

ATLANTA NEWSLETTER

October, 1991

October 16th Luncheon Computer-aided facility management



Bruce K. Forbes

Bruce K. Forbes, President/CEO and founder of Jung Brannen Research & Development Corporation, will discuss the development of effective computer-aided facility management (CAFM) capabilities.

His presentation is designed to assist attendees in seeing beyond the "smoke and mirror" offerings of the CAFM vendors and identifying

the opportunities, pitfalls, and work-arounds associated with developing 100-year databases and the new gray-collar workforce.

He hopes to achieve the following three objectives:

1. Provide an overview to CAFM and cite the requirements and expectations associated with the development of a 100-year database.
2. Introduce methodologies for the development and effective utilization of the gray-collar workforce, thus realizing cost savings.
3. Provide mechanisms by which attendees can save up to 22 percent of their CAFM budgets.

Jung/Brannen Research & Development Corporation in Boston, is a software integration and development firm specializing in turnkey solutions for the architecture and facilities management professions.

Mr. Forbes was the first person in the United States to simultaneously work towards and subse-

quently receive both a Bachelor of Architecture degree and a Bachelor of Science degree in Computer and Information Science. He also received a Master of Science degree in Computer Graphics/Computer Science from Cornell University and a Master of Architecture degree from Harvard University. As a pioneer in the development of automation tools and methodologies for architects and facilities managers, Mr. Forbes has received numerous national and international awards.

In 1976, as an Institute Scholar for the American Institute of Architects, Mr. Forbes conducted the first comprehensive national survey of computer applications in architecture. Professionally Mr. Forbes has worked as a computer consultant responsible for the installation of over \$14 million in hardware and software, has supervised the creation and integration of over 240,000,000 square feet of computer-aided facilities management databases, and co-authored ARCHIBUS and ARCHIBUS/FM, the leading integrated micro-computer-based facilities management software.

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, October 11th.

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

October Luncheon Reservations

To make reservations for the October 16th luncheon, call Barnett Business Services at 681-5344 by Friday, October 11. ■

ADA Update

Excerpt from *ADA Compliance Guide, Monthly Bulletin*, Vol. 2, No. 8, August, 1991

"The final regulations to implement the employment, public services and public accommodations titles of the Americans with Disabilities Act were issued in July by the EEOC and Dept. of Justice. ... The ADA simply establishes parameters to guide employers in how to consider, and take into account the disabling condition involved." A 3-step process to help employers was established. "Consistent with the act, the rules consider people disabled if they:

- have a physical or mental condition that substantially impairs a 'major life activity' (such as walking, breathing, seeing or the ability to work)
- have a history of such an impairment
- are regarded by others as having such an impairment (even if they, in fact, have no disabling condition)."

(The Americans with Disabilities Act ADA Compliance Guide is published monthly by Thompson Publishing Group, (202)872-4000).

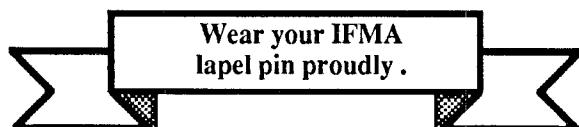
ADA Conference Calendar

- **October 22-23: Atlanta, GA**
Industry-Labor Council's 14th Annual National Conference. Sponsored by National Center for Disability Services. (516) 747-6323.
- **December 8-9: Atlanta, GA**
Implementation of the Americans with Disabilities Act. Sponsored by the American Public Transit Association and other organizations. Contact Deborah Dubin at APTA, (202) 898-4000. ■

Awards Ballot



Atlanta Chapter awards ballots have been mailed to professional and associate members. Please respond by Oct. 15th with your nominations. ■



From the Desk of Professor Howie Didit

by M. Weiss



Malcolm Weiss provides us with this article from the September 1991 issue of *Entrepreneur* magazine. The article provides information about a product which may help to relieve or prevent repetitive strain injury, carpal tunnel syndrome, and repetitive injuries to the wrist.

Business Bytes

Staying on-line with the world of computers

by Ron Mansfield

Office staples

One of my favorite pieces of business advice came from a mentor of mine named Mel. "Ron," he said, "The best products cost a nickel to manufacture, sell for a dollar and form a habit."

This month, I thought we'd take a look at a few low-cost, habit-forming computer products that can help you work more effectively. Once you've purchased a few, you'll wonder how you ever did without them. Maybe you'll even invent one or two of your own.

Rest your wrists

Phil Wessells, co-owner of Silicon Sports in Menlo Park California, was kind enough to send me a sample Wrist Pad after I saw it at MacWorld. The Wrist pad is a dense, non-skid neoprene product that resembles a long, narrow mouse pad. It measures 4 inches wide, 19.5 inches long, and about three-quarters of an inch thick. You put it up against the front edge of your keyboard to cushion your wrists as you type.

I knew the Wrist Pad was a winner when it disappeared from my desk just a week after it arrived. Several people in the office have been complaining about wrist pain, a form of repetitive stress injury, or "RSI." They tell me the Wrist Pad is a big help. I guess I'll never know until I buy my own and epoxy it to my desk.

Wrist Pads come in black, red, royal blue, gray, purple, mauve, aqua and turquoise. If you order 50 or more, additional colors are available and you can have the pads imprinted with your company logo or other promotional art.

Single units retail for \$19.95, and volume discounts are available. If you can't find Wrist Pads at your local computer supply or electronics store, you can purchase them directly from Silicon Sports. ■



California

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

It's not too late to go!

☛ 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 come 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 our 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 the 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 Svs.
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September Luncheon Recap

Advice On Communicating With Your
Architect and Contractor ... as spoken by
Michael Loia



Michael Loia, pictured left, President of Michael Loia and Associates, gave valuable advice to IFMA members and guests at the September luncheon.

Things high on the priority for good communications are:

- Be prepared by doing your homework
- Document your instructions
- Make sure you have been understood by repeating or having them repeat back to you what has been said.
- Speak the truth ... each time info is repeated ... something is lost in the translation

Criteria for successful project

The criteria for a successful project is much more complex. Michael reminded the group to expect things to go wrong ... because something always does. Be honest and realistic!

Recommendations

Recommendations to follow to make the process more effective:

- **THINK** actively about the project
- **DEVELOP** a critical path
- **TAKE TIME** to evaluate the time line
- **DOCUMENT** your goals at the beginning

NEXT, a client should interview all people involved ... not just the architect/designer, but the person actually doing the work. And by all means, delay a meeting rather than meet with incomplete information. Call references and ask them about the problems ... and how they were resolved.

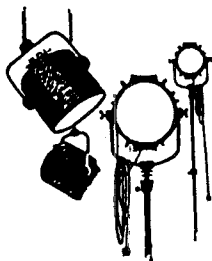
PROJECT CLOSE OUT should have only minimum items on the punch list ... or something went wrong in communications. It is a good idea to document the job history and prepare a POST job interview. You will learn a lot from it ... as we all did from Michael Loia! ■

Member Spotlight

Margaret Sherrod

With today's hectic business schedule it is often difficult to find the proper balance between one's career and private life. For those individuals who are capable of doing this, there are numerous rewards. For Margaret, the chance to get out on a sailboat and help as crew is the sport that gives her the balance she needs. Her "passion" for sailing has developed over the past few years and what Margaret has learned and has come to appreciate, is that sailing is a great levelling experience.

Another experience Margaret finds in sailing is that you are constantly learning new skills by dealing with the elements at hand and making the most of those elements to achieve your goal. These are experiences that are easily



transferred to managing over sixty properties nationwide for Coca-Cola USA. As Manager of Support Services in the Property Management Department, Margaret is responsible for managing over one half million square feet of property. From lease negotiations, bid proposals, communicating specifications, to areas as diverse as learning about and developing specs for cooler warehouses all fall under her

area. When Margaret was asked what was the most challenging aspect of her job, she, without hesitation, mentioned two areas: first, was to react to decisions within a compressed time frame and second was that in every transaction there were different personalities that made each project unique.

When Margaret left Indiana for Vanderbilt University, she had no idea that Atlanta would become her home. After a four year stint with Proctor & Gamble, Margaret settled in at Coca-Cola USA and has been there for 19 years. During that tenure, she attended the Executive Program at Emory University to supplement the BA degree she earned earlier. One area that Margaret has benefitted from in her association with IFMA is the networking with people from other companies. As Chairperson of the Sponsor's Committee, Margaret would like to personally thank all corporate sponsor's who have helped to date. However, she did mention that there was room for a lot more! ■

Pollution Prevention

Pollution prevention is the future of both our environment and business profitability. It is time to discard our "throwaway" lifestyle and minimize generation of pollutants and wastes. With pollution prevention, environmental protection activities and cost savings can be compatible.

The objective of pollution prevention is to reduce generation of pollutants and wastes "at the source" as much as possible, and to recycle those that are generated. Pollution prevention can consist of reductions in volume or toxicity of wastes.

The practice of pollution prevention simply consists of reducing inefficiency or "wasting" less materials and energy. Reducing wastes is why pollution prevention and cost savings are compatible.

Do you...???

- Periodically track materials from loading dock through disposal to identify reduction opportunities.
- Know the total cost of wastes and pollutants?
- Know the waste generation impacts of raw materials?
- Hold individual departments accountable for waste costs?

If not, you can take better advantage of pollution prevention opportunities in your business. ■

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



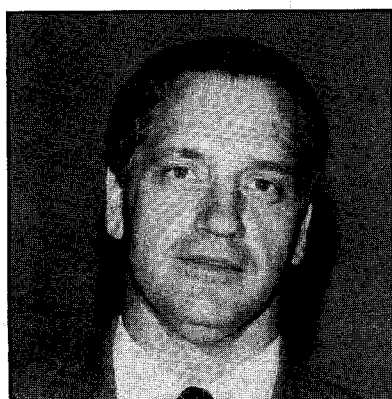
1991 Membership Marathon

IFMA welcomes these new professional members:

- ✓ Lionel W. Styron - Lanier Worldwide, Inc.
- ✓ Charles R. Fowler - Equifax, Inc.
- ✓ Shirley Ammons - Canada Life Assurance Co.
- ✓ Bruce King - Amoco Fabrics & Fibers
- ✓ Edward A. Driver - General Services Administration
- ✓ David H. Jameson - General Services Administration

Dues Installment Plan

IFMA is now offering members the option of paying their dues in quarterly installments. This installment plan can serve as a good retention tool for members who find themselves unemployed or who otherwise have to fund their own memberships. Call the IFMA Membership Records Department at 1-800-359-4362 or 1-713-623-4362 for more details. ■

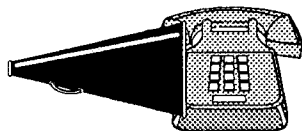


New Member

Dave Filson, Solvay Pharmaceuticals

Looking for New Speaker Phones

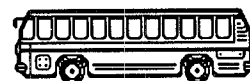
Needed for conference rooms. Must be compatible with a NEAX 2400 phone system. Call Kim Weiss at 527-4045 with your recommendations. Thanks for your help. ■



Upcoming Events

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.

November Luncheon

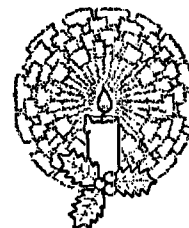


Date: Wednesday
November 20, 1991
Time: 11:45 a.m.
Place: Merchandise Mart
Terry Tennel will talk about *In House Versus Outside*

Maintenance.

December Luncheon

Date: Wednesday
December 18, 1991
Time: 11:45 a.m.
Place: Lenox Marriott



Come join us for our second annual awards meeting and Christmas party. Awards will be given in four categories. This festive holiday luncheon is always a treat.

Come help us celebrate the holidays and recognize the outstanding achievers in our midst. ■

Georgia's Interior Designers —Free Park at the Merchandise Mart

The Atlanta Merchandise Mart's accessories showrooms are providing free parking from August through November for Georgia interior designers.

For a list of accessories showrooms open to interior designers at the Merchandise Mart, or for more information on this promotion, call 1-800-ATL-MART. ■

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, Solvay Pharmaceuticals 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 & 1992 Calendar of Events

October

Tues., October 15	Awards ballots due
Wed., October 16	Luncheon - Merchandise Mart Speaker: Jung Brannen, CADD Research Dev. Corp.
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, <i>In House Versus Outside Maintenance</i>
Mon., November 25	Executive Com. Meeting & Newsletter deadline
Thurs., November 28	Thanksgiving Day

December

Wed., December 18	Luncheon-JW Marriott Lenox Hotel - Annual Awards & Christmas party
Wed., December 25	Christmas Day

January 1992

Wed., January 1	New Year's Day
Wed., January 15	Luncheon - Merchandise Mart <i>How to write a good RFP</i> by Sonja Tablada Facility Relocations

February 1992

Wed., February 19	Luncheon - Merchandise Mart Michael Bell, Commissioner of Finance, City of Atlanta
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Locations and speakers are subject to change. Consult your monthly newsletter for verification. ■