

NI NEWS

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Northern Illinois IFMA

October 4, 2005 Kellogg Company 545 Lamont Elmhurst, IL

Speaker: Dennis Lejeck

Topic: Emergency Action Plans

About our Speaker:

Dennis Lejeck was honorably discharged from the United States Army in 1993 and has 10 years experience in the private security industry. He attended the University of Illinois at Chicago's School of Business. He is Certified Fire Safety Director by the Chicago Bureau of Fire Prevention and a licensed Private Detective (Allegheny County, Pennsylvania). Previous job titles have included Director of Security at River City Apartments in Chicago, Illinois and Director of Security at the US Steel Tower in Pittsburgh, Pennsylvania. Dennis is the current owner and founder of Black Knight Security

About our Program:

Emergency Action Plans (EAP) are governed by the guidelines set forth in the Occupational Safety and Health Administration's (OSHA) Standard Number 1910.38. Standard Number 1910.38 states, "An employer must have an emergency action plan whenever an OSHA standard in this part requires one. The requirements in this section apply to each such emergency action plan. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees." The effectiveness of this plan cannot be tested without practicing the plan.

The following topics will be covered:

- Who needs an Emergency Action Plan?
- What is an Emergency Action Plan?
- What emergencies do I need a plan for?
- How do I know my plan will be effective?
- How do I practice my plan?
- How do I know my plan is compliant with OSHA regulations?
- Statistics

About our Host Site:

Kellogg Company acquired Keebler company in March of 2001. At that time, the 83, 000 sf 545 Lamont Road building was the Keebler Company's Technical Center which was about 50 % process area and 50 % Office space. It contained a baked goods pilot plant used by the Keebler Product Development Group and office space for Purchasing , Engineering and Quality Assurance. Kellogg 's decided to move all the groups at the Technical Center to Battle Creek, Michigan at the end of 2002 . Kellogg's Specialty Channels moved into the building at the beginning of 2003. In April of 2005 the conversion of 27,000 sf of former process area was completed to accommodate the growth of the Specialty Channels business unit. Included in the conversion was the addition of 18,000 sf of office space, an auditorium , a fitness center and a cafeteria.

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President's Message

As I wrote this President's message, I just finished our two day seminar. It was a great success with a lot of information taught. Our attendance could have been better but I think that those of us that were there got a lot out of it.

Our next big venture is our October meeting at Kellogg. We are kicking off the meeting early with a presentation about our sponsorship program. Our associate and sponsorship committee have been working hard to update the sponsorship program. We think that the changes are going to benefit both associate and professional member alike. Join us, whether you are as associate or a professional member, and learn all about our new program.

Just around the corner is World Workplace in Philadelphia, PA. We are looking forward to a great time. Ted Kubek, CFM has been working hard putting together our networking event. The event will take place on Monday night at The Plough and the Star located at 123 Chestnut St. It is in the corner of the Exchange

building. It's close to the corner of 2nd and Chestnut. We still have sponsorship opportunities if you are available. Also, watch your e-mail for details about ticket exchange for the banquet as well as information about where everyone will be staying.

It may be a little early to talk about this, but don't forget to mark your calendars for our holiday dinner. We will be at the Butterfield Country Club on December 8th.

As you can see, we are very busy. The board is looking forward to continuing bringing you great programs and some fun as well. If you are interested in joining the board, let us know. We would love to have you!!



2005—2006 IFMA NI BOARD

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312-463-1600 x 603

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WW Grainger
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Open

Career Services

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Newsletter

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Enterprise Rent-a-Car
630-693-2948

Program

Seaby Bess
Door Systems
630-250-0101

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847-879-8252

Chapter Administrator

Kathy Daloia
847-637-3192

NEW ADVANCES IN DATA STORAGE PROVIDE FIRE SAFETY ENHANCEMENT

By Gary O. Bergling, CFM

As professional facility managers, we must always be on the lookout for new methods and technological advances that can improve the safety and efficiency of our facilities. New advances in data storage technology allow an enhancement to fire safety with little additional investment, and may be usable in the near future in conjunction with emergency communications equipment currently under development.

Every facility must prominently post fire evacuation floor plans to meet basic life safety code and OSHA requirements. These plans should include locations of fire extinguishers, fire alarm control panels, annunciators, stand pipes, breaker boxes, hoses and sprinkler controls, in addition to exits, stairways and primary and secondary routes of evacuation.

Plans should also include, if provided, locations of any specialty equipment such as chairs for evacuation of mobility impaired building occupants. These plans are most easily generated from the architect's original AutoCAD® plans, which are saved in the .DWG format. In the modern facility utilizing Computer Assisted Facility Management programs (CAFM), these drawings are usually based on the architect's AutoCAD® floor plans.

I recently purchased a small jump drive to store my AutoCAD® drawings while taking classes, and was amazed by the storage capacity of these small devices, which are only about ¼" longer than a standard office key. They interface with any computer with a USB port, and show up on the computer as an additional drive to the A: or C: drives we are used to. A 256MB jump drive has as much storage capacity as 177 floppy disks, and costs about \$30. If needed, jump drives with larger capacities are available for very little more.

We can make emergency response more efficient and safe by saving the evacuation floor plans in the .PDF format available through Adobe Acrobat®, which can be read, but not changed, by any computer with the free Adobe Reader® program, and store them on an inexpensive jump drive. This jump drive is small enough to add to the keys in the fire department access box, so that the fire department commander on scene can plug it in to a laptop, and call up detailed floor plans. Adobe Acrobat® is available for about \$270.

In addition, vital text information can be saved on the drive, either as .PDF files, or in the .RTF format, which can be read by any word processing program. This information should include emergency contact phone numbers, as well as location and type of any special hazards in the building, such as any materials that may require special fire fighting techniques or may give off hazardous gasses during combustion.

Material Safety Data Sheet (MSDS) copies on hazardous items in the facility can be stored as well, and are usually available from your suppliers in .PDF formats. Office assignments for any staff with special needs can be listed as an additional safety measure. Information or plans that cannot be saved directly can still be saved as a .PDF file using an inexpensive scanner.

This information should be copied to a second jump drive that the facility manager can keep in his or her possession with this and other relevant reference material that would be necessary to respond to emergency situations.

In the wake of the World Trade Center tragedy, one company, Magneto-Inductive Systems Limited-USA, has developed new personal communications devices for the Department of Defense that will transmit through walls, basements and obstructions using magnetic waves, instead of radio waves. This military technology might be adaptable to first responders such as firefighters, and may be usable with GPS (global positioning system) locators in the future. If this technology could be adapted for interactive use with floor plans by adding GPS coordinates of building corners to the plans, it could show the exact location of a firefighter directly on the floor plan readout. This would allow the fire commander to immediately locate an injured firefighter, or to direct firefighters to safety even if heavy smoke makes vision impossible.

Like all successful business enterprises, continuous quality improvement is essential in the methods we employ to meet the needs of the organizations we serve. This is an inexpensive way to use information already available to improve the safety and efficiency of fire department operations, plus reduce the risk of injury to building occupants and damage to the facility. Eventually, it will interface with even newer technology to make emergency operations safer still.

Biography:

Gary O. Bergling, gbergling@sbcglobal.net, has been a facility manager for over 14 years in the Chicago area, and has extensive experience developing risk and safety management programs. His training includes fire science, computer programming and AutoCAD®.

We would like to Know...

While networking and education are certainly major objectives of IFMA, another goal is to meet potential quality vendors. The Associate members of IFMA can be a wonderful resource for the services and products facility managers use to be successful in their work. Additionally, Associate members typically sponsor a large part of the expenses of the programs and meetings we all enjoy at IFMA NI.

If you have experienced a successful partnership with an Associate member, we would like to share it with the membership in the newsletter. We're not looking for anything lengthy or detailed – just a short blurb briefly describing your success story.

Our NI chapter leadership would like our professional members to share their success stories that they have had doing business with our Associate members. Our Associate members and the companies they represent play an important role in the success of IFMA NI.

Networking during chapter meetings has given all our members an opportunity to better understand and learn potential ways that an Associate member company can be of service to facility managers, Associate members do business with other Associate member companies and even professional member companies doing business with each other.

Please forward your success stories to gtoste4035@wowway.com.

CFM Review Group Forming

Our next Certified Facility Manager (CFM) Review Session is scheduled for November 12 & 19. The session is *free* to NI members and facility students attending Oakton Community College or College of DuPage.

The purpose of the group is to provide an overview of what to expect on the exam. Not sure if you are ready to sit for the exam? Then sit in our review sessions. You will have a better idea after our classes. If you are ready to take the test, it cannot hurt to get some great feedback from some of NI's experienced CFM's before you sit for the exam. The sessions are also a great way to network with members who have the same interest as you.

The next session is scheduled on two consecutive Saturday's, November 12 & 19. The all day sessions will be held...well we don't know where they will be held, but we do know the time Sessions begin at 8:30 AM and end no later then 4:00PM.

Additional information about the CFM can be found on IFMA's website:

- CFM Certification-
http://www.ifma.org/learning/fm_credentials/cfm_index.cfm
- Questions about the CFM (and FMP)-
http://www.ifma.org/learning/fm_credentials/cert_demo/index.cfm#
- CFM Self-Assessment-
http://www.ifma.org/learning/fm_credentials/self_assessment/index.cfm

CFM's earn up to 10 recertification points for hosting and/or assisting with the sessions. Contact Mark Kischner, CFM via E-mail at MKischner@comcast.net if you plan to attend, wish to host, assist or have any questions.

Attention CFMs:
Earn recertification points by contributing an article to our newsletter. For article submission please forward your article to gtoste4035@wowway.com

Career Service Committee

IFMA NI is pleased to welcome the new chairperson for the Career Services Committee, associate member Cathy Manchester. Sue Fuller, a professional member with IFMA, has also agreed to assist with the committee.

Cathy is a Business Development Manager with ABM Security Services. Prior to joining ABM, Cathy worked for a number of years as a career counselor and instructor at a local community college, teaching computer software classes and assisting adult students with their job search activities.

The committee has many ideas for assisting facility managers in obtaining employment or pursuing new job opportunities. Prior to each monthly meeting, Cathy and Sue will hold a Job Finders meeting, providing individualized assistance to IFMA members with the job search process. Job Finders is conveniently located on-site, meeting just prior to the NI tours and program.

At the meeting, job seekers can work on their resumes, hone interviewing skills, discuss follow-up activities, review new job postings, and network with others who are looking for a new position. The committee is also planning a winter workshop, with guest speakers to offer additional expertise.

If you are currently looking for work, please contact Cathy at cmanchester@abm.com or 630-532-3215. Or simply arrive early at the next monthly meeting and meet with Cathy and Sue.

Membership Committee Update

What does your Membership Committee Do? The following are the tasks your 2005-2006 NI Chapter Membership Committee is beginning to do to ensure we have contact with all our members!!!

MEMBERSHIP PACKETS - Kathy Daloia (Chapter Administrator) sends out membership packets to prospective and new members. These packets include helpful information about our chapter and upcoming events. Kathy is always available to accept updates and changes to your membership information.

FOLLOW UP ON RENEWALS - Jan Wemple (Initial Tropical Plants) As memberships become eligible for renewal, Jan will call and remind members to renew their membership and answer any questions they may have.

RENEWALS AND NEW MEMBERS - Rick Pankey (Crescent Cleaning Company) When we receive our list of new members and recently renewed members from IFMA International, Rick will follow up with a call to let these members know when the next meeting is, thank them for their renewal or for joining.

NEW MEMBERS AND CHANGE IN MEMBER OF RECORD - Sue Tipton (Verizon) Every time we receive a new member, transfer from another chapter or transfer of a membership to a new member of record we receive an email from International. Sue calls to welcome these members to the chapter and let's them know when our next meeting is.

NON CHAPTER MEMBERS, RETENTION, CANCELLATION, REPORTING- Kathy Cifrino (Office Management Advisers, Inc.) I will follow up on any special or unique situations in addition to members that are about to be dropped. I will also follow up on those individuals that have joined IFMA International but not our chapter.

Your Northern Illinois Chapter of IFMA Membership Committee wants to make sure all our members have the most up to date information. If you have any questions please don't hesitate to contact our chapter office and we will answer any questions you may have. And thank you, for allowing us the opportunity to take part in your professional development.



Highlight Volunteer—Tom Kapusta, AIA

Welcome to a new section of our newsletter. Each month, we will highlight a volunteer on our board. Where better to start than at the top??

Tom is the president of TKA + Partners, an architectural and interior design firm that specializes in corporate relocations, expansions, and reductions. TKA also consults in the areas

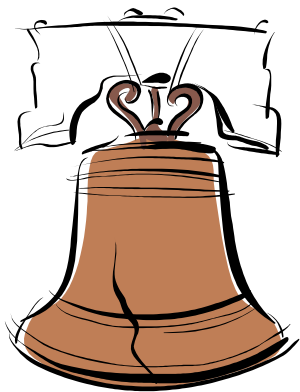
of project management and facilities information management. As president of his company, Tom's primary responsibility is to manage the Cost, Schedule and Design Quality of their client's projects. Recent clients include AT&T, Charter One Bank, ABN Amro, Brookfield Zoo, NETG, and Click Communications. Tom is graduate of the University of Illinois where his emphasis was in design, and has been providing solutions in architecture since 1974.

Tom has been a member of IFMA since 1998, and has been the chair of the Public Relations Committee. He has also served on the Program Committee and is current our President.

Tom's latest obsession is scuba diving and golfing.



World Workplace Networking Event



Welcome to the City of Brotherly Love!!!

NI IFMA's networking event, in conjunction with the Chicago chapter, is schedule for Monday, October 24, 2005 at the Plough and the Star located at 123 Chestnut St in Philadelphia. There will be food, entertainment networking and beverages. Please let out chapter administrator know prior to October 17th if you plan on attending.. Call 847-821-8243 or e-mail chapteradministrator@ifman.com.



Job Openings

Company: Skaddens, Arps, Slate, Meagher, & Flom LLP **Position: Facilities Coordinator**

Description:

With approximately 1,800 attorneys, Skaddens, Arps, Slate, Meagher & Flom LLP and its affiliates (collectively referred to as "Skaddens, Arps" or the "firm") is one of the largest law firms in the world. We provide a broad range of legal services to the corporate, industrial and financial communities. We represent a broad spectrum of clients, from small high-technology start-up companies to nearly one half of the Fortune 250 industrial and service corporations, as well as many financial and governmental entities.

The Chicago office of Skaddens, Arps is seeking a Facilities Coordinator to facilitate the daily operations of the office including communication with the building management, office services maintenance, office equipment, vendors, and internal office moves. Will have contact with office of the building regarding maintenance requests including, temperature control, cleaning services, mechanical problems, access to freight elevators for deliveries, updating lobby directory listings, and requests for keys, keycards, security access & passes. Excellent organization and communication skills required. 3-5 years facilities experience required. BA Degree preferred.

We offer a competitive salary and comprehensive benefits plan, including medical coverage upon first day of employment, generous paid time off program, 401K and tuition reimbursement. For more information about Skaddens, please visit our website at www.skadden.com.

To respond, please send resume, cover letter and salary history to chijob@skadden.com.

Company Name: Grubb & Ellis Company **Position: Facility Manager—Corporate**

Description:

Grubb & Ellis Company is one of the world's leading providers of integrated real estate services. The Company provides a full range of commercial real estate services, including transaction, management and consulting services, to users and investors worldwide through its domestic offices and affiliates throughout North America as well as with a global strategic alliance with Knight Frank, one of the leading property consulting firms in Europe, Africa and Asia Pacific. For more information, visit the Company's Web site at: www.grubb-ellis.com.

Job Summary:

This position reports to the Director Corporate Facilities and is responsible for management of Grubb & Ellis corporate

headquarters facility, including administration of policies, procedures and programs that assure a well managed and maintained facility. Also assists the Director of Corporate Facilities and Project Director in various Grubb & Ellis Company facility project functions.

Essential Job Duties:

- Responsible for all maintenance programs relating to the facility, assuring the highest levels of customer (G&E Staff) satisfaction.
- Coordinates inter-facility moves, furniture installations and reconfigurations with internal departments such as IT, engineering staff and external vendors.
- Responsible for the selection of contract service providers and the day-to-day monitoring of vendor performance to assure full compliance with contracts.
- Prepares annual facility budget; prepares and submits variance reports for Director on a monthly basis.
- Performs regular "sweeps" of the facility to identify areas/items/equipment/materials in need of repair, replacement or upgrade, so as to correct within budgetary limitations.
- Responsible for prompt responses to requests from staff relating to all facility issues. Monitors facility work order requests to bring them to a satisfactory and timely conclusion. Coordinate with building engineering staff as needed to meet goals.
- Ensures that floor plan and seating assignments are accurately represented at all times.
- Assists the Director of Corporate Facilities and Project Director, on various facility related projects.
- Coordinates project close out through follow up with vendors and on-site staff to resolve pending issues.
- Assist in corporate programs relating to fire, life safety and other safety programs.
- Assist in maintenance of project files including invoice processing, budget updates and project filing.

Skills, Education and Experience:

- Bachelor's Degree or equivalent work experience.
- Facility Management/Property Management Design

Skills, Education and Experience:

- Bachelor's Degree or equivalent work experience.
- Facility Management/Property Management Designation preferred.
- Minimum of five (5) years previous experience in real estate/facility coordination or management role.
- Knowledge of furniture systems and construction supervision.
- Ability to handle multiple projects and assignments simultaneously.
- Aspires to the highest quality of performance and achievement of goals.
- Excellent verbal and written skills.

For consideration, forward resume to: jobs@grubb-ellis.com

For a complete listing of benefits, please visit our website.

Grubb & Ellis would like to thank you for applying. We are sorry, but due to the volume of responses received, only qualified applicants will receive a response.

Grubb & Ellis is an equal opportunity employer.

Our thanks to Aspire for our September meeting site.



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.

October 3-4

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

October 4-6

Metalcon International
Donald E. Stephens Convention Center
Rosemont, IL
Metal Construction Association
(800) 537-7765
www.metalcon.com

October 5-6

Electrical Troubleshooting & Preventive Maintenance
Elk Grove, IL
American Trainco
(877)97TRAIN
www.americantrainco.com

October 8, 15, 22, 29 November 5, 12, 19

Design, Operation and Maintenance of Buildings Systems Part II
Schaumburg, IL
BOMA/Suburban Chicago
(847) 995-0970

October 11-12

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

October 13-14

Electrical Troubleshooting & Preventive Maintenance
Joliet, IL
American Trainco
(877)97TRAIN
www.americantrainco.com

October 14

OSHA Compliance 2005
Schaumburg Golf Club
Schaumburg, IL
Human Resources Council
(800) 601-4636

October 18-19

Hazardous Waste Management: The Complete Course
Wyndham O'Hare
Chicago, IL
Environmental Resource Center
www.ercweb.com

October 18-21

ISSA Interclean
Las Vegas Convention Center
Las Vegas, NV
www.issa.com/show

October 19

Emergency Evacuation Workshop
Chicago Marriott Schaumburg
Schaumburg, IL 60173
NFPA/US Dept of Homeland Security
(800) 344-3555
www.nfpalearn.org

October 20

DOT Hazardous Materials Training
Wyndham O'Hare
Chicago, IL
Environmental Resource Center
www.ercweb.com

October 20-21

Portfolio Management
Gleacher Center (U of C)
Chicago, IL
Center for Real Estate/University of Wisconsin-Madison School of Business
www.bus.wisc.edu/wcre

October 23-25

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

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

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

Mark your FM Calendar (Cont)

November 9-11

Greenbuild International Conference & Expo
Georgia World Congress Center
Atlanta, GA
U. S. Green Buildings Council
www.usgbc.org www.greenbuildexpo.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

November 17-18

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

November 22

AIA Contracts
Hilton Garden Inn
Hoffman Estates, IL
(866) 352-9539
www.lorman.com

November 29-December 2

The National Ergonomics Conference and Exposition/
The Productivity Show
Caesars Palace
Las Vegas, NV
www.ergoexpo.com

March 7-9, 2006

National Facilities Management and Technology Conference/Exposition
Baltimore Convention Center
Baltimore, MD
www.nfimt.com

March 23-24

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

April 10-12, 2006

The TFM Show
Navy Pier
Chicago, IL
www.thetfmshow.com

NI CALENDAR

September 29-30

IFMA/NI 17th Annual Educational Seminar
OfficeMax
Itasca, IL
www.ifmani.com/educational_seminar.htm

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

IFMA Credential Recognition Breakfast
6:45 – 8:15 a.m.
The Pennsylvania Convention Center
Philadelphia, PA

November 1

NI Monthly General Meeting

November 12 & 19

IFMA/NI CFM Review

Thursday, December 8

Annual IFMA/NI Holiday Party

World Workplace 2006

San Diego, CA

World Workplace 2007

New Orleans, LA