



SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!
 Summer 2008 Page 1 of 9

Ohio Public Facilities Maintenance Association

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2008 OPFMA Annual Conference & Trade Show

Come and “Discover the Path” ... for solutions to today’s unmatched stringent energy requirements, security and higher safety standards to which public facilities have to adjust to and handle on a daily basis!

With your interests in mind, OPFMA’s Conference Committee chaired by Norm Sorge, devised the conference’s best layout - secured expert speakers and promoted the Trade Show state-wide.

To reserve your seat at the upcoming event with 24 workshops on hot topics in Energy - Environment - Safety - - Health and Efficiency, register early.

Mark your calendar - Oct 27th & Oct 28th for OPFMA 2008 Conference and Trade Show!
 If you need overnight accommodations - be sure to reserve your room before Oct 5th - in order to benefit from our agreement with the Crowne Plaza Hotel. A block of hotel rooms was reserved for OPFMA attendees at a discount of 35% - be aware that the rooms are limited and are available on a first come/first served basis.

Workshop topics are displayed in the Attendee Registration Form which along with the Exhibitor Registration Form are posted on our web site at: www.opfma.org. For any questions you might have - just contact OPFMA office at info@opfma.org or simply call (866) 570-7880 - our staff is prepared and ready to assist you.

October 2008

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OPFMA Annual Conference & Trade Show

OPFMA - Since Last Edition ...

Since March, OPFMA has held its second board meeting. The meeting was hosted by one of our associate members - Perfection Group Inc. - Special appreciation for coming through on a very short notice! Also, we held three conference committee meetings. Our goal is to make the OPFMA Conference a “must attend learning event” and we work tirelessly to achieve it.

OPFMA is actively promoting continuing education, which is crucial to all public facilities maintenance employees. In May, OPFMA participated and co-sponsored BASA Conference. In June, OPFMA Past President Constantin Draganoiu presented OPFMA’s role and mission at the Colleges and Universities Conference at State Library in Columbus. Also, he underlined the usefulness of the Building Operator Certification (BOC) program in meeting HB-251 requirements, as well as that *OPFMA is the only implementer of BOC program across Ohio!*

OPFMA organized and started two new BOC Level 1 Series. In Columbus on April and in Cleveland in May -and brought to graduation the BOC Level 1 Series pictured in this edition. We appreciate The Brewer-Garrett Co. for graciously hosting our Cleveland series. Very special thanks to ODOD for the financial support making possible to offer stipends! Also OPFMA is planning two new BOC Level 1 series in Cincinnati and Columbus in mid-August and mid-September, respectively. A new BOC Level 2 is planned for the latter part of November.

OPFMA expanded its membership exposure to other seminars and conferences that fit their interests taking place in Ohio and some of them with discounts to OPFMA members!



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Indoor Air Quality - Quick Tips for Facility Managers

By Amy Cseh, EA Group

Providing a high quality office and work environment has always been the job of the facility manager. The current focus on Indoor Air Quality (IAQ) makes a tough job more complicated.

Statistics published by the US EPA suggest that Americans spend up to 90% of their time indoors. That increased time spent indoors leads to the higher likelihood of exposure or perceived exposure to pollutants that are typically emitted or trapped indoors.

Obviously the best management approach is to avoid IAQ issues in the first place. This can be achieved by:

- Regular maintenance of mechanical systems
- Good housekeeping practices
- State of the art construction/renovation work methods

Organizations such as the US Green Building Council (USGBC) have addressed IAQ with the publication of the LEED guidelines for various types of construction. These guidelines address indoor environmental quality which encompasses a variety of issues such as low VOC emitting materials/furnishings, thermal comfort, day lighting, IAQ management plans during construction, IAQ studies prior to occupancy and sustainable design practices.

A proactive option to avoid IAQ problems with new construction is to conduct a baseline IAQ assessment prior to occupancy.

This baseline assessment will identify IAQ issues that may be present and allow the project team to correct the problems prior to occupancy. The IAQ assessment can be as thorough as the LEED guidelines or a more scaled back version to fit the needs of the facility. Either method will provide valuable information to be used in managing the IAQ issues in the building.

What to do once you have an indoor air quality complaint?

- ❖ Assess the problem, define the issues of concern
- ❖ Communicate with the affected employees
- ❖ Determine the affected areas of the building or tenants affected
- ❖ Conduct IAQ assessment with sampling if required
- ❖ Rectify the issues of concern identified
- ❖ Re-assess the areas if necessary

In an effort to develop a more standard method of IAQ assessment the USGBC, along with key trade organizations (including BOMA) will develop a design guide, which will address IAQ. The guide will describe an integrated process for achieving improved IAQ in all elements of a building consisting of a textbook and professional development course designed for the building and design community. These tools will function as a prescriptive compliance path for IAQ and assist building professionals in implementing high-performance designs and improving IAQ. The book is slated to be published in April 2009.

Tips to a Slimmer You ...

Do you know that when you get hungry your body burns less fat?! - Here is why!

When you miss a meal or snack – your stomach secretes a chemical called Ghrelin – Ghrelin decreases Leptin – When Leptin declines, your metabolism slows down – then your body starts conserving energy by converting calories to fat.

- Waiting to feel hunger punches before we have a meal or snack evidently is not helping our figure or health!
- By regular exercise you increase Leptin dramatically which fires up your metabolism.
- To burn fat - your body needs complex carbs.
- Eating an apple before each meal also can produce substantial fat loss - even without dieting!

Ask the Right Question...

Do you make others feel bigger or smaller when they're around you?

▪

Are you controlling your thoughts or your thoughts are controlling you?!

▪

Do you demand more of yourself or excuse more of yourself?

▪

Are you striking at the branches of your problems or at the root?

▪

Are you trying to make something for yourself or something of yourself?

▪

Are you steering or drifting?

▪

Do you have opinions or convictions?

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Toledo Correctional, an Upcoming ACA Audit and the BOC Program

A Remarkable Success Story - in the Building Superintendent's own words!

My name is Nicholas Getzinger and I am currently the Building Maintenance Superintendent for the Ohio Department of Rehabilitation & Corrections at Toledo Correctional. Prior to my job as a superintendent for Toledo Correctional, I worked for 21+ years in the HVAC, R & P mechanical fields where I have obtained multiple licenses in the building trades.

I was hired at Toledo Correctional for my experience in the trades and my understanding of building operations and environmental control. Once I was hired I found myself presented with an enormous number of tasks and opportunities to bring our facility up to compliance with operational mandates. I initially began to assess my options, my staff and my resources to begin laying out a plan on how we were going to accomplish all these tasks.

In a conversation with my supervisor and one of my staff, I was informed about the BOC certification program and the required mandates for each facility. I was advised on how the program covered facility energy performance, maintenance, tracking and all the other various aspects of building maintenance.

At first, I felt that the course would be redundant for me with my current background, but I looked into it anyway. I soon saw some immediate advantages to attending the course because of my current situation at Toledo Correctional and an upcoming ACA audit. I had an immediate need to put new plans into action and have them operational before my pending audit.

I began to see great advantages to the program and how it seemed to fit perfectly into place at a time when I needed as much resource as possible. I had also learned that one of my staff Mike Carter, had recently completed the BOC course Level 1 & Level 2 which inspired him with a number of ideas on what he thought should be improved and what needed to be addressed immediately. It didn't take long after discussing these issues with Mike to determine he was full of excitement and eager to address these issues. I discovered that his excitement was inspired from the information he had gained in both of the BOC courses.

With my new tasks at hand, along with my new ongoing refresher training from the BOC and Mike's relentless ambition. I was now able to utilize these tools provided to me to realign my staff, implement training programs, new PM procedures, establish energy use assessments and determine the priorities of the facility maintenance program. I was on my way to successfully passing my impending State Audit.

I found the information from some of the classes extremely useful to the point that it had inspired me to do more than the usual to make our facility more conservation friendly. Mike and I had begun to influence additional staff into doing more and recognizing their own potential and improving their own areas and reducing energy consumption.

(continued on page 4)

Toledo Correctional, an Upcoming ACA Audit and the BOC Program

*A Remarkable Success Story -
in the Building Superintendent's own words!*

(continued from page 3)

Before long, my staff began rolling in with ideas sparked with ambition and the motivation to make things happen. Mr. Carter and I decided that we needed to find a way to cost effectively reduce the facility's water consumption and the enormous heating bill for hot water. We researched a number of companies and ideas that were inspired by the BOC training and fueled by the ambition to make drastic improvements in our energy use reduction.

Eventually, we came up with an idea that would completely change how we would control water and it would not only affect our maintenance operation, but it would make a major dent in our facility maintenance budget and cost of operation per fixture. After many bench trails and fabrication of our own controls, we were able to come up with our own in house water timer control system which would reduce the use of water consumption by limiting the amount of time a unit could run and setting a time limit on when the unit would reset to run again. We were able to reduce what seemed to be limitless hot showers into pre-programmed time limits which would not reset immediately. We had recruited our electrician and our plumber to install the units for a test run, we soon found another major advantage. The new controls that were costing us no more than \$150.00 for 4 to 6 showers were not only cost effective but extremely dependable too! It wouldn't take a rocket scientist to figure out that the lower maintenance cost of the timer fixtures, the efficient operation of the heating plant and the reduction of water usage is in fact a great success story.

Once we successfully initiated the water use reduction plan, I began working on a facility wide energy use reduction plan as well as a full blown preventative maintenance program for each skilled trade area in our maintenance department. It took several weeks to plan and implement but we managed to pull it off without any remarkable problems or complaints.

Scale Happens...

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Odor
Acidity
Iron

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Our work production is up over 300%, our overtime emergencies have virtually been eliminated and we now provide over 95% of our own in house service. We now have a more organized and efficient system and an extremely positive and cooperative staff that is very proud of their accomplishments.

Also we have made great strides lately in making major improvements to our electrical and lighting systems and have integrated ideas inspired directly from the BOC lighting course. We have integrated a number of ideas on lighting upgrades, replacements and energy use timing. Our outstanding results have gained the attention of our state counterparts and our pioneering spirit have inspired them. We are now in the mids of planning a complete lighting upgrade based on our previous ideas inspired from our past BOC training and our own implementations. I hope to send more of my staff through the BOC course to keep them up to date and inspired as we are.

All our efforts and determination to put at work all our knowledge resulted in completing our State audit and more than that we've passed with flying colors, in fact we were complemented specifically on our implementation of energy use reductions in our lighting, heating and domestic water, also our staffs' high motivation, cooperativeness, high professionalism and great efficiency received recognition.

Subsequently, I was asked if I would supply a copy of our program to be used as a model for other institutions to follow and be measured by. I would like to thank the instructors as well as the management from OPFMA for the great training and inspiration they have provided. As you can see, a well implemented plan can and will affect others in a positive way.

Nicholas B. Getzinger
Building Superintendent
TOLEDO CORRECTIONAL INSTITUTE

Be savvy about security

Unfortunately, the world around us is quite unpredictable. Risks have increased. Businesses are invariably far more vulnerable to outside influences. Hence the need to reassess and update security programs at regular intervals, perhaps along the lines of the measures indicated below:

- Identify your assets. Understand exactly what you are protecting. Ask the question: “What would bring my company to its knees?”
- Review current security policies. Determine where you could expand or improve on existing procedures. For example: should you add to your current security guard level, or enhance the existing alarm system? Do you have a safe working environment?
- Identify & categorize potential threats to your business. Consider everything - criminal, natural, accidental or operational dangers. Think about how someone or something could threaten or victimize a particular aspect or area of your business. Rank the potential dangers from least to most important.
- Select security measures. Decide on the appropriate action for the potential problem. For example, both natural disasters and physical sabotage could be threats to your system. Ensure you have the latest anti-virus protection, limit access to the system itself where appropriate, and keep regular back ups of data off-site.
- Test the system. If you don’t try the system once it’s in place, you won’t know where the bugs are or how reliable it will be when you need it. Set up a time table for regular testing.



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Wisdom nuggets ...

- *The sun will set without thy assistance.*
- *The best way to keep your word is not to give it.*
- *Our only freedom is the freedom to discipline ourselves.*
- *The real secret of success is enthusiasm.*
- *There is more to life than increasing its speed.*
- *Laziness is nothing more than the habit of resting before you get tired.*

Let the Data Speak

By John Seryak, Go Sustainable Energy, LLC and BOC Instructor

Deep into the afternoon of the BOC 102 course, on slide 70-something there is a point on “On-site metering”. Maintenance staff can’t be everywhere all of the time, and logging temperature, light levels or amperage is an excellent way to observe how buildings and equipment are operating at night and weekends. For example, the Figure 1 shows temperature trends in a common walk-in freezer. For several days the freezer was in disrepair with errant temperature swings, often to -30°F, much cooler than a freezer need be. Upon repair, the temperature trend follows a much more rhythmic pattern.

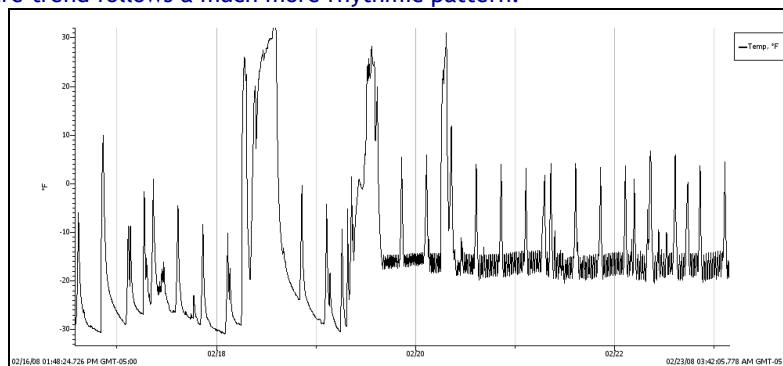
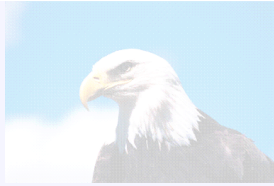


Figure 1: Walk-In Freezer Temperature Trend

(continued on page 5)



Leaders never lose their focus.

When the eagles are silent the parrots begin to jobber.

It is hard to fight an enemy who has outposts in your head.

Do or do not. There is no try.

Do not be too timid about your actions. All life is an experiment.

It's all right to have butterflies in your stomach. Just get them to fly in formation.

Don't go around saying the world owes you a living; The world owes you nothing; It was here first.

The ancestor of every action is a thought.

Losers visualize the penalties of failure. Winners visualize the rewards of success.

Any activity becomes creative when the doer cares about doing it right, or better.

Fall seven times, stand up eight.

Let the Data Speak

(continued from page 5)

Figure 2 shows lights in an office space. Throughout the day-time only daylight from the windows is used. But then at some point Friday night, the lights are turned on and stay on throughout the weekend when the building was unoccupied.

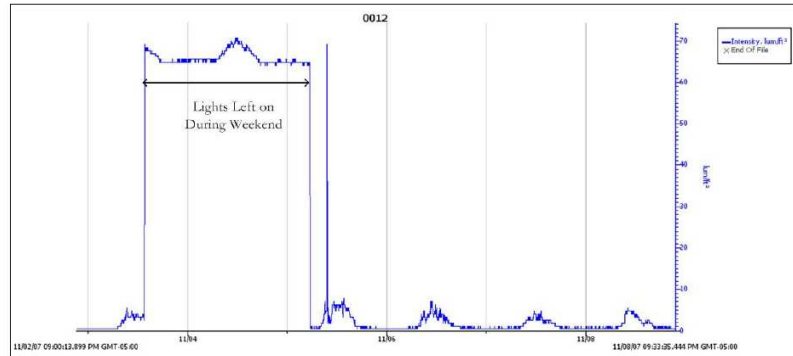


Figure 2: Office Space Lighting Trend

Measuring and logging data can be an excellent way to identify energy savings opportunities, or verify that equipment is operating as expected. Many consulting firms have data loggers which they will deploy during their energy audit services. Alternately, you can purchase a data logger yourself for just over \$100. Finally, many building/energy management systems (BMS/EMS) already log and trend measurements of temperature or equipment run times. Careful examination of these logs can yield rich insights into how equipment or a building is operating.

Congratulations BOC Graduates!

BOC Level -1 Columbus Series December 2007

(Listed in alphabetical order)



Robert T. Arey (Ohio Dept. of Mental Retardation and Develop. Disabilities), **Dan Baechle** (Lakewood City Schools), **Dennis Barkimer** (Oakwood Correctional Facility), **Robert Brenneman** (Lake Erie Correctional Inst.), **James M. Clark** (Southern Ohio Correctional Facility), **Scott Decker** (Vandalia Butler City Schools), **Mark A. Fritz** (Wapakoneta City Schools), **Todd Gerstner** (Wapakoneta City Schools), **Nicholas B. Getzinger** (Toledo Correctional Institution), **Bryan Goff** (City of Westerville), **William Grant** (Boulevard Temple Retirement Community), **Eric Hannahan** (Vandalia Butler City Schools), **Brian Hutton** (Monroe Local School), **Hal Kendrick** (Amherst Village Schools), **Aaron Lichtenauer** (Ohio Dept. of Mental Retardation and Develop. Disabilities), **Kenneth Linger** (Lorain Correctional Institution), **Stephen Matas** (Ohio Dept. of Mental Retardation and Develop. Disabilities), **Michael Meinke** (Lorain Correctional Institution), **Rick Monroe** (Warren County Career Center), **Roy Phillips** (Ross Correctional Institution), **Mike Roney** (Lakewood City Schools), **Jeffery J. Smith** (Beachwood City Schools), **George Wenner** (Lorain Correctional Institution), **Bob Wysong** (Warren County Career Center)

Summer O & M Can Lead to Energy Savings

By Ted Howell

Energy experts are predicting significant energy cost increases this next year. Most facility managers understand the dramatic impact that energy efficient lighting, HVAC equipment, and building automation can have on their utility bills.

However, there are many other no or low cost maintenance and operational changes that can also help mitigate these increases.

The following are some ideas that may help you lower your energy costs.

Unplug unnecessary equipment (Schools)

- Turn off all computer monitors and computers. Unplug where possible.
 - Computers and Office Equipment - Energy Star monitors have a low-power sleep mode that only uses between 2 to 10 watts.
- Unplug refrigerators and microwaves in your classroom or teachers' lounge.
- Take home any class pets or plants (check your school policy for aquariums).
- Make sure all the lights are out.
- Turn off other shared equipment like copy machines, printers, laminators, etc...
- Unplug any decorations.
- Turn off and unplug TV's - some are "instant on" and constantly draw electricity.
- Unplug any rechargeable tools or other items - they are energy parasites!

Lighting Maintenance

- Periodic cleaning of lamps and light fixtures can save up to 15% of lighting energy.

Even in a relatively clean environment such as a school, dirt and dust can reduce the amount of output from lamps by as much as 15 percent a year. You can increase lighting output levels by periodically cleaning the light bulbs and fixtures with a dry cloth.



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Most normal maintenance procedures call for annual cleaning of light fixtures.

HVAC Maintenance

- Proper boiler maintenance can lead to energy savings of 10 to 20%.
- Regular maintenance of the air conditioning system maintains optimal cooling performance and saves money and energy.
- Water Heating - Periodic maintenance on the hot water system can keep it operating efficiently and extend the life of the system.

Building Envelope Strategies

- Close doors and windows when the air conditioning or heating system is operating.
- Make sure that doors and windows close tightly.
- Check the caulking and weather-stripping for leaks.
- Close the windows and adjust your shades.
 - Window blinds can be used to reduce the amount of solar heat loss or gain depending upon the season.

Kitchen Operation Strategies

- Use fan hood only when cooking.
- Pre-heat ovens no more than 15 minutes prior to use.
- Keep refrigerator coils clean and free of obstructions.
- Only use lights that are needed, when they are needed.
- Shutdown equipment not utilized during vacation periods.

Ted Howell, CEM, CLEP, CBCP, LEED AP - is President of Energy Instruction Group, LLC, Board Member of OPFMA, and instructor for the BOC program. Visit www.energyinstruction.com for more helpful ideas.

Pruning Tips and Gardening Secrets

To have healthy bushes and shrubs, don't start pruning until late spring even early summer. Evergreen bushes and shrubs shall be pruned in June.

Fall blooming shrubs to be pruned in the spring. Spring blooming shrubs shall be pruned in the fall.

Plants that bloom on last year's growth, such as lilacs shall be pruned BEFORE July 4th,

Want to stop Japanese beetles from destroying your roses in midsummer?

Enjoy late spring first blooming, then give them a good trimming.

Even though couple of months will pass with no flowers, by September it will start blooming without danger from the beetles.

Don't try this with climber roses.

Old Times and its Simplicity ...

Barley tea was used to rebuild stomach lining and cure ulcers!

They cooked 2 ounces of pearly barley in 6 cups of water until half the water boiled away.

Then strained and drunk the remaining liquid as a tea.

The tea was flavored with lemon or honey and barley was eaten separately.

They stopped headaches when they felt it was coming simply by mixing few drops of peppermint oil, eucalyptus oil, and some rubbing alcohol in a small bowl - and gently massaging the mixture over the forehead and temples, avoiding eyes' area - it is cooling and relaxing!

Cough was banished with bananas instead of cough syrup.

Strategic Panning

Are your achievements a result of the actions you take, or are your actions a result of the achievements you want?

One way to plan ahead and produce targets is to take what you have been doing and extend it into the future, capitalizing on good work practices, amending or perhaps discontinuing any areas not doing so well. By adding up the anticipated results from this, you will have a target to work towards for the following time period. If it's not what you're looking for, then you go back and tweak things in order to get closer to the overall objectives.

Perhaps more recently, another form of strategic planning has begun to take over. In its purest form, it's simply deciding what it is you want to achieve and then figuring out how to make it happen. *Using the latter method, the actions are a result of the achievements you want, as opposed to the achievements being the result of the actions you take.* A significant and important difference!

Using the first method, you seldom make dramatic changes to your actions but keep on doing the things you do best, improving wherever possible. There's nothing wrong with this - most successful companies have a strong underpinning of this type of planning. However, it's invariably the latter method that enables companies to expand rapidly and have the flexibility to keep ahead of the field. By setting seemingly impossible goals, it ensures all energies are focused on the tasks ahead, constantly looking to new ways to achieve the results. Even if these difficult targets are not always met, they are still likely to be far ahead of those set using the initial approach.

Like most things, it comes at a price. Rapidly expanding companies encounter many teething problems as they enter new areas of operation - heavy demands are placed on all employees, with new challenges appearing all the time. Smaller, incrementally planned growth is generally a more comfortable method, but may lack the excitement of being at the cutting edge of your particular industry sector.

But at the end of the day, either method is better than no planning at all.....

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2008 OPFMA Board Members and Contact Information

2008 Board Meetings Schedule:

March
June
October
December

Board Meetings Host

M.E. Companies
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Conference Committee Meetings Schedule:

March
April
May
June
August
September
October

Executive Board

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Vice-President: **Norm Sorge** Medina City Schools sorgen@mcsoh.org
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Note from the Editor -

Dear reader, OPFMA publishes the "SpotLight on Maintenance" for your benefit, but in order to serve your interests and needs better I would like to have a "two way" communication with you! **Suggestions - Sharing Experiences - and Constructive Criticism**, all of these would be very helpful and much appreciated.

Let your voice be heard - Just drop a note at: editor@opfma.org or visit our website and click on "TELL ME MORE" - I would be happy to bring your ideas in The SpotLight!

Thank you,
Alex

For newsletter archive
visit our on the Website!

www.opfma.com

Publication and Submission Information

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

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

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