



SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!
Summer 2016

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 - **Sept 2016**
Publication Terms & Deadline
Deadline for Materials Submission
to be Published - **SEPT 01, 2016**

OPFMA 2016 Second Quarter

By Alexandra Schneider, OPFMA Administrator /CEO

OPFMA Board of Trustees held its 2nd Quarter Board Meeting on June 9th and was hosted by TRANE – we appreciate their generosity!

Since June 2nd, the OPFMA Board is under the leadership of Vice-President Carl Roxbury, as OPFMA Interim President, replacing Glen Vernick, as per OPFMA By-Laws, until OPFMA Board election in September 2016.

We wish Carl Roxbury success and pledge our full support as Carl is also the Conference Committee Chairman.

OPFMA Conference Committee working closely with the Administration is in the process of finalizing the OPFMA 2016 Conference workshop schedule. Upon completion of the five tracks, workshop schedule it will be posted on OPFMA website and the conference brochure printed!

Conference participation registrations are pouring in especially with the July 1st Early-Bird deadline: 2016 Attendee registration as Jun 20 2016 is 467% increase over same time in 2015.

Attendee's as well as Exhibitor's Registration Forms are posted on www.OPFMA.ORG home page on "What's New" box – just click on the form you need!

This quarter on May 19th 2016 OPFMA offered an Arc Flash Training seminar in Columbus. Two other seminars are to be announced for September – as for school facilities maintenance department the summer time is the busiest time

Education & Publication Committee chairman, Steve Masters along with the Board and the Administration are working on bringing new seminars based on OPFMA Membership input.

OPFMA 2016 Conference & Annual Trade Show

Oct 24th & Oct 25th

Attendee Registration in full swing!

Early Bird Registration Deadline

JULY 1st 2016



Location: Columbus Crowne Plaza Hotel

OPFMA 2016 Trade Show

88% of Booths Already Sold!

Still time to register

Booths are available on a "first-come/ first-served" basis based on payment!



Break Sponsor



OPFMA Board & the Administration wishing U all **Happy Independence Day!**



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OPFMA New Members – Welcome Aboard!

Individual Member

William Damron - Maumee Valley Country Day School - Assistant Superintendent B & G
 Harry "Ed" Wolfe - Lancaster City Schools - Maintenance & Custodial Supervisor
 Troy Hall - Medina County District Library - Maintenance
 Devan Hovanctz - Medina County District Library - Maintenance
 Patrick Jolly - Geauga Co. Public Library - Facilities Manager

Institutional Member

Westlake Porter Public Library - Duane Gibson, Andrew Mangels, James Newton and Anita Woods

Ohio Department of Transportation - Robert Mash, Michael Motz, Richard Harris, Adam Ash, Timothy Guy, Rustin Ballmer and Dale Cooper

Corporate Associate Member

Service Supply Ltd. Inc. – Jerry Groves – President
 Energy Planners Company LLC – Patrick J. O'Neill

New OPFMA Members for questions or interest on OPFMA Chapters contact OPFMA Membership & Marketing Chairman, Constantin Draganoiu at: (216) 854-0325 or e-mail to: c.draganoiu@csuohio.edu

Southwest Ohio Chapter

The Southwest Ohio Chapter is OPFMA's oldest Chapter founded by Chairman Dan Colonel with a group of enthusiastic peers from public facilities from the SW Ohio area.

The Chapter is meeting bimonthly on the 2nd Tuesday. Meeting topics are decided by chapter members based on their job needs; vendors are invited for presentation & answer questions. Networking with local colleagues is helpful and easy!

There is no fee to be part of the chapter.

The March 2016 meeting was hosted by Eastern Brown Local Schools. Topics included 'Doorsteps for Classrooms & What Ohio State is allowing to be used'; a summary discussion on 'fire Inspection' as well as 'Vendor for Service'.

May 2016 meeting continued 'Classrooms Doorsteps' topic with new details on items from the Schiffler Company. An educative film on glass doors that stop breakage of glass and how access through the broken glass was watched & discussed!

SW Chapter's next meeting is on July 12, 2016.

Chapter's Chairman Dan Colonel - Supervisor of Buildings and Grounds at Great Oaks Career Campuses - can be reached at (513) 612-3696 or e-mail to: ColonelD@greatoaks.com



Chapter members present at MAR 2016 meeting from left to right are as follows: David Schram, Southern Hills Vocational School; Bill Mullins, Eastern Brown Local Schools; Steve Wolfe, Adams County Ohio Valley Schools; Mike Dotson, Georgetown Exempted Schools; John Beckemeyer, Oak Hills Schools; John Cooper, Clermont Northeastern Schools; David Diesel, Felicity Franklin Schools & Dan Colonel, Great Oaks Career Campuses

Ohio Department of Transportation (ODOT) Uses Facility Master Planning for Space, Energy Efficiency



Throughout its 110-year history, the Ohio Department of Transportation (ODOT) has touched the lives of every Ohioan. The state's residents and businesses depend on ODOT's integrated transportation network to connect goods to markets, workers with jobs, people to health care and education, and families with loved ones and home.

With facilities in all 88 Ohio counties, more than 5,000 employees and an annual budget of more than \$2 billion, ODOT is responsible for the state's largest and most valuable man-made asset - roads and bridges - worth \$22 billion.

Like roads and bridges, ODOT's facilities require routine maintenance and, in some cases, replacement.

"Many of our garages and outposts pre-date Ohio's interstate system," says ODOT Director Jerry Wray. "As our fleet has grown in size and number and our workforce has been reduced, it became necessary to take a hard look at replacing, consolidating and eliminating some of our facilities."

With the help of William Ramsey, chief of planning at the Ohio Facilities Construction Commission, ODOT's Office of Statewide Facilities Operations took a unique approach in doing just that.

"Beginning in 2011, we worked with the users of our garages and outposts and ODOT leadership to put together a master planning process to provide a systematic method for gathering and analyzing facility information," said ODOT Deputy Director Steve Masters who oversees the office.

"This information helped us make effective and logical decisions regarding design, location and function of future ODOT facilities."

The process for developing ODOT's Facility Master Plan began with identifying facility-related goals to optimize, such as reducing the size and number of facilities by consolidation, shared facilities or closure; reducing utility costs, increased use of less-expensive yard facilities and the development of more efficient alternatives.

"We took a map of Ohio with all of ODOT's facilities on it and we removed the dots," Masters said. "Then we asked the question 'where do we need facilities.' We took into account future growth areas, like housing developments, so we wouldn't build there."

ODOT's master planning process allowed the department to plan and prioritize the replacement of antiquated and deficient full service maintenance facilities and outposts without regard to boundaries and other past restrictions.

Ramsey said although no two master plans are the same, the process for developing one is. "Whether you're a university, a school district or a public institution, the first step in developing a master plan is to understand how your organization functions and determine your needs."

In ODOT's case, the department looked 50 years out. "ODOT is ever-evolving," Ramsey said. "We know equipment gets larger and larger and so do the salt barns."

Ohio Department of Transportation (ODOT) Uses Facility Master Planning for Space, Energy Efficiency

Continued from page 3

Staffing levels may change so we determined a 'kit-of-parts' facility would work best. ODOT can add buildings or make them larger as they see fit."

ODOT's master planning process resulted in the construction of 17 new facilities; 13 are currently underway and 12 more are scheduled for fiscal years 2017 and 2018. ODOT is sharing space with local governments and a major university.

The benefits of ODOT's master planning process are many, including a reduction of full service and outpost facilities through the use of unstaffed yard facilities in strategic locations; reduction of the overall square footage of facilities statewide; reduction in the cost-per-square-foot for new construction; increased energy efficiencies; reduction in project development costs through partnering alternatives and increased opportunities for innovation.

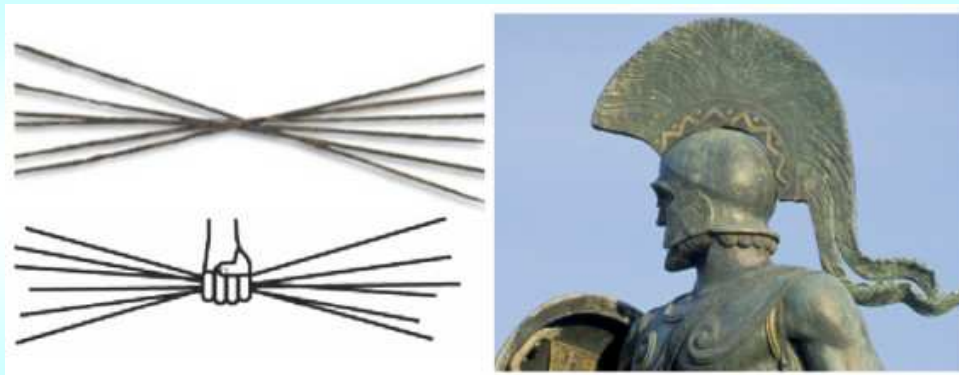
"ODOT has embraced Ohio Governor John Kasich's initiative to have government share its facilities," Masters said. "During the planning process we ask ourselves who else could benefit from our facilities."

According to Masters and Ramsey, a master plan is never finished. "You can't put it on a shelf and walk away," Ramsey said.

This QuickRead provided by Joel Hunt, Public Information Office for the Ohio Department of Transportation, Division of Communications.

To read more about master planning, [check out this article on its value and how to create various types of master plans.](#)

Money was once designed to discourage people from having too much of it...



According to Greek historian Plutarch, in his "Life of Lycurgus," the Spartans used **long and heavy iron rods as their currency** in hopes that it would discourage them from pursuing large amounts of wealth. This unusual currency was called "obeloi" and was supposedly so cumbersome that carrying multiple rods would require oxen!

Did you know that American presidents weren't originally supposed to be on the nation's currency, as that was seen as a practice of monarchies?!

NADCA's HVAC Cleaning Standards Benefit Everyone

By Alan Sutton, President of Service-Tech Corporation



Since so many people work in public buildings, it's a good thing that organizations like the National Air Duct Cleaners Association (NADCA) work on behalf of the safety of the buildings' occupants.

NADCA, which represents HVAC cleaning companies, has established industry standards called, ACR (Assessment, Cleaning, and Restoration), to ensure that air duct cleaning projects are done correctly. Proper cleaning and restoration are important because of the potential exposure to harmful contaminants from unclean or poorly maintained systems. Over time, HVAC systems get dirty, so **building owners and facility managers need to be sure their systems are properly cleaned and maintained for the sake of peoples' health and safety.**

The ACR Standards call for specific performance levels and methodologies for HVAC cleaning professionals to implement in their work. These standards also set the expectations for those who contract HVAC cleaning and restoration services.

The 30-plus page ACR Standards document covers:

- Assessing new and existing HVAC systems
- Evaluating and verifying the cleanliness of HVAC systems
- Preventing job related hazards
- Guiding the cleaning and restoration of HVAC systems to a specific level of cleanliness

Certain procedures and methods are required in HVAC cleaning. For example, any cleaning equipment that exhausts inside the building must be HEPA filtered. And the HVAC system being cleaned must be placed under negative pressure (suction) during the cleaning process. Different types of tools and equipment can be used to dislodge, capture, and remove the dust/dirt from any given system so long as they are **cleaned without contaminating the occupied space.**

The standards define what is considered clean, outlining three different methods of determining clean: **visual inspection, surface comparison testing and gravimetric analysis.** These methods ensure the client and contractor can agree that the system has been properly cleaned.

The standards also include **written and visual records for job documentation** as part of a cleaning project.

Contractors need to provide evidence that the system has been cleaned according to the ACR standards by showing photographic or robotic video, along with project reports or drawings.

Abiding by the ACR Standards assures a quality service, keep building occupants and technicians providing the service safe, assures building owners and project managers that their systems are properly cleaned and run efficiently, prevent job related hazards, and promotes the integrity of HVAC cleaning and integrity industry - Everybody wins!

Three Common Mistakes in Price Proposal Review

By Rick Pettit, The Gordian Group

Anyone who has been in the construction industry for any amount of time has heard the phrase, “Measure Twice, Cut Once.” The meaning behind the idiom is that thorough planning and preparation will lead to a better outcome. There are a lot of moving parts to any type of repair, renovation or alteration project, and Facility Managers must keep an eye to make sure all parts of the project are moving ahead as planned and without issues.

While repairs and maintenance are ongoing occurrences and can feel never-ending, the procurement process shouldn't be. Schools and universities, cities, counties and state departments employ IQC in accordance with ORC 153 and ORC 123 to fast-track the procurement of repair, maintenance and construction projects. This process, also referred to as Indefinite Quantity Construction (IQC) has been made available through cooperative purchasing in Ohio and the process has proven to save effort, time and cost, while delivering high quality construction work by local contractors. The IQC process is an indefinite delivery, indefinite quantity procurement method that enables Facility Managers to complete large numbers of their repair, renovation and alteration projects with a single, competitively-bid contract.

Studies have found that the IQC process can save Facility Managers between 8-15% compared to traditional bidding methods over time. An essential part of the cost-saving benefits of the eziQC process is the Price Proposal review, which provides a second set of eyes to review the Price Proposal, in addition to the Facility Manager.

When it comes to Price Proposal review, the keen eyes of Facility Managers must be even sharper to guard against common mistakes and help to save time and money on IQC repair and renovation projects. The Facility Manager must closely review the Price Proposal to determine that everything listed is appropriate to accomplish the scope of work. All discrepancies must be identified and resolved before the Price Proposal is approved and work commences.

Here are three common mistakes a Facility Manager may find during the Price Proposal review process.

Inappropriate Tasks

The first question a Facility Manager must ask when looking over a Price Proposal is: Do the tasks listed match the scope of work? Every single task listed in the Price Proposal must correlate with an item on the scope of work. Facility Managers must check to make sure no extraneous tasks are on the Price Proposal, and must check to make sure that the tasks that are listed are the most appropriate tasks. In addition, Facility Managers should identify any tasks that have been omitted from the Price Proposal.

Inappropriate Quantities

Another essential component of the Price Proposal is the quantity field alongside the task. While all tasks may be accurate, improper quantities will greatly affect the project cost and could raise red flags during an audit down the road. Inappropriate quantities can get into the Price Proposal a number of ways—through inattention to detail, inability, honest mistakes or intentional gouging. The contractor may feel pressure to include exaggerated quantities to inflate the Price Proposal. A careful review of the Price Proposal will help safeguard against inaccurate quantities.

Lack of Knowledgeable Review

With organizations tightening their budgets and using less personnel to perform more work, heavy workloads or a lack of expertise may hinder the ability to closely review Price Proposal. For added help and the peace of mind that comes with expert review, third party IQC consultants are available to perform these services.

When hiring a third-party consultant, keep the following questions in mind:

- ✓ Do they have a history of creating award-winning or audit-worthy programs?
- ✓ Are they experienced in conducting thorough Price Proposal reviews?
- ✓ Will they develop a unit price book that meets the Facility Manager's needs, complete with technical specifications?
- ✓ Are they performance-based, meaning they only get paid if they are successful?

A Facility Manager or IQC consultant that is meticulous in their review of the Price Proposal can guard against the common mistakes that lead to inaccuracy, and thereby establish a program that may save time and money on repair and renovation projects. Prevailing over these three common Price Proposal Review mistakes helps ensure that the right steps are being taken for each project.

Editor's Note:

Rick Pettit is the Senior Account Manager for the eziQC Contract in Ohio. You may reach Rick at 614-306-5783 or E-mail to: r.pettit@TheGordianGroup.com.





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2016 Board Meetings**Schedule:**

Feb 11th
 Mar 10th
 June 9th
 July 21st
 Sept 15th
 Dec 6th

*Board Meetings
 are held
 in Columbus*

2016 Conference & Trade Show**Crowne Plaza Hotel:****Oct 23th 5:00 pm****Conf. Committee meeting**

**Oct 24th & Oct 25th
 Conference
 &
 Trade Show**

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www.opfma.org

2016 OPFMA Board of Trustees Contact Information

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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 or visit 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.

It is published quarterly and distributed in the second half of the month of **March, June, September** and **December**.

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 1st Day of the 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.

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