

International Facility Management Association



IFMA - Atlanta Chapter • P.O. Box 43306 • Atlanta, Georgia 30336-0306 • January 1997 Issue

1997 EXECUTIVE BOARD

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(404) 649-5011

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(770) 432-2649

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(404) 572-4902

1997 SUSTAINING PATRONS

Aircond Coporation
APCO
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Bonitz
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Cathcart Allied Storage
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Contract Marketing
Cort Furniture Rental
COVAN Worldwide Moving, Inc.
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DuPont Flooring Systems
Farrington Design Group
Hardin Interior Services
Innerface Inc.
Moore Copies, Inc.
Pointe Services, Inc.
Rite Way Services, Inc.
Royal Cup Coffee, Inc.
Steelcase, Inc.
Wegman Associates

Monthly Meeting

Wednesday, January 15, 1997 • 103 West

Topic: Restoration of Georgia's State Capitol
Date: January 15, 1997
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 (directions on back page)
Reservations: IFMA Office (770) 948-3963 or FAX (770) 745-9164

*** Please call by **Friday, January 10, 1997** to make your reservation. Reservations made after this date are subject to a \$5 surcharge on the meal cost.

Get out your history book, and turn to page... Oh, never mind that, just come to January's monthly meeting and hear Luther Lewis, Jr., Executive Director of the Georgia Building Authority, share a little history on Georgia's State Capitol. Along with the history, you will hear about the current status of the renovation project, the historic building survey, the paint studies done to determine original paint colors used, along with lots of interesting facts about the capitol. (Did you hear about the problems they're having with the plaster?)

If a reservation is made in your name for an IFMA function, the Atlanta Chapter incurs an expense for the meal that is reserved in your name. Accordingly, our policy is to invoice for reservations made but not kept or cancelled and you will be invoiced. Cancellations must be made 48 hours or more in advance of the function in order for the chapter to avoid being charged.

President's Message

by Kathy Roper, CFM

The Atlanta Chapter of IFMA is located in a dynamic, urban setting like many other chapters across the country. But one thing that sets us apart from other chapters across the country is the amazing support we receive from our Allied and Affiliate members and wait list candidates. In only the third year of our Sustaining Patron program, we again will be expanding the program and allowing non-members an opportunity to support the chapter. This support from our vendor community is not just an advertising outlet. These professionals who market to Facility Managers recognize the value they can obtain in learning more about our field. In many cases, these professionals want the same educational and informational opportunities that we facility professionals desire. The opportunity to learn what new topics are of concern to facility managers is of interest to all professionals, whether they manage a building, provide carpet to a tenant in a building, clean the building, service equipment in the building or sell chairs for employee seating within the building. Service and product providers value their membership in just the same ways we benefit as professional



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President's Message continued from front

facility managers. Networking opportunities are always cited in membership surveys as a key component of professional memberships. We find the same in the Atlanta Chapter of IFMA. Whether you are looking for information on a customer, product, process or potential career change, we all are looking to our chapter for the same support.

Whether we provide service and volunteer to serve on committees within our professional organization is the same, regardless of classification of membership. Allieds, Affiliates, Students and Professionals alike, gain knowledge of their peers, knowledge of the organization and knowledge of their own capabilities by serving in various roles within the organization. In January 1997, the board of the international Association will meet and validate the votes cast to confirm the changes to member categories, reducing them from seven to five. Assuming the vote is positive, the board will then vote on three bylaws changes which were polled on the recent ballot. These questions address voting rights of members (the new Associate category, formerly Allied and Affiliate), election to local chapter office of Associate members, and the international level election of Associate members to our board.

This chapter has recognized the professionalism of our Allied and Affiliate members and encourages the support of these professionals within our organization. When the votes are tallied in January, hopefully we will all become full voting members and share equally in the resources and support we give and take from IFMA.

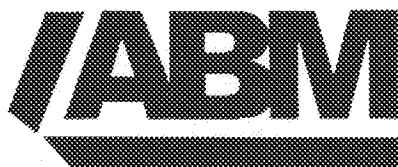
As recognition of these professional Allied and Affiliate members has grown, the desire of the vendor community within Atlanta to become members of the Atlanta Chapter of IFMA has grown. Due to the 75/25 ratio of Professionals to Allied/Affiliates, our wait list has grown over the past years to just over 50. This chal-

lenges us all to uncover the potential professional members in our community. There are many untapped industries represented in Atlanta, but not active within IFMA. Retail, hospitality, banking, financial services, and entertainment are just a few of the untapped industries. These large organizations have Facilities, Real Estate, Administrative Services and Strategic Planning employees who could benefit from involvement with IFMA. We need to find these employees, invite them to meetings, explain the value we find in IFMA and solicit their membership. This is the only way our valued new Allied and Affiliate members will be able to become fully involved in the Atlanta Chapter of IFMA, by moving from our long wait list into full membership. This will be a goal for the 1997 board and all members.

Invite your associates and others who may be unaware of the organization and its tremendous networking and informational possibilities. Our current membership of 241 needs to find 150 fellow facility managers and bring them into the IFMA age. Please consider now, other building manager, administrative services professionals, real estate and planning gurus, either within your organization or isolated in the Atlanta community. Invite them to a monthly meeting or facility tour. Offer to provide a ride, or if you're really feeling generous, offer to pay for their meeting cost. Introduce them to your IFMA associates and let them learn about all the benefits you enjoy as a member of the Atlanta Chapter and an international member of our Association.

Get involved, volunteer to help a committee on one project, volunteer to share your facility management experiences at one meeting, volunteer to bring an associate to several meetings.

This chapter has enormous potential locked inside each and every member. Unlock your small part of the chapter's enormous growth and enjoy the increased benefits all members, including yourself, will find.



Janitorial Services

OUR GOALS

*Continual Improvement
Consistent Quality
Outstanding Service
Competitive Prices
Open, Honest Relationships*

As major providers of contract janitorial services in the United States, American Building Maintenance Co. and ABM Janitorial Services offer cost-effective programs ideally suited for commercial, industrial and institutional facilities. At ABM, responsiveness and accountability are fundamental.

Our experience and know-how are assets that allow us to more efficiently service projects of all sizes and specifications. Over 10,000 satisfied customers nationwide will attest to our performance.

Service Capabilities. We are attuned to the challenges of providing efficient, competitive, and consistent, high-quality janitorial service for over one billion square feet of floorspace every day.

4565 Winters Chapel Road
Atlanta, GA 30360

770-903-9340

December Meeting Recap

by Gene Meany

ANNUAL AWARDS LUNCHEON

The IFMA-Atlanta annual awards luncheon was held at the Commerce Club on December 18, 1996. This traditional year-ending event of the chapter is an opportunity for members to recognize the special achievements and contributions of our colleagues and to witness the installation of new chapter officers.

Dave Flory, National Account Executive with Cort Furniture Rental, was recognized as the Outstanding Allied Member of 1996, for his role as Allied/Affiliate Liaison. **Bob Kinney**, Manager of Corporate Services and **Fred Tharpe**, Project Manager-Offices, received the Achievement in Facility Management Award for their continuing involvement in the development of The Home Depot's new Store Support Center. **Lori Tilt**, Director of Business Development with Heery International, was awarded the Distinguished Member of 1996 Award for her efforts as chair of the Public Relations Committee.

Retiring President Harry Ludwig reflected on the successes of the chapter during the past year and thanked each of the Board members for their involvement and contributions. Harry administered the oath of office for the 1997 chapter officers:

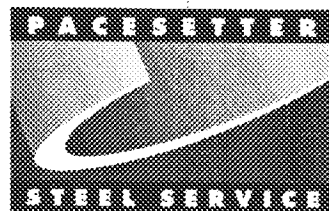
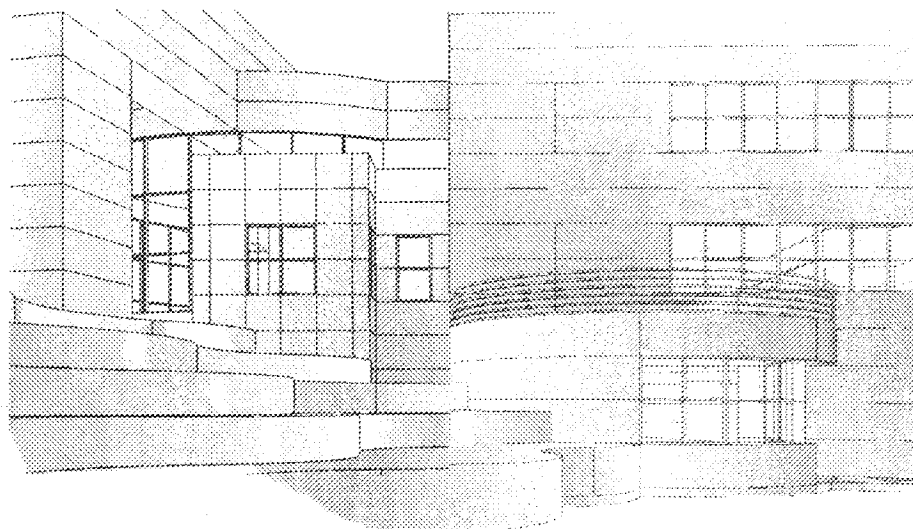


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|-----------------------|--|
| President | Kathy Roper, Sprint Communications Company |
| Vice President | Sheryl Yetsko, Long, Aldridge & Norman |
| Secretary | Matt Dawson, Altson & Bird |
| Treasurer | Sheryl Berg, Plant Peddler |

In her remarks, new chapter President Kathy Roper discussed the importance of our allied and affiliate members to the continued success and vitality of the chapter. She indicated that the emphasis during the coming year will be the recruitment of new professional members in order to grow the chapter and to reduce the number of members-to-be on the allied/affiliate wait list.

farrington

Congratulates



one of the world's largest steel suppliers
to original equipment manufacturers
on their new world headquarters.

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Kennesaw, Georgia
30144-7022

Farrington Design Group is pleased to have provided full architectural, architectural interior, environmental, and print graphic services.
At Farrington Design Group, good design is good business.

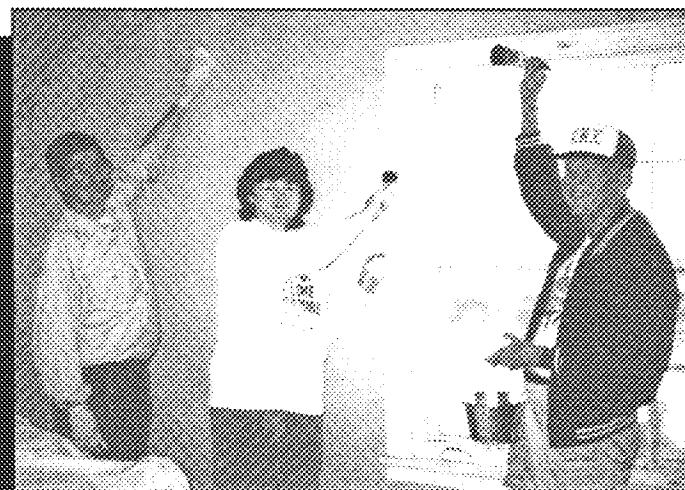
Farrington Design Group - a sustaining patron of IFMA, Atlanta Chapter.

FMA Volunteers at Work



A LITTLE ELBOW GREASE DIDN'T HURT...

On Saturday, November 2, 1996, several IFMA volunteers participated in Project Extend. Pictured on this page are the volunteers at work.



SPONSORSHIP OF THE NEWSLETTER

IFMA members can 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 with your camera-ready artwork (photographs are not recommended) to:

Maria 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 Maria Williams at TEL (770) 668-9980 or FAX (770) 604-9740.

Career Services

MANAGER, ASSET MANAGEMENT GROUP

DeKalb Office Environments has a position available for Manager, Asset Management Group. Requirements include technical competence in Facility Management services and/or Project Management. Proven management and leadership skills. Knowledge of systems furniture, especially Steelcase. Excellent organizational skills. Proactive in approach. Able to vision and plan. Uses creative problem solving in a timely manner. Able to meet deadlines. Able to handle several tasks/projects at once. PC literate. Able to work through and with people.

Responsibilities: Organizes Asset Management Group. Interprets, follows and enforces procedures established by the Furniture Management Coalition/Steelcase. Develops business plan for work group. Makes staffing recommendations. Builds a relationship with current customers, learns their needs and their way of doing business. Develops and maintains a close working relationship. Along with dedicated sales person, markets new services to existing clients to increase sales penetration while meeting customers' business needs. Identifies and markets potential needs and projects which could provide value to the customer. Becomes an extension of client's facility management department. Keeps clients informed of activities, issues, challenges, solutions, and new

products. Within DOE, coordinates simultaneous projects so that they are handled as "one" in the customer's eyes. Works with other DOE groups (Installation, Service, Project Management) to complete bids and to obtain manpower to complete projects. May serve as Project Manager for some projects.

Salary: Negotiable
Full-time regular position
Excellent Benefits

Date Open: As soon as possible

Hours: 8:00 - 5:00 - varies depending upon time needed to complete the job.

Send resume to: Ellen E. Warthen,
Human Resources Manager
DeKalb Office Environments, Inc.
1690 Northeast Expressway
Atlanta, Georgia 30329
Fax Number: 404-633-4519
Telephone Number: 404-633-1557
ext. 227

EOE/Drug Free and Smoke Free Environments

T THORPE ENTERPRISES

Security Guards, Housekeeping, Carpet Cleaning,
Maintenance Staffings, Building Support Services

2110 Newmarket Parkway, Suite 100, Marietta, Georgia 30067
Phone (770) 988-9822 - Fax (770) 952-7404



Office Furniture Refurbishing
• Upholstery • Painting • Lamination
• Upholstery Cleaning

IFMA Members will receive a
refurbishing 5% discount off upholstery cleaning
December thru January!

5669 New Peachtree Road, Suite 2
Atlanta, Georgia 30341
TEL 770-936-0017 FAX 770-936-0097

PROJECT COORDINATOR

Large downtown accounting firm is seeking an Entry Level Project Coordinator. **This is a 6 to 8 month position.** Responsibilities include supervision of construction projects, including evaluating construction drawings, reviewing furniture specifications from vendors, and coordinating and supervising furniture and equipment installation. Will also prepare project budgets and track related costs, evaluate vendor proposals and prepare comparative analyses. Other responsibilities include coordinating bids and purchase of furniture, equipment, and maintenance contracts, and coordinating office moves. Facilities Management, Business, or Interior Design degree and 1 year related experience required. Overtime required. For further information, please contact Rick Luders at 770-723-5956.

Meeting Location & Directions

Location of the January 15th 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.

Thought for the Month

Life has two rules:

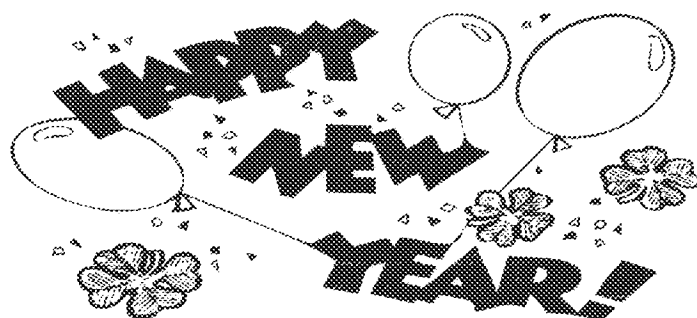
Rule Number 1:

Never quit;

Rule Number 2:

Always remember Rule Number 1.

—Duke Ellington



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