

# International Facility Management Association



## MARCH 1992

### Executive Board 1992

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**IFMA HOUSTON**

*INTERNATIONAL HEADQUARTERS*  
1 Greenway Plaza, E., 14th Flr.  
Houston, TX 77046  
(713) 623-4362  
(800) 359-4362



*Mr. Melas*

**Speakers:**

**Topic:**

**Date:**

**Location:**

**Reservations:**

Mr. George Melas, AIA and  
Mr. Stanford G. Wilson, Attorney  
Facility Management and the Americans  
With Disabilities Act  
Wednesday, March 18th  
Networking 11:30; Luncheon 12 P.M.  
Atlanta Merchandise Mart  
Barnett Business Services, 681-5344,  
Call by March 13th, before 5 P.M.  
Fee \$20 Members; \$30 Nonmember

Mr. Stanford G. Wilson, Attorney and Partner with the law firm of Elarbee, Thompson & Trapnell, will present issues to help facility managers understand obligations under the Americans with Disabilities Act. Mr. Wilson will focus on the final, interpretative guidelines published by the Equal Employment Opportunity Commission and Department of Justice, including reasonable accommodation requirements and analysis of essential job functions.

Mr. Melas, Director with SAE Carlson & Associates; and Chairman for the American Institute of Architect's Continuing Education Committee, will focus on practical solutions that can be incorporated into the planning and design of new construction and existing facilities.

The panel discussion will be lead by Attila Szekes, Atlanta Chapter Education Chairman. The panel discussion provides 10-15 minutes for each speaker, which will be followed by a question and answer session.

Mr. Wilson received his undergraduate degree in accounting from Georgia College, summa cum laude. He graduated with distinction from Emory University School of Law in 1980 and then joined Elarbee, Thompson & Trapnell. He is a member of

American, Georgia, and Atlanta Bar Association and the Labor Law Section of the American Bar Association.

Mr. Melas holds a diploma in Architecture, a Masters of Science degree in Architecture and he is a registered architect in the State of Georgia. He also holds a National Council of Architecture Registration Boards certificate and has been appointed to the construction industry panel of arbitrators of the American Arbitration Association.



GREETINGS

FROM

THE

PRESIDENT

As IFMA Atlanta positions its meetings this year, I want to share with you a short list I keep handy at work.

"...Before you call a meeting, ask the following questions:

1. Are you fully prepared for the meeting?
2. Will the decision makers needed be able to attend?

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President's Greetings cont'd

- 3. Will the matter be better handled one-on-one?
- 4. Will the cost of the meeting be out of proportion to what the meeting can accomplish?

(Be sure to consider travel cost, time away from other responsibilities, etc.)

- 5. Never hold a meeting just because you schedule one for a certain time each week or month."

Those are a few of the reasons why it is so important to hear back from you on the monthly meeting topics we provide. The Executive Board is trying to get our member attendance up. **If you are not attending, let us know why!** Is it the day, time, location, subject matter. etc.? You will be hearing from us in the near future to get your responses.

In closing, a few other reminders for those of us who are working late:

- 1. Let someone know you are working late and about what time you will be leaving.
- 2. Try to take the same route home in case you have car trouble, it will be easier for family/friends to locate you.
- 3. Know building security numbers, including police and fire department.
- 4. If you have to sign in at the lobby, use your first initial and last name. That makes it harder for someone to pretend to know and call you by your first name on the phone.

I think we need to remember to be conscience of our surroundings as we go into Spring. The warm weather may catch us off guard. Have a good month and see you at the meeting!

Sincerely,

Kim E. Weiss

## 10th Anniversary Celebration

Please be sure to mark **Friday, June 26th** on your calendars. This date will mark the **10th Anniversary of the Atlanta IFMA Chapter** and a special evening event is being planned. Mr. Ed Rondeau is in charge of the event which will begin by gathering at the Georgia Depot where everyone will have an opportunity to meet Mr. Samuel Johnson, 1991-1992 International President of IFMA. **This evening event will take the place of the monthly luncheon** so reserve this date for what promises to be a great evening!

## Quarterly Calendar

### MARCH

- 18 Chapter Luncheon- ADA Panel Discussion
- 18 ADA Videoconference Series **Georgia Tech**  
ADA Accessible Design  
For information call 1 (800) 362-2724
- 17-18 Facilities Strategic Planning **Kissimmee**
- 19-20 Computer Tools for Space Forecasting **Kissimmee**  
and Management
- 26 Georgian Terrace Tour (see article)
- 29-31 IFMA-Regional Facility **Nashville**  
Management Conference

### APRIL

- 15 Chapter Luncheon- "Just in Time  
Project Delivery" at THE APPAREL MART, RM 3W377
- 21 ADA Videoconference Series - Enforcing **Georgia Te**  
the ADA at State and Local Levels  
For information call 1 (800) 362-2724
- 21-22 IFMA-Principles of Corporate **San Francisco**  
Real Estate
- 23-24 IFMA-New Technologies in **San Francisco**  
Building Systems and Controls
- 29 Energy Conservation Programs  
Educational Roundtable - see article

### MAY

- 20 Chapter Luncheon "Corporate Real Estate"
- 3-5 IFMA-Regional Facility **Minneapolis**  
Management Conference
- 19-20 IFMA-Preventive Facilities **Seattle**  
Maintenance
- 21-22 IFMA-Budgeting and Accounting **Seattle**  
for Facility Managers

## 1992's Annual Seminar Custodial Staffing Guidelines - Chicago, IL April 27-28, 1992

Be the first to sign up for this seminar which: (1) demonstrates how to properly staff custodial operations, (2) gives you the tools to evaluate cleaning contractors, (3) provides the means to task/evaluate workers, supervisors and operations, (4) offers an outline for presentation to senior executives, (5) and presents hands-on examples of how to utilize the guidelines.

The material covered calculates staff required for typical types of space (office, laboratories, classrooms, etc.) by actually performing calculations for both hypothetical as well as their own buildings; inspecting techniques for quality of cleaning to determine whether the workers are attentive and trained; how to apply survey data and your unique data to create cleaning standards for your company which may then be used to predict productivity or contract cleaning requirements; and insights on effective individual interaction in a group setting. If you plan to attend, contact Robert Getz (312) 996-2837.

## Georgian Terrace Tour

by Kim Harden

A one hour tour of the historic Georgian Terrace will be given on **Thursday March 26th** at 6:00 p.m. by Mr. Jim Gay, Property Manager. The old hotel has been renovated, the ballroom restored and a new wing added. It now operates as a mixed-use building with residential, retail and banquet/ conference facilities.

Contact the **Barnett Business Services (681-5344)** by Friday, March 20th to make your reservation.

**The tour is open to all IFMA members and their guests.** Please meet in the Atrium where the tour will begin.

The Georgian Terrace is located in Midtown across from the Fox Theatre at the corner of Ponce de Leon and Peachtree Street. For your convenience, parking is adjacent to the building.

After the tour, we will move the entourage down the block to the Bridgetown Grill. There you can relax and enjoy some Caribbean ambiance and cuisine if you would like!

## New Members

Mr. Allen W. Burkhardt and

Ms. Barbara Langhans

Mr. Burkhardt is the Computer Aided Facility Manager Director for Metropolitan Computer Company, Inc.

Ms. Langhans is one of those unique people who has already volunteered her time by working on the Programs Committee. Please take the time to introduce yourself to Allen and Barbara.

## WHO SAYS THERE IS NO FREE LUNCH!

Beginning February, all IFMA members attending chapter luncheons will be eligible to win a free lunch. A winner will be chosen each month by drawing badges at the end of each luncheon. The winner will be notified by phone and announced in the monthly newsletter. **February's winner is Keith Rodbell, Pointe Construction Co.**

Thanks to Jaime Lanier from **Interface Flooring Systems, Inc.** for sponsoring the luncheon awards for the next 12 months.

If you would like to sponsor a free lunch, contact **Barnett Business Services (681-5344)**.

The following letter recently ran in the January 1 issue of the *Atlanta Journal and Constitution*, and the January issue of *BOMA Atlanta Newsletter*, reprinted from other sources. Before you sit down at the next luncheon with your old friends, look around the room and seek out a new person to introduce yourself to and to have lunch with. Our organization can only grow by letting new members know how important they are to us and to the IFMA organization as a whole.

### *The Member Who Never Came Back*

It amuses me to think that your organization spends so much time looking for new members when I was there all the time. Do you remember me? I'm the one who was asked to join. I paid my dues and then I was asked to be a loyal and faithful member.

I'm the one who came to every meeting, but nobody paid any attention to me. I tried several times to be friendly, but everyone seemed to have her friends to talk to and sit with. I sat down among some unfamiliar faces several times, but they didn't pay much attention to me.

I hoped that someone would ask me to join one of the committees or somehow participate and contribute, but no one did. Finally, because of illness, I missed a meeting. The next month, no one asked me where I had been. I guess it didn't matter very much whether I was there or not. On the next meeting date, I decided to stay home and watch a good television program. When I attended the next meeting, no one asked me where I was the month before.

You might say that I'm a good person, a good worker. You know who else I am? I'm the member who never can back.

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## February's Meeting

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Dr. Michael J. Bell, Commissioner of Finance for the City of Atlanta, entertained and informed members and guests at our February Meeting. Dr. Bell spoke about changes in tax exempt funding laws that "make things more difficult to do." With the Super Bowl and the Olympics on the horizon, a flurry of construction activity is inevitable and financing all this activity will become a real issue for Atlanta. As more and more restrictions have become law, tax exempt status is more difficult to justify for non-public, non-government facilities. Many types of facilities (i.e., lodging, sports) can no longer qualify for tax exempt bond financing. Other issues Dr. Bell discussed were: capitalized interest, cost of issuance, retained arbitrage, rebate rule, refunding and bond allocation. One of the most critical things Dr. Bell stressed was the importance of communication between the development/construction and the financial parties involved in these projects. Anyone who has done such a project would wholeheartedly agree! Our thanks to Dr. Bell for a very well received presentation.

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## April's Meeting

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Ms. Sheri Raiford of Corporate Interiors, Inc. and Mr. Barry Lynch of RJR will jointly discuss "Just in Time Design Project Delivery". This concept is based on total quality management and how it applies to facility planning and reorganization. Mr. Lynch will discuss this issue from a management standpoint and Ms. Raiford from a practical application standpoint. The April Meeting will be held at the Apparel Mart, Room 3W377. Please note this change in location.

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If you know of any news about our members, please contact Haidee Courson. We want everyone to applaud fellow members when promotions are given, transfers assigned or when there is news in general.

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## Educational Conference

The Association of Legal Administrators will be holding their 21st Annual Educational Conference in Atlanta this year. IFMA will have a booth at this conference. Volunteers are needed to staff the booth so contact Kim Weiss (527-4045) if you are interested.

## Congratulations To...

**Kim Harden** from Baker Furniture on her promotion. Kim will be the new Residential Contract Sales person for Eastern North Carolina, South Carolina and parts of Georgia. Kim will be based in Columbia, South Carolina and she will be missed by all.

**Keith and Diane Rodbell** on the birth of their daughter  
Alexandra.

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## Educational Committee "Roundtable"

Want to cut 25% off your facility's utility bill? Want to be environmentally conscious while doing so? It's a fact! Energy conservation equates to not only cost savings, but additional benefits in reduced environmental pollutant emissions. Find out how by coming to the IFMA Roundtable to be held **April 29, 1992** from 11:00 to 1:30 at:

**ADP, INC.**  
5680 New Northside Drive  
Atlanta, GA

This is a chance for successful "energy" managers to share their secrets and provide a way for the membership to benefit from their experiences. We will be looking for simple, low cost solutions that provide immediate payback along with more involved energy management projects. Interesting concepts from this roundtable will be compiled and placed in the monthly newsletter. Please plan to attend and share your ideas and results. Contact **Attila Szekes** at 565-1445 or **Tom Vernon** at 980-2640 for reservations. Attendance will be limited so please call early.

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## Telephone Blitz

A Telephone Blitz will be held on **March 19th** to call potential professional members to encourage participation and membership in the Atlanta IFMA Chapter. We encourage everyone to give us names to call. For those Allied and Affiliate members who are wait listed for membership, this is your opportunity to become full members by recruiting three professional members to join. Please contact **Judy Barber** (551-1829; fax 551-1450) or **Cathy Bracke** (676-6189; fax 515-2412) with your names and to receive information on where and at what time the Blitz will be held.

## Atlanta Committee Chairpersons

- Awards:** Dorothy Harris  
Contract Interior Consultant  
461-2805
- Education:** Attila Szekes  
Facility Management Consultant  
565-1445
- Membership:** Judy Barber  
GTE Data Services  
551-1829  
FAX: 551-1450
- Hospitality:** Gene Meany  
Independent Consultant  
552-7095
- Prospective:** Cathy Brackett  
The Coca-Cola Company  
676-6189
- New** Kathy Farley  
King & Spalding  
572-4934
- Directory:** Bob Bertsen  
Blue Cross/Blue Shield  
842-8277
- Allied/  
Affiliated:** Open - Call Judy Barber
- Newsletter:** Haidee Courson  
Wegman Associates, Inc.  
368-0101  
FAX: 263-9574
- Nominating:** Jim Pelger  
(see Executive Board)
- Programs:** Monica Stein  
Pointe Construction Services  
612-1247  
FAX: 612-1475
- Public  
lations:** Robin Bruce  
Electrostatic On-Site Services  
952-7602  
FAX: 952-7642

## Facility Management Certification Item Writing Workshop

The Education Committee is putting together an Item Writing Workshop to get our chapter involved in the certification process. The previous Atlanta workshop, held in August, concerning certification examinations was very successful and this one promises to be too. We need six or more facility management professionals to volunteer their time and experience to participate in this upcoming workshop.

This program will be facilitated by Hale Associates, the consulting firm working with IFMA on this project, and should take about six hours. During the workshop, participants will learn about the areas of knowledge that facility managers will be questioned on during the certification exam. Participants will then learn how to write questions for the exam and prepare actual questions that will be used on the exam. If you are interested in furthering the development of your profession by participating in this workshop, contact Attila Szekes, 565-1445, for more information.

## Facts For Your Facility

Recent news about the continuing erosion of the ozone layer in the earth's atmosphere has prompted President Bush to propose an acceleration of our international agreement to discontinue the use of Chlorofluorocarbons (CFCs). President Bush's plan calls for a ban on the manufacture of CFCs by 1995.

Facility managers are affected by this proposal because of the use of this product as a refrigerant in some HVAC systems. Whether or not the new proposal becomes law, CFC containing refrigerants will continue to rise in cost as punitive taxes are imposed and manufacture is restricted. Steps should be taken soon to either retrofit existing systems with non-CFC refrigerants or to use alternative HVAC systems. For more information, contact a member of the Education Committee.

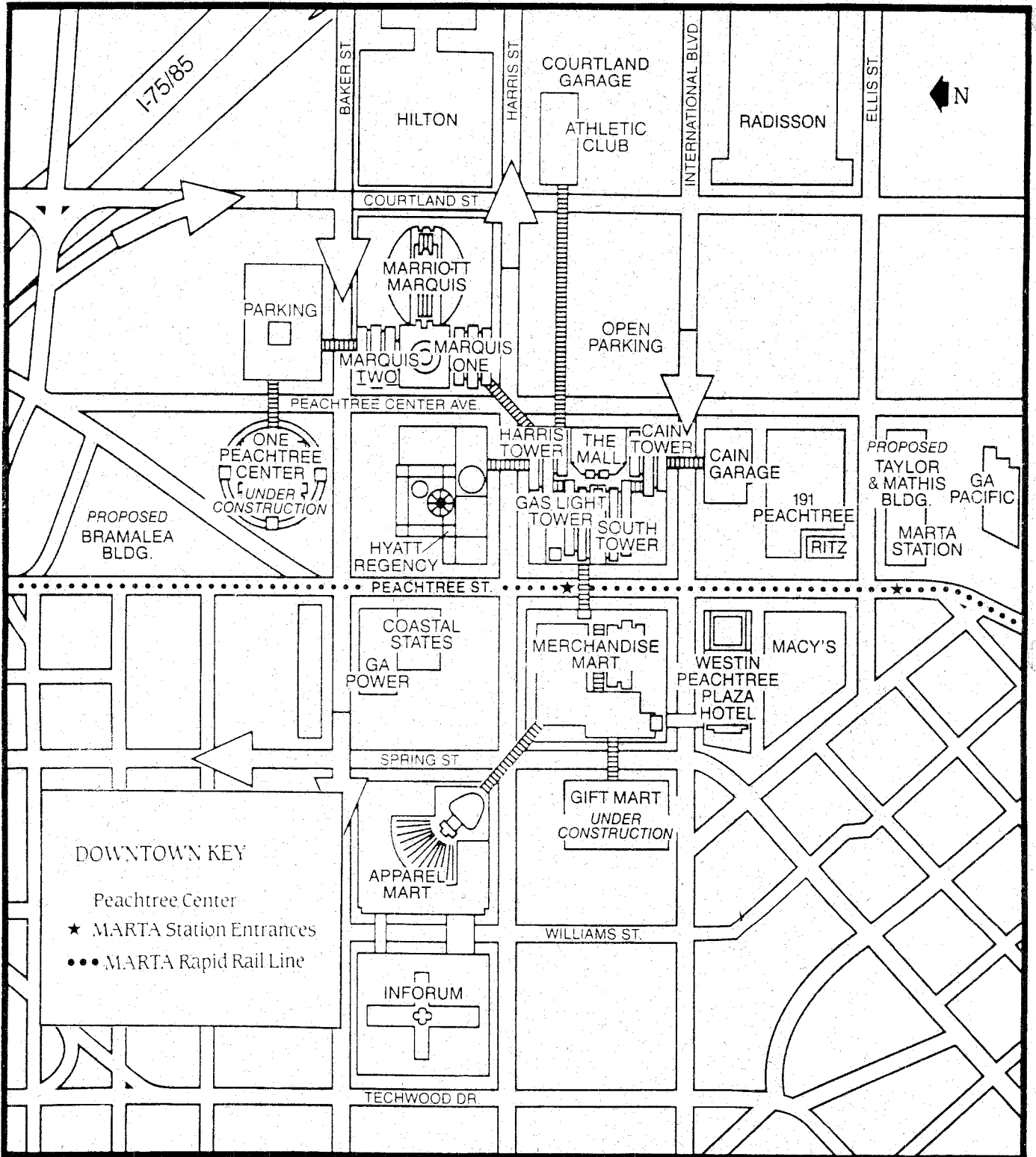
Additionally, *Today's Facility Manager* and from THIS PLANET IS MINE by Mary Metzger and Cinthya P. Whittaker states that the following list includes products that contain CFCs and/or use CFCs in their manufacture:

Calculators, cameras, carpet pads, clothes dryers and washers; computer and camera dusters, computer disk envelopes, dishwashers, dry cleaning fluids; express mail envelopes; foam drinking cups; foam pillows and mattresses; freezer insulation; furniture cushions, heat pumps; ice machines; microwave ovens; photocopiers; radios; telephones; televisions; VCRs, and vending machines.

## THANKS TO THE FOLLOWING:

Sheri Raiford and Linda Story from Corporate Interiors, Inc. for creating and designing the new masthead on the IFMA Newsletter.

Sonya Tablada and her staff at Facility Relocation, Inc. for their assistance in producing and maintaining the name tags for our members and guests.



Parking for Peachtree Center tenants and guests is available:

- in the Cain, Courtland and Inforum garages
- within the open lots at Peachtree Center Avenue and Harris Street
- beneath South, Gas Light, Harris, and the Marquis One and Two towers (limited)