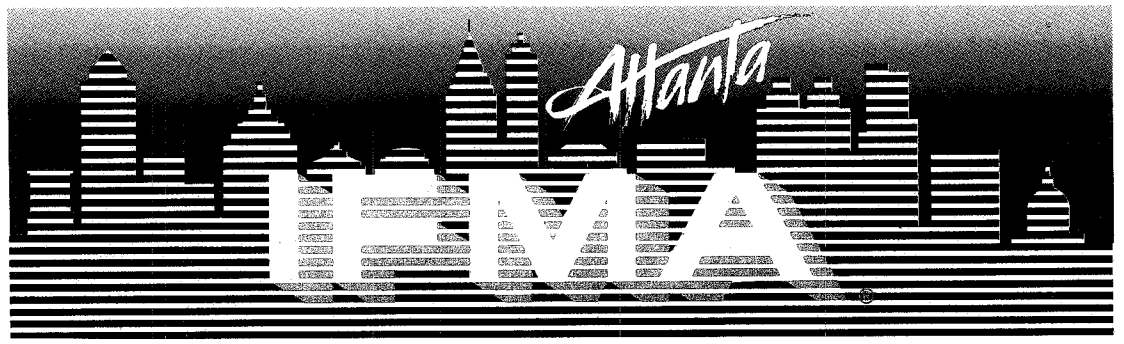


# International Facility Management Association



## Executive Board 1994

### President:

Tom Vernon  
*Automatic Data  
Processing, Inc.*  
(404) 980-2640

### Vice President:

Gene Meany  
*Facility Consultant*  
(404) 604-5416

### Acting Secretary:

Mary Jo Doherty  
*Resolution Trust Corporation*  
(404) 581-7657

### Treasurer:

Allan Caddell  
*Atlanta Gas Light Company*  
(404) 584-4141

### Past President:

Pete Conlin  
*BellSouth Enterprises, Inc.*  
(404) 249-4126

### Regional Vice President:

Janeen Trevillyan  
*GTE Data Services*

### IFMA Houston

*International Headquarters*  
1 Greenway Plaza, E., 11th Floor  
Houston, TX 77046  
(713) 623-4362  
(800) 359-4362

## Monthly Meeting March 1994

**Topic:** Facilities Stress Management  
... With Humor  
**Date:** March 16, 1994  
**Time:** 11:30 Networking  
12:00 Lunch Program  
**Cost:** \$20 Members, \$30 Non-Members  
**Location:** Marriott Perimeter Center  
**Reservations:** Brown & Spiegel, Inc., 351-3486  
By March 14, 1994

Reserve Now

Don't  
Delay

BE  
THERE

The work of a Facility Manager is often stressful. Our March presenter, **Jeff Justice** of **Corporate Comedy** will show us how to deal with the stress of downsizing, reorganizing, and daily deadlines by employing humor.

Unresolved stress in the workplace has a very high price. Costs appear in lost productivity, lost time, increased medical overhead, employee burnout, and unnecessary general conflict. Humor is being enthusiastically welcomed into the workplace as powerful and effective in dealing with stress and reducing costs.

**Jeff Justice** has spent 12 years on the comedy club circuit, appearing on such national TV shows as *Comic Strip Live*, *A&E's Comedy on the Road*, *Showtime's Comedy Club Network*, *Thicke of the Night*, *CNN*, and many others. For 7 years he has been unleashing his wit on corporate America by conducting workshops in stress management with humor, team building, and the magic of humor in training. Jeff is a member of the *National Speakers Association*. Jeff's program will address how to reduce the stress of your Facility Management job by using humor to effectively:

- o Enhance your communication
- o Promote cooperation and team building
- o Break tension or bad news
- o Get your point across

Please do not miss this special program that promises to be beneficial and entertaining.

**GOLD SPONSOR**

***COLLINS & AIKMAN***

**WELCOME TO OUR  
NEW MEMBERS**

**Diane V. Dinsmore  
SunCordia**

**Mark Rogovin  
Health Images Inc.**

**Allen Radke**

**CURRENT MEMBER PROFILE**

We currently have 124 Professional, 16 Associate, 4 Academic, 14 Affiliate, 26 Allied, and 2 Lifetime members, for a total of 186 IFMA members.

**INVENTORY TIME?  
We Can Help...**

- Interior Design
- Programming
- Space Planning
- Furniture/Finish Specs
- Purchasing Assistance
- Installation Coordination
- Relocation Coordination
- Inventory Services
- Asset Management

*Celebrating 10 Years of Service*



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**President's Message**



Recently, thanks to the support of my company (ADP), I had the opportunity to attend the International Facility Management Association's Leadership Conference in Houston, Texas. The two-day conference was quite an "eye opener." From this experience, I can tell you that **IFMA is alive and growing**. Over two hundred chapter officers from all over the country were present plus the entire staff from National Headquarters.

The conference format generated strong discussions on By-Law changes, IFMA/BIMA Form World Workplace Consortium, membership, and national's support to the chapters. The format also provided informative roundtable discussions on other chapters' activities. As stated above, these meetings and interaction between highly motivated facility professionals revealed that we are members of a strong and progressive organization.

In addition to the meetings, we had the opportunity to visit and tour IFMA's National Headquarters. The visit enabled the chapter officers to meet the support team, talk to them face to face, and to see how they are set up to support the chapters around the country. I must say, I was impressed with their facility and particularly the staff personnel that support us.

**Yes, IFMA is strong and growing!**

Tom Vernon, CFM

**Contract Marketing**, one of our Bronze Sponsors, invites you to attend a workshop on creating healthy, productive and comfortable environments in the workplace titled "**Understanding Ergonomics**" on May 5, 1994. Please check the April newsletter for further details or contact **Bill Atchison** at 977-1932 for more information.

## 1994 Committee Chairpersons

Awards & Nominating:	Pete Conlin BellSouth Enterprises 249-4126
Education:	Mike Butler Worldspan 563-7788
Membership Chair:	Gene Meany Facility Consultant 604-5416
Prospective:	Mike Denson BellSouth Corporation 249-2542
New:	Kathy Farley King & Spaulding 572-4934
Directory:	Bob Berntsen Blue Cross/Blue Shield 842-8277
Allied/ Affiliate:	Lisa Steckbeck Steelcase Inc. 523-2201
	Nancy Warner 671-8300
Sponsorship:	Don Brumbelow Shaw Industries (706) 275-3380
Newsletter:	Susan Gray Hendrick Associates 261-9383 FAX 233-2131
Programs:	Steve Pelhan Milliken Carpets 641-3283
Public Relations:	Malcolm Weiss Malcolm Weiss & Assoc. 256-2040
Job Bank:	Trish Meyer Kaiser Permanente 365-4285

## JOB BANK OPPORTUNITIES

### LOCAL

**Position:** Maintenance Manager

**Location:** Atlanta, Georgia

**Overview:** Team Resources, Inc., is searching for a Maintenance Manager to supervise several department superintendents or maintenance activities at several locations (up to 116 personnel). This person would be asked to develop and monitor operating and capital budgets as well as implementation of activities to support the long-range plans.

**Requirements:** Experience in mechanical or electrical engineering technology and minimum 5 years of people management. B.S. Engineering Degree strongly desired--Mechanical preferred or Electrical or equivalent experience.

**Compensation:** Base salary in the \$50's plus car and benefits.

### OUT OF STATE

**Position:** Project Architect

**Location:** San Francisco, California

**Overview:** MBT Associates, an architectural firm, is seeking a Project Architect with laboratory and bio-pharmaceutical experience. This person should have experience with all project phases, design through construction administration.

**Requirements:** Candidate must have a minimum of 5 years' experience.

**PLEASE CONTACT THE JOB BANK, TRISH MEYER AT 365-4285 FOR MORE INFORMATION ON THESE AND OTHER JOB LISTINGS.**

If you need additional job referral information, don't forget about **Comprehensive Search** of LaGrange, Georgia. Call Shari Epstein at (713) 623-4362 or (800) 359-4362 to have your name and resume included (at no charge) in the database used by employers.

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*The following is reprinted from the Workwell Magazine Publication.*

*In the summer of 1992, the U.S. Occupational Safety and Health Administration (OSHA) released an "Advanced Notice of Proposed Rulemaking," notifying the public of OSHA's interest in writing a standard to protect the safety and health of office workers. Workwell interviewed Roger Stephens, Ph.D., Director of the Office of Ergonomic Support for the U.S. Department of Labor, about the history and status of this effort.*

**Under the 1970 Occupational Safety and Health Act which established OSHA, employers are already required to provide a workplace free from recognized serious health hazards--the "general duty" concept. How will new, office-work guidelines complement OSHA's existing mandate?**

When OSHA was first formed, the primary concern was acute trauma--things that happened immediately. Then the industrial hygienists brought the close-response concept in, the concept that repeated exposure to a hazard could build up and cause a response over time.

In the '80s we began to apply this to ergonomics. Musculo-skeletal disorders can take as much as 50 cents of every [workman's] compensation dollar. In 1991, 60 percent of all the recorded workplace illnesses were for cumulative trauma.

We want everybody who has these problems to have a program in place to reduce this percentage as much as possible. So we developed a three-component approach to address ergonomics.

**What are the three components?**

The first is outreach--tell everybody about the potential hazards and intervention strategies.

The second is the compliance/enforcement effort. We had no standard [addressing ergonomic hazards], so we employed the general duty clause that says if we can show a hazard exists, the employer knows it, and there are feasible steps to reduce or eliminate it, then we can cite the employer. And this is what we did. We issued several million-dollar-plus fines, and a lot of people took notice.

At the same time, we wrote some draft, general-industry guidelines, because the third part of the three-pronged approach is a legal standard.

**When a standard is issued, will it be specification-based or performance-based?**

We will begin working on a performance-oriented standard. A specification standard says "Your fire extinguishers have to be so many inches off the floor" or "People can only type a thousand keystrokes an hour," and so on.

A performance standard allows more latitude. Performance says "Attack the problem as best you can within a certain overall framework."

**When will employers be required to have a program addressing office health and safety in place?**

Well, if you have more than a reasonable cumulative trauma rate in your organization, you might want one now.

*Please see next month's newsletter for further excerpts from this interview.*

### Quarterly Calendar

March 15

6:00 p.m.  
Board Meeting  
BellSouth

March 16

11:30/12:00  
Chapter Luncheon  
Marriott Perimeter

April 19

6:00 p.m.  
Board Meeting  
TBD

April 20

11:30/12:00  
Chapter Luncheon  
Merchandise Mart

### Sharing Rally

Thanks to Ann, Joe, Dave, Scott and Ken for sharing some of their facility challenges and solutions at our February lunch meeting. Our time allowed them only to cover the tip of the iceberg; so if you'd like to talk to them in-depth, here are the topics they discussed:

- o **Ann Steele, Siemens** - Facility conservation for energy, labor, materials
- o **Joe Maddox, Lockheed Aeronautical** - Benchmarking, inventory management, TQM
- o **Dave Hester, Oglethorpe Power** - Handling relocations inhouse
- o **Scott Smith, BNR** - Paperless work requests, personal communication systems
- o **Ken Gwinner, The Coca Cola Company** - Database graphics, tracking employees with CADD

## EDUCATION

The Education Committee has established the following goals for 1994:

- o **Conduct 5 Roundtable Discussions on Pertinent Facility Topics**
- o **Conduct 1-2 Facility Tours**
- o **Promote Participation at IFMA/Steelcase live panel discussions (April 6, June 7, and September 28)**
- o **Support National Research Liaison Goals**
- o **Continued Professional support to achieve Certification**
- o **Promote Chapter Attendance to National Conference in St. Louis**

### Roundtable Forums

Member Led Tours  
Social Gatherings  
Formal Moderator Roundtable

### Locations

Professional Members Facility  
Watering Hole  
Vendor Showroom

If you missed the February lunch meeting and would like to provide input on education topics or act as a host for Roundtable Discussions, please contact **Mike Butler at 563-7788**.

## PROFESSIONAL MEMBERS NETWORKING

The first Professional Members Only Networking will be held in conjunction with the Steelcase Business Telecast on April 6. The telecast begins at 3:30, followed by a tour of the new Steelcase Showroom with refreshments and networking. Plan to attend and hear discussions on "Communicating the Importance of Facility Management to Upper Management."

**BRONZE SPONSORS**

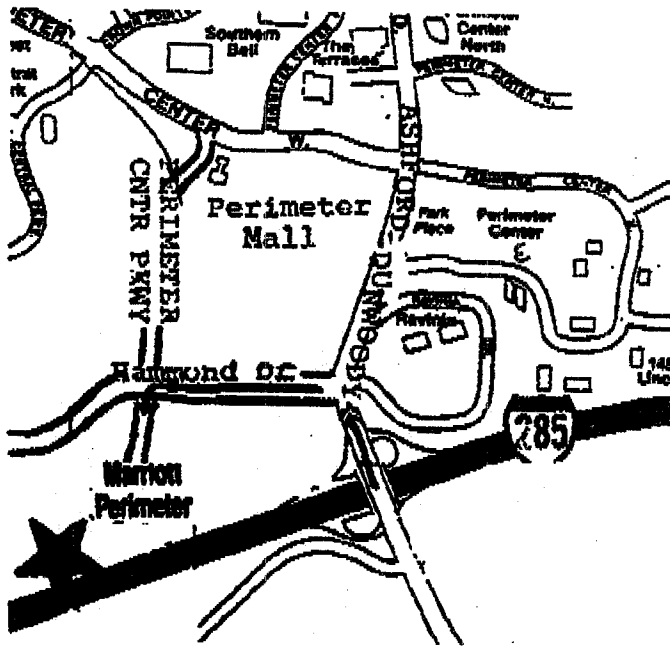
**CONTRACT MARKETING**

**HAWORTH, INC.**

**MOHAWK CARPETS**

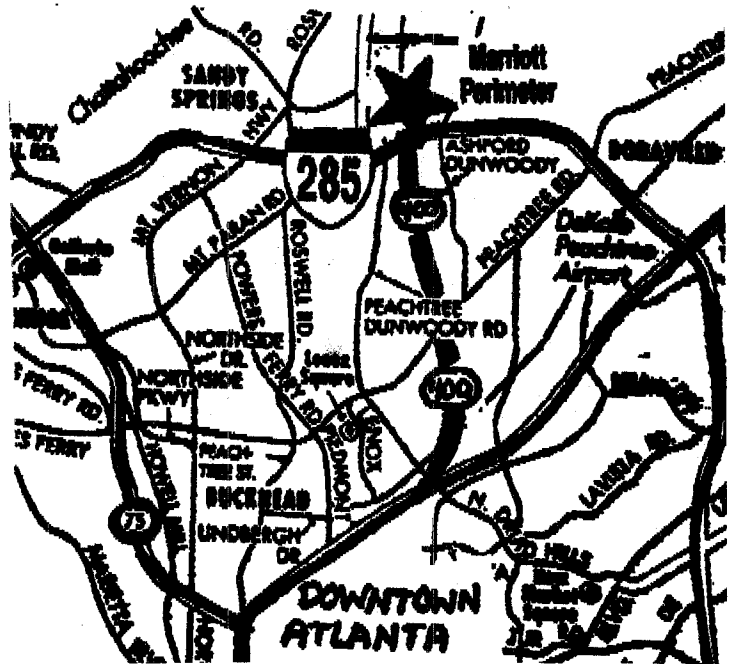
**DIRECTIONS TO THE  
MARCH LUNCHEON  
MARRIOTT  
PERIMETER CENTER**

1. From I-285 take Exit #21, Ashford Dunwoody Road.
2. Go North to Hammond Dr. (first light).
3. Take Left on Hammond Dr.
4. Proceed to second light and take Left on Perimeter Center Parkway.
5. Marriott is 200 yards on left.



**3 OPTIONS FROM  
DOWNTOWN  
OR AIRPORT**

1. Take I-75 North to I-285 East. Follow previous directions.
2. Take I-85 North to 400 North to I-285 East. Follow previous directions.
3. Take I-85 North to I-285 West. Follow previous directions.



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