

Newsletter

THE
FACILITATOR
The Newsletter for facility management professionals

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President's Podium

The wise facility manager values continuing education for himself and his staff for a variety of reasons. The two most obvious are: 1) It makes for a more valuable employee; and 2) It makes for a more valuable facility management department. Never mind that it enhances the employee's self-esteem and marketability and makes you look like a better manager.

In today's climate of downsizing and merger-mania, the facility manager shouldn't take his position for granted. Executive management might be sold on the concept of "outsourcing" the facility management function in order to reduce operating costs or the merger may make the position redundant.

The wise facility manager sees that his professional credentials are kept current and that his/her professional education continues. Some of the educational opportunities available are:

International Facility Management Association

- Certified Facility Management Designation (CFM)
- World Workplace
- Seminars and Conferences
- Continuing Education Courses

Building Owners and Managers Institute (BOMI)

- Real Property Administrator Course (RPA)
- Facility Management Administrator Course (FMA)
- Systems Management Administrator Course (SMA)
- BOMI Continuing Professional Development Courses

There are other professional associations that provide similar resources. In addition, there are many regular publications in the facility management industry. Reading these regularly keeps you abreast of trends, new products, new management concepts, etc.

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Mark Your Calendar

May 18, 2004
Tour of Kansas
Speedway

June 3, 2004
Annual Golf Outing
Painted Hills Golf
Course

July 20, 2004
So You Want to
Build a Building
Christ Community
Church

Facility management staff should be encouraged to pursue a GED degree if they did not school; to keep their certifications and licenses current; to take facility related courses of community colleges and vocational schools such as refrigeration, electrical theory and a plumbing, reading and understanding blue prints, etc. The smarter and more knowledge; the more flexibility you have in assigning and getting work done.

Many people today want to learn about how to save lives. There usually is facility staff in all times. What an asset to management if they are trained in first aid, cardiopulmonary r first aid for choking, and how to use the AED - Automated External Defibrillator.

The perceptive facility manager knows how to add value to the facility management func adding value, he develops people, encourages loyalty, and makes life better for self and



Alan Bram, President
Kansas City IFMA Chapter



Asset Management Begins with an Inventory

Asset Service

The term asset management refers to the timely identification and tracking of assets – in furniture, computer equipment, artwork and even mechanical equipment. Smart manage can contribute positively to a company's bottom line. Concern for public and stockholder has made it even more critical to track and manage an organization's assets.

Today, asset management relies on: 1) barcode technology to capture and link data elec during a physical inventory, and 2) PC-based software to build and manage the resulting Unless some sort of identification is permanently affixed to an asset, even organizations sophisticated space management systems cannot be sure assets have not moved or dis Maintaining a physical inventory has historically been time-consuming, labor intensive, a Barcode technology has made the job easier and more economical. The advantages of : management are many and include:

1. Increased ability to reuse product.

Facility planners have been able to save substantial dollars in capital purchases c they have an accurate inventory of furniture and workstations. Matching product n somewhere in the company's array of uncounted assets, but counting and evalua assets requires staff who are already committed to other priorities and not trained design level detail in office assets.

2. Reduced cost of storage space.

Companies often not only do not know what assets are being stored, but they dor condition. A properly executed inventory not only identifies what and where the as their condition as well. More often than not, the resulting inventory can help reduc storage space required.

3. Reduction of property taxes.

Nearly every company that is not managing its assets through an inventory is carr

accountants call “ghost assets”. These are items that are no longer used or owned but are still carried on the books. The company may still be paying property taxes on them. A company should identify what really exists and on what items the company should be paying property taxes and insurance. Reductions of literally tens of thousands of dollars in expenses can result.

In some states, companies are required to maintain complete lists of their assets. Some companies do not really produce such lists because they are not truly managing their assets. Such companies are exposing themselves to severe penalties from their local taxing authorities as a result.

4. Reduction of audit and accounting expenses.

With the increasing requirements for public accountability, many organizations such as government agencies and institutions, are under scrutiny from a variety of regulators and auditing firms. They want to know where the money is on fixed assets and want to know what is on the books and why. Firms that are committed to managing their fixed assets and have current inventories get through audits with flying colors.

Audit and accounting processors spend a good deal of time and money looking at inventories. With annual inventories, less time, money and ultimately expense is spent on the audit.

5. Enhanced warehouse management.

Barcode technology and asset management processes will also allow for more efficient warehouse operations. Whether a company operates a warehouse for its furniture or for plant or parts operations, the same principles employed in furniture inventory management work. Barcoded inventory systems will help the warehouse people manage the flow of the warehouse.

Ken Fancolly is owner of Asset Services – Midwest, Inc., and can be reached at 913-383-2738, or by email at assets@asset-services.com.



May Program Review

Facilities Management and the International Space Station

Jim Reuter, Manager from the Environmental Control and Life Support division at NASA's Space Flight Center in Huntsville, Alabama, presented a fascinating glimpse of the International Space Station (ISS) to 61 Kansas City IFMA members at the May 22nd Chapter meeting.

The ISS draws upon the resources of the scientific and technological expertise of 15 countries: the United States, Canada, Japan, Russia, and 11 member nations of the European Space Agency. At completion, the ISS will have six main laboratories and will support a crew of 28 people; its size will be equivalent to two football fields in length, five goal posts high, and over 1,000,000 pounds. The living and working space will be roughly equivalent to the passenger volume of two 747 jetliners. Currently, the ISS is the fourth brightest star and, when finished, will be the third brightest. The ISS is scheduled for completion sometime between the years 2006 and 2007.

Jim touched on several topics related to Facilities Management including Power, Temperature, Acoustics, and Waste Management. The ISS is powered by four solar arrays that provide power. Inside the cabin, the temperature is comparable to what we have in our homes, and is controlled with equipment similar to a condenser that has been adapted to function in a zero-gravity environment. Acoustics are difficult to address due to the aluminum structure. Restrictions on the materials that can be used so modifications are made to equipment such as designating

create hardly any noise. Waste is handled carefully so that toxin, such as ammonia, is kept under control. Special commodes were designed to collect and dispose of the waste. Liquid waste is treated and recycled back to water.

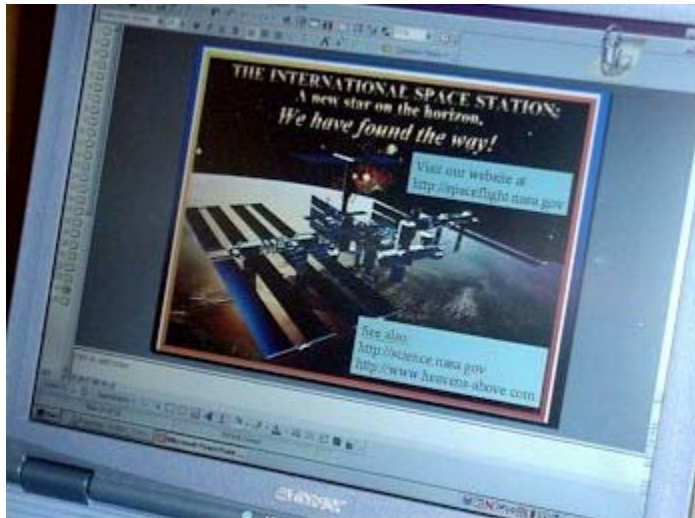
A few of the questions that were asked: "How is stress reduced?" One thing that is done to reduce stress is effort is made to not have something scheduled for every minute of the day. "What lighting is used?" Fluorescent lamps are currently being used and are designed to be made to withstand traveling to and from outer space.

Websites that Jim suggested we check out:

<http://spaceflight.nasa.gov>

<http://science.nasa.gov>

http://www.heavens_above.com



Speaker Jim Reuter
NAS Marshall Space Flight Center

June Program Preview



2001 KC IFMA Education

B
Gladfelter E

Building on the success of 2000, we expect to have another great Golf Outing this June. The golf committee has worked hard to make sure all the t's are crossed and the i's are in. If you get a chance, thank them for their hard work. They are:

Rick Bond
Marc Conner
Greg Coussens
Sam Davidson
Linda DeTienne
Jim Funderburke
Scott Quarterson
Teena Shouse

As of today, we have almost 130 players registered. We have room for a few more players interested in playing, contact myself or someone from the golf committee. If you would like but can't commit until the last minute, let us know and we will see what we can do.

There are a few changes this year. We would like to have the Chipping and Putting contests during the outing rather than during the outing as in past years. Please get there early to register as the contests begin at 11:30 AM and will wind down around 12:45 PM. If you are late, we will not have the opportunity to participate. Volunteers will be at the greens to allow contestants to practice during the outing. Each contest costs \$4.00 to enter, with the winner of each taking a cash prize of \$10.00, you can enter both and get two Mulligans to use during the outing.

There will be a bag drop this year. Look for the signs as you pull into the parking lot. Volunteered to drop your golf bag and put them on your assigned golf cart. After you park your car, enter the clubhouse and proceed to the outing registration. This year, it is in a meeting room, which can be entered through the clubhouse grill. You will get your hole assignment, gifts, and instructions when you register.

The golf course will have a grille set up outside to sell hamburgers and chips before the outing. We recommend that you plan on eating there, as there are not many fast food restaurants or cafes near Painted Hills. The golf committee ate lunch at the golf course, and found that the food was very good. They have promised to be ready for a "lunch rush" this year.

We will have a professional photographer to take team photographs. Each player will receive a commemorative photo of their team. Linda DeTienne will be roving the course taking photos for the newsletter. Please smile when you see her.

There will be two refreshment carts on the course during the outing. There will also be two stationary coolers on the course with bottled water and sports drinks.

We hope the banquet will begin around 6:30 PM. We will have a buffet set up, so as you arrive, proceed to the banquet room and start eating if the buffet is open. Do not wait for the outing to finish. Please try to keep play moving so that we can keep from having rounds over 1 1/2 hours. The team prizes and door prizes will be awarded at the banquet. You must be present to win a door prize.

We have assembled a great crew of volunteers to help with the logistics. This year, please

to include your non-golfing partners at the banquet. The cost for the meal is \$15.00. We have another wonderful meal, libations and prizes.

We have over 20 Corporate Sponsors again this year. We thank them for their continued support of the KC IFMA Education Endowment through support of the golf outing. Our goal is to raise \$8,000 this year. We will provide the totals in the next newsletter.

We hope for good weather and a great day of golf!

[\(Click to view printable map of Painted Hills Golf Course.\)](#)

NEW MEMBERS WELCOMED IN STYLE!

Shaw C

The Membership Committee of the Kansas City IFMA Chapter held its first New Member Luncheon at the Kansas City Club on Thursday May 24th. This was a wonderful opportunity for our recent new members to meet each other as well as our Chapter Board in a smaller, more intimate setting. I am sure many of you can relate to joining a new organization, whether it was another organization, and initially not knowing many people while everyone else seems to know everyone else. Our recent luncheon is designed to help alleviate some of that anxiety from being "new in town" and judging by the fun we had, I anticipate we were successful.

We also reiterated many of the benefits our international organization has to offer as we are a chapter. The overriding theme for the new members was to become involved and like anything you get out of an organization what you put into it. We truly have a great group of new members and I would personally like to thank each of them for taking the time to come and make our luncheon a success. I also want to express my appreciation to the Board Members past & present for their attendance. Finally, I want to thank John Harter and Donna Koontz who make up the 2001 Membership Committee for their hard work and time in helping put this function together.

I would ask each of our members to make a special effort over the next few meetings to welcome new members and make them feel especially welcome to our organization. We have a very active chapter, and it is very exciting to see it continue to grow with such strong individuals.



Tony Mannella explains information about the Kansas City Chapter of IFMA members.



New Members to the Kansas City Chapter of IFMA

Top Row, Left to Right: Kurt Waier, Aventis; Gary Renaud, Stevens Roofing; David Vansickle, City of Olathe; David Vansickle, River's Edge Studio; Tom Hackney, Hickman
Bottom Row, Left to Right: Evelyn Lanning, Sprint; Gloria Swafford, BV Solutions Inc.; Deborah Walker, Sprint
Not Pictured: Brian Iseman, Taber Chalmers



**CFM Study Group
"Class of 2001 Comprehensive
Review"**

by Linda DeTienn

Undaunted by monsoons striking as we walked to class, or by sunny, delightful days in the fall, twenty-seven faithful facility scholars completed the seven-week review of the various competencies of facility management. We now have a better understanding of how GMCA, ADA, MSDS, PCB and TQM all relate to the responsibilities of the facility manager. We are able to proceed when a complaint is received regarding indoor air quality, or indoor environmental quality as it is now more commonly known. We understand the importance of recycling as the proper technique of fluorescent lamps. The three R's of recycling programs are now part of our knowledge bank. We have consumed the components of a disaster plan and know how to handle disaster recovery.

Now comes the REAL challenge – can we pass the CFM Exam? We will soon find out!

Our unending thanks to Teena Shouse with Sprint for doing a tremendous job in leading this study group forest of information. Her expertise was invaluable in coming to grips with the information of "IFMA" in elements of facility management. Teena has let it slip that she might consider continuing this study group after World Workplace. So, if you are interested in participating in our next study group please contact Linda DeTienne, NCRI, 913-663-4111, or by email at detienne@ncricat.com





Member Profiles

Name: Jack Tinnel

Education: Bachelor of Science in Construction Management - University of Nebraska at Lincoln

Family: Wife - Pat; Sons - Matt & Nick, both in college

Facility/Work Place: Crown Center/Hallmark

Job Responsibilities: Design, Engineering, Construction and Real Estate for Hallmark Worldwide, and Facility Management for Hallmark World Headquarters in Kansas City

Current Challenge: Adding square footage to area managed while trying to reduce budgets; also delivering 2555 Grand on time within budget at high quality level.

Proudest Accomplishment: My sons

What improvements you'd like to see in the FM profession: More alignment with long-range strategic business planning of companies.

If time were not a consideration I would enjoy reading: More about travel in Italy

If I had the choice of anywhere, I'd retire in: California on the water

My idea of a relaxing day would be: A day at sea on a cruise

In High School our "Senior Trip" was to: We didn't have senior trips back then!

The best opening line on a greeting card I've seen is: "Like a good wine, we grow more mellow with age..."

I enjoy listening to: Reggae



Administrator Profile

Name: Sheryl Wolfe

Education: Associate of Arts, Johnson County Community College

Family: Daughter Christina, age 16; son Alex, age 12

Facility/Work Place: Sprint

Job Responsibilities: Administrative Assistant to Teena Shouse, General Manager, Employee Services at the Sprint World Headquarters Campus

Current Challenge: Keeping up with my kids' activities and maintenance on my house

Proudest Accomplishment: I'm still working on it - raising my kids!

A book I remember reading in High School: Romeo & Juliet

When there's time, I like to: Work in the garden, go camping, read, and shop

A President I believe represented our country well: Franklin D. Roosevelt

In high school I was voted most likely to: Marry my high school sweetheart

A place I'd like to visit someday: Rome

Being the Chapter Administrator: Gives me the opportunity to meet some really nice people (even if it's through email).

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International Facility Management Association's World Workplace 2001 Will be held in Kansas City!
Plan now to be a part of this outstanding conference. September 23-25, 2001 For more information contact Becky Beilharz at (913)362-1040 or Teena Shouse at (913)315-3046.



CFM'S KNOW - DO YOU?

Following is a question which might appear on the CFM (Certified Facility Manager) exam. Can you answer it?

Which of the following types of flooring would you recommend for installation in a kitchen:

- A. Commercial grade carpet that is easy to walk on
- B. Linoleum which has a luster and never needs to be waxed
- C. Non-slip quarry tile with tile coverings on walls
- D. Concrete which is easy to sweep and damp mop

Answer to last month's question: B. How many square feet each business unit requires to generate \$1,000,000 in sales.

Quick Pix

NASA Presentation on Facility Management with Real Space Planning







Enjoying lunch at the Kansas City Club





Contacts

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