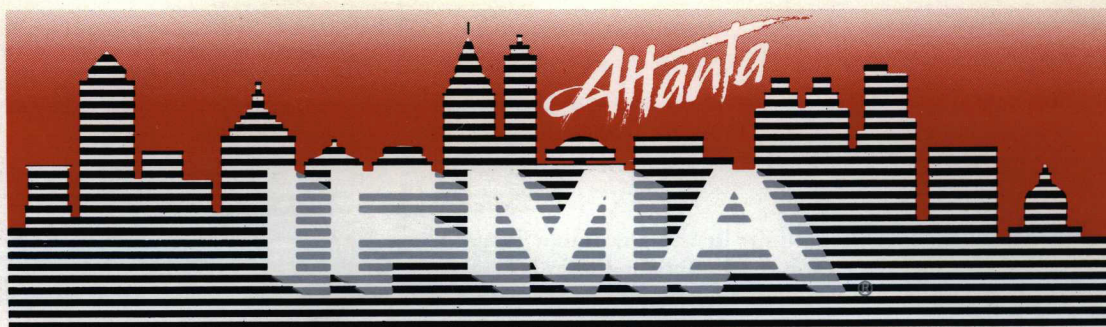


International Facility Management Association



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

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SUSTAINING PATRONS 1996

APCO

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Steelcase Inc.

Monthly Meeting

Wednesday, January 17, 1996 - Cobb Galleria Centre

Topic: Asbestos Abatement
Date: January 17, 1996
Time: 11:30 a.m. - 1:30 p.m.
Cost: \$20 Members; \$30 Non-Members, Wait List & Guests
Location: Cobb Galleria Centre
Call: IFMA Office (770) 948-3963 or FAX (770) 948-4507

The Tip of the Iceberg

A Study in Asbestos Abatement and All That Goes With It

The presenter is Manson Crotty, PE, CFM, Project Manager for BellSouth. He is an active member in the Birmingham IFMA chapter where he is immediate past president.

The BellSouth Telecommunications Birmingham Headquarters building, designed in the late 1960s, is a 30-story steel frame structure that is fireproofed with asbestos containing spray-applied material. The beginning of change in the condition of the fireproofing begat a study of how to manage an abatement process and what building code issues would be mandated. This presentation will describe the study process, the building code issues and the solution chosen for implementation.

President's Message by Harry Ludwig

NO DEPOSIT; NO RETURN

We all join professional associations for different reasons. For some of us, membership is the best and most effective way to develop a network of peers as an invaluable resource when information and/or assistance is needed. Others, especially those who are new in a particular field, join to accelerate passage through the unavoidable learning curve. For those who provide products and services, membership helps one become known in the community for which such offerings are of benefit and use in the hope that when in the market, other members (buyers) will contact someone already known. In other instances, professional association affiliation is expected within one's organization or field in order to advance. It is also helpful on a resume when looking for another position. And the list goes on....

In this, my first column to you as IFMA-Atlanta President for 1996, I want to welcome all who have joined...notwithstanding the individual personal motivation. Membership in the international Facility Management Association makes a very positive statement about all of us...regardless of why we became members.

However, it should also be said, and noted, that membership alone is not enough. If an organization is worth joining, it is worth actively participating in and supporting. Our Atlanta Chapter is fortunate to have a number of members who have, in the past, and presently continue to assist the chapter in making a difference in the facility management community, locally and at the international level. Contributions in the form of personal and company time, expertise, sponsorships and, in the case of

-continued on page two-



President's Message

- continued from page one -

our sustaining patrons...funds enable our chapter to provide benefits, speakers, tours and other support to the membership at a level that would not otherwise be possible.

As you read in this column in the December issue of *IFMA-Atlanta*, the chapter accomplished a great deal in 1995; accomplishments which can and should be built on in 1996. Chapter growth and improvement, much like the consistent quality we expect in the products and services we buy, is a never finished effort; a road with no end. If the Atlanta Chapter is going to continue to progress, **active participation and support from all members are essential.**

The "membership well" is, by no means, fully tapped. Many who will (or should) read this column possess talent and skills that, if donated to the chapter in the form of some time and effort, will make a real difference. If you haven't been approached and directly asked to contribute in some way, contact any member of the executive board or a committee chair and offer assistance.

Yes, we are all busy and, at times, stressed. There is never enough time to "do it all." However, we benefit from our profession in direct proportion to our contributions. Membership in IFMA-Atlanta is very much like a bank account. With little put in, little can be taken out. **No deposit; no return.** Making deposits in the form of giving a little time will produce positive results...returns...that exceed, are more valuable than, the deposits made. The returns can be likened to interest on our "membership bank account."

IFMA-Atlanta needs contribution deposits from all members and pledges benefit returns, with interest, to everyone who "takes the plunge" by depositing time into his or her "membership bank account."

ROUNDTABLE RECAP

The November Roundtable on *Alternative Office Strategies* was attended by ten people. We began the session by establishing some objectives for the meeting. To say that we were ambitious in our plans for a two hour session is a monumental understatement. The objectives included learning what AOS strategies are, how to sell the concepts, how to organize them, how to improve existing AOS programs, identifying long term ramifications, finding if there are others out there and so on. We did cover a lot of territory and the session was informative to all those who attended.

The discussion group identified seven key factors (and there

- AOS represent elements of change (both cultural and personal).
- AOS are function and process driven.
- These strategies are technology supported and sometimes driven by the availability of the technology.
- AOS are not for everyone.
- These strategies are best implemented when they represent significant savings, although there are likely some costs.
- Support, buy-in and acceptance at all levels are critical to their success.
- AOS represent evolving business strategies that will continue to change.

There is considerable information available on AOS from manufacturers, research groups, consulting firms and IFMA. Also, you can learn a lot from the experiences of other facility managers.

The IFMA report (1995) on Alternative Officing Research and Workplace Strategies is available to members at no cost and can be obtained by contacting the IFMA Foundation at 713-623-4362 or you may fax a request for a copy to 713-623-6124.

Mike Denson, *BellSouth Corporation*

NEWS FROM THE INTERNET

Hello, fellow IFMA members. I hope one of your New Year's resolutions was to learn more about the Internet. If you believe everything you read, then you probably think that everybody in the world is already on the Internet. This could not be further from the truth. Currently, studies show that only about 2% of consumers and 1% of businesses are using the Net on a regular basis. The actual numbers of users worldwide is estimated at 35 million.

However, experts predict that the Internet could grow to have over 100 million users by the year 2000. The Internet is quickly becoming the biggest library in the world and if you don't take advantage of it, you are going to be left behind like road kill. The amount of information that you can now access from the Internet is mind boggling: help your kids with their homework, shop at one of over 2,000 stores on the Internet, read from over 600 different newspapers from around the world, and do research on any given topic (telecommuting, indoor air quality, locating a particular vendor, etc.) If you get tired you can even drop by Pizza Hut's Web site and order a pizza. The Internet is not just a place for the computer geeks of the world, it is a place for all professional people, including facility managers.

Enough about what the Internet is—let's talk about a few things you need to learn to help you effectively "surf" the Information Superhighway. First, the computer address you see listed in newspapers and magazines is called Uniform Resource Locator (URL). The URL provides a universal, consistent method for finding and accessing information on the Internet. An example Web address is: <http://www.yahoo.com>. The Yahoo Web site is connected to an on-line, searchable database with over 100,000 different entries (*with almost 2,000 new entries added per week*). Yahoo is only one of literally dozens of Web sites devoted to help find the resources you are looking for. Think of them as different branch libraries that you can access as you would a card catalog in a real public library. Here are some Web sites of our own members and a couple of others I thought would be of interest:

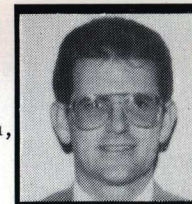
Yahoo:	http://www.yahoo.com
UPS	http://www.ups.com/
Haworth:	http://www.haworth-furn.com
Holiday Inn:	http://www.holiday-inn.com/
Sprint:	http://www.sprint.com
MCI:	http://www.mci.com
BellSouth:	http://www.bst.bls.com/
Herman Miller:	http://www.hmiller.com/
Home Depot:	http://www.homeDepot.com/
Coke:	http://www.cocacola.com/
ADP:	http://www.adpnet.com/
Arthur Andersen:	http://www.authurandersen.com/
Dallas/Ft. Worth IFMA:	http://www.pic.net/dfwifma/
IFMA-Finland:	http://www.vtt.fi/cic/fifma/
FM Link Home Page:	http://www.fmlink.com/
Newslink:	http://www.newslink.org/

(A listing of over 2,000 Newspapers & Magazines available for you to read.)

In next month's column: What's the best way to connect to the Internet and what software tools do I use to view the Word Wide Web?

For questions or feedback, contact **Mike Anderson at 770-806-3271 or e-mail: mikea@mindspring.com**.

IFMA INFORMER



SUBJECT: William D. Broome, Assistant Director of Facilities for Arthur Andersen, LLP/Andersen Consulting, LLP Atlanta Region.

HAILS FROM: Raised in Fayette County Georgia. Moved to Clayton County in 1987. (Native Atlantan)

FAMILY TIES: Wife is Regina Broome. Parents and brother still live in Fayette County.

BACK TO SCHOOL: Graduated from Georgia State University with a Bachelors Degree in Management.

OFFICE HOURS: Average 9 to 10 hours a day plus some weekends. "I was originally hired by Arthur Andersen to work in the Recruiting Department while I was in college in 1985. Upon graduation from college in 1987, I was offered a job working with Christine Neldon (*what a great teacher*) in the Facilities Department. We have been building, moving, and rearranging ever since."

AFTER HOURS: Working in the yard, tennis, biking, and traveling.

BASIC BUSINESS PHILOSOPHY: Take the time to research and plan so that it can be done right the first time.

MOST IMPORTANT ACHIEVEMENT: Obtaining a college degree.

THE READING LIST: Money Magazine and How-to Books

I HATE IT WHEN THAT HAPPENS: The furniture does not come in when the dealer promised.

HIGH ANXIETY: Last minute changes to a move that is already in progress.

RECENT FM ACCOMPLISHMENT: Moving Andersen Consulting into their new office space.

BIGGEST FM CHALLENGE: Closing an Arthur Andersen office in Norcross and opening an Arthur Andersen office at Peachtree Center, which turned out to be a five-phase move that had to occur over a weekend. Boxes went from Norcross to the Georgia Pacific Center. Furniture went from Norcross to Peachtree Center and to the warehouse location. Boxes went from the Georgia Pacific Center to Peachtree Center. Boxes and furniture also moved around within the Georgia Pacific Center. (*What a headache!*)

CAREER SERVICES

Pete Conlin

Operations Analyst - Facilities - Vanstar National Technical Center has an opening for an Operations Analyst. The successful candidate will provide support to the Facilities Manager for all ongoing and project-related activities including loss control, clearance requirements, contract negotiation and employee department relocation. The Analyst reviews and produces a variety of reports and other information to improve service levels at the National Technical Center, which is located in three separate buildings.

For confidential consideration, candidates should send resume and references along with recent salary history to:

Vanstar National Technical Center
150 Hembree Park Drive, Suite 100
Roswell, Georgia 30076
Attn: Anne Murphy, Facilities Manager
770-569-3289
770-569-3317 FAX

1996 Committee Chairpersons

Education:	Mike Denson, <i>BellSouth Corporation</i> 404/249-2542
Programs:	Mark Ormand, <i>Peachtree Software</i> 404/564-8150
Archives:	Freddi Hagin / Ginger Walker 770/948-3963
Allied/Affiliate:	Dave Flory, <i>Cort Furniture Rental</i> 770/984-1113
Career Services:	Susan zumBrunnen, <i>The Coca-Cola Company</i> 404/676-7177
Membership:	David Brucks, <i>Johnson Controls</i> 770/772-8274
Newsletter:	Sonya Tablada, <i>Facility Resources, Inc.</i> 770/7393-4700
Sustaining Patron:	Pete Conlin, <i>Project Management Services</i> 770/518-3219
Hospitality:	Susan Sullivan, <i>Hendrick Associates</i> - 404/240-9312 Haidee Courson, <i>Wegman Associates</i> - 770/368-0101
Awards:	Gene Meany, <i>Facility Consultant</i> - 404/651-1814
Community Service:	Malcolm Weiss, <i>Malcolm Weiss & Associates</i> 404/256-2040
Public Relations:	Lori Tilt, <i>Heery International</i> - 404/881-9880



International Facility Management Association
Atlanta Chapter
P.O. Box 43306
Atlanta, Georgia 30336-0306

I.F.M.A. - Atlanta Chapter

Meeting Reservation Protocol

- Timely meeting reservations are required to enable us to properly plan the room set-up and the number of meals. Please contact the chapter office by the Friday before the meeting.
- If a conflict arises after you have made a reservation, please call the chapter office to cancel your reservation as soon as possible. It is the chapter policy to invoice for meeting no-shows and late cancellations, since we are charged *for all meals reserved*.
- For your convenience, the chapter office is accepting standing reservations for chapter members for *all* monthly meetings. This would relieve you of having to remember to make a reservation each month. However, you are still obligated to cancel the reservation if you are unable to attend a given meeting; otherwise you will be invoiced as a no-show.

Your cooperation is greatly appreciated.

Have You Moved?

In order that we might keep the IFMA-Atlanta Chapter database *current*, please fax the following back to the Association Office at 770/948-4507 if applicable:

Name: _____

Position: _____

Office: _____

Address: _____

Phone No.: _____