



# SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!  
December 2007

Page 1 of 9

## Ohio Public Facilities Maintenance Association

### OPFMA President Praising OPFMA's Great Team - His Last Address - Before Passing the Baton...

#### Inside Edition Articles:

- OPFMA Present President's last address ..... 1
- First Ohio's BOC Level 2 Series Graduation ..... 2
- Conference 2007 - Attendees' Evaluation ..... 3
- Welcome and Recognize new OPFMA members ..... 4
- BOC Activities Report and BOC Level 1 Series Graduation ..... 5
- Building Occupant Safety ..... 6
- Maintenance - Prioritizing Needs vs. Resources ..... 7
- Facility Planning - Health and Safety Inspections ..... 8
- OPFMA Board Members and Contact Information ..... 9

#### Individual Highlights:

- Wisdom nuggets ..... 2
- Leadership insights ..... 4
- Master the art of persuasion... 6
- Motivate yourself ..... 7
- Note from Administrator ..... 8

#### On the fun side:

- Lighthearted box ..... 4



*Constantin Draganoiu, OPFMA president for as many terms as the OPFMA By-Laws permitted, put a tremendous effort and dedication in bringing the organization way above the level three years ago could be hoped for.*

*We are deeply thankful for the unmatched effort he put in! Constantin is always prompt to add that the praise shall be shared with his great team that kept on going when the going got tough! .....But we all know that Constantin is the heart of it all!*

*Let's see what he has to say about OPFMA board with whom he will continue to work closely as the Immediate Past President.*

One of the most beautiful autumn seasons in Ohio has coincided this year with one of the best and most successful OPFMA annual conferences! More attendees, presenters and exhibitors participated this year to the conference than in many recent years!

This success was the result of tireless work by the "extended" conference committee, lead by its chairman and OPFMA Vice-President, Norman T. Sorge, Maintenance Supervisor at Medina City Schools. And, since this is the last article I'm writing for the newsletter as the President of OPFMA, I'd be completely remised not to thank each and every one of them. The chairman of the Conference Organizing Committee, Norm Sorge has also served as the Vice-President. Norm has an incredible work ethic that helps him accomplish an enormous amount of tasks that his family, job, community and different organizations, including OPFMA, bring on his "plate". Shelley Sorge, Norm's wife, seems to have a huge contribution to his accomplishments considering that Shelley helps him, as a true volunteer, even with OPFMA tasks, such as the annual conference!

Then, John Beckemeyer, the former Secretary-Treasurer and the new President of the organization, a true pillar of OPFMA for years, past and to come! Although, his first priority has always been his job as the Operations Coordinator at Oak Hills Local Schools District, John earned the trust of all of us through his dedication to OPFMA and we rewarded it by electing him the President for the next term. A new addition to the Board this past year and the new Secretary-Treasurer for the next term, Mark Wantage, Maintenance Administrator at Ohio School Facilities Commission, provided the keynote speaker for this year's conference, in the person of Michael Shoemaker, the Executive Director of OSFC. I thank Mark for this achievement and thank Mr. Shoemaker for a very informative, instructive, and well received key-note address!

The Executive Board includes also Wayne King, Project Manager for Franklin County Facilities. Wayne went through a very challenging year, but, as always, he's been the constant leader of the organization's proper proceedings, ensuring the balance between action and concept.

When it comes to a tough year, in fact years, the last past President, Larry Wiesen, retired Maintenance Supervisor at Brunswick City Schools and Vietnam Vet, is the unenviable champion. Larry has had a couple of battles with cancer, but he overcame them and, as a true marine, he toughened up and helped us to bring the conference to a resounding success.

As it has been the practice of the last several years, the conference organizing committee included all OPFMA Board members. The space is limited but I will list each and every member since each deserves all my appreciation for their effort and dedication to the OPFMA cause in general and not just for the work on the conference committee!

The conference attendees will probably remember and recognize them. Other readers may know them from other activities! Here they are:

-Ron Atkins, representing retired members, and proud owner of the "Rent-a-Ron" -"Your Hometown Handyman", from Dayton, Oh.

Wisdom Nuggets

*Let us train our minds  
to desire  
what the situation  
demands.*

*Seneca*

*He who lives must be  
prepared for changes.*

*Goethe*

*You can't have a better  
tomorrow if you are  
thinking about yesterday  
all the time.*

*Charles Kettering*

*You cannot help men  
permanently  
by doing for them what  
they could and  
should be doing for  
themselves.*

*Abraham Lincoln*

**OPFMA President Praising OPFMA Great Team .....**

(Continuing from page 1)

-Ted Howell, Chairman of the Education and Publications Committee, a Building Operator Certification (BOC) program instructor, and principal at EIG, Inc., an associate member of OPFMA;  
-Randy Crossley, Chairman of the Membership and Marketing Committee and Director of Maintenance at Lima City Schools;  
-Tom Dodds, Board member, Project Manager at Lucas County Facilities;  
-Mark Herbert, Board member, Director of Business Affairs at Pioneer Career & Technology Center  
-Reed Tarkington, associate member, Board member, BOC instructor and principal at Four Seasons Environmental, Inc. ;  
-Jim Duckworth, Board member, Sales Representative at Perfection Services, Inc.  
-Kathleen Lowery, a newer Board member, Director of Membership at BASA;  
-Denise Zehner, not a Board member, but a member of the conference organizing committee, Assistant Director at Emerald Environmental, Inc. ;

The final touch, following in many cases the initial and midterm touches, on everything that the conference had to offer went through the minds and hands of the OPFMA administrative staff - for them work on behalf of the 2007 annual conference did not end on the afternoon of October 30th. Sorting out, compiling and tabulating the feedback from the conference participants, receiving, checking and paying bills, responding to difference requests from participants has continued ever since (and it's still going on at the time I'm writing this message!) In this newsletter issue you will find the summary report of your feedback and evaluation.

A special "thank you" must go to each and every one of the speakers and presenters for their participation and freely sharing their knowledge and expertise with us.

Before concluding my message, let me acknowledge the addition of three new members to the Board, John Sommers, Director of Facilities at Bedford City Schools, Angelia Cleveland, Construction Activation Maintenance and Dennis Kehn, Security and Safety Director at Euclid City Schools.

Evidently, this article is intended to bring familiarity to you the readers with all of the people mentioned above, exceptionally devoted to the cause of OPFMA improvement, growth and strength.

The success of the Conference and Trade Show is complete if the Trade Show is also successful. I will not list all the exhibitors but I'd like to thank them and invite them back next year while wishing them good business with our member organizations!

The last and the most important "thank you" must be sent to those of you that made the effort to participate to this year's conference. I hope you'll be the ambassadors of an appealing message to those that could not make it this year to the conference and set up a meeting with them at the next year conference. The countdown has started.

**Merry Christmas and a Very Happy and Prosperous New Year,**  
Constantin Draganoiu

**Congratulations - First BOC Level 2 Graduates!**

*OPFMA is proud to announce the First ever  
in OHIO - BOC LEVEL 2-Series graduation!*

*The Columbus BOC L-2 Series started in  
May 2007 and ended in November 2007.*

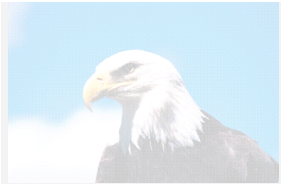
*Our best wishes to the graduates and  
success in their career!*



*The BOC Level 2 Class of 2007 Graduates - are  
listed below in alphabetical order:*

Karl Bassett (Cleveland State University), David Benedict (Cleveland State University), Carl Brown (Ohio School for the Deaf), Dennis Carstensen (Lucas County Facilities), Michael Carter (Toledo Correctional Institution), Dan Colonel (Western Brown Local Schools), Fred Eikost (Lucas County Facilities), James Frazier (Cleveland State University), Neal Johnson (Cleveland State University), Charles Kelley (Ohio Dept. of Natural Resources), Keith Logue (Lucas County Facilities), David Manning (Huber Heights City Schools), Lisa Milota (Cleveland State University), Keith Parkham (Cleveland State University), Clifford Paulsen (Lotte Foods, Inc.), Anthony Roemelle (Lucas County Facilities), Mike Rosenberger (Clinton-Massie Local Schools), James Schutte (Wilmington City Schools), Elizabeth Staugler (Wright State University), John Studer (DAS State of Ohio), and Steve Wolfe (Georgetown Ex. Village Schools)

**Conference 2007 - Facts - Opinions - Attendees' Evaluation!**



*Leaders never lose their focus.*

*He who never walks except where he sees other men's tracks - will make no discoveries.*

*Nothing great was ever achieved without enthusiasm!*

*The quickest and shortest way to crush whatever laurels you have won is for you to rest on them.*

*It's what you learn after you know it all that counts!*

*Leadership is developed, not discovered.*

Starting our preparation based on the 2006 success - the 2007 Conference Committee's - first decision was to rent the largest room the Crowne Plaza hotel has and move the exhibition out from the Pavilion that was packed in 2006 and to our regret we had to turn away willing exhibitors !

In 2007 we had the exhibition in the elegant Grand Ballroom, hotel's largest room. The conference committee's and board members' hard work made possible to have the Grand Ballroom filled to the max and for the second year in a row we regretted to have to turn away willing exhibitors!

2007 exhibitor participation was increased by 53 % compared with 2006!

We and our attendees appreciate very much the participating exhibitors. We like to believe that the contacts established at Trade Show and Conference will grow into a business friendly relationship that will benefit facilities across Ohio.

Many thanks for the wonderful job done by the Conference Committee that under Norm Sorge's leadership - already planning for 2008 and looking for solutions to accommodate the increased interest of Ohioans to learn more, to see more and network more!

The live entertainment was received with the highest appreciation this year!! The Amazing Maxwell prepared the mood for an excellent dinner, clean humor and lots of hearty laughter and fun - all our effort was well received by our new or long time loyal attendees! Thank you for coming!

We are very happy to announce that the overall 2007 Conference volume was increased by 70% compared with 2006.

OPFMA appreciates the attendees' feedback! Each year we collect, read attentively and tabulate the attendees' evaluations of the workshops, conference and the trade show. It guides our organization each year in selecting the most needed educative session topics.

**Attendees' Evaluation of OPFMA 2007 Conference and Trade Show**

Conference	Excellent	Good	Fair	Poor
Conference Overall	76%	24%	0%	0%
Conference Meeting Rooms	64%	36%	0%	0%
Quality of the Meals	71%	29%	0%	0%
Sleeping Rooms	79%	21%	0%	0%
Registration Packets	73%	27%	0%	0%
Content of the Sessions	68%	32%	0%	0%
Instructor / Presenters	62%	38%	0%	0%
Trade Show	67%	33%	0%	0%

Our book numbers, graphs and statistics and the most importantly- the Attendees - had spoken!!

**Many thanks to all the participants -** from the conference committee to attendees and exhibitors - to the administrative staff that thought of all little details making the event smooth and remarkable.

**Attendees volunteering to support OPFMA activities in 2008**

Attendees' satisfaction with OPFMA conference made some to go the extra mile besides giving us the feedback - they offer to assist OPFMA efforts in 2008 to reach even deeper in communities around Ohio!

**We appreciate very much their offer and want to acknowledge their generosity:**

- Brian Smith** - National Trail LSD - Director of Facilities
- Bryan Goff** - City of Westerville - Maintenance Specialist
- Bryan Shirey** - Xenia Community Schools- Energy Manager/Administrator
- Clifford A. Paulsen** - Lotte Foods Inc. - Facilities Manager
- Dale Tyjeski** - Orange City Schools - Safety Coordinator
- Denis Zehner** - Emerald Environmental - Assistant Director
- Everett Johnson** - Hamilton County Educational Service Center- Facility Manager
- Lanny O'Hail** - Guenther Mechanical, Inc - Business Development Manager

- Mike Munson** - Shelby County Board of MR/DD - Maintenance Director
- Rodney Reynolds** - Cleveland State University - Physical Plant Supervisor - Environ. Operations
- Steve Wolfe** - Georgetown Exempted Village S.D. - Director of Maintenance
- Tom Hand** - T.J. Hand Facility Management Consultation - Owner
- Warren Buttler** - New Albany Plain Local Schools - Service Manager



Leadership Insights

*Be a Valuable Team Player - Don't think of the Team as "They"!*

*A desk is a dangerous place from which to watch the world!*

*A ship in a harbor is safe but that is not what ships were built for!*

*Even eagles need a push!*

*Leadership is not a right - it's a responsibility.*

*All glory comes from daring to begin.*

*You cannot escape the responsibility of tomorrow by evading it today.*

*Do not be afraid of going slowly, be afraid of standing still.*

OPFMA Welcomes the Newest Members

**A very warm "WELCOME ABOARD" to you all!**

We would like to invite our long term - *some for decades* - loyal members and supporters to extend a warm welcome to their new colleagues and friends to be!

New Members - feel at home visit OPFMA website, check it out! You will find direct links to our Associate Members businesses. Visit [www.opfma.org](http://www.opfma.org) and click on "Associate Members" - They could be of assistance to your facilities' needs! Remember we are only a click away. Before introducing our newest members - a note to ALL members - make sure you provide us with your current e-mail address to keep you in loop and connected with OPFMA organization.

**Here are the new members since the last edition are:**

Associate Members

- Commercial Parts & Services, Inc** - Columbus, OH - Dan Farmer/ Marketing/Sales Mgr
- C.L.I. Group, LLC** - Eastlake, OH - Al Tibbs/ President
- Guenther Mechanical, Inc.** - Ashland, OH - Lanny O'Hail/ Bus. Development Mgr.
- The Ohio Floor Company** - Holmesville, OH - Jim Yoder/ Office Manager
- Heapy Engineering LLC** - Dayton, OH -Michael Berning/ Dir. Sustainable Design
- Structure Tec** - Kalamazoo, MI - Sarah Herwick/Marketing Coordinator
- BASA** - Columbus, OH - Kathy Lowery/Dir. of Member Development
- Allied Environmental Serv, Inc** - Lima, OH - Steve Carr/CEO

Institutional II

**Medina City School District** - Medina, OH - Norm Sorge - Bldg & Grounds Supervisor

Institutional I

- Four County Career Center** - Archbold, OH - Dave Mayer/ Director of Operations
- The University of Toledo** -Toledo, OH - Alan D. Vaughn/ Manager - Maintenance Service
- Brunswick Board of Education** - Brunswick, OH - Robert V. Kelly/ Facility Ops Manager
- Anthony Wayne Local Schools** - Whitehouse, OH - D. Matt Dick / Director of Operations

Individual Members

- Bryan Shirey** - Xenia Community Schools - Xenia, OH / Energy Manager
- Dave Keinath** - Richland Newhope - Mansfield, OH / Director of Ops. & Transportation
- Bob Wysong** - Warren County Career Center - Lebanon, OH /Director of Facilities
- Rick Monroe** - Warren County Career Center - Lebanon, OH / Custodian-Maintenance
- Reuben Brown** - Cedar Cliff Board of Education - Cedarville, OH / Maintenance Director
- Everett Johnson** - Hamilton County Ed. Service Center - Cincinnati, OH/ Facility Manager
- George Smith** - Licking Heights Local Schools - Pataskala, OH/ Bldg & Grounds Supervisor
- Steve C Wolfe** - Georgetown Exempted Village SD - Georgetown, OH / Maintenance/Custodial Supervisor.
- Duane Kortze** - Green Local Schools - Green, OH / Maintenance Supervisor
- Virgil E. Kline** - Green Local Schools - Green, OH / Maintenance
- Nicolas Moussi** - Department of Rehab & Correction - Columbus, OH / Supervisor
- Mitch Voskuhl** - Coldwater Exempted Village Schools - Coldwater, OH/ Maintenance Supervisor
- Todd Gerstner** - Wapakoneta City Schools -Wapakoneta, OH/ Maintenance
- Mark Fritz** - Wapakoneta City Schools -Wapakoneta, OH/ Maintenance
- Lynn Moomaw** - Wayne County Schools Career Center- Smithville, OH / Director of Operations & Adult Education
- Sandra Achor** - Clinton-Massie Local Schools - Clarksville, OH

Lighthearted box:

"I'm a night watchman."  
 "What do you watch?"  
 "I don't know. It's so dark I can't see."

Undertaker: A man who always puts a customer in his place.

"Are these your witnesses?"  
 "They are."

The business wasn't a total loss. The business wasn't that good.

"Then you win. I've had them witnesses twice myself."

"I wouldn't mind work if it wasn't so confounded daily."

After they become judges they stop practicing law.

"Can you write shorthand?"  
 "Yes, but it takes me longer."



## BOC Activities Report 2007

By Cornel Pod, BOC Program Coordinator

In 2007 OPFMA has organized and ran twice as many BOC course series than those organized in 2006 and the plans we have made for 2007 have been exceeded by 20%!

Compared with 2006 the number of students registered and trained for certification has increased by over 75% in 2007.

Here is the summary of BOC activities since last edition: The BOC Level 1 class held at the Wilkinson CTA in Orient, OH started as planned on July 26<sup>th</sup> with 32 students registered. The course series consists exclusively of state facilities employees. We are very grateful for Ms. Angelia Cleveland's (Construction Activation Maintenance) assistance.

Due to increased demand, we created the sixth BOC Level 1 course series that started on December 10<sup>th</sup> with 23 students and is hosted by the ODOT Office of Aviation in Columbus, OH. We are very grateful to Mr. Rush Shipe (ODOT) as well as Ms. Robin Chambers-Dersoon (ODOT) for their help.

To date, four of six BOC course series that started this year have concluded. The Cleveland BOC Level 1, hosted by the Brewer-Garrett Co., concluded on July 20<sup>th</sup> on schedule with 20 graduates.

James Auger (Washington-Nile Local Schools), Stoney Brooks

The Cincinnati BOC Level 1 series, hosted by the Trane Cincinnati office, concluded on September 7<sup>th</sup> on schedule with 23 graduates.

The Columbus BOC Level 1, hosted by the Northgate Center, concluded on October 19<sup>th</sup> with 27 graduates.

Ohio's first BOC Level 2 class, hosted by the Trane Columbus office, concluded on Nov. 2<sup>nd</sup> with 21 graduates.

OPFMA appreciates very much Trane, the Brewer-Garrett Co., Columbus City Schools, the Department of Administrative Services (DAS) and the Ohio Department of Transportation (ODOT) for their support of the BOC Program.

We welcome Mr. Paul Jablonski, PE as our newest instructor. Mr. Jablonski has over 30 years experience in HVAC and is a graduate with an MBA from University of Notre Dame. He teaches BOC 103.

It is our pleasure to congratulate Dr. Jeff Bates, BOC 105 instructor, who has recently earned his Ph.D.

BOC classes are formed based on a regional demand basis.

We have received inquiries from interested organizations about upcoming classes.

If you would like to be notified about upcoming classes in your geographic area, please call (440) 756-5620.

## Congratulations BOC Level -1 Graduates!

### BOC L-1 Cincinnati Series March - September 2007



(Kettering City Schools), Barry Carver (Washington-Nile Local Schools), Larry Cherry (Oakwood City Schools), Kendall Clendenen (Bright Local Schools), Bill Cole (Loveland City Schools), Robert Conner (Northwest Local Schools), Terry DeMint (Adams County/Ohio Valley Schools), John D. Gauche (Fayetteville-Perry Local Schools), Roger Hamlin (Southeastern Local Schools), Mike Inskip (Adams County/Ohio Valley Schools), Tom Lee (Kettering City Schools), Miguel Maldonado (Montgomery Educ. and Pre-Release Ctr. ), Jason McIlhenny (Scioto County JVS), Chris McKee (Bethel-Tate Local Schools), Eric Meredith (Adams County/Ohio Valley Schools), Richard Peabody (Loveland City Schools), Jeffrey A. Pence (Greenfield Ex. Village Schools), Andreas M. Scheidt (Northwest Local Schools), Mark Skaggs (Southeastern Local Schools), Brian Smith (National Trail Local Schools), Tom Thomas (Adams County/Ohio Valley Schools)

### BOC L-1 Columbus Series April - October 2007



Don Barnett (Columbus Public Schools), Jim Bowen (Beavercreek City Schools), Joe Brady (Ashtabula Area City Schools), Warren Butler (New Albany Plain Local Schools), Daniel J. Davies (Ohio Dept. of Public Safety), Linda Davis (Lakewood City Schools), Chuck Dunbar (Lakewood City Schools), Rich Fraser (Alliance City Schools), Carl Hahn (Streetsboro City Schools), Daniel Hardyman (Georgetown Ex. Village Schools), Trent Hunt (Columbus Public Schools), Andy Jakolew (Ashtabula Area City Schools), Richard Kubow (Lakewood City Schools), Conrad Laskowsky (Lakewood City Schools), Brian L. Nauman (North Union Schools), David S. Osborne (Eastern Local School), Edwin Parks (Dept. of Administrative Serv.), David Purdie (Dept. of Administrative Serv.), Harold Rausch (Dept. of Administrative Serv.), Don Richmond (Lakewood City Schools), Noel Rozelle (Dept. of Administrative Serv.), George Saba (Lucas County Commissioners), Randall Schneider (Portsmouth Locals Schools), Rush Shipe (Ohio Dept. of Transportation), Dwight Shrigley (New Albany Plain Local Schools), Mark K. Sigler (Louisville City Schools), Len Smith (Ohio Dept. of Jobs & Family Serv.), and Chuck Stewart (Vandalia Butler City Schools)

## Building Occupant Safety

By Wayne C. King, C.F.M  
Project Manager

Franklin County Facilities Management

Today's facility staff wears many hats on the job. One that is becoming more prevalent, and more demanding, is the one of Safety and Security. In that role the facility staff must be ready to virtually "lead the building occupants to safety". That involves developing proper safety plans, coordination with local fire and police departments, training the facility staff and the building safety teams, conducting drills, and evaluating the effectiveness of drills.

The development of safety plans is no longer as straight-forward as it once was. Recent events around the country in high schools and on college campuses proves that unpredictable scenarios can and will take place. Plans must be coordinated with all administrative personnel as well as local safety authorities to ensure that everyone will be on the same page. And, when there is an "event", communication with the community MUST come from ONE SOURCE to avoid premature or delayed information; that will require advanced planning by all of the "chiefs" ahead of time. Be sure that plans are in place, and training conducted for all scenarios - weather emergencies, utility outages, equipment failures, contagious disease, threats and intruder.

Advanced coordination with local fire and police departments is vital. You need them as a resource and they need to have a familiarity with you and your facility. They will have useful suggestions to help in updating your safety manuals, in staging drills, and deterring unwanted threats and intrusions. You should also develop working relationships with your counterparts locally and throughout the state who face similar safety challenges.

Their ideas and practices may be just what you need to augment your program. Remember, we gain strength by collaborations. No one person has all of the answers when it comes to safety.

You need to be part of a network of highly experienced individuals that you can draw upon for ideas. Consider links with the State Highway Patrol and the FBI as well.

In the press of keeping the heat and lights on, the busses running, and the snow plowed, training is often difficult to provide on a regular basis. However, it does no good to have great plans if your team isn't adequately trained to carry them out and if they haven't been given the opportunity to be tried out in a drill.

We MUST schedule the time to train the facility staff and the safety teams to properly follow the plans that have been so thoroughly developed through collaboration with others.

Once or twice a year just isn't enough. Unless you are conducting quarterly or monthly sessions, you risk having inadequately trained personnel. Drills certainly fall under the scope of "training". When you hold drills, consider having some drills without the electric on. That will test the effectiveness of the emergency lighting system and make tornado drills more realistic.

Be sure to develop formal evaluation instruments to rate the effectiveness of the drills. We all want to be successful and have "high marks" on our evaluations, but it is far better to learn about any omissions and confusing directions BEFORE you are in a real-time event. So, develop an evaluation tool that asks the hard questions, gets feed back from "chiefs" as well as occupants, the facility staff, and local safety authorities. Then use that feed back to fine tune your safety plans and the directions for the safety teams so that everyone is prepared as much as possible for the next emergency.



## Master the Fine Art of Persuasion

In today's business world, the ability to persuade is one of the most important. It is known that no one single piece of data or fact will sway every member of your audience. It's vital to both understand and use differing strategies:

1. **Hard facts and statistics** - Logical facts are the best way to convince people, especially executives who don't have the time and/or patience for lengthy presentations. Statistics are particularly convincing when they reveal something that surprises your audience, or works against the listeners' assumptions.
2. **Expert opinion** - Make sure the expert is someone your audience is familiar with and respects.
3. **Personal experience** - This draws your audience in immediately and reinforces what they already know and understand.
4. **Analogies** - These work well with groups who use imagination and intuition in their work. Creative minds tend to respond well to analogy.
5. **Exhibitions and demonstrations** - Shall be used when an audience needs to see a product or procedure to understand it fully.

By varying your forms of persuasion, you will improve the chances of connecting with each individual member of your audience.

### Why Do You Need to Lubricate Your Joints with Water?!

The discs that separate the vertebrae in the lower back are designed to absorb stress and facilitate movement. In order to function right - **discs need water!**

Here are the mechanics:

When pressure is applied to the discs, they extrude water to compensate for the added stress.

When the pressure is relieved a vacuum is created inside the disc and the water is rapidly flowing in re-hydrating and cushioning the vertebrae.

It is VITAL to maintain this powerful water surge - without it discs start flattening and slip out of spinal alignment creating acute pain on the nerves behind the disc.

WATER is more important for your body than oil or gas for your car!

## Maintenance - Prioritizing Needs vs. Resources

By Tom Dodds  
Facilities Project Manager  
Lucas County Commissioners

### What are your facility maintenance needs and where should you put available resources?

Answering these questions is much more complex than those of us in the facility maintenance field would like. Many times we are getting absorbed in searching for new ways to solve problems overlooking the basics - this article is intended to refresh the basics and review the procedures.

The first step is to identify the requirements. We need to identify these across the whole spectrum of the facilities. Ask these three questions: What needs to be done? What will it cost? When does it need to be done?

The second step is to estimate the resources required for each item. This should include labor, materials, equipment, contracting, and any other cost factors.

The third step is to prioritize the items. It normally simplifies the process to initially prioritize into years, and then prioritize within each year. Many organizations maintain a five-year plan. The prioritization shall take into account the urgency, cost and resources available. Upon successful prioritization, you can make adjustments based upon available funding and/or request the required funding.

Typically, we do not have available the funding necessary to meet all of the identified maintenance requirements in an individual year. The gap between the available funding and requirements gives us the opportunity to establish a list of "Deferred Maintenance" requirements, which can be utilized as a communications tool to convey the amount of outstanding maintenance costs to those controlling the funding.

Also it is important to convey that the costs of deferred maintenance items continue to increase with further delay, due to both inflation and the amount of maintenance needed on a specific item increases with time.

Some organizations are taking a preventive approach by including training and education in their list of requirements because they understand that having a technically up-to-date and proficient staff always results in the most efficient and effective operation!

These simple steps of identifying, estimating resources/costs, and prioritizing help us to take an organized approach to our facility maintenance task. Then we can go to work on the highest priorities first, and if nothing else, we have a ready answer to the question "Why are you working on that?"

## Motivate Yourself

Everyone's motivation droops now and then, which can affect our productivity and outlook on life. Fortunately, no one motivates us quite as effectively as we motivate ourselves and we have the power to reverse these downward spirals. Consider the following:

- \* **Recognise that you're feeling blue** - before your outlook turns black. Then, find an activity that will recharge your energies. Asking for a new challenge may be in order. Or, take some time off for a rejuvenating break.
- \* **Shift your focus outward.** Think about how your efforts help others and benefit your organisation. Make a conscious effort to make a positive impact on your customers and co-workers.
- \* **Savour your victories.** Keep complimentary voice mail messages, letters and memos and review them when you're feeling down. When you finish a task or project, take the time to step back, enjoy and appreciate your feeling of accomplishment.
- \* **Evaluate your habits.** Whether it's lack of sleep, procrastination or negative self-talk, work to rid yourself of the habits that are holding you down and replace them with a more productive, healthier attitude.
- \* **Associate with positive people.** Identify go-getters in and outside your company and spend as much time with them as possible.
- \* **Clarify your direction.** Drowning in uncertainty dampens the spark of motivation. Set and keep in front of you both short and long term goals. Make sure they are challenging and meaningful, while at the same time attainable and realistic.
- \* **Reach out.** If your slump persists, it may be time to seek professional help to determine what the motivational block might be and how to break through it.

## Facility Planning & Health, Safety Inspections Top Concerns for Upcoming Year

By Eric Reeves, SchoolDude.com General Counsel

### State Assistance and Master Facility Plan

Receiving State assistance for school facility needs is a complex and timely project for any school.

The State provides assistance, but a school has to create a master plan and request an assessment of classroom facilities before your school will be considered for any assistance. Indeed, the whole process may take two years or longer. Meanwhile, your classroom facilities needs may go unmet or even dramatically change during that time period.

What can you do? The first thing you should do is get prepared. Don't wait on the State to schedule an assessment at some point in the future; you need to take charge! Many of SchoolDude.com clients have used our on-demand maintenance management solutions to affordably and quickly comply with State mandates on master facility plans.

Implementing SchoolDude's work order management tool, MaintenanceDirect, and preventive maintenance management system, PMDirect, puts you in charge of the facility information needed for an assessment, and both solutions meet the maintenance management requirements for the State. Plus, using these two services may shorten the time it takes for getting the facility assistance you need.

### Health, Safety Inspections

The State Director of Health recently established rules and regulations designed to promote sanitary health and safety conditions of schools and school buildings. The rules and regulations went into effect in late September 2007 and specifically require on-site inspections of school facilities

An inspection shall include, among other things, a review of documentation that the school has inspected for dangerous products and conditions. While promoting health and safety, these inspections represent a time-consuming challenge for school facility directors who are already strapped for time and resources.

SchoolDude clients using MaintenanceDirect and PMDirect find that using these services keeps the necessary documentation of in-school inspections in order, improves communication with the inspectors and reduces the amount of time spent responding to inspectors' demands for reports and documentation. SchoolDude has one of the largest libraries of health and safety templates ready to be used in PMDirect. These templates are already being used by thousands of schools throughout the country.

With the State creating more rules, regulations and inspections, a smart way to respond is by using SchoolDude's MaintenanceDirect and PMDirect. Both services will help document the good job you are already doing and create an easy, timely way to respond to the State when it requests information about the condition of facilities, whether it is for master planning or health and safety purposes.

### A note from OPFMA Administrator:

*Dear Readers, as 2007 is almost over and the holidays are just around the corner, would like to say "Thank you" for your loyal support throughout the years! Be assured that we always strive to serve your interests to the best of our abilities. The better we know your interests the easier it is to organize events and workshops for you that bring you valuable information and great sources of products and services.*

*We hope you take full advantage of opportunities OPFMA brings to you as well as expanding your network of contacts!*

***Wishing you all - Merry Christmas and a Very Happy and Healthy New Year!***


*Alexandra Schneider*

# Dude...

## What's Your Problem?


**SchoolDude has the solution!**

Our suite of on-demand facility, technology and business operations software is helping more than 70 education clients in Ohio.



**Online tools for managing schools.™**

Visit on the web: [www.schooldude.com](http://www.schooldude.com)  
 Call now: 1-877-868-DUDE  
 Email now: [salesrequest@schooldude.com](mailto:salesrequest@schooldude.com)



Save money. Manage operations. Look good.



## 2007 OPFMA Board Members and Contact Information

### 2008 OPFMA Board Meetings

March  
June  
October  
December

### Board Meetings' Host

M.E. Companies  
635 Brookside Blvd.  
Westerville, OH 43081

- Conference Committee meetings follow Board meetings also phone conferences are held in between
- BOC Working Group phone conferences are held monthly

### Executive Board

**President** **Constantin Draganoiu** Cleveland State University [c.draganoiucsuohio.edu](mailto:c.draganoiucsuohio.edu)  
**Vice-President** **Norm Sorge** Medina City Schools [sorgen@mcssoh.org](mailto:sorgen@mcssoh.org)  
**Secretary/Treasurer** **John Beckemeyer** Oak Hills S.D. [beckemeyer\\_j@oakhills.hccanet.org](mailto:beckemeyer_j@oakhills.hccanet.org)  
**Immediate Past President** **Larry Wiesen** - Brunswick City Schools - [lwiesen1@neo.rr.com](mailto:lwiesen1@neo.rr.com)

### Board Members

**Ron Atkins** - Retired from Mad River Local Schools - business owner - [ratkins6@woh.rr.com](mailto:ratkins6@woh.rr.com)  
**Randy Crossley** - Lima City Schools - [rcrossley@limacityschools.org](mailto:rcrossley@limacityschools.org)  
**Tom Dodds** - Lucas County Facilities - [tdodds@co.lucas.oh.us](mailto:tdodds@co.lucas.oh.us)  
**Jim Duckworth** - Perfection Group, Inc. - [jduckworth@perfectiongroup.com](mailto:jduckworth@perfectiongroup.com)  
**Ted Howell** - Energy Instruction Group - [thowell@energyinstruction.com](mailto:thowell@energyinstruction.com)  
**Wayne King** - Franklin County FM [wcking@co.franklin.oh.us](mailto:wcking@co.franklin.oh.us) - Board Executive Consultant  
**Reed Tarkington** - Four Seasons Environmental, Inc. - [rtarkington@fseinc.net](mailto:rtarkington@fseinc.net)  
**Mark Wantage** - Ohio School Facilities Commission - [Mark.Wantage@osfc.state.oh.us](mailto:Mark.Wantage@osfc.state.oh.us)  
**Mark Herbert** - Pioneer Career and Technology Center - [herbert.mark@pctc.k12.oh.us](mailto:herbert.mark@pctc.k12.oh.us)

For newsletters' archive  
visit our on the Website!

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

### Note from Editor -

Dear member, OPFMA publishes "SpotLight on Maintenance" for you and for you only! I would like to have a "two way" communication in order to serve you better. Write me - be assured your identity will not be mentioned if you so choose!

Suggestions - sharing experiences - and constructive criticism, all of these would be very helpful and much appreciated. Write me at: [editor@opfma.org](mailto:editor@opfma.org) or visit our web site and click on "TELL ME MORE" - and let me hear your point of view!

Thank you and have a Merry Christmas and a New Year! Alexandra

## Publication and Submission Information

"Spotlight on Maintenance" is the official publication of the Ohio Public Facilities Maintenance Association, a 501(c) 3 nonprofit for educational and professional development of public facilities maintenance employees. It is published quarterly and distributed in the second half the month of March, June, September and December. A special edition could be added as events dictate. All materials published are copyrighted. The editor/publisher of "SpotLight on Maintenance" is Alexandra Schneider.

Deadline for submissions of articles and photos is the first day of the month of publication.  
All documents for submission must be submitted in Word Format and sent as an attachment to email.  
All photos must be in JPEG or TIFF format and sent as an attachment to an email.

Mail us at:

**OPFMA**  
**PO Box 835**  
**Cleveland, Oh 44070**

Contact info:

Phone: (440) 716-8518 Fax: (440) 716-8519 Toll Free: (866) 570-7880 [info@opfma.org](mailto:info@opfma.org)