



SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!
Spring 2009

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Ohio Public Facilities Maintenance Association

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

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Editor's Note:

If you missed a past edition - check newsletter archive on:

www.opfma.org

Also check OPFMA website for:

- BOC Series Schedule
- BOC Course Description
- BOC Instructors' Bio
- BOC Testimonials
- 2009 Conference Details
- Membership Info & Types
- Registration Forms
- New OPFMA Seminars
- JOB Posting
- Other Ohio's Events -where OPFMA and its Members are invited

OPFMA - 2009 First Quarter - Activities Report

From Administrator's Desk

OPFMA started a strong 2009 due to the great foundation that 2008 left us with and the team effort toward the common goal - education and professional development of Ohio public facilities maintenance employees!

Quarterly, OPFMA updates our newsletter recipients about our organization's activities. OPFMA Membership, Board of Trustees and OPFMA Administration - a strong team working hard toward a common goal had made possible a successful 2009 first quarter!

BOC Courses

OPFMA has worked diligently to expand the BOC training to meet market demand!

Besides bringing to graduation the two BOC Level-1 series that started in Sept 2008, OPFMA has organized and started another BOC Level-1 series in Dayton in Jan 2009 in only six weeks after the BOC Level-1 Series started in Dec 2008 in Dayton!

Another BOC Level -1 series was organized and starts on Mar 20th 2009 in Columbus.

Many BOC Level-1 graduates have been asking for BOC Level-2 certification classes. OPFMA took action - put logistics in place and started the registration for BOC Level-2 Series for April 24th 2009 in Columbus.

And yet there is another BOC Level-1 Series in works for Cleveland area in May 2009!

To successfully organize that many series OPFMA efforts have been supported by our associate members and non-members that volunteered to host our BOC series.

OPFMA expresses special appreciation to - Summit Behavioral Healthcare, DAS, Waibel Energy Systems, and Commercial Parts & Service for their generous support!

BOC training expansion also requires more BOC instructors and on-site coordinators. We welcome aboard Mr. Dean M. Bortz a new BOC-105 instructor!

OPFMA is seeking to hire more BOC on-site coordinators in the Cincinnati, Columbus and Cleveland areas. To learn more about it - contact our office!

OPFMA Membership

During this quarter - despite the economic downturn - more members renewed their

membership than ever before and new members' enrollment is better than last year! OPFMA welcomes the new members via this newsletter in addition to individually being greeted by OPFMA Administration by mail.

OPFMA 2009 Conference -

Oct 26th & 27th at Crowne Plaza Hotel - Columbus North.

Mark your calendar and start planning your participation in two days packed with today's hot topics and a well diversified trade show!

Norm Sorge, the chairman of Conference Committee along with the entire Conference Committee is organizing the conference's layout keeping an eye on details. Exhibitors' registration process has been started. Visit OPFMA website for updates!

OPFMA Participation in other Ohio Events

To expand awareness in Ohio of OPFMA, we participate in other organizations' events.

On Feb 24th & Feb 25th OPFMA had shared a booth at "Energy Ohio Conference" with ODOT. Constantin Draganoiu, OPFMA Past President, and John Beckmeyer OPFMA President represented OPFMA at this event.

OPFMA is co-sponsoring the **BASA School Facilities Workshop on Mar 16th & 17th 2009**. Ted Howell - board member and Norm Sorge - OPFMA Vice-President are presenting two workshops titled "Achieve Amazing Energy Savings Through Staff Training" and "How to Preserve Great Learning Environments".

On April 1st & 2nd OPFMA participates in the **Electro-Expo 2009 - Cleveland Convention Center**. As a supporter of The Electrical League of Ohio - OPFMA encourages you to participate! For details visit: www.opfma.org



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OPFMA Welcomes the Newest Members!

On behalf of our long term – *some for decades* – loyal members and new alike, OPFMA is happy to extend a **“Very Welcome Aboard to You All”!**

Institutional II

Akron-Summit County Public Library - Carl Roxbury - Facilities Director

Institutional I

Penta Career Operations -Tim Davis - Director of Operations

Mayfield City School Districts - Frank Sever - Supervisor Bldg & Grounds

Individual Members

Ervin Baldwin - Tolles Career & Technical Center - Facilities Supervisor

John Cooper - Clermont Northeastern L.S. - Director of Maintenance

Jim Dawson - Ohio Historical Society - Plant & Facilities Maintenance Manager

David Hausmann - Whitehall City Schools - Director of Facilities and Transportation

Randie Kuhn - Cuyahoga County - Director Facility Planning Design & Construction

Michael Moody - Southington Local Schools - Maintenance Supervisor

David Reveal - Southern Hills JVSD - Maintenance Supervisor

Ronald Stone - James A. Garfield School District - Maintenance Department

John C. Wolf - Columbiana County Board of Developmental Disabilities - Bldgs & Grounds Supervisor

Contact OPFMA Office with any question or assistance you might have!

Phone (866) 570-7880 * Fax (440) 716-8519 * E-mail: info@opfma.org

◆ BOC Level-1 Cincinnati Series ◆

Sept 2008 - Feb 2009

OPFMA Administration and Board of Directors congratulate you and wish you success in your careers!

We also praise and recognize the efforts of all the facilities that are making a priority of certifying their employees and training them in spite of today's dreadful economic times knowing that employees' work efficiency pays off!



Cincinnati Class, it was our pleasure having you as BOC students for the seven months of the BOC certification program, and it's our pleasure to recognize your successful graduation in "SpotLight on Maintenance"!

Here are the BOC Graduates in alphabetical order and their facilities:

John D. Cooper (Clermont Northeastern Local Schools), Jim Dano (Beaver Creek City Schools), Gerald H. Davis (Summit Behavioral Healthcare), D. Matt Dick (Anthony Wayne Local Schools), William Dick (Pymatuning Valley Schools), Justin Echeman (Edison Community College), Roger K. Huff (Beaver Creek City Schools), Kyle Lundy (Butler County MRDD), James O'Connor (Summit Behavioral Healthcare), David Reveal (Southern Hills JVSD), John E. Schmidt (Georgetown Exempted Village S.D.), Paul Doug Smith (Oak Hills Local School District)

Drive Down Energy Costs to a Level You Can Be Comfortable With

By Dan Anderson, Product Manager, Rite-Hite Corp.

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The heating, ventilation and air-conditioning (HVAC) industry has been long focused on maximizing the efficiency and air movement performance, environmental control in all types and sizes of facilities for long time. With today's energy costs rising as never before, plant managers are looking at these costs more closely, while also considering technology and system designs that can be more easily justified from the perspective of a return on investment.

Perhaps none has been as obvious and attention-grabbing as high-volume/low-speed (HV/LS) ceiling fans.

With sizes to 24 ft. in diameter, these fans efficiently circulate air in large facilities. When used properly in conjunction with conventional heating and cooling systems, they're a high-value, cost-effective solution to air movement and better overall environmental control.

HV/LS fans offer specific and often dramatic benefits when used in large facilities. They reduce energy costs, make people more comfortable and productive and, in some applications, help resolve high-humidity or air movement problems.

Expect energy savings

During the heating season, there is often a large temperature differential between floor and ceiling because warm, light air rises and cold, heavy air settles. Typically, the air temperature rises between 0.5°F and 1°F warmer for every foot of elevation above the floor.

Under these conditions, heating systems must work harder for extended periods to maintain the temperature near the floor, overheating the upper air and wasting both energy and dollars.

To address the issue, HV/LS ceiling fans gently move warm air near the ceiling downward where it's needed. The air reaches the floor below the fan and moves horizontally several feet above the floor. The air eventually rises to the ceiling where it's cycled downward again. This mixing effect produces a uniform bulk air temperature, with perhaps a single degree difference from floor to ceiling. This reduces the burden on the heating system.

HV/LS fans also contribute to energy savings in air-conditioned facilities.

(Continued from Page 3)

The light breeze moving across employees' skin has a cooling effect, so the thermostat set-point can be raised without compromising employee comfort.

Raising the A/C set-point only 4°F could save between 16% and 20% of cooling costs!

Whether it's the heating or cooling season, HV/LS fans are preferred over high-speed ceiling fans or floor fans. The reason is that technically advanced HV/LS fans move large volumes of air over an area as much as six times to seven times their diameter. A single HV/LS fan can replace as many as 10 to 20 floor fans.

New kid on the block

The old saying, "There's a new kid on the block," could describe how the use of HV/LS fans has gained attention in the HVAC world as a practical and affordable solution to improved air movement and better environmental control.

These types of fans are now recognized as a valuable supplement to help facility managers control energy costs and improve employee comfort and productivity.

To take full advantage of this truly "big" opportunity, make a careful analysis of each application, as well as each HV/LS fan design.



◆ BOC Level-1 Columbus Series ◆

Sept 2008 - Mar 2009



Graduates, OPFMA Administration and Board of Directors congratulate you and wish you success in your careers!

To those BOC students that have still to make up some of the BOC classes that they missed for different reasons we wish them success in their study efforts and offer our assistance as needed.

We also praise and recognize the efforts of all facilities that are making a priority of certifying their employees and training them to keep pace with today's technology regardless of uncertain economy that we are facing!

Columbus Class, it was our pleasure having you as BOC students for the seven months of BOC certification program! Here are the BOC Graduates in alphabetical order and their facilities:

Eric Bassett (Hicksville Village Schools), Tenette Blaising (DAS/GSD/Facility MGMT.), Randy Boston (Eastern LSD), Jeff Butler (Muskingum County Courthouse), Lonnie Caudill (East Guernsey LS), Doug Comstock (Kenton City School District), Mike Davis (Wapakoneta City Schools), Bill Dellinger (Fairbanks Local School District), Dean Ebert (Mt. Gilead Schools), Ken Fletcher (Wadsworth City School District), Jeff Hobbs (Eastland/Fairfield Career & Tech School), George Kaitza (Ohio Rehabilitation Services Commission), Dave Keinath (Richland Newhope County Board of MRDD), Sarra Kubow (Lakewood City Schools), Scott Kwapich (The Reuben Company), Scott Lee (Muskingum County Courthouse), Richard Mason (Delaware Area Career Center), Angela McIntosh (DAS/GSD/Facility MGMT.), James Miller (DAS/GSD/Facility MGMT.), Babette Money (Columbus State Community College), Rodney Nickles (Science Application Intl. Corp.), Rober Nieman (Franklin County Childrens Services), Richard Powell (Northwest State Community College), Susan Samuel (Franklin County Childrens Services), Bryan Shirey (Xenia Community Schools), Russell Swope (Muskingum County Job & Family Serv.), Mike Washburn (Walnut Township Local Schools), Mike Watt (Wapakoneta City Schools), Brian Webb (Hardin Northern Local S.D.), Colleen Wojcik (Lakewood City Schools)

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Main Distribution Panels - Preventive Maintenance

Part of
Best Practices for Facility Electrical Maintenance

By Roy Gillespie of the Apollo Center in Lima

I enjoy my work with OPFMA as both an Instructor and a Site Coordinator for the Building Operator Certification Program. I am fortunate to work with a dedicated group of seasoned instructors and to assist a wonderful class of dedicated facility maintenance professionals. Part of my responsibilities as Site Coordinator is to review the BOC project workbooks and assess the homework.

After I have done this during the morning session, I present a brief overview of the projects that I have reviewed. In these project assignments, I see many excellent concepts and what is commonly referred to as a best practice.

In the 2008 Columbus Spring Level-1 Series, I reviewed a project submitted by Roy Gillespie of the Apollo Career Center in Lima, Ohio for the BOC 107, Facility Electrical Systems, project. I was so impressed that I suggested that this report be submitted as an article for the OPFMA newsletter. I am confident that reading Roy's article you will agree that this is a standout best practice.

By Thomas J. Hand CFM CFMJ DTM

Main Distribution Panels - Preventive Maintenance



Location: High School and Adult Mechanical Rooms

Frequency: Semi-Annually

Occurrence Months: December, July

Specs: MD1 & MD3 - Kam-loc type C & D switches, 1600 amp & 1200 amp, 480 volt, 3 pole 60 HZ.

MS1 & MS2 (adult) - Siemens switches, 400 amp.

DPX1 - Arrow/Hart, 600 amp.

DPX2 - Arrow/Hart, 400 amp.

DPX3 - Arrow/Harts, 400 amp.

DPY1, DPY2, DPY3 - Arrow/Hart, 400 amp.

DPY4 (auto) - Arrow/Hart 2000 amp.

Action Required (MD1 & MD2):

1. AEP to shut down power from Reed Road.
2. General Cleaning - loose dirt and dust should be removed from the switch with a vacuum cleaner. Remaining dirty areas should be wiped as clean as possible with a cloth. Particular care should be taken to remove all dirt from the pole bases in the areas between the hinge and jaw terminals, to prevent the possibility of tracking over these surfaces.
3. Jaws and Blades - the jaws of the poles should be checked. If there is dirt present, and/or if there is little or no lubrication on them, clean and re-lubricate as follows:
 - A. Open switch completely.
 - B. Wipe all dirt and grease from inner and outer faces of each jaw of each pole with soft cloth and a little solvent.
 - C. Wrap solvent-dampened cloth around a 6" file, insert between blades to clean the contact areas of the blades, above and below the pressure plate stud.
 - D. Dress all contact areas, if necessary, with a file lightly held against surfaces, to remove any burrs or rough spots. Under very light finger tip pressure, file should glide smoothly over the contact surfaces after they have been dressed. Wipe all surfaces again with cloth.
 - E. Uniformly apply a light film of grease to all inner and outer jaw contact areas, using Nye Rheo-lube #792B. Blade contact areas will pick up sufficient lubricant from jaws when switch is operated.
4. Check all bolts, nuts and screws for tightness.
5. The pressure plate is 1 1/2" diameter aluminum grooved plate with holes all around the edge. Each plate has a 5/8" diameter stud pressed into it. The threaded end of each stud (4 per hole) enters a nut in the blade operating mechanism. When blades are in a fully closed position, continued motion of the yoke and blade operating mechanisms turns all four nuts simultaneously to clamp the blades to the jaw and hinge terminals.

All pressure plates should be checked for tightness at each maintenance shutdown. With blades fully closed and clamped grasp each pressure plate between thumb and two fingers; if it can be turned, it should be adjusted as follows:

- Make a mark on the rim of the pressure plate and the adjacent blade surface over the pressure plate hole where the pin enters. This mark will be helpful in locating the original position of the plate if it should become necessary during the adjustment.

Main Distribution Panels - Preventive Maintenance

(Continued from page 6)

- Remove the pin assembly, using a spanner wrench. Tighten the pressure plate just enough so that it cannot be turned with thumb and fingers—do not over tighten. Use a probe to locate one of the two blade holes nearest to aligning with the pressure plate hole. If necessary rotate the pressure plate slightly until the two holes clearly line up. Re-install pin assembly.

Operate switch manually to be sure that the pressure plate adjustment is not too tight and the pole operates smoothly.

6. Cam follower Adjustment: When in the process of manual operation, the switch hesitates half way open, it is possible that the cam follower clearance with stationary cam, is out of adjustment. Close switch to full closed position. The distance between the cam follower and stationary cam should be between 1/32 and 1/16 of an inch.

To adjust proceed as follows:

- To move cam follower item 2 away from stationary cam, loosen “B” nut and tighten “A” nut.
- To move cam follower closer to stationary cam, reverse the above procedure.
- After proper adjustment, be sure both nuts are tight on the clamping nut sleeve item 1.

Note: - if switch is equipped with arcing contacts, the movable arcing contact must be removed before making these adjustments and replaced after completion.

Action Required (MS1, MS2, DPX, AND DPY switches):

1. AEP to shutdown power from the Reed Road for MS1 and MS2 switches. DPX and DPY switches can be shut down at main distribution panels in Central mechanical room.
2. Look for any moisture or signs of previous wetness of dripping inside the switchboard.
3. Clean out switch board by using a brush, vacuum cleaner, or clean lint-free rags. Avoid blowing dust into circuit breakers or other components.
4. Carefully inspect all visible electrical joints and terminals in the bus and wiring systems.
5. Tighten bolts and nuts. Replace if worn or discolored.
6. Do not remove plating or aluminum parts in joints.
7. Examine wire cable connections. Tighten if loose, replace if worn or discolored.
8. Closely examine fuse clips. If any sign of overheating or looseness, check the spring pressure, tightness of clamps, etc. Replace the fuse clips if the spring pressure compares unfavorably with that of other identical fuse clips in the switchboard.
9. Check all switch operator mechanisms and external operators of circuit breakers. Make sure each operator mechanism quickly and positively throws the contacts fully on and off.
10. Adjust, clean, and lubricate or replace parts as required.
11. Lubricate switch mechanisms' operating parts according to manufacturer's instructions. Use clean nonmetallic light grease.
12. Operate each switch or circuit breaker several times to make sure that all mechanisms are free and in proper working order. Replace as required.
13. Check fuses to ensure they have the proper ampere and interrupting ratings. Ensure that noncurrent-limiting fuses are never used as replacements for current-limiting fuses. Never attempt to defeat rejection mechanisms which are provided to prevent the installation of the incorrect class of fuses.
14. For switchboards without main overcurrent protective devices (lug mains switchboard), the total continuous load current through the supply bus should not exceed the current rating of the switchboard.
15. For switchboards with multiple main overcurrent protective devices, the total continuous load current through the supply bus should not exceed the current rating of the switchboard. The total continuous load current on each main overcurrent protective device should not exceed 80 percent of its ampere rating unless the device is rated to carry 100 percent of its ampere rating.
16. For feeder and branch circuit overcurrent protective devices in switchboards, the total continuous load current on each main overcurrent protective device should not exceed 80 percent of its ampere rating unless the device is rated to carry 100 % of its ampere rating.



BOC Talks Over Dinner - Unedited...

Recently I had dinner with 2 former co-workers from Brunswick Schools, Dan McClintock and Bob Kelly. They both recently completed the BOC I and told me it was really a great and educationally fulfilling program. Bob of course was the person who took over my job when I retired on disability. Dan was the last person I hired. He is an HVAC maintenance man with 20+ years in the HVAC business. I told them that I had a very small role in the implementation of the BOC and that I would send along their kind comments to the folks that did the real work.

In addition they both indicated a desire to take BOC II when it is offered. They also report that 2 of the Brunswick Schools buildings are eligible for an energy efficiency designation, this is very important in meeting the districts goals in the energy management field!!!!

Thank you for this valuable program, I know first hand how important it is to the participants. If there was even a remote chance of my going back to the maintenance field of work I would jump on this program in a flash.

Thanks again to all and please share this as you wish with others.

Larry E. Wiesen - OPFMA, Past President - 2003

2009 OPFMA Board Members and Contact Information

2009 Board Meetings Schedule:

March 26th
 June 10th
 September 3rd
 December 3rd

Board Meetings Host

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Note from the Editor -

Dear reader, OPFMA publishes the "SpotLight on Maintenance" for your benefit; to serve your interests better I would appreciate your feed back!

Suggestions - Sharing Experiences - and Constructive Criticism, all of these would be very helpful and will make the newsletter useful by addressing issues you are deeply interested in.

Let your voice be heard - Just drop a note at: editor@opfma.org or visit our web site and click on "TELL ME MORE" - I would be happy to bring your ideas 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. 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. The editor/publisher 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 email attachment.
 All photos must be in JPEG or TIFF format and sent as an email attachment.

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