



# SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!  
Winter 2015

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## Ohio Public Facilities Maintenance Association

OPFMA is a not for profit (501) (c) (3) independent educational trade organization



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### Editor's Note:

Next Edition - **March 2016**  
Publication Terms & Deadline  
Submit Material to be Published  
Before - **March 01, 2016**

### OPFMA 2015 Fourth Quarter

*By Alexandra Schneider, OPFMA Administrator/ CEO*

Greetings everyone! It is good that we are completing another year in good health and are pleased with results of our hard work throughout 2015 - a positive path for 2016!

OPFMA Membership's consistent support gives life to OPFMA and keeps it going and growing from its foundation in 1987.

Membership participation in OPFMA educational events is vital and very encouraging.

2015 Conference was at a New Record – we had 6% higher attendance than in 2014. While 75% of Attendees in 2014 were OPFMA Members, in 2015 OPFMA Members' participation constituted 87% of Conference's Attendees!

**OPFMA greatly appreciates your consistent support and loyalty!**

Throughout 2015 OPFMA managed to hold (6) seminars, participation needs more support. We are working on adding new seminars in 2016.

OPFMA new Chairman of Education & Publication Committee, Mr. Steve Masters, is a great asset to the OPFMA Board, and I will add that our support and Membership input will be needed for OPFMA to reach new territory!

**Please join me in wishing Steve success in his effort to expand OPFMA educational field!**



OPFMA Conference is graded by our Attendees & results are published in winter editions. Much appreciation to everyone's contribution to OPFMA success!

Conference 2015	Excellent	Good	Fair	Poor
Conference Overall	57%	42%	1%	
Meeting Rooms	23%	42%	26%	9%
Meal Quality	63%	34%	3%	1%
Hotel Rooms	52%	47%	2%	
Registration Packets	55%	43%	1%	
Seminar Content	47%	48%	6%	
Presenters	59%	39%	2%	
Trade Show	53%	43%	4%	

Mark your next year calendar:

**OPFMA 2016 Conference & Annual Trade Show**  
Oct 24<sup>th</sup> & Oct 25<sup>th</sup>



OPFMA Board of Trustees & the Administration expressed deep appreciation of Membership's support and participation in OPFMA educative throughout 2015 as well as all our Corporate Members and Exhibitors for their participation, sponsorship and for the great raffle items that added joy and excitement to our Attendees.

**Best Health & Prosperous New Year to ALL!**

**OPFMA 2015  
Standing Committees**

**OPFMA Executive Committee**

President [Glen Vernick](#)  
Vice-President [Carl Roxbury](#)  
Secretary/Treasurer - [Wayne C. King](#)  
Ascension Officer - [Reuben Brown](#)  
Exec Comm. Advisor - [John Beckemeyer](#)

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**OPFMA Standing Committees**

Marketing & Membership - Chair - [Constantin Draganoiu](#)  
Education & Publication - Chair - [Steve Masters](#)  
Conference Committee - Chair - [Carl Roxbury](#)  
Governance Committee - Chair - [Wayne King](#)  
Nominating Committee - Chair- [John Beckemeyer](#)

Conference Committee includes all OPFMA Trustees & welcomes

**Other OPFMA members & volunteers -**  
Simply Contact us via our website:  
[www.opfma.org](http://www.opfma.org)

**OPFMA New Members –  
Welcome Aboard!**

**Individual Member**

**Michael L. Hostetler** - [Orrville City Schools](#) - Maintenance  
**Brian Orr** – [Orrville City Schools](#) – Maintenance  
**Kevin Hartings** – [Marion Local Schools](#) – Maintenance Supervisor  
**William Middlestead** – [Trumbull Correctional Institution](#) - Automotive Technician  
**Chuck Bostic** – [Edgewood Schools](#) – Facilities Director  
**Tim Slone** – [Mercy Willard Hospital](#) – Maintenance Technician

**Institutional Member**

**Cuyahoga County Public Library** – [Donna Checki](#) – Assistant Director Operations

**Retiring OPFMA Member**

OPFMA Board & Administration appreciates Mr. Mike Pope long time OPFMA supporter and member shared with us the news of his soon coming retirement!  
Mr. Mike Pope, Facilities Manager - Geauga County Public Library, message is good news we are happy for him but we will miss him.  
Mike’s message is the best message that an Outgoing OPFMA Member could have for an Incoming New Member:

“I will be retiring at the end of the year after 26 years with Geauga County Public Library. I will forward this, OPFMA membership renewal document, to whoever is selected for my position. It has been a great experience belonging to OPFMA. I have met many wonderful people throughout the years.  
Happy Holidays to all at OPFMA!”

Join us in wishing Mr. Pope many, many years of health, peace and joy in his retirement!



OPFMA Membership is a SUPPORT Team – easy to be contacted via:  
[www.opfma.org](http://www.opfma.org)  
We offer very affordable Retiree Membership for those who want to remain part of our team!

## Safety Begins with the Basics

By Susan Curphey, Service-Tech Corporation

We know keeping people safe in your buildings is very important to you. Maintaining a clean and safe building can sometimes seem overwhelming because there is literally a lot of ground to cover.



Safety begins with basic housecleaning. You've got to put the simple steps in place first. Here is a guideline by OSHA (Occupational Safety and Health Administration) on ways to establish a safe workplace with good cleaning and maintenance procedures. These sensible practices eliminate hazards and allow for jobs to get done safely and efficiently.

### **What are the elements of an effective housekeeping program?**

#### **Dust and Dirt Removal**

In some jobs, enclosures and exhaust ventilation systems may fail to collect dust, dirt and chips adequately. Vacuum cleaners are suitable for removing light dust and dirt. Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard-to-reach places where dust and dirt may accumulate.

Special-purpose vacuums are useful for removing hazardous substances. For example, vacuum cleaners fitted with HEPA (high efficiency particulate air) filters may be used to capture fine particles of asbestos or fiberglass.

Dampening (wetting) floors or using sweeping compounds before sweeping reduces the amount of airborne dust. The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards and lockers may require manual cleaning.

#### **Surfaces**

**Floors:** Poor floor conditions are a leading cause of accidents so cleaning up spilled oil and other liquids at once is important. Allowing chips, shavings and dust to

accumulate can also cause accidents. Trapping chips, shavings and dust before they reach the floor or cleaning them up regularly can prevent their accumulation. Areas that cannot be cleaned continuously, such as entrance ways, should have anti-slip flooring. Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard.

**Walls:** Light-colored walls reflect light while dirty or dark-colored walls absorb light. Contrasting colors warn of physical hazards and mark obstructions such as pillars. Paint can highlight railings, guards and other safety equipment, but should never be used as a substitute for guarding. The program should outline the regulations and standards for colors.

#### **Maintain Light Fixtures**

Dirty light fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly.

#### **Spill Control**

The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to clean them up immediately. Absorbent materials are useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.

#### **Maintenance**

The maintenance of buildings and equipment may be the most important element of good housekeeping. Maintenance involves keeping buildings, equipment and machinery in safe, efficient working order and in good repair. This includes maintaining sanitary facilities and regularly painting and cleaning walls. Broken windows, damaged doors, defective plumbing and broken floor surfaces can make a workplace look neglected; these conditions can cause accidents and affect work practices. So it is important to replace or fix broken or damaged items as quickly as possible. A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines and processes.





National Institute for the Uniform Licensing of Power Engineers, Inc.

Ohio Board of NIULPE, Inc.

**President**

David L. Burkhard  
P.O. Box 794  
North Olmsted, OH 44070  
Phone: 440-773-8090  
piperdavidl@aol.com

**Secretary**

Pete Beltramo  
1750 Muskegon Dr.  
Cincinnati, OH 45255  
Phone: 513-739-7753  
pbeltram@iglou.com

## School Maintenance Programs Where can money be saved

It has long been a concern of the National Boiler Inspectors and Insurance companies that by not having qualified personnel in schools and hospitals, can be dangerous and very costly.

Insurance Companies, has in many cases offered a discount in insurance premiums if the maintenance staff are certified in the operation of boilers, this discount can be substantial in cost savings. It is suggested that you contact your insurance carrier and inquire about it.

It has been proven that by having certified personnel can reduce costs in the operation and maintenance and have the ability to recognize small problems before they become big costly problems.

Costs pertaining to the operation can be drastically reduced with having certified people, and the life of the life of the equipment can be extended and repair costs can be reduced.

Insurance Companies recognizes the need for a trained maintenance staff, and recognizes that, by having trained people it can reduce problems and costs pertaining to claims

A report by Inspector Don Jenkins of the National Board of Boiler Inspectors can be found by visiting:

<http://www.nationalboard.org/default.aspx>

click on technical

Scroll down to school maintenance

More information can be obtained or a full report by contacting David Burkhard [piperdavidl@aol.com](mailto:piperdavidl@aol.com) (440)773-8090



## Make Your List, Check it Twice – A Holiday Break Checklist

By Rocky Baker, Farnham Equipment Company

'Tis the season for holiday breaks and empty hallways as students depart to spend time with their families, we know you've already made your list and you're checking it twice - your maintenance list that is.

Here are a few tips to help you cross some items off your list this holiday season when it comes to Bleaches and Athletic Equipment.

### *Indoor Telescopic Bleachers:*

**Inspection:** Whether you're doing the all-inclusive annual inspection by bringing someone in, or you're reviewing your equipment yourself, you want to make sure you take a look at everything from the understructure down to the hardware. If you've recently had an inspection, take a look at your report again to make sure you have corrected any deficient items.

**Cleaning:** One of the best and easiest things you can do preventative maintenance wise for your indoor bleachers is to clean the bearing surface. Often, cleaning up the mess after a big game means to close the bleachers and clean the floor where debris fell through. This is a good start, but you have to also beware of what lingers on the bearing surface where the bleachers sit in a closed position. This is where dust and debris tend to collect and can cause a domino effect with damage to the drive wheels that will impair tracking and alignment and this type of damage isn't covered under your warranty because it is 100% preventable.

**Hardware:** This one is pretty basic; you want to make sure the hardware throughout your unit isn't damaged, rusted, missing, or loose. This goes for the understructure, aisle rails, guardrails, seat components and so on. Your hardware should be looked at on a regular basis during normal operating procedures.

**Missing or Damaged Row Locks:** Row locks are needed to prevent one row from closing before it is intended to be closed to stay in the proper sequence. There are many people out there that work on bleachers that say it is ok to just take the row locks off if they get damaged if the bleacher is powered. This is not the case. The typical damage is from unauthorized people going under the bleachers, tripping on the row locks and bending them, causing additional problems. This also happens to some manufacturers' interlocking guide rods. When you catch them with your foot and they pull out, the structural frames are no longer interlocked together and it creates a problem with guidance and can lead to loss of structural support.

**Damaged Seats:** Cracked, damaged, and loose seating can cause an unstable seating surface for your patrons and can cause a cut hazard with sharp edges and splinters that can injure your spectators. Loose hardware on seats can also cause someone to fall resulting in personal injury and liability.

**Outdoor Bleachers:** Outdoor events have come to a close as everyone has moved indoors. Now is the time to plan for spring and schedule your spring inspections before the weather warms up again.

**Athletic Equipment:** Just as bleachers and grandstands have loose bolts and everyday wear, so does Athletic Equipment and now is a good time, if you haven't already, to schedule inspections and preventative maintenance. Most often, the best solution to maintain your athletic equipment is to hire out the preventative maintenance task. In doing so, you have a qualified person that is factory trained in the proper operation of your equipment, knowing the inner workings and the best solution should there be a problem.

### Coffee Break Corner

- The most important six word sentence is: **I admit I made a mistake.**
- The most important five word sentence is: **You did a good job.**
- The most important four word sentence is: **What is your opinion?**
- The most important three word sentence is: **Today's meeting cancelled.**
- The most important two words are: **Thank you.**
- The most important word is: **We**
- The least important word is: **I**



SERVICE-TECH CORPORATION

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**2016 Board Meeting****Schedule:**Feb 11<sup>th</sup>Mar 10<sup>th</sup>June 9<sup>th</sup>Sept 15<sup>th</sup>Dec 6<sup>th</sup>

Board Meetings  
are held  
in Columbus

**2016 Conf. Committee****Meetings Schedule:**May 12<sup>th</sup>Oct 23<sup>rd</sup>**OPFMA Membership MTG**Oct 25<sup>th</sup> 2016**2016 Conference &  
Trade Show**

Crowne Plaza N. Hotel

Oct 24<sup>th</sup> & Oct 25<sup>th</sup>

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our website!

[www.opfma.org](http://www.opfma.org)

**2016 OPFMA Board of Trustees Contact Information**

**President** Glen Vernick - Geauga County Commissioners - [gvernick@co.geauga.oh.us](mailto:gvernick@co.geauga.oh.us)

**Vice-President** Carl Roxbury - Akron-Summit Cty Public Lib. - [croxbury@akronlibrary.org](mailto:croxbury@akronlibrary.org)

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**Ascension Officer** - Reuben Brown - Cedar Cliff Local Schools - [rbrown@ccliff.org](mailto:rbrown@ccliff.org)

**Exec. Comm. Adviser** - John Beckemeyer - Oak Hills LSD - [beckemeyer\\_j@ohlsd.org](mailto:beckemeyer_j@ohlsd.org)

Constantin Draganoiu - Cleveland State University - [c.draganoiucsuohio.edu](mailto:c.draganoiucsuohio.edu)

John M. Cray - Franklin County Public Facilities Management - [jmcray@franklincountyohio.gov](mailto:jmcray@franklincountyohio.gov)

Steve Masters - OHIO Department of Transportation - [stephen.masters@dot.ohio.gov](mailto:stephen.masters@dot.ohio.gov)

Thomas J. Hand - Thomas J. Hand CFM - [tjhandcfm@sbcglobal.net](mailto:tjhandcfm@sbcglobal.net)

**A Note from the Editor:**

Dear reader, OPFMA publishes the "SpotLight on Maintenance" for your benefit; for serving better your interests - your feedback is of a paramount importance!

**Suggestions – Sharing Experiences – and Constructive Criticism are welcomed!** By simply bringing in "SpotLight" topics and ideas of interest to you could be beneficial to many other readers.

**Let Your Voice be Heard** - Just drop a note at: [editor@opfma.org](mailto:editor@opfma.org) or visit [www.opfma.org](http://www.opfma.org) and click on "Contact us" – I would be happy to bring your ideas and comments in The SpotLight!

Thank you,  
Alexandra

**Publication and Submission – Terms & Requirements**

"Spotlight on Maintenance" is the official publication of the **Ohio Public Facilities Maintenance Association**, a 501(c) (3) not for profit organization for educational and professional development of public facilities maintenance employees.

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A special edition would be added as events dictate.

All materials published are copyrighted. SpotLight on Maintenance Editor/publisher is Alexandra Schneider.

**Deadline: Articles & Photos Submission is on the 1<sup>st</sup> Day of Month of Publication.**

All documents must be submitted in Word format and sent as an e-mail attachment.

All photos and Ads must be in JPEG format and sent as an e-mail attachment.

**Mail us at:**

OPFMA  
PO Box 835  
Cleveland, Oh 44070

**Contact info:**

Phone: (440) 716-8518 Fax: (440) 716-8519 [alex@opfma.org](mailto:alex@opfma.org)