EXECUTIVE BOARD 1995

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Facility Consultant
(404) 604-5416

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(404) 572-4902

Secretary: Mike Butler
Worldspan
(404) 563-7788

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(404) 584-4141

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(404) 980-2640

SUSTAINING PATRONS 1995

APCO
Atlantic Business Systems
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IFMA Atlanta • P.O. Box 56688 • Atlanta, Georgia 30343

Monthly Meeting
Wednesday, May 17, 1995 - Atlanta Renaissance Hotel

Topic: ALTERNATE OFFICING - A CASE STUDY
Date: Wednesday, May 17, 1995
Time: 11:30 AM - 1:30 PM
Cost: $20 Members, $30 Non-Members, Wait List and Guests
Location: Atlanta Renaissance Hotel (see map on page five)
Reservations: Ashton Hall, 457-1427, 457-9808 (FAX) by May 12, 1995

ALTERNATE OFFICING - A CASE STUDY

Christine H. Neldon, Director of Facilities for Andersen Consulting and Arthur Andersen in Atlanta, Ga., will present a program on how her company devised a more efficient space utilization plan. For Andersen Consulting, the plan included conversion of manager offices into hoteling space. The conversion occurred in a six week period with minimal construction. Arthur Andersen developed an alternate office concept to assign individuals dedicated space but hotel it when not in use. Ms. Neldon will discuss how the concepts were developed and implemented.

Christine Neldon, CFM, is responsible for facility planning and design, lease negotiations and management, long-term planning and capital budgeting and planning. She also is a founding member and past president of the Atlanta Chapter of IFMA and served on the IFMA International board for nine years in various positions, including president in 1991. The Arthur Andersen Worldwide Organization has more than 72,000 personnel in 74 countries. Its global practice is conducted by member firms, in 358 locations, through two business units: Arthur Andersen LLP for audit, tax, business advisory and specialty consulting services; and Andersen Consulting LLP for strategic services, application software products and FOUNDATION application development tools.

President’s Message by Gene Meany

EXPANDING OUR HORIZONS

One of the missions of IFMA, at the international as well as local level, is to promote the professional development of its membership. I want to bring to your attention two examples of our efforts in this area.

On the international front, we have all been hearing a lot about World Workplace ’95, but what exactly is it? It was a subject of discussion at the recent regional leadership conference that Harry Ludwig and I attended in Charlotte, so maybe I can shed some light on it. Yes, it is IFMA’s annual conference, plus a whole lot more! Also participating will be many other...
Haworth Inc. was pleased to sponsor Dr. Leonard Kruk, a Certified Systems Professional and futurist at the April IFMA Luncheon. A noted lecturer and author specializing in office automation trends and research, Dr. Kruk takes a holistic approach in tuning the office environment to maximize the productivity of the end-user. Workplace "ergonomics" and the effects of technology that impact the way we work today was the specific topic of discussion. Dr. Kruk provided us with the latest information from a Cornell study that was recently released, as well as reviewing solutions to conform to the current ergonomic legislation in place today.

Education and training to facilities and user groups is essential in order to minimize the risk of job-related injury and loss of productivity. Elements of the work environment from seating to lighting and computer integration were presented through a slide presentation. Dr. Kruk's presentation was specifically planned to be in conjunction with the Ergonomics Exposition and Conference being held across the hall at the Galleria Convention Center. Coupons for free admittance to the Expo were provided by Haworth for those interested in seeing the latest ergonomic products available.

Dr. Leonard Kruk, C.S.P., can be reached at 201-305-8236, 92 Mandeville Ave., Pequannock, NJ 07440.

### 1995 Committee Chairpersons

**Award & Nominating:**
- Tom Vernoyn, Automatic Data Processing, Inc. - 908-2640

**Education:**
- David Denson, BellSouth Corp. - 249-2542

**Membership:**
- David Brucks, Johnson Controls - 813-8143

**Chair:**
- Lisa Steckbeck, Steelcase Inc. - 523-2291

**Allied:**
- Nancy Warner - 396-5230

**Affiliate:**
- Susan Graef, Hendrick Associates - 261-9383 - FAX: 233-2131

**Program:**
- Steve Pelham, Milliken Carpets - 641-3283

**Community Service:**
- Malcolm Weiss, Malcolm Weiss & Associates - 256-2040

**Career Services:**
- Pete Coulom, Project Management Services - 702-0105

**Public Relations:**
- Susan Lawton - 881-6347

**Regional Vice President:**
- Janee Trevillian, GTE Data Services

**IFMA Houston:**
- International Headquarters
  - 16 Greenway Plaza, 11th Floor
  - Houston, TX 77046
  - (713) 623-4362 - (800) 359-4362

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### MARK YOUR CALENDARS

**Now for the 1st ANNUAL IFMA GOLF OUTING**

**Monday, September 11th, 1995**

River Pines Golf Club - Alpharetta

All proceeds to be donated to the Habitat for Humanity

Sponsorship & Registration Information to be mailed in the near future.

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### President's Message

-continued from page one-

associations involved in buildings and facilities. Why? To expand your educational and networking opportunities and to enhance the value of the event to all attendees. By bringing all building-related professionals under one roof, just think of the opportunities to cross-pollinate! IFMA will have the usual seminars and round tables that focus on topical issues in facilities management. But other associations will also be having seminars pertinent to their constituents that may be of interest to you. Will it dilute the experience for FMers? Definitely not. Since IFMA is the driving force behind the event, you can be sure that the focus will be on the facility. In addition, you will recognize many features from previous conferences (keynote speakers, awards banquet, etc.) that will make you feel right at home. Look for your World Workplace catalogue of events in the mail soon. For now, mark your calendar for September 17-20, 1995.

Here in Atlanta, you may have already noticed the section in this newsletter advertising the scheduled courses in the facilities management educational tract offered by the Building Owners and Managers Institute (BOMI). This is a direct result of the efforts of your chapter leadership and that of the local BOMI chapter to build a better relationship between the two organizations. Since our interests are so similar, it was agreed that information sharing is appropriate and will overtake. To this end, members of both organizations will be able to attend the programs of either organization at the member rate. This includes the course offerings of BOMI, the educational arm of BOMI. So look for the BOMI program calendar in future newsletters, and feel free to take advantage of this opportunity.

If you are aware of any other educational offerings that you think would be of benefit to your colleagues, please let us know, and we will pass it on.
CAREER SERVICES

by Pete Contin

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 $25 - 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. 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

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  
Adminisitrative 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

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

8:00a.m. - 8:55a.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  
Randy Loeber, C.P.E., President, Humanics Ergonomics, Inc.

9:00a.m. - 10:30a.m.  
Concurrent Sessions

1a To Be Announced
1b To Be Announced
1c To Be Announced
1d 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 Workstations and Chairs: Choosing the Right One for the Job  
Roberta Carson, President, ErgoFit, Inc.

2c To Be Announced
2d To Be Announced
2e To Be Announced
2f To Be Announced

2h To Be Announced
3g To Be Announced
3f To Be Announced
3e To Be Announced
3d To Be Announced
3c To Be Announced
3b To Be Announced
3a To Be Announced
2i To Be Announced
2j To Be Announced
2k To Be Announced
2l To Be Announced

3:30p.m. - 4:30p.m.  
Concurrent Sessions

3a Applying Ergonomics to the Whole Organization: A Fruit of the Union Case Study  
H. Merritt Cobb, VP Safety and Ergonomics, Fruit of the Loon, Inc.

3b Workforce Practices in Organizational Development  
Bill Morgan, Director, Ergonomics, General Electric

3c To Be Announced
3d To Be Announced
3e To Be Announced
3f To Be Announced
3g To Be Announced
3h To Be Announced
3i To Be Announced
3j To Be Announced
3k To Be Announced
3l To Be Announced

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

8:00a.m. - 8:55a.m.  
Concurrent Keynote Sessions

K3 Psychosocial Workplace Issues: Myanmar Joens, 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 Schmeda, Project Director, Johnson & Johnson Advanced Behavioral Technologies

4b Ergonomics Research Grants of CTD's in the Office  
Carl Sprang, C.J. Springer & Associates

4c To Be Announced
4d To Be Announced
4e To Be Announced
4f 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. Wilt, 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 Rehabilitation Management Services

5c To Be Announced
5d To Be Announced
5e To Be Announced
5f 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  
Amritpal, Lighting and Air Quality  
Leonard W. Knott, Partner, ErgoPlex  
6b To Be Announced

6c To Be Announced
6d To Be Announced

3:30p.m. - 4:30p.m.  
Exhibit Viewing Time

3:00p.m. - 4:00p.m.  
Concurrent Sessions

6e Case Study: Ergonomics at Chrysler Corporation  
Dean Cohen, Environmental Health & Safety Superintendent, Chrysler Corp.

6f To Be Announced
6g To Be Announced
6h To Be Announced
6i To Be Announced
6j To Be Announced

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

8:00a.m. - 8:55a.m.  
Concurrent Keynote Sessions

K5 Measuring the Benefits of Ergonomics  
Christine 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, Glenview, New York

7b To Be Announced

7c To Be Announced
7d To Be Announced
7e To Be Announced
7f To Be Announced

10:30a.m. - 1:00p.m.  
Exhibit Viewing Time

1:00p.m. - 2:30p.m.  
Concurrent Sessions

8a A Case Study on Ergonomics at the Chrysler Corporation  
Dana Cohen, Environmental Health & Safety Superintendent, Chrysler Corp.

8b To Be Announced
8c To Be Announced
8d To Be Announced
8e To Be Announced
8f To Be Announced
SUBJECT: Allen Caddell - Facilities Manager for Atlanta Gas Light Company

HAILS FROM: Born in the low country of South Carolina (Moncks Corner, SC), reared in Augusta, Ga., Atlanta has been home for the past 16 years.

FAMILY TIES: Married to Ellen for the past 10 years.

BACK TO SCHOOL: Received a Bachelor of Science in Civil Engineering Technology from Southern Tech. Scheduled to graduate in June 1996 from Mercer University with a Master Degree in Technology Management.

OFFICE HOURS: Responsibilities include planning, designing and construction of the corporation's facilities, which currently consist of some 80 facilities containing approximately 1.2 million sq. ft. Maintaining a forty acre complex consisting of five buildings and 300,000 sq. ft., as well as maintaining the company's compressed natural gas stations throughout the state.

AFTER HOURS: Most of my hours are spent studying or completing projects that are due for class. However, when time allows, I enjoy snow skiing, tennis and investing.

BASIC BUSINESS PHILOSOPHY: To provide the best product and service in the most effective manner.

MOST IMPORTANT ACHIEVEMENT: While most achievements include the assistance of others, probably the largest single achievement was to find the courage to complete a long-time desire to sky dive from 10,000 ft.

THE READING LIST: Currently all readings are text books, the latest is "The Principles of Capital Budgeting."

I HATE IT WHEN THAT HAPPENS: When people do not think.

HIGH ANXIETY: When an assignment is completed and due, but the computer and printer decide to take a break.

RECENT FM ACCOMPLISHMENT: Completed an in-depth study of the company's operations for a corporate re-engineering.

BIGGEST FM CHALLENGE: Successfully implemented and completed the plans associated with the Re-Engineering Process.

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IFMA-ATLANTA ROUNDTABLE DISCUSSION

TOPIC: BUILDING SECURITY
DATE: JUNE 22, 1995
TIME: 2:00 P.M.
PLACE: SPRING ROOM • SECOND FLOOR
BELLSOUTH HQ
1155 PEACHTREE STREET
LIMIT: 25 ATTENDEES
RSVP: MIKE DENSON, 249-2542

MAP TO ATLANTA RENAISSANCE HOTEL
590 West Peachtree Street • Atlanta, GA 30308 • (404) 881-6000
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17</td>
<td>Wed</td>
<td>8:30 - 11:45</td>
<td>&quot;How to Avoid Tenant Bankruptcy Problems.&quot; 3 hour seminar, team of attorneys.</td>
</tr>
<tr>
<td>May 17</td>
<td>Wed</td>
<td>12:00 noon</td>
<td>Luncheon; Speaker: Joel Stone, &quot;ACOG's Transportation Plan.&quot;</td>
</tr>
<tr>
<td>May 23</td>
<td>Tue</td>
<td>8:30 - 11:45</td>
<td>&quot;Managing Real Estate Assets: Technology Strategies for the 90s and Beyond.&quot;</td>
</tr>
<tr>
<td>Sep 13</td>
<td>Wed</td>
<td>12:00 noon</td>
<td>Luncheon; &quot;BOMA Trade Show.&quot; Cobb Galleria Centre.</td>
</tr>
<tr>
<td>Oct 11</td>
<td>Wed</td>
<td>1200 noon</td>
<td>Luncheon: &quot;Joint Meeting with IREM.&quot; Speaker: TBA.</td>
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<tr>
<td>Nov 8</td>
<td>Wed</td>
<td>12:00 noon</td>
<td>Luncheon: Speaker: TBA.</td>
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Contact BOMA for more information (404) 825-0116.