



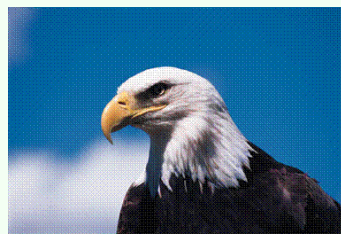
SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!
Summer 2011

Page 1 of 8

Ohio Public Facilities Maintenance Association

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



Inside Edition:

- ◆ OPFMA 2011 - Second Quarter Highlights 1
- ◆ New OPFMA members 2
- ◆ Lighting Retrofit Projects Can Net Big Savings 3
- ◆ OPFMA North-East Ohio Chapter activity summary 4
- ◆ OPFMA Dayton Area Chapter activity summary 4
- ◆ Hills and Dales Receives the Coveted Energy Star Rating ... 5
- ◆ Do Your Homework - Starting a Performance-Based Project ... 6
- ◆ The BOC Project Workbook - Instructor's perspective 6
- ◆ 2011 OPFMA Board of Trustees - Composition & Contact Info ... 8
- ◆ 2011 OPFMA Board of Trustees - Meetings' Schedule 8
- ◆ Publishing Submission Terms and Requirements 8

Editor's Note:

Next Edition - Sept 2011

Submission Deadline for articles and ads is **September 01, 2011**

Follow the Publication Terms on page 8 or contact the editor.

OPFMA – 2011 Second Quarter Highlights

By Alexandra Schneider, OPFMA Administrator/CEO

After many months of planning, searching for solutions, organizing and reorganizing possible educative seminars, OPFMA is proud to announce a very successful 2011 second quarter for the BOC Series!

The following BOC Level-1 Series had been started during this quarter:

- BOC - Pepper Pike, Cleve - Apr 28, 2011**
- BOC - Cleveland CMSD -A - Jun 14, 2011**
- BOC - Cleveland CMSD -B - Jun 21, 2011**
- BOC - Cleveland CMSD -C - Jun 28, 2011**
- BOC - Toledo - Jun 15, 2011**

During this period OPFMA Membership also experienced a unique event of welcoming aboard the (78) Cleveland Metro School District employees as new OPFMA members!

Year after year from early spring to mid fall, the Annual Conference increasingly takes priority over all OPFMA activities.

Conference Committee chaired by Ron Atkins, along with the administration layout the two day conference. We are in the final stage of completing the workshops schedule and secure expert speakers while striving to meet today's maintenance sector's needs.

Under the Conference's theme -

Energy Savings Technologies,

Reduce Consumption, Reduce Expenses

(20) Workshops have been scheduled as well as a general session on Day-2.

The Early Bird attendees had already started registering!

Also the process of contracting new entertainers is in the final stage. We strive to offer you a pleasant evening, a nice dinner with friends and spouses!

Exhibitors' registration is going strong. OPFMA is grateful to have exhibitors going beyond participating in the Trade Show by sponsoring our conference this year too!

2011 OPFMA Annual Conference & Trade Show

Oct 24th & Oct 25th

Attendee Registration is Open - Act Now!

Visit: www.opfma.org

Early Bird Registration Deadline –
Monday, August 31st

Final Deadline – Friday, October 14th

Exhibitors Registration – in Full Swing!!

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OPFMA New Members – Welcome Aboard!

Special welcome aboard and success in the BOC certification training to the

Cleveland Metro School District (78) New Members!

Listed alphabetically as in the (3) BOC Series students' roster:

Linda Adams, Brian Arnold, Scott Artbauer, Daniel Berteau, Lewis Bonner, Stephen Broocker, William Chambers, James Chance, Steven Doggett, Dario Durcik, Duane Gibson, Erich Krumhansl, Emmanuel Levi, Donald Lyons, John Margheret, Michael Margheret, Gary Martin, Mark Matuzny, Donald L. McLeroy, Donald Lawrence McLeroy, Anthony Montville, Mark Roth, Daniel Roy, Paul Show, Gregg Smolik, Richard Stuart, Anthony Wilson, Robert Blair, Ramon Brown, Eugene Campbell, Robert Castro, Thomas Cole, Luis Cotto, Aaron Creel, Michael Creel, Jess Dudas, Gary Fisher, Hall Baron, Dennis Jackson, John Jackson, Martin Kemmett, Trevor Kershevich, Matthew Kilbane, Kent Klinger, Mark Lewis, Matthew Lynch, Debra McCauley-Jones, Quin McCully, J. Middleton-Bey, Erhard Nitsch, Wilfredo Reyes, William Simpson, Valerie Williams, Abel Aikens, Cheryl Elder, Gladys Everhart, Hugh Forrey, Franchezco Frierson, James Gasiewski, John Graham, Michael Hansen, Eddie Harris, Victor Herron, Michael Jones, David Landrum, George Moser, Michael Nottingham, Peter Posedly, Gregory Rinaldi, Kenneth Robinson, Lorenzo Smith, Gardner Taylor, Carl Thomas, Frank Vaughn, Robert Welles, Ronald Wentz, Christopher Williams and Michael Willis.

On behalf of our long term loyal members and new ones alike, OPFMA is happily extending a

Very Warm “Welcome Aboard”!

Individual Member

Jeff Zsigrai - Oregon City Schools - *Facilities Supervisor*
 Judi Nelson - Oregon City Schoos - *Maintenance*
 Joe Monnin - Vandalia Butler City Schools - *Maintenance Tech*
 Marvin Schroeder - Lakota Local Schools - *Director of Maintenance*
 Beau Parsons - Lakota Local Schools
 David Gump - Lakota Local Schools
 Randy Rice - Northwood Local School - *Head Custodian*
 Jeff Schimmoeller - Liberty Benton Local Schools - *Supervisor*
 Robert Zuercher - Liberty Benton Local Schools - *Custodian*
 Norman Drogmiller - Perrysburg Schools - *Maintenance/Custodial Supervisor*
 Michael Markowiak - Rossford Exempted Village School District

Institutional II Member

Maumee City Schools - *Larry Burda Jr. - Supervisor of Facilities*
 Cleveland Metropolitan School District - *Larry Battle - Lead Facility Manager*

Special Note:

See the list of the other (78) OPFMA members of CMSD on the left side!

Corporate Associate Member

Farnham Equipment Co. - Rocky Baker - *Service Manager*
 I Supply Company - Paige Pollard - *Account Development*



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Lighting Retrofit Projects Can Net Big Savings

By Doug Trimbach, Energy Engineer

As K-12 school districts are squeezed for funds because of cuts in government funding and unsuccessful levy campaigns, administrators must figure out ways to cut operating costs.

A district can reduce electricity bills dramatically by retrofitting lighting fixtures with energy efficient fluorescent lamps, adding occupancy sensors, and implementing daylight harvesting strategies where possible.

Light Emitting Diode (LED) technology is becoming more affordable and available, and some districts are implementing that technology to achieve even more electricity savings. Greg Smith, President of Energy Optimizers, USA, explains that "lighting costs make up 50 to 60 percent of a typical school electricity bill. The next largest electricity user is the HVAC system. By applying new, efficient lighting technologies and adopting lower wattage lamps as they become available, it will soon be possible to reduce the lighting cost lower than that of the HVAC system."

The Springfield City School District, which has newer buildings, recently spent \$332,400 to upgrade its lighting technology in 13 buildings to reduce lighting costs and improve the quality of lighting. With the help of Lighting Optimizers, USA, a division of Energy Optimizers, USA, the District will save about \$104,000 per year in electricity costs and recoup the cost of the project in about three years.

Some of the features of the Springfield City School Project include replacement of the 32-watt T-8 lamps with 28-watt T-8 lamps in classrooms, offices and corridors, replacement of three-lamp fixtures with two-lamp fixtures with reflector kits in corridors, and exchanging the very inefficient metal halide lamps in gymnasiums with six-lamp T-8 fluorescent fixtures and lamps plus occupancy sensors. Lighting Optimizers, USA installed occupancy sensors in the restrooms, hallways and large areas of the buildings so that when the building is not occupied, the lights are off.

For older buildings, school districts can make even more changes to save energy, such as replacing incandescent exit signs with LED exit signs. LED signs use just 4 watts of energy, while incandescent lamps use up to 40 watts. In addition, LEDs last for many years and require no maintenance hours for changing lamps.

Estimates place the 10-year cost of one incandescent exit sign at \$535.20, compared to the 10-year cost of an LED exit sign of \$76.50, or less than \$10 per year!

If you count up all the exit signs in a school district, it is easy to understand the cost savings involved in replacing the incandescent exit signs for LED signs, not to mention the maintenance cost savings.

Even in buildings with traditional four-foot, linear fluorescent lamps, a school district can still realize significant energy and cost savings by replacing T-12 lamp and ballast technology with improved efficiency T-8 28-watt or 25w lamps. This is usually a simple fix which will help conserve energy and dollars and is widely done.

Due to cost restrictions, traditional linear fluorescent lamps are typically not replaced with LED lights. However, recent improvements to fluorescent lamps and ballasts now deliver energy savings on par with existing LED technology as well as significantly longer life expectancy compared to the older T-12 technology. At this point in their development, LEDs are most commonly employed in exterior settings and in specialty applications such as signage, highlighting an architectural feature, exit signs, and display cases.

When considering a lighting retrofit for your buildings, be sure to check for available rebates being offered by your electric utility provider, as there can be significant rebates for these energy conservation measures.

Some of the work of a lighting retrofit can be done by in-house staff, which also saves money. It's really amazing to look at the numbers when considering a lighting upgrade -- school districts can save a significant amount of money with inexpensive upgrades to their current lighting.

Useful Tips for household

Teflon trickery

For stubborn stains in nonstick cookware, boil one half cup vinegar, one cup water, and 2 teaspoons of baking powder in the stained pan for 10 min. Rinse and dry.

Hot tips for a clean oven

To keep an oven clean, sprinkle salt or baking soda on spills while warm. When the oven is cool enough, wipe them up.

Odor-free fingers

Onion chopping - rub your hands with white vinegar before you start.
Fish scent - rub your hands and kitchen utensils with vinegar and lemon. If all fails, just wash your hands with toothpaste.

A dirty car's best friend

To clean flatted bugs off the grill and headlights use baking soda! Apply this mild abrasive with a nylon net and the splatter marks disappear. Baking soda also works wonders on chrome and enamel.

Prune when the time is right

Don't prune your lilacs after the 4th of July, as they start forming flowers for the next year by this time.

Go low maintenance

Use a native grass rather than a high-maintenance turf lawn. Buffalo grass needs mowing a couple of times a year and requires very little water

North-East Ohio Chapter of OPFMA

The Chapter under Chairman's [Mark Miciak](#) leadership held its meeting at North Royalton Board of Education on Mar 12th.

The following members had participated: [Bob Kelly](#), *Brunswick C.S.*; [Dennis Borton](#), *Cuyahoga Falls C.S.*; [Wade Schneider](#), *North Royalton C.S.*; [Roger Horst](#), *Green L.S.* and [Karen Marshall](#), *Polaris Career Center*

The Chapter invited Joe Lynch Cuyahoga Board of Health to present IPM and Bed Bugs.

The power point presentation on Bed Bugs was very informative. Infestation and means of eradicating the Bed Bug were discussed.

To kill bed bugs use talcum powder or diatamaious earth. Heat also kills bed bugs. Clothing and bedding material must be put in clothes dryer and run at a high temp for at least half hour. If a building or home is infested, call professionals to exterminate the house. They need to heat the inside of house up to 130 degrees for a minimum of 3 hours. This process is very costly. He also provided information on how to identify the presence of the pest and how to avoid transporting the insect from one place to another.

Joe Lynch provided two web sites for further info on insects, [The Armed Forces Pest Management Board](#) and [the Ohio State Extension Yards and Garden Pests](#).

The new Integrated Pest Management mandate requiring pre-notification of staff, students, and parents who want to know when insecticide is being applied in the school buildings was discussed. Also a handout of an overview of the New Rule on pesticide use in schools had been provided.



Dayton Area Chapter of OPFMA

Present: [Thomas Hand](#) - Chapter's Chairman; [Belinda Kenley](#)-Energy Optimizers, USA; [Joe Monnin](#)-Vandalia-Butler Schools; [Ron Atkins](#)-Vandalia-Butler Schools & OPFMA Vice-President; [Roy Gillespie](#), Apollo Career Center; [Brian Smith](#), National Trails Schools; [Lee Myers](#), Twin Valley Schools; [Ken Elrich](#), Solid Blend Technologies, and [Mark Wantage](#)-OSFC and OPFMA President.

[Mark Wantage](#) opened the meeting - on May 24th - by explaining the role of local chapters and importance for OPFMA members. Chapters allow facilities staff to exchange knowledge, network, obtain professional development, and develop working relationships.

[Brian Smith](#) reviewed roofing problems the National Trails school district has experienced for 13 years. The District won a lawsuit, with an award of \$285,000. However, a replacement roof will cost \$1.5 million, and National Trails is trying to get assistance from the State to get the roof fixed. The District cannot get enough energy savings to justify a HB264 project, as the buildings are already efficient.

Vandalia Butler School District

The District has 4 new boilers, with Waibel Energy Systems installing the controls system. The contract for automation has not yet been awarded. Tom Hand and Joe Monnin suggested setting up a policy and procedures for designating equipment with tracking numbers, so that everyone involved follows the system.

In response to Joe Monnin's questions about access to the VAV boxes, Mark Wantage suggested that Joe contact the Commissioning Agent for advice and support. He also emphasized the importance of tracking preventative maintenance in the system for several reasons, including warranty, good PR, and backlog.

Following the meeting, the group took a tour of the new Vandalia-Butler building.




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Share the Talking Time

A conversation requires human time and attention from its participants.

The conversation is fruitful and beneficial to both parties when there is a mutual cooperation. When it turns into a struggle for control of the conversation no one benefits!

The struggle for control takes the form of interrupting, steering the conversation, changing the subject, answering a question with a question, or just plain occupying of the time through long speeches.

Ironically both sides are struggling for the same thing; each is too tense to listen attentively to the other!

As a result focus is on getting some time to talk and no attention to the other's talk.

Even if you win the struggle you didn't gain much – as the struggle destroys responsiveness.

It will be more productive if you start the conversation knowing that you will give room to the other part even if you don't have time to cover your material.

If you persist in monopolizing the conversation you will be the only one listening as your listener tuned out and likely will be resentful as well.

Hills and Dales Receives the Coveted Energy Star Rating

Buddy Kennedy, Facility Manager, Hills and Dales Training Center

Hills and Dales Training Center facility (Highland County Board of Developmental Disabilities) is located in Southwest Ohio, providing services for approximately 200 individuals with developmental disabilities.

Hills and Dales facility applied concerted and consistent effort on measuring, tracking and conserving energy and money. Effort that resulted in being the first facility in Highland County to receive the Energy Star rating!

The Energy Star rating award is achieved by reducing energy levels. It was made possible by using EPA Portfolio Manager, which is an interactive energy management tool that allows you to track and assess energy and water consumption of your facility.

How Portfolio Manager Helps:

- Manage energy and water consumption
- Monitor energy and water cost
- Rate building energy performance
- Estimate your carbon footprint
- Set your investment priorities
- Verify and track progress
- Gain EPA recognition
- Other related tools

An April 2008 baseline was established with a building rating of 61. As of April 30, 2011, the rating was 80 and a change from baseline adjusted energy use of 19.4% was achieved. The reduction in utilities' cost generates a major savings that can be redirected back into the programs to assist the individuals with disabilities.

To acquire the Energy Star rating, close attention was put in the building envelope, flashing, doors, windows, and other areas. In addition of taking advantage of American Electric Power, Ohio's "Grid Smart" providing incentives to partially pay for replacement of high-pressure sodium, metal halide, and incandescent bulbs with high bay T8 fixtures and CPF bulbs. Other energy conservation techniques were used, such as watching closely facilities' needs and set back the thermostats on non-use hours and days.

To further assist our efforts, last fall we replaced two 22-year-old Lockenvar Power fins (750,000 BTU) with two high efficiency Laars neothermal boilers with a tested 94.3% efficiency. Many changes have been made, but there is still more room for energy saving improvements.

Continued education courses such as Building Operator Certification (BOC) Levels 1 and 2 and additional seminars, along with networking with other professionals and the exchange of ideas and product comparisons played a large part in the energy savings turnaround. Every topic of the BOC classes had a direct effect on the bottom line of our organization.

Hills and Dales facility employs good people doing great things to improve the quality of life for individuals with developmental disabilities in Highland County Ohio.

Editor's note:

Buddy Kennedy is also certified for BOC Level-1 and BOC Level-2.

Do Your Homework

Successfully starting a performance-based energy project requires thorough research

By Brian Wagner, CCG Energy Solutions, Inc. President

Performance-based energy projects have become a popular tool for many organizations to finance capital improvements. Done correctly, they are a great alternative to traditional funding. In their simplest form, the energy savings realized are used to pay the debt service on the loan.

For organizations with a long list of capital improvement needs and no available funding, performance-based contracts can be a great tool to some of these problems.

There has been a tremendous influx of companies implementing performance-based projects. How is an end-user supposed to sift through all the promises each one makes? The answer is simple: Do your homework. The success of your project will most likely be directly proportional to the time you invest finding the right Energy Services Company (ESCO).

To start, you need to define the goals of the project.
Is the purpose of the project simply to save energy?
Do you need to improve comfort?
Update the facility?

Are you looking to reduce the burden on your maintenance staff?

The design of your project can change based on these goals. As an example, a lighting retrofit may be limited to lamp/ballast upgrades if your focus is energy savings, while it may include new fixtures and drop ceilings if your goal is to upgrade your facilities.

Whether energy savings is the primary goal of the project or simply the means to an end, you want to ensure that the projected savings are met. This is where your homework begins.

Many of us have learned about the Environmental Protection Agency's (EPA) Energy Star Portfolio Manager Program through the OPFMA – BOC training classes. Now would be the time to put this knowledge to use.

You probably wouldn't invest money with an investment firm unless you knew their performance history – yet many owners contract with an ESCO without knowing its true background.

Use Portfolio Manager to check the ESCO's track record! Ask for the before and after ratings, including the BTU/Ft², of the last ten projects the ESCO completed. If you wish, you can get copies of the actual utility bills from your peers to verify the ratings.

If your building's average annual consumption is 70,000 btu/ft2 and the ESCO's portfolio of similar buildings averages 65,000 btu/ft2 after a project is complete, you may want to question if the ESCO shows savings projections of, say, 40% of the total bill. You can also use Portfolio Manager to compare the annual consumption of completed projects of several ESCOs.

Another way to evaluate ESCOs is to perform site visits to review the energy conservation measures that were implemented. Is the quality of the final product what you were looking for? Was there a marked improvement to the building or are the changes between the "before" and "after" photos undistinguishable? Ask pointed questions to the maintenance staff while at the building. Find out if they feel if the project was a success.

The importance of researching ESCOs before choosing one for an energy project resonated with me, recently, when I was at my son's basketball game. The game was held at the middle school of a neighboring school district that just completed an energy project. After seeing very low light levels, I brought my light meter into the gym and read (11) footcandles under the basket – much less than the recommended (50) footcandles. If the district had done its homework when finding an ESCO, perhaps the project would not only have saved the district money, but would have had better overall results.

Done right, an energy project is a great way to get exactly what you want – from scope to contractors to product. You will live with the results of your project for many years, and good choices mean a better future.

The time you take doing your homework will be rewarded.

The BOC Project Workbook *Not Just Any Other Homework Assignment!*

By Thomas J. Hand CFM CFMJ

For the past seven years, I have enjoyed the unique perspective of being a BOC Instructor, certified to teach many Level 1 and Level 2 classes, as well as a Series Coordinator for the program. I am certified for BOC 101, 103, 105 and 106 and several 200 level courses. Also, I have had the privilege of having shepherded about 400 facility

operations professionals through the entire series of courses leading to Level One or Level Two BOC Certification.

In essence, I have taken the BOC training several times over and used this deep insight to have helped several hundred students succeed in becoming certified.

(Continues on page 7)

The BOC Project Workbook

(Continued from page 6)

On the first day of class, BOC 101, students are given an overview of the overall course and somewhat overwhelmed by the material to be covered. Yes, there is homework to be done. The project workbook entails five assignments that are to be completed after certain classes. Each assignment is germane to the material covered and reinforces the learning experience by putting to practice what has been discussed. The training is challenging and forces learners to work outside their comfort zone and to collaborate with other associates from the class or from their respective place of employment. Nobody has all the answers and that means collaboration is necessary to complete the assignments.

The assignment for the 101 Building Systems Overview is to tell the story of ones' facility with lines on a paper that shows a section of a facility and the location of the various major mechanical components in that building. The object lesson is to get all of us on the same page by speaking "blueprint", because communicating in this manner is an essential part of this work of facility operations and maintenance.

The next class in sequence is the 102 class on energy measurement and accounting. This class is the most challenging to our typical student for it encompasses cost accounting, energy records management skills and good computer skills. The homework assignment is to access the Energy Star website, create an account, and enter the metrics on a facility for which they are responsible.

There are lots of questions and pain on this one! "Know your metrics!" is one of my catch phrases from early on. How many square feet of facility, how many hours of occupancy at various percentages, how many days per week is it occupied, monthly consumption of fuels such as natural gas or heating oil, how many kilowatts of electricity used, are all important metrics. Often, a facility scores very high and this information can be most meaningful to stakeholders of public facilities. Occasionally, a new 'high-efficiency' facility will show a low rating, indicating the need to possibly re-commission the facility. Results are discussed over lunch.

The 103 Class is the two-day HVAC Systems and Controls class. I consider this to be an essential two day event, for so much critical information is delivered. The first day focuses on heating, ventilation and air conditioning systems and how they operate. The second day focuses on control systems and how they control those various systems. The homework assignment requires that students record critical temperatures and pressures on systems, frequency of maintenance procedures and various control points. Also required is a written description of how the system operates and is controlled.

After reviewing this information, it is easy to identify systems that have incorrectly set controls, systems that lack certain types of controls, poorly performing systems, lacking maintenance and Direct Digital Control systems that are not properly programmed.

The 104 Class deals with Energy Efficient Lighting. About 30% of electricity consumed in the U.S. is for lighting purposes. This class looks at the types of lighting systems, methods of

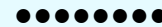
measurement of lighting delivery, applications for lighting types and recommendations for lighting levels. There is an emphasis on methods of determining how much energy is being used and instructors typically use a light meter to measure foot-candles in the class room.

The 104 project requires the student to survey three selected areas in their facility, record square footage, and fixture type, number of bulbs and wattage to determine watts per square foot of actual energy usage. An additional approach is to obtain a light meter and take actual readings of these areas. A very good value to look for is less than one watt per square foot in a typical public facility. During the analysis of the project reports, it is easy to identify facilities that are wasting dollars by drastically over lighting areas. Another unintended result of excessive lighting can be eyes strain and lost productivity and worker injuries. Rarely do I observe an insufficiently lighted area.

The next class is typically the 107 Facility Electrical Systems module. This day includes the use of Ohms law in practical application to determine loads and how to adequately provide properly protected and sized circuits. Types of circuits, motors and motor starting systems, components of electrical systems, protection of electrical devices, levels of training for personnel, code requirements for systems and discussion on facility electrical safety issues.

The project for the BOC 107 class is to draw a schematic of the electrical system from where it enters the facility, diagramming three phase and single phase systems and how it breaks down into 220 and 110 volt and single distribution panels and show typical loads. The other part of this project is to list the preventative maintenance program for the electrical system. This part of the exercise lists important common practices and sometimes will include practices involving complex systems such as emergency generators and transfer switches.

The 105 class, Operations and Maintenance Practices for Sustainable Buildings, requires no project. The 106 Class, Indoor Air Quality, also requires no project. However, both classes are punctuated with several group exercises and discussion and methodologies.



Editor's note

OPFMA appreciates very much Mr. Tom Hand's great support and deep interest in teaching and assisting our BOC students. I would like to introduce him to all our readers!

Thomas J. Hand is a Certified Facility Manager, CFM, under the auspices of the International Facility Management Association, cross certified for the Japanese Facility Management Association, CFMJ, former IFMA Academy Instructor, current BOC Instructor, and BOC Series Coordinator. He is a state of Ohio licensed Plumbing Contractor, State Licensed Hydronic Heating Contractor and Ohio Backflow Certification Technician. He chairs the Dayton Chapter of OPFMA. He has written numerous articles for various professional publications and authored a column "Managing Facilities" for the Dayton Business Journal for three years.

2011 Board Meetings Schedule

Columbus

March 9th 2011

June 22nd 2011

September 8th 2011

December 7th 2011

Phone-conference monthly on the 3rd Wednesday are held – except on the month when board has meetings face-to face

2011 Conference & Trade Show Oct 24th & Oct 25th

Columbus – Crown Plaza North

Conference Committee Meetings:

Mar 23rd 2011 (phone)

Jun 22nd 2011 (phone)

Sep 19th 2011 (phone)

Oct 23rd 2011 Crown Plaza North

For the newsletter archive visit our website!

www.opfma.org

2011 OPFMA Board of Trustees & Contact Information

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Note from the Editor:

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

Suggestions – Sharing Experiences – and Constructive Criticism! Your contribution could help other readers by bringing in "SpotLight" topics and ideas that are of special interest to you!

Let your voice be heard - Just drop a note at: editor@opfma.org or visit our web site and click on "Contact us" – I would happily bring your ideas and comments in The SpotLight!

Thank you,
Alex

Publication and Submission Information

"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.

The newsletter 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. The editor/publisher is Alexandra Schneider.

Deadline for Articles and Photos' Submission - the 1st Day of the Month of Publication

All documents for submission must be submitted in Word 2007 (or earlier) format and sent as an email attachment.

All photos must be in JPEG format and sent as an email attachment.

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