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*Northern Illinois IFMA*

## August 2, 2005 Rust-oleum – 11 Hawthorn Parkway

Speaker: Paul Williams

Topic: Carpet: Specifying for Performance

About our Program:

Paul Williams will bring you through a series of real life experiences that are designed to share knowledge and learn from other professionals. This information will give you specific direction as to how to better understand issues that are important to the carpet decision-making process.

*You will learn about:*

- The visual performance of color.
- Partnering with quality resources.
- Specifying carpet construction.
- The importance of specifying proper carpet care.
- Lowering carpet life cycle cost.

About our Speaker:

Paul Williams is a Senior Contract Specialist for Honeywell Nylon. He has over 38 years of carpet industry experience as a trainer and consultant to companies that manufacture, specify, distribute, install and maintain commercial and residential carpet. His speaking experience is both national and international and includes presentations conducted for architectural and design firms, hospitals, major corporations, governmental agencies, school districts and various professional and trade organizations.

Williams is responsible for the contents of this presentation and his views on various issues are not necessarily those of Honeywell Nylon. Honeywell Nylon believes that prosperous business growth can be greatly enhanced by supporting ongoing education.

About our Host Site:

Built in 1977 by C.F. Murphy Associates, 11 Hawthorn Parkway is a dramatic two story steel and glass structure designed in the Chicago tradition of direct, functional architecture. Situated on six exceptionally landscaped acres, the building is a unique combination of natural light, modern engineering and austerity, winning numerous architectural awards for its efficiency and design. The building contains two office floors of 46,200 square feet each and a lower level containing boiler and power rooms, receiving space and parking for 116 cars.

### Inside this issue:

President's Message	2
Back to School	3
College of DuPage	4
Happy New Year	5
Did you Know?	7
Efficiency Experts	8
Is your Resume Recruiter Friendly?	9
Mark your FM Calendar	10
NI Calendar	11

## President's Message

Last month was my first as the NI\_IFMA president for 2005-06, and to start the year off in the right direction, the executive board asked Dave Heuser, our immediate past president, to facilitate a strategic planning meeting of the full board of directors and committee heads. The meeting was well attended by the energetic leaders of our chapter, who devoted the day to high energy, thought provoking, and creative goal setting for the year to come. I am excited and personally motivated to work with our volunteer committees and Kathy Daloia to achieve the excellent results on this year's projects and services that our chapter is known not only for the Midwest but also IFMA-wide.

Speaking of volunteers, we are happy to announce the placement of a Volunteer Service Table at our regular meetings. Staffed by Peter Balis, all members will be able to check in with Peter, and hear of volunteer opportunities that the committees and board may have available from time to time. Whether you are looking to help with a single event, or if you are

looking to be involved on a regular basis on a committee, or if you would just like to get to know others more closely, please check the opportunities available to assist in some small or large way. Having been involved for many years personally, I can say that my fondest memories of IFMA have been centered on the relationships developed with the generous people of our chapter. Volunteering is a great way to help, and to meet others in the organization.

Please check your email for a request from Kathy Daloia to update your contact information on the IFMA website. We will be publishing our own directory of members so you can easily and quickly locate local members, and know a little bit more about their careers and representative companies. Our newest executive board member, Julie Bizer, will be heading up the directory publication. Call her or Kathy Daloia with any information or ideas that you may have for inclusion in the directory.



*Continued on page 9*

## 2005—2006 IFMA NI BOARD

<b>President</b> Tom Kapusta, AIA TKA Partners 312-463-1600 x 603	<b>Archivist</b> Mike Jurczykowski Chicago Records Management 847-678-0002	<b>Community Services</b> Peter Balis Pitney Bowes 630-417-9207	<b>Newsletter</b> Greg Toste, CFM Enterprise Rent-a-Car 630-693-2948
<b>Vice President</b> Dave Falls, CFM WW Grainger 847-535-0441	<b>Associate</b> Deb Radek Deborah Zeitler & Assoc. 312-670-2177	<b>Education</b>	<b>Program</b> Seaby Bess Door Systems 630-250-0101
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<b>Treasurer</b> Bill Brow, CFM, FMA, SMA Pactiv 847-482-7425	<b>Awards</b> Open	<b>Membership</b> Kathy Cifrino Office Management Advisers 847-985-3222	<b>Seminar</b> Marc Adelman, AIA, CFM TKA Partners 312-463-1600
<b>Advisor</b> Dave Heuser CCH Incorporated 773-866-3115	<b>Career Services</b> Cathy Manchester ABM Security 630-532-3215	<b>Networking</b> Ted Kubek, CFM DeVry 630-706-3106	<b>Webmaster</b> Cecilia Herdegen, CFM Audit Bureau of Circulations 847-879-8252
			<b>Chapter Administrator</b> Kathy Daloia 847-637-3192



# NI IFMA'S EDUCATIONAL SEMINAR

Topics include:

"The Future of Facility Management" Speaker: To be Announced

"Partnering Design & Maintenance"  
Speaker; Steve Spencer of State Farm

"A Moving Experience" Speaker: To be Announced

"Office Design as Applied Management, Myths & Realities" Speaker: To be Announced

Real Estate\*\*

Program Management\*\*

LEEDS\*\*

Technology Issues\*\*

\*\* Topics and Speaker to be announced soon. Watch for updates.

Host:

**OfficeMax (Formerly Boise Office Solutions)**

150 E. Pierce Place, Itasca, Illinois

Thursday, September 29, 2005

Breakfast	8:30 am - 9:00 am	Sponsored By OM Workspace
Session one	9:15 am - 10:15 am	
Session two	10:30 am - 11:30 am	"Partnering Design & Maintenance"
Session three	11:45 am - 12:45 pm	
Lunch	12:45 pm - 1:45 pm	Sponsored By Millikin Carpet
Session four	1:45 pm - 3:30 pm	

Friday, September 30, 2004

Breakfast	8:30 am - 9:00 am	Sponsored By OM Workspace
Session one	9:15 am - 10:15 am	
Session two	10:30 am - 11:30 am	
Session three	11:45 am - 12:45 pm	
Lunch	12:45 pm - 1:45 pm	
Session four	1:45 pm - 3:30 pm	

Cost; \$250.00 for both days, \$125 for one, includes lunch and breakfast both days, door prizes and 4 educational sessions each day.

Watch your e-mail and our website, [www.ifmani.com](http://www.ifmani.com), for further details.

## COLLEGE OF DUPAGE

### Fall 2005 Schedule Facility Management Courses

Did you know that the College of DuPage in Glen Ellyn is one of the only community colleges in the United States to offer an Associate of Applied Science degree in Facility Management? (COD also is America's largest single-campus community college.) COD's Facility Management degree was developed with input from a group of practicing facility managers--many of whom are active members of the Northern Illinois Chapter of IFMA.

Facility Management faculty members bring a wealth of real world experience to the classroom. Many of the students enrolled in the program are already working in a facility management related job. Students seek the facility management degree for better opportunities to enter the field or to enhance their current skills and career options. For those working full-time, the program can be completed by enrolling in evening classes.

NOTE: Quarter credit courses will not be offered at C.O.D. after Summer Quarter 2005. All curriculum will earn semester credit beginning Wednesday, Aug. 31, 2005.

Two Facility Management courses are being offered this Fall at COD (see details below), with both classes held at the COD main Glen Ellyn campus. The registration calendar is as follows:

May 9-July 5	Returning COD student registration
July 6 - Aug 16	New and returning student registration
Aug 17-Aug 30	Final Registration (all students)
August 31	Fall 2005 Term begins

(Make note of Spring 2006 dates below and watch these pages for further details on COD FM course offerings.

Prospective students can call (630) 942-2380 for admission information or they can check the College of DuPage web site at [www.cod.edu](http://www.cod.edu).

Questions related to the program should be directed to:

Jim Huggins, FM Program Coordinator  
Assistant Professor of Business/Facility Management/  
Transportation  
Business and Services Division  
College of DuPage.  
(630) 942-3275

#### **FACILITY MANAGEMENT 1100** **Introduction to Facility Management**

*3 credit hours*

An overview of facility and property management techniques. Topics include the organization of the facilities and property industries, budgeting, standards, labor relations, safety, personnel administration, maintenance (exterior and interior), energy conservation, HVAC systems and space planning. (3 lecture hours)

#### **FACILITY MANAGEMENT 2202** **Facility Systems - Electrical**

*3 credit hours*

An overview of the electrical systems within a facility and their integration within the total structure. Systems reviewed are lighting distribution, power sources, motor controls and distribution, alarm systems, interior communications, and applicable codes and standards. (3 lecture hours)

#### **Important dates for the Spring 2006 term:**

Nov 4 - Nov 17	Returning COD student registration
Nov 18 - Dec 28	New/Returning Student Registration
Dec 29 - Jan 15	Final registration (all students)
January 17, 2006	Spring 2006 Term begins

# Happy New Year!!

New fiscal year, that is! The July 12 meeting at the Village of Lisle Village Hall offered a lovely networking setting for NI members, followed by informative tips on the mutual responsibilities of OSHA and the facility manager. The evening included the swearing in of new 2005-2006 NI Board officers, recognition of 5, 10 and 15 year NI members plus awards galore for 35 volunteer board and committee chairs/members. All in all, a superb site, program and end to one NI fiscal year, while kicking-off the new.

Keep in mind that there is no rest for the NI chapter leadership! Thursday, July 29, 20+ board members will reconvene for an in-depth Strategic Planning Half-Year update meeting. The goal? To review the past 6 months while generating lots of terrific ideas for the upcoming NI year - ideas you'll read more about in these pages over the next few months. Be sure to review NI's new Board and Committee Chairs listing on page 2. And don't hesitate to give any one of them a call or email with questions, comments, input or to investigate volunteer opportunities with the chapter.

The Northern Illinois Chapter of IFMA wishes to thank once more the following volunteers, advertisers and sponsors for all their contributions to this very successful year. While technically the 18<sup>th</sup> Anniversary NI year won't end till December 31, on behalf of the entire NI board – THANK YOU - we couldn't do it without you!

## **2004-2005 outgoing IFMA/Northern Illinois Board Officers**

President Dave Heuser

Vice President Tom Kapusta, AIA

Treasurer Dave Falls, CFM

Secretary Bill Brow, CFM

Advisor Sheryl Callahan CFM

## **Committee Chairs and Members**

Marc Adelman, CFM AIA (Seminar)

Peter Balis (Community Service & Public Relations)

John Bank (Program)

Seaby Bess (Program)

Chicago Records (Archivist)

Kathy Cifrino (Membership)

Clark Druessedow, CFM (Education & Sponsorship)

Terry Ellis (Hospitality)

Joe Foley (Associate)

Al Frapolli (Membership)

Rich Goulet (Career Services)

Cynthia Green, CFM (Education)

Cecilia Herdegen, CFM (Webmaster)

Tom Kapusta, AIA (Sponsorship)

Mark Kischner, CFM (Council Liaison & Education)

Dawn Klaetsch, CFM (Seminar)

Ted Kubek, CFM (Networking)

Brian Lee (Networking)

June Lena, CFM (Awards)

Cathy Manchester (Membership)

Cynthia Pavlick (Hospitality)

Don Pikul, AIA (Hospitality)

Deb Radek (Associate)

Corrine Rossi (Networking)

Ed Rupert (Membership)

Mary Scharringhausen (Newsletter)

Janet Szyszko, CFM (Education)

Sue Tipton (Membership)

Greg Toste, CFM (Newsletter)

Jan Wemple (Membership)

Larry Wojtas (Networking)

Tom Ziegler (Associate)

Ron Zingler (Hospitality)

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Pictured from left to right: Julie Bizer, Secretary, Bill Brow, CFM, FMA, SMA, Treasurer, Tom Kapusta, AIA, President, Dave Heuser, Advisor. Not pictured, Vice President, Dave Falls, CFM



Dave Heuser and Sheryl Callahan, CFM

## Did you Know? Clark Druesedow, CFM

Each month I will be choosing topics relevant to IFMA core competencies that will assist you in providing a better understanding that can be used in day-to-day facilities operations as well as provide training and learning that may relate to questions typically seen on the facilities management certification exam. This month's topic:

### Real Estate Basic Ownership Rights

Facility Managers are often responsible for the procurement and management of Real Estate assets. This article will review the most basic of Real Estate privileges – The Right of Real Estate Ownership. Within that right of ownership a Facility Manager must understand and protect that right of ownership for their employer.

Once people began to gather together into communities, rules preserving land ownership rights began to develop. Going back to the earliest of Egyptian cultures, laws laying down control of real estate were developed and followed, including the recording and transfer of land ownership. Although the Egyptians had a system defining land ownership, the current system of real estate ownership has its true roots in the feudal system of the middle ages. The basis of the feudal system established the King as absolute owner of land. The King then assigned rights to his Lords, who then granted parcels to their subjects. As long as the King could maintain and protect his absolute right of ownership his subjects maintained their rights. It does not take much examination to understand similarities between Kingdoms of the feudal system with current forms of government. With governments having absolute ownership rights to the lands they control, real estate ownership then stems from the rules, regulations and title records maintained by governments and their ruling bodies. Within the United States the government maintains the right to tax, the right to eminent domain, and if an owner of land dies without a will and without heirs, the ownership of the land reverts to the government.

Basic to the understanding of ownership, a Facility Manager should understand, conveyance of real estate should first focus on the ownership of land. He who controls the land ultimately controls use of the land and the improvements placed on it. Buildings and site improvements regardless of complexity are relatively short-lived. Whereas, land with few exceptions (i.e., erosion of ocean front property), is available forever. Primary focus should then be to insure there is clear and unencumbered title for the land. Think of all the sports venues that once served grand purposes but have been torn down and replaced. OK, most Cubs fans think Wrigley Field should be maintained forever but Sox fans have already gone through replacement of their grand old park. Once the tear-down occurs the land then become available for its next utilization or development.

Ownership of land is legally termed as "Estate in Land." The first type of estate in land is classified under true ownership rights or "Freehold Estates." The second type of estate in land is the "Leasehold Estate." Not to very too far from the topic but the definition of a lease is; a contract between the owner of real property (lessor) and another party (lessee) for the possession and use of the property for a specified term in return for rent or other valuable consideration. So, looking back into the leasehold definition we see the term "Real Property." Real property is owned and not leased. We must give consideration to improvements on the land and expand the definition of real property to; a parcel of land and any structure annexed thereto. As property can also be termed an estate, we then can understand that "Real Estate" is land that is owned not leased.

Real Estate is owned by first, the government granting of title and in turn convenience of title from one owner to the next. Titles fall into the following categories: 1) fee simple, 2) fee tail, 3) determinable fee (also can be called a qualified or base fee) and 4) life estate.

Fee simple is the most common title granted and is the most desirable. The owner of property holding a fee simple title has lawful unconditional use of the land (only limited by governmental zoning laws and the superior rights of the society). The rights associated with fee simple also allows the owner, during his lifetime, to grant or sell these property rights to others. The terms fee, fee simple or fee simple absolute are considered synonymous. Lesser estates and titles stem from fee simple estates. Once the lesser estate terminates they revert or merge into the fee simple estate.

Determinable fee is an estate of inheritance. The holder of a determinable fee title has all the rights of a fee simple title with one major limitation. A determinable fee title will terminate on the occurrence of a designated event. The wording of the event defined in the title may place limitations on the use of the property or cause the title to transfer ownership. Many titles that contain certain determinable rights have been declared void by the court systems but some remain as proper and legal. Determinable fee titles can be very complex in nature. A Facility Manager dealing in real estate transactions should be very careful when obtaining ownership rights for their employer where the rights come with determinable events. The best advice is to seek legal council by a competent attorney knowledgeable in real estate law.

Fee tail is an estate or title that is granted, with the intent of directing title and rights of ownership, to heirs of a person. The title is generally limited to direct bloodline of that person. If there are no heirs, the title reverts to the grantor. If the grantor is deceased and the estate contains no further direction as to the title of the property, the property then reverts to the government. Fee tail has been declared illegal in many states within the United States. Some states do still maintain these rights so, once again, if a title is encumbered by or references a fee tail, an attorney should be consulted.

Life estates are freehold estates in land, conveyed with the ownership rights reverting to the grantor upon the death of a person. They can be simple, as in a person/grantee holds ownership rights to land until the death of the person/grantee and the title reverts to the grantor, or they can be very complex. An example of a life estate with complex terms could be; Grandmother grants a life estate to her Grandson to enjoy the ownership rights of her land and house while she is alive. Once she passes away the property title reverts to her estate and is then conveyed to another heir or maybe her favorite charity. Also a life estate can be tied to the death of a person other than the grantor. Here an example might be Grandmother grants a life estate to her daughter-in-law and upon the death of her son the title reverts back to the Grandmother or her estate. The Grandmother or her estate is then free to again grant title in whatever form or fashion she wishes. One side note here is the holder of a life estate cannot intentionally cause the land or improvements to devalue while they hold the life estate ownership rights. An example would be that they cannot intentionally burn down the house or remove all the timber, if the land is devalued by the act.

As you read through the various forms of ownership, land estates and titles, you can see the fee simple title is rather straightforward. Once a title has further grants and encumbrances placed upon it the title, and any related transaction, ownership rights can become very complex and risky. The best advice is whenever possible a Facility Manager should seek a title that is clear and passed along to their employer as a fee simple title.



**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)**

## **Efficiency Experts Create Innovative Partnership to Help Businesses Analyze Facility Management Outsourcing Alternatives**

**By: Rick Sievert**

Businesses and facility management teams are confronting serious and on-going challenges to create and sustain positive performance. As global competition intensifies and resources become more constrained organizations must use less capital to achieve business goals. To survive managers must optimize facility assets, reduce total costs, and maximize value to their customers. If top management determines that an outside service provider can perform the same service faster, cheaper, and better it is quite possible that the service will be outsourced.

The practice of outsourcing facility management to third-party companies is undergoing rapid growth in the United States. Unfortunately, operating and executive management is often forced to make important outsourcing decisions based on performance measures provided by parties who might be motivated to showcase data in a way that promotes their own self-interests. Aggressive third party facility management companies who perform their own audits want to persuade property owners and managers that they can add more value at less cost than the in-house facility management department. Conversely, an in-house facility management department is placed in an awkward position where it is difficult to be objective when requested to audit its own performance and use measures to justify its existence to upper management.

Facility managers must be proactive and keep up with the best. The old saw "Plan or be planned for!" is especially relevant today. There is a genuine need for facility managers to rigorously apply detailed and orderly processes at regular intervals to identify and exploit opportunities for improvement. They must thoroughly evaluate each alternative by comparison, and choose the optimum solution based on acceptance criteria that is agreed to by top management. An in-house facility management staff can forestall or avoid becoming a takeover target by demonstrating that their organization is worth the cost.

**For More Information**

Email [rwsjr@sievertgroup.com](mailto:rwsjr@sievertgroup.com)

## Is Your Resume Recruiter Friendly?

If you are in the middle of a job search, recruiters can be either your friend or your foe. They have the power to keep you out of the hiring process or to introduce you to corporate hiring decision makers. The quality of your resume plays a key role in determining how recruiters will treat you in the job market. It pays to make sure your resume is recruiter friendly.

There are three elements to a recruiter-friendly resume:

- Focus
- Core competencies or transferable skills
- Accomplishments

If your resume lacks any of these crucial elements, then you are probably not capturing the attention you deserve, and you are missing out on important interview opportunities.

### 1. Focus

Since recruiters' time is at a premium, they must know your career focus within seconds of opening your resume. If your career focus isn't clearly stated, you can't assume the reader will take the time to search through your resume for clues. Most recruiters consider "Career Objective" statements worthless if they contain no real information about the specific position you are looking for and the industry expertise you offer. The best objective statements are concise and to the point.

### 2. Core competencies or transferable skills

Once a recruiter understands your focus, he/she will want to know if you have the required core competencies or transferable skills to accomplish the job. A thorough research of employer job descriptions will help you identify the core competencies your resume must feature.

You'll capture and hold recruiter attention by including only those core competencies relating specifically to your focus. Be careful not to muddy up your personal marketing message by including extraneous skills. If you remember the all-important rule of relevancy, you'll go a long way toward keeping the reader's attention on your key skills.

### 3. Accomplishments

Once your resume has made it through the initial screening for focus and skills, the recruiter will want to know how you stack up against other candidates. Remember, with record-high resume response to job openings, recruiters need good, solid reasons to recommend you for consideration over the mountain of other candidates. Clear, concisely stated accomplishments are the best way to distinguish yourself from your competition.

Whether the recruiter works for one corporation or represents many corporate clients as a third-party recruiting consultant, he or she must be able to give valid reasons for promoting you as a viable candidate.

You can make their job infinitely easier by including the information they need and bring your resume to the top of the candidate pile. When your resume sells itself, you gain advantage points, and make the recruiter look good as well.

For optimum impact, write accomplishments that illustrate the strength of your core competencies, transferable skills and focus. An accomplishment is only valuable to your resume if it promotes the skills your target employers are looking for. Remember the rule of relevancy as you craft each of your accomplishment statements.

In today's extremely competitive job market, employers rely heavily on recruiters to screen out all but the top few applicants. With a recruiter-friendly resume you'll beat out your competition as the employer's first choice to interview.

Deborah Walker, CCMC  
 Career Coach ~ Resume Writer  
[www.AlphaAdvantage.com](http://www.AlphaAdvantage.com)  
[Deb@AlphaAdvantage.com](mailto:Deb@AlphaAdvantage.com)

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President's Message Continued from Page 2

Julie's goal is to have the directory published in hard copy, and available on CD, within the next two months.

Last but not least, please mark your calendars for an exciting learning experience, and a chance to earn Continuing Education credits! A member company, OfficeMax (formerly Boise Office Solutions), will be hosting our annual Education Seminar on September 29<sup>th</sup> and 30<sup>th</sup>. NI member Dawn Klaetsch, CFM of OfficeMax is working closely with Seminar Chairman Marc Adelman, AIA to bring us two days of learning seminars for an event called "Back To School". Especially convenient for IFMA members who will not be attending World Work-

able to learn about topics that include Real Estate, Project Management, and LEED Certification to Partnering, Maintenance, Moving, and The Future of Facility Management! Please look elsewhere in this newsletter for the developing details of this exciting event. And make your reservations early in case the day or days of your choice sells out!

My personal thanks to the executive board and committee heads who have outlined such an exciting year ahead for NI IFMA! We will have much to share in the coming months!

## 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.

#### August 1-2

Leading-edge Planning & Management Models for Capital Projects and Facilities Management  
San Diego, CA  
Fast Forward Facilities 05  
Tradeline Inc.

(925) 254-1744 x 12 [www.tradeline.com](http://www.tradeline.com)

#### August 15-16

Understanding Electric Motors & Control Circuits  
Joliet, IL  
American Trainco  
(877) 97TRAIN [www.americantrainco.com](http://www.americantrainco.com)

#### August 17-18

Understanding Electric Motors & Control Circuits  
Elk Grove, IL  
American Trainco  
(877) 97TRAIN [www.americantrainco.com](http://www.americantrainco.com)

#### August 18-19

Water Entry Prevention and Moisture Control in Buildings-Roofing Systems, Exterior Walls and Foundations  
The University of Wisconsin-Madison  
College of Engineering/Dept of Eng Prof Dev  
Madison, WI  
(800) 462-0876 <http://epd.engr.wisc.edu/webH034>

#### August 22-23

The 2005 National Electrical Code  
Elk Grove, IL  
American Trainco  
(877) 97TRAIN [www.americantrainco.com](http://www.americantrainco.com)

#### August 24-25

The 2005 National Electrical Code  
Joliet, IL  
American Trainco  
(877) 97TRAIN [www.americantrainco.com](http://www.americantrainco.com)

#### August 29-31

Mechanical System Design for Green Buildings  
The University of Wisconsin-Madison  
College of Engineering/Dept of Eng Prof Dev  
Madison, WI  
(800) 462-0876 <http://epd.engr.wisc.edu/webG953>

#### September 18-21

ARMA 2005  
Navy Pier  
Chicago, IL  
Association of Records Managers and Administrators  
[www.arma.org](http://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 Professional development  
(800) 462-0876 <http://epd.engr.wisc.edu/webG508>

#### October 18-21

ISSA InterClean  
Las Vegas Convention Center  
Las Vegas, NV  
[www.issa.com/show](http://www.issa.com/show)

#### October 23-25

"Commemorating 25 Years of FM Excellence"  
World Workplace 2005 Conference & Expo  
Pennsylvania Convention Center  
Philadelphia, PA  
[www.ifma.org](http://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](http://www.tradeline.com)

#### November 17-18

Animal Research Facilities 2005  
San Antonio, TX  
Fast Forward Facilities 05  
Tradeline Inc.  
(925) 254-1744 x 12 [www.tradeline.com](http://www.tradeline.com)

#### March 7-9, 2006

National Facilities Management and Technology Conference/Exposition  
Baltimore Convention Center  
Baltimore, MD  
[www.nfmt.com](http://www.nfmt.com)

## Mark your FM Calendar (Cont)

### April 10-12, 2006

The TFM Show

Navy Pier

Chicago, IL

[www.thetfmshow.com](http://www.thetfmshow.com)

### June 12-14, 2006

NeoCon World's Trade Fare

Merchandise Mart

Chicago, IL

[www.neocon.com](http://www.neocon.com)

## NI CALENDAR

August 26

Early Bird (save \$200) Registration ends

World Workplace 2005

August 27

Registration (save \$100) begins

World Workplace 2005

September 6

NI Monthly General Meeting

Aspire

Hillside, IL

September 16

Last day for full refund cancellations for

World Workplace 2005

September 29 & 30

Back to School

NI Educational Seminar

OfficeMax

Itasca, IL

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 Conference and Expo

Pennsylvania Convention Center

Philadelphia, PA

October 24

IFMAN/NI

World Workplace 2005 Networking Event

Location tba

Philadelphia, PA

December 8

Holiday Gala

Butterfield Country Club

World Workplace 2006

San Diego, CA

World Workplace 2007

New Orleans, LA