

# International Facility Management Association



IFMA - Atlanta Chapter

1185 Willingham Drive

Atlanta, Georgia 30344

October 1998 Issue

## 1998 EXECUTIVE BOARD

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Pointe Services, Inc.  
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Shaw Contract Group  
Steelcase, Inc.  
Wegman Associates

## 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.

Please note: Cancellation of your reservation must be made 48 hours or more in advance of the meeting. A \$5.00 service charge will be added to all no-show invoices.

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 Chapter, as well as International has been stressed. The benefits our members could realize by a program of this type are innumerable—but take commitment. With that in mind, Georgia Tech will need to determine that there is sufficient interest to further develop this program. To that end, one of the Faculty 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 truly 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 outings 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.

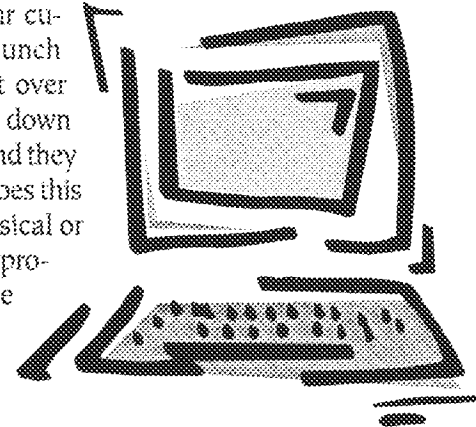


Last, but certainly not least, I would like

## September Meeting Recap

LOOKING PAST THE YEAR 2000...TECHNOLOGY AND FACILITIES

What is Work? Do you "work" only in your cubicle, or also when you are meeting over lunch with a colleague, reading email on a flight over Kansas, planning your day as you commute down 400? Of course, all of these are "working"...and they take place anywhere and everywhere...So, does this mean we should redefine "work" as "a physical or mental activity that directly or indirectly produces value for the customer or the company"...according to Matt Hisle, Vice President of Enterprise Consulting Group, we could.



At the September meeting, Matt presented a provocative and enlightening vision of our business environment beyond the year 2000. He went so far as to describe our world in 2020...A world where computers and telecommunication double in speed every 18 months, computers are wearable and we have wall-sized computer displays; where we are all connected to the Net 24x7, and more than 50% of all transactions are on the Web. Are you ready?

The impact on our facilities could be that most work is NOT done in traditional CBD buildings. Edge cities and neighborhood work centers will predominate, and going to the office becomes a special trip. Communication Technology will eliminate the need for large buildings and cross-company teams, ad hoc space usage and financial optimization may drive the elimination of long term leases...moving to JIT offices leased by the day.

This certainly is a different situation from today. If true to even a degree, it will greatly impact companies' use of real estate and the definition of Facilities Management. Are you ready?

to encourage you to bring your boss to our October Chapter meeting. At the January leadership conference in Houston, 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 calendar for this special date—Wednesday, October 28th at Villa Christina. (AND note that the date is delayed beyond our normal 3rd Wednesday due to WWP in Chicago.) I hope to see you there...it is a meeting you won't want to miss!

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 Yetako*

## Calendar of Upcoming Events

DATE	EVENT/CONTACT	LOCATION
October 15	<i>Prospective &amp; New Member Orientation</i>	Choate Construction
October 18-20	<i>World Workplace 98</i>	Chicago, IL
■ October 28 11:30-1:30pm	<i>Motivational Speaker</i>	Villa Christina
November 9-10	<i>CFM Exam Review Course</i>	Cumberland Ctr. II
November 12 4:30pm	<i>Capitol Tour</i>	
November 12-13	<i>Fifth Annual IFMA Asian Conference on Facility Management</i> Call: 1-713-623-4362	Hong Kong
■ November 18 11:30-1:30pm	<i>Alternative Office Solutions - Professional Point of View</i>	103 West
■ December 16 11:30-1:30pm	<i>Awards Banquet</i>	Atlanta History Ctr.

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

## 1998 IFMA Committees

PLEASE CONTACT THE COMMITTEE MEMBERS LISTED BELOW  
FOR VOLUNTEER OPPORTUNITIES.

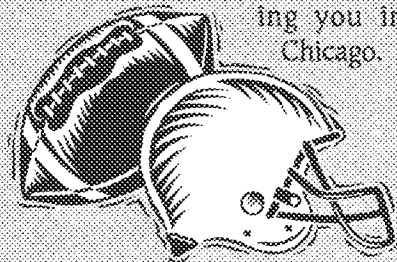
Advertising/Public Relations .....	Patti Stewart .....	404-982-7676
Archives/Library .....	Martha Osborne .....	770-772-6282
Associates .....	Steve Sperling .....	404-351-3991
Awards .....	Kathy Roper .....	404-649-5011
Career Services .....	Marty Mason .....	770-952-5591
Community Services .....	Tom Haslach .....	770-975-1113
Education .....	Ann Steele .....	770-751-2020
Hospitality/Mentoring .....	Lendy Buchman .....	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](mailto: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 years 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](mailto:events@ifma.org)  
Visit our Web site at  
[www.worldworkplace.org](http://www.worldworkplace.org)

# 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.

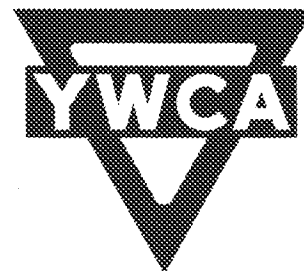
## REGISTRATION

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: hlgriffin@alston.com



## Community Services Minute



"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 intown "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.

# Atlanta Chapter - IFMA

## 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, 11<sup>th</sup> 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.

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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/atlanta.htm](http://www.ifma.org/atlanta/atlanta.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 [sysisko@lanlaw.com](mailto:sysisko@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 & Staeta, 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**

## 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

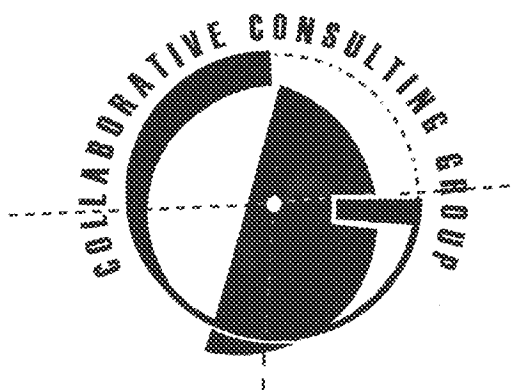
#### • FACILITY MANAGEMENT DIRECTOR - ATLANTA, GA

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 résumé & 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.



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### 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 résumé to 404/733-6804 or e-mail to: [cgisarch@mindspring.com](mailto:cgisarch@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 résumé 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 résumé 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 - MAIVERN, PA**

Responsible for development of strategic plan with client, leading team 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 ifmresum@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 resumes 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 resume 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/interface with other disciplines, contractors, and vendors. Minimum of 5 yrs. interior design experience. Four year Interior Design degree required. Send resume to: Federal Reserve Bank of Atlanta, Employment Spec. - Fac/Design IFMA, 104 Marietta Street, Atlanta, GA 30303.



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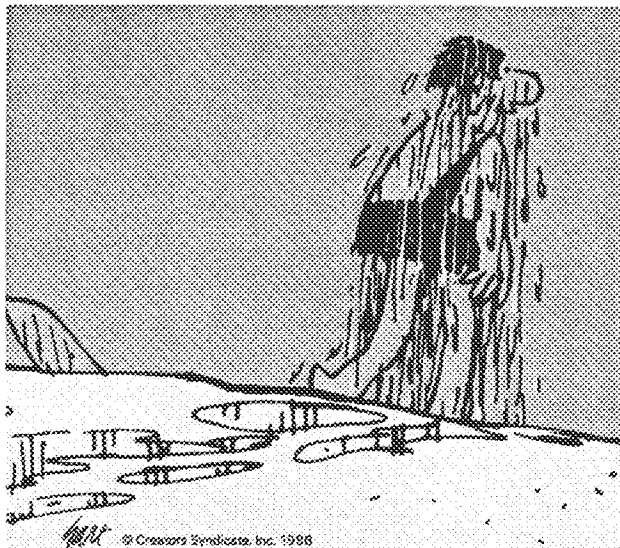
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Atlanta Office: Chris Eckl, Tel: 770.392.3342 Fax: 770.392.3462



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## Would you run your best suit through the wash?

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 or visit our website at [www.millicare.com](http://www.millicare.com)

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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).

