



SpotLight on Maintenance

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

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Ohio Public Facilities Maintenance Association

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



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OPFMA 2015 First Quarter



OPFMA Membership, please meet OPFMA's President - Mr. Glen Vernick!

Glen is Maintenance Director of Geauga County Board of Commissioners since 2008. Glen became an OPFMA member in Spring of 2013 and an OPFMA Trustee in Fall of 2013. A Chardon, Ohio native - in 1985 upon high school graduation - Glen enlisted in the United States Navy, serving with honor until 2007 when he retired. His outstanding service was recognized with Military Decorations: 2 Navy Commendations Medals, 5 Navy Achievement Medals, 2 Meritorious Unit Commendations, the Navy "E" Ribbon, 6 Good Conduct Medals, 2 National Defense Medals, the Afghanistan Campaign Medal, and Global War on terrorism Service Medal, Humanitarian Service Medal, 4 Sea Deployment Ribbons, 8 Overseas Service Ribbons, Rifleman Expert Medal, and the Pistol "Marksman".

Join us in congratulating Glen Vernick, OPFMA's new President!

President's Address to OPFMA Membership

On behalf of the OPFMA Board and myself, it is my sincere pleasure to welcome you to another great year with OPFMA!

For over 28 years OPFMA has had the privilege of providing superior education and networking with our public facilities maintenance employees. Your education and the responsibility of prepping you for your future is our priority. Know that the OPFMA Board is committed to providing a learning environment that is challenging yet supportive of your interests and needs. This newsletter, as well as visiting our website at www.opfma.org, contains an overview of our current activities. We encourage you to share this newsletter with coworkers and friends that may be interested in joining.

It is my great pleasure to welcome and invite you to attend our OPFMA Fall Conference to be held at the Crown Plaza Hotel, Columbus, Ohio on October 26 and 27, 2015. Steve Heitz, the 2015 Conference Committee Chair, along with his Committee and OPFMA Administration are devoting countless hours planning and organizing yet another outstanding conference this year.

"Education for Safety, Saving & Success" is the OPFMA 2015 Conference theme that goes to the heart of matters which relate to us by bringing together some of the best speakers and vendors from around Ohio allowing you to hear and meet those at the forefront of our facilities. Through the participation in seminars, networking with fellow facility members, and discussion of resolutions of concerns common to our interests, you will be better educated to further develop your facilities. If you also would like to become involved in the planning of this conference please contact Steve at heistst@wapak.org.

OPFMA has been organized to promote the highest standards of education. Our members set the foundation by which this goal can be reached, and we encourage you to become actively involved in an OPFMA chapter near you. Should you have any questions or comments please do not hesitate to contact a member listed on the last page of this newsletter.

We look forward to seeing you in October!

Glen W. Vernick

Editor's Note:

Next Edition - **June 2015**
Publication Terms & Deadline
Submission for Materials to be Published - **June 01, 2015**

OPFMA 2015 Conference & Trade Show 33% of Trade Show booths already taken!

Exhibitors register early for the opportunity of being considered for a workshop presentation!



OPFMA 2015 Board & Standing Committees

OPFMA New Executive Committee,

Voted in on Feb 12th 2015

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

OPFMA Standing Committees

Marketing & Membership - Chair - [Constantin Draganoiu](#)
 Education & Publications - Chair - [Dean Sandwisch](#)
 Nominating Committee - Chair- [John Beckemeyer](#)
 Governance Committee - Chair - [Wayne King](#)

Conference Committee

Chair - [Steve Heitz](#)

The Conference Committee includes all OPFMA Trustees and is active from early Feb 2015 through Oct 2015.

*Other OPFMA members & volunteers are welcome!
Contact us!*

OPFMA Active Chapters

West Central - Lima area - Chair Steve Heitz
 NE Ohio - Chardon area - Chair Ted Roseberry
 South West - Cincinnati area - Chair Dan Colonel
 Central Ohio - Columbus area - Chair Penny Miller

For more info on Chapters Visit <http://www.opfma.org>

Last Minute Updates

2015 Attendee Registration – OPEN!

6 Tracks & 32 Workshops

Registration Form posted on <http://www.opfma.org>

On Mar 19th 2015 – OPFMA Board review of 2004-2015 dues and attendee fee history concluded in Board's unanimous accord that for OPFMA to be cost effective in the 2015's market, the old 2004 OPFMA Membership Dues and the old 2007 Attendee Fee – upgrade was required!

OPFMA 2015 Membership categories structure was simplified – see the registration form on www.opfma.org.

Newly Revised ANSI/ASHRAE/IES Standard 100-2015,
 Energy Efficiency in Existing Buildings
 - <http://goo.gl/yBnaM0>

OPFMA New Members – Welcome Aboard!

Individual Member

Edward T. Eick - [Carroll County Commissioners](#) - Bldg Maintenance Supervisor
 John Clutter - [Switzerland of Ohio Schools](#) - Bldg and Transportation
 Dion W. Vance - [Belpre City Schools](#) - Maint Foreman
 Roger Fisher - [St. Paschal Baylon Parish](#) - Maintenance Supervisor
 Steve Arnett - [Kenyon College](#) - Director of Facility Operations

Institutional I Member

[Lakota Local Schools](#) - [Joe Harvey](#) - Director of Maintenance

SEMINARS

Ohio Public Facilities Maintenance Association



NFPA 70E Arc Flash Training- Participants
 Feb 12, 2015 - Solon

OPFMA SEMINARS – OPEN Registration

Download your registration form from:

www.opfma.org

May 14, 2015

Preventive Maintenance -Cause & Effect

May 21, 2015

NFPA 70E Arc Flash Training

May 28, 2015

Facility Electrical Safety Work Practices

The Night of the Big Game

By: Terence K. O'Hagan, President / BR Bleachers

The night of the Big game has arrived! Bleachers are packed with five seconds left. You are down by 1 point and your team drives down the court. They score! You win! The fans leap for joy!

40 tons just dropped on your bleacher! Believe it or not, that is the weight of just 500 fans.

Yet despite the tremendous stress our bleachers are subjected to over and over again throughout the season, the majority of school districts does not conduct the required annual professional safety inspections, reduce unsafe gaps, or follow routine safety maintenance procedures. It is an accident waiting to happen.

The US Consumer Product Safety Commission's Publication #330 reports over 19,000 bleacher related injuries that require emergency room treatment every year. That means there will probably be hundreds in your state this year alone. In addition, a 20/20 news investigation estimated over 70% of the bleachers currently in use are not safe by current standards. Again, more evidence of accidents waiting to happen.

School administrators are also under tremendous stress. Ever increasing regulatory demands and the pressures of limited financial resources are enough to crack the foundations of school districts across the nation. There never seems to be enough hours in the day or dollars in the budget to get the job done.

There are ways to economically protect your bleachers. Here are some tips:

1. Repair or upgrade existing bleachers whenever you can vs. buying new and save 60% to 90%.

2. Set up a 3-5 year program to gradually improve bleacher safety on a risk prioritized basis.

3. Top Priority - Reduce gaps in your bleachers to under 4" or take them out of service till you can.

4. Do simple daily/weekly maintenance yourself and use professionals for: Larger more complex Tasks; Annual maintenance; and Inspections. Reputable firms will help you sort this out.

5. Buy bleacher parts from direct aftermarket sources or buy direct from manufacturers to save. Avoid double or triple middleman markups via companies requiring you only go through their reps.

6. Make decisions re: ADA spaces, ramps, aisle way improvements based on your community's need. Make a good faith effort. Don't get overwhelmed.

7. Avoid peak service seasons such as summer, winter break and spring break. Save money.

8. Get your maintenance staff professionally trained on how to check bleachers (to help avoid key safety components being overlooked).

9. Require that your staff inspect bleachers before and after every use and have them professionally inspected and serviced annually (it saves a lot in the long run).

10. Important: Make sure you are working with an experienced well established and reputable firm. Unfortunately, no objective independent bleacher installation, repair, or inspection certifications exist.

Be wary of companies who claim to be "certified". They are simply certifying themselves.

Editor's Note: For more details contact:

BR Bleachers: 866-253-2247 office * tohagan@brbleachers.com

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- Division 10 fire extinguishers and cabinets to construction trades
- Fire protection contracting services to property owners/managers

Famous People Lessons on History and Wisdom

- "History is the only clue to what man can do is what man has done. The value of history, then, is that it teaches us what man has done and thus what man is"
by R. G. Collingwood
- "History is for a people what the memory is for a man"
by JFK
- "Those that fail to learn from history are doomed to repeat it."
by Winston Churchill
- "Think before you speak. Read before you think"
by Socrates
- "Speak when you are angry, and you will make the best speech you'll ever regret."
by Lawrence J. Peter
- "I know not with what weapons World War III will be fought, but World War IV will be fought with sticks and stones."
by Albert Einstein
- The worst form of inequality is to try to make unequal things equal.
by Aristotle

Fire Sprinklers Can Save Lives

By Jerry Hinzman Sprinkler Project Manager
Country Fire Protection, Inc.

Fire sprinklers can save lives and property, quite literally. To do their job properly, however, sprinkler systems require periodic testing, inspection and maintenance to ensure that they are functioning correctly. That's where fire protection professionals come in. Here are ten tips for building owners and managers.

1. Have the systems inspected.

How many of you would leave your car parked for several years and expect it to start right up? This is often the case with Fire Sprinklers, they sit waiting for a fire, but if they haven't been inspected, will they work when you really need them to? On one occasion, I was sent to perform an inspection on a dry sprinkler system for a new customer. The system failed to respond during the test. Upon investigation I learned that the system had not been tested for thirty years. When I opened the system I found it completely blocked by rust and mineral deposits. I'm sure an insurance company would deny a claim if they had found out about that kind problem after a fire. Ask your state certified sprinkler inspector how often you are required to have inspections based on the type of system you have.

2. Call the local fire department after you call your monitoring company.

Building owners/managers should always call their alarm monitoring company and request the account be placed in test mode prior to any sprinkler testing or repairs. It is also important to call the local emergency dispatch center and alert them that testing is taking place. I've had monitoring services and dispatches send the fire trucks even after being called. It helps to have proof you called when the fire trucks show up and the captain is grumpy.

3. Know where the main drain water is going and take steps to prevent damage to the lawn or landscaping.

When I arrive at an inspection I like to verify where the drains are on the building and evaluate if the water coming out of them is going to do any damage. Early in my career, I was sent by a customer to buy mulch after I sent his new flowerbed floating across the parking lot. Ever since, I carry a heavy plastic tarp and a flat shovel to try and lessen the damage. Building owners might consider placing large concrete paver stones under drains to minimize water damage. A two-inch drain flowing at sixty-five PSI is a highly destructive force.

4. Test backflows and sprinklers at the same time.

Most sprinkler systems built within the last 20 years have a Backflow Assembly to prevent contaminated water from backing up into the public drinking water supplies. I recommend that you have them checked during your annual sprinkler inspection. Most plumbers do not truly understand how sprinkler systems function or are afraid of the alarms systems connected to them.

5. Test fire hydrants.

In most cases, fire hydrants that are not located along the street are private hydrants and do not receive regular maintenance. It is not uncommon for a sprinkler inspector to find a hydrant valve turned off or seized shut during an inspection. Do you really want to discover this when your building is on fire? Hydrants need to be flowed and lubricated annually. Also, keep them painted to prevent corrosion.

6. Consider making some positive changes to the system.

Experienced inspectors dread finding an inside inspector's test that terminates in a floor sink or similar drains. They have to open the valves slowly and pause briefly to make sure there is no trapped air. This will save them a lot of clean up. Many times they must gradually open the valve to insure the drain is capable of handling the flow to avoid an embarrassing flood. "Gas! I smell gas!" No, it's not just a line from a movie. Sprinkler water sitting in oily pipes develops a unique odor, and I have had customers think it was a gas leak when the odor drifts into the building. Building owners may wish to consider moving inspector test lines to an outside wall to avoid these problems.

7. Eliminate obstructions to the sprinkler heads.

Heat from a fire causes a sprinkler head to open up and discharge water in a cone shaped pattern that increases in size as it nears the floor. Sprinkler heads are spaced evenly to insure all of your building has protection. Items should never be stored higher than 18" below your sprinkler heads. This kind of obstruction prevents the sprinkler pattern from developing. Also keep in mind that newly constructed walls may change your coverage. Before building new walls, consult with your fire protection company about the need for sprinkler modifications.

8. Don't let needed repairs go undone.

On many occasions, I have left a customer's building shaking my head because they continue to ignore a needed repair. Eventually I will return when the systems begins to leak or has burst. Often times the fee is increased due to the added cost of repairing building damage from the water. With proper maintenance, your sprinkler system should protect a building for its lifetime.

9. Are your pipes frozen?

Winter is in the air, so now is the time to insure your building is properly heated. Wet sprinkler systems are the most common type used. They require a building be kept at a minimum of 40 degrees. The most common winter emergency service calls are for broken pipes. Walk around your building and verify there are no penetrations in the outer walls. Also, check your attics to insure the insulation is not disturbed or missing

For Peace of Mind Include Temporary HVAC Equipment in Contingency Planning

By Blake Moore, *TRANE*

Whether facilities professionals are recovering from a natural disaster, undertaking a major renovation or putting together a contingency plan, they are increasingly using rental equipment to meet their temporary heating, ventilation, air conditioning and power needs.

HVAC rental companies can offer a wide range of new state-of-the-art HVAC and power equipment that can be modified with special framing, piping, and electrical features that make delivery, installation and startup fast and efficient. Larger rental companies have equipment staged at various locations nationwide to respond quickly to their customers' needs, whether during an emergency or when equipment may be down for maintenance.

An HVAC rental services company can help facility managers develop and implement plans to effectively meet heating and cooling needs when permanent systems are not available or cannot handle the job, for whatever reason.

For example, in a past hurricane season, administrators at a regional hospital in Louisiana didn't have to worry about whether Hurricane Isaac would knock their facility off the power grid because they planned ahead. As the storm approached, a rental generator was already on site to keep the lights burning, the HVAC running and lifesaving medical equipment working in the event of a power loss.

Because the hospital had a proactive contingency plan in place, the facility management team was able to contact its temporary power and HVAC equipment partner and have the generator installed and ready to power the facility in about 24 hours.

Rental equipment also can help an organization deal with more routine sets of circumstances. For example, when a Florida school district needed to increase their cooling capacity temporarily, they were able to quickly acquire four 400-ton air-cooled water chillers from an HVAC rental services company so that students could start school on time.

Temporary HVAC equipment can handle heating and cooling needs while scheduled maintenance is performed on a building's permanent system. With advanced planning and preparation, rented solutions can be installed quickly and efficiently, giving technicians the time they need to service permanent systems without disrupting normal operations. Rental solutions can also be useful for short-term dehumidification needs, such as controlling humidity in a specific area after painting, dry-walling or hardwood floor refinishing.

Facility managers often use rental solutions to meet seasonal cooling needs. For example, a grade school in Kankakee, Illinois, rented two 35-ton rooftop air conditioning units to supplement the existing system and enhance the comfort of teachers and students during summer school sessions.

Finally, rental HVAC and electric generators can be counted on for special events, such as graduations, receptions, social gatherings or sporting events. For example, rented systems can provide temporary heating or cooling to a field house not served by the school's main HVAC system or to a tent in which a fundraising event is being held.

Effective Power and HVAC Contingency Planning is Essential

Every institution needs to include a power and HVAC contingency plan as part of its comprehensive crisis-response plan. After all, it does not take a natural disaster to cause millions of dollars in damage, disrupt operations and erode stakeholder confidence. An effective power and HVAC contingency plan minimizes financial risk, protects health and safety of building occupants, and provides peace of mind for the institution and its stakeholders. In fact, contingency planning is considered so important that some insurance carriers require institutions to have a formal plan as a condition for providing coverage.

Here are some steps institutions can use to evaluate, analyze, create, and implement a contingency plan that meets their specific needs:

Analyze the financial impact of a disruption in power or HVAC service. Experienced contingency service providers can help institutions estimate the true cost of unplanned downtime, which go far beyond the cost of repairing equipment in a crisis mode.

Assess the level of risk by identifying potential causes of system failure – including natural disasters, power outages, equipment failure or sabotage – and rank them based on their probability, potential to disrupt normal operations, and financial cost.

Perform a critical equipment audit to identify mission-essential power and HVAC systems and assess their current operating condition. Address performance problems and document potential failure points. Many institutions will engage a third-party expert to help them with their audit.

Find the best place to position temporary equipment on the site and know in advance how the systems will be connected to the building. Identify potential challenges, prepare connection points in advance, and arrange for any required permits. This includes determining whether current electrical service is sufficient to operate temporary equipment, such as a chilled water system or supplementary HVAC unit. There is no substitute for having the right connections for electrical, water, and air ducts when it comes to speeding response time during a crisis situation.

Using all this data, develop a summary report. The report should outline requirements, actions that need to be taken and associated costs and how they will be allocated.

For Peace of Mind

Include Temporary HVAC Equipment in Contingency Planning

Continued from page 5

Develop and implement the contingency plan. Assign roles and responsibilities and provide training. Conduct drills to verify the contingency process and identify areas for improvement. Make required building modifications in advance. Update the plan annually or whenever there is a significant change in the facility, such as a building modification or expansion.

Identifying reliable, experienced partners – including third-party contingency planning consultants and temporary equipment providers – is essential to developing and implementing an effective power and HVAC contingency plan. Leading HVAC industry contingency planning consultants have proven tools to ensure that the institution develops a complete, effective and, useful contingency plan; one that does not sit on a shelf.

The best power and HVAC temporary equipment partners have large inventories of the equipment that is needed, are well positioned geographically, along with a proven track record, world class response time and a reputation for high levels of customer service.

An effective, well understood and broadly shared contingency plan enables an institution to minimize service interruptions, reduce capital loss, maintain or restore normal operations sooner, and create peace of mind for the institution, its employees, stakeholders, and those it serves.

Editor's Note:

Blake Moore is Account Manager of building services for TRANE, a provider of indoor comfort solutions and services and a brand of Ingersoll Rand. Mr. Moore has been with TRANE for 18 years and handles asset management and high performance building services, controls contracting and comprehensive solution. For more information, he can be reached at (614) 473-3500 or via email at bdmoore@trane.com.

Fire sprinklers can save lives

Continued from page 4

If your sprinkler system is located in an outside closet or mechanical room, verify that the heater is turned on. 80% of broken pipe service calls are because the heaters are turned off. If you have a system with "Antifreeze," be sure to have the solution checked to insure it has the proper freezing point. Dry Systems can retain water and should be checked prior to freezing weather to insure they are indeed dry. If you wait until it is below 32 degrees, it is too late

10. Keep records of inspections and maintenance.

It is important to keep records of previous inspections onsite for sprinkler inspectors to compare the results of testing. Without this valuable information, a problem may go unnoticed until it is too late. Ask your fire protection company if they provide 24/7 online access to fire inspection

Editor's Note:

Contact: Jerry Hinzman - Sprinkler Project Manager for County Fire Protection, Inc.

For more information or any questions, he can be reached at: (330) 673-3600 or e-mail: jhinzman@county-fire.com

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Sealing Ductwork Yields Energy Savings and Safer, Healthier Indoor Environments

By Chris Aiple, Director of Operations, Service-Tech Corporation

A STC technician monitors the injection of a vinyl acetate polymer using a computer-controlled process for sealing leaks in the duct system in a government crime lab facility.

According to the U.S. Department of Energy, a study by the Lawrence Berkeley National Laboratory found that the duct leakage rates of commercial buildings exceed the ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) recommended classes by an average of 20%. This rate of **leakage results in increased energy consumption, thermal loss, equipment overload, code issues and air balancing problems.**

Just ask the personnel working in the offices of an Ohio county coroner. Due to air balance and pressurization problems in the crime lab and autopsy rooms, odors were migrating throughout the building, particularly in the warmer months. Needless to say, the staff had no qualms about bringing this issue to the attention of the facilities management people.

Service-Tech Corporation was contacted to determine if air duct leakage could be a factor in the air quality of other areas in the building. Two dedicated exhaust fans serving the autopsy suites and cold storage area had recently been replaced in an effort to keep these areas under negative pressure, but the problem persisted. A visual inspection of representative sections of the supply and exhaust air conveyance systems determined that sealing the ductwork was necessary to restore the mechanical integrity of the duct systems and to facilitate proper air balance.

We measured the amount of air leakage, and then sealed the ductwork from the inside out utilizing the patented AeroSeal Certified Duct Diagnostics and Sealing Technology. This was followed by the generation of a post-seal report and certificate showing the reduction in air leakage for each system.

The supply zone had an initial leakage rate of 337.8 cfm (cubic feet per minute) and a post-seal leakage rate of 0.0 cfm which corresponds to a 100% reduction in duct leakage. The two exhaust systems had a combined initial leakage rate of 632.6 cfm and a post-seal leakage rate of 42.6 with a corresponding reduction in duct leakage of 94.7%.

Sealing ducts can be one of the most efficient ways to reduce energy costs, improve indoor air quality and enhance building pressurization. It also helps to ensure proper air balance, thereby reducing the risk of pollutants and contaminants from entering ducts and circulating throughout the building.

Health and safety issues associated with improper air pressure and balance should not be taken lightly. For example, hospital isolation rooms typically require constantly controlled air pressure (negative or positive) to prevent contagions from migrating into or out of the room. Also, gas appliances and mechanical equipment can release harmful gases like carbon monoxide that are potentially drawn back into ventilation systems through leaky ductwork. Sealing any leaks will minimize this risk.



Sealing solutions:

Leaking ducts can be sealed in different ways. If the exterior of the ductwork is accessible, duct tape and/or mastic tape can be manually applied to joints and seams. Ducts can also be sealed from the inside with coatings comprised of a high solid content, although this only works on small leaks and cracks up to 1/8 of an inch. Even with properly sealed ductwork, thermal cycling can damage sealant adhesives, especially the rubber-based adhesive in duct tape, increasing leakage over time. Constant pressure cycling also may wear out duct seals, particularly with inadequately supported ductwork.

Service-Tech prefers to seal ductwork using the new technology developed by AeroSeal (used at the crime lab mentioned earlier). The process -- which **detects and seals leaks up to 5/8 of an inch** -- involves pressurizing the duct system by temporarily blocking inlet and outlet points and injecting a vinyl polymer in vapor form that stays suspended in the air until it detects a leak. The sealant particles are gradually deposited in the leaks by the exiting air-stream as it bends and accelerates through the leaks. As the process continues, the particles begin to accumulate in the leaking cracks and holes until they are eventually sealed. The injection process is monitored and controlled by a laptop computer that calculates the equivalent loss of cfm through leakage at the beginning of the sealing. It then monitors and displays the reduction and remaining leakage in real time. When the sealing is finished, a minute-by-minute record is provided.

This technology uses a safe vinyl polymer, has no lingering odors or off-gassing, and does not coat ductwork or require cleaning before sealing (unless more than 1/8th inch of debris). Another big advantage is that it lasts more than 10 years.

As a licensed service provider of AeroSeal, Service-Tech has used this process to seal **ducts with as much as 40% leakage before sealing to the point of less than 10%**, and in some cases as low as 0%, after sealing. It's effective and efficient technology.

Whatever method you choose to seal the ductwork in your facility is optional. What's not a good option is allowing them to continue to leak. Hire a qualified contractor to seal the ducts. You'll be glad you did, and so will others.

2015 Board Meetings**Schedule:**Feb 12thMar 19thMay 21stJune 18thSept 17thDec 10th

Board Meetings
are held
in Columbus

2015 Conference & Trade Show**Crowne Plaza Hotel:****Oct 25th 5:00 pm****Conf. Committee meeting**

**Oct 26th & Oct 27th
Conference
&
Trade Show**

For newsletters' archive visit
our website!

www.opfma.org

2015 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 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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