



OCCURRENCE

AUGUST, 2000

**Message from Outgoing President
Nancy F. English - Spring 2000**

Do one thing. And do it supremely well is the idea behind University of Cincinnati's, state-of-the-art Kingsgate Conference Center, Cincinnati, Ohio, opened in September, 1999, the site for the IFMA AFC / Facilities Planners Joint Conference May 7-9, 2000. The Facilities Planners are usually known as the No Name Conference. This Joint Venture was arranged by Tom Cruse, one of the founders of AFC, who is Associate Provost for Academic Facilities Planning, University of Cincinnati, and AFC Incoming President Bob Myrick, Facilities Resources and Planning Architect, Pennsylvania State University, University Park, PA.

Quoting from the brochure announcing the conference: "UC has been aggressively implementing a comprehensive Master Plan for over a decade. More than \$400 million has already been spent on campus improvements, and the best is yet to come. The New York Times called the University '...one of the most architecturally dynamic campuses in America today.' The Washington Post added that the venturesome master plan and the steps taken to realize it are models of the healing of America's stressed campuses, an 'experiment ... worth watching.' And the Princeton Press recently listed UC as one of the 20 most impressive university campuses in the world. Come and experience our transformation as it unfolds. Welcome to the University of Cincinnati!"

We experienced the hospitality and were touched by the gracious manner of every single person whom we encountered. The facilities, campus, educational sessions, tours, fellowship, food, beverages and music were excellent. I believe continuity is one key to UC's success and level of excellence. Dr. Joseph A. Steger, President since July, 1984, has guided UC with

vision, and the highest values. We were privileged to be guests on UC's campus.

POINT OF PERSONAL PRIVILEGE:

Thank you, AFC, for the opportunity I have had for service since 1995, following our Spring conference on the beautiful campus at Santa Barbara. I remember having lunch outside in the warm sun (having left a cold and snowy Iowa winter) and listening to a discussion about a newsletter and how AFC needed one circulated on a regular basis. It must have been the warmth of the entire event which led me to say, "I can do that," and I did, with lots of help. I mention it because opportunities still exist for you to participate in the life of AFC. "New occasions teach new duties" and the Millennium is a good time to get off dead center, to make a move and become involved. Networking with other professionals, attending outstanding educational sessions, visiting you on your campuses and becoming friends occupies a special place in my memory. Hope to see you in New Orleans for the Fall conference on the Tulane campus.

President's Notes:

August, 2000

I knew little about what lie ahead when I joined IFMA in 1993 and attended my first IFMA conference at Denver. I had no idea that that conference would be the start to great friendships with leaders in the educational facilities fields! Nor did I fully expect the exceptional educational opportunities that have charted a course to my current situation at The Pennsylvania State University and as the IFMA-AFC President! I feel truly grateful, somewhat humbled and definitely honored!

My gratefulness goes to many people. Deb Howard (now Blythe) is the beacon that guided me into IFMA and the exciting work I do at PSU.

Deb continues to support my IFMA involvement as can most certainly be verified with my busy officer activities in the AFC. Thanks, Deb.

Early in my association with IFMA-AFC some very good ambassadors knew how to make a new and interested AFC member feel right at home. These individuals provided the glue that has been great for the AFC. Thanks Boone Hellmann, Tom Cruse, Sheila Sheridan, Gene Haun, Charlie Jeffcoat, Julie Barrett, Steven Showers, Nancy English, Frank Coppinger, Gary Moore, Dale Braun – to name a few. I am striving to continue your tradition of excellence, hospitality and kindness to current, potential and new AFC attendees.

Other individuals, some being the newer ones, have joined the AFC and have shown great potential for our organization, too. I feel quite honored to be able to work closely with these current leaders of the AFC – Ann Ivey, Linda Verno, Frank Coppinger and Susan Hobbes. Any effective organization is only as good as all its active participants. Everyone is contributing, and this is with the crazy work scenarios that everyone seems to have these days! Thanks to all for carrying on the AFC “tradition”!

Some other unspoken IFMA heroes help behind the scenes, too. Bill Jones has been quite responsive to my plethora of emails and queries. Thanks Bill. Through Bill’s help, the AFC now has a list-serve, and a web site. Readers can now find out about our Tulane Conference by visiting the IFMA web site, clicking on the Councils heading, and scrolling down to the Academic Facilities Web Page. Sylvester Johnson, Ivis Garcia and their associates at Tulane have also been diligently working behind the scenes to make functional this web site and the links, and to make our day at Tulane very special. Thanks Sylvester and Ivis. Please visit the web site to get our Fall AFC conference details, campus maps, hotel locations, streetcar information, et al. Browsing the information can give you a better feel for what to expect.

IFMA has impressed me as an organization with members on the leading edge of developing facilities issues and trends. IFMA-AFC is no exception. Contacts seem to be searching for that “new and better” way to work with facilities, to manage them, to plan proactively and to learn more about “self”. Our lives center on the fact that change is daily. The sharing of information, that helps forward thinking strategies, has

always been evident at the sessions, meetings and one on one confabs. We find that our various educational institutions have a lot of commonalities that help us commiserate as well as set future directions. No doubt this AFC conference will be exciting in this way, as will the presentations at the IFMA sessions, round tables and the Learning Center.

You should have received the first mailing of the IFMA-AFC conference being held at Tulane on September 16, 2000. A list-serve announcement was also sent. The registration form is also available at the web site. Hope to see you on the 16th!

Sincerely,

Bob Myrick, President, IFMA-AFC

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OFFICE OF SECOND VICE CHAIR:

Sheila Sheridan has been nominated in the upcoming ballot to become Vice Chair of IFMA. This would make two AFC veterans on the Executive Committee.

Profile:

Sheila Sheridan, CFM, CPM
Director, Facility Services
Harvard University
John F. Kennedy School of Government
Cambridge Massachusetts, USA

Sheila Sheridan has led the facilities and services department as it has adapted to the growth of Harvard's KSG campus from two buildings to an additional two new ones and the expansion to seven satellite locations. Under direction, three units within the department have been recognized with the Dean's Award of Excellence over the past four years. At the university-wide level, she has served on the furniture procurement committee, the flooring procurement committee and the ergonomics committee.

Sheila has been an IFMA member since 1989, and served as treasurer of the Academic Council from 1992-1993. She was also president of the Boston Chapter in 1993-1994. An early proponent of the Certified Facility Manager designation, she was also recognized with IFMA's Distinguished Member Award in 1995. Her other contributions to IFMA include her service on the strategic planning team in 1997, fundraising efforts for the IFMA Foundation's circle of corporate contributors in 1999-2000, and numerous speaking engagements internationally on behalf of the Association.

Fall 2000, IFMA AFC Conference Saturday, September 16, 2000

Our host **Tulane University** invites you to attend the IFMA AFC Fall Conference to be held 7:30 a.m. – 4:30 p.m., Saturday, September 16, 2000 in the CBR Building on their Uptown Campus. The campus is easily reachable from Downtown New Orleans and all World Workplace hotels by way of a brief, pleasant and inexpensive ride on the city's trolley line. We are even looking at a post-conference return trip via riverboat. More specific directions will be provided to registrants.

Our program has been put together by combining different topics that we believe will be of interest to everyone. For more information check our web site. As part of our program we will offer three different tours such as, Power Plant Co-Generation, Environmental Sciences Complex and our newest dormitory, The Willows, where the Living-Learning concept has been used.

You can get more information about Tulane including photos of our campus, by visiting www.tulane.edu.

Last but not least, for those who might enjoy a touch of the Old World without leaving the United States, New Orleans is America's greatest European masterpiece. You will get the opportunity to visit one of the most unique among America's cities for its ambiance - a feeling that comes from its blend of people, music, architecture, food, culture and entertainment. Visit www.neworleansonline.com and discover much more about this fascinating city.

Accommodations:

IFMA has rooms at three hotels reserved for World Workplace attendees. They are the New Orleans Hilton Riverside, the DoubleTree Hotel and the Hyatt Regency New Orleans. At last report the Hilton and DoubleTree were nearly sold out, so act fast. Call IFMA's housing bureau at 888-400-4362 for availability.

Registration:

For information about this and other council meetings and about World Workplace in general, visit www.worldworkplace.org. To register for the AFC Fall Conference complete the attached form and return it with payment to the address indicated. You also may download it from the conference's very own Web site at www.tulane.edu/~ifma.

For more information call:

Tulane University
Ivis P. Garcia
(504) 865-5448
e-mail: ivis@tulane.edu

OR IFMA AFC
Ann Ivey
(704) 337-2340
e-mail: iveya@rex.queens.edu

Fall 2000, IFMA AFC Conference
Saturday, September 16, 2000
Tulane University

AGENDA

- 7:30 a.m.** - Shuttle transportation from Hilton Hotel to Tulane University, CBR Building
- 8:00 a.m. – 8:30 a.m.** - Breakfast by Marriot
- 8:45 a.m. – 9:30 a.m.** - Speaker #1 - Al Perry – Alternative Dispute Resolution
- 9:30 a.m. – 10:30 a.m.** - Speaker #2 - Greg Chlup – Tulane Co-Generation Project
- 10:30 a.m. – 10:45 a.m.** - Break
- 10:45 a.m. – 11:45 a.m.** - Speaker #3 - Liz Davey – Tulane Environmental Initiatives
- 12:00 noon – 1:30 p.m.** - Lunch - by Marriott at the University Center, sponsored by the Cort Furniture Group
- 1:30 p.m. – 2:30 p.m.** - Speaker #4 - Julie Barrett - Hands on Transition from K-12 into Higher Education - the Need for Melding
- 2:30 p.m. – 2:45 p.m.** - Break
- 2:45 p.m. – 4:15 p.m.** - Tours: 1) Israel Building
2) The Willows Dormitory
3) Power Plant
- 4:30 p.m.** - Shuttle to River View to Return to Hotel via River Boat (boat departs at 5:00 p.m.)

REGISTRATION FORM
Academic Facilities Council

Tulane invites you to attend the **2000 IFMA AFC Fall Conference** on **September 16, 2000** at Tulane University.

AIR QUALITY ISSUES

Notes from the Public Sector Facilities Council Teleconference 12th April 2000.

General comments, problems, experiences from the participants included in the following:

The U.S. General Services Administration (GSA) is undertaking a number of initiatives dealing with indoor air quality. One such initiative is a 2 ½ day training session on Sustainable Design.

GSA is looking at construction and maintenance products and methods that have the least impact on the environment and human health. They are also in process of developing a curriculum to roll this out to their tenant agencies plus they are developing a website which will make this information available to people outside of the General Services Administration.

Training for the tenant agencies is targeted for early 2001. Facility Managers from state and local government may attend. For further information please contact Lee Salviski in GSA Washington DC office at (202) 501-0909.

- ◇ Computerized monitoring of air quality. Sensors within ductwork that monitors CO₂, percentage of air and other infiltrates entering the system.
- ◇ If we design our buildings correctly, proper materials selected, have a preventative maintenance program and water elements are clean and properly treated, it would be rare to get an actual quality problem. It then becomes more psychological than real. We often get involved with the psychological consequences of organizational behavior.
- ◇ Some parts of the country seem to have more prevalent problems with molds growing in plenum areas and ducts (where water leaks exist).
- ◇ Flexible duct break. The duct was lined with fiberglass. When it broke, it cast fibers throughout the workspace. People surfaced complaining of itching, rashes and breathing difficulties. An intensive cleanup program ensued, followed by inspecting other ductwork and having an industrial hygienist test the air.
- ◇ We need to oversee industrial hygienist contractor work. One example was given where the IH was very pro to "proposed" standards that had not been approved and

was communicated incorrectly to the tenants. This often causes hysteria in the workplace.

- ◇ During carpet installations, often the glues used cause us problems.
- ◇ It has been found very fruitful to communicate building renovations ahead of time with the tenants. It is a practice that allows management and employees the chance to work out issues with employees sensitive to certain things and in some cases management is liberal with leave.
- ◇ Ceiling tile replacements have caused sensitivity in some employees.
- ◇ GSA leasing language is pretty specific about indoor air quality and the expectations the lessor is providing. We are setting the standard of the minimal acceptance.
- ◇ Pros and cons of bake outs were discussed. Some have found this very successful. Others are avoiding this method because in some cases it increases problems with a breakdown of some of the organic compounds.
- ◇ Successful practices dealing with employees following the visit of an industrial hygienist included: meeting and discussing with affected employees; posting findings and action plans, etc.
- ◇ When dealing with outdoor air problems entering building intakes, some have had success in using charcoal pre-filters and change them out quarterly.
- ◇ The process of handling tenant complaints was discussed. Send someone to the area immediately, get tenant statements, review mechanical equipment – handle it locally whenever possible. Over reaction causes hysteria.
- ◇ If any GSA folks are interested in brainstorming a pilot related to indoor air quality, email Lee Salviski at lee.salviski@gsa.gov.
- ◇ AEPA filters and possible UV applications were discussed for Health Clinic operations. It was stated that the Center for Disease Control is not supportive of UV purification systems.

Project Directory Question:

Tom Cruse has proposed the idea for an interesting IFMA-AFC project - the assembly of an electronic directory of construction projects completed in the last five years. This directory would include a brief description of projects in various categories. It may also include lessons learned, what works and what doesn't work.

Users would enter into the directory info from their campus to share with others. Would you be interested in such a venture, and contributing such information to share with others? The potential seems limitless, if there were active participation. If interested in this idea, please let your AFC President know at rdm6@psu.edu. If responses are positive and high in number, then the AFC will approach IFMA to help fund the project.

International Question:

The Director of IFMA South Africa has contacted us to advise that they will be conducting a CFM program based on the three Facility management courses 101, 201, 301 and the eight core competency courses. IFMA South Africa would like international academic participation. If any AFC members have any thoughts on how we may contribute would you please contact Robert Myrick, who will forward your ideas.

Future AFC Meetings:

- AFC 2001 Spring Conference, Towson University, Towson, MD (N. of Baltimore)
- AFC 2001 Fall Conference, University of Kansas, Kansas
- AFC 2002 Spring Conference, Texas Christian University, Ft. Worth, TX
- AFC 2002 Fall Conference, Toronto

AFC Website

www.ifma.org/webhost/afc

Our AFC webpage has a link to the Tulane website. Accessing the site shows that information on the upcoming meeting Tulane is now available via the web, as is some information on New Orleans. There are some maps of the campus and the city, depending on where you click.

FM Web Sites of Interest

General:

International Facility management Association

<http://www.ifma.org> (check out local chapters and other council pages)

Today's Facility Manager

<http://www.fmgr.com>

Business Facilities

<http://www.busfac.com>

Facilities Design

<http://www.fdm.com>

Facilities Resource Mgmt

<http://www.frmcorp.com>

FM Datacom

<http://www.fmdata.com>

Facilities Pro Resource

<http://www.facilitiesnet.com>

Facilities Engineering

<http://www.afe.org>

Building Operations:

Air Conditioning and Refrigeration Institute

<http://www.ari.org>

Asphalt Roofing Manufacturers Association

<http://www.asphaltroofing.org>

National Fire Protection Association

<http://www.nfpa.org>

Roofing Coatings Manufacturers Association

<http://www.roofcoatings.org>

Design and Accessibility:

Association Computer Aided Design

<http://www.acadia.org>

Carpet and Rug Institute

<http://www.carpet-rug.com>

Blue Book of Building and Construction

<http://www.thebluebook.com>

Energy Resources:

American Solar Energy Society

<http://www.ases.org>

Center for Renewable Energy and Sustainable Technology

<http://www.repp.org>

American Society of Heating, Refrigerating and Air-Conditioning Engineers
<http://www.ashrae.org>

Energy Marketplace
<http://www.energy.com>

Ergonomics:

American Society of Safety Engineers
<http://www.asse.org>

Cornell Ergonomics Web Site
<http://ergo.human.cornell.edu>

Human Factors and Ergonomics Society
<http://www.hfes.org>

University of Michigan Center for Ergonomics
<http://www.engin.umich.edu/dept/ioe/C4E>

Green Buildings:

Green Building Information Council
<http://greenbuilding.ca/GBIC.htm>

Green Design Network
<http://www.greendesign.net>

Green Energy Finance
<http://energyfinance.org>

Greenhouse Gas Technology Information
<http://www.greentie.org>

Indoor Environmental Quality and Lighting:

EPA Indoor Air Quality
<http://www.epa.gov/iaq>

National Lighting Product Information
<http://www.lrc.rpi.edu/NLPIP/Online>

U.S. EPA Green Lights Program
<http://www.epa.gov/greenlights.html>

Welcome to New Members:

John Anderson
Anthony Cupido
Jo Donatelli
Hollie Dupes
William Duffett
Ed Hamer

Philip Henry
Donald Intersimone
Ang Jodmilla
Jay Jones
Kim Lai Lam
Robert Rives
Douglas Rollman
Kevin Woolley

Our council has members from many disciplines and often with very broad backgrounds and experiences. Examples of their titles include:

- ⊗ Assistant VP of Facilities Management
- ⊗ Facility Planner/Programmer
- ⊗ Director
- ⊗ Associate Director
- ⊗ Vice Chancellor for Facilities
- ⊗ Campus Planner
- ⊗ Facilities Manager
- ⊗ Executive Director, Facilities Development & Operations
- ⊗ General Manager, Operations
- ⊗ Associate Provost, Academic Facility Planning
- ⊗ University Architect
- ⊗ Architect
- ⊗ Director and Executive Architect
- ⊗ Administrator/Facility Manager
- ⊗ Campus Architect
- ⊗ Assistant Vice Chancellor
- ⊗ Facilities Resource and Planning Architect
- ⊗ Director of Facilities Planning and Management



Vontz Centre for Molecular Sciences
University of Cincinnati