

# International Facility Management Association



IFMA - Atlanta Chapter

• P.O. Box 43306

• Atlanta, Georgia 30336-0306

• June 1996 Issue

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## Monthly Meeting

**Wednesday, June 19, 1996 - 103 West**

**Topic:** Liability Issues in Facility Management

**Date:** June 19, 1996

**Time:** 11:30 a.m. - 1:30 p.m.

**Cost:** \$20 Members; \$35 Non-Members, Wait List & Guests

\$25 Members; \$40 Non-Members. Wait List & Guests at the door

**Location:** 103 West Restaurant in Buckhead (directions on the back cover)

**Reservations:** IFMA Office (770) 948-3963 or FAX (770) 745-9164

\*\*\* Please call by **Friday, June 14** to make your reservation. Reservations made after this date are subject to a \$5 surcharge on the meal cost.

## Liability Issues in Facility Management

A panel discussion on the issue of liabilities that face the Facility Manager will be our topic for June. So many firms have the ability to prepare and protect themselves from financial exposure and human resource liabilities with specialists in both fields, but the Facility Manager plays an important role in this as well. With the existence of the Americans with Disabilities Act (ADA) and the many variations in real estate, air quality and day-to-day facility management, the FMer is expected to anticipate, prepare and react to all these new and sometime hidden tasks and rules. This not only makes an impact on the health, safety and protection of your associates and facilities, but on your firm's legal exposure.

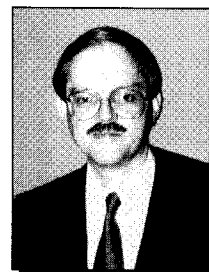
Roger Godwin of Godwin and Associates, one of Atlanta's premier design firms and David Baker of The Weeks Corporation, a leading metro real estate and property management group, are just two of the expert panelists lined up for this discussion. If you miss this IFMA program, you will miss something important!

## President's Message

by Harry Ludwig, III

### IFMA At Its Best...

If pressed to do so, virtually any member of the Atlanta Chapter could think of a number of positive reasons to justify membership and participation in the International Facility Management Association. While all such reasons would, no doubt, be valid, two recent examples of our Association at its best serve to underscore and demonstrate just how much IFMA offers to all of us...if we are only to avail ourselves of the opportunities.



The program at the April meeting was one case in point. Jim Bunch (member/Steelcase) who, to quote him, is usually "hidden behind the coffee and dessert plates" did a superb job in

*continued on page 2*

*President's Message, continued from front*

moderating a panel discussion on *Alternative Workplace Strategies*. Panelists William Broome, (member/ Arthur Andersen), Brian Ashmore (member/ Nortel, Inc.) and Kirk Mason, Sr. (Digital Equipment Corporation) likewise did an excellent job of sharing their individual experiences in this rapidly developing and changing area of facilities management. Judging from the number and kinds of questions, information and insight shared by both moderator and panel were well received and timely. Having been through a "sea change" in their work environments, each of the panelists was very willing to share his story...the good and the bad so that IFMA attendees could profit by their experiences.

A second case in point was the IFMA tour of Prince Street Technologies' new facility in Cartersville. Tom Dunn (Prince Street) very graciously performed the dual role of chauffeur and host. Upon our arrival, our group was met by Alan Wolf, Vice President, who served as tour guide of this state of the art facility...a facility which incorporates many innovations that we are now just reading about in trade publications.

For example, the floor of the manufacturing plant is separated from the office area and design studio by glass,

not traditional walls. Staff in the office area work in modular work stations...**all staff** that is, including President & CEO, Ms. Joyce LaValle! Hence, everyone works in view of everyone else avoiding the "us and them syndrome."

The manufacturing floor is also "connected" to the outside by an 80-foot wide wall of glass overlooking a forest. Aside from the advantage of providing natural light, manufacturing employees cannot feel closed in. Other interior innovations include: increased air changes per hour to provide a healthier environment; numerous access points in the HVAC duct work to facilitate inspection and cleaning, antimicrobial agents used on mechanical equipment including air filters, duct liners, condensate pans, fan blades, cooling coils, interior exposed surfaces and insulation and AC units using a zero ozone depleting refrigerant and programmable thermostats for zone heating and cooling to reduce energy consumption.

Exterior innovations include: a natural, self-sustaining landscape of indigenous plant material making it unnecessary to use chemical fertilizers; site drainage designed to allow water to filter through the landscape before reaching natural waterways; and a reflective roof membrane and ballast stone walls to reduce overall heat load on the building.

Facility management innovations designed and incorporated into the structure were the focus of our visit to Prince Street; a tour well worth the investment of an afternoon. Following the tour, Ms. LaValle visited with the group taking time to personally meet and talk with each IFMA member, not only in the reception lobby but over dinner as well!

Bringing facility management professionals together so as to be able to hear and learn from experienced colleagues; providing a forum for sharing and learning; organizations opening their doors to welcome our members with observation, information and hospitality; making possible in-depth site tours to see first hand implementation of state of the art facility design; the opportunity to meet and talk with senior management of member companies... all of this is **IFMA At Its Best**.

More such opportunities will follow. Availing yourself of such opportunities (and benefits of membership) can only serve to make your facility management career more successful! Jim, William, Brian, Kirk, Tom, Alan and Joyce, by their actions, demonstrate an understanding of...

**No Deposit; No Return**

## **New Member Orientation Meeting**

Wednesday, June 19, 1996  
10:30 - 11:30 a.m.  
Prior to the Monthly Meeting  
at  
103 WEST  
New members should look  
for their invitations.

If you have any questions,  
please call Kathy Farley at  
(404) 572-4934.

## **Corrections from The Editor**

In case you haven't noticed, the newsletter has a different look! We switched printers and experienced a transition beginning with the May issue. During this transition, we made a few mistakes and would like to acknowledge our failure to be 100% accurate. Our sincere apologies are extended to the following persons for omissions, oversights and/or misprints in the May 1996 issue of *IFMA Atlanta*:

- To Bentley Mills, Inc. for omitting the company name on the Sustaining Patrons list;
- To Mark Ormand, Programs Committee Chair for misprinting his name in the President's Message;
- To Teresa Wren, Public Relations Committee member, for omitting her name as the author of "The Life & Times of a Facility Manager" interview with Mitch Rabil.

## Education Committee Update

The IFMA Education Committee, chaired by Mike Denson, recently facilitated another successful Roundtable. The timely topic, a continuation of the information presented at the March IFMA luncheon, was an update on Olympic plans. A summary of the recommendations to avoid the expected transportation crunch:

- vacation or telecommute
- travel early to and from work if you have to go
- carpool
- expect long delays
- don't try to use Hartsfield

ACOG seems to have the "ring" plans detailed quite specifically. In contrast, the outer perimeter is more of an unknown except for shuttle locations. Businesses in those areas need to plan tighter security and expect trespassers in parking facilities.

During this busy time, the Education Committee has divided responsibilities, giving each member some specific assignment:

<u>AREA</u>	<u>COORDINATOR</u>
CFM Focus/Study Groups .....	Mike Butler
Strategic Plan for Education .....	Mike Denson
Roundtable Discussions .....	Joanne Cole
Chapter Surveys .....	Bill Thorpe
Newsletter Reports .....	Ann Steele
Library Resources .....	Matt Dawson

We welcome IFMA members' suggestions about what educational activities the committee should pursue. Please contact any of the above to give us your ideas.

### **NEXT ROUNDTABLE**

*"Best Practices for Customer Satisfaction"*

Hosted by Steelcase on June 27, 1:30-3:30 p.m., a panel representing facility managers, materials providers, designers and facility customers will explore what goods and services spell maximum satisfaction. After discussion by all participants, the Roundtable expects to complete a list of practical tips pertaining to everyday FM functions.

## May Luncheon Recap

### **SUCCESSFUL PROJECT MANAGEMENT**

Our May meeting at the Georgia Railroad Depot in downtown Atlanta was an informative and educational opportunity. Dan R. Bradbary, CEO of Project Management Services, Inc., provided a humorous look, first, at what makes projects unsuccessful. Then he detailed the many facets of the Project Control Process. With a staff of 50 and specialization in Facilities, Telecommunications and Information Technology, Dan's team is able to provide services ranging from Market Surveys and Financial Operations to Relocations and Events Management.

Dan's project management focus systematically leads to thoughtful participation by multiple, autonomous departments to produce a complete, on-time project. The most important task is the initial development of a **complete** scope of work so that all participants understand the goal clearly. As Dan stated, "in order to successfully manage a project you must plan, organize and control all aspects of the project from initiation to completion." His experience and shared war stories kept us entertained as well as informed. While we may not all consider ourselves project managers, in reality, that's an area we all excel in otherwise, we wouldn't hold the jobs we do in Facilities Management! As companies downsize and outsource, Dan reminded us that we are well positioned to use these project management skills in our future, wherever that may be.

## 1996 COMMITTEE CHAIRS

### Education

Mike Denson, *BellSouth Corporation*  
404/249-2542

### Programs

Mark Ormand, *Peachtree Software*  
770/564-8150

### Archives

Freddi Hagin / Ginger Walker  
770/948-3963

### Allied/Affiliate

Dave Flory, *Cort Furniture Rental*  
770/984-1113

### Career Services

Susan zumBrunnen,  
*The Coca-Cola Company*  
404/676-7177

### Membership

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770/772-8274

### Newsletter

Sonya Tablada, *Facility Resources, Inc.*  
770/393-4700

### Sustaining Patron

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*Project Management Services*  
770/ 518-3219

### Hospitality

Susan Sullivan, *Hendrick Associates*  
404/240-9312

Haidee Courson, *Wegman Associates*  
770/368-0101

### Awards

Gene Meany, *Facility Consultant*  
770/552-7095

### Community Service

Malcolm Weiss,  
*Malcolm Weiss & Associates*  
404/256-2040

### Public Relations

Lori Tilt, *Heery International*  
404/881-9880

## New Advertising Program!

We are pleased to announce our new advertising program. The program was designed to supplement the cost of producing the newsletter and to offer an additional benefit to our allied and affiliate members. IFMA members will be able to advertise at the following low rates:

Size	Monthly Rates	
	One-time	3 months
1/2 Page	\$150.00	\$135.00
1/4 Page	\$75.00	\$65.00
1/8 Page	\$50.00	\$45.00

(Business Card Size)

Non-members will be charged an additional 10% for advertisements.

Make your check payable to IFMA and send it and your camera-ready artwork (photographs are not recommended) to:

Marla Williams, Advertising Coordinator  
IFMA - Atlanta Chapter  
6849-F Glenlake Parkway  
Atlanta, GA 30328

Your ad will appear in the next available newsletter. Space is reserved on a first-come basis — IFMA Members will have priority over Wait List and Non-Member advertisers. The Newsletter deadline is the Friday following our monthly lunch meeting.

If you have questions, please call Marla Williams at TEL (770) 668-9980 or FAX (770) 604-9740.

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Sunday, Oct. 6 - Tuesday, Oct. 8  
Salt Lake City, Utah

## FMA Career Services

Career Services Success Stories continue...Mike Butler has accepted a position with Georgia-Pacific Corporation as Sales Center Facility Manager. Mike will be responsible for interior and exterior building management for the Atlanta and Denver Sales Centers. His new office telephone number is (770) 221-2555. Please congratulate Mike at the next IFMA meeting.

Career Services welcomes your resumés or open position descriptions. Please fax to (404) 676-7285 to the attention of Susan zumBrunnen or call (404) 676-7177. We are also looking for additional committee members to help with a career Services database and welcome your participation!

### IFMA Career Services

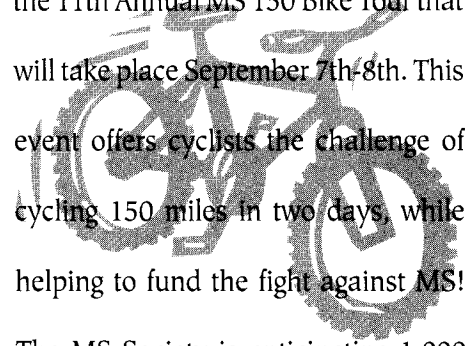
Facility Management Positions Available in Atlanta as of May 15, 1996

1. **BLOCKBUSTER ENTERTAINMENT:**  
**Facilities Manager** for Southeast Zone. Contact: Pat O'Neill (770) 858-5505
2. **DEKALB OFFICE ENVIRONMENTS:**  
**Project Manager.** Contact: Ellen Warthen (404) 633-1557 ext.227
3. **MT. PISGAH PROPERTIES:**  
**Supervisor of Properties.** Contact: Jerry Brown (770) 551-5028
4. **LANDIS & GYR:**  
**Regional Operations Director.** Contact: Diane Mieszczak (847) 390-6670
5. **TURNER:**  
**Facilities Position.** Contact: Robert Flynn (404) 827-2393

## National Multiple Sclerosis Society Event

The National MS Society invites the IFMA Atlanta membership to support the 11th Annual MS 150 Bike Tour that will take place September 7th-8th. This event offers cyclists the challenge of cycling 150 miles in two days, while helping to fund the fight against MS!

The MS Society is anticipating 1,000 participants. For more information on this event, please contact IFMA member, Joanne Cole at (404) 332-3317.



*If you want to enhance your professional career, you don't want to miss the informational event of 1996—*

## **WORLD WORKPLACE '96**

**Salt Lake City, Utah Sunday, Oct. 6—Tuesday, Oct. 8**

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1-800-359-4362 OR  
1-713-62-WORLD**

## Meeting Location & Directions

Location of the June 19th luncheon  
at 103 West Restaurant in Buckhead



103 West is located at 103 West Paces Ferry Road across from Chops Restaurant in Buckhead. It is one block west of Buckhead Five Points and is housed in a pink and green European-styled building. If you need more detailed directions, please call 103 West at (404) 233-5993.

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

Eugene F. Meany  
Steelcase, Inc.  
9715 Summer Oaks Drive  
Roswell, GA 30076-1876

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**Salt Lake City, Utah  
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