

## IFMA SPONSORS

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**Johnsonite**

*Northern Illinois IFMA*

**April 5, 2005 Morton Arboretum**



### MEETING SPONSORS:

**Christopher B. Burke Engineering West, Ltd.  
David Woodhouse Architects, LLC  
Executive Construction Inc.**

#### About our Program:

When they decided to undergo a large scale redevelopment of their “core area”, including a new visitor center, main entrance bridge, and a 500 car parking lot, a “low impact” design was highly desirable. Simultaneously with the core area redevelopment, the Arboretum was undergoing a complete renovation of Meadow Lake, which lies adjacent to the visitor center and main parking lot, made possible by a grant from the IEPA Clean Lakes Program. Thus, constructing a 5 acre parking lot immediately adjacent to Meadow Lake utilizing the standard asphalt, curb and gutter approach was not looked upon favorably. As a result, the Arboretum applied for and received a 319 grant to construct a “green” parking lot, incorporating numerous BMP’s that will help to filter and infiltrate stormwater before it enters Meadow Lake.

Christopher B. Burke Engineering West, Ltd., working together with staff members from Christopher B. Burke Engineering, Ltd. and the Morton Arboretum, analyzed the existing conditions with regard to soils, hydrology, ground water, etc. and coupled them with various BMP’s, creating a treatment train that is unparalleled in the Midwest. From the moment a raindrop falls on the parking lot surface, it is subjected to cleansing and infiltration. BMP’s utilized in the design include a permeable paver surface course (consisting of Ecoloc<sup>®</sup> pavers by Unilock), bio-swale medians, granular base and sub-base, perforated storm sewer system (including a water level control structure to help increase infiltration) and a created wetland along the edge of Meadow Lake at the system’s discharge location. Other BMP’s, such as level spreaders and energy dissipation structures, were used elsewhere on site, wherever new stormwater discharge locations were introduced into Meadow Lake.

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About our Speaker:

Andy Sikich is Vice President of Christopher B. Burke Engineering West, Ltd., in St. Charles, Illinois. As Vice President, Andy handles company operations, and oversees site development projects for the company's public and private clients. He began his career in the construction industry, working for both Walsh Construction Company of Illinois, and W. E. O'Neil Construction, and then changed his focus to design when he joined The Burke Group in 1995, where he has been since. Andy's experience encompasses many site development and municipal projects, including two years spent as the resident engineer in the Village of Inverness. Andy was the project manager for the civil design of the site work on The Morton Arboretum's core area projects, and various other projects around the Arboretum.

About our Host site:

The Morton Arboretum is a 1700+ acre outdoor museum of woody plants located within the heart of DuPage County, Illinois. **The Morton Arboretum** was formally established on December 14, 1922 by Mr. Joy Morton (1855-1934), owner of the Morton Salt Company. Its mission is *to collect and study trees, shrubs, and other plants from around the world, to display them across naturally beautiful landscapes for people to study and enjoy, and to learn how to grow them in ways that enhance our environment. Our goal is to encourage the planting and conservation of trees and other plants for a greener, healthier, and more beautiful world.*

## Special thanks to Baxter!!

Baxter was our host site for the month of November. They were also our meeting sponsor. As a thank you from Northern Illinois, Bill Brow, CFM, FMA, SMA presented James Hall, Facility Manager of Baxter with a plaque of recognition.



## President's Message

Aloha to all -

I have just returned from a fantastic week of vacation. I was the recipient of an Achievement Club award from my company. Award members were selected by the Senior Management group and received an all expense paid trip for two to Hawaii. I think the Northern IL Chapter needs a much closer networking relationship with the Hawaii chapter. It's my vote for a WWP host site.

A Northern IL Chapter thank you goes out to Harry Neumayer and Johnsonite for becoming our first member to participate in our new sponsorship program. It is very much appreciated.

We have a full slate of monthly meeting sites already scheduled for almost the remainder of the year, I again encourage and

ask our over 360 Northern IL Chapter members to please make plans now on your schedule to attend a monthly meeting. We need to see and hear from all our members.

The education seminar dates need to be finalized, but the location has been confirmed, the seminar will be held at Office Max (formerly Boise Cascade) in Itasca. Thank you to Dawn Klaetsch from Office Max for hosting this event.

This year's golf outing will once again be held at the Itasca Country Club in Itasca. Please make plans now to attend the event.

Baseball tickets are sold out for the Cubs/Brewers game in Milwaukee. This is our event with the several other chapters from Wisconsin.



See you in April at Morton Arboretum!

## 2004—2005 IFMA NI BOARD

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## 2005–2006 ELECTION OF OFFICERS PROFILES

**Name:** Tom Kapusta, AIA

**Office:** President

**Career:** Tom is the president of TKA + Partners, an architectural and interior design firm that specializes in corporate relocations, expansions and reductions. TKA also consults in the areas of project management and facilities information management. As president of his company, Tom's primary responsibility is to manage the Cost, Schedule, and Design Quality of their client's projects. Recent clients include AT&T, Charter One Bank, ABN Amro, Brookfield Zoo, NETG, and Click Communications. Tom is a graduate of the University of Illinois where his emphasis was in design, and has been providing solutions in architecture since 1974.

**IFMA Activities:** Tom has been a member of IFMA since 1998, and has been the chair of the Public Relations Committee for four years. He also served on the Program Committee and is our current Vice President.

**Name:** Dave Falls, CFM

**Office:** Vice President

**Career:** Dave is the Facility Manager at WW Grainger's headquarters in Lake Forest. Grainger is the world's largest distributor of Maintenance, Repair and Operating Supplies. Dave is responsible for expense budgets management, maintenance, landscaping, pest control, janitorial, stone and metal care, energy management and many special projects. He has over 20 years of experience in facilities management and corporate real estate. His previous employment included Aerial Communications, Arthur Andersen, and Pansophic Systems, Inc.

**IFMA Activities:** Dave was an IFMA member from 1987 through 1992, then rejoined in 1998. He is a member of the IFMA Corporate Headquarters Council. He received his CFM designation in August of 2000. He is currently serving as our Treasurer.

**Name:** Bill Brow, CFM, FMA, SMA

**Office:** Treasurer

**Career:** Bill has been involved in facilities operations for several years. He is presently employed as the facility coordinator at the data center location for Pactiv Corporation. Pactiv Corporation is a leading producer of specialty packaging products with product lines in consumer, foodservice/food packaging, and protective and flexible packaging. As the coordinator at his facility, Bill will serve as the point of contact for services for administrative offices and he coordinates infrastructure services for the data center. He was previously employed in the same capacity at the same location with OneSource (I.S.S.) Facility Management. He has a BA degree from Northern Illinois University.

**IFMA Activities:** A member since 2000 and achieved his CFM in 2003. He served on the Education Committee and is currently our Secretary.

**Name:** Julie Bizer

**Office:** Secretary

**Career:** Julie is the Corporate Services / Facilities Manager at Van Kampen Investments in Oakbrook, Illinois. As the Corporate Services Manager of the Oakbrook site, Julie's primary responsibilities include Purchasing, Security, Mailroom, Copy Center, Reception, Food Service, Records Management, Space Planning, Construction and Office Services. Van Kampen is a mutual fund investment firm, works with investors and their financial advisors to pursue individual's financial goals. Currently assets under management are more than \$88 billion for our clients. Our portfolio managers work with global networks of resources and team up to get the best information available for the investor. Van Kampen has several funding source paths for investors like mutual funds, unit trusts, 529 portfolios, retirement plans, closed end funds, etc. Julie has a postgraduate business degree from National Louis University and has been in the facilities arena since 1995.

**IFMA Activities:** She tries to attend most monthly IFMA meetings.

## NI Member Profile—John Sanville

John Sanville  
Martin Petersen

John is a new IFMA member who has been in the industry for approximately 15 years. He is currently a Project Manager with Martin Petersen, a heating and air conditioning contractor in Kenosha, and is in his sixth year of service with that company.



Martin Petersen is a well established company, involved in the design, build, and installation of mechanical systems in southeast Wisconsin/northern Illinois for over 85 years. They also provide 24-hour emergency services. John joined IFMA to develop new long-term business relationships with other facility professionals, and is very interested in meeting new friends and assisting with IFMA activities.

John lives with his wife Anne in Walworth County in Wisconsin. In his free time, John enjoys spending time with his two sons, Matt and Kyle, ages 8 and 12. He also enjoys playing golf, working on older home projects, and fishing.

### *Treasurer's Report*

*CD \$2,424.13*

*Money Market*

*\$14.23*

*Checking*

*\$4,111.22*

## COUNCIL NEWS—FROM FACTS AND FIGURES

It is springtime, although many of you may still be buried in what is hopefully that last big snowstorm of the season. Have you taken a close look at the spring starting line up? No, I don't mean baseball! Take a look at the 2005 IFMA Council Spring Meeting schedule! Councils bring special value to IFMA membership and these upcoming conferences and meetings may be just what you or your colleagues/fellow members need to hit a home run this year!

Institutions and Credit Unions Council  
Corporate Real Estate Council  
March 9-10 (in conjunction with IFMA's Management Summit)  
Orlando, Fla.

Academic Facilities Council  
April 13-16  
San Marcos, Calif. (near San Diego)  
<http://www.facm.umn.edu/AFC/>

Corporate Headquarters Council  
April 13-16  
Baltimore, Md.  
<http://www.ifmachc.org/Conferences.html>

Utilities Council  
April 17-19  
Tampa, Fla.

FM Consultants Council  
April 18-20 (in conjunction with EuroF)  
Frankfurt, Germany

Public Sector Facilities Council  
April 28-29  
Scottsdale, Ariz.  
<http://psfc.win.aplus.net/Spring05/Spring05.htm>

Manufacturing Council  
May 19-20  
Dearborn, Mich.

Research and Development Council  
May 18-20  
Washington, D.C.  
<http://www.ifmardc.org/conferences.shtml>

Don't miss out on these vital industry or interest-specific networking and education opportunities. If you have any questions, contact me or Leslie Scantlebury ([leslie.scantlebury@ifma.org](mailto:leslie.scantlebury@ifma.org)).

Regards,  
Barbara Zlatnik  
Associate Director, Member Resources

## Education Corner—Mark Kischner, CFM

### Information Gathering on FM Websites

Last month this space explored many websites related to facility management and a few others just for fun. I came up with so many websites, we decided to split the article into two parts, last month, A – H, this month I – Z. I truly wish you take the time to explore a couple of the sites every week. Think of each link you click on as a mini seminar. This time however, you are the teacher; you lay out the lesson plan, and you set the pace of exploration.

First let's start with two websites I found this month, that belong with last months group.

FedWorld.com - gateway to locating federal government information

Freecycle - provides individuals and non-profits an electronic forum to "recycle" unwanted items

Freecycle Chicago – Local “chapter”

On now, on with the show  
IEEE Systems, Man and Cybernetics Society - Science fiction comes to life!

Indoor Air Quality Resource Center

Industrial Maintenance & Plant Operations - Buyers guide, product directories, association links

InfoSpace - Reverse phone & address directory.

The Infrastructure Security Partnership (TISP) - Collaborating on the security of the built environment

Institute of Real Estate Management (IREM) - Multifamily & comm. real estate

Institute for Research in Construction - Research & innovation for the Canadian construction industry

International Association for Energy-Efficient Lighting (IAEEL)

International Code Council (ICC) - US building codes for 44 states

International Council of Shopping Centers (ICSC)

International Energy Association (IEA)

Internet Movie Database - Solve movie & movie character trivia disputes!

International Facility Management Association (IFMA) - Hey, that's us!

IFMA Public Sector Facilities Council - Not just for PS members! Check out the Good Practices

International Organization for Standardization (ISO) - ISO 9000 & 14000 & more

Institute of Real Estate Management (IREM) - Education & recognition for real estate managers

International Sanitary Supply Association (ISSA) - Cleaning methods, equipment, FAQ's

Interiors & Sources Magazine

International Telemarketing Association and Council (ITAC) - Dedicated to benefits of telemarketing

Irish Property and Facility Management Association (IPFMA)

Japan Facility Management Promotion Association (JFMA)

The Journal of Property Management -

Official national publication of IREM

K DICTIONARIES - The global leader in bilingual English learner dictionaries

K. Williams Resources - Advice on starting a home business

Lawrence Berkeley National Laboratory's Indoor Environment Program

Lighting Research Center (LRC) - Tests, new products & technologies

LonMark Interoperability Association - Enabling integration of multi-vendor systems

Martindale's Calculators On-line Center - Calculators for just about anything.

National Association of Industrial and Office Properties (NAIOP)

National Association of State Facilities Administrators (NASFA)

National Clearinghouse for Educational Facilities (NCEF) - School facility info

National Coalition on Ergonomics (NCE)

National Conference of States on Building Codes and Standards (NCSBCS)

## Education Corner (Cont)

National Roofing Contractors Association (NRCA)

National Safety Council (NSC) - Safety/health/environmental policies, practices and procedures

NSC air quality program- Environmental Health Center (EHC)

National Society of Professional Engineers (NSPE)

New Zealand Property Institute (NZPI) - Launched to take the profession into the 21st century.

Officeinsights - Newsletter with current office industry news

Paint Quality Institute (PQI)

Performance Based Studies Research Group – Dr. Dean’s performance based contracting “system”

Plant Engineering - Share of plant knowledge and insights for ensuring production capacity

Polyisocyanurate Insulation Manufacturers Association (PIMA) – roofing anyone?

Power Marketers Association

Presenting Communications Magazine - Features ProA/V industry news, products, tech. applications

Public Utility Research Center (PURC) - International training & research

Quality Assurance Institute

Rebuild America - Building energy projects, energy action plans, etc.

Replacement Remotes - Remote controls of all types. Remotely interesting...ha!

Retail Operations & Construction Magazine - Devoted to helping readers build & maintain better stores

Rocky Mountain Institute (RMI) - Efficient & restorative use of resources

Roof Coatings Manufacturers Association (RCMA)

R. S. Means Co. Inc. (www.rsmeans.com) - Source for construction books and related products

School Planning & Management - K-12 school safety, M & O, business, technology & finance issues

Security Magazine

Sheet Metal Contractors' National Association (SMACNA)

The Society for College and University Planning (SCUP)

Society of Industrial and Office Realtors (SIOR)

South African Facilities Management Association (SAFMA)  
Sustainable Building Sourcebook - Developed to foster environmentally responsible homebuilding.

Sweets - Information on building products, 3-part specifications, CAD details

Tectonic Directory™ - Info on construction products, services, equipment, and professionals

TerraServer USA – Topographical

maps, Aerial and Urban Photo's

This Old House -Construction materials calculator

Thomas Global Register - Directory of worldwide industrial product information

Thomas Register Resource for manufacturing information and B2B e-commerce

Time and date – Time & date converter and calculator for anywhere in the world

Today's Facility Manager Magazine - Broad range of facility information

Tradeline Inc. - Facilities planning, industry reports, benchmarking and more

TV Tome TV Tome - TV episode and actor guide. More information to settle office arguments.

USA Freedom Corps - Public service organization

Urban Legends, Truth or Fiction.com, & Hoax Busters -Three sites (in my order of preference) to check whether the chain mail we all receive is truth or fiction.

U.S. Dept. of Energy (DOE) Energy-codes.gov and Energy.gov - Tips, Strategic Plan, Policy and more

U.S. Dept. of Justice - Americans with Disabilities Act (ADA)

U.S. Dept. of Justice Equal Employment Opportunity Commission (EEOC)

U.S. Dept. of Labor's Occupational Safety & Health Administration (OSHA) - Compliance assistance, Laws & regulations, cooperative programs, state programs, safety/health

## Education Corner (Cont)

programs, statistics...

U.S. Environmental Protection Agency (EPA) - Clean Air & Water Acts, Brownfield's, codes and regulations, hazardous materials, IAQ, pesticides, radiation, recycling, research, wetlands, and more

U.S. EPA Energy Star® - Energy efficient products, programs, information

U.S. General Services Administration (GSA) - So much info, you have to see it to believe it

U.S. Geological Survey (USGS) - Earthquake Hazards Program (EHP)

U.S. Green Building Council (USGBC) - LEED rating system, energy efficiencies

Voices of Safety International - Safety standards, testing and reports. Antennas, flooring, etc.

Weather.com

X-Files- We all file, we all have an X-File. Supernatural information

X-tremegraphics - Full service film and Video Production and Post Production

Y - A site about "Y" we are different- religion, gender, race, age, class, sexual orientation, occupation. Warning: Not for those afraid to debate and discuss issues.

Yahoo! Web Portal.

Z Sign Language

While researching this A to Z facility website guide, I found many sites I had never heard of. For someone like myself that predates desktop computers, cell phones, fax machines, (and as my children remind me so often...the wheel), the ability to quickly access quality information amazes me. I hope you have as much fun exploring these sites as I did finding them.

If you have any useful sites you want to share (especially those that start with K, Q, X, Y, and Z), please e-mail them to me at [MKischner@comcast.net](mailto:MKischner@comcast.net).

C'mon spring!

## Lions Club Update



To date, Northern Illinois IFMA along with participation from several member companies, has donated over 350 pairs of glasses. Thanks and keep up the good work!

Pictured:

Tom Wilson, Manager of Facilities (NI IFMA member), Sue Haney - Manager, Membership Programs Department and Peter Balis, community services chairperson.

## Facility Manager Position

This job posting and others can be seen at IFMA's JOBnet.

### Description:

ANY OFFER OF EMPLOYMENT IS CONDITIONED ON THE SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT MEDICAL EXAM, WHICH INCLUDES A DRUG AND ALCOHOL SCREEN.

ASSISTANT FACILITIES MANAGER, FACILITY OPERATIONS

### STARTING SALARY

\$46,959 - \$58,746 ANNUALLY

### HOURS

8:30 a.m. To 5:00 p.m.

### DESCRIPTION OF DUTIES

Works with internal and external customers and contractors to coordinate the development and implementation of facility improvement projects as directed by the Facilities Manager. Manages construction and renovation of County building projects including HVAC, plumbing and electrical systems, building renovations and repairs, new construction and a variety of projects related to County facility needs. Prepares specifications, solicits quotes, designs, develops and tracks projects, budgets and schedules.

### SPECIAL SKILLS OR QUALIFICATIONS REQUIRED

- Knowledge of the industry standard

principles and practices of architecture, structural engineering, engineering and construction management.

- Skill in managing projects from conceptual design through construction completion.
- Knowledge of the principles and practices of public administration.
- Considerable knowledge of the principles and practices of construction, remodeling and renovation of buildings.
- Considerable knowledge of the rules, regulations, policies and procedures of County government.
- Good knowledge of office furniture systems, building construction materials and building mechanical systems.
- Good knowledge and working ability in order to operate CAD systems (Auto-CAD or other PC systems) for preparation of development documents and specifications.
- Good knowledge of occupational hazards and safety precautions.
- Ability to prepare budgets and time schedules for projects.
- Ability to analyze administrative and operational problems and adopt an effective course of action.
- Ability to analytically evaluate and recommend alternative courses of action.
- Ability to effectively plan, motivate, supervise and evaluate the work of staff and contract workers.
- Ability to communicate effectively.

### SUGGESTED TRAINING AND EXPERIENCE

Minimum of a Bachelor's degree from an accredited college or university with a degree in facilities management, architecture, engineering, project management or a related field. Three to five years of progressive design and construction experience, preferably in light commercial or business industries; governmental experience would be beneficial. Satisfactory combination of experience and education can be substituted in order to meet requirements.

### TO APPLY

Please submit application to Human Resources, 18 North County Street, 7th Floor, Waukegan, Illinois 60085. For information contact: (847) 377-2700. Fax: (847) 625-7410. Reasonable accommodations will be made for individuals with disabilities.

Due to the expected volume of applications, we hope you will understand that we will respond only to those who will be interviewed.

### How to Contact/Apply:

E-mail: [resume@co.lake.il.us](mailto:resume@co.lake.il.us)

Phone: 847-377-2700

Fax: 847-625-7410

Website: <http://www.co.lake.il.us>



**Attention CFMs:**  
**Earn recertification points**  
**by contributing an article to**  
**our newsletter. For article**  
**submission please forward**  
**your article to**  
**[gtoste4035@wowway.com](mailto:gtoste4035@wowway.com).**

## Why Doesn't my Old Resume Work Anymore?

If your last job search prior to 2001, you may be in for a rude awakening. You might be surprised to find that your old resume, which worked well for you before, is no longer attracting employers, headhunters and corporate recruiters. If you wondered, "What am I doing wrong?" it might not be you; it's probably your resume.

There are three reasons your old resume may not be working for you:

- Drastic increase in competition
- Changes in technology
- Changes in your industry

### 1. Drastic increase in competition

Increased candidate competition is the #1 reason your resume is no longer working. While current employment outlooks are marginally brighter, competition is still so high that your resume must be able to stand out against a mountain of candidates.

The best way to enhance your competitive standing against other job seekers is through strong accomplishment statements. Accomplishments are most effective when:

- They illustrate your transferable skills
- They show your contribution to corporate bottom-line objectives
- They are stated quantitatively

If you are confused about how to state your accomplishments effectively, consider hiring a professional resume writer. Correctly written statements will make your accomplishments shine and you'll be more likely to land those critical interviews.

### 2. Changes in technology

Is your resume ready for the high-tech world? Probably not, if you are still snail-mailing or faxing your resume to potential employers. Are

you willing to take a chance on your resume being tossed, just because you didn't take the time to prepare your resume for an electronic audience?

With dramatic increases in the number of resumes received, many employers have invested in software to manage resumes and candidate responses. It is entirely possible that a computer, not a person, will be the first one to screen your resume. The electronic eye is much more objective than the human eye; it scans only for industry-specific terminology and keywords in qualifications and responsibilities.

Here are some critical questions to ask about your resume:

- Does it contain the right keywords to put you in the "interview" pile?
- Will new resume software be able to read its formatting correctly?
- Will your tables, fonts, and graphics transmit properly in an online resume form or will they disintegrate into unreadable symbols?

You can give your old resume a real boost by investing in the services of a professional resume writer who understands the pitfalls of our electronic job market. Whether your resume needs a brush-up or a complete rewrite, it's well worth the investment to make sure your name makes it to the top of all candidate lists.

### 3. Changes in your industry

If you are still just tacking your most current job onto the same old resume, then your resume probably contains a lot of old terminology and buzz words. If so, it will make you look outdated even over the hill. It may also fail to be recognized by software that uses keywords to retrieve the best resumes.

If you're feeling out-of-step with your industry, it may be time for a checkup with a career coach who can help prepare you and your resume to stand up to the challenges of your industry's changing trends.

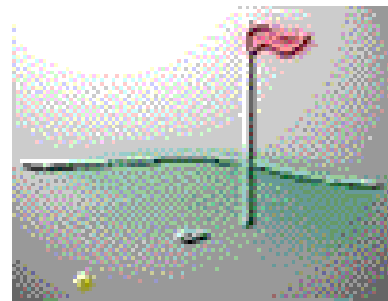
Bottom line: if your old resume isn't winning the attention of employers, then it's time to ask yourself, "How much is my old resume costing me in wasted time and effort?"

An investment in professional resume help could mean the difference between months of fruitless effort and landing the perfect new job. A new, better resume built on strategies that are suited to today's job-search challenges may be just the edge you need to get you noticed and get you hired.

~~~~~  
 Deborah Walker, CCMC  
 Resume Writer ~ Career Coach  
 To see resume samples and read more job-search tips visit  
[www.AlphaAdvantage.com](http://www.AlphaAdvantage.com)  
 Email: [Deb@AlphaAdvantage.com](mailto:Deb@AlphaAdvantage.com)  
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## GOLF OUTING

Mark your calendars for NI & Chicago IFMA's annual golf outing. May 19th is the date. Shot gun will go off at 1:30 with lunch served prior to that. Dinner will be served after. We will be at the Itasca Country Club. Watch your e-mail and this newsletter for updates and registration forms. Interested in sponsoring a hole, contact Deb Radek at [valise3@aol.com](mailto:valise3@aol.com), Tom Ziegler at [t. ziegler@henricksen.com](mailto:ziegler@henricksen.com) or Marian Zinsky at [mzinsky@lordbissell.com](mailto:mzinsky@lordbissell.com).



## Mark your FM Calendars

### Mark Your FM Calendar

note: the following information is provided solely as a convenient listing for IFMA/NI members. Further details may be learned by contacting each group as listed below.

### March 14-18

Fundamentals of Energy Auditing  
The University of Wisconsin Madison  
College of Engineering-Department of Engineering Professional Development  
The Lowell Center  
Madison, WI  
(800) 462-0876  
<http://epd.engr.wisc.edu/webG717>

### March 15

The Fundamentals of Construction Contracts: Understanding the Issues in Illinois  
Radisson Hotel Schaumburg  
Schaumburg, IL  
(888) 678-5565  
[www.lorman.com](http://www.lorman.com)

### March 15-17, 2005

#### National Facilities Management and Technology

Conference & Exposition/  
Maintenance Solutions  
National Exposition  
Baltimore Convention Center  
Baltimore, MD  
[www.nfmt.com/sp](http://www.nfmt.com/sp)

### March 16

Introduction to Managing Small Construction Projects:  
A Primer on Tenant Improvement  
BOMA/Suburban Chicago  
Schaumburg, IL  
Fax (847) 995-0971

### March 29-30

Boiler Operation Maintenance & Safety  
American Trainco  
Joliet, IL  
(877)97TRAIN  
[www.AmericanTrainco.com](http://www.AmericanTrainco.com)

### March 31-April 1

Understand Air Conditioning & Refrigeration Systems  
American Trainco  
Joliet, IL  
(877)97TRAIN  
[www.AmericanTrainco.com](http://www.AmericanTrainco.com)

### April 4-5

Biocontainment Facilities 2005  
San Francisco, CA  
Fast Forward Facilities 05  
Tradeline Inc.  
(925) 254-1744 x 12  
[www.tradeline.com](http://www.tradeline.com)

### April 10-15

Metering America2005/Billing America2005  
Las Vegas, NV  
Nevada Power/Metering International  
[www.metering.com/events](http://www.metering.com/events)

### April 11-12

Basic Electricity for the Non-Electrician  
American Trainco  
Elk Grove, IL  
(877)97TRAIN  
[www.AmericanTrainco.com](http://www.AmericanTrainco.com)

### April 13-14

Hands-On Electrical Troubleshooting & Preventive Maintenance  
American Trainco  
Elk Grove, IL  
(877)97TRAIN  
[www.AmericanTrainco.com](http://www.AmericanTrainco.com)

### April 18-19

Research Buildings 2005  
St. Petersburg, FL  
Fast Forward Facilities 05  
Tradeline Inc.  
(925) 254-1744 x 12  
[www.tradeline.com](http://www.tradeline.com)

### April 18-22

Testing, Adjusting and Balancing HVAC  
The University of Wisconsin Madison  
The Pyle Center  
College of Engineering-Department of Engineering Professional development  
(800) 462-0876  
<http://epd.engr.wisc.edu/webG508>

### April 19-21

FACILITY MANAGEMENT 2005  
FACILITY MANAGEMENT Exhibition Europe/  
The European Facility Management Conference  
Frankfort AM Main  
Frankfort, Germany  
GIFMA/IFMA  
[www.ifma.org](http://www.ifma.org)  
[www.efmc2005.com](http://www.efmc2005.com)

### April 20

OSHA Compliance 2005  
Radisson Hotel Schaumburg  
Schaumburg, IL  
Human Resources Council  
(800) 601-4636

### April 20-22

The TFM Show  
McCormick Place  
Chicago, IL  
[www.thetfmshow.com](http://www.thetfmshow.com)

### April 20-23

The 49<sup>th</sup> Annual CSI Show & Convention  
McCormick Place  
Chicago, IL  
The Construction Specifications Institute  
[www.theccsishow.com](http://www.theccsishow.com)

## Mark your FM Calendar (Cont)

### April 26

Construction Management/  
Design-Build In Illinois  
Radisson Hotel Schaumburg  
Schaumburg, IL  
Lorman Education Services  
(888) 678-5565  
www.lorman.com

### May 2-3

Understanding Variable Fre-  
quency Drives  
Elk Grove, IL  
American Trainco  
(877)97TRAIN  
www.americantrainco.com

### May 3-6

Coverings  
Orlando, FL  
www.coverings.com

### May 4-5

Understanding Variable Fre-  
quency Drives  
Joliet, IL  
American Trainco  
(877)97TRAIN  
www.americantrainco.com

### May 4-6

Green Design Solutions  
The Westin Chicago River North  
Chicago, IL  
(888) 530-6714  
www.greendesignsolutions.com

### May 23-24

The 2005 National Electrical  
Code  
Elk Grove Village, IL  
American Trainco  
(877)97TRAIN  
www.americantrainco.com

### May 25-26

The 2005 National Electrical Code  
Joliet, IL  
American Trainco  
(877)97TRAIN  
www.americantrainco.com

### May 30-31

Canadian Science Buildings 2005  
Ottawa, ON  
Fast Forward Facilities 05  
Tradeline Inc.  
(925) 254-1744 x 12  
www.tradeline.com

### May 31-June 3

Greening the Heartland 2005:  
Cost, Practice and Policy  
The Palmer House Hilton  
Chicago, IL  
City of Chicago/U.S. Green  
Building Council-Chicago and  
Regional Heartland Chapters  
www.greeningtheheartland.org

### June 6-10

NFPA World Safety Conference  
& Exposition  
Mandalay Bay Resort & Conven-  
tion Center  
Las Vegas, NV  
www.nfpa.org/wsce

### June 13-15

NeoCon World's Trade Fair  
Buildings Show/Office Expo by  
OFDA/Technocon/  
NEWHOSPITALITY/Greenlife  
Merchandise Mart  
Chicago, IL  
www.merchandisemart.com

### July 18-22

Fundamentals of Energy Auditing  
The University of Wisconsin  
Madison  
College of Engineering-  
Department of Engineering Pro-  
fessional Development  
The Lowell Center  
Madison, WI  
(800) 462-0876  
http://epd.engr.wisc.edu/  
webG717

### August 1-2

New Management Models  
San Diego, CA  
Fast Forward Facilities 05  
Tradeline Inc.  
(925) 254-1744 x 12  
www.tradeline.com

### September 18-21

ARMA 2005  
Navy Pier  
Chicago, IL  
Association of Records Managers  
and Administrators  
www.arma.org

### September 19-23

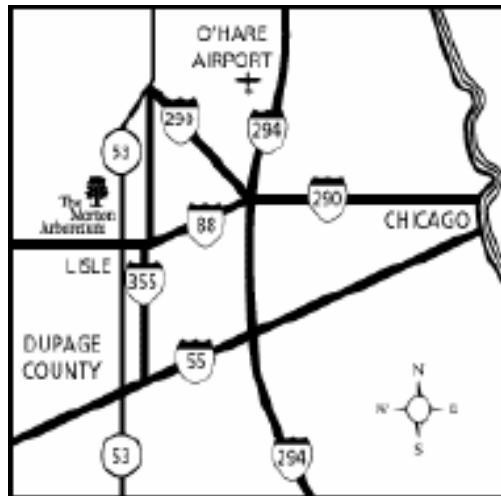
Testing, Adjusting and Balancing  
HVAC  
The University of Wisconsin  
Madison  
The Pyle Center  
College of Engineering-  
Department of Engineering Profes-  
sional development  
(800) 462-0876  
http://epd.engr.wisc.edu/webG508

### October 23-25

"Commemorating 25 Years of FM  
Excellence"  
World Workplace 2005 Confer-  
ence & Expo  
Pennsylvania Convention Center  
Philadelphia, PA  
www.ifma.org

### October 24-25

Academic Science Buildings 2005  
St. Petersburg, FL  
Fast Forward Facilities 05  
Tradeline Inc.  
(925) 254-1744 x 12  
www.tradeline.com



## Directions

Located 25 miles west of Chicago, **The Morton Arboretum** is just west of Interstate 355 and north of I-88 on Illinois Route 53.

- Westbound I-88: exit north onto Route 53.
- Eastbound I-88: follow signs onto southbound I-355 and exit immediately to westbound Ogden Avenue (Route 34). Continue west on Ogden to Route 53 north. Proceed north less than one mile to entrance.
- I-355: Follow signs and exit onto westbound I-88.
- From the Burlington Northern train station in Lisle, access the Arboretum via cab.

## Mark your NI Calendar

April 5  
NI General Monthly Meeting  
The Morton Arboretum  
Topic: Low Impact Best  
Management Practices  
(BMPs)  
Lisle, IL

May 3  
NI General Monthly Meeting  
BP Amoco  
Warrenville, IL

May 19, NI/Chicago Golf  
Outing  
Itasca Country Club

June 7  
NI General Monthly Meeting  
Discover Card  
Riverwoods, IL

MONDAY, June 20  
Summer Fun Meeting!  
Joint Southeastern Wisconsin  
IFMA & IFMA/NI Chapter  
meeting  
Chicago Cubs vs. Milwaukee  
Brewers  
Miller Stadium  
Milwaukee, WI

July 5  
NI Monthly General Meeting  
Chapter Awards/Executive  
Board Swearing-In Ceremony  
Aspire  
Hillside, IL

August 2  
NI Monthly General Meeting  
Rustoleum  
Vernon Hills, IL

August 26  
Early Bird (save \$200) Regis-  
tration ends  
World Workplace 2005

August 27  
Registration (save \$100) be-  
gins  
World Workplace 2005

September 6  
NI Monthly General Meeting  
Village of Lisle  
Lisle, IL

September 16  
Last day for full refund  
cancellations for  
World Workplace 2005

October 4  
NI Monthly General Meeting  
Kellogg  
Elmhurst, IL

October 7  
Last day for 50% refund  
cancellations for  
World Workplace 2005

October 23-25  
World Workplace 2005 Con-  
ference and Expo  
Pennsylvania Convention Cen-  
ter  
Philadelphia, PA

October 24  
IFMAN/NI  
World Workplace 2005 Net-  
working Event  
Location tba  
Philadelphia, PA