1998 EXECUTIVE BOARD

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(404) 527-8332

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(404) 681-7000

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(404) 577-4933

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(770) 751-1110

Past President: Kathy O. Roper
Sprint Communications
(404) 649-5011

1998 SUSTAINING PATRONS

AirCond Corporation
APCO
Atlantic Business Systems, Inc.
Bonitz Flooring Group, Inc.
Canthiers-Wallace-Courtenay, Inc.
Cathcart Allied Storage Co., Inc.
Cecil Malone Company
Choice Construction Company
Contract Marketing
Cort Furniture Rental
COVAN Worldwide Moving, Inc.
Delkob Office Environments
ReGeneration
DuPont Flooring Systems
Egan Visual, Inc.
Furrington Design Group
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Hardin Interior Services
Haworth, Inc.
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Herman Miller, Inc.
Interface, Bentley, Prince Street
Knoll
Meridian, Inc.
Milliken & Company
National Furniture Liquidators
Pointe Services, Inc.
Rhe Way Service, Inc.
Royal Cup Coffee, Inc.
Shaw Contract Group
Steelcase, Inc.
Wegman Associates

1185 Willingham Drive • Atlanta, Georgia 30344 • October 1998 Issue

Monthly Meeting

Wednesday, October 28 (NOT Oct. 21), 1998 • Villa Christina

Topic: Taking Control of Your Personal and Professional Life
Time: 11:30 a.m. - 1:30 p.m.
Cost: $20 Member; $25 without advanced registration
$35 Guest; $40 without advanced registration
Location: Villa Christina
Reservations: New Association Office (404) 766-1632 or Fax (404) 768-7767
Please call Vernon Thomas by Friday, Oct. 23, 1998 to make your reservations.

Are you feeling a little stressed...a little overwhelmed by the pressure of business today? Is juggling family and work more than you can deal with sometimes? Then take a break...and come to the October IFMA meeting. One of the original stress researchers in the country, Dr. Michael Skinner has done thousands of programs to groups around the world, for companies such as General Motors, BellSouth, and Humana. Known for his humor and powerful message, he speaks on stress and taking control of your personal and professional lives, and when he says "let me tell you a story," you will definitely want to listen. So come, take a deep breath...and enjoy!

President's Message by Sheryl Yetsko

I would like to tell you about an important growth opportunity we have been working on as a Chapter. Through the help of Ed Fielder, one of our relatively new members and a member of the Advisory Board at Georgia Tech's Building Construction Program, we were invited to participate in the development of a proposal for a graduate program, specific to our industry. The proposal we have been working on is a Master of Science in Building Construction with a track in Facility Management. We have provided the University with educational information supplied by IFMA and our CFM program. I was very encouraged to see that they not only welcomed our input, but adapted the curriculum to better parallel the educational standards outlined by IFMA.

We, of course, are hopeful that this is just the beginning—that the University would realize that a market exists which would support undergraduate courses specific to Facility Management. What better way to advance our profession than to have courses taught specific to our industry at such an esteemed learning institution!

Ed Rondeau, Past International and Atlanta President, has volunteered to work with Georgia Tech to ensure that this program meets IFMA's educational standards and that IFMA, in turn,

(continued on page 2)
President’s Message continued from page 1
renders the support necessary to get a
program of this type off the ground.

On October 1st, Ed Fielder and Ed
Rondeau will meet with the Building
Construction Advisory Board to take us
to the next level. Throughout this
process, the support of the Atlanta Chap-
ter, as well as International has been
stressed. The benefits our members
could realize by a program of this type
are innumerable—but take commit-
ment. With that in mind, Georgia Tech
will need to determine that there is suf-
ficient interest to further develop this
program. To that end, one of the Fac-
ulty members from Georgia Tech will
join us at our October meeting. We will
survey our membership to ascertain
whether there is sufficient interest to
continue. I hope you will endeavor to
attend, or if you cannot, respond to the
insert in our November Newsletter.

Are you going to WWP in Chicago? If
you are, please be sure to contact Marty
Mason at 770-952-5591 and let him
know where you are staying. It is a
great opportunity to get to know folks
from our Chapter and participate in a
true exceptional conference. We want
to make sure that no one is left out of
any of the “goings on” while in Chicago.

We will have our Monday night out-
ings as a Chapter and with the South
Region at large on October 19th. We
don’t want to leave you out, so please
call if you are going. In addition, we
would love to have a big group at the
Awards Banquet on Tuesday evening.
The Atlanta Chapter is a finalist in the
Community Service category, so you
can be there and show your support.

Last, but certainly not least, I would like
to encourage you to bring your boss to
our October Chapter meeting. At the
January leadership conference in Hous-
ton, we were captivated by Dr. Skinner,
who now comes to Atlanta on October
28th to address the Atlanta Chapter.
Please make sure you mark your cal-
endar for this special date—Wednesday,
October 28th at Villa Christina.

As always, please call me if you have
any comments or concerns about our
Chapter at 404-527-8332. Remember,
we are always looking for individuals
to get more involved.

Sheryl Y年代k0

October 1998

IFMA - Atlanta
Calendar of Upcoming Events

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT/CONTACT</th>
<th>LOCATION</th>
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<tr>
<td>October 15</td>
<td>Prospective &amp; New Member Orientation</td>
<td>Choose Construction</td>
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<tr>
<td>October 18-20</td>
<td>World Workplace ’98</td>
<td>Chicago, IL</td>
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<td>October 28</td>
<td>Motivational Speaker</td>
<td>Villa Christina</td>
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<tr>
<td>November 9-10</td>
<td>CFM Exam Review Course</td>
<td>Cumberland Ctr. II</td>
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<tr>
<td>November 12</td>
<td>Capitol Tour</td>
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<tr>
<td>November 12-13</td>
<td>Fifth Annual IFMA Asian Conference on Facility Management Call: 1-713-623-4362</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>November 18</td>
<td>Alternative Office Solutions - Professional Point of View</td>
<td>103 West</td>
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<tr>
<td>December 16</td>
<td>Awards Banquet</td>
<td>Atlanta History Ctr.</td>
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</tbody>
</table>

- Denotes monthly IFMA meeting. RSVP: Vernon Thomas, 404/527-8332

1998 IFMA Committees

Please contact the committee members listed below for volunteer opportunities.

Advertising/Public Relations Patti Stewart 404-982-7676
Archives/Library Martha Osborne 770-772-6282
Associates Steve Sperling 404-351-3991
Awards Kathy Roper 404-649-5011
Career Services Marty Mason 770-952-5591
Community Services Tom Haslach 770-975-1113
Education Ann Steele 770-751-2020
Hospitality/Mentoring Lendy Buchanan 770-420-7903
Membership Beth Chaplin 404-607-9519
Newsletter Suzanne Thomas 404-881-9880
Programs Claire Brucks 404-633-1557

Attention World Workplace ’98 Attendees

Please contact Marty Mason at 770-952-5591 or e-mail him at masonmal@pb.com with the date you will arrive in Chicago, and depart and what hotel you will be staying at. Marty will be putting together a welcome packet with a list of attendees from Atlanta and how to get in touch with members while in Chicago.

World Work Place Info...

Those of you that have been attending World Workplace regularly are probably aware of the Monday Night Football Party hosted by Cort Furniture Rental and National Office Furniture. Those of you that have never attended World Workplace need to include this event on their list of "must do" activities while in Chicago. This year's 5th annual event will be held at the Baha Beach Club located at 219 West Erie in Chicago. Invitations are available at Cort Furniture Rental's exhibition hall booth number 411. Stop by the Cort booth and identify yourself as an Atlanta Chapter attendee for your invitation. If you require additional information feel free to contact Dave Flory at 770-751-1110. We look forward to seeing you in Chicago.

Get a complete picture of the workplace

World Workplace ’98
Chicago, Ill., USA
Oct. 18-20, 1998

Register today by calling 1-713-629-6753
or send an e-mail to events@ifma.org
Visit our Web site at www.worldworkplace.org

IFMA - Atlanta
October 1998
Avoiding Construction Claims:

Practical Advice for Construction Owners and Their Counsel
October 23, 1998 • Atlanta Hilton & Towers

Program Summary
This seminar will focus primarily on the practical aspects of public and private construction projects, with particular emphasis on drafting and negotiating important contract provisions, protecting your company from unnecessary liability, obtaining appropriate insurance and indemnity protection, and avoiding and resolving construction claims.

- Design Agreements
- Construction Contracts
- Construction Defects
- Contractor Default
- Insurance Requirements
- Lien Prevention
- Simulated Negotiation
- Contractor "Town Hall" Session

Who Should Attend
All persons having responsibility for the successful construction of public and private projects, including developers, construction directors, development directors and managers, in-house and general counsel, construction lenders, city and county managers, facility planners, facility managers, project managers, risk managers and others involved in the construction of public facilities, hotels, office projects, shopping centers, industrial facilities and other types of public and private construction projects.

Registration
There is a fee of $80 per person or $60 per person for two or more people from the same firm for this one-day seminar to cover the cost of course materials, meals/breaks, speaker travel, and the seminar facility. For more information or to register, please contact Heidi Griffin at:

Alston & Bird LLP
One Atlantic Center
1201 West Peachtree Street
Atlanta, Georgia 30309-3424
Telephone: 404-881-4351
Fax: 404-881-7777
E-mail: hlgirffin@alston.com

We can be Hero’s...for a lifetime.”
Ayesha Khanna, Chief Executive Officer of the YWCA of Greater Atlanta, joined the IFMA Atlanta board of directors meeting this past month to share the impact the YWCA feels from our membership involvement. She mentioned, above all, our efforts to restore their facilities will positively touch the lives of over 12,000 people in the greater Atlanta area. That is awesome! She mentioned we will not only help these children today, but we will give them a head start that will help them throughout their life.

There are six facilities in the YWCA program. We have chosen to begin work at the downtown “Y” on Highland Street, and use it as our model for all other locations. We are off to a fast start developing a steering team, doing assessments of the present facilities needs, developing a web page for greater communication, teaming with Georgia Tech to develop a model profile, and contacting volunteers to begin setting timelines on work to be completed. We still need volunteers in all areas from: electrical contractors, exterior landscape, roofing contractors, flooring contractors and manufacturers...the list goes on and on.

For those of you who have already volunteered and have not been contacted, you will be contacted in the near future by telephone and mail. If you would like to join us and be a Hero...for a lifetime, please contact Tom Haslach at 770-975-1113.
CFM Review Course
Registration Form
Cumberland Center II, Atlanta, Georgia
November 9-10, 1998

Use a separate form for each attendee. Please print clearly

FULL NAME (MS./MR.): ___________________________ ☐ CFM ☐ OTHER: ___________________________

INFORMAL NAME (FOR NAME BADGE): ___________________________ IFMA ID #: ___________________________

TITLE: __________________________________________________________

COMPANY: _______________________________________________________

ADDRESS: _______________________________________________________

CITY: ___________________________ STATE/PROV: ________ ZIP/POSTAL CODE: ___________________________

PHONE: ___________________________ FAX: ___________________________ E-MAIL: ___________________________

CHAPTER: __________________________________ POSITION HELD: ___________________________

COUNCIL: __________________________________ POSITION HELD: ___________________________

SPECIAL REQUIREMENTS: (DIETARY, MEDICAL, ETC.): __________________________________

Registration Fees

Seminar Fee: $175, U.S. per person

TOTAL ENCLOSED: $ ___________________________

☐ My check is enclosed. Make check payable to IFMA
Charge my: ☐ AMERICAN EXPRESS ☐ DINERS CLUB ☐ DISCOVER ☐ MASTERCARD ☐ VISA

CARD NUMBER: ___________________________ EXPIRATION DATE: ___________________________

CARD MEMBER NAME: ___________________________ SIGNATURE: ___________________________

Please return your completed form with your payment to IFMA, 1 East Greenway Plaza, 11th floor, Houston, TX 77046-0194, or if paying by credit card fax to 713/623-6124.

CANCELLATION POLICY: No refunds will be issued for cancellations received after October 30, 1998.

TRAVEL AND HOTEL INFORMATION: You are responsible for making your own travel and hotel reservations. The meeting will be held at Cumberland Center II, 3100 Cumberland Circle, Atlanta, GA, 30339. Several hotels are in the area: Sheraton Suites 770/955-3900, Embassy Suites 770/984-9300, Courtyard by Marriott 770/952-2555 and Hampton Inn 770/333-6006. Reservations may be made by calling the hotel direct at the numbers listed above.

FOR MORE INFORMATION: Please contact Kathy Roper 404/649-5011 or Ann Steele 770/751-2020 with the Atlanta Chapter.

For your travel arrangements you may call Roy or Pam at The All Seasons Travel Group by phone at 1-800-284-1515 or 1-713-622-8700 or fax 1-713-622-7704.
What makes General Building Maintenance different from all other building facility maintenance companies? Frankly, there are many things; however, the most significant difference is our attention to detail. Details, not only in the obvious day-to-day services but details throughout every aspect of our business.

Most of our managers have prior experience in property management making this unique and highly capable staff second to none in the industry. Most importantly, our maintenance professionals are full-time employees whose livelihood depends on your satisfaction.

Our mission is to become our customers' greatest team member by providing "Zero Defect" services on a consistent basis; thus, enabling them to ensure the highest quality work environment for their tenants. So if you want to see a positive difference in the way your facility is being serviced call General Building Maintenance today!

ZERO DEFECTS IS OUR GOAL

Atlanta • Birmingham • Charleston, WV • Charlotte • Dallas • Durham • Greensboro • Macon • Nashville • Norfolk • Orlando • Raleigh • Richmond • Tampa • Washington, D.C.
Member: Building Service Contractors Association / Member; International Facility Maintenance / Member; BOMA
Membership Drive Results

The Membership Committee was very pleased with the results of the Membership Drive. Our chapter is growing in quantity as well as quality with 26 new members. A special thanks to all of those who participated in the recruitment efforts.

Rebecca Fly and Heather Bamberg were the winners of the drawings for the gift certificates for recruiting new members.

Check out our Web Site!

If you haven't discovered the IFMA Atlanta Chapter web site, make a point to do it today!

www.ifma.org/atlanta/atlan.htm

Can We Have Your E-Mail Address?

We are developing an E-mail address book for use by our members, but we need your help. Please check the membership directory to verify:

• That your E-mail address is listed
• That it is correct (if not, please contact syetsko@lanlaw.com)

Don't be left out of important chapter information sharing because you don't have this important tool!

WELCOME
New Professional & Associate Members as of September 1998

4 Professional Members
Kenneth Benson - Johnson Controls Integrated Facility Management
Douglas Kicker - Landis & Staela, Inc.
Cheryl McCracken - The Coca-Cola Company
Catherine Sabonis-Chafee - The Coca-Cola Company

1 Associate Member
Chip Smith - Johnson Controls, Inc.

IFMA Atlanta Membership Directory Update Form

NAME:___________________________________________

COMPANY:________________________________________

TITLE:__________________________________________

ADDRESS: __________________________________________

________________________________________________________________________

________________________________________________________________________

TELEPHONE:_______________________________________

FAX:_____________________________________________

E:MAIL:___________________________________________

FAX TO: Vernon at Association Headquarters 404-768-7767 or Tel: 404-766-1632

IFMA - Atlanta

October 1998
**Career Corner**

If you are aware of any job opportunities, please fax Marty Mason, Career Services chair, 770-952-9200, with a brief description of each position.

**ARTHRITIS FOUNDATION**
- **Facility Management Director - Atlanta, GA**
  Experience in managing building systems and supervising facility services. Business or technical degree required, or combination of education and minimum 5 yrs. experience in facility management. Send resume & salary requirements to: Karen Stubbs, Personnel Dept., Arthritis Foundation, 1330 W. Peachtree St., NW, Atlanta, GA 30309.

**CROWN ADVISORS**
- **Facilities Manager - Chicago, Atlanta, St. Louis or Memphis**
  Responsibilities include: facilities maintenance, operations support & providing assistance on capital improvement projects for Eastern half of the portfolio. Need 7-10 yrs. experience in facilities management w/ 2-4 yrs. of systems work & multiple site experience. Mechanical engineering degree, technical degree and/or P.E. designation a plus. Contact Don Ozdale: 1-412-566-1100 or fax: 1-412-566-1256.

**GLS ARCHITECTS**
- **Project Managers & Project Architects - Atlanta, GA**
  Minimum 4 years architectural experience following registration.
- **Intern Architects - Atlanta, GA**
  2-3 yrs. architectural experience.

We are a growing, design-oriented Midtown firm looking for team players who are creative and enjoy life, work, fun, computers and people. Fax resume to 404/733-6804 or e-mail to: cglsarch@mindspring.com

**NATIONS CREDIT**
- **Facilities Manager - Atlanta, GA**
  Responsible for the coordination of activities related to the management of Alpharetta facility through the supervision of multiple vendors providing various facilities services. Candidates need an Associate’s or Bachelor’s degree and minimum 4 years related experience. Send resume with salary history to: NationsCredit Distribution Finance, Inc., 3350 Cumberland Circle, NW, Dept. MD/FM, Suite 1000, Atlanta, GA 30339 or fax: 770-989-6123.

**POUNDS HARRIS MHR:**
- **Facilities - Program Manager - Atlanta, GA**
  Atlanta Consulting Program Management firm needs Project Manager for facilities and site development on multi-projects. 10+ yrs. exp. Degree in Building Construction, Civil, Construction Management or Architecture. License in appropriate field required. Strong knowledge of prog mgmt techniques and scheduling software. Excellent “people” skills. Fax resume to 770/975-1195.

**JOHNSON CONTROLS:**
- **Manager, Operations Analysis & Estimating - Atlanta, GA**
  Responsible for managing the technical estimating function; ensure all proposals validate staffing, define scope of services, and develop process improvements for operations & maintenance. Seven years experience in facility operations & maintenance or equivalent combination of education and experience required. Travel required. Attn: DE98002
- **Senior Proposal Specialist - Atlanta, GA**
  Candidate will be an integral part of our Sales and Marketing Process, developing proposals, sales presentations, marketing collaterals and other materials. Experience in technical or creative writing, and in a proposal environment is needed. Need Bachelor’s degree in Accounting or Business Administration. Attn: DE97018
- **Manager, Commercial Pricing - Atlanta, GA**
  Responsible for managing pricing activities in support of marketing, developing & maintaining pricing models, strategies.
and conducting financial analysis as necessary to quantify value offered by Johnson Controls. Bachelor’s degree in Accounting or Business Administration required. Attn: DE97014

For these 3 positions, fax a résumé including salary requirements to Johnson Controls, Inc., HR Dept., 770/392-4148

• FACILITY MANAGER - MALVERN, PA
  Responsible for development of strategic plan with client, leading teams toward implementing plan, fostering communication with both client and employees. Minimum five years facility operations & maintenance experience. Degree preferred but not necessary.
  Fax résumé to Johnson Controls, Inc. Attn: BR98034 1-800-726-0504 or e-mail to Ifmresume@jci.com

GODWIN ASSOCIATES:

• PROJECT DESIGNER - ATLANTA, GA
  Minimum three years experience in interior design.

• PROJECT COORDINATOR - ATLANTA, GA
  Minimum eight years experience in interior design.

Looking for strong corporate design background. CADD experience/Microstation preferred. We want to talk with you if you possess a positive, willing attitude, an ability to integrate well within a team structure and can offer us creativity and innovation. Excellent/competitive salary and benefits package offered. Fax résumé to S. Hughes/Godwin Associates, 770/804-1284. NO PHONE CALLS PLEASE.

CRAWFORD CO.

• SPACE PLANNER II - HOME OFFICE
  Bachelor’s degree plus min. seven years general business experience to include three years project management and knowledge of office furniture & equipment. Experience with modular panel systems in a corporate environment. Three years experience with CAD System (release 12) and ability to produce drawings. Familiarity of PC office applications is necessary. Contact Gloria Cunningham at 404/847-4082 or fax résumé to 404/847-4584.

FEDERAL RESERVE BANK

• FACILITIES PLANNER - ATLANTA, GA
  Responsibilities include: ability to develop and design interior spaces as well as construction documents and specifications: select and procure furniture, fabrics, fixtures and finishes and coordinate/interfacing with other disciplines, contractors, and vendors. Minimum of 5 yrs. interior design experience. Four year Interior Design degree required. Send résumé to: Federal Reserve Bank of Atlanta, Employment Spec. - Fac/Design IFMA, 104 Marietta Street, Atlanta, GA 30303.
Would you run your best suit through the wash?

Not if you have a lot invested in it.

But every time you wet clean your carpet, you send it on a downward spiral. Fibers can lose their twist. Sticky detergents can mar the soil protection. And dirt returns faster than before. In short, your carpet quickly looks prehistoric.

MilliCare® maintenance gives your carpet the care it deserves. Our advanced dry system is quick, effective, and keeps your carpet looking newer longer.

It's all part of MilliCare's Perpetual FloorPlan that gives total care throughout the life of your carpet.

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

DIRECTORY UPDATE

Note corrections to mailing label at right (include phone/fax numbers).