Power Services
Houston Learning Center (HLC)
8800 Wallisville Road | Houston, Texas 77029
Welcome! This center provides Aeroderivative, Excitation, Controls, Boiler, Craft, Gas and Steam Turbine training, and is located on a 15-acre lot, with dedicated training areas to each of the product lines. Enclosed is information about our facility such as site policies, safety, hotel recommendations and general information. Whether visiting for training or general business meetings, we hope you enjoy your visit and we look forward to working with you. Please travel safely and let us know if we can be of any assistance.

**General**

All visitors must check in at the main lobby, front desk and show proof of identification to obtain a visitors badge which must be worn at all times. Instructions will be given as to where to park and in which building your course is held.

**Attire**

The required dress is “business casual”. No shorts, sandals, tank tops, or shirts with inappropriate verbiage or signs are permitted. Jeans are acceptable that are clean and free of holes.

**Open Enrollment Course – Hours**

- The class will be conducted in English and all training material will be in English.
- Course schedule time: 8:00 a.m. to 4:00 p.m.

**Personal Protective Equipment (PPE)**

Students attending any “maintenance” training course are asked to bring safety glasses (Z87 standard) and safety-toed shoes. Safety glasses and safety-toed shoes are required when performing shop maintenance tasks. Failure to have proper PPE requirements may result in student not being able to participate in affected portions of the course.

**Equipment**

Only authorized personnel are allowed to operate cranes and forklifts.

**No Smoking Policy**

Effective January 1, 2011, all GE facilities are “tobacco-free.” Smoking and tobacco products are prohibited in all areas of the property, including outdoor space owned by GE. All employees, customers, contractors and visitors are prohibited from using tobacco products anywhere on facility grounds, including in motor vehicles and any other neighboring properties. Individuals who wish to use tobacco products must leave the campus. Leaving campus is only acceptable during regularly scheduled lunch breaks. Leaving the property during shorter class breaks will not provide adequate time to return to class. Persons who do not comply will be asked to leave the campus. Please ask your guide/instructor for more information on designated smoking areas.

**Videotaping and Photography – Prohibited**

Due to the technical nature of these classes, and the current legal environment, photography or recording of GE classes using audio or video is strictly prohibited.

**Recommendation**

- Keep a copy of your passport in your luggage in case of loss.

**EHS**

The facility adheres to EHS policies and procedures. A full time EHS representative is present during working hours. Any questions or concerns regarding EHS should be directed to your lead instructor or escalated as appropriate, by dialing 533 from a facility phone.
Facility

Cafeteria onsite serving breakfast and lunch
Prayer rooms and mother’s room are available for your convenience

Visitors

No visitors are allowed in our training bays or site property unless authorized. All requests for permission for non-employees to enter the site should be made to security in the Building 1 lobby. Visitors who enter the facility shall be escorted by a HLC employee. Employees are requested to challenge strangers in the facility who do not have the necessary approval for access to our facility. Unauthorized visitors should be escorted courteously but quickly to security in the Building 1 lobby. Additionally, pets are not allowed on Company property.

Family Members

Site visitations of family members of any employee at the facility must be limited to approved visitations only. To have an approved visitation, a request must be submitted to the employee's manager, and the family member visiting must be escorted by an employee while not in a vehicle.

Children on site with an approved visitation shall be in the company of the employee and under adult supervision at all times. Children are limited to personal vehicles, offices, and office lobby areas only (non-shop areas). Under no circumstances will children be permitted into the active training areas.
General Layout and Muster Point Locations

If the evacuation alarm sounds, leave the building immediately and assemble to the nearest muster point located on the map.

In case of emergency dial 911.
Directions From...

George Bush Intercontinental Airport (IAH)
2800 N Terminal Road
Houston, Texas 77032

(19.70 miles – approximately 22 min. without traffic)
Directions From...

William P. Hobby Airport (HOU)
7800 Airport Blvd
Houston, Texas 77061

(10.93 miles – approximately 20 min. without traffic)
Area Hotels –

NEAR GE TRAINING CENTER
EAST - HOUSTON

Candlewood Suites
I-10 East (Extended Stay Hotel)
1020 Maxey Road
Houston TX 77015 USA
- Contact: 713-453-3337
(Call and register to obtain the GE Rate)
- No shuttle provided
- Smoking facility, 3rd floor +
- Extra-large rooms, full kitchen (no oven)
- Mini convenient store onsite (drinks, eggs, bread, etc.)

Holiday Inn Express and Suites
11460 East Freeway I-10 East
Houston, TX 77029 USA
- Contact: 713-330-3800
https://www.hiexpress.com
(Call and register to obtain the GE Rate)
- No shuttle provided
- King size bed in every room, 47 inch LED in all rooms
- Smoke free
- Breakfast buffet
- Recently renovated

La Quinta Inn & Suites – Normandy
930 Normandy Street
Houston, TX 77015 USA
- Contact: 713-451-0009
Questions: LQ6086GM@LAQUINTA.COM
(Call or click link to register and obtain the GE Rate)
For an additional fee, shuttle service is offered upon request.
 o to and from Airport
 o to and from GE training facility at set times (scheduled drop off and pick-up)
- Evening meal transportation
 o to and from restaurants within 5 miles of hotel during the week (as a group, unable to go to 10 different restaurants)
- transportation options can be provided locally, on weekends, but this will be at the guests’ expense. Please speak with the hotel front desk for estimated costs for weekend service.
- Customer to supply arrival and departure schedule a minimum of 1 week prior to stay.
- Complimentary Breakfast
- Mini refrigerators, microwaves included in all rooms

Hampton by Hilton I-10 East
10505 East Freeway
Houston, TX 77029 USA
- Contact: 713-997-8181
www.houstoni10east.hamptoninn.com
(Call and register to obtain the GE Rate)
- Newest Hotel in the area
- 2.5 miles to GE Houston Learning Center
- No shuttle provided
- Free hot Breakfast buffet, WIFI and self-parking
- All rooms equipped with microwave and refrigerator
- Smoke free
- Within walking distance to some restaurants

Area Restaurants
- Saltgrass Steak House
- Luby's (general menu)
- Fuddruckers (hamburgers, chicken, salads)
- Chili's (general menu)
- Pappa's Barbeque (variety of meats)
- Murphy's Deli (variety of sandwiches)
- China Star Buffet (Chinese)

Entertainment
- 24-hour fitness
- Fitness Connection
- Cinemark Tinseltown – Movie Theatre – 11450 East Freeway
- Downtown Aquarium/Restaurant/Amusement Park
- Museum District – History, Science and Health
- Space Center Houston
- Galleria Shopping Mall – high end department stores, skating and dining (approximately 30 minute drive)
GALLERIA – HOUSTON

Residence Inn
Houston by the Galleria
2500 McCue Road
Houston, TX 77056 USA
• Contact: 713-840-9757
• www.marriott.com/HOUGL
• Apartment Style Suites
• Shuttle available at additional fee
• Located near Galleria Shopping Mall – 5 min walk
• Free Grocery delivery
• GE rate available
• Breakfast included

Drury Inn Houston Galleria
1615 West Loop
South Houston, TX 77027 USA
• Contact: 713-963-0700
https://www.druryhotels.com
(Call and register to obtain the GE Rate)
• No shuttle service
• 1.5 mile from Galleria Mall
• No restaurant on site, but plenty of restaurants near by
• Breakfast buffet
• Happy Hour: 5:30 p.m. – 7:00 p.m.
• Partner with Yellow Cab and Liberty Cab for transportation

Courtyard Marriott
Houston Galleria Area
2900 Sage Road
Houston, TX 77056 USA
• Contact: 713-622-3611
• Spacious rooms
• Bistro Restaurant on site
• Free WIFI
• Fitness Center and pool

La Quinta Inn and Suites
Houston Galleria Area
1625 West Loop
South Houston, TX 77027 USA
• Contact: 713-355-3440
Questions: lq6086gm@laquinta.com
(Call or click link to register and obtain the GE Rate)
For an additional fee, shuttle service is offered upon request.
  o to and from Airport
  o to and from GE training facility at set times (scheduled drop off and pick-up)
• Galleria Mall within walking distance
• Complimentary Breakfast
• Mini refrigerators, microwaves included in most rooms

Crowne Plaza Hotel
Houston Galleria Area
7611 Katy Freeway
Houston, TX 77024 USA
• Contact: 713-680-2222
https://www.crowneplaza.com
• Shuttle offered, 5 mile radius, based on availability
• 2.5 miles from mall
• Restaurant on site

Crowne Plaza
Houston River Oaks
2712 Southwest Freeway
Houston, TX 77098 USA
• Contact: 713-523-8448
https://www.crowneplaza.com
• Shuttle service, 3 mile radius, Galleria and Med Center
• Restaurant on site

TownePlace Suites Houston
Houston Galleria Area
5315 S. Rice Ave
Houston, TX 77081 USA
• Contact: 713-664-7494
• All suites include a fully equipped kitchen
• Onsite 24-hour market
• Breakfast buffet included
• Free WIFI
• Fitness Center and pool
• Shuttle offered, 5 mile radius
• No restaurant on site, but plenty of restaurants near by
• Hotel is 1 mile from the Galleria Mall, within 3 miles of the Museum District, 6 miles from Downtown Houston, Theater District & Texas Medical Center

Hampton Inn Houston Galleria
4500 Post Oak Parkway
Houston, TX 77027 USA
• Contact: 713-871-9911
http://www.houstongalleria.hamptoninn.com
• Spacious rooms
• Complimentary Hot Breakfast Buffet
• Complimentary WIFI
• Fitness Center and pool
NEAR GEORGE BUSH AIRPORT (IAH)
NORTH - HOUSTON

Hilton Garden Inn
Houston/Bush Intercontinental
15400 John F, Kennedy Blvd.
Houston, TX 77032 USA
- Contact: 281-449-4148
  www.intercontinentalairport.stayhgi.com
- Shuttle offered to and from the GE training center
- Shuttle service – Airport
- Restaurant on site
- Free WIFI

Staybridge Suites
Houston IAH - Beltway 8
1910 North Sam Houston Parkway
Houston, TX 77032 USA
- Contact: 281-661-7700
  https://www.staybridge.com
(Call and register to obtain the GE Rate)
- Shuttle: Airport shuttle only with 3-mile radius (can offer for a group – pre-planned, 8 people minimum)
- Breakfast buffet
- Kitchen – except oven
- Tuesday, Wednesday and Thursday – complimentary light dinner with beer and wine

La Quinta Inn and Suites
Houston Bush International Airport
15510 John F Kennedy
Houston, TX 77032 USA
- Contact: 281-219-2000
  Questions: lq6086gm@laquinta.com
  http://www.lq.com/ Use company code GENELEC
(Call and register to obtain the GE Rate)
- Shuttle service from 5 a.m. – 11 p.m., can arrange for shuttle to travel to sites different from airport
- Complimentary Breakfast
- Mini refrigerators, microwaves included in most rooms

Candlewood Suites
Houston NW - Beltway 8
1500 North Sam Houston Parkway
Houston, TX 77032 USA
- Contact: 281-987-3900
(Call and register to obtain the GE Rate)
- Shuttle service – Airport, within 5 miles
- Burger King restaurant within walking distance (hamburgers)

Holiday Inn Express
Houston Intercontinental
7014 Will Clayton Parkway
Humble, TX 77338 USA
- Contact: 1-888-465-4329
  https://www.hiexpress.com
(Call and register to obtain the GE Rate)
- Shuttle to airport only, shuttle services/taxi service are available in the area
- Breakfast buffet
- Complimentary beer and snacks (Monday thru Thursday nights)
- Nearby - Sarpinos Pizza, Two Chinese Restaurants, Rigo’s Kitchen (Mexican), will deliver to Hotel
- Walking - Waffle House, Sonic, and Jack in the Box

Holiday Inn
Houston Intercontinental Airport
15222 John F. Kennedy Blvd
Houston, TX 77032 USA
- Contact: 281-449-2311
  https://www.holidayinn.com
(Call and register to obtain the GE Rate)
- Shuttle service – to Airport, Walmart, and Deerbrook Mall, within 5 mile radius
- Full-Service restaurant on site – breakfast, lunch, dinner
- Nearby - Chinese, Taco Bell, Mediterranean Restaurant, Cajun, Mexican, Jack in the Box within walking distance
DOWNTOWN – HOUSTON

The Whitehall Houston
Downtown Houston
1700th Smith Street
Houston, TX 77002 USA
• Contact: 713-739-8800
http://www.thewhitehallhouston.com/
• Shuttle service, downtown area only
• Brazos restaurant onsite

Holiday Inn
Downtown Houston
1616 Main Street
Houston, TX 77002 USA
• Contact: 713-658-8888
https://www.holidayinn.com
• Shuttle offered to and from GE training center – must schedule with front desk
• Non-smoking facility
• Restaurant on site
• Free WIFI
• Nearby: House of Blues, Discovery Green, Lucky Strike

NORTH WEST - HOUSTON

Courtyard Houston Brookhollow
Houston NW – 610 Loop
2504 North Loop West
Houston, TX 77092 USA
• Contact: 281-688-7711
www.marriott.com/houcy
(Call to obtain rate – 30+ days are tax exempt)
• mini refrigerators, microwaves are complimentary and are based upon requests
• Bistro restaurant onsite (Breakfast/Dinner)
• Complimentary Breakfast
• Starbucks onsite
• Business center (open 24hrs)
• Market center (open 24hrs)
• Shuttle service – at request only

Hyatt Regency
Houston Downtown
1200 Louisiana Street
Houston, TX 77002 USA
• Contact: 713-654-1234
https://houston.regency.hyatt.com
• Shuttle offered, 3 mile radius
• Shula’s restaurant on site (steak house)
• Spindle Top restaurant on site, but with limited hours of operation