

NI NEWS

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Northern Illinois IFMA

March 1, 2005 Fermilab



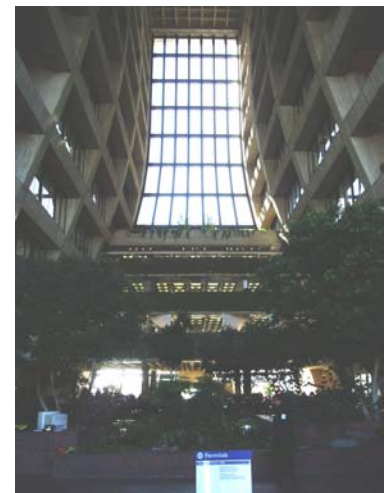
Transition from Private to Public Sector

About our Program and Speaker:

David Navin is currently the Head of Facilities Engineering at Fermilab. He will be speaking on making the transition from the private sector to the public sector as well as speaking about Fermilab. Mr. Navin began his career in 1970 with Baxter Healthcare where he worked until 1993. While at Baxter he was Director of International Manufacturing with responsibility for 11 plants around the world. In 1993, Fermilab approached him with an offer to be Deputy Head of Facilities Engineering.

About our Host Site:

Fermilab's founder, Robert Wilson, created "an architecturally significant center, a place to which physicists will be attracted by the physical beauty as well as by the beautiful facilities for research in particle physics." The stately 16-story Robert Rathbun Wilson Hall rises above the surrounding Illinois countryside. Inspired by a Gothic cathedral in Beauvais, France, its twin towers are joined by crossovers beginning at the seventh floor. The distinctive texture of the outer walls was created by using forms with staggered boards when the concrete was poured.



Inside this issue:

President's Message	2
NI Member Profile—Rick Pankey	3
Cubs vs. Brewers June 20, 2005	3
Education Corner	4
NI In the News	5
University of St Mary of the Lake	6
Facility Manager Position	7
Oakton Community College	7
Writing a Good Proposal	8
Mark your FM Calendar	10

President's Message

Greetings to all -

Welcome to the first addition of our new electronic newsletter. Through the efforts of many members, including Greg Toste, CFM and Kathy Daloia, the NI Newsletter has been officially converted from paper to an electronic media. The board decided to go 'electronic' in part to provide information to our members consistently in a more timely manner and also to help reduce the costs associated with printing the monthly newsletter. We hope that you enjoy it and we look forward to any comments, feedback, etc., that you may have associated with the change.

The NI chapter sponsorship program is off and running. Thank you to our associate members that have become a part of this program. In return to our associate members, I would strongly ask that our Professional members provide our associates members with the opportunity to bid on upcoming projects or contracts.

Two upcoming events that will be of special interest to NI member's are a joint venture w/ the SE Wisconsin chapter to attend a Cubs/ Brewers game in Milwaukee. Plans include a tour of the park, a tailgating party and the game and the educational seminar that will take place later on in the spring. Final details for both events will be included in our upcoming electronic newsletter.

Congratulations to IFMA international celebrating 25 years of FM excellence.

See you in March.



2004—2005 IFMA NI BOARD

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Newsletter

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Program

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TKA Partners
312-463-1600

Webmaster

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847-879-8252

Chapter Administrator

Kathy Daloia
847-637-3192

NI Member Profile—Rick Pankey

Rick Pankey
Vice President
Crescent
Cleaning
Company



IFMA- Northern Illinois welcomes Rick Pankey and Crescent Cleaning Company as a new associate member of our Chapter. Crescent Cleaning Company is a full service custodial company servicing in excess of ten million square feet in the greater Chicago land area for over thirty years. The Merchandise Mart, Children’s Memorial Hospital and the Metropolitan Water Reclamation District of Greater Chicago are just a few of Crescent’s clients.

Rick said that the reason why Crescent has joined IFMA is that they heard it was a good organization to be a member of to network and build business relationships with other members.

Rick has degrees in Architect drafting/design and in Business Management. Rick and his wife Elaine have three children. Their two girls are both in the education field and his son is a senior at Lewis University majoring in Aviation. Rick’s hobbies include trail riding and training horses, reading and American History.

Treasurer’s Report
CD \$2,424.13
Money Market
\$14.23
Checking
\$2,621,97

CUBS VS BREWERS—JUNE 20, 2005

The purpose of this event is to foster unity between the IFMA-NI, Chicago, Madison and SE Wisconsin Chapter and their families. Most of all to just have to have FUN. We will start out with a behind the scenes tour of Miller Stadium at 4:30. Next will be a catered tailgate party (see menu below) for two hours. Most of all we will get to share the thrill of a Cubs-Brewers game together.

The cost is \$40.00 per adult and \$30.00 per child under 12 years of age.

Tickets are limited. The tickets go on sale to the general public at the end of the month which is why we need you response now. You can reserve your tickets by filling out the form and emailing it to our chapter administrator. We do need the ticket price as a deposit.

“Deposit” (Bleacher Ticket) \$15.00 each (must be ordered and paid for by February 28th)

Tickets are first come- first serve, other seats will be available at a higher price Please email chapteradministrator@ifmani.com and mail deposit with form to:

Kathy Daloia
Chapter Administrator
IFMA Northern Illinois Chapter
P.O. Box 4893
Buffalo Grove, Illinois 60089-4893

Menu to include:

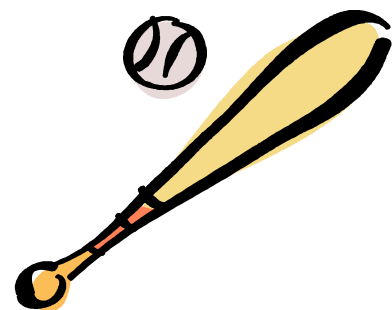
Two Miller products per person and unlimited soda

Choice of Two of the following Entree’s

- Jumbo All-Beef Hot-Dogs
- Klements Famous Bratwurst
- Italian Sausage
- Smoked Polish Sausage
- Hamburgers
- Grilled Chicken Breast
- Southern Rubbed BBQ Chicken

All of the following condiments

- American Potato Salad
- Oven Baked Beans
- Pickles and Condiments
- Fresh Baked Cookies



**Bus Charter from Riverwoods,IL is available if we have enough interested parties. The cost will be approx. \$15.00 based on 50 people. Interested parties should contact Kathy Daloia, Chapter Administrator via email.....chapteradministrator@ifmani.com

Education Corner—Mark Kischner, CFM

Information Gathering on FM Websites

As facility managers, we are expected by those we serve to have people skills and be technically competent in many disciplines. IFMA recognizes nine broad areas called competencies. The competencies are Communication, Finance, Human & Environmental Factors, Leadership & Management, Operations & Management, Planning & Project Management, Quality Assessment and Innovation, Real Estate, and Technology.

OK, now a quick show of hands; how many of us are experts in every competency? Let's see... One... two hands are raised... I didn't think there would be any hands up! If it were easy to be an expert FM, IFMA would not be a successful organization. There would be no need for networking, World Workplace, FMJ Magazine, the ongoing educational opportunities, councils, or certification.

I say with confidence none of us can be experts in all areas of the ever-expanding world of facilities management. Of course our customers have the opposite expectation. They look to us as experts who have all the answers. With the help of fellow IFMA members, our professional experience, education, and our ability to quickly research, digest and implement information from the World Wide Web, we can be the "Answer Man or Woman" of our companies.

The balance of this article includes a fraction of the thousands of helpful websites available to us. Some are self-explanatory some have a short notation.

Sidebar: A quick note to the two experts that are still reading- Gotcha! If you were truly expert, you would have moved on to another topic long ago. Welcome to IFMA, we are darn glad to have you. By the way, lets keep this article away from are customers. If they think we know it all, who are we to argue!

WEBSITES

4specs - 12K mfg. websites w/ product specs, CAD dwgs. & CSI specs.
 ACM-SIGCHI - Computer-Human Interactions
 Accuweather
 Air Conditioning and Refrigeration Institute (ARI)
 Alliance to Save Energy (ASE)
 All Music.com - Solve co-worker artist & song disputes using search feature!
[Al's Home Improvement Center](#) - Repair tips, tricks and safety advice
 American Hotel & Lodging Association (AH&LA)
 American Indoor Air Quality Council
 American Institute of Architects (AIA)
 American Institute of Building Design (AIBD) - Home Design
 American National Standards Institute (ANSI)
 American Society for Healthcare Engineering (ASHE)
 American Society for Industrial Security (ASIS)
 American Society of Interior Designers (ASID)
 American Society of Mechanical Engineers (ASME)
 American Solar Energy Society (ASES)
 American Society of Heating, Refrigerating and A/C Engineers (ASHRAE)
 Americans with Disabilities Act (ADA)
 US Dept. of Justice
 Answers.com website - Over a million topics answered, with less invasive advertisements.
 Archi-Tech Magazine
 Architectural Lighting_ magazine
 Architectural Record Magazine
 Asphalt Roofing Manufacturers Association (ARMA)
 Association for Facilities Engineers (AFE)
 Association of Energy Engineers (AEE)
 Association of Higher Education Facilities Officers (APPA)
 BACnet - Data Communication Protocol for Building Automation and Control Networks control Bartleby Reference publisher, for students, educators, and

the intellectually curious
 Best Practices, U.S Department of Energy - Energy efficiency and renewable energy best practices
 The Blue Book of Building and Construction - Contractor listing
 BOMI Institute - Commercial property information & designations
 Building Design & Construction - Magazine
 Building Energy Codes
 BuildingEnvelopes.org MIT site for Innovation in building envelopes and environmental systems

Buildings Magazine

Building Officials and Code Administrators (BOCA)

Building Operating Management - Magazine

Building Owners and Managers Association (BOMA)

Buildings.com - Magazines

Business and Institutional Furniture Manufacturer's Association (BIFMA)

British Institute of Facilities Management (BIFM)

Building Industry Exchange - Construction directory & search index for the building industry.

Carpet and Rug Institute (CRI)

Center for Ergonomics, University of Michigan

The Center for Health Design

Center for Industrial Ergonomics, University of Louisville

Center for Renewable Energy and Sustainable Technology (CREST)

Climate Solutions - Global warming research and information

Construction Specifications Institute (CSI) - MasterFormat (construction specifications)

The Construction Users Roundtable

(CURT) - Creating strategic advantage for construction users

Contract Magazine - Commercial interior design and architecture

CoreNet Global - For corporate real estate and related professionals

Cornell Ergonomics Web

Education Corner (Cont)

Canadian Facility Management & Design Magazine

Cleaning Maintenance & Management Magazine - News, products, advice, equipment

Commercial Floor Care Magazine

Construction Market Data (CMD) - Information for the construction industry

Contingency Planning & Management Magazine

Cornell University - MSDS sheets available, searchable database

Design-Build Institute of America (DBIA)

DuPage County Solid Waste - Book Rescue, recycling, hazmat waste...

The Department of Energy, Utilities and Sustainability (DEUS) - Australian, Energy & urban water

Edison Electric Institute (EEI) Electric Power Research Institute (EPRI)

Energy Crossroads Energy Efficient Building Association (EEBA)

EnergyIdeas Clearinghouse - Over 5,000 energy-efficiency resources

Engineered Systems - Magazine primarily for PE's

EPA - see U.S. EPA

Ergonomics Society

ErgoWeb

ErgoWorld Office Ergonomics

Energy Efficient Lighting Association

EnLink Geoenery Services, Inc. - Geothermal heat pump system information

Facility Care Magazine - Health care facility design, M & O, and regulation. Also an MSDS database

Federal Emergency Management Agency (FEMA)

Federal Facilities Council (FCC) - 24 federal agency facility cooperative

First Source - Directory of products, manufacturers, services, & RS Means Cost Calculator

Flag Etiquette as displayed by the US Post Office-Go to

page 244 or section 47.

Flag Etiquette as researched by Cornell University Law School - Other codes as available.

FM Forum - Facility related discussion groups

FMLink - FM news, trends products, & discussion group

Green Building Information Council - Canada
Green Building Source - Sustainable design and construction

Greener Buildings - Partnership between the U.S. Green Building Council and Green Business Network

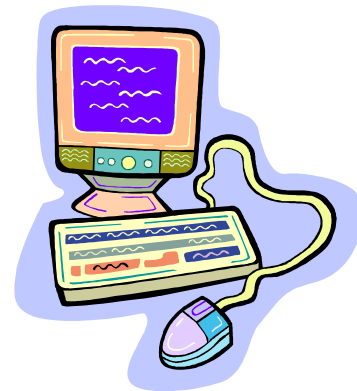
Green School Project - Engages students in creating energy-saving activities

HCPRO's Healthcare Management - JCAHO & standards more

Health Facilities Management magazine

Household Products Database - MSDS sheets available

Human Factors and Ergonomics Society (HFES)



I hope these sites make your researching more efficient and fun. Part two of the article will run next month. If you have some great sites you want to share with the rest of the chapter, please e-mail them to me at MKischner@comcast.net. I will work them into future columns. Have a great March.

NI In the News

STR Partners LLC has been selected as the architect for a new 3,000-student, \$90-million high school for Indian Prairie School District 204.

The high school will be funded through a \$130.5

million referendum.

Chicago-based STR specializes in architecture, interior design, cost estimating and roofing for schools, corporations, medical facilities and institutions.

Jan Taniguchi, NI member, is

the CEO and managing principal of STR Partners.

University of St Mary of the Lake

Some highlights of our meeting at St. Mary of the Lake in Mundelein.



This month's speaker was Tom Dumas, Senior Vice President of SICOM Technologies, Inc. in Buffalo Grove. Tom provided an entertaining exploration of Facility Management from a vendor's sales and marketing perspective, helping the FM understand their supply chain vendors and how their vendors' business development and marketing platforms align with today's FM industry. The University of St. Mary of the Lake/Mundelein Seminary is the major seminary and school of theology for the Archdiocese of Chicago. The campus resides on over 900 acres of woodlands including a serene lake of 180 acres. All of the buildings on campus were built between 1920 and 1934, and were meant to look American on the outside but Roman on the inside. Our IFMA meeting was held in the current Conference Center - an original classroom building that was officially dedicated on November 1, 1925.

Oakton Community College Open House

An open house for prospective students and their families will be held starting at 5:30 p.m., Tuesday, March 1, at Oakton Community College, 1600 E. Golf Road, Des Plaines.

Sponsored by the Office of Admission and Enrollment Management, the open house will feature information about Oakton's admission process, career programs, transfer programs, financial assistance, student services and activities, and athletics.

Oakton faculty, administrators, staff, and students will be on hand to provide tours and answer questions.

To register, visit www.oakton.edu/admiss/openhouse/campusvisit.htm, or call 847-635-1629. Register by Feb. 22 to be eligible for a free class. The first 100 guests at the Open House will receive a free gift.

Oakton Community College offers degree and certificate curricula for students preparing to earn a bachelor's

degree at a four-year college or university, as well as those preparing for employment in a variety of careers. Oakton is accredited by The Higher Learning Commission and is a member of the North Central Association, Illinois Community College Board, and American Association of Community Colleges.

Facility Manager Position

Purpose

The Facility Manager designs and implements policies, procedures, and programs that will assure a well managed, well maintained building. He/she places maximum emphasis on positive response to the concerns and needs of Wrigley Associates, environmental health and safety, and implementation of management programs designed to meet the goals of the Wm. WRIGLEY Jr. Company.

Scope of Services

Operational Management

The Facility Manager manages all aspects of day-to-day operations of the Global Innovation Center to assure continual achievement of approved quality standards. The Facility Manager prepares, coordinates and insures that all fire, life safety and other safety programs are established and followed.

Property Maintenance

The Facility Manager supervises all maintenance programs relating to the interior and exterior conditions and appearance of the Global Innovation Center.

Tenant Relations

The Facility Manager assures a positive and prompt response to all requests from Wrigley Associates, implements ongoing programs to assess tenant needs and develops solutions to identified issues.

Contract Services Administration

To the extent desired by the Wm WRIGLEY Jr. Company, the Facility Manager selects contract services and negotiates vendor service agreements. In all cases, the Facility Manager monitors vendor performance to assure full compliance with standards established within the service agreements.

Planning

The Facility Manager develops and administers the Property Operating Plan and Budget, subject to the approval of the Wm WRIGLEY Jr. Company.

Statistical Analysis Reporting

The Facility Manager collects, analyzes and reports statistical data required to provide an accurate and current assessment of property management objectives.

Owner Representation and Accounting Relationships

The Facility Manager is responsible for ongoing communications with the Wm WRIGLEY Jr. Company's Representative and other Wrigley management personnel as requested. The Facility Manager is responsible for the financial management of the Global Innovation Center and maintenance of all necessary financial records and files.

Public Relations

The Facility Manager maintains a positive image of himself/herself, the Global Innovation Center, NAI Hiffman, and the Wm WRIGLEY Jr. Company in the community. The Facility Manager attends and participates in activities, meetings, organizations, regulatory agencies, etc., as approved by the Wm WRIGLEY Jr. Company.

Supervision & Training

The Facility Manager develops and monitors progress on job objectives and work plans for each staff member. He/she plans and arranges necessary training for the staff, including herself/himself, and assesses training effectiveness.

The Facility Manager possesses strong interpersonal, organiza-

Writing a Good Request for Proposal

Writing a Good Proposal or “Garbage Out...Garbage In”

Sonya Tablada, Principal

Facility Resources
7000 Central Parkway, Suite 1500
Atlanta, GA 30328
770-349-1824
stablada@facilityres.com

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

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

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

What you need to provide:

General Background Information

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

Contractual Information

- Sample contract. Either provide your own Terms & Conditions or ask the respondents to supply a copy of theirs.
- Insurance Requirements. Confirm this with your risk management division or CFO.
- Signature page. Include some certifying language that the individual signing the proposal is authorized to do so on behalf of the company.

Project Scope (The most important part)

- Requirements. Provide plans, technical specifications, staffing levels, square footage data, headcount data...any thing that related to what you want to bid. Be very thorough.
- Quality. Define levels of quality that you expect based on any benchmark data available.
- Pricing. Hourly? Monthly? Lump sum? Time and Materials? Do you want pricing broken out by task?

Provide a matrix that specifically including breakdown by person and/or phase.

Response format:

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

1. Company information
 - A. Address, phone number, tax ID, D&B#
 - B. Contact information (name, e-mail, phone)
 - C. Revenue
 - D. Client List (top revenue or past 12 months)
2. Technical Proposal
 - A. Project Approach
 - B. Project team (resumes)
 - C. Examples from past projects
3. Firm Capabilities to provide the services
 - A. Staff (full-time, part-time, contract by title)
 - B. Project case studies
 - C. References (name, phone number, e-mail address)
 - D. How do they address quality?
 - E. How do they address customer satisfaction?
4. Project staffing
 - A. Resumes
 - B. Team structure
5. Implementation plan
 - A. How will they do the job?
 - B. Special skills/experience requirements
6. Pricing (remember to require that they fill out your format)
7. Now, you are ready to issue a strong RFP! Just remember to ask for the quantity of information that you are willing to read and review. And, lastly, remember “Garbage Out... Garbage In.”

NI IFMA thanks Sonya Tablada for allowing us to print her article that was in Atlanta's newsletter!!!!

Facility Manager Position (Cont. from page 7)

Skill Requirements

The Facility Manager possesses strong interpersonal, organizational, time management, and supervisory skills. He/she is proficient in the use of personal computer based applications including email, word processing, spreadsheets, databases and Facility Management software. A minimum of 3-5 years relevant experience is required.

The Facility Manager is knowledgeable in the following areas:

1. Tenant Relations
2. Employee Relations
3. Contract Service Administration
4. Health & Safety
5. Security
6. Emergency Procedures
7. Engineering and Preventative Maintenance
8. Remodeling
9. Energy Management
10. Accounting and Finance
11. Budgeting
12. Business Plans
13. Activity Reports

14. Policy Development and Administration
15. Partner and Owner Representative Relations
16. Insurance
17. Operations Management
18. Personnel Administration
19. Training
20. All Applicable Municipal, State and Federal Codes and Regulations
21. Other disciplines the position may require

Contact:

James Lannon
 General Manager
 Wrigley Building
 Suite 600
 400 N. Michigan Avenue 60611
 General Telephone No. 312-923-8080
 Direct Telephone No. 312-923-8099
 Fax No. 312-923-0967
 E-Mail Address: jlannon@hiffman.com

Scheduler/Planner Position Available

The Scheduler/Planner supports a team in coordinating, managing, and executing facility maintenance work orders and workflow processes for a large utilities company.

* Coordinate, manage, and support the team with the data management of CMMS.

* Analyze work orders by size, urgency, skill set, location, complexity, and available manpower, and assist supervisors and chief engineers by issuing work orders in a sequential flow to individual technicians, and/or coordinating the hiring and direction of appropriate subcontractors.

* Work closely with supervisors and chief engineers to stage materials, permits, subcontractors, tools, and any other resources necessary to accomplish work. Provide regular statistical reporting to the team and customer showing quantitative evidence of the productive use of work force.

* Coordinate, manage, and support the team that will electronically process the work order system and wireless technology.

* Manage the activities of the account dispatcher to ensure that the work orders are completed.

Compensation: Competitive.

Requirements:

Experience in facility maintenance and utilities required. Computer skills to include MS Word, MS Excel, PowerPoint, MS Project. CMMS experience. Ability to work independently while under pressure. Ability to schedule, plan, and organize the work of others.

Email an attached resume to bmartin@jonesearch.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 1-2

Hazardous Waste Management: The Complete Course
Wyndham Hotel O'Hare
Environmental Resource Center
(800) 537-2372 www.ercweb.com

March 3

Hazardous Materials Certification Training for DOT 49CFR Transportation Regulations
Wyndham Hotel O'Hare
Environmental Resource Center
(800) 537-2372 www.ercweb.com

March 4

SARA Title III Workshop: Emergency Planning and Community Right-To-Know Act
Wyndham Hotel O'Hare
Environmental Resource Center
(800) 537-2372 www.ercweb.com

March 7-10

57th National Plant Engineering & Facilities Management Show and Conference

Cleantech Show and Conference

McCormick Place
Chicago, IL
www.PlantEngineeringShow.com

March 7-8

Basic Electricity for the Non-Electrician
American Trainco
Joliet, IL
(877) 97TRAIN www.AmericanTrainco.com

March 9-10

Hands-On Electrical Troubleshooting & Preventive Maintenance

American Trainco
Joliet, IL
(877) 97TRAIN www.AmericanTrainco.com

March 10

Solving Moisture and Mold Problems
Radisson Hotel Schaumburg
Schaumburg, IL
SkillPath Seminars
(800) 873-7545 www.skillpath.com

March 10-12

IFMA's Management Summit
Gaylord Palms Resort & Convention Center
Orlando, FL
www.ifma.org

March 14-15

Management Strategies for Technically Complex Facilities
St Petersburg, FL
Fast Forward Facilities 05
Tradeline Inc.
(925) 254-1744 x 12 www.tradeline.com

March 14-15

Boiler Operation Maintenance & Safety
American Trainco
Elk Grove, IL
(877) 97TRAIN www.AmericanTrainco.com

March 16-17

Understand Air Conditioning & Refrigeration Systems
American Trainco
Elk Grove, IL
(877) 97TRAIN www.AmericanTrainco.com

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

March 15-17, 2005

National Facilities Management and Technology
Conference & Exposition/
Maintenance Solutions
National Exposition
Baltimore Convention Center
Baltimore, MD
www.nfmt.com/sp

March 29-30

Boiler Operation Maintenance & Safety
American Trainco
Joliet, IL
(877) 97TRAIN www.AmericanTrainco.com

March 31-April 1

Understand Air Conditioning & Refrigeration Systems
American Trainco
Joliet, IL
(877) 97TRAIN 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

Mark your FM Calendar (Cont)

April 11-12

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

April 13-14

Hands-On Electrical Troubleshooting & Preventive Maintenance
American Trainco
Elk Grove, IL
(877) 97TRAIN 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

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 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

April 20-23

The 49th Annual CSI Show & Convention
McCormick Place
Chicago, IL
The Construction Specifications Institute
www.thecsisshow.com

April 26

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

May 4-6

Green Design Solutions
The Westin Chicago River North
Chicago, IL
(888) 530-6714 www.greendesignsolutions.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 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 Professional Development
The Lowell Center
Madison, WI
(800) 462-0876 <http://epd.engr.wisc.edu/webG717>

August 1-2

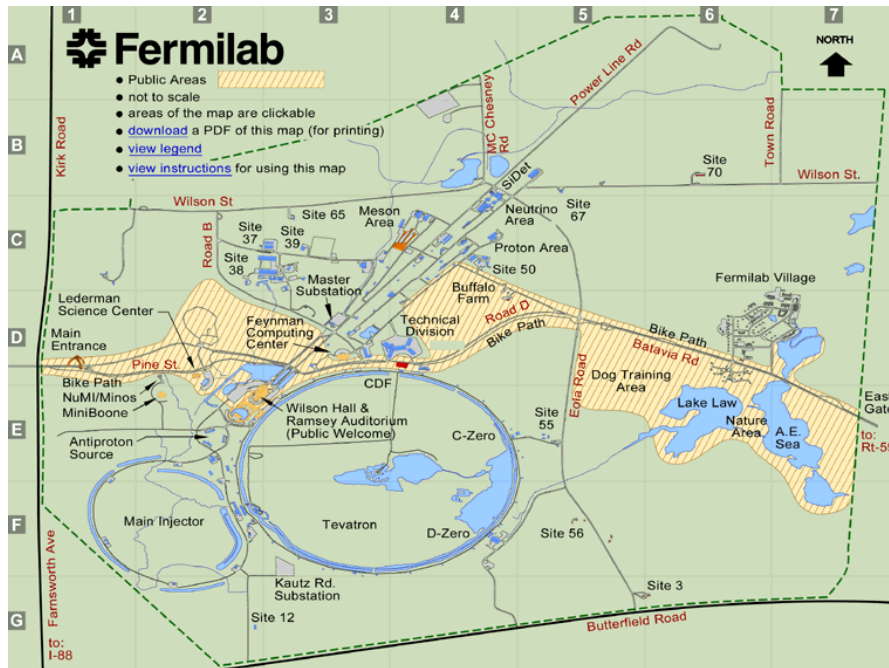
New Management Models
San Diego, CA
Fast Forward Facilities 05
Tradeline Inc.
(925) 254-1744 x 12 www.tradeline.com

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 Professional development
(800) 462-0876 <http://epd.engr.wisc.edu/webG508>



Fermilab is located in Batavia, Illinois, about 45 miles West from Chicago.

From Chicago

From Chicago, travel west on the Eisenhower (I-290) to I-88 (80 cents) Exit I-88 at the Farnsworth exit, north or right (60 cents). Farnsworth becomes Kirk Road. Follow Kirk Road to Pine Street. Turn right at Pine Street, Fermilab's main entrance.

From O'Hare Airport

From O'Hare, take I-90 east toward Chicago. After just a couple of miles, take I-294 south, toward Indiana (80 cents) From I-294 take the exit to I-88, the east-west tollway, toward Aurora (80 cents). From I-88, take the Farnsworth exit (60 cents). Turn north onto Farnsworth. Farnsworth becomes Kirk Road. Follow Kirk Road to Pine Street. Turn right on Pine Street, the Main Entrance to Fermilab. Come to Wilson Hall, the High Rise, you'll see it sticking up off the prairie.

From Midway Airport

Take Cicero Avenue North to the Stevenson Expressway South (I-55) to I-355 North (toward Northern Suburbs). Take I-355 to the East-West tollway (I-88). Take I-88 West for approximately 10 miles to the Farnsworth North Exit and turn right. Travel 2.9 miles to the Pine Street entrance to the Fermilab site.

Mark your NI Calendar

April 5

NI General Monthly Meeting
The Morton Arboretum
Lisle, IL

May 3

NI General Monthly Meeting

June 7

NI General Monthly Meeting

MONDAY, June 20

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

July

NI Monthly General Meeting
Chapter Awards/Executive
Board Swearing-In Ceremony

WWP:

August 26, 2005
Early Bird (save \$200) Registration ends
World Workplace 2005

August 27

Registration (save \$100) begins
World Workplace 2005

September 16, 2005

Last day for full refund cancellations for
World Workplace 2005

October 7, 2005

Last day for 50% refund cancellations for
World Workplace 2005

October 23-25, 2005

World Workplace 2005 Conference and Expo
Pennsylvania Convention Center
Philadelphia, PA

October 24, 2005

IFMAN/NI World Workplace 2005
Networking Event
Location tba
Philadelphia, PA