

# NI NEWS

Platinum:

**Interface Flooring**  
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Gold:

Silver:

**Henricksen**  
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**TKA Partners**

## Northern Illinois IFMA

### November 1, 2005 Allstate 2575 Sanders Rd



Speaker: Rex Moore, CIH, CSP, LIH  
Topic: Resolving Indoor Air Quality Issues Using Tracer Gas Techniques

About our Speaker:

**Mr. Rex W. Moore, CIH, CSP, LIH** is Director of Technical Services for Boelter & Yates, Inc. Mr. Moore has a Bachelor of Science degree in Mechanical Engineering from Texas A & M University. He is a Certified Industrial Hygienist (CIH), a Certified Safety Professional (CSP) and a State of Illinois Licensed Industrial Hygienist (LIH). Mr. Moore has over 33 years experience in chemical, noise, and radiation exposure assessments; indoor air quality investigations; ventilation system assessments/design; tracer gas testing, and noise control investigations. Mr. Moore has conducted work throughout the US, Japan, Korea, Germany, and the Netherlands.

About our Program:

The presentation will discuss how tracer gas testing can be used for diagnosing ventilation related indoor air quality issues and problems. Included will be a discussion of how tracer gas testing can be used to accurately measure how much outside air your HVAC is putting into your building and how efficient it is disturbed using ASTM and ASHRAE methods. The consequence of too little and too much will be discussed. The presentation will cover how to tracer gas testing can be used to identify re-entrainment of exhausts from processes, laboratory fume hoods, sanitary exhausts and other exhausts back into buildings. Discussions will include how tracer gas testing can be used to measure chemical or biological agent migration within buildings and measure air tightness of rooms/buildings.

About our Host Site:

Our November meeting will be held at Allstate's Corporate Headquarters in Northbrook, Illinois. The Campus consists of 4 buildings totaling 2,181,350 sq. feet with a total population of 8,000. The meeting will be held in the North Plaza Building. Since first opening in 1967, two additional wings were added making it an 816,112 sq. ft. facility. Amenities include a full service café, walking paths, an outdoor patio, access to a Fitness Center, Day Care Facility, Historical Museum, Convenience Center and the most recent addition of a Starbucks Kiosk. The Allstate Corporation (NYSE: ALL) is the nation's largest publicly held personal lines insurer. Widely known through the "You're In Good Hands With Allstate" slogan, Allstate helps individuals in approximately 17 million households protect what they have today and prepare for tomorrow through approximately 13,600 exclusive agencies and financial professionals in the U. S. and Canada. Customers can access Allstate products and services such as auto insurance and homeowners insurance through Allstate agencies, or in select states at allstate.com and 1-800 Allstate®. Encompass<sup>SM</sup> and Deerbrook<sup>®</sup> Insurance brand property and casualty products are sold exclusively through independent agents. Allstate Financial Group provides life and supplemental accident and health insurance, annuity, banking and retirement products designed for individual, institutional and worksite customers that are distributed through Allstate agencies, independent agencies, financial institutions and broker-dealers.

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## President's Message

Part of the mission of IFMA NI is to continue to educate our membership about the latest trends, tools and techniques in the FM industry. As I look at the agenda of educational opportunities that our chapter provides locally, or participates in nationally, it is obvious that we are fulfilling our mission at an impressive level. Last month featured World Workplace, our annual national conference held for four days in Philadelphia from October 22-25<sup>th</sup>. On an on-going basis, our monthly general meetings always feature an educational tour and speaker of some FM note, coordinated by Program Chair Seaby Bess. Our event in November will be held at Allstate in Northbrook.

Considering the wonderful opportunities for learning that this agenda represents, it is no wonder that great effort also goes into the raising of funds to support these tremendous programs. While our membership dues and meeting charges help to provide the income necessary to run great

educational programs, they are only part of the equation. Largely responsible for funding our programs are the sponsors who quietly contribute dollars specifically for special events and general costs. This year, we will be recognizing those sponsors with benefits such as name recognition at events, featured articles in our newsletter, links to their websites on our own website, special name tag ribbons, and more. There will be an informational email and telephone campaign, targeting the associate members of the chapter who do so much to support our programs financially. Please look for announcements, and the newsletter for information, or call Kathy Daloia at the chapter office, or Deb Radek, chair of the Sponsorship Committee with specific questions.

Speaking of articles in the newsletter, Greg Toste, Chair of the Newsletter Committee is always interested in publishing

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# Did you Know? - Clark Druesedow, CFM

Each month I will be choosing topics relevant to IFMA core competencies that will assist in providing 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:

## **Construction Roles and Responsibilities - Process Overview**

During the course of business Facility Managers are often called upon to facilitate construction and maintenance projects to insure quality and building code compliance. This article will review the roles and responsibilities of the design professionals, contractors, and Facility Managers.

As project administrator for their employer, the Facility Manager acts as the employer/owners representative, insuring the project team performs in accordance with a defined project scope, expected delivery date, within budget and to a generally accepted quality standard. A project team may be made up of architects, engineers, interior designers, contractor(s), in-house experts and specialty equipment suppliers. A Facility Manager must be aware of their own areas of expertise and rely on other project team members when FM's knowledge base is limited. For large projects a professional inspector, or team of inspectors may be hired. Although direct responsibility for quality inspections may be handled by the inspector or inspection team, the Facility Manager will still have an active role in the approval of changes to project scope and materials used. In large and complex projects the Facility Manager may act as a communication conduit to an executive team, where that team is responsible for the projects expected look, function and budget.

Basic to the management of any project is proper identification of roles and responsibilities of the construction and inspection process. Prior to the beginning of work, defining the responsibilities of the Facility Manager and each of the project team members insures an expected process for acceptance of work and changes to the project specification. Tasks need to be identified and assigned for all phases of the project including design, inspection, material acquisition, construction installation, record keeping, communication flow and documentation.

When acting as owner representative a Facility Manager should consider himself or herself as the project team lead. The best way to insure each team member understands their role is to clearly define the function of team members in a "Scope of Work" document. This document should be developed and shared with each team member prior to the finalization of any fee or bid/quotation. It is better to work out roles and responsibilities, in advance, rather than after the project work begins. This avoids "not my job" or "I am supposed to

do that" syndromes. Costs never go down when additional responsibilities are clarified or assigned. Also, clear definition helps greatly the flow process of decision documentation and changes to scope throughout the course of the project.

As project team lead the Facility Manager must understand their contracted limitations. The Facility Manager must be careful to insure that legal relationships and accountabilities, related to contract documents and the construction process, are not circumvented as they assign and clarify responsibilities to the team

Following is a brief review of typical tasks assigned to team members:

### **Architect**

- Design and specify the project.
- If requested, assist the Facility Manager in establishing the contractor qualifications and selection. Also advise on formulation of the entire team and establishing the roles and responsibilities.
- If needed, define the use of material testing laboratory work, if needed.
- Establish standards of acceptability.
- Convene a pre-bid meeting and after selection of the team a pre-construction meeting to insure full understanding of the construction documents and processes that will be used.
- Establish a timeline and track against expected milestones.
- Schedule and direct project meetings.
- Document project meetings and track decisions and clarifications made at the meetings.
- Review all shop drawings and material submittals and review recommended selections with the Facility Manager.
- Inspect the project to insure it is constructed in accordance to the design criteria.
- Along with the construction inspector, document construction deficiencies and inform the contractor(s) in a timely fashion.
- Document and process changes to the specifications (change orders), submit changes to the contractor(s) for pricing and present the changes to the Facility Manager for final approval.
- Evaluate and process applications for payments, insuring the work completed is in line with the payment requested amount.
- Submit payment application requests to the Facility Manager for payment processing.
- Coordinate and document final inspection, substantial completion, and occupancy for the project.

- Establish a punch list obtaining agreement of listed items and expected resolution by both the Facility Manager and contractor. Each item should be tracked to completion.

### **Construction Inspector**

- Work with the architect and Facility Manager to be completely familiar with the contract documents, scope of work and project expectations prior to the beginning of work.
- Along with the architect establish:
  - Log books and associated inspection reporting documents
  - Project meeting minutes
  - Progress reports
  - Correspondence/memo file including testing and inspection files
  - Shop drawing and submittal file
  - Change order and substitution file
  - Payment file
- Maintain a complete set of construction drawings on-site that includes drawings, specifications, addenda, approved shop drawings, samples, change orders and correspondence pertaining to the project.
- Attend all project meetings.
- Request from the architect and document all interpretations or decisions on all matters needing clarification.
- Communicate suggested recommendations made by the contractor to the architect and Facility Manager.
- Be familiar with all codes and standards governing the work.
- Provide a documentation system to track and communicate inspections, identified deficiencies and corrections.
- Schedule and facilitate inspections by jurisdictional agencies (i.e., local and state building inspectors).
- Conduct on-site inspections of work in progress to determine compliance with contract documents.
- Observe all testing laboratory testing, document, review results and notify project team of any deficiencies identified by the laboratory.
- Document all deficiencies identified by jurisdictional agencies or the inspection process and report them to the project team.

### **Contractor**

- Fully review contract documents fully comply with all content.
- Maintain a complete set of contract documents on site.
- Update the contract document periodically to maintain a record of changes and provide a record set of the work.
- Obtain and post all necessary permits on site.
- Assign necessary personnel to be on site during project work.

- Provide subcontractors with a complete set of contract documents.
- Be aware of expectations related to quality of work for the project.
- Insure all subcontractors are familiar with the specifications and general/special conditions.
- Be familiar with all codes that may have a bearing on the project work
- Notify the testing laboratory in a timely fashion to permit proper inspections.
- Require subcontractors, vendors, supplies communicate through the contractor to the architect.
- Coordinate the work sequence of all subcontractors, suppliers, and vendors.
- Keep construction inspector advised of work sequence and update immediately if work is being performed out of sequence.
- Do not allow other team members to direct the activities of subcontractors without documentation through the architect and contractor concurrence.
- Make changes to the work only through processes identified and agreed upon in the contract documents.
- Prepare a progress schedule for the work and update as necessary.
- Promptly correct or remove all defective work.
- Receive and install all owner-supplied equipment as directed in the contract documents.
- Advise the construction inspector and architect if owner-supplied equipment is not received in a timely fashion.
- Promptly make payments to subcontractors, vendors and suppliers in accordance with contracted terms.
- Notify the construction inspector and architect, in writing, when substantial completion is reached and inspection is requested.
- Submit all record drawings and warranties to the architect in a timely fashion.
- Complete all punch list items within agreed upon time frame and request a final inspection, in writing.

### **Facility Manager**

- Establish a contract between the owner and architect, including fee structure and payment schedule. Obtain legal advice to insure the project intent and contract language is consistent.
- Work with the architect in establishing the project scope, design and specification.
- Provide timely input and direction throughout the design process.
- Insure all expectations related to timelines, milestones and the project scope, quality of work are documented and communicated to the project team.
- Facilitate, as necessary, review and approvals of the executive management team/owner.

- Manage any in-house experts communicating and documenting their input with the architect.
- Establish a contractor qualification and selection process.
- Establish a contract between the owner and contractor, including fee structure and payment schedule. Obtain legal advice to insure the project documents and contract language is consistent.
- Identify the entire team for the project and establish roles and responsibilities.
- Attend all meetings of the project team.
- Provide expeditious approvals through the architect of material selections, shop drawings and contractor/owner requested changes.
- Inspect the project, working with the architect and project inspector to insure quality of the work is in accordance with project scope and expectations.
- Evaluate and process all payment applications in a timely fashion. Immediately communicate to and through the architect of approval if payment is withheld. Document to the architect the reason for withholding the payment and the correction(s) necessary to allow for approval of the payment.
- Participate in the inspection process, providing input to the contracted construction inspector and architect for documented communication to the contractor.
- To insure the Facility Manager is operating within their generally defined roles here are some don'ts:
  - Do not get involved in jurisdictional disputes between trades.
  - Do not communicate or direct activities of subcontractors, vendors or suppliers under a contractors control without the contractor's approval and involvement.
  - Do not authorize deviations from the contract documents.
  - Never interfere with work in progress or assume responsibility for the performance of the work.
  - Do not participate in inspections performed by building inspectors unless specifically requested/approved by the contractor.
  - Do not advise or issue directions on construction means, methods, techniques, sequences or procedures.
  - Never allow occupancy of the project without final inspection, jurisdictional agency and contractor's written approval.

Although this is not a complete listing of roles and responsibilities, nor does it cover all elements of a construction project, this article should get the Facility Manager primed and thinking of how to define roles and thereby build good working relationships between project team members. The better roles are defined the better odds are for a successful, on time, under budget and quality project.

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## New Member Profile—Gina Frizzo



Gina Frizzo has worked for Enterprise Rent-A-Car for close to 8 years. For the past 4 years she has been part of the Operations Team and is currently the Operations Supervisor.

Some of Gina's responsibilities include; lease negotiations, furniture and space planning, purchasing, construction, maintenance, cost savings, real estate and telecommunication needs for Enterprise Rent A Car locations in the northern suburbs.

Gina first heard about IFMA from her Group Operations Manager Greg Toste and he encouraged Gina to join. Gina said the following about her IFMA membership: *IFMA enables me to meet new people who know what I do for a living and understand what Facility Management really means. I'm gaining knowledge by*

*by networking with other members who may also be potential vendors. The couple of meetings I have been to so far have been great. I've met several new people who have shared their stories and insight on what they've experience with me.*

When Gina is not working she enjoys spending time with her son, Aaron, and their lives are pretty busy with his social calendar. Gina also enjoys playing softball, volleyball or flag football.

## Is it Time to Update Your Resume?

The motto "Be prepared," isn't just great advice for Boy Scouts; it's also great career advice. You never know when the perfect career opportunity will present itself. If a recruiter called you today with your dream job, would you be prepared to send out an up-to-date resume right away?

There are four critical times to update your resume:

- \* At least once a year
- \* Any time your career focus changes
- \* When you anticipate layoffs with your company
- \* When you begin to feel dissatisfied with your current position

1. Update your resume every year.

This is where many people fall short. When that recruiter calls with the perfect job, you may suddenly find your resume is years out of date, and you'll have to scramble to catch up.

Keep your resume current by including your best accomplishments each year. Don't count on your memory to recall everything you achieved in years past! You are likely to overlook critical achievements and contributions. If you need assistance, a resume coach may be able to help you through the process with some targeted questions on your most recent jobs.

2. Update your resume when your career focus changes.

If you want to change your career path, then you also need to change your resume. There are several ways to shift the focus away from your current job and toward your new career.

By focusing on the skills that will be useful in your new career, you can position yourself as a stronger candidate for the job. Highlight those transferable skills in your new resume, bringing them front and center.

In addition to highlighting your transferable skills, shift your list of accomplishments to support those skills. Accomplishment statements give credibility to transferable skills and prove your ability to cross industry or occupational lines. Well-crafted accomplishments make a big difference in whether you win the interview or are passed over.

Finally, be sure you understand your audience. As you shift career focus, it is critical to understand the hiring motives of your target market. Use your resume as an effective selling tool by correctly anticipating the recruiter's "wish list" for great job candidates.

3. Update your resume when you anticipate layoffs within your company.

A harsh reality of today's economy is the need for corporate downsizing. Layoffs and losses are becoming more and more common. But you can prepare for any worst-case scenario by keeping your resume up-to-date.

Don't make the mistake of being overly optimistic. It's safer to assume that you are on the "out" list. Most people who get caught unexpectedly in a layoff thought they were indispensable to their employers. You might be important or well-liked, but remember that the bottom line always has a louder voice than you do. Get your resume ready as soon as you see any indications that downsizing is on the way.

Don't mistake company loyalty for a fear of change. Often employees would rather take their chances with a potential layoff than make proactive steps toward finding a new job. Once they're laid off, it's already too late. Remember, as a candidate, you are always more marketable while still employed. Avoid this trap and start your job search early with self-marketing tools (resume and cover letter) that are up-to-date and top quality.

4. Update your resume when you are dissatisfied with your current position.

Job dissatisfaction leads to feelings of frustration, worthlessness, and often hopelessness. But there is no reason to stay in a job you hate. Being prepared with an updated resume can help you feel better in your current job. When you have a really terrible day at work, you can respond to job opportunities that same evening with confidence in your up-to-the-minute resume. Taking proactive steps toward a new career will give you back your optimism and self worth.

If it's time for you to update your resume, first decide whether your resume requires a simple update or a complete rewrite. If you have been using the same

## Update your Resume?

resume format throughout your career, it's possible that you have outgrown the old look. What your resume promoted ten years ago may not be appropriate or significant for your career choices today. And if you've simply been "tacking on" to your old resume, it may start to resemble a house with too many additions, with little sense or direction.

A professional resume critique can help you decide exactly what you need to move forward. A well-written resume can make an incredible difference in:

- \* The length of time it takes to make your career move
- \* The quality of your next position
- \* The income potential of your next position

Your resume is your best sales tool in finding a new job, and it deserves the investment of your time and commitment. With a little extra effort now, you'll be prepared for anything that comes your way—and be well on the path to your next great job.

Deborah Walker, CCMC  
 Career Coach ~ Resume Writer  
 Find more job-search tips and resume samples at:  
[www.AlphaAdvantage.com](http://www.AlphaAdvantage.com)  
<http://www.alphaadvantage.com/>  
 Email: [Deb@AlphaAdvantage.com](mailto:Deb@AlphaAdvantage.com)

**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)**

## New Member Profile—Rock Madden



Rock Madden is the President and owner of Power Clean. Rock has over fifteen years experience and his company performs all functions of a full service pressure washing company.

Power Clean pressure washes all types of exterior surfaces including buildings, bank drive-thru, restaurants, shopping centers, condo and town home association and fleets of vehicles.

Rock has two locations Carol Stream and North Lake Illinois and work in six counties in Northern Illinois as well as North West Indiana

He lives Glen Ellyn and is a graduate from Xavier University In Cincinnati Ohio. Rock is single and he enjoys his dogs, boating, traveling, working out and all aspects of nature and animals.

*Continued from page 3....*

articles written by members of the chapter. Any topic may be of interest, from maintenance issues to asset management, to design and construction projects with testimonials for the IFMA team that may have helped you accomplish your goals. Articles small and large are of interest to the readers, so please call Greg or Kathy Daloia with any ideas you may have. You can also earn CFM points!!

Lastly, don't forget to attend the December general meetings to pick up your own copy of the new IFMA NI Membership Directory. Julie Bizer has been coordinating and editing the content, and Chuck Mooney has been coordinating the printing efforts, to bring you a handy desk-top reference book that will help you have names and numbers of the IFMA NI members at your fingertips.

## FME Program at Oakton

Individual goals and objectives for pursuing a career in facilities management and facilities engineering are as diverse as those who embrace them. In the Chicago area, Oakton Community College is the only community college to offer both an associate's degree and certificates in Facilities Management and Facilities Engineering.

Among the students who enroll in Oakton's FME program are those pursuing a degree in order to transfer to a four-year college or university for further training. Others simply are determined to get a better job, or advance in their current position. Facilities managers who want to move their staff toward greater competency, responsibility, and future growth also find this program beneficial for building employee confidence, morale, and productivity.

Oakton's accredited programs integrate course work with internship opportunities. The Tribune Company, S & C Electric, Siemens Building Technologies, Air Products Equipment Company, and Baxter all have partnered with Oakton to provide students with real world experience and the opportunity to apply the skills necessary for a degree or job advancement. Get your FME career on track with these courses offered during the spring 2006 semester at Oakton's campus in suburban Des Plaines, Illinois (classes begin Tuesday, January 17):

**Introduction to Facilities Management and Engineering (FME 101)** – This survey course provides the practice and skills needed to develop competency.

**Blueprint Reading for Building Trades (FME 107)** – Interpretation of architectural drawings of manufacturing and commercial-type structures will be studied. The material covered includes architectural construction documents; structural drawings; specifications and building codes; heating, ventilation, and air-conditioning systems; plumbing systems; electrical systems; and free hand and mechanical sketching.

**Building Energy Systems (FME 201)** – Provides an overview of electrical and mechanical systems, from alarm systems to energy management.

**Introduction to Air Conditioning and Refrigeration (AHR 101)** – This course covers the theory and practice of basic vapor compression cycle in refrigeration. An explanation of the Clean Air Act enforced by the EPA is included.

**Introduction to Electricity and Automatic Controls (AHR 104)** – Students in this course learn basic wiring skills and become familiar with series and parallel circuits.

**EPA Section 608 Certification (AHR105)** – Prepare for the "EPA Section 608" certification exam in this course on proper refrigerant usage.

For more details and course descriptions, please visit [www.oakton.edu](http://www.oakton.edu).

### How to Enroll

If you have never attended Oakton you must submit an application with a \$25 fee. If you have previously attended Oakton, but have not taken classes here within the past three years, you must submit an application for readmission. Prospective students can visit [www.oakton.edu](http://www.oakton.edu) for more information about Oakton Community College.

Students may register online ([webreg.oakton.edu](http://webreg.oakton.edu)) or in person. For more information, contact the Office of Registration and Records at 847-635-1629.

Tuition per semester hour	
District 535 residents	\$69.00
District residents over 60	\$34.50
Out-of-district residents	\$204.80

Full-time employees of approved in-district companies may be eligible for in-district tuition. Call 847-635-1981 for details.

For more information about the FME program, contact:  
Chad Ganger, Dept. Chair, Professor  
Facilities Management and Engineering  
847-635-1955, or [chad@oakton.edu](mailto:chad@oakton.edu)

## Holiday Invitation—December 8, 2005

### BUTTERFIELD COUNTRY CLUB

2800 MIDWEST RD.  
OAK BROOK, IL 60523  
630-323-1000

New day this year:

## Thursday Evening, December 8, 2005

Cocktails 5:30 pm to 6:30 pm  
Dinner 6:30 pm to 8:00 pm

Group karaoke singing and dancing, immediately following. Practice your favorite song, Tune up the vocal cords. Get out the old soft shoes. Our entertainment last year proved to be a wonderfully exciting and entertaining event. See your associates and friends sing like you never heard before.

\$40 per person

Cash only bar following dinner.

Music by Knight Sounds

Please RSVP

Bring grab bag gift if desired, no more than \$20 to exchange

Reservations necessary by December 2<sup>nd</sup>, 2005

Chapter Administrator 847-821-8243

ChapterAdminstrator@ifmani.org

## Your Company Name Here

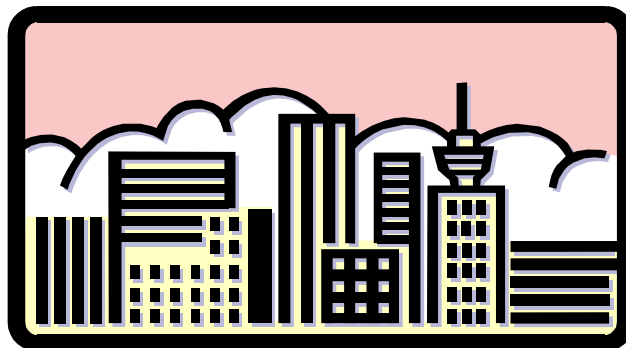
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International Brotherhood of Electrical Workers  
Katherine Legge Memorial Park and Lodge  
Kellogg Company  
North American  
OfficeMax  
Rust-Oleum  
The Morton Arboretum

University of St Mary of the Lake  
Village of Lisle

What one thing do all these company names have in common?

Each one was the site of an IFMA/NI 2004-2005 monthly general meeting. So where do we go next? Does your organization

have a new location you'd love to showcase? Is there a facility you've seen/read about that might provide an interesting facility tour or a hot FM topic for an upcoming NI meeting? Let us know!



Email suggestions anytime to IFMANI@ifmani.com or directly contact NI Program Committee Chair Seaby Bess at (630) 250-0101 or sbess@doorsystems.com

## Job Openings

**Company: Chicago Youth Center**  
**Position: Facilities Director**

**Description:**

Chicago Youth Centers (CYC) is the largest locally based, independent youth services agency in Chicago, annually serving nearly 8,000 young people ages 3 to 19, more than half of whom live below the poverty level.

CYC was founded to serve in Chicago neighborhoods where kids need us most, a mission that continues today at CYC neighborhood centers and Head Start sites throughout the Chicago area, as well as at CYC's youth and family services center and CYC-Camp Rosenthal, an overnight summer camp in Dowagiac, Michigan.

**Job Summary:**

To maintain all facilities at or beyond the level of the CYC Minimum Physical Plant Standards within the limits of the resources budgeted; will assist in the development of CYC capital projects, construction programs, budgeting, planning documents, bidding, contracting, scheduling and contract administration.

**Essential Functions:**

Frequently visit/inspect all parts of all centers. Consult with Center Directors/staff to identify conditions requiring correction. Implement correction via hands on repair or utilization of available contract resources. Maintain close working relationships with CYC service vendors. Defining scope of work, performance, cost and approvals. Expand the number and kind of service contractors available in the various trades. Develop project budgets for presentation and approval. Provide key resource information to Center and corporate staff, ensuring that buildings are operating at optimum capacity. Utilize knowledge, skills and expertise to perform ongoing and emergency maintenance.

**Requirements:**

Comfort level in the facilities and communities served by CYC. Superior communication skills with all levels of staff and Board Members. The ability to analyze information, develop plans and educate staff or Board Members regarding facilities issues. Extensive background usually acquired via 5-10 years experience in the construction and/or a facilities management position. Project Management will be a key characteristic for success in this role. Must have a working knowledge of electrical, HVAC, plumbing, and safety systems. Knowledge of Microsoft Excel. Management of vendor or out-sourced contracts required.

If interested please email resume to  
 christoph.korn@chicagoyouthcenters.org  
 Or mail to: Chicago Youth Centers, 104 S. Michigan, 14th  
 Floor, Chicago, Illinois 60603, attn: Nichele Pore.  
 EOE/MFDV

**Company: Jones Lang LaSalle**  
**Position: Area Manager**

**Description:**

Join the world leader in real estate services and money management - and a company recognized by Chicago magazine as one of the city's best places to work!

Jones Lang LaSalle is the world's leading real estate services and money management firm, operating across more than 100 markets around the globe. The company provides comprehensive integrated expertise, including management services, implementation services and investment management services on a local, regional and global level to owners, occupiers and investors. Jones Lang LaSalle is also the industry leader in property and corporate facility management services, with a portfolio of over 843 million square feet (79 million square meters) under management worldwide. LaSalle Investment Management, the company's investment management business, is one of the world's largest and most diverse real estate money management firms, with approximately \$26 billion of assets under management. We are currently seeking an Area Manager to join our Corporate Property Services group located in the suburbs of Chicago.

**Responsibilities:**

- Facility Management responsibilities in the Northwest Indiana region and Southern Cook County
- Includes approximately 35 branch bank sites with a home office located in Western Springs or another central suburban Chicago location
- Regional assignments could be adjusted with the addition of the Joliet region or Southeast locations

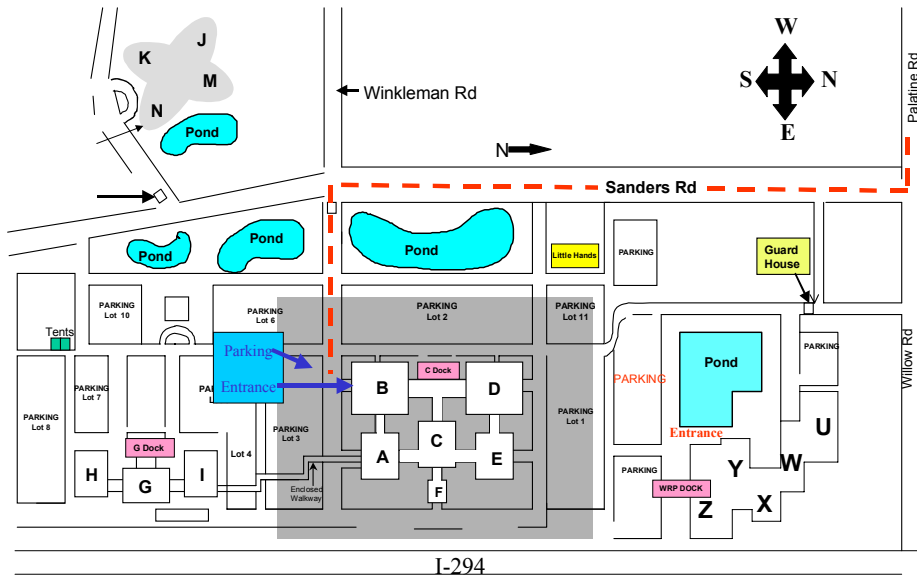
**Requirements:**

- A minimum of 7 years facility management experience; retail banking experience preferred
- Certified Property Manager ("CPM") certification or comparable designation
- Ability to multi-task required; financial analysis and budgeting skills required; strong verbal and written communications skills required; team oriented; Microsoft Word, Excel, PowerPoint and Access skills required.

Start a lasting career with Jones Lang LaSalle today!  
 We offer a competitive salary and benefits package. To be considered, please visit our Web site at  
[www.joneslanglasalle.com/us](http://www.joneslanglasalle.com/us) to apply online. All resumes MUST BE submitted via our web site. Please reference Job # 002696.

Jones Lang LaSalle is an Equal Opportunity Employer

## Map & Directions—Allstate North Plaza 2575 Sanders Rd Northbrook, IL



**From I-294:**

- (Coming from the North or South)
- Follow Willow Rd just west of I-294
- Turn South (left) on Sanders Rd.
- North Plaza entrance is the third Allstate entrance on the left (Across from Winkelman Rd)

(Located on Sanders Road south of Palatine/Willow Rd.)

**From the West:**

Palatine Rd is currently under construction. Alternate routes are Lake Cook or Euclid Ave.

**From Lake Cook:**

- Follow Lake Cook east to Sanders Rd.
- Turn South (right) on Sanders Rd.
- North Plaza entrance is the third Allstate entrance on the left (Across from Winkelman Rd)

**From Euclid Ave:**

- Follow Euclid east to Milwaukee.
- Turn Northwest (left) on Milwaukee to Sanders
- Turn South (right) on Sanders Rd.
- North Plaza entrance is the second Allstate entrance on the right (Across from Winkelman Rd)

**From the East:**

- Follow Willow Rd just west of I-294
- Turn South (left) on Sanders Rd.
- North Plaza entrance is the third Allstate entrance on the left (Across from Winkelman Rd)

## NI CALENDAR

**November 1**

NI Monthly General Meeting  
 Topic: Tracer Gas Testing  
 Allstate  
 Northbrook, IL

**Thursday, December 8**

Annual IFMA/NI Holiday Party  
 Butterfield Country Club  
 Oak Brook, IL

**January 10, 2006 (note: 2<sup>nd</sup> Tuesday of month)**

Sedgebrook Retirement Community  
 Lincolnshire, IL

**February 7, 2006**

Oakton Community College  
 Des Plaines, IL

**March 7, 2006**

Cummins-Allison Corporation  
 Mount Prospect, IL

**April 4, 2006**

Door Systems, Inc.  
 Itasca, IL

**May 2, 2006**

Cuneo Museum  
 Libertyville, IL

**June 6, 2006**

Mooseheart Child City & School  
 Mooseheart, IL

**July 11, 2006 (note: 2<sup>nd</sup> Tuesday of month)**

**World Workplace 2006**  
 San Diego, CA

**World Workplace 2007**  
 New Orleans, LA

## Mark your FM Calendar

### 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.

#### November 2-4

Preventive Maintenance and Repair of Buildings and Grounds  
The University of Wisconsin-Madison  
The Pyle Center  
College of Engineering-Department of Engineering Professional Development  
Madison, WI  
(800) 462-0876  
<http://epd.engr.wisc.edu/webG664>

#### November 2-4

Fundamentals of Buying & Selling Energy  
Omni Ambassador East  
Chicago, IL  
The Association of Energy Engineers  
(770) 925-9633  
[www.aeecenter.org](http://www.aeecenter.org)

#### November 7

Information Disposal: Risk Management and Compliance Fundamentals  
Hilton Chicago  
Chicago, IL  
National Association for Information Destruction, Inc.  
(602) 788-6243  
[www.naidonline.org](http://www.naidonline.org)

#### November 8

Construction Law from Contract to Closeout in Illinois  
Hilton Garden Inn  
Hoffman Estates, IL  
Lorman Education Services  
(866) 352-9539  
[www.lorman.com](http://www.lorman.com)

#### November 9-11

Greenbuild International Conference & Expo  
Georgia World Congress Center  
Atlanta, GA  
U. S. Green Buildings Council  
[www.usgbc.org](http://www.usgbc.org)  
[www.greenbuildexpo.org](http://www.greenbuildexpo.org)

#### November 10-11

Building Envelope Technology 2005 Symposium  
Marriott Chicago Oak Brook  
Oak Brook, IL  
Roof Consultants Institute/Building Envelope Institute  
(800) 828-1902  
[www.rci-online.org](http://www.rci-online.org)

#### November 15-16

Water Entry Prevention and Moisture Control in Buildings-Roofing Systems, Exterior Walls and Foundations  
The University of Wisconsin-Madison  
The Pyle Center  
College of Engineering-Department of Engineering Professional Development  
Madison, WI  
(800) 462-0876  
<http://epd.engr.wisc.edu/webH254>

#### November 17

Advanced Zoning and Land Use in Illinois  
Hilton Garden Inn  
Hoffman Estates, IL  
(866) 352-9539 [www.lorman.com](http://www.lorman.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)

#### November 22

AIA Contracts  
Hilton Garden Inn  
Hoffman Estates, IL  
(866) 352-9539  
[www.lorman.com](http://www.lorman.com)

#### November 29-December 2

The National Ergonomics Conference and Exposition/  
**The Productivity Show**  
Caesars Palace  
Las Vegas, NV  
[www.ergoexpo.com](http://www.ergoexpo.com)

#### December 20-22

Boilers: An Operator's Workshop  
Elk Grove, IL  
National Technology Transfer, Inc.  
(800) 922-2820  
[www.nttinc.com](http://www.nttinc.com)

#### January 17-19, 2006

Basics of Industrial Electricity: AC/DC Theory  
Elk Grove, IL  
National Technology Transfer, Inc.  
(800) 922-2820  
[www.nttinc.com](http://www.nttinc.com)

#### March 7-9, 2006

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

#### March 23-24, 2006

Managing Risk in Real Estate  
Gleacher Center (U of C)  
Chicago, IL  
Center for Real Estate/University of Wisconsin-Madison School of Business  
[www.bus.wisc.edu/wcre](http://www.bus.wisc.edu/wcre)

#### 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 Fair  
Merchandise Mart  
Chicago, IL  
[www.neocon.com](http://www.neocon.com)