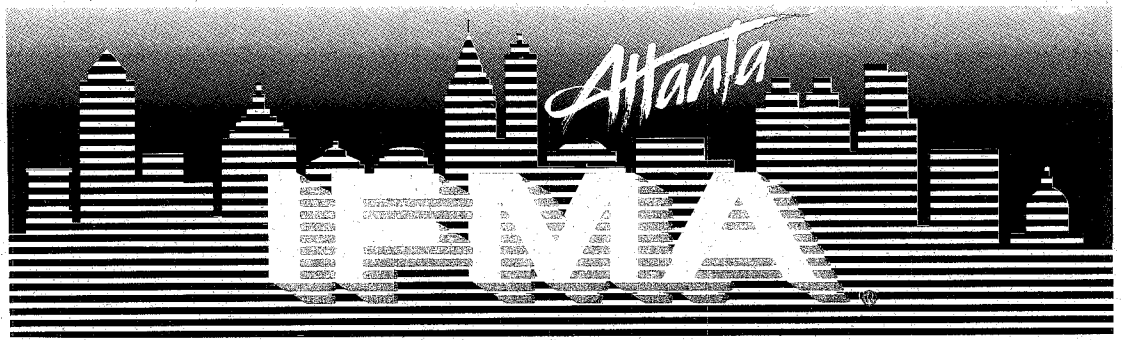


International Facility Management Association



Executive Board 1992

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Kim Weiss

Long, Aldridge & Norman

(404) 527-4045

Vice President:

Tom Vernon

ADP

(404) 980-2640

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(904) 791-6756

IFMA HOUSTON

INTERNATIONAL HEADQUARTERS

Greenway Plaza, E., 14th Flr.

Houston, TX 77046

(713) 623-4362

(800) 359-4362

APRIL 1992

Speakers: Ms. Sheri Raiford, Corporate Interiors, Inc. and
Mr. Barry Lynch, R.J. Reynolds Tobacco Company

Topic: Just in Time Design Project Delivery

Date: Wednesday, April 15th

Networking 11:30; Luncheon 12 P.M.

Location: Atlanta Apparel Mart, Room 3W377

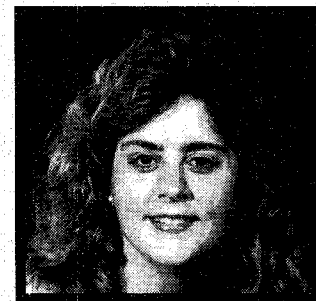
Reservations: Barnett Business Services, 681-5344,
Call by April 10th, before 5 P.M.

Fee \$20 Members; \$30 Nonmember

Ms. Sheri Raiford, President of Corporate Interiors, Inc. and Mr. Barry Lynch, Facilities Planner for R.J. Reynolds Tobacco Company will speak at this Chapter Luncheon on "Just-in-Time Design Project Delivery". This system was developed in response to organizational requirements that dictated significantly faster and cheaper project delivery than the traditional design-bid-build system. It involves a total management philosophy, based upon empowered individuals working smarter as a team. "Just-in-Time" project delivery is about reinventing the project delivery process and is based on the manufacturing process by the same name, which is built upon the concept of the elimination of goods in process with an emphasis on quality as measured in zero defects. It eliminates wasted or abandoned design, caused by client organizational changes during the design-bid-build process, and design or construction re-work and with a total team performance completing project within budget and on schedule.

Ms. Sheri Raiford received her Bachelor of Science degree in Interior Design from the University of Tennessee. She has served as an Associate Studio Head at Thompson, Ventulett, Stainback & Associates. She is listed in Who's Who in American Women and has received various awards including the 1991 Modernization Award from *BUILDINGS* Magazine.

Mr. Barry Lynch received his undergraduate degree in Environmental Design from the University of Colorado and his Masters degree in both Architecture and Business Administration from the University of Illinois at Champaign-Urbana. He holds architectural registrations in several states and is certified by the National Council of Architectural Accreditation Review Boards. Mr. Lynch is also a recipient of the 1991 *BUILDINGS* Magazine Modernization Award. He is also a published author.



GREETINGS

FROM

THE

PRESIDENT

The 1993 International Membership Contest is underway! This year's Grand Prize will be a CRUISE! That sounds like a good extra incentive to begin looking for new members. The contest promises to be more exciting and there will be quarterly prizes to keep the incentive going. Watch the Membership column for more details as the campaign progresses.

Continued on page 2

President's Greetings cont'd


Don't forget our existing members either! Contact the Membership Committee to see how you can help. They can always use another 'dialing' hand to call up the old as well as help locate new.

The International office in Houston has been getting a lot of calls about certification. As a result, they have prepared a slide show and various other background information that can be presented on a local level. **If you are interested in learning more about certification and what it means to you, let Attila Szekes, your Education Chairperson, know!** The slide show can be brought in and presented as part of one of the regular monthly meetings or a roundtable, etc. You let us know what you want. That goes for all meetings. Programs are lined up in advance, when possible, so the sooner you get an idea submitted, the sooner it can be put on the agenda.

Last, but not least, the **Chapter's 10th Anniversary** is going to be celebrated at an evening dinner (in lieu of the regular Wednesday luncheon) on **Friday June 26th**. It will be held at the Train Depot of Underground Atlanta. Mark your calendars. Atlanta and IFMA has a lot to be proud of. We are the 15th largest chapter and two of our members have gone on to be International Presidents, to name only a few. Plan now to come out and celebrate with us.

See you in April at the meeting.

Sincerely,



Kim E. Weiss

Kim Weiss

Atlanta Chapter 15th In Membership

Out of the 99 Chartered IFMA Chapters, Atlanta is 15th in Membership.

1. Capitol (D.C.)	540
2. New York	465
3. Toronto	426
4. Boston	386
5. San Francisco/Bay	377
6. Dallas	333
7. Chicago	328
8. Minneapolis/ St. Paul	293
9. Houston	287
10. Los Angeles	281
11. North Illinois	274
12. Philadelphia	249
13. New Jersey	245
14. Denver	234
15. Atlanta	201
16. Seattle	197

WOMEN IN ARCHITECTURE

According to *Architecture*, October, 1991, today there are more females in architecture than in 1970 (12 times as many), but men still dominate the field.

Women constitute 9.1 percent of all AIA members; 5,003 out of 55,036.

The AIA has granted fellowships to 1,880 architects; of these, 66 were awarded to women.

AIA's 1991 Firm Survey states that 9 percent of all sole practitioners are females; women head up 3 percent of firms with 2 to 9 employees; and these firms employ more women than other firms. The majority of women in architecture hold nontechnical and administrative positions.

Quarterly Calendar

APRIL

- | | | |
|-------|--|---------------|
| 8 | IFMA Membership Telephone Blitz at Coca-Cola, Room 1243 | Atlanta |
| 15 | Chapter Luncheon-"Just in Time Project Delivery" at Apparel Mart, Room 3W377 | Atlanta |
| 21 | ADA Videoconference Series (1-800-362-2724) | Atlanta |
| 21-22 | IFMA-Principles of Corporate Real Estate (1-800-359-4362) | San Francisco |
| 23-24 | IFMA-New Technologies in Building Systems and Controls (1-800-359-4362) | San Francisco |
| 29 | Energy Conservation/Green Lights Program (call Tom Vernon at 980-2640) | Atlanta |

MAY

- | | | |
|-------|--|-------------|
| 3-5 | IFMA-Regional Facility Management Conference (1-800-359-4362) | Minneapolis |
| 20 | Chapter Luncheon "Contingency Planning for Business" | Atlanta |
| 19-20 | IFMA-Preventive Facilities Maintenance (1-800-359-4362) | Seattle |
| 21-22 | IFMA-Budgeting and Accounting for Facility Managers (1-800-359-4362) | Seattle |

JUNE

- | | | |
|-----|---|--|
| 26 | Chapter Dinner "Our 10th Anniversary" | |
| TBA | Education Roundtable "Government Regulations Affecting Facility Management" | |

Atlanta Chapter 10th Anniversary Program

by Ed Rondeau

Please remember to mark your calendar to attend the **June Chapter Meeting on Friday evening, June 26, 1992** at the Georgia Railroad Depot adjacent to Underground Atlanta. This dinner party will celebrate our ten years as an IFMA Chapter. So bring a guest and share an evening which will include:

- o Networking and social time
- o Dinner and a cash bar
- o A message from our special guest, Mr. Samuel Johnson, International President of IFMA
- o Door prizes, including a free registration to IFMA 1992 in New Orleans, LA
- o Music and dancing

Your attendance will help make this an educational investment in the profession and your Chapter. **The advance registration for this unique event is \$25 per person and you can register at the April or May Chapter Luncheon.** Look for additional details at Chapter meetings and in the Chapter Newsletter.

MEMBERSHIP TELEPHONE BLITZ

When: Wednesday, April 8th

Where: Coca-Cola - USA
1 Coca-Cola Place
Room 1243

Time: 9:00 a.m. to 4:00 p.m.

If you can work (any amount of time you have available during that day), please give **Cathy Brackett** a call at **676-5189**.

We also need the names of any prospect members to call. Send your names to **Cathy** at **FAX: 515-2412**.

Get us your prospect lists. If you give us three referrals that join as professional

members, you can negate your wait and get membership for yourself immediately. Now is the time to let us help you make those contacts. They will be included during the Membership Telephone Blitz.

"Sponsors Unite"

by Don Brumbelow

Shaw Industries, Inc. has accepted the challenge to lead the way for increased sponsorship of the Atlanta Chapter. Don Brumbelow, Professional Member, has been named Chair of the Sponsor Committee with full support of the resources Shaw Industries has to offer. "We are excited to be a part of the dynamic growth that the Atlanta Chapter will experience over the next few years," said Steve Sarratt, Vice President of Sales, Stratton Commercial Carpets, a Division of Shaw Industries, Inc.

The goal of the Sponsor Committee is to make the community aware of IFMA and the resources our Atlanta Chapter has to offer. Opportunities for financial support, as well as direct employer involvement, will be made available to sponsors. Company participation at all levels of commitment will be encouraged.

We will contact sponsors during the month of April with information about financial goals for the Chapter and how we can budget for the future. The ten year anniversary of our Chapter will be celebrated in June. Allied and Affiliate members received information in March about how they can participate. There is a lot to do in the Olympic City. Let's get started.

Please contact **Don Brumbelow** at **(404) 275-3380** with suggestions and comments.

Member Spotlight



Trish Jackson, an Assistant Manager with the Facility Planning and Management Department has been with Confederation Life for 10 years. Her background includes being a teacher, banker, data processor and marketing assistant. The cumulation of all of these skills helped Trish to find her perfect niche and that is in facility management. The greatest challenge in Trish's job is to constantly find the balance between quality service and cost containment. The greatest reward in her job is when there are satisfied customers after the completion of a project. Trish's other primary occupation is being a mother to her 15 year old son Blaine. When asked what she liked to do in her spare time, her quick response was hiking, hiking, hiking and yardwork. When Trish's associates were asked to describe what is it like to work for Trish, they unanimously came up with one statement, "It's fun!"

WHO SAYS THERE IS NO FREE LUNCH

Last month at the March meeting, all IFMA members attending the chapter luncheon became eligible to win a free lunch. Each month a winner will be chosen when a badge is drawn after lunch. The winner will be notified by phone and announced in the monthly newsletter.

The March winner is **John Tuttle**! We will see you on the 15th John!

March Meeting Recap

At our March meeting, overviews of some of the American With Disabilities Act compliance issues were given by Mr. Stanford G. Wilson, attorney, and Mr. George Melas, architect.

Mr. Wilson addressed issues that relate specifically to employment practices (to be enforced by the EEOC) with emphasis on how NOT to discriminate against the 16-20% of the people in the work force who are disabled. The employer must "reasonably accommodate people who are qualified." This accommodation includes access to the employers' offices and the means to complete the application process, off-site, if necessary. Employment applications may need to be revised, especially in the area of health related questions.

Mr. Melas spoke of the affects the ADA will have on the physical aspects of public and commercial facilities. Existing structural and non-structural barriers must be eliminated if this is "readily achievable." All new construction or renovations must comply, and Mr. Melas stressed the importance of getting knowledgeable design professionals involved in your projects. Since requirements are complex and can be confusing, technical assistance is available to interpret these laws.

The consensus was that facility managers should join with the human resources managers to do an audit of existing policies and facilities to develop a comprehensive plan for compliance. It is extremely important to show a "good faith effort."

Our thanks to Stan Wilson and George Melas for a very informative and timely program.

As a reminder, an ADA Guidebook with an audit checklist is available through BOMA. Call Stewart Huey at 508-0116 or BOMA International at (202)408-2662 to request a copy.

May's Meeting

Jim McGraw, EDP Planning & Technology Coordinator for the State of Georgia Department of Administrative Services will examine the planning, technical and personnel issues affecting company-wide business resumption planning. He will address the many issues and problems facing the development and implementation of effective emergency policies and procedures. Also, Jim is a Program Chairman for the Atlanta Chapter of the Association of Contingency Planners.

If you know of any news about our members, please contact Haidee Courson, Wegman Associates, 368-0101. We want everyone to applaud fellow members when promotions are given, transfers assigned or when there is news in general.

AFFILIATE/ALLIED MEMBERS

Are you looking for a way to get more involved with IFMA? There is a highly visible vacancy on the membership committee that needs someone willing to give some time.

The Chapter realizes the importance of input from the Affiliate/Allied segment of membership. The Board agreed to create this position as liaison for better communication with the Affiliate/Allied members.

Kim Harden was chosen for this job and brought with her great ideas for the upcoming year. Kim just received news of a transfer and asked that we find a replacement for the liaison position. If you are interested in filling this important role, please call Judy Barber at 551-1829 to discuss the details of the position.

IS IT IN THE WATER?

Jeff and Marylynn Reeves (Thomas Carpets) are the proud parents of a daughter, Brittany Nicole. Jeff, since you are the "official" photographer for the Atlanta Chapter, we all expect to see a lot of photographs of this child.

The clogging grandmother, Martha Osborne (Digital Communication Associates) is excited about the birth of her second grandchild, Christianna Renee Osborne. Yes, Martha is taking clogging lessons!

John and Becky Brodersen (Interface Flooring Systems) are the proud parents of a 7 pound, 13 ounce baby daughter, Rebecca Anne, born on February 16th.

How Human Factors Affect the Design and Engineering of the Work Station

The human body is affected by many and varied conditions in the workplace. VDTs, keyboards, communications equipment, and other technological advances dictate work function, worker position, durations of tasks, and most importantly, furniture needs.

Each major part of the body is affected in a different way:

- * Workers' EYES are subjected to differing lighting levels and intensities, reflected light and glare as well as other VDT screen effects. Eyestrain or vision-related side

Continued on page 5

Atlanta Committee Chairpersons

Awards: Dorothy Harris
Contract Interior Consultant
461-2805

Education: Attila Szekes
Facility Management Consultant
565-1445

Membership:

Existing: Judy Barber
GTE Data Services
551-1829
FAX: 551-1450

Hospitality: Gene Meany
552-7095

Prospective: Kathy Brackett
676-6189

New Kathy Farley
572-4934

**Allied/
Affiliated:** Position to be filled

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
Relations:** Robin Bruce
Electrostatic On-Site Services
952-7602
FAX: 952-7642

continued from page 4

affects can cost expensive downtime when office work stations do not provide healthy ergonomic conditions, such as glare protection and variable light intensity.

- * **EARS** are affected by all types of noises in and around the work station. Wall panels lacking proper acoustical material cause worker distraction due to telephones, conversations, office equipment, and lack of privacy. Many headaches are a direct result of relative noise levels surrounding the workplace.
- * **HANDS** and **WRISTS** are subject to various forces and limitations in the workplace. Workers' hands operate on keyboards and communications equipment are pushed to the limits by repetitive motion tasks. Injuries like carpal tunnel syndrome can result if work stations don't adjust to accommodate worker needs.
- * Since we tend to feel stress in the **SHOULDERS** and **NECK**, they are especially susceptible to the effects of poor posture. Our shoulders and necks are dramatically affected by the positioning of VDTs and keyboard pads, furniture mobility, as well as seating and work surface adjustability.

It is equally important to have well-informed workers along with well-planned work stations. A well-planned work station takes the total work environment into account, the job requirements, and the worker in order to provide a sound ergonomically acceptable environment.

This article was reprinted from *HA WORTH Facilities Programs*.

ASSOCIATION OF LEGAL ADMINISTRATORS

Volunteers are needed to staff the IFMA booth during the convention, in Atlanta on April 13-16. Please contact Kim Weiss, 527-4045, if you are interested.

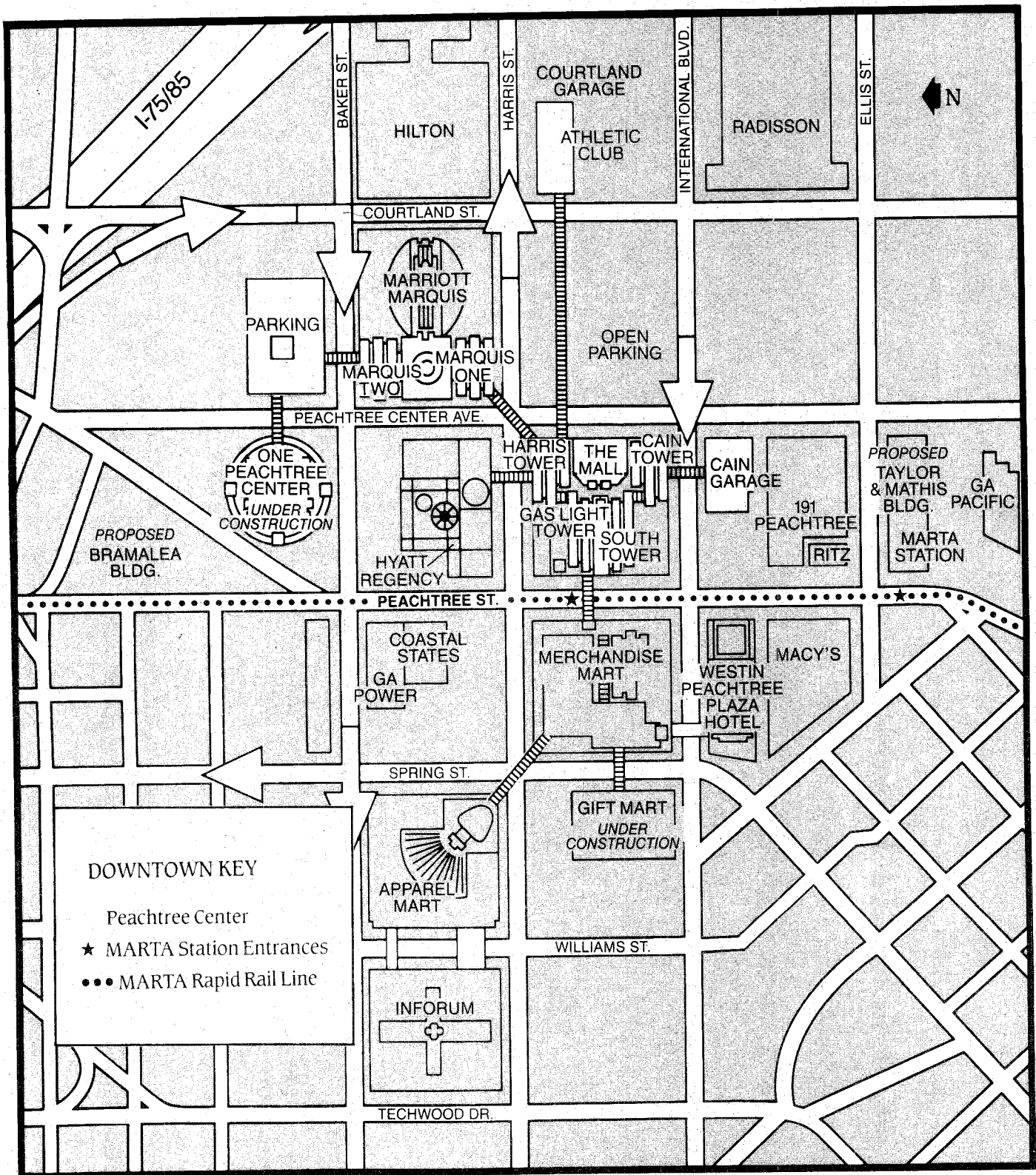
1992 HABITAT FOR HUMANITY BIRDHOUSE SHOW AND SALE

DON'T MISS THIS EVENT! Birdhouses by artists, designers, architects, celebrities and individuals will be auctioned and sold to raise funds for Habitat for Humanity. Fifty birdhouses will be selected by Judy Larson, High Museum of Art and displayed for a special viewing on April 9th Opening Reception, 7:30 to 9:30 p.m., hosted by Novus Gallery and held at Lenox Square Mall. The event will take place from April 9-12, featuring over 300 birdhouses for sale. There will be a silent auction and a live auction which take place at 2 p.m., April 12 in the Lenox Mall.

THANKS TO THE FOLLOWING:

Thanks to Carol-Anne Kahian from PATCRAFT, a division of Queen Carpet Corporation, for mailing this issue of the newsletter.

Thanks to Trish Jackson for volunteering to write the future Member Spotlight article for the newsletter.



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)