

**International
Facility
Management
Association**

IFMA
Atlanta

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THIS MONTH IN IFMA

Monthly Meeting (Disaster Preparedness) - July 19, 2006

CoreNet Global Atlanta Chapter Program - July 28, 2006

NEXT MONTH IN IFMA

Monthly Meeting - August 16, 2006

President - Stewart Smith , *Kilpatrick Stockton*, stsmith@kilpatrickstockton.com

Vice President - Andrea Noland, *Dekalb Office*, anoland@dekalboffice.com

Treasurer - Fran Rissland, *Art & Associates*, fran.rissland@artandassociates.com

Secretary - Christine Vest, *Propex Fabrics*, vestcn@propexfabrics.com

Past President - Rachel Blankenship, *Sage*, Rachel.blankenship@sage.com



CONTACT US!

Newsletter Editor: Monte Townsend
 T: 678-547-0133 F: 678-547-0132
 If you would like to submit a newsletter article, please contact ifmanews@rentacrate.com.
Reminder: The deadline for submitting articles is the third Wednesday of each month.

STAY CONNECTED WITH www.ifmaatlanta.org

Where do you need to go to stay connected for IFMA Atlanta? Thanks to multiple recent upgrades, the new IFMA Atlanta website at www.ifmaatlanta.org is the place. Check out the hotlinks to upcoming and pending events. There is no guesswork once you get there. All of the information you need (locations, times, registration processes) is at your fingertips. Check out the wider screen, and flashing front page sustaining patrons' icons. Even the newsletter you are currently reading is on the site. Put it on your favorites list. Tell friends and colleagues the new IFMA website is the source to "connect" at: www.ifmaatlanta.org.

IFMA ATLANTA STRATEGIC PLAN 2005

Vision

To serve as the resource and representative for facility management.

Mission

To provide exceptional products, services, and opportunities that support and advance the facility management profession.

Goals

1. Support a community that fosters vitality, momentum and impact for the facility management professional.
2. Anticipate and prioritize the resources required to enhance effective delivery of products and services.
3. Inspire passion for the facility management profession that compels facility practitioners to want to join the IFMA network, engages volunteer leaders and attracts / retains top-talent to the full-time staff.
4. Sustain IFMA's financial integrity to achieve and fulfill our mission.

Purpose

IFMA is a member-centered association that exists to guide and develop facility management professionals. In support of its members, IFMA promotes the Facility Management profession by providing leadership, recognition and standards of excellence.

Please check out the website at www.ifma.org for more details.

PRESIDENT'S MESSAGE

When I joined IFMA back in 1997 I didn't have it in mind that I wanted to be President of this organization. Truth be told, I signed up because I wanted to go on a tour of the just opened Turner Field. It was a fun tour! But my involvement with the chapter was pretty limited for the next few years. I would go to few luncheons and tours, but other than that wasn't involved. And I now know that I was missing out on a lot of good opportunities. However, at the time I didn't know a lot of people in the organization, so I would come to luncheons and sit in the back, talk to the few people I knew, but never develop other contacts.



Stewart Smith

So what changed for me? One of the people I did know personally called me up and asked me to join her committee. Not many people can say no to Gail Herndon. I couldn't. And so I became a member of the Special Events committee, which turned out to be a great experience and allowed me the chance to meet new people in a smaller setting than our luncheons, and to begin contributing back to the organization.

My story isn't unique in this organization. There are others in this group that are only marginally involved right now, but just need someone to invite them to participate more. I would encourage those of you that have been actively involved to invite someone to be a part of your committee. That person will benefit much more from their membership, and the association will get the benefit of their added contribution.

This chapter has lots to offer its members: continuing education, networking, leadership development and a wide range of committees that are looking for participants. IFMA provides the framework and the members bring their expertise and enthusiasm to make it work. I look forward to serving as your president for the coming year, and would challenge everyone to find an opportunity to get involved.

Chapter President
 Stewart Smith
stsmith@kilpatrickstockton.com

ON THE COVER

Dee Ette Raya, Coca Cola cheers for the Braves at IFMA's June Outing. Also in the back are Joyce Roper, Coca Cola, Ken Gwinner, Turner Properties, and Tim Sessions, Flood Brothers.

DIRECTIONS TO LUNCHEON

Villa Christina - @ 11:30am

Topic: Disaster Preparedness Emergency Plan
 Speaker: Jeff Jellerts - Salvation Army

Directions: FROM GEORGIA 400: Take I-285 East, to Ashford-Dunwoody Road (Exit 29), turn right. Go to first traffic light and turn right onto Lake Hearn Drive. Go to first traffic light and turn left onto Parkside Place. Then go one block and turn right onto Perimeter Summit Blvd. At the Stop Sign, turn left (Summit Blvd). We are the three story stone villa, which is the last building on the left.

FROM I-85 & I-285 (Spaghetti Junction): Take I-285 West to Ashford-Dunwoody Road (Exit 29), turn left. Cross over I-285 and go to the second traffic light and turn right onto Lake Hearn Drive. Go to first traffic light and turn left onto Parkside Place. Then go one block and turn right onto Perimeter Summit Blvd. At the Stop Sign, turn left (Summit Blvd). We are the three story stone villa, which is the last building on the left.





WHAT YOU MISSED - JUNE LUNCHEON 2006

On June 21, 2006, IFMA Atlanta had their monthly luncheon meeting at Villa Christina 400 Summit Blvd. Atlanta. Where we heard our guest speaker, Margaret Serrato & Carly Bullock-Jones discuss Workplace Wellness.

Carlie Bullock-Jones is a Sustainable Design Consultant guiding multiple clients, consultants, and design teams through green building initiatives and sustainable strategies specific to their projects. She has collaborated on many award winning projects and most recently led the efforts for the first LEED CI Platinum rated facility in the country, the Interface showroom and offices. She is a graduate of Auburn University school of Architecture Design and Construction.

Margaret Gilchrist-Serrato has over 20 years experience in the design industry specializing in strategic project definition and planning, programming, and schematic design for collaborative working and learning environments. She has earned her Masters Degree and Ph.D in Architecture from Georgia Institute of Technology.

We learned that "Workplace wellness Initiatives" increase employee health, safety, and well being through prevention, recognition, and assistance. Workplace Wellness initiatives reduce workplace related stress, accidents, absenteeism, and healthcare costs. Facility Managers and Interior Designers can enhance workplace wellness through design elements.



IFMA Board 2006-2007



IFMA 2006-2007 BOARD OF DIRECTORS

Chapter President- Stewart Smith, stsmith@kilpatrickstockton.com

Chapter Vice President- Andrea Noland, Dekalb Office, anoland@dekalboffice.com

Chapter Treasure- Fran Rissland, Art & Associates, fran.rissland@artandassociates.com

Vice President Professional Development- Anne Shrock, Relogistics, ashrock@relogisticsatl.com

IFMA Foundation Sustaining Patrons- Joyce Roper, jroper@na.cokecce.com

Community Service- Joanne Cole, CDC, bzv6@cdc.gov

Past President- Rachel Blankenship, Sage, Rachel.blankenship@sage.com

Membership- Chet Bounds, Milliken, chet.bounds@milliken.com

Hospitality- Shane Lomax, IC Hotel, shane.lomax@ichotelsgroup.com

Associates- Monte Townsend, Rentacrate, mtownsend@rentacrate.com

Programs- Kathy Roper, GATech, Kathy.ropert@arch.gatech.edu

Education- Clara Smith, Mind Spring, clara.smith@mindspring.com

Chapter Secretary- Christine Vest, Propex Fabrics, vestcn@propexfabrics.com

Newsletter- Pat Dingels, Verizon, pat.dingels@verizonwireless.com

Newsletter- Lynn Moorman, ABS Furniture, lmoorman@absfurniture.com

Website - Alan Jones, Wegman Group, ajones@wegmanfrp.com

Association Office- Bob Thomas, Ahqi, bobt@ahqi.com

Association Office - Vernon Thomas, vernon@ahqi.com

Association Office- Mitzie Thomas, mitzie@ahqi.com

Association Office- Lisa Maidel, lisa@ahqi.com

Association Office- Trisha Clark, trisha@ahqi.com



SPRING FLING

The Spring Fling was sprung and oh, what fun to be flung.....

The Spring Fling was a lot of hard work, but also a ton of fun. I want to thank all of you and our terrific volunteers for making it a huge success. I was just blown away by the humor, improvisation, creativity, communications, risk-taking and the camaraderie which was so apparent throughout the night. Somebody once said some people pursue happiness while others create it. I think all of you did an unbelievable job in creating a lot of happiness last week. It is a privilege to know all of you! A special thanks goes to Mitch Rabil and Turner for permitting us to use their premises.

Much thanks to All,
Joe Carroll, IST Management

The wondrous "glue" that kept all parts of our event going well; and made our Spring Fling much greater than the sum of all it's parts was Joe Carroll. His super effort made this event happen. Jean Lusso's, constant hard work, and enthusiasm, kept the ball rolling. Monte Townsend should definitely give up his day job, stacking those orange plastic crates at some warehouse in Atlanta, for minimum wage; and go back to the ring - you were very good Monte.

And the minute the Spring Fling Event was over, I rushed to Borders, and bought the last two remaining Elvis DVD's (don't know what mystical force made me do this). Elvis is definitely not dead.

I even heard that Mae West is now thinking of coming out of retirement, after she got the word that Mae West impersonators are popping up everywhere-and they are good.

It's also rumored that Stewart Smith may be asked to host the Oscar Awards Ceremony, next year, based on his Great Performance at Spring Fling. A special thanks to Kirk Gravatt for his awesome interviewing prowess; and an "always willing to help attitude" that makes Career Services and IFMA Atlanta an Award Winning Powerhouse of Facility Professionals, and their Loyal Supporters.

Malcom Weiss



Chris Vest is apparently in the Witness Protection Program.



Tim Sessions got all shook up.



Stewart "Goldilocks" Smith did our stand-up.



Is that Mae West or Mae East?



Rocky-Monte Townsend, Mae West-Lynn Moorman, Elvis - Brant Bosley.



Despite his odd taste in Hats, Joe Carroll headed up a fun evening.

NIGHT AT THE BRAVES

This year's sell-out Braves Event took place on Wednesday, June 7. IFMA members gathered at the "Top of the Chop" pavilion for pre-game networking, food and beverages. Afterwards, several members played baseball team trivia while watching the Braves in a losing battle against the Washington Nationals. Although the Braves lost, several members walked home with fabulous prizes.

Alicia Kelly Stryker
Interior Designer
Georgia Tech



Monte puts new meaning to the phrase "Scalping for tickets."



Can you hear me now?



Ain't they cute?

COMMUNITY CORNER

Grand Opening and Volunteer Appreciation
Friday, July 21st - 11:00 a.m. to 1:00 p.m.
Branan Towers
1200 Glenwood Avenue, East Atlanta

To: IFMA Atlanta - Community Services Committee

It is indeed with pleasure that I write to express gratitude and appreciation to IFMA Atlanta, and specifically to the Community Services Committee, for your continued support of Branan Towers. Since March of 2004, Branan Towers has experienced the benefits of IFMA's greatest assets: collaboration, expertise, teamwork, competency and professionalism. All of these, coupled with tremendous energy and an ongoing eagerness to give time, talents and products, has enabled us to attain some goals well in advance of the projected timeline and for significantly fewer dollars.

The recent renovation and refurbishment of the ten elevator lobbies and hallways would normally require more than \$500,000, but because IFMA members oversaw and completed the project, the final cost will be no more than half of that! And the same benefits were experienced when we renovated the Beauty Shop, developed landscaping plans for the grounds, and conducted an assessment of the electrical systems and made necessary repairs.

As Branan Towers continues to provide housing and life enrichment programming for seniors, we will continue to be challenged by the balancing act created by limited funding and the ongoing need for capital improvements. This demands good stewardship, as well as the knowledge to effectively manage and maintain the facility. IFMA's partnership with Branan Towers continues to demonstrate success in these efforts!

Sincere thanks to you, IFMA members, for the tremendous part you play as we continue to serve the residents of Branan Towers!

Jeri Boland
Administrator



SAVE THE DATE

July Monthly Meeting - July 19 @ 11:30am
Topic: Disaster Preparedness Emergency Plan
Speaker: Jeff Jellerts - Salvation Army



GARBAGE OUT ... GARBAGE IN!

Sonya Tablada, Principal
Facility Resources, Inc.

Sending out a Request for Proposal (RFP)? Take time to do your homework and do a thorough job. Taking time early in the process can minimize time spent later on to answer questions and make an apples-to-apples comparison on which to make your selection. A good RFP can give you the data on which you can defend your choice as well as shorten the time from selection to contract signature. Good data can oftentimes mean a higher quality service for the lowest price because a clearly written scope gives little room for interpretation for the future.

You don't need a legal degree to write the RFP, but if you work for a major corporation you may want to get your legal and/or purchasing department involved so that you follow corporate protocol. They may also have examples that you can use. If your purchasing department controls the RFP process, don't think that your job will be easy. They are not experienced in facility management and will look to you for the bulk of the RFP requirements anyway. The more RFP's you write the better you will get at it and the less time it will take for the next one. Ask other colleagues and vendors for their suggestions.

While it would take a book to outline all the specifics you would need for each and every type of RFP (architect, mover, landscape, security, janitorial), the following is a good guideline for getting started.

What you need to provide:

General Background Information

- Purpose. State briefly the reason for issuing the RFP.
- Company. Include key statistics on your firm, contact person name and phone number.
- Decision Process. Who, how, and when? You may want to develop a point system for evaluating the proposals and share these in your RFP.
- RFP Schedule. Include a period for questions, written responses, due date, interview date, award date, start date.
- Current vendor. Who provides the service today and why are you issuing the RFP.
- Disclaimers/Confidentiality. Ask legal and procurement. Prior to receiving an RFP some companies require that a confidential and/or non-disclosure statement be signed before the RFP is released to them.

Contractual Information

- Sample contract. Either provide your own Terms & Conditions or ask the respondents to supply a copy of theirs.
- Insurance Requirements. Confirm this with your risk management division or CFO.

- Signature Page. Include some certifying language that the individual signing the proposal is authorized to do so on behalf of the company.

Project Scope (The most important part!)

- Requirements. Provide plans, technical specifications, staffing levels, square footage data, headcount data ... anything that relates to what you want bid. Be very thorough.
- Quality. Define levels of quality that you expect based on any benchmark data available.
- Pricing. Hourly? Monthly? Lump Sum? Time and Materials? Do you want pricing broken out by task? Provide a matrix that specifically corresponds to your requirements including breakdown by person and/or by phase.

Response Format:

The most important thing is that you ask that the proposal be written in a particular format and order. Create an numbered outline so that you can easily make comparisons between proposals. Create a scoring sheet based on your outline. Suggestions for what you should require from the responder:

1. Company Information
 - a. Address, phone number, Tax ID, D&B #
 - b. Contact Information (name, e-mail, phone)
 - c. Revenue
 - d. Client List (top revenue or past 12 months)
2. Technical Proposal
 - a. Project Approach
 - b. Project Team (Resumes)
 - c. Examples from past projects
3. Firm Capabilities to provide the services
 - a. Staff (full-time, part-time, contract by title)
 - b. Project case studies
 - c. References (name, phone number, e-mail address)
 - d. How do they address quality?
 - e. How do they address customer satisfaction?
4. Project Staffing
 - a. Resumes
 - b. Team Structure
5. Implementation Plan
 - a. How will they do the job?
 - b. Special skills/experience requirements
6. Pricing (remember to require that they fill out your format)

MONTHLY CFM EXAM QUESTIONS

16. If you must know who is in your facility at all times, what type of security system is best?

- A. Video
- B. Push button access system
- C. Security cards
- D. Proximity cards

17. The steps of identifying, ordering, receiving, storing and expending are parts of:

- A. Cost estimating
- B. Scheduling
- C. Work control
- D. Inventory control

18. The most common means of exposure to a hazardous chemical is through:

- A. Absorption
- B. Injection
- C. Ingestion
- D. Inhalation

19. Fines for failure of employees to comply with a Hazard Communication Standard (HCS) are ultimately the responsibility of the:

- A. Workers who had the problem
- B. Employees' direct supervisor
- C. Building manager
- D. Employer

CORENET ATLANTA

Corenet Atlanta invites the
IFMA Members to Attend:
JULY 28 2006



**A Vision of the Future of Real Estate and
Facility Management Education for the 21st
Century**

Meet and hear the major university program
leaders in Atlanta share their insights, views and vision of the future
of real estate and facilities management education for the 21st
Century.

Speaker: Dr. Roozbeh Kangari

Professor & Director of Building Construction Program
Building Construction Program
College of Architecture
Georgia Institute of Technology

Speaker: Dr. Julian Diaz III

Professor and Chair
Department of Real Estate
Georgia State University

**Who can register: EVERYONE
Prices: \$36.75**

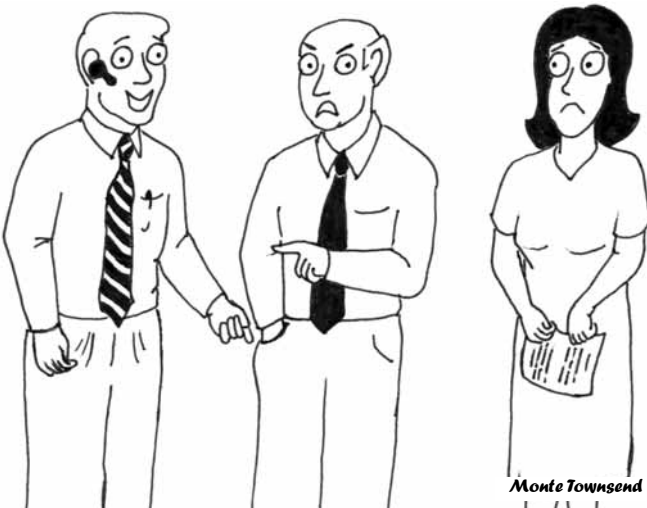
Date: 07/28/2006 07:30 - 10:00 AM

**GEORGIA TECH'S GLOBAL LEARNING and
CONFERENCE CENTER**

84 5th Street Atlanta, Georgia, 30308
(404) 385-3500 www.glcc.gatech.edu/
Register Online by July 21, 2006
Association Headquarters
404-766-1632
info@ifmaatlanta.org

Facility Funnies

Stupid blue tooth earpiece! I've been listening to this jerk for last
ten minutes before I realized he wasn't talking to me.



Monte Townsend

SAVE THE DATE

July Monthly Meeting - July 19 @ 11:30am
Topic: Disaster Preparedness Emergency Plan
Speaker: Jeff Jellets - Salvation Army

2006 ANNUAL BOARD MEETING

On May 4th & 5th the board of IFMA Atlanta was hosted by
Interface Flooring for an annual planning retreat. Taking place in
LaGrange at Interface's Kyle facility, the session was directed by
Barbara Zlatnik, who traveled from IFMA's headquarters in
Houston, to lead the group in a strategic planning session. The gath-
ering of both incoming and outgoing board members is a chapter
tradition, which allows the group to both look back at the past year
and to plan for the future. While it is a significant time commitment
from the participants, it is certainly crucial to maintaining the strong
organization IFMA Atlanta enjoys.

The time with Barbara was well spent as the board reviewed the
overall health of the association. We were aided in this process by
the results of the chapter survey, in which many of you participated.
This allowed us to assess the things we currently do well, those that
need improvement, as well as potential new initiatives for the chap-
ter to undertake. There were many facets of the association, which
were given high marks, and should continue to be strengths of the
chapter, like our programs and educational offerings. There are also
those areas where improvements can be made, like participation
from our professional members at certain events, and plans are
underway to help encourage a better turn out.

Lest you worry that it was all work, the board was treated to a fine
evening at Interface's Catawba House located adjacent to Callaway
Gardens. The former mountain getaway for the Callaway family
was a beautiful and comfortable setting for a fine dinner and relax-
ing evening. This was needed after the full day's planning session.
It was also a good springboard to our final planning session the next
morning. In this final session we were able to begin delegating the
plans which were made the day before, with hopes of implementing
them in the coming year.





2005 IFMA ATLANTA SUSTAINING PATRONS

AIA
 Aircond
 Allied-Barton Security
 Andrew Rissland Turpen
 ASD
 Baker Audio
 BC Group
 Bonitz Flooring Group, Inc.
 Carithers, Wallace & Courtenay
 Carter & Associates
 CB Richard Ellis
 Choate Interior Construction
 Contract Marketing
 Corporate Environments of GA, Inc.
 Cort Furniture Rental
 Dekalb Office Environments
 Flood Brothers Relocation
 Geiger
 Gensler
 Haworth, Inc.
 Hendrick, Inc.
 Herman Miller, Inc.
 Humphries & Company

IntraSpec
 Invista
 Ivan Allen
 Jova Daniels Busby
 Knoll
 Malcolm B. Weiss & Assoc.
 Malone Construction
 Milliken
 Mohawk Group
 NFL Officeworks
 Royal Cup, Inc.
 Shaw
 Southern Business Systems
 Steelcase, Inc.
 Trilogyfm
 Walter Hopkins
 Wegman Associates

MEMBER PROFILES



NAME: Fran Rissland
COMPANY: ART & Associates
EMAIL: fran.rissland@artandassociates.com
EDUCATIONAL BACKGROUND: BBA
 Kent State University- Kent, Ohio
FAVORITE VACATION DESTINATION: Destin, FL
FAVORITE MOVIE: Sleepless in Seattle

WHAT IS THE MOST CHALLENGING ASPECT OF YOUR PRESENT JOB?
 I love the challenge of everyday being different and the charge that comes with each day.



NAME: Christy Jellets
COMPANY: The Frazer Center
EMAIL: c.jellets@thefraziercenter.org
EDUCATIONAL BACKGROUND:
 UGA - BA Psychology
FAVORITE VACATION DESTINATION: Las Vegas

FAVORITE MOVIE: Space 2001

HOW DID YOU GET INTO THE CAREER YOU ARE IN NOW?

Ask Harry Ludwig.

WHAT IS THE MOST CHALLENGING ASPECT OF YOUR PRESENT JOB?

Educating non-profit administration and foundations of the value of preventative maintenance.

**Send your Member Profile and
 Photo to ifmanews@rentacrate.com
 or fax to 678-547-0132.**

International Facility Management Association
 Atlanta Chapter
 1185 Willingham Drive
 Atlanta, GA 30344



DIRECTORY UPDATE

Note corrections to mailing label at right and fax to 713-623-6124. Include phone/fax numbers.

FIRST-CLASS MAIL
 U.S. POSTAGE PAID
 PERMIT NO. 650
 NORCROSS, GA