

International Facility Management Association



IFMA Atlanta • P.O. Box 43306 • Atlanta, Georgia 30336-0306

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Monthly Meeting

Wednesday, October 18, 1995 - Renaissance Hotel

Topic: Office Technology Discussion Panel
Date: October 18, 1995
Time: 11:30 a.m. - 1:30 p.m.
Cost: \$20 Members; \$30 Non-Members, Wait List & Guests
Location: Renaissance Hotel, Midtown
Call: IFMA Office (770) 948-3963 or FAX (770) 948-4507

Office Technology Discussion Panel

Three experts will take a panel seat to provide priceless insight in areas of office technology. If your firm is large or small, you don't want to miss this chance to learn all you want to know about electronic mail, bar-code asset management and inventory, and automated security alarm systems. These technologies change and improve rapidly and our three guests will inform us and bring us up to date. Each guest will provide a short presentation of what their respected technologies offer, how they work, what is new, and answer your questions.

Barbara Yates will offer information on electronic mail systems and applications. E-mail is a corporate communication medium that few firms will be without as we enter the 21st century. As Peachtree Software's Internal Systems Analyst, Barbara has guided this premier accounting software firm through tremendous personnel growth with her proven knowledge of communication software and networks.

Marla Williams, President and Owner of Integrated Asset Management Inc., will provide insight to bar-code asset management. One can only imagine how indispensable scanning technology can be in aiding asset tracking and analysis. Marla will bring years of bar-coding experience to the panel. Having implemented asset management systems for Universal Studios, Air Touch Cellular and A.C.O.G., she will give us quite an education.

Thirdly, we will have a security systems consultant tell us about protecting our facilities from fire, theft and the threat of common or corporate crime.

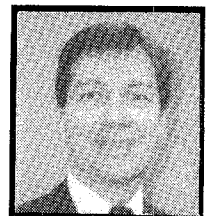
We will also be hosting our Sustaining Patrons, so be there to thank them for their support in 1995.

President's Message *by Gene Meany*

Fun and Games

The first annual IFMA Golf Outing was held at RiverPines Golf in Alpharetta on September 12th. By all accounts, it was an unqualified success. We raised \$2,500 for Habitat for Humanity, and had a good time in the process. The overcast and cool

weather was perfect for the 72 golfers, and not surprisingly had little effect on the quantity of beer consumed. For the non-golfers in the crowd like me, it was a nice day away from the office, relaxing and enjoying the company of business colleagues and friends.



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President's Message

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I personally had a blast tooling around in a golf cart, ... but then, I don't get out much! My thanks to all who contributed to the success of the event, especially Golf Outing Chair Keith Rodbell of Pointe Services, Past-President Tom Vernon from ADP, and our valued sponsors.

World Workplace '95 was held in Miami Beach on September 17-20th. The Atlanta Chapter was well represented by almost forty members. For all the pre-meeting hoopla about being able to rub elbows with reps from all buildings-related industries, it still felt very much like an IFMA conference. Granted, it was the first year and it will probably take time to draw members from other associations. In addition, I presume that the other organizations are still holding their own conventions. Since this is IFMA's only national event, I suspect FMers will always predominate. However, there was a noticeable increase in the number of sessions available, many of which were offered by associations other than IFMA, so there were opportunities to take advantage of the expertise represented by the other disciplines.

The conference is a social event, too. It's an opportunity to get to know colleagues from across the globe, but especially to spend time with fellow Atlanta members. And, of course, eat! I suspect most of us are still feeling the effects of seafood withdrawal. I haven't had fresh lobster in weeks! On behalf of all chapter members and guests in attendance, I want to thank all of our hosts at the various chapter events: Myles Wegman of Wegman Associates for the finger-licking good Low Country barbeque on the waterfront in Fort Lauderdale; Howard Chapman of Royal Cup, Hamp Hart of Dekalb Office Environments, and Steve Pelham of Milliken Carpet, for the raucous chapter night out at the Crab House; Dave Flory of Cort Furniture Rental for the Monday Night Football Party at Jimmy Johnson's; and Glenn Boyce of Smed International for the quiet and delicious dinner at the South Point Seafood House. We appreciate your friendship and support.

TROUBLESHOOTING IAQ Troublespots

By Wayne K. Robertson, P.E.
Director of Energy Consulting Services
Heery International, Atlanta • (404) 881-9880

Check out these five tips to maintain indoor air quality

An improper hvac operation can create an IAQ problem or make a small problem worse. Hvac problems can occur due to poor system maintenance, changes in load, modifications to controls, or improper design. Poor maintenance, including dirty or collapsed filters, missing filters, and clogged condensation lines, is a major cause of IAQ problems. In addition, water standing in drip pans, ductwork, and air handlers or outside air intakes can provide a supportive habitat for microbial growth, further contributing to poor indoor air quality.

Changes in load can lead to both comfort and pollutant level problems. Common changes can come from increased cooling requirements due to the expanding use of desktop computers and air-distribution problems caused by moving or adding walls.

Unauthorized or ill-advised control modifications can also cause IAQ problems. For example, dampers are often bypassed and held on minimum openings or shut to avoid coil freezing problems. However, outside air damper controls must remain at their proper setting to ensure the correct mixture of fresh and recycled air.

To anticipate IAQ problem caused by hvac systems, a building manager or engineer may perform a quick and easy walk-through inspection, to visually check the following common troublespots.

1. Outside air intakes

Are they located near a pollutant source such as vehicle exhausts, toilet stacks, or cooling towers?

One office building located its loading dock beneath the fresh air intake grilles. One simple solution that minimized adverse effects was to ask drivers to shut off their engines when parked.

2. Room air supply and return grilles

Is short circuiting possible, or poor air distribution likely?

Room air supply vents and return air intakes are often located near or next to each other in the ceiling, which means the fresh air is sucked immediately into the return air vent, never circulating in the room. Sometimes return grilles can be relocated away from the air supplies without affecting room air balance.

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CAREER SERVICES

Pete Conlin

Assistant Director of Administrative Services - Alston & Bird has an immediate opening for Assistant Director of Administrative Services. The successful candidate will have minimum of 4-year degree plus at least 3 years of proven experience in facilities management and general administration. Responsibilities include daily facilities management and supervision of support services and operations.

Position offers challenging opportunity for personal and professional growth in congenial atmosphere. Competitive salary with excellent benefits package. For confidential consideration, candidates should send resume and references along with recent salary history to:

Beth Franklin

Alston & Bird

OAC 1201 West Peachtree Street
Atlanta, GA 30309-3424

If you know of any other job opportunities, please let me know.

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3. Air filters

Are they dirty, missing, or collapsed?

Problems with air filters are often directly related to neglecting routine and preventive maintenance. Institutional buildings, in particular, have problems related to air filters, because budgets are too tight to accommodate seasonal changes and monthly checks of air filters. In addition, equipment may not be easily accessible, although ASHRAE 62-1989 now requires that air handling equipment be maintainable and accessible.

4. Air handlers and drain pans

Any standing water? Any evidence of slime growth?

If drain lines from drip pans become clogged and water collects in the pan — slime, algae, or other microorganisms, such as Legionella, may grow and their gasses may enter the airstream. Any standing water should be removed, drain lines cleared, and slime growth eliminated by cleaning the pan with bleach or a similar cleaning agent.

5. Controls

Do they appear to properly function? Are damper motors connected? Are dampers free to move?

An outside air intake at one college was blocked and shut with a 2-by-4 to prevent coil from freezing in the winter. However, the 2-by-4 was left in place for years, preventing the controls from functioning.

IFMA INFORMER

- SUBJECT:** Audrey A. Keppler, Director of Office Services for Holiday Inn Worldwide.
- HAILS FROM:** Born in Ann Arbor, MI. Moved to Atlanta in 1988 after 18 months of commuting. *(never again!)*
- FAMILY TIES:** Single Agent - I was the rebel as all my family relations are still in Ann Arbor.
- BACK TO SCHOOL:** Graduated from Central Michigan University in Mt. Pleasant, MI with an Associates Degree in Business.
- OFFICE HOURS:** Long and hard. Hired in at Holiday Inn Worldwide to oversee the office relocation from Memphis to Atlanta in 1991 - *we haven't stopped yet.* Also responsible for Corporate Purchasing, Mail/Copy Center and Corporate Travel.
- AFTER HOURS:** Quilting, Quilting, Quilting, Swimming.
- ASIC BUSINESS PHILOSOPHY:** Customer Service First - treat everyone and every request like it is the important thing you have to do. *(Even though they may be on the bottom of the list)* Having a sense of humor is imperative in this business or you won't survive.
- MOST IMPORTANT ACHIEVEMENT:** Relocating Holiday Inn from Memphis to Atlanta and living to talk about it. Also, made one of 450 Olympic Quilts to be given to the Olympians and their respective country in 1996.
- THE READING LIST:** Who has time to read???
- I HATE IT WHEN THAT HAPPENS:** People don't do what they have committed to do.
- HIGH ANXIETY:** When the Chairman personally calls you and you don't know why.
- RECENT FM ACCOMPLISHMENT:** Every day in an accomplishment if I can just stay one step ahead of the game.
- BIGGEST FM CHALLENGE:** Currently working to consolidate space and vacate a floor by January 1, 1996. *(The old story of packing 10 lbs. into a 2 lb. bag)*

FIRST ANNUAL ATLANTA IFMA GOLF OUTING

Nothing ventured, nothing gained. The Atlanta IFMA Chapter *ventured* out to sponsor its First Annual Golf Outing at the RiverPines Golf Course. The fun filled outing was held Tuesday, September 12, 1995. All the efforts of the chapter members and guests that participated *gained* monies to donate to The Atlanta Habitat For Humanity. A check in the amount of \$2,500.00 was given to Habitat to further their efforts in building low-cost housing in partnership with the working poor.

The outing allowed 76 golfers and volunteers to have a lot of fun during the 18-hole round at RiverPines. As a non-golfer, I had a lot of fun watching our golfers get so frustrated and at the same time have so much fun. Susan Gray and Lisa Steckbeck made quite a team in selling mulligans and driving the golf cart around taking pictures. At the end of the golf round, everyone was treated to barbecue from Slope's BBQ. Awards were given to the top three team plus a special award to the team that had the most fun. The winners were:

1st PLACE

Chris Paradis - *ISS Landscape Management*
Tommy Carnes - *Carnes Brothers*
Roy Wicker - *Bell-Mann*
Dave Jobe - *Law Engineering*

2nd PLACE

Ernie Wood - *Contract Distributors*
Glenn Boyce - *Smed International*
Dave Flory - *Cort Furniture Rental*
Ralph Sieja - *Sun Business System*

3rd PLACE

Terry Stein - *ABM Janitorial*
Ron Buchanan - *Federal Express*
Lee Whitfield - *Williams Adair Realty*
Tom Galloway - *Faison Associates*

LONGEST DRIVE

Kirby Stough - *Southern Company*

CLOSEST TO THE PIN

Ernie Wood - *Contract Distributors*

MOST CHALLENGE TEAM

Haidee Courson and Karen Mobley
Wegman Associates
(It was their first time on the links!)

The outing could not have been possible without the hard work of the organizers and volunteers. The chapter would like to thank Keith Rodbell, *Pointe Services*, for coordinating the First Annual Golf Outing, and our group of volunteers:

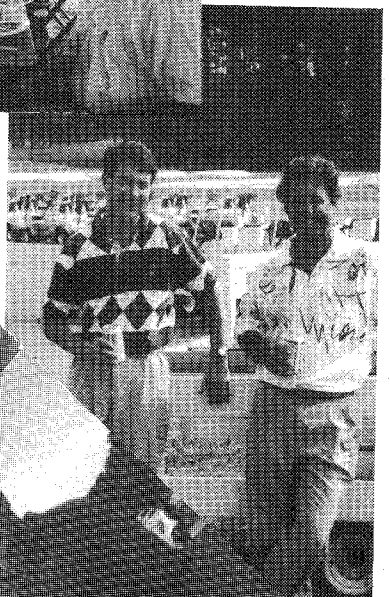
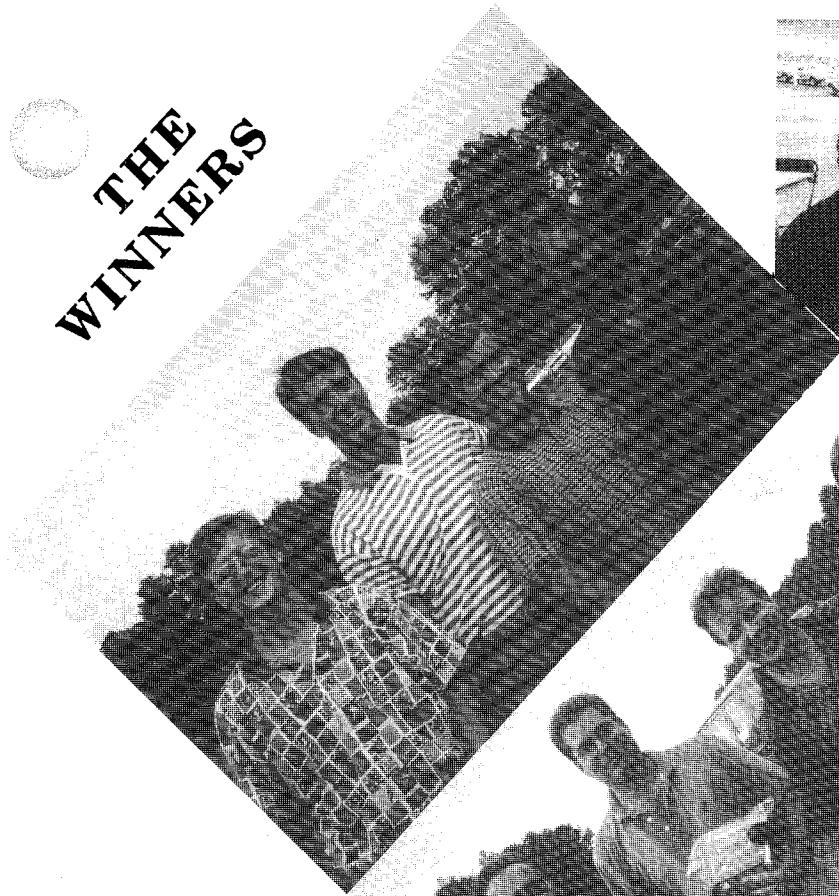
Claire Brucks - *Dekalb Office Environments*
Jeff Farrell and Michael Grant - *Herman Miller*
Lori Reed - *Heery*
Lisa Steckbeck - *Steelcase*
Susan Gray - *Hendrick Associates*
Nancy Warner - *Nancy Warner Enterprises*
Ann Brooks - *Haworth, Inc.*

A special thanks go to our sponsors for their cash and gift contributions:

A B M Janitorial	Contract Marketing	Herman Miller
Atlantic Business Systems	Cort Furniture	I S S Landscape Management
Bell-Mann	Electro Painters	N.P.S. Inc.
Carnes Brothers	Electrostatic On-site Service Inc.	Snypp-Bowen-Carnahan Inc.
Cecil Malone Company	General Building Maintenance	Southern Aces
Contract Distributors	Graebel-Atlanta Movers Inc.	Steelcase

We hope to see more of you at the Second Annual Golf Outing next year. Maybe some lucky golfer can make a "hole-in-or" and win the Mustang convertible!

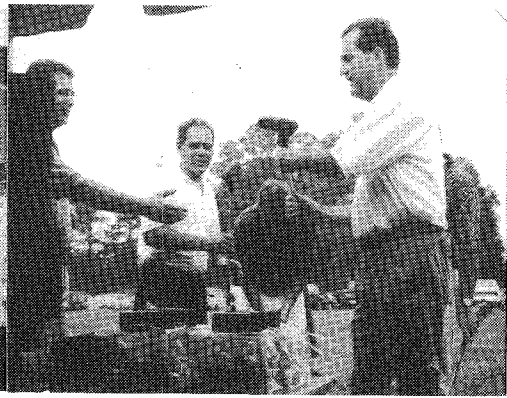
**THE
WINNERS**



**THE
FOOD**



**THE
FUN**





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Atlanta Chapter
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I.F.M.A. - Atlanta Chapter

1996 IFMA ATLANTA CHAPTER OFFICERS NOMINATIONS

The nominating committee, in accordance with Article X of the IFMA Bylaws, submits the following members for nomination to hold the positions of President, Vice President, Secretary, and Treasurer for the 1996 term in the Atlanta IFMA Chapter.

President	Harry Ludwig, <i>King & Spalding</i>
Vice President	Kathy Roper, <i>CFM, Sprint</i>
Secretary	Sheryl Yetsko, <i>Long, Aldridge & Norman</i>
Treasurer	Steve Wilson, <i>Troutman, Sanders</i>

Ballots will be prepared and sent to all qualified voting members.

NO SHOW POLICY

According to IFMA guidelines, each chapter treasurer is responsible for invoicing no-shows for the monthly meeting. While the chapter has invoiced no-shows in the past, this policy has not been strictly enforced. With the addition of a professional association service, the chapter has the proper resources to ensure this policy is carried out. Please consider this as notice that the Atlanta Chapter will invoice no-shows for the monthly meetings. If you have a question concerning this policy, please contact a member of the executive board.