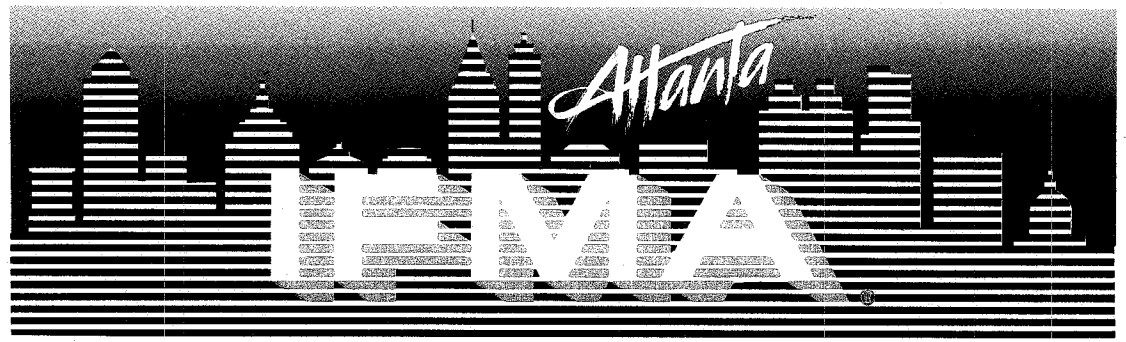


International Facility Management Association



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

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SUSTAINING PATRONS 1995

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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 Bradbary 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 bottomline 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 and cost 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 IFMA 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, <i>Automatic Data Processing, Inc.</i> • 980-2640
Education:	Mike Denson, <i>BellSouth Corp.</i> 249-2542
Membership Chair:	David Brucks, <i>Johnson Controls</i> 813-8143
Allied/Affiliate:	Lisa Steckbeck, <i>Steelcase, Inc.</i> 523-2201
Sponsorship:	Nancy Warner • 396-5230
Newsletter:	Susan Gray, <i>Hendrick Associates</i> 261-9383 • FAX: 233-2131
Program:	Steve Pelham, <i>Millike.. Carpets</i> 641-3283
Community Service:	Malcolm Weiss, <i>Malcolm Weiss & Associates</i> • 256-2040
Career Services:	Pete Conlin, <i>Project Management Services</i> • 302-0105
Public Relations:	Susan Lawson 881-6347
Regional Vice President:	Janeen Trevillyan, <i>GTE Data Services</i>
IFMA Houston	International Headquarters 1 Greenway Plaza, E, 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.

CAREER SERVICES

by Pete Conlin

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 \$23 - 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":

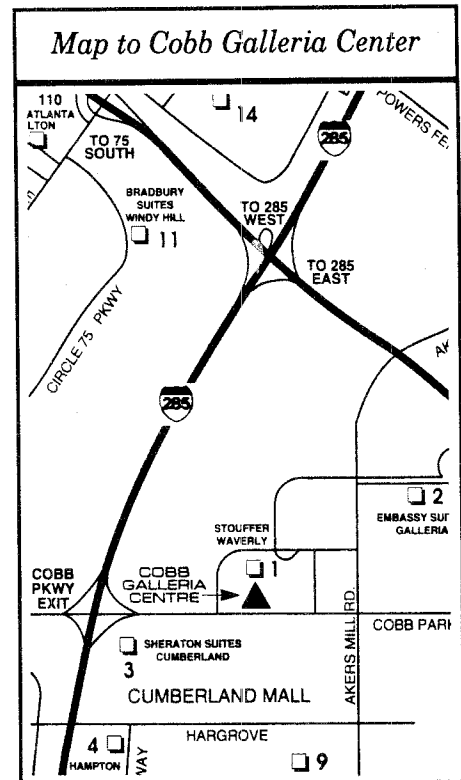
Steve Pelham

- "R"elationship =
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. Please let our officers know 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



Atlanta 1996

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

Frank Farrington
President
Farrington Design Group
Affiliate

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

ERGONOMICS EXPOSITION & CONFERENCE

April 18 - 20 • Cobb Galleria Centre

ERGONOMICS CONFERENCE

Preliminary Program
April 18 - 20, 1995



Additional Session Topics To Be Covered

- Back to Work: Structuring the Workplace for Disabilities
- Controlling the Environment: Office and Manufacturing Design
- Ergonomic Office Design on a Shoestring
- Getting the Employee Buy-In: Ergonomic Training Programs
- How to Reduce Stress and Increase Productivity in the Workplace
- Safety in the Work Environment
- The Sixth Sense: How Ergonomics Sharpens Sight in the Workplace
- Rehabilitation After Workplace Injuries
- Trends in Worker's Compensation Issues
- Voodoo Ergonomics vs. Real Ergonomics

**FREE TO
IFMA MEMBERS**

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

- 8:00a.m. - 8:50a.m.
Concurrent Keynote Sessions: Ergonomic Regulatory Updates
- K1 The Regulatory Framework for Ergonomics: Clarifying the New OSHA Regulations
Roger Stephens, Director, Office of Ergonomic Support, Occupational Health & Safety Administration (OSHA)
- K2 "Ergonomizing" the Workplace: Legislation, Standards and ANSI Guidelines
Rani Lueder, C.P.E., President, Humanics ErgoSystems, Inc.
- 9:00a.m. - 10:30a.m.
Concurrent Sessions
- 1a To Be Announced
- 1b To Be Announced
- 10:30a.m. - 1:00p.m.
Exhibit Viewing Time
- 1:00p.m. - 2:30p.m.
Concurrent Sessions
- 2a The Evolution of an Ergonomics Program: A Texas Instruments Case Study
Edward Thompson, Engineering Supervisor, Chairman of Ergonomics Committee, Texas Instruments
- 2b Work Stations and Chairs: Choosing the Right One for the Job
Roberta Carson, President, ErgoFit, Inc.
- 2c To Be Announced
- 2d To Be Announced
- 2:30p.m. - 3:30p.m.
Exhibit Viewing Time
- 3:30p.m. - 4:30p.m.
Concurrent Sessions
- 3a Applying Ergonomics to the Whole Organization: A Fruit of the Loom Case Study
H. Merritt Cobb, VP Safety and Ergonomics, Fruit of the Loom, Inc.
William Hargan, Corporate Ergonomics Director, Fruit of the Loom, Inc.
- 3b Why Many Ergonomic Programs Fail
David Alexander, President, Auburn Engineers
- 3c The Gender of Ergonomics: Individual Risks for Men and Women
Stewart B. Leavitt, Ph.D., Director, Leavitt Medical Communications
Speaker is Sponsored by Mend-Hatcher, Inc.
- 3d To Be Announced

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

- 8:00a.m. - 8:50a.m.
Concurrent Keynote Sessions
- K3 Psychosocial Workplace Issues
Marilyn Joyce, President, The Joyce Institute
- K4 To Be Announced
- 9:00a.m. - 10:30a.m.
Concurrent Sessions
- 4a How to Fit Ergonomics Into Your Wellness Program
Margaret Schaefer, Project Director, Johnson & Johnson Advanced Behavioral Technologies
- 4b Ergonomics Research: Causes of CTDs in the Office
Carla Springer, C.J. Springer & Associates
Speaker is sponsored by the Ergonomics Consortium
- 4c To Be Announced
- 4d To Be Announced
- 10:30a.m. - 1:00p.m.
Exhibit Viewing Time
- 1:00p.m. - 2:30p.m.
Concurrent Sessions
- 5a Productive Work Breaks: Re-energizing in the Office and on the Manufacturing Floor
Philip L. Witt, 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 Workplace Injuries
Pamela McConnell, R.N., Ergonomic Nurse Consultant, Medical and Rehabilitation Management Services
- 5c To Be Announced
- 5d To Be Announced
- 2:30p.m. - 3:30p.m.
Exhibit Viewing Time
- 3:30p.m. - 4:30p.m.
Concurrent Sessions
- 6a Office 2000: The Challenge of Biomechanics, Acoustics, Lighting and Air Quality
Leonard B. Kruk, Partner, Engel Picasso Kruk Associates
Speaker is Sponsored by Indoor Environmental Quality Alliance
- 6b The Lifting Dilemma: Theory and Practice
Jerome J. Congleton, Ph.D., P.E., C.P.E., Associate Professor and Director, National Science Foundation Industry/University Cooperative Research Center, Texas A&M University
- 6c To Be Announced
- 6d To Be Announced

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

- 8:00a.m. - 8:50a.m.
Concurrent Keynote Sessions
- K5 Measuring the Benefits of Ergonomics
Christin Grant, Ph.D., Consultant and Research Fellow, University of Michigan
- K6 To Be Announced
- 9:00a.m. - 10:30a.m.
Concurrent Sessions
- 7a 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
- 7b Building Access and Structuring the Workplace for People with Disabilities
Sarah Endicott, OTR/L, Coordinator, Accessibility Group, Georgia Institute of Technology
- 7c To Be Announced
- 7d To Be Announced
- 10:30a.m. - 1:30p.m.
Exhibit Viewing Time
- 1:30p.m. - 2:30p.m.
Concurrent Sessions
- 8a A Case Study on Ergonomics at the Chrysler Corporation
Dan Catau, Occupational Safety and Health Specialist, Chrysler Corp.
Billy Thompson, Health & Safety Representative, United Auto Workers
- 8b Prevention of CTDs: Early Identification of Problem Areas
Dr. Scott Jaeger, Orthopedic Surgeon, Health South Rehabilitation Company
- 8c How to Set Up An Ergonomic Workstation on the Factory Floor
Richard Benoit, Market Manager, KI
- 8d To Be Announced

**ERGONOMICS
EXPOSITION &
CONFERENCE**
Cobb Galleria Centre
Atlanta, Georgia
April 18-20, 1995

IFMA INFORMER - William G. Stephens, Jr.

- 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.
- BASIC BUSINESS PHILOSOPHY:** Listen, Listen, Listen.
Prioritize.
Decide.
Complete the work timely.
Follow up with your customer.
- 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.



International Facility Management Association
Atlanta Chapter
P.O. Box 56688
Atlanta, Georgia 30343

I.F.M.A. - Atlanta Chapter

IFMA-Atlanta Chapter - Program Calendar

April 19	Ergonomics EXPO	July 19	Benchmarking/Bosses Lunch
May 17	Facility Hoteling	To Be Determined	BMW Facility Tour in Greenville, S. C.
June 7	Intellibuild EXPO (CAFM)	Aug. 16	Handling Office Politics
To Be Determined	Possible BRAVES GAME	Sept. 20	SHARING RALLY

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!)