

NI NEWS



June 6, 2006 Mooseheart Rt 31 in Mooseheart, Illinois

Platinum:

Interface Flooring

OM Workspace

Shaw Contract

Silver:

Crescent Cleaning

Deborah Zeitler Associates

Henricksen

Johnsonite

Noland Sales

TKA + Partners

Speaker: Mark Kischner, CFM, Clark Druessedow, CFM

Topic: CFM and FMP

About our Speakers and Program:

About our Speakers and Program:

With over twenty years in facilities maintenance, Mark Kischner, CFM has worked in various capacities in both the public and private sector with the Marriott Corporation, the RREEF Funds, Village of Glen Ellyn and IKEA retail stores.

Mark has managed facilities ranging from an 1846 Tavern on the National Historic Register to a newly built IKEA. Currently Mark is the Chicago Market Manager for IKEA.

In addition to the above, Mark serves as a Plan Commissioner in his community, is a former member of the Oakton Community College Facilities Management and Engineering Advisory Committee, is past Education Chair for Northern Illinois Chapter of IFMA and teaches other IFMA chapters how to run an effective CFM Study Group. Mark's presentation will cover CFM (Certified Facilities Manager).

Clark Druessedow, CFM is a Real Estate Manager for Verizon Wireless. Within IFMA Clark is past president for the Fort Wayne, Indiana chapter and recently has been serving as IFMA NI's Education Committee Chair. He has 28 years of real estate and project management experience serving the telecommunications industry. His background not only includes real estate portfolio management but also project management of many large construction projects. Clark is relied on to provide guidance, technical standards and vendor contract management for his company. Clark's portion of the presentation for this months meeting covers the new Facility Management Professional (FMP) Certification now being offered by IFMA.

Scott D. Hart is Executive Director of Mooseheart Child City & School, responsible for all functions of the children's community in Illinois founded by the Moose fraternity. He has served in this post since March 2003. Hart's appointment to Mooseheart leadership capped a steadily rising 12-year career as a child-care professional. A native of Henry, IL, Hart came to Mooseheart in 1991 as an in-home caregiver with his wife, Christie, following his graduation from Illinois State University. In late 1992 he was name Dean of Boys; in 1995 he was promoted to Residential Services Coordinator, handling most logistics and supplies management for all campus facilities. Hart's duties were expanded in 1998 under then-Director David Coughlin to assist in the revamping, implementation, training and evaluation of the Mooseheart Model of Care. In mid-1999, he was named one of three interim directors of the campus in the period immediately following Coughlin's serious stroke and subsequent retirement.

Scott will be discussing Mooseheart.

About our Host Site:

Mooseheart is a home and school owned and maintained by Moose International for qualifying children in need. Mooseheart is a complete community in itself. Situated on 1,000 acres of Illinois farmland in the Fox River Valley, about 38 miles west of Chicago, Mooseheart has its own homes, school, church, medical clinic, recreational facilities, post office and utilities.

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Sponsors

Platinum Sponsor:

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President's Message

As the dinner hour warmed up at our local IFMA Golf Outing, among stories of miracle putts, longest drives, and impressively low scores, a guest and prospective new member to the chapter pointed out that she was seated between the current president, incoming president nominee Bill Brow, CFM, SMA, FMA and immediate past president Dave Heuser. So, wanting to hear more about the chapter, we discussed the past, present and future goals and accomplishments of the Northern Illinois chapter of IFMA. With this being my last newsletter article as our current president, it seems a fitting time to reflect here on our accomplishments, and to remind our entire membership about the excellent contributions of some of our leading volunteers, while thanking them.

Fiscal Responsibility: What became my mantra during my term as treasurer two years ago, and as confirmed at our strategic planning conference last spring, the chapter needed to focus on creating positive cash flow, or be faced with raising membership

dues to cover expenses. The board rallied around this priority early in the year, and while being led by current chair of the sponsorship committee, Deb Radek, we achieved positive cash flow for educational programs, administrative expenses, and a small donation to a local charity. Following many early morning breakfast meetings last summer, Deb and her group made calls and presented the many benefits of becoming a corporate sponsor of our chapter. The result was annual donations from 6 Silver Sponsors, and larger annual donations from our Platinum Sponsors, Shaw Carpeting, Interface Carpeting, and OM Work-space Furniture. Without donations from these generous sponsors, our chapter would have had no choice but to raise membership dues significantly. I hope you will all take a moment to thank those sponsors in the coming weeks. There is always room for more income, so please consider having your company contribute at one of the many levels of corporate sponsorship.

Volunteerism: Speaking of committee heads,



Continued on page 6

2005—2006 IFMA NI BOARD

<p>President Tom Kapusta, AIA TKA + Partners 312-463-1600 x 603</p>	<p>Archivist Mike Jurczykowski Chicago Records Management 847-678-0002</p>	<p>Community Services Open</p>	<p>Newsletter Greg Toste, CFM Enterprise Rent-a-Car 630-693-2948</p>
<p>Vice President Dave Falls, CFM WW Grainger 847-535-0441</p>	<p>Associate Deb Radek Deborah Zeitler & Assoc. 312-670-2177</p>	<p>Education Clark Druesedow, CFM Verizon Wireless 847-706-7414</p>	<p>Program Seaby Bess Door Systems 630-250-0101</p>
<p>Secretary Julie Bizer Van Kampen Investments 630-684-6247</p>	<p>Tom Ziegler Henricksen Interiors 630-250-9090</p>	<p>Hospitality Ron Zingler Invensys Appliance Controls 630-260-3036</p>	<p>Public Relations Open</p>
<p>Treasurer Bill Brow, CFM, FMA, SMA American Association of Oral and Maxillofacial Surgeons 847-233-4355</p>	<p>Awards Open</p>	<p>Membership Kathy Cifrino Office Management Advisers 847-985-3222</p>	<p>Seminar Marc Adelman, AIA, CFM Thompson, Ventulett, Stainbeck & Associates 312-201-3335</p>
<p>Advisor Dave Heuser CCH Incorporated 773-866-3115</p>	<p>Career Services Open</p>	<p>Networking Ted Kubek, CFM DeVry 630-706-3106</p>	<p>Webmaster Cecilia Herdegen, CFM Audit Bureau of Circulations 847-879-8252</p>
			<p>Chapter Administrator Kathy Daloia 847-821-8243</p>

Did you Know? - Barbara Surman, CFM

Each month the Education Committee 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. The article may also provide training and learning related to questions typically seen on the facilities management certification exam. This month's topic:

Life Cycle Costing

The National Institute of Standards and Technology (NIST) Handbook 135, 1995 edition, defines Life Cycle Cost (LCC) as "the total discounted dollar cost of owning, operating, maintaining, and disposing of a building or a building system" over a period of time. Life Cycle Cost Analysis is used to evaluate and compare the cradle to grave costs of multiple projects, from entire buildings or sites to specific building systems components.

The basic formula for determining LCC is:

Initial asset acquisition/capital costs, plus
Operating and maintenance costs, plus
Replacement/disposal/upgrade costs, less
Residual/salvage value.

Initial asset acquisition/capital costs are those incurred between the decision to proceed with the procurement and the entry of the goods or services into operational use. Care must be taken to include internal costs such as training and setup in this figure.

Operating and maintenance costs are those estimated to be incurred during the life of the asset. Since some of these costs will occur in the future, they should be adjusted to the Net Present Value. This adjustment is based on the belief that a dollar in the future is worth less than a dollar today and is applied to future costs to equate them with present day dollars.

As an example, if one wants to find the net present value of \$100 that will be spent three years in the future, and the discount rate is determined to be 12%, the formula is:

$$NPV = 100/(1 + 0.12)^3 \quad \text{or } \$71.18$$

The discount rate is usually arrived at by taking the current interest rate and adding an additional sum to account for what the company considers its risk. This number varies from company to company.

Replacement, disposal, upgrade costs and any residual value should also be adjusted to Net Present Value, as these are costs that will be incurred in the future. Disposal costs should be looked at very carefully when comparing two or more alternatives. What seems like an item with the lowest upfront cost could become very costly at replacement time if there are any environmental regulations involved with its disposal.

Residual value can also become a very important number in determining life cycle costs. For example, assume two different types of carpeting are being looked at. One has a lifespan of 10 years and one has a lifespan of 20 years. After 10 years, the one carpet has \$0 residual value. The other carpet would actually have 50% of its upfront cost (adjusted to Net Present Value) remaining in residual value. This could greatly affect the LCC analysis.

The Dept. of Energy website uses the following example to show the value of Life Cycle Costing: the consumer is making a decision as to which of two automobiles to buy. The assumptions are that the car will be traded in after four years, gasoline is at \$1.25 per gallon (obviously, this is a very old example), the car will be driven 22,000 miles per year, the discount rate is 10 percent, prices escalate at 4 percent per year and insurance costs escalate at 3 percent per year.

Car A is \$17,000, fuel usage is 24 miles per gallon and recommended maintenance is every 5,000 miles or 3 months. The average maintenance cost is estimated to be \$250 and salvage value is \$8,000. Insurance for this automobile is \$950/year.

Car B is \$24,000, fuel usage is 26 miles per gallon. The dealer is offering a special, which would include free maintenance and service for four years. The salvage value is \$14,000 and insurance is currently \$1,350/year.

Continued from previous page

	Car A	Car B
Initial Cost	\$17,000	\$24,000
Salvage (adjusted to NPV)	(\$6,010)	(\$10,518)
Total annual costs discounted	<u>\$11,595</u>	<u>\$ 8,805</u>
Total Actual Costs	\$22,585	\$22,287

As shown above, the “sticker cost” of any purchase is only a small portion of the total cost of ownership and should never be used as the only basis of a decision to purchase. In the example, the consumer should feel free to purchase the more expensive car knowing that it will cost less in the long run.

The Facility Manager can use Life Cycle Cost Analysis to aid in making fiscally responsible decisions as to which of a number of options to pursue and as additional justification when making a business case presentation to upper management.

New Member Spotlight

Brian Kapusta

Brian Kapusta is a Project Foreman for Tall Grass Restoration. Some of Brian’s responsibilities with Tall Grass Restoration are the administration of contract agreements and management of projects by leading labor crews when the Project Manager is not on site. He has been at this position for over a half of year.

In the past Brian has held a number of internships in the facility management field but had not had a permanent position. Brian stated that he has joined IFMA because of the vast membership base of IFMA and he hope to reach many NI members through IFMA’s impressive networking structure. Brian currently resides in Oak Park, is single and he enjoys outdoor recreation.



Survey Information

The Chicago Chapter of IFMA is assessing the viability of establishing a partnership with local colleges and universities in the Chicago area in the development of an IFMA certified facility management degree or certificate program. As our Northern Illinois Chapter has begun a similar assessment, the Chicago Chapter has invited us to participate in an on line survey they have developed. This survey will assist in establishing member interest in higher education programs.

I would like to ask your consideration in taking the survey, which will take approximately 10 minutes to complete and should be completed by May 20th. Although we have passed the day, please complete. The survey responses will provide a pathway for how we proceed in working with our educational community in delivering an IFMA recognized program in facilities management. We realize that your time is valuable, so we greatly appreciate your input. We want to determine if a facilities management program is sustainable within the Chicagoland area.

The survey can be completed with a few point and clicks of your mouse and will go a long way in ensuring whatever programs are developed are done so based upon the needs of our membership. Simply go to the below website: <http://www.surveymonkey.com/s.asp?u=46742083293>

We are also looking to speak with any of our members who have a graduate degree and might be interested in becoming an adjunct professor on the subject of operations and maintenance. Please contact us if you feel you are qualified and would like additional information. Should you wish to provide any additional input please feel free to contact Kathy Daloia, our chapter administrator, at chapteradministrator@ifmani.com.

You Can Make a Difference!

IFMA NI IS SEEKING VOLUNTEERS TO HELP OUR CHAPTER CONTINUE TO GROW AND PROVIDE THE GREATEST VALUE AS POSSIBLE TO OUR MEMBERSHIP. YOU CAN MAKE A DIFFERENCE, JOIN UP SOON. WHETHER YOU CAN VOLUNTEER FOR ONE HOUR PER MONTH OR MORE, YOUR CHAPTER WILL GREATLY BENEFIT FROM YOU SHARING YOUR TIME AND TALENTS. PLEASE CONTACT ANY EXECUTIVE BOARD MEMBER OR COMMITTEE MEMBER.

President's Message Continued.....

another priority of this past year was to recognize the volunteers who make our chapter a success, and to increase volunteerism in general. At our monthly program meetings, I've stepped aside to share the podium with volunteers who have described the work that they are doing, and to encourage members to benefit from the results of their labors. Cecelia Herdegen, CFM, chair of the website committee, and Greg Toste, CFM, chair of the newsletter committee, have both worked to recognize our chapter volunteers with articles that introduce volunteers, elaborate on the work that they do, and describe the benefits that they bring to the chapter. Continue to look to those publications for the names and faces of our volunteers, and be sure to thank them for their efforts. When you get the urge yourself, remember that we continue to provide a volunteer sign-up sheet at the sign-in desk of our monthly program meetings. I hope you will get inspired, find a few hours per month to help out, and sign the volunteer list. You will be happy with the satisfaction that volunteering can bring!

Communication and Networking: We recognized early in the year that knowing each other better, and knowing how to reach each other is a benefit of membership that would help us all to get our work done, not only as an organization, but as a network of professionals who all work in similar jobs as facility managers, and in supporting roles as vendors. Our newest member to the executive board, Julie Bizer, immediately jumped into her new role as secretary, and with the help of Chuck Mooney, published our own directory of members. The directory has been available at all regular meetings and gatherings of the membership, and some copies are still available if you haven't picked yours up yet. Please call Kathy Daloia at the chapter office to have a copy mailed to you. We want to build a strong network of people who speak to each other regularly, ask each other for advice, and support each other in their work. Helping on the networking front, Network Committee chair Ted Kubek, CFM has organized the network party at World Workplace, and the new members network party in Schaumburg. Both were a huge success. Hugely responsible for providing a networking forum on a monthly basis is Program Chair Seaby Bess, who regularly and tirelessly brings us together for a monthly facility tour, with a guest speaker and dinner. I encourage all members to attend these monthly programs for education, communication, and networking within your profession.

As the year ends and we look forward to a fresh start with a fresh executive board, I would like to thank all of you for your support and assistance this past year, including all of those who we don't have space to mention in this column. You've supported me in my work as president, and in my work as a professional serving this great industry. Thank you very much.

I'd also like to thank Kathy Daloia, who works quietly to manage the many tasks necessary to keep the organization moving forward. She has been particularly helpful in tasks surrounding events like the holiday party, new member networking party, golf outing, and others. She also works tirelessly to help with the monthly newsletter coordination and email communication program. Thank you Kathy!

It is time to vote, and pass the baton to the new executive board. I can't stress enough, the excellence in facility management that the nominated board represents. Please cast your vote of support for Bill Brow, Dave Falls, Julie Bizer, and Seaby Bess. They have all shown us their excellent commitment to the profession, and their willingness to serve to make the profession a smarter and stronger one. Anticipating their confirmation, I wish the best of luck to this strong board of professionals in the following year! You can count on my continued help as the past president and advisor.

Thanks again!

College of DuPage—Fall 2006 Schedule

12-week Facility Management Courses

Registration is now open, and it's never too early to begin planning for that next step in your career. The College of DuPage is offering two courses (one Intro level, one more advanced) this fall that just might get you moving in the right direction!

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

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

Two 12-week session Facility Management courses are being offered this fall, both held at COD's main campus Glen Ellyn campus (see course details below). The registration calendar is as follows:

May 1	Returning COD student registration begins
July 10	New (and returning) student registration begins
August 9	Final Registration begins (all students)
September 22	12-week Fall 2006 session begins

Prospective students can call (630) 942-2380 for admission information or they can check the College of DuPage web site at www.cod.edu. Questions related to the program should be directed to:

Jim Huggins, Program Coordinator

Assistant Professor of Business/Facility Management/Transportation
Business and Services Division
College of DuPage.
(630) 942-3275

FACILITY MANAGEMENT 1100

Introduction to Facility Management 6:30-10 p.m. Thursday
September 28 – December 20, 2006

3 credit hours

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

FACILITY MANAGEMENT 2215

Facility and Property Management 6:30-10 p.m. Thursday
September 28 – December 20, 2006

3 credit hours

Application of master planning, space standards, renovation and relocation of existing facilities with emphasis on major problems confronting professional planners, managers and designers.

[Prerequisites: FM 1100, 2202 and 2203, or consent of instructor]

Pictures from our May Meeting.....

Stayed tuned next month for Golf Outing Recap



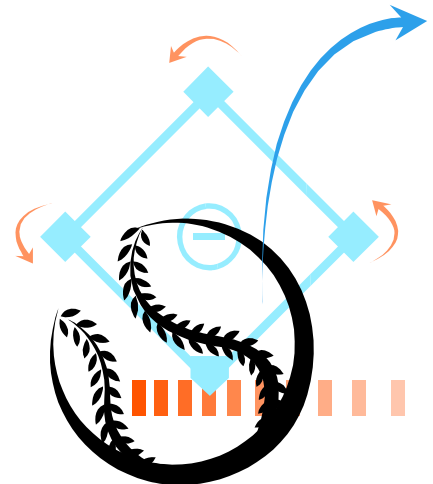
Cubs vs. Brewers—Aug. 8th

The purpose of this event is to foster unity between IFMA NI, Chicago, Madison, and SE Wisconsin chapters and their families. Most of all to just have FUN! The game is set for August 8th at Miller stadium in Milwaukee. We will have 2 shelters for our tailgate party prior to the game. Look for an IFMA Banner. You need to enter off of 44th st and report to the guard at the permit check-in area. They will direct you to our shelters. Included in the price is dinner, 2 beers and a ticket to the game.

Cost? \$50 per adult
\$45 per child

Tickets are limited. You can reserve your tickets by e-mailing our chapter administrator at chapteradministrator@ifmani.com. We are asking for payment in full. Send your checks to:

NI IFMA
PO Box 4893
Buffalo Grove, IL 60089-4893



Don't forget to vote for your new Board!!

Name: Bill Brow, CFM, FMA, SMA

Office: President

Bill has been the Operations Manager for the American Association of Oral and Maxillofacial Surgeons since January of this year. The A.A.O.M.S. is a professional association with headquarters located in Rosemont, IL. His duties include overseeing maintenance, security, and mailroom activities for the building, as well as assisting with administrative duties related to the building staff. Prior to this, Bill was the Facility Coordinator at the data center for the Pactiv Corporation in Lincolnshire, IL for 8 years. He has a BA degree from Northern Illinois University.

IFMA activities include Education committee member, Chapter Secretary and Chapter Treasurer. He became an IFMA member in 2000 and earned his CFM in 2003.

Name: Dave Falls, CFM

Office: Vice President

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

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

Name: Julie Bizer

Office: Treasurer

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

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

Name: Seaby Bess

Office: Secretary

Career: Seaby Bess is a Service/Sales Representative for Door Systems Inc. of Itasca, IL. Door Systems has been serving the Chicagoland area for over 50 years providing installation and service of Overhead, Steel Rolling, Pedestrian, Automatic & Revolving doors, Dock Levelers, Dock Seals and Emergency Construction Services. Seaby is responsible for sales and service functions in Lake County, McHenry County and Southeast Wisconsin. His career at Door Systems commenced twenty years ago in the Parts, Shop Assembly, and Manufacturing Departments. He was eventually promoted to perform repairs and installation of Steel Rolling doors in the field. In his twelve years in this position, Seaby was involved with some challenging and unique installations including the Com Ed nuclear plants, and work at the top of the AON and CNA buildings in downtown Chicago.

When Seaby moved into the sales functions at Door Systems three years ago, becoming a member of IFMA was a natural progression. He is presently serving as the Program Director and has held that position for two years. He was previously a member of the Hospitality committee.

When not busy with work, Seaby enjoys canoeing, kayaking, sailing and any other sport involving water with his four teenagers.

Job Posting—Experian

Facilities Operations Manager (Experian, Schaumburg, IL)

Experian is a global leader in providing information solutions to organizations and consumers. We help organizations find, develop and manage profitable customer relationships by providing information, decision-making solutions and processing services. We empower consumers to understand, manage and protect their personal information and assets. Experian works with more than 40,000 clients across diverse industries, including financial services, telecommunications, health care, insurance, retail and catalog, automotive, manufacturing, leisure, utilities, property, e-commerce and government. Experian is a subsidiary of GUS plc and has headquarters in Nottingham, UK, and Costa Mesa, Calif. Our 13,000 people support clients in more than 60 countries. Annual sales exceed \$2.2 billion. For more information, visit our web site at www.experian.com

Responsibilities:

The Facilities Operations Manager is responsible for ensuring the optimal function of all building systems for Experian's 1,000-person facility in Schaumburg, IL. The Facilities Operations Manager will:

- Develop short and long term facility utilization plans and manage their design
- Ensure compliance with all building codes and safety standards
- Oversee contracts for all outsourced services
- Manage project and a facilities staff

Requirements:

- Bachelor's Degree and at least 5 years experience in facilities management - or, a combination of education and experience totaling 10 years
- Experience leading or managing a team of employees
- Availability to perform some job duties during off hours, if necessary.

Experian offers flexible benefits and compensation packages that allow our employees to make choices that fit their individual lifestyles. Some of our benefits include:

- Competitive Salary
- Medical, Dental, Vision and Life Insurance
- 401K with immediate 100% vesting
- Vacation and paid holidays
- Employee Assistance Program
- Short-Term and Long Term Disability Coverage
- Flexible Spending Accounts
- Tuition Reimbursement Program
- Business casual dress code

Apply online at www.experian.com or at www.monster.com (preferred) or you may email/fax your resume to kathleen.mackie@experian.com (224) 698-3507

Experian is an Equal Opportunity Employer.

JOB POSTING COMMUNITY UNIT SCHOOL DISTRICT

#303

POSITION GUIDE: Support Staff
POSITION: Housekeeping Manager

FUNCTION: The Housekeeping Manager is responsible to provide direction, leadership, and management of the day to day cleaning functions in all District facilities. This person supervises the District Day Custodial staff including floaters (approximately 35 FTE) and the outsourced night cleaning process/contract (approximately 80 FTE). In addition, the Housekeeping manager is responsible for all aspects of cleaning, mold remediation, expendable supplies (paper towels, soap, toilet paper, etc), furniture, floor coverings and other projects/responsibilities assigned by the Director, Facilities. In addition, this person is responsible for a safe, comfortable, healthy and pleasant environment.

REPORTS TO: Director, Facilities

RELATES TO: The Housekeeping Manager works cooperatively with all employees of the District, consultants, contractors, engineers, city/township personnel, all ROE, IDPH, OSHA, etc. and governmental agencies in conjunction with the cleaning process and general environment.

SUPERVISES DIRECTLY: All District Custodians and Housekeeping Floaters.

QUALIFICATIONS: Demonstrated knowledge of the basic principles of housekeeping, related chemicals and processes, cleaning equipment, furniture, floor coverings (vinyl tile, wood, carpet, cement, etc.), laws and regulations governing housekeeping and its processes and chemicals, a general knowledge of light construction or interior remodeling, estimating/budgeting and project management functions. Ten or more years experience in a managerial capacity in housekeeping management with a college degree in engineering, architecture, or related field. Experience in a school district is highly desirable. Must be computer literate in word, excel, CMMS (Computerized Maintenance Management Systems) with good typing skills.

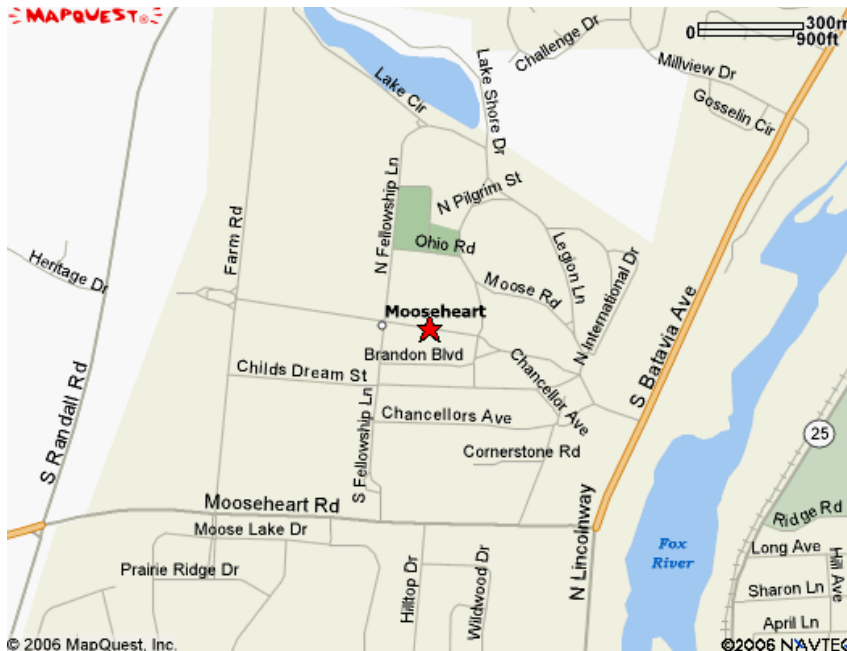
MAJOR POLICY RESPONSIBILITIES: The Maintenance Manager is responsible to ensure District 303 facilities are cleaned in a fiscally responsible manner, meeting all academic, athletic, and community needs, while complying with all regulations established in local, ROE, state, and federal codes and laws. This person is expected to formulate housekeeping related operations and maintenance policies and successfully implement them.

Candidates: Send an email with a resume and salary history to rmarzec@d303.org

KEY FUNCTIONS

1. Develop a District wide cleaning process including policies and procedures.
2. Manage the District housekeeping staff. Justify the staff count and functions and submit proposal to improve, to increase or decrease the existing staff.
3. Manage the outsourced night custodial contract.
4. Inventory, record and inspect all rooms in the District at least 3 times to assure proper cleaning has been performed.
5. Develop a planned preventative maintenance schedule for each individual building relating to housekeeping, furniture or floor systems.
6. Monitor and supervise the performance of the preventative maintenance program
7. Train new custodial staff as they are promoted or hired and provide regular training opportunities for the entire staff. Ensure that each custodian participates in at least 8 hours of outside seminars, schooling, etc. in the housekeeping related fields.
8. Manage housekeeping complaints or calls as received daily and/or as previously approved on work orders.
9. Expedite emergency cleaning response as requested during the day or night and reroute custodians as necessary.
10. Respond to emergency night calls as needed, and when requested by police and fire departments.
11. Maintain reports for District Facilities as directed by legislative bodies and the Director of Facilities Management.
12. Budget for all cleaning, supplies, furniture and flooring functions both in the expense and capital areas.
13. Develop and implement an energy conservation and management program for all housekeepers
14. Develop, implement and manage the housekeeping supply room and ordering of parts, supplies, and equipment needed. Manage the housekeeping supplies within the schools.

Map for Mooseheart



From the South....

EW Tollway I-88 west to Route 31 north. Go north on Rt 31 to Mooseheart

From North....

NW Tollway I-90 to Rt 31 or Randall Road South. Go south to Mooseheart on Rt 31 and Mooseheart Road

From East...

EW Tollway I-88 to Rt 31 north. Go North on Rt 31 to Mooseheart

Enter Mooseheart off Rt 31. Stop at security gate and follow directions to designated parking area. The proceed to Centre for Tomorrow for check-in.

NI CALENDAR

June 6

Monthly General Meeting
Mooseheart Child City & School
 Mooseheart, IL
 Topic: CFM and FMP Designations

July 11 (note: 2nd Tuesday of month)

Monthly General Meeting
Alexian Medical Center
 Hoffman Estates, IL

July 19

IFMA NI Strategic Planning Meeting

August 8

Joint Chapters Summer Gala

Cubs vs. Brewers Game

Miller Park

Milwaukee, WI

October 8-10

October 3

Monthly General Meeting
Libertyville Sports Center
 Libertyville, IL

October 8-10

World Workplace 2006
 San Diego Convention Center
 San Diego, CA

October 24-26, 2007

World Workplace
 Morial Convention Center
 New Orleans, LA

2005—06 IFMA NI Board Meetings

June 14

July 19 (Strategic Planning Meeting)

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.

May 22-23

IFMA's Best Practices Forum
National Museum of the American Indian
Smithsonian Institution
Washington, DC
www.ifma.org

May 22-23

Conducting Due Diligence in the Purchase and Sale of Commercial Real Estate
Radisson Hotel and Suites
Chicago, IL
The Wall Street Transcript Conference Series
(212) 952-7400x126
www.twst.com/conferences

May 23

Safety and Security Measures for Front-Desk Personnel
Holiday Inn
Rockford, IL
National Seminars Training
(800) 258-7246
www.nationalseminarstraining.com

May 24

Safety and Security Measures for Front-Desk Personnel
Sheraton Chicago Northwest
Arlington Heights, IL
National Seminars Training
(800) 258-7246
www.nationalseminarstraining.com

May 24

Workplace Safety & OSHA Compliance 2006
Cliffbreakers
Rockford, IL
National Seminars Training
(800) 258-7246
www.nationalseminarstraining.com

May 25

Workplace Safety & OSHA Compliance 2006
Holiday Inn
Oakbrook Terrace, IL
National Seminars Training
(800) 258-7246
www.nationalseminarstraining.com

May 25

Safety and Security Measures for Front-Desk Personnel
Holiday Inn
Oakbrook Terrace, IL
National Seminars Training
(800) 258-7246
www.nationalseminarstraining.com

May 26

How to Comply with OSHA Record-keeping Requirements
Holiday Inn
Oakbrook Terrace, IL
(800) 258-7246
www.nationalseminarstraining.com

June 4-8

NFPA World Safety Conference & Exposition
Orange Country Convention Center
Orlando, FL
National Fire Prevention Association
(800) 344-3555
www.nfpa.org/wsce

June 12-14

NeoCon World's Trade Fair
Merchandise Mart
Chicago, IL
www.neocon.com

June 13-15

Chillers: Operation & Maintenance of Chilled Water Systems
Elk Grove, IL
National Technology Transfer, Inc.
(800) 922-2820
www.nttinc.com

June 19-20

The National Standard on Disaster/Emergency Management and Business Continuity Programs (NFPS 1600)
Schaumburg Marriott
Schaumburg, IL
National Fire Prevention Association
(800) 344-3555
www.nfpalearn.org

June 19-22

The 2006 Life Safety Code
Schaumburg Marriott
Schaumburg, IL
National Fire Prevention Association
(800) 344-3555
www.nfpalearn.org

June 19-23

The 2005 National Electrical Code
Schaumburg Marriott
Schaumburg, IL
National Fire Prevention Association
(800) 344-3555
www.nfpalearn.org

June 23

Electrical Standard for Industrial Machinery
Schaumburg Marriott
Schaumburg, IL
National Fire Prevention Association
(800) 344-3555
www.nfpalearn.org

June 27

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

June 28

DOT and RCRA Annual Update and Refresher
Wyndham O'Hare
Chicago, IL
Environmental Resource Center
(800) 537-2372
www.ercweb.com