

International Facility Management Association



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JUN 29 1994

Monthly Meeting
July 1994

Shirley Ammons

Executive Board 1994

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**IFMA Houston
International Headquarters**
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Houston, TX 77046
(713) 623-4362
(800) 359-4362

HENDRICK ASSOCIATES

Topic:

Date:

Time:

Cost:

Location:

Reservations:

HVAC and Carpet Maintenance

July 20, 1994

11:30 Networking/ 12:00 Lunch Program

\$20 Members, \$30 Non-Members

Atlanta Merchandise Mart

Ashton Hall, 457-1427

By July 15, 1994

Our Favorite Maintenance Headaches . . . Pass the Excedrin

As the endless Atlanta summer drags on, a typical facility manager spends what seems like the better part of the day having stimulating conversation with building users about the weather inside, or about the "experiments" that have been conducted on the new carpet to test its durability, and your patience.

HVAC and carpet maintenance ... if these issues are the bane of your existence, you will want to participate in this panel discussion on how to plan for and deal with them effectively. Our panel will consist of a facility manager, a building manager, an HVAC service contractor and a carpet maintenance contractor. They will discuss issues such as:

- HVAC preventive maintenance - the who, what, when, where, how, and why;
- Carpet cleaning, wet head or dry look - which is currently more fashionable and why;
- Selecting qualified maintenance contractor - what to look for to ensure that the service will be there when and why you need it;
- Carpet tiles - to rotate or not to rotate . . . (*is that the question?*);
- How to prepare for the day when the HVAC system crashes, inevitably the hottest/coldest day of the year;
- Spot cleaning remedies - coffee, toner, nail polish (*ignoring the obvious question of what the nail polish was doing in the vicinity of the carpet to begin with*), what should you do to ensure that these stains are not permanent.
- Carpet, HVAC and Indoor Air Quality - cause and effect.

And of course, the panel looks forward to responding to your major concerns in these areas.

So please join us for this stimulating discussion of some of the more glamorous aspects of facilities management!

1994 Committee Chairpersons

Awards & Nominating:	Pete Conlin BellSouth Enterprises 249-4126
Education:	Mike Butler Worldspan 563-7788
Membership Chair:	Shirley Ammons Canada Life Assurance Co. 953-1959, Ext. 216
Prospective:	David Brucks Facility Consultant
New:	Kathy Farley King & Spaulding 572-4934
Directory:	Bob Berntsen Blue Cross/Blue Shield 842-8277
Allied/ Affiliate:	Lisa Steckbeck Steelcase, Inc. 523-2300 Nancy Warner 671-8300
Newsletter:	Susan Gray Hendrick Associates 261-9383 FAX: 233-2131
Program:	Steve Pelham Milliken Carpets 641-3283
Public Relations:	Malcolm Weiss Malcolm Weiss & Assoc. 641-3283
Job Bank:	Trish Meyer Kaiser Permanente 365-4285

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President's Message



"Take Me Out To The Ball Game."

That was the call for our May meeting; our **Chapter's Night Out At The Braves Game**. The game was great but even greater was **The Myles Wegman**

& Wegman Assc. Truck-Gate Party before the game. I would like to extend the chapter's "thanks" to Myles & Assc. for the commitment and support that made this an outstanding outing. The menu featured Myles' spicy, spicy jambalaya stirred with a giant wooden spoon that looked like it came over on the Mayflower and Haidee Courson's excellent red beans and rice. Susan Lawson capped the menu with a huge, *I mean huge*, tray of homemade marshmallow chocolate cakes.

Then it was off to the ball game with our tomahawks provided by Milliken Carpets and a large supply of peanuts, chips, etc. provided by Royal Cup Coffee.

THE NIGHT'S FUNNY EVENT:

Steve Pelham gathered up all the snacks in a big bag, put it over his shoulder and headed to the stadium. Ask Steve how he talked his way through the entry gates with a big bag over his back. The security personnel didn't buy "the Santa story"! He **did** get the bag of snacks in, and supplied our entire section of the upper stadium with snacks.

Again, our thanks to all who made this outing a fun-filled evening.

Tom Vernon, CFM

WELCOME NEW MEMBERS !!!

Bruce T. Causay - Allied
Branch Manager
ABM Janitorial Services

William H. Smith - Professional
Facilities Manager
Walk Thru The Bible

Nancy Whitaker - Allied
Vice President
Walker, Brookmon, Whitaker

IMPORTANT REMINDER

The last **Certified Facility Manager Examination** that you still can register for in 1994 will be on Nov. 5 in St. Louis **only**. Send your applications now and make your plans to be in St. Louis the day before IFMA '94 begins. If you're ready to get the recognition you deserve by earning the CFM designation, call Lee Kovalchuk, manager of certification and accreditation, at 713/ 623-4362 or 800/359-4362.

EDUCATION UPDATE

The recently completed IFMA Research Report #13, *Benchmarks 11*, was distributed to all members during the month of June. Additional copies may be ordered by members for \$50 each and non-members at \$100 each. This study compiles the responses of over 300 U.S. and Canadian companies and is intended to enable Facility Managers to measure their performance which, in turn, will enable them to improve quality and reduce costs.

Two additional surveys, titled "*Air and Water Quality in the Workplace*" and "*Hazardous & Solid Waste Management and Green Facility Issues*," are being sent out to random members. If you receive one, please complete and return promptly to ensure the results are compiled and published in a timely manner. During the summer, the Research Committee will be determining which topics to research in 1995. This would be a good time to suggest any topics you would like to see researched. Please pass along any suggestions to Mike Butler.

Due to an overwhelming response to the Strategic Facility Planning presentation, given at the April luncheon, several professional members have requested this topic for a future roundtable. Roundtable sessions, comprised of Professional members only, are an informal discussion of topics and fosters an opportunity to share your ideas and experiences, develop and understand these principles while allowing a casual environment to network with your fellow members. We are tentatively planning a session for the 1st or 2nd week of September. Watch for further details over the next few months as dates and times are finalized.

The next available date to take the Certified Facility Manager (CFM) test is November 5th, the Saturday before the start of the Annual Conference and Exposition in St. Louis. For additional information, call **Mike Butler at 563-7788**, the Atlanta Chapter Education Chair/Research Committee Liaison.

A big IFMA "**THANK YOU**" goes out to Mr. Jim Dreger from Georgia Tech, our speaker at the June luncheon meeting. Jim's thought provoking presentation gave us a better understanding of value engineering and how we can apply these techniques and concepts to improve product and service delivery. By taking the time to do some "*Createering*," we can open our minds to new solutions, better processes and a healthier bottom line for ourselves and our customers.

Congratulations!

Kim Weiss, former IFMA president, and Rob Westall announced their marriage on the 10th of May. They are living at 95 Hampshire Court, Avondale Estates, Georgia 30002.

Steve Pelham and his wife, Sarah, are the proud parents of a new baby girl, Andrea Mason Pelham, born June 13th; 8 pounds, 5 ounces!

Quarterly Calendar

July 19, 6:00 p.m.

**Board Meeting
Worldspan**

July 20, 11:30/12:00

**Chapter Luncheon
Marriott Perimeter**

August 16, 6:00 p.m.

**Board Meeting
TBD**

August 17, 11:30/12:00

**Chapter Luncheon
MCI Facility - Ravinia**

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

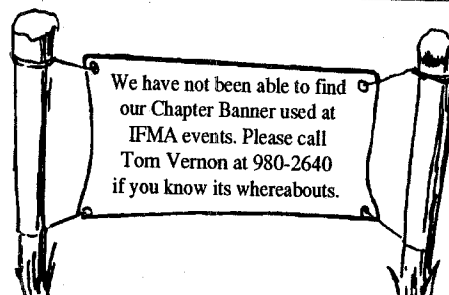


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Susan Lawson, IBD • 658-5900
Peachtree Center • Atlanta, GA

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LOST & FOUND



IFMA INFORMER

- SUBJECT:** Shirley Ammons, Manager, Administrative Services
- HAILS FROM:** Virginia
- FAMILY TIES:** Shirley is married to Ron and they have two children, Natalie, 17 and Kendal 15.
- BACK TO SCHOOL:** Shirley received a Bachelor's degree in Psychology from Longwood College.
- OFFICE HOURS:** Shirley has been with Canada Life since they opened the US Division in Atlanta in 1980. She joined as Accounting Assistant to the Controller and quickly moved on into various administrative functions. Today, her workload includes voice telecommunications, facilities maintenance, mail center services, supply services, purchasing and space planning.
- AFTER HOURS:** Shirley enjoys Jazzercise, movies and spending time with her family.
- BASIC BUSINESS PHILOSOPHY:** Always be committed to quality service to ALL your clients.
- SECRET OF HER SUCCESS:** Show them that you care!
- MOST IMPORTANT ACHIEVEMENT:** Successfully completing my first office renovation.
- TO BE OR NOT TO BE:** The most difficult decision I've ever made was accepting a position with Canada Life because I would be expected to spend four weeks in Toronto training when my son was 11 months old.
- THE READING LIST:** "*Primal Fear*" by William Diehl
- I HATE IT WHEN THAT HAPPENS:** The Braves Lose!
- HIGH ANXIETY:** When my kids are performing - on stage or on the field!
- THE CHALLENGER:** Dealing with my children as individuals.
- MIRROR, MIRROR:** "I am a person who is always there for others; in my job as well as in my personal life."

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