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IFMA Atlanta • P.O. Box 56688 • Atlanta, Georgia 30343

Monthly Meeting  
Wednesday, April 19, 1995 - Cobb Galleria Centre

| Topic: | ERGONOMICS PRESENTATION & EXPO |
| Date: | Wednesday, April 19, 1995 |
| Time: | 11:30 AM - 1:30 PM |
| Cost: | $20 Members, $30 Non-Members |
| Location: | Cobb Galleria Centre  
(See map on page three) |
| Reservations: | Ashton Hall, 457-1427, 457-9808 (FAX) by April 14, 1995 |

Understanding Ergonomics?

Most of us are aware of Ergonomics, but not familiar with how many different areas it can affect our office environment. What is pending in local and federal legislation? How does that affect your workplace? Is there a way to be proactive in Ergonomic implementation and still be budget conscious? The April 19th meeting will not only address these areas but also provide FREE admission to the Ergonomic EXPO (including seminars) that is being held at the Cobb Galleria Centre.

Mr. Rajendra D. Paul will present to IFMA-Atlanta chapter the aforementioned. He holds a master's degree in Industrial Engineering/Human Factors from the State University of New York at Buffalo. He actively participates in the development of national and international standards and legislation. His comprehensive understanding of the focal and peripheral issues facing today's work place is well regarded. His current responsibilities include exploratory research, product evaluations, and office ergonomics for Haworth, Inc.

This is one of the topics that consistently shows up on local and national IFMA surveys for being a "HOT" topic. Show your support and bring a friend. Plan on attending the IFMA program and stay the afternoon for the EXPO.

President's Message  
by Gene Meany

PUSH THE PANIC BUTTON

"IOC President Samaranch?, this is Atlanta calling. About those '96 Games ... April Fool's!"

That was my reaction after listening to Dan Bradbury of Project Management Services, Inc. describe the expected impact of the Olympics at our February meeting. I had no idea! The magnitude of it all is overwhelming, almost incomprehensible. One example: officials expect close to a half million participants/visitors to invade the city on a daily basis, the equivalent of ten Super Bowls per day for the 17 days of the Games. Yikes!

-continued on page two-
President's Message
-continued from page one-

To assist members in preparing their facilities for the Olympics, the Education Committee sponsored a roundtable discussion, hosted by Mike Denson, committee chair. It was an opportunity to share information and concerns relative to planning for this disaster (my apologies to Mr. Payne). Without going into detail, the bottom line is this: the Summer of 1996 is going to be anything but business as usual. The impact of the Games on transportation/accessibility and the availability of cost and of even routine supplies and services will reverberate well beyond center city. Therefore, now is the time to start planning in minute detail for every possible occurrence in order to ensure that your facilities, and your company’s operation, survive the Olympic experience.

Another observation from the roundtable meeting: our members have a wealth of knowledge and experience to share. To take advantage of this fact, the Education Committee is planning future roundtable sessions about this subject and other topical issues. Do yourself a favor; improve the return on your investment in IPMA by tapping into these valuable resources.

Our greatest asset is you. Come share it with all of us.

1995 Committee Chairpersons
Award & Nominating: Tom Vernon, Automatic Data Processing, Inc. • 986-2640
Education: Mike Denson, BellSouth Corp. • 494-2842
Membership: David Brucks, Johnson Controls • 813-8143
Allied: Lisa Steckbeck, Steelecase, Inc. • 523-2201
Affiliate: Nancy Warner • 396-5230
Sponsorship: Susan Gray, Hendrick Associates • 261-9383 • FAX: 233-2131
Program: Steve Pelham, Millikin, Carpets • 641-3283
Community Service: Malcolm Weiss, Malcolm Weiss • 256-2040
Career Services: Pete Conlin, Project Management Services • 302-0105
Public Relations: Susan Lawson • 881-6347
Regional Vice President: Janeen Trevillyan, GTE Data Services
IPMA Headquarters
1 Greenway Plaza, 11th Floor
Houston, TX 77046
(713) 623-4362 • (800) 359-4362

FACILITY FOCUS

SAVE TIME AND MONEY ON YOUR NEXT MOVE
by Haidee Courson, Wegman Associates
(404) 368-0101

If your company is considering a move this year, you can take early action and save time and money on the back end of the move.

Start off right by appointing an in-house move coordinator. This creates a central control point, one person who understands your total move and the potential impact of one aspect upon another.

You’ll also benefit from involving your move company early on. In the case of a major move, you may want to bring in a relocation manager from the outset.

Don’t hesitate to check out references from companies with requirements similar to yours before selecting a move company. Verify the move company’s ratio of permanent to part-time personnel and be certain that they have the trained manpower to do your job. Check to see that the move company has the expertise to reinstall any systems furniture or other special equipment you plan to move or buy.

Moving is a regulated industry. Moving companies provide estimates, as opposed to bids. These estimates are based on furniture counts, number of workstations, dock space, availability of freight versus passenger elevators, when the move takes place, etc. It is important to ask how close the move company’s actual billings historically match up to estimates given. A variance of approximately 10 percent from the estimate is acceptable.

Because the cost of a business move relates directly to the amount of inventory moved, companies can save move dollars by cleaning out prior to, rather than after, the move.

Did you realize that a ream of paper weighs five pounds? The average office chair takes up six cubic feet? A small microwave requires as much space as a computer? If you don’t want it, don’t move it!

Companywide "purge days" are a good prelude to an efficient move. Other than archives and mandatory items, a good rule of thumb is, if you haven’t looked at it in two or more years, don’t keep it. This is particularly true for paper files that are backed up on computer storage.

When it comes to furniture, don’t wait until after the move to decide you need new furniture. Instead, move only the furniture you plan to keep, selling discards before the move and scheduling new furniture for arrival in connection with the move.

Don’t assume that it is your responsibility to move leased equipment. Check with the company from which you lease it because often their warranties will not cover another company relocating their product. Your plant vendors also need to be contacted about moving their plants to your new location.

Most move companies will send a representative to teach your employees how to pack efficiently, mark boxes and furniture clearly, and expedite the move. Depending on the type of boxes needed, you can ask for used boxes for your move versus new boxes to save money.

The best way to save time and money on your move is to work with a reputable moving company that has a proven track record. Call them early and make them a team member from the beginning.
NEW ASSIGNMENTS:

David Brucks, formerly with Amoco, is now the Facilities Manager with Johnson Controls Worldwide Services, Inc. They are located in Alpharetta. Also, Ed Rondeau is now the Director of Consulting Services for the Corporate Business Facilities Division of Johnson Controls Worldwide Services, Inc. Ed was formerly with BDO Seidman.

OPPORTUNITIES:

Cathcart Allied Storage Company is looking for an office and industrial relocation coordinator. Qualified candidates will have the ability to coordinate projects with dispatch assist in proposal preparation and provide general administrative duties. Salary is $22.50 - 25,000.

PLEASE keep me posted on any facility related jobs that you become aware of so that I can pass this information onto those who are networking. I can be reached at 518-3219.

Thanks for all of your help.

MARCH RECAP

"A Macro Approach to Outsourcing"

Ray Bayley, EVP of Stein & Company, gave an excellent presentation on the topic of Outsourcing. In putting together an all encompassing facility program, Ray mentioned the "5 R's":

1. **Role** of customer, planner and contractor.
2. **Responsibility** of all parties.
3. **Rights** Those that are fixed and refusal.
4. **Risks** of each party including capital and inventory items.
5. **Rewards**, especially the psychic benefits to the employees. Financial rewards to all parties and shareholders.

Ray also mentioned the crucial "Transition" stage. This allows those involved to get used to the new environment over a 90 day period rather than the typical one (1) weekend.

By outsourcing, companies can relieve themselves of a non-core business function and a large portion of fixed assets. Stein & Company applied these practices in their joint venture with CRSS and AMERITECH. Ray said that the new facility company hired only Ameritech facility employees and have retained over 99% due to the process they followed.

A challenging presentation on a challenging topic to all of our members. If you feel our officers met if you would like to see additional outsourcing topics addressed. Ray Bayley's overheads will be available through Steve Pelham (800) 241-4826, ext. 8209.

NEWSLETTER SUBMITTALS

For anyone wishing to submit information, articles, advertisements, or any other IFMA related "stuff" to the newsletter, the deadline is the 15th of each month prior to the month of its publication. Information can be faxed to Susan Gray, Hendrick Associates, at 233-2131.

OLYMPIC UPDATE

The Atlanta Regional Commission (ARC) is offering a program to direct corporations in assisting employees with transportation issues. COMMUTE CONNECTIONS will give facility managers access to the nation's most comprehensive resource of commute options, program information and services. Your employees can benefit from this before, during, and after the Olympics. Contact the Atlanta Regional Commission coordinators, Julie Brown (364-2638) or Buddy Alves (364-4244). There is no charge for this service.
WELCOME NEW MEMBERS

Stephen E. Binion  
Facilities Manager, Southeast Region  
Sprint  
Professional  

Sheila S. Foster  
President  
Foster Business Interiors Inc.  
Allied  

Cynthia Holder  
Administrative Services Coordinator  
Health Images, Inc.  
Associate  

Robin Rose  
Office Services Manager  
Alexander Howden  
North America, Inc.  
Associate  

Pamela Wagner  
Director, Administration  
Allegiant Physicians Services  
Associate  

TRANSFERRED:  
George K. Clovin  
Director Facilities  
Kell Facilities Services, Inc.  
Professional  

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ERGONOMICS EXPOSITION & CONFERENCE  
April 18 - 20 • Cobb Galleria Centre  

Tuesday, April 18, 1995  
Exhibit Hall Open 9:00 a.m. to 4:00 p.m.  

8:00 a.m. - 8:05 a.m.  
Concurrent Keynote Sessions: Ergonomic Regulatory Updates  
K1 The Regulatory Framework for Ergonomics: Clarifying the New OSHA Regulations  
Roger Stempka, Director, Office of Ergonomic Support, Occupational Health & Safety Administration (OSHA)  

K2 "Ergonomizing" the Workplace: Legislation, Standards and ANSI Guidelines  
Rae Louden, C.P.E., President, Humanics Ergonomics, Inc.  

9:00 a.m. - 9:30 a.m.  
Concurrent Sessions  
1a To Be Announced  
1b To Be Announced  

10:30 a.m. - 11:00 a.m.  
Exhibit Viewing Time  

1:00 p.m. - 2:30 p.m.  
Concurrent Sessions  
2a The Evolution of an Ergonomics Program: A Texas Instruments Case Study  
Edward Thompson, Engineering Supervision, Chairman of Ergonomics Committee, Texas Instruments  
2b Work Stations and Chair: Choosing the Right One for the Job  
Roberta Carson, President, ErgoFit, Inc.  
2c To Be Announced  
3a To Be Announced  

3:30 p.m. - 4:30 p.m.  
Concurrent Sessions  
3a Applying Ergonomics to the Whole Organization: A Fruit of the Lotus: Case Study  
H. Merrett Codd, VP Safety and Ergonomics, Fruit of the Lotus, Inc.  
3b Who Needs an Ergonomics Program?  
David Alexander, President, Auburn Engineers  
3c The Gender of Ergonomics: Individual Risks for Men and Women  
Stewart M. Lavrakas, Ph.D., Director, Lavrakas Medical Communications  
Speaker Sponsored by Hand-Hydraulic, Inc.  
3d To Be Announced  

Wednesday, April 19, 1995  
Exhibit Hall Open 9:00 a.m. to 4:00 p.m.  

8:00 a.m. - 8:50 a.m.  
Concurrent Keynote Sessions  
K3 Psychosocial Workplace Issues  
Mary Joy Visco, President, The Joy Institute  
K4 To Be Announced  

9:00 a.m. - 10:30 a.m.  
Concurrent Sessions  
4a How to Fit Ergonomics Into Your Wellness Program  
Margaret Schuman, Project Director, Johnson & Johnson Advanced Behavioral Technologies  
4b Ergonomics Research Center of CTI's in the Office  
Carlos Springer, C.J. Springer & Associates  
Speaker is sponsored by the Ergonomics Consortium  
4c To Be Announced  
4d To Be Announced  

10:30 a.m. - 11:00 a.m.  
Exhibit Viewing Time  

1:00 p.m. - 2:30 p.m.  
Concurrent Sessions  
5a Productive Work Breaks: Re-energizing in the Office and on the Manufacturing Floor  
Philip L. With, Ph.D., P.T., Associate Professor of Physical Therapy, The University of North Carolina at Chapel Hill  
5b Getting Back to Work: Job Video Analysis of Workforce Injuries  
Pamela McConnell, R.N., Ergonomic Nurse Consultant, Medical Rehabilitation Management Services  
5c To Be Announced  
5d To Be Announced  

5:30 p.m. - 6:30 p.m.  
Concurrent Sessions  
6a A Case Study on Ergonomics at the Chrysler Corporation  
Due Carter, Occupational Safety and Health Consultant, The Chrysler Corp.  
6b Getting the Right Ergonomic Equipment  
Billy Thompson, Health & Safety Representative, United Auto Workers  
6c Prevention of CTDs: Early Identification of Problem Areas  
Dr. Scott Jaeger, Orthopedic Surgeon, Health South Rehabilitation Company  
6d To Be Announced  

Thursday, April 20, 1995  
Exhibit Hall Open 9:00 a.m. to 3:00 p.m.  

8:00 a.m. - 8:50 a.m.  
Concurrent Keynote Sessions  
K5 Ergonomics: Measuring the Benefits of Ergonomics  
Christopher Conard, Ph.D., Consultant and Research Fellow, University of Michigan  
K6 To Be Announced  

9:00 a.m. - 10:30 a.m.  
Concurrent Sessions  
6a Solutions to Low Back Pain Discomfort for the Office Worker  
Dr. Roger Singer, Chiropractor, Glenville, New York  
Speaker is sponsored by the American Chiropractic Association  
6b Building Access and Structuring the Workplace for People with Disabilities  
Karen Endicott, UTU/L, Coordinator, Accessibility Group, Georgia Institute of Technology  
6c To Be Announced  
6d To Be Announced  

10:30 a.m. - 11:30 a.m.  
Exhibit Viewing Time  

1:30 p.m. - 2:30 p.m.  
Concurrent Sessions  
7a A Case Study on Ergonomics at the Chrysler Corporation  
Due Carter, Occupational Safety and Health Consultant, The Chrysler Corp.  
7b Getting the Right Ergonomic Equipment  
Billy Thompson, Health & Safety Representative, United Auto Workers  
7c How to Set Up An Ergonomic Workstation on the Factory Floor  
Richard Smith, Market Manager, KI  
7d To Be Announced  

FREE TO IFMA MEMBERS
SUBJECT: William G. Stephens, Jr., RPA - Director of Corporate Services for Cox Enterprises, Inc.

HAILS FROM: Born in Philadelphia, Pa.; raised in Bucks County, Pa.; lived in Atlanta for 21 years.

FAMILY TIES: Married - wife Libby and I have three sons.

BACK TO SCHOOL: Degree in Accounting from Churchman College BOMA - Real Property Administrator (RPA)

OFFICE HOURS: Been with Cox Enterprises for 21 years. Responsible for the administrative and facilities services for the Corporate Headquarters. (100,000 sq. ft.) My responsibilities range from space planning through construction to providing property management services to ten tenants. On the administrative side, we provide mail, telecommunications and corporate-wide relocation services.

AFTER HOURS: Enjoy auto racing, Braves, and attending sons' sports/school events.


MOST IMPORTANT ACHIEVEMENT: One of the most difficult tasks is raising children in today's world. They are exposed to more crime, drugs and peer pressure than when we were growing up. I hope in 10 years I can look back and say that our most important achievement was as parents to lead our children in the right direction.

THE READING LIST: The Turning Tide - Pat Robertson

I HATE IT WHEN THAT HAPPENS: Last minute changes to anything!

HIGH ANXIETY: Public Speaking.

RECENT FM ACCOMPLISHMENT: Because our department handles so many different functions, one accomplishment does not come to mind. Our department philosophy is to provide a comfortable, functional, secure and clean workplace to corporate employees and tenants. Each day presents many challenges and accomplishments.

BIGGEST FM CHALLENGE: To constantly anticipate and plan for corporate growth in an industry whose future is rapidly changing.
IFMA-Atlanta Chapter - Program Calendar

<table>
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<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>April 19</td>
<td>Ergonomics EXPO</td>
<td>July 19</td>
<td>Benchmarking/Bosses Lunch</td>
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<tr>
<td>May 17</td>
<td>Facility Hoteling</td>
<td>To Be</td>
<td>BMW Facility Tour in Greenville, S. C.</td>
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<td>June 7</td>
<td>Intellibuild EXPO (CAF)</td>
<td>Determined</td>
<td>Handling Office Politics</td>
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<td>To Be</td>
<td>Possible BRAVES GAME</td>
<td>Aug. 16</td>
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<tr>
<td>Determined</td>
<td></td>
<td>Sept. 20</td>
<td>SHARING RALLY</td>
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Don't forget the Annual IFMA Conference to be held in Miami this September. (It's rumored that the Atlanta Chapter "Night Out" will be at Joe's Stone Crab House!)