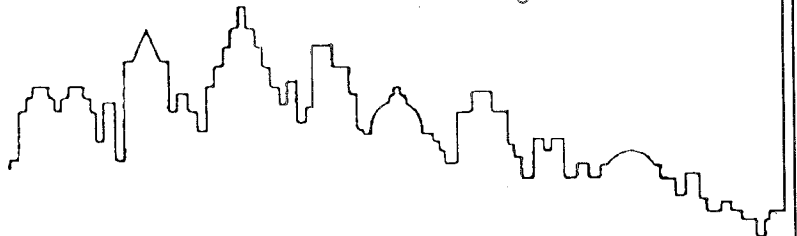
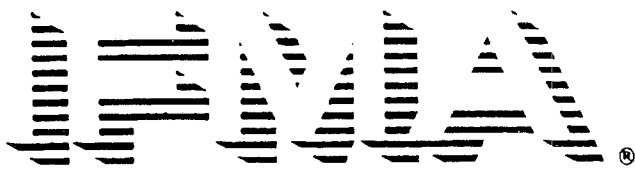
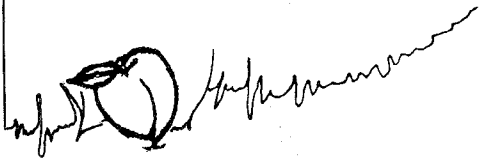


October proof



ATLANTA NEWSLETTER

September, 1991



September 18th Luncheon Communicating With Your Architect and Contractor

*How to achieve maximum benefit from
their services...*



Michael Loia

Most of us have been assigned the responsibilities of relocating, renovating, contracting or expanding our corporate environment. The relative success or failure of the end result depends dramatically on our ability to communicate the goals, philosophies and restraints to the architect and contractor. How do we achieve this? Do we know ourselves what these goals are? How do we select and monitor an architect and contractor?

Michael Loia will address these

issues at our September 18th luncheon.

Michael Loia is President of Michael Loia and Associates, an Atlanta Design firm that specializes in space planning, with emphasis on office and commercial developments. He is also Senior Vice-President of Neal/Loia Construction Company, a general contracting firm, and Vice-President of Robertson/Loia/Root, a 45-person architectural and engineering firm with offices in Atlanta and Athens, Georgia.

After serving his architectural apprenticeship with Mastin Associates Architects, Mr. Loia was named in-house manager of space planning and tenant construction for two million square feet of space in Atlanta, owned by the Prudential Insurance Company.

In 1979 he founded Michael Loia and Associates with a corporate mission of providing space planning and project management services to corporations, landlords, and developers. Robertson/Loia/Root was formed later that same year with emphasis on providing design and engineering services to specialty retail, office, educational, and health care

facilities. Mr. Loia began Neal/Loia Construction Company in partnership with Tom Neal, primarily to provide tenant construction services.

This combination of design, engineering, construction, and project management services has afforded clients a complete spectrum of design-build expertise from which to select those needed to meet specific project goals. Over the years, Mr. Loia's firms have completed more than 50 million square feet of space with an aggregate construction value of 1.4 billion dollars.

A native of New Jersey, Mr. Loia graduated from the Georgia Institute of Technology in 1971 with a bachelor's degree in Architecture. In 1986, he was a finalist for the Atlanta Chamber of Commerce "Small Business Person of the Year."

Lunch, at the Merchandise Mart, will start at 11:45 a.m. with registration and networking starting at 11:15 a.m. Reservations for lunch must be made by calling Barnett Business Services at 681-5344 by Friday, September 13.

The cost for lunch is \$20 for members, \$30 for non-members, and \$35 for non-members without reservations. Guests are considered non-members. ■

Membership Directory

Our new IFMA Membership Directory will be available at the October meeting. If you're a prospective professional member, now is the time to join IFMA. You'll get your name and company in our new directory and you'll receive a directory as part of your member benefits.

If you're a member, please verify your mailing label to be sure the information is correct. If you have any changes, call Judy Barber at 551-1829. Deadline for receiving additions or changes to the directory is Sept. 18, our September meeting. ■

September Luncheon Reservations

To make reservations for the September 18th luncheon, call Barnett Business Services at 681-5344 by Friday, September 13. ■

Americans with Disabilities Act "Round Table" Topic

The Americans with Disabilities Act of 1990 is the first topic of the Education Committee's "Round Table" Discussion Group. The BellSouth Tower at 1100 Peachtree St. is the site for this meeting on Thursday, September 12th. The meeting will be held from 11:30 a.m. to 1:30 p.m. with lunch provided by BellSouth.

It will be interesting to learn how facility managers have dealt with this new regulation. Bring copies of information regarding the requirements of this legislation to share with others.

All interested members should contact Attila Szekes at 578-5770 for reservations and/or additional information. ■

Thanks to...

...Allied Fibers

Sponsor for presentation packet

...Pointe Services

Sponsor of Kim Weiss' trip to the National Membership Committee meeting. Thanks to Keith Rodbell of Pointe for his support. ■

Awards Ballot



Atlanta Chapter awards ballots will be going out to professional and associate members by Sept. 15. Please be ready to respond by Oct. 15th with your nominations. ■

Post Office Bar Codes

A major United States Postal Service (USPS) goal calls for using bar codes to process virtually all mail by 1995. The strategy calls for 40 percent bar coded by customers, 40 percent by USPS optical character readers, and no more than 20 percent bar coded by remote bar code sorting. ■

**Wear your IFMA
lapel pin proudly.**



Arthur Andersen Receives IBD Client Award

Arthur Andersen/Andersen Consulting received an Institute of Business Designers (IBD) Prestige Award-Client Category on July 19, 1991. IBD started this award program this year to recognize firms that work well with the design community. Criteria for the nomination involved:

- Exhibit professional ethics and a high standard of quality within its own profession;
- Support and promote the practice of quality design;
- Be involved in the improvement of the community through professional organizations;
- Consistently exhibit support of design through its professional history;
- Have shown through the support of various projects an effort to increase public awareness of design.

IFMA's own president, Jim Pelger, served as a judge for this award. ■

The Role of Furniture in Ergonomics

The Atlanta IFMA Chapter and Steelcase will be hosting a closed-circuit television broadcast titled, *The Role of Furniture in Ergonomics*. A panel of experts from the fields of medicine, research, corporate training, and facility management will discuss the central elements of office ergonomics and their impact on healthful office environments.

This broadcast is hosted by IFMA Corporate. IFMA professional members will be attending this event at over 20 locations throughout North America. Questions and input are welcomed throughout the broadcast.

The program will be held locally on Thursday, September 19, 1991 at the Steelcase regional sales office in Atlanta.

The panel includes:

- **Dr. Alan Umbright** - Medical Director of CH Health Technologies, Inc.
- **Diane MacKnight** - Director of Facilities Operations at Gannett/USA Today
- **Dr. Steve Sauter** - Chief of the Motivation and Stress Section at the National Institute of Occupational Safety and Health
- **Dr. Paul Cornell** - A Steelcase Industrial/Organizational Psychologist

Invitations have been mailed to IFMA professional members. Please RSVP to the person listed on the invitation. If you're a professional member and did not receive an invitation, please call Steelcase locally at 523-2201 and ask for Rob Frans. ■



California

California Here I Come — to Conference Nov. 9-13, 1991 in San Diego

☛ Banquet

When you receive your annual conference registration packet, you should receive a banquet reservation card. If you want to reserve a seat at a table with other Atlanta folks, send your card to Kim Weiss before Friday, Nov. 8th. Also call Kim to verify that she received it. Her address is:

Long, Aldridge & Norman, 1500 Marquis Two,
285 Peachtree Center Avenue, Atlanta, GA 30303-1257
(404) 527-4045

☛ Ribbons - Pins

At the October Atlanta meeting, we will hand out ribbon-pins to those who plan to attend the IFMA '91 Annual Conference. Plan to go to the October meeting to get your buttons. You can bring your banquet card and give it to Kim at the meeting.

☛ South Region Reception

The South Region is holding a reception for all this region's conference attendees and their guests. Come join us in the suite of our **National President**, Christine Neldon, at the San Diego Marriott and Marina, The Presidential Suite #2518 North Tower, on Monday, Nov. 11 from 5:00 to 7:00 p.m. Steve Steinberg of Interface Flooring is sponsoring the reception and Jean Lusso, South Regional V.P., is host.

This will be a great chance to renew acquaintances, meet new members from the South Region, drool over Christine's suite and get your ribbon-pin collection updated. Plan to attend Conference and stop by for a few minutes at the reception.

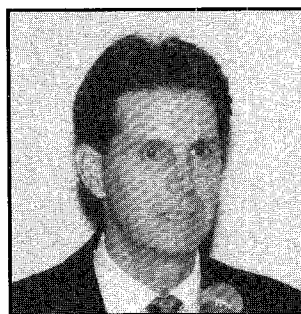
See you in San Diego. ■

IFMA...

Atlanta Newsletter is a monthly publication prepared and distributed to IFMA members. Non-members may purchase subscriptions upon request. To subscribe, call Judy Barber at 551-1829.

Editor:	Martha Osborne
Photographer:	Jeff Reeves
Publisher:	Barnett Business Svcs.
Subscription cost:	\$30/year

August Luncheon Recap



Bill Leonard

Bill Leonard, President of Wm. Leonard & Co., spoke to us on the changes taking place in Atlanta's Class "A" office market. The explosive growth of the '80's resulted in a five fold expansion of the Class "A" office market from 8.5 million square feet to over 43 million square feet projected by the end of 1991. However,

this growth is not expected to continue in the first half of the '90's based on information provided by Jamison Research, Inc., an independent Atlanta-based research firm.

As a result of the slower growth and the continued absorption of the market, highlighted by recent relocations of Holiday Inn and UPS to Atlanta, Mr. Leonard was projecting a much different office environment for the end-user in the years ahead. Further, the nature of building ownership has changed dramatically from an entrepreneurial developer to a more conservative institutional approach. With this, the heavily concessionary market has changed from front-end free rent and other concessions to a leveling of the concessions over the term of the lease.

Mr. Leonard offered several recommendations for companies to avoid the tight market in the future including the following:

- Negotiate lease terms beyond 1996 (Olympics in Atlanta).
- Establish fixed rates as long as possible, converting a liability into an asset.
 - Longer term
 - Renewal options
- Consider early renewals of '92, '93, and '94 lease expirations while the climate is still favorable.
- Consider sublease opportunities for growth space if space is not available through traditional markets.
- Purchase or build your facility. ■

Forum on *Factors in Selecting a Winning Project Team*

The Interprofessional Relation's Committee is sponsoring this forum on Tuesday, September 24, 1991 at the Georgia Tech School of Architecture Auditorium. A reception is scheduled from 6 to 6:45 p.m. with the program from 7 to 8 p.m.

RSVP to: ASID Georgia Chapter, 351 Peachtree Hills Avenue, #504A, Atlanta, GA 30305. Make checks payable to the ASID GA Chapter. \$5 for members, \$10 for non-members. Checks must be received by ASID by September 17, 1991. ■

Member Spotlight Tom Vernon

Tom Vernon, a native Atlantan, has worked in two distinctively different working environments since graduating from the University of Georgia in 1969 with a degree in Cartography.

Upon graduation, Tom entered the military through the ROTC program and spent 11 1/2 years in the Army Corp of Engineers. His time in the military, including a Viet Nam tour as a helicopter pilot, has allowed Tom to accumulate over 3500 hours of flight time and to obtain a degree in Civil Engineering.

Tom returned to the states after a six year tour in Germany and decided to enter the civilian job market. With experience in project engineering and facility management, Tom went into an interview with ADP 11 1/2 years ago. At that time, he had no idea



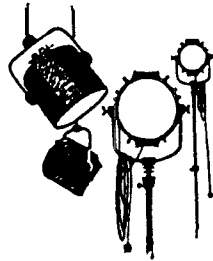
that within the next few hours he would be attending an architectural meeting as ADP's project engineer for their new Atlanta Regional Center. But Tom Vernon's ability to adapt to changes quickly, serves him well when it comes to being the facility manager for ADP. As Director of Facilities for the Atlanta Regional Center, Tom also has responsibility for nine satellite offices throughout

the southeast.

As a facility manager, Tom feels that the area of communication is paramount to doing a great job and enjoying that job. As a facility manager, he said that dealing with all the different types of individuals reporting to him gives him the opportunity to wear many different hats each day. But when Tom was asked what his favorite part of his job was, he said without hesitation, that it is the day-to-day, cause and effect, personal contact with individuals that makes his day.

When Tom is not being a facility manager, you will find him at home with his wife Leatha and their two sons who are seven and nine years of age. After having skied every mountain there was in Europe, Tom now includes boating, anything to do with aviation, and running as his hobbies.

Tom, thank you for serving as secretary this year and for running for Vice President for next year. ■



A Degree In Facility Management?

Are you interested in pursuing a graduate degree in facility management from a metro-Atlanta school? Would you be willing to participate in continuing education in specific courses that apply to facilities management?

Recent inquiries with a local college have generated interest in developing curriculum to support a degree program in facilities management. We need your input to determine the viability and support we could provide for such a program.

If you answered "YES" to either of the above questions, please contact a member of the Education Committee listed below:

Attila Szekes - 578-5770

Pete Conlin - 249-4126

In other news... The "roundtable" discussion on the Americans with Disabilities Act set for September 12 has generated very good response. Key points of this discussion will be summarized in an upcoming newsletter.

Future topics in the "roundtable" series will take place every other month and will include copy center management, space planning, and strategic planning. Your input on these and other topics is needed. Please contact a member of the Education Committee and voice your opinion.

Anyone who is interested in working on the Education Committee should contact Attila. ■

1991 Patrons

◆ **Diamond** ◆
Allied Fibers
MCI Communications
The Knoll Group

Gold: Armstrong

Silver: Ball Stalker Company
BASF Fibers
Bentley Mills
Corp. Environments of GA
Dupont Flooring Systems
Interface Flooring Systems

Bronze: Baker Furniture
Key Wallcovering, Inc.
(more names needed)

Call Margaret Sherrod, 676-6688



1991 Membership Marathon

IFMA is conducting its annual membership drive. This year's contest offers a 7-day trip for two to France on American Airlines as the first place prize for the person that recruits the most new members. Second place prize is two tickets to any American Airlines destination in the U.S. or Canada. Third place is a color television set and 3 runners-up will receive electronic appointment calendars. Everyone who participated by recruiting at least one new member gets a custom T-shirt.

In keeping with the international flavor of the contest, participants will receive double credit for recruiting new international members.

Let's get on the band wagon and be the chapter that recruits the most new members. Contact facility managers in other companies that you know aren't members. Use your network within other organizations. If each person recruits just **one** new member, we can double our size. The Atlanta Chapter needs new members! The contest runs through year end...**LET'S GET GOING!**

The past month was great. We recruited six new members!

Let's welcome the following new members:

- ◆ Mary Jo Doherty – Prime Bank
- ◆ Jennifer C. Su – MONY Real Estate Investment
- ◆ David A. Filson – Solvay Pharmaceuticals
- ◆ Philip A. Moschella – Student at Georgia State
- ◆ F. Duane Williams – AT&T
- ◆ Donald M. Brumbelow – Shaw Industries

New Members

Donald M. Brumbelow and Jennifer C. Su



October Newsletter Articles

October newsletter material needs to be in Martha's hands by the September meeting, Sept. 18. Martha is going on vacation and needs to get the newsletter ready before she goes. ■



Upcoming Events

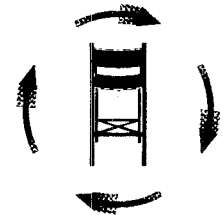
"Round Table" Discussion Group



Date: Thursday
September 12, 1991
Time: 11:30 a.m.
Place: 1100 Peachtree St.
BellSouth Tower

Professional members will discuss the Americans with Disabilities Act of 1990. You won't want to miss this one.

September's Networking



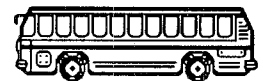
Date: Wednesday
September 25, 1991
Time: 12 - 1 p.m.
Place: Revest
1695 Marietta Blvd., N.W.

This month's networking will take place on September 25, 1991, from 12 to 1 p.m. at Revest (Steelcase's furniture recycling plant). The plant is located at 1695 Marietta Blvd., N.W. To get there from I-75, exit on Howell Mill Road and go west. Go to the 3rd traffic light and turn right on to Chattahoochee Avenue. Then go to the 3rd traffic light and turn left onto Marietta Blvd. Revest is 1-1/2 miles down on the left. The building has a yellow awning that says Revest.

Revest will provide a light lunch and soft drinks. Those interested in attending please R.S.V.P. by September 18 with William Broome at 223-7335.

Shaw Industries Tour and Dinner

Date: Thursday
October 24, 1991
Time: 2 p.m.
Place: Shaw Industries
Dalton, Georgia



Professional and prospective professional members are invited to tour Shaw Industries' campus and facility on October 24. Complimentary vans or buses will pick up IFMA participants at ADP, 5680 New Northside Drive, N.W., at 2 p.m. and return them at approximately 9 p.m. Dinner will be provided by Shaw. For reservations, call Barnett Business Services at 681-5344 by October 22.

The program committee is coordinating this tour. Call Monica Stein at 688-3600 with questions. ■

IFMA Executive Committee

President: James Pelger, Rockwell Int'l. Missile
497-5613

Vice President: Kim Weiss, Long, Aldridge and
Norman
527-4045

Secretary: Tom Vernon, ADP
980-2640

Treasurer: Howard Chapman, Atlanta Legal Copies
688-2222

Past President: Martha Osborne, DCA, 442-4004

Regional Vice President: Jean Lusso, The Coca Cola Company
676-4053

Atlanta Chapter: P.O. Box 133, 1579-F Monroe Dr., NE
Atlanta, Georgia 30324

Secretarial Service: Barnett Business Services
P.O. Box 755, Cumming, GA 30130
Atl. #: 681-5344

IFMA (Houston): 713-623-4362; 1-800-359-4362

IFMA Chairpersons

Awards: Dorothy C. Harris, Rosser Fabrap Int'l
888-6903

Education: Attila Szekes, Reid-Rowell, Inc.
578-5770

Public Relations: Polly Harper, Wm. Leonard & Co.
252-9700

Job Bank: John Steffes, Northern Telecom, Inc.
661-5350

Membership: Judy Barber, GTE Data Services
551-1829

Networking: William Broome, Arthur Andersen
223-7335

Newsletter: Martha Osborne, DCA
442-4004

Nominating: Martha Osborne, DCA
442-4004

Programs: Monica Stein, Osgood & Associates
688-3600; Jaime Lanier, Interface
Flooring, 956-8660

Social Events: Kim Harden, Baker, Knapp and Tubbs
266-0501

Sponsors: Margaret Sherrod, Coca Cola USA
676-6688

Research Liaison: Open - Need a volunteer

1991 Calendar of Events

September

~~Thurs., September 12 Luncheon-Bell South Tower
"Round Table" discussion~~

~~Wed., September 18 • Luncheon - Merchandise Mart
Speaker: Michael Loia, Contract
Architect
• October Newsletter deadline
• Membership Directory deadline~~

~~Thurs., September 19 IFMA/Steelcase TV Broadcast
*The Role of Furniture in
Ergonomics*~~

~~Mon., September 23 Executive Com. Meeting~~

~~Tues., September 24 Interprofessional Relation's
Committee Program - *Factors in
Selecting a Winning Project Team*~~

~~Wed., September 25 Networking - at Revest
12 - 1 p.m.~~

October

Tues., October 15 Awards ballots due

Wed., October 16 • Luncheon - Merchandise Mart
Speaker: Jung Brannen, CADD
Research Dev. Corp.
• Membership Directories here

Mon., October 21 Executive Com. Meeting &
Newsletter deadline

Thurs., October 24 Shaw Industries Tour & Dinner

November

**November 9 -13 IFMA '91 Annual
Conference San Diego, CA**

Wed., November 20 Luncheon - Merchandise Mart
Speaker: Terry Tennel, *In House
Versus Outside Maintenance*

December

Wed., December 18 Luncheon - *Senior Marriott*
Annual Awards &
Christmas party

See IFMA Notebook Joe Jan & Feb 1992
Locations and speakers are subject to change. Consult your
monthly newsletter for verification. ■
programs.