink or smoke on the shop floor.
16. Report all injuries and illnesses immediately to your instructor prior to going to First Aid for treatment.
17. Do not remove or make ineffective, guards or safety interlocks except in the course of maintenance. Such guards or interlocks must be in place before any machine or equipment is placed in service.
18. Report any electrical equipment and machinery that is not grounded.
19. DO NOT operate motorized material handling equipment.
20. Notify your instructor upon the event of a hazardous material spill, no matter how small.



Engine Maintenance Practices

1. Follow all environmental health and safety directions and rules.
2. Return tools and fixtures to their designated storage place immediately after use.
3. Do not disfigure the engine.
4. Do not stand on the top hand rails of work stands.
5. Do not leave loose tools on the engine, floor, or work stands.
6. Give ample warning before moving suspended loads.
7. Do not use force to remove or install engine parts.
8. Only one person will give hoist operator instructions.
9. Perform maintenance work on the shop floor only when an instructor is present.
10. Last fifteen minutes of the class day:
 - Place hand tools in proper boxes.
 - Return hand tool cabinets to designated storage area.
 - Return fixtures to designated area and align in an orderly manner.
 - Clean area around engine/module.



8



imagination at work

Evendale Map

1 Neumann Way, Cincinnati, Ohio

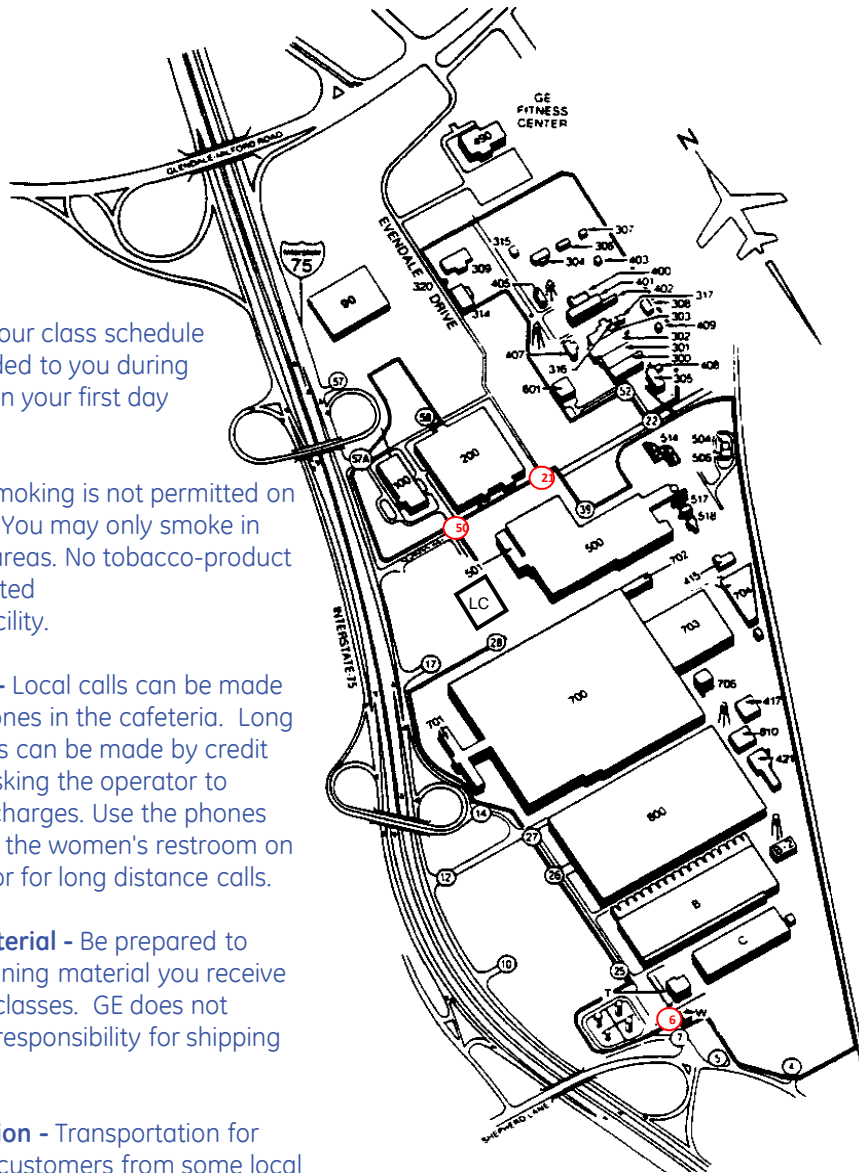
Schedule - Your class schedule will be provided to you during orientation on your first day of class.

Smoking - Smoking is not permitted on GE property. You may only smoke in designated areas. No tobacco-product use is permitted inside the facility.

Telephones - Local calls can be made from the phones in the cafeteria. Long distance calls can be made by credit card or by asking the operator to reverse the charges. Use the phones located near the women's restroom on the main floor for long distance calls.

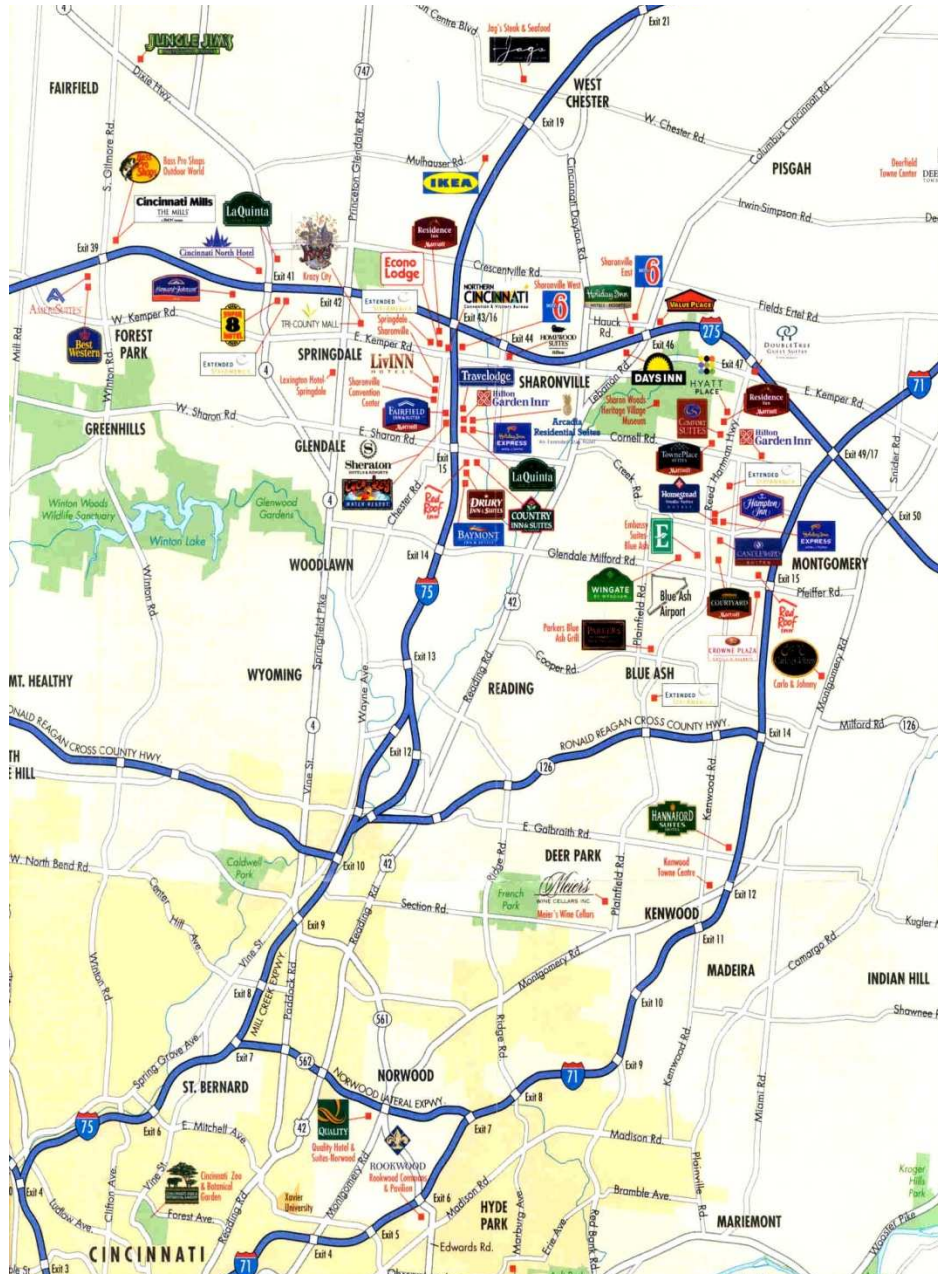
Training Material - Be prepared to carry the training material you receive during your classes. GE does not assume the responsibility for shipping material.

Transportation - Transportation for commercial customers from some local hotels or motels, to school and back, can be arranged. All other local transportation is at your own expense.



Lodging Locations

Prices are estimated and not final.



Lodging

Prices are estimated and not final, check for GE Discount.

**Residence Inn
Cincinnati North at
Union Centre *****
(513) 341-4040

www.marriott.com/cvgn
[n](#)

Type in Corporate
Code: GEE

Studio 30+ \$79.00
One bedroom 30+ \$89.00 (30+ nights - tax exempt)
Studio 15-29 \$89.00
One bedroom 12-29 \$99.00
Studio 8-14 \$109.00
One bedroom \$119.00
Studio 1-7 \$134.00
One bedroom \$144.00

Amenities

- Complimentary shuttle service to and from the GE Training Facility (must be made in advance with your reservation)
- Residence Inn by Marriott offers 100 beautifully appointed, spacious suites for your comfort and pleasure
- Fully equipped kitchens with refrigerator, cook top, microwave, coffee maker, dishwasher and toaster
- Ample workspace with data-port capabilities, and voice mail
- Cable TV
- Complimentary hot and cold breakfast, served daily
- Complimentary light dinner fare Monday through Thursday
- Complimentary grocery shopping service, delivered directly to your suite
- Complimentary USA Today and Wall Street Journal newspaper
- Complimentary parking
- Indoor swimming pool/Jacuzzi
- Sports-court on premises for basketball
- Pets are always welcome at the Residence Inn by Marriott
- On-site coin operated laundry facility, open 24 hours, Same day valet service available
- Copies, fax and postal stamps available at front desk
- Earn Marriott Rewards Points, 5 points for every dollar spent at the Residence inn by Marriott
- Free local phone calls
- Free local wireless internet access
- Express Market
- 3 Meeting Rooms – Lakota C, D and E
- 1 Board Room

Extended StayAmerica* \$46.00 + tax
11457 Chester Road Weekly rate \$30.00 + tax
Sharonville, OH
(513-771-7829)

Extended StayAmerica* These are furnished apartments rented by the week. Please call for prices
11645 Chesterdale Rd. • Studio - all appliances, queen
Springdale, OH 45246 • Cable
(513) 771-2457 • Out door pool
• Wireless internet
• \$49.99 a night + tax
• Weekly rate available 32.99 (weekly 7-29)
• Workout at Fitworks

*Transportation can be provided by GE

** Transportation not provided

*** Transportation provided by Hotel upon request at check in

Lodging (Continued) Prices are estimated and not final, check for GE Discount

**Courtyard by
Marriott Cincinnati
North at Union Centre
(513) 341-4140**

www.marriott.com/cvgnn

**Type in Corporate Code:
GEE**

Hotel Features:

- Non smoking hotel
- Complimentary shuttle service to and from the GE Training Facility (must be made in advance with your reservation)
- Courtyard Café for table-side breakfast (\$8.95 buffet/\$6.95 continental)
- Room service 7 days a week - 5 p.m. to 10 p.m. (Uno Chicago Grill)
- Evening lounge (Monday-Saturday) 5 p.m. to midnight
- The Market, a 24/7 self-serve food pantry
- Small meeting rooms (seating up to 75 people)
- Business library with computers and printer
- Fax and copy service available at the front desk
- Complimentary wireless internet
- Fitness room on site (Urban Active) off site
- Swimming pool and hot tub
- 24-hour staffing
- Daily housekeeping
- Laundry and valet service

Guestroom features:

- Spacious rooms with seating and work area
- Large, well-lit work desk with ergonomic chair
- Complimentary high speed internet access
- Electronic locks
- 32" LCD flat screen television with cable/compatible to most laptops
- Iron and ironing board
- Complimentary In-room coffee/tea
- Mini refrigerator

Red Roof Inn*
Sharon and I-75 \$49.99-\$69.99
Sharonville, OH
513-771-5552

Howard Johnson** \$49.99 for GE rate (Void on holidays)
400 Glensprings Dr. • Continental breakfast
Cincinnati, OH 45246 • Microwave/refrigerator
513-825-3129 • Outdoor pool
Fax: 513-825-0467

*Transportation can be provided by GE
** Transportation not provided
*** Transportation provided by Hotel upon request at check in

Lodging (Continued) Prices are estimated and not final, check for GE Discount

Liv Inn* 11385 Chester Rd. Sharonville, OH 45246 513-772-7877	\$52.00 + tax
Econo Lodge* 11620 Chester Rd. Sharonville, OH 513-771-0370	King \$45.95 2 King \$49.99 • Wireless internet • Continental breakfast • Microwave and fridge in rooms
Baymont Inn – Cincinnati* 10900 Crowne Point Dr. Sharonville, Ohio 45241 513-771 6888	\$54.99 + tax • Deluxe Continental breakfast • Coffee maker/iron/etc. • Affiliation with Queen City Racquet Club • Free wireless internet indoor pool fitness center business center
LaQuinta** 12150 Springfield Pike Springdale, OH 513-671-2300	\$59.00 double \$74.00 + tax king • Continental breakfast • Coffee pot/irons, etc. in room • Affiliated with Fitworks
Arcadia Residential Suites* 11180 Dowlin Dr. Sharonville, OH 45241 513-354-1000	\$67.00 + tax • Direct dial phone/guest appreciation on Thursday • Fully equipped kitchen • High speed internet
Drury Inn* 2265 E. Sharon Sharonville, OH 513-771-5601	\$70.00 - 2 queen 80.00 king • Full breakfast • Manager's reception at night • Wireless internet/free long distance • 24 hour fitness, indoor outdoor pool and hot tub • Business center
LaQuinta Suites* Dowlin Dr. Sharon Road and I-75 Sharonville, OH 45241 513-771-0300	\$72.00 + tax • Dial up • Breakfast • Refrigerator/microwave • Indoor pool • Fitness center

*Transportation can be provided by GE

** Transportation not provided

*** Transportation provided by Hotel upon request at check in

Lodging (Continued) Prices are estimated and not final, check for GE Discount

Holiday Inn Express 11160 Dowlin Dr. Sharonville, OH 513-771-9080	\$85.00 + tax <ul style="list-style-type: none"> • Continental breakfast • Indoor pool and Jacuzzi
Holiday Inn Express** 6755 Fairfield Bus. Park Dr. Fairfield, OH 513-860-2900	GE rate \$89.00 + tax <ul style="list-style-type: none"> • Breakfast - deluxe continental • Pool/fitness center • High speed wireless
Hilton Garden Inn* 11149 Dowlin Dr. Sharonville, OH 45241 513-772-2837	\$89.00 + tax (rate is 27% less than available rate)
Wingate Inn** 7500 Tylers Place Blvd. West Chester, OH 45069 513-777-1101	\$81.00 + tax
Doubletree Guest Suites** 6300 East Kemper Rd. Blue Ash, Ohio 45241 513-489-3636	\$99.00 + tax (GE rate for any 2 room suite - rate is 27% less than available rate) <ul style="list-style-type: none"> • Wireless high speed • Microwave/refrigerator/stereos • Breakfast
Fairfield Inn by Marriott* 11440 Chester Rd. Cincinnati, OH 45246 513-842-9112	GE King- 102.00 + tax 2 double 93.00 + tax <ul style="list-style-type: none"> • Newly renovated, indoor water park • Complimentary breakfast • Free wifi - business center • \$20.00 CoCo Key water park
Homewood Suites* 2670 East Kemper Rd. Sharonville, OH 45241 513-772-8888	\$116.07 + tax <ul style="list-style-type: none"> • Breakfast/light supper
Sheraton*** 11320 Chester Rd. Sharonville, OH 513-771-2080	\$119.00 + tax

*Transportation can be provided by GE
 ** Transportation not provided
 *** Transportation provided by Hotel upon request at check in

Lodging (Continued) Prices are estimated and not final, check for GE Discount

Residence Inn*
11689 Chester Rd.
Sharonville, OH
513-771-2525

www.marriott.com/cvgnn

Type in Code: GEE

Rates as low as \$64.00
(minimum length of stay required)

Studio 30+ days \$64.00
Penthouse 30+ \$99.00
*30 days = tax exempt

Studio 14-29 days \$74.00
Penthouse 14-29 days \$109.00

*All Penthouse accommodations include a common living area and 2 sleeping areas.

COMPLETE HOTEL RENOVATION-Finished Nov. 2011.Guest Rooms including granite countertops, stainless steel appliances, Lobby, Common areas, Fitness center, Property grounds!

- **Complimentary Shuttle to GE Training Facility and 5 mile radius
- Full Kitchens with refrigerator, microwave, oven, stove, dishwasher, toaster, and coffee maker.
- Daily housekeeping services
- Ample workspace with data port capabilities, many power outlet options, and high speed internet in guest rooms and Gatehouse.
- Complimentary Hot and Cold Breakfast Daily
- Complimentary Evening Social Mon-Wed with food and beverages in the Gatehouse
- Complimentary Grocery Service delivered to your room daily
- Outdoor Swimming Pool and Jacuzzi (seasonal)
- Sports Court on premises for basketball, volleyball
- Complimentary fitness center on property
- On Site coin laundry or off site valet service available
- Complimentary Local Phone Calls
- Express Market on Site for snacks and small meals at your convenience
- Earn Marriott Rewards for every dollar spent at RI

Marriott – North
(Union Center)**
6189 Mulhauser
W. Chester, OH 45069
513-874-7335

\$137.00 + tax
• Wireless connection

*Transportation can be provided by GE
** Transportation not provided
*** Transportation provided by Hotel upon request at check in

Cincinnati Map (Downtown)



