



SpotLight on Maintenance

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

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Ohio Public Facilities Maintenance Association

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

OPFMA - 2009 Second Quarter - Activities Report

From the Administrator's Desk

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Editor's Note:

Check frequently our website www.opfma.org for:

- BOC Series Schedule
- BOC Course Description
- BOC Instructor Application
- 2009 Conference Details
- Membership Info & Categories
- Registration Forms
- New OPFMA Seminars
- Job Postings
- Other Ohio's Events - OPFMA and its Members are invited to

During the second quarter of 2009, OPFMA has focused on organizing new educational and professional development seminars supporting facilities' efforts of improving operations' standards in maintenance sector at all levels.

OPFMA held two board meetings - reviewing organization's activities and results and advising the administration as needed.

During this quarter two face-to-face conference committee meetings and two phone meetings have been held planning the conference, reviewing actions' outcome and offering support as needed.

We are excited to announce that (24) workshop topics have been selected to meet today's energy and economic needs, and qualified speakers have been interviewed and selected. Exhibitors reserved their booths in higher number than in previous years by this time!

OPFMA membership is the driving force as well as our organization's reason for existing! OPFMA is receptive to membership feedback and appreciates members taking time express their opinion of events organized by OPFMA or planning to organize!

We organized the "Energy Management Plan - Energy Savings Strategies" seminar as a result of membership expressed interest. For more details visit: www.opfma.org

While we treasure OPFMA long term members - some with us for decades - we are excited for every new member that comes aboard. This quarter there are 42% more new OPFMA members than in the preceding quarter. New members and institution are individually recognized in each edition - check page two!

OPFMA offers year round courses of Building Operator Certification - supporting employees' professional development.

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OPFMA – 2009 Annual Conference & Trade Show

Oct 26th & Oct 27th

Attendee Registration is Open - Act Now!

Early Bird Registration Deadline -
Monday, August 31st

Final Deadline - Friday, October 16th

Exhibitors Registration - in Full Swing!

43% of Booths - Already Taken!
53% of Registered Exhibitors Are New



Crowne Plaza Hotel - COLUMBUS NORTH -
Hosting Hotel - Need accommodations?

Call (614) 885-1885 • Ask about OPFMA
Conference Special Rate!

SAVE 35% on Hotel Rooms - Act Fast!

June 26th 2009
OPFMA Seminar

"Energy Management Plan - Energy Savings Strategies"

One hour reserved for class discussion

Hosted by:

DAS General Services Division
Columbus

OPFMA has organized the seminar on the topic elected by OPFMA membership through a survey we've ran in 2008!

Is the BOC Program Worth Taking?!

Graduates' Unedited Testimonials:

While attending the OPFMA BOC Level-1 course, one of the things we learned was how to use the Energy Star portfolio manager to track our energy usage.

As a result, we achieved an Energy Star rating for one of our buildings and hope to certify three more buildings in 2010.

Thanks, OPFMA - BOC Level-1 was a very worthwhile course!

Robert Kelly - Facility Operations Manager
&
Dan McClintock - Skilled Trades (HVAC.)
Brunswick City Schools

Take a Break ... by Working

When you need a break but can't leave your work as you have too much to do, try switching to a less demanding task for about 10 minutes.

Doing so will recharge you and allow you to slow down to a more relaxed pace.

Also, changing tasks lets you use a different part of your brain while the overworked part rests ... and refreshes its energy!

OPFMA - 2009 Second Quarter - Activities Report

(Continued from Page 1)

During April, May and June 2009 OPFMA has organized, administered, managed and provided logistics for (17) BOC classes in (5) different locations in Columbus, Dayton and Kent.

During this period of time (438) BOC students have been trained, tested, and received assistance as needed. Also student manuals along with class materials, project books and refreshments have been provided to assure appropriate study conditions for day-long classes. Qualified instructors have been selected for each class, and along with site coordinators that are constantly working with our administration to provide students assistance according with their needs.

While (3) BOC series were running in parallel, in April 2009 OPFMA organized and started a new BOC Level-2 in Columbus. OPFMA expresses gratitude to DAS, General Services Division for hosting this series! May 2009 was packed with BOC classes - while (6) BOC classes were held in (3) cities - OPFMA organized and started yet another BOC Level-1 series in Kent. OPFMA appreciates Kent State University's generosity for hosting this BOC series!

At the end of May, the BOC Level-1 series that started in Dec 2008 in Dayton has graduated. OPFMA continues to offer assistance as needed to those students that for different reasons couldn't graduate in May 2009. OPFMA is already working on logistics and schedule to start couple of new BOC series - while preparing to administer the remaining (16) classes for the BOC series in training at this time.

OPFMA Welcomes the Newest Members!

OPFMA and the Board of Directors appreciates your decision to be part of our association and happy to extend a "Very Welcome Aboard to You All"!

Institutional II

DAS, GSD Office of Properties and Facilities - Daniel Barr - Chief Administrator
Middletown Board of Education - Ronald Klapper - Bus. Affairs Coord./Maint. Supervisor
Kent State University - Robert Winkler - Manager, Campus Environment & Operations

Institutional I

Apollo Career Center - Roy Gillespie - Facility Manager

Individual Members

Terry Wohlford - North Fork Local Schools - Maintenance Supervisor
Daniel Davies - Ohio Department of Public Safety - ODPS Facilities Administrator
Curt Brown - Campbell City Schools - Maintenance Supervisor
Rusty Yarman - Northwestern Local SD - Maintenance Supervisor
Leo R. Schnapp - Toledo Public Schools - Heating Maintenance Repair
Rick Sims - Circleville City Schools - Maintenance Supervisor
Roger K. Huff - Beaver Creek City Schools - Assistant Buildings and Grounds
Mitchell Lee Fogle - Troy Hayner Cultural Center - Building & Grounds Coordinator

Associate Members

Solid Blend Technologies Inc - Lois Elrich - Vice President
Coleman Systems Inc. - Geoff Hunter - Principal
Limbach Facility Services LLC. - Samantha Schneider - LEED AP
Musco Sports Lighting - Jeff Rogers - Vice President
Shiffler Equipment Sales Inc. - John Shiffler - Owner

Please feel right at home - you are among your peers - and visit our web site: www.opfma.org
Check out OPFMA seminars, BOC classes and our Associate Members! Direct links to their websites make it easy to see if they could be of assistance to your facility's needs!

Did You Know

Nasal breathing helps lift moods

Inhaling through the nose cools the blood running near the nasal passages and influences the way brains regulate moods!

Sore throat can be nullified by marigold mouthwash

Marigold flower tincture used as a mouthwash or gargle quashes soreness and inflammation!

Lemon peel can relieve the pain and pressure caused by corns

Apply a piece of fresh lemon peel - rind side down - on top of the corn and affix it with a small bandage. Leave it overnight - repeat for up to one week.

Bacteria causing foot odor can be stopped by spraying cider vinegar on feet

Vinegar changes the pH of skin and bacteria won't grow!

To de-stress quickly breathe in the scent of an essential oil!

Scent works directly on brain and significantly alters mood. Lavender, basil or neroli are the most known for calming.

◆ BOC Level-1 Dayton Series Graduates ◆

Dec 2008 - May 2009

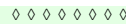
OPFMA Administration and Board of Directors Congratulate You and Wish You Success in Your Careers!

To the BOC students that have still to make up for some of the BOC classes, we wish them success in their study efforts, and be assured that OPFMA continues to assist each one as needed - contact us if you need any assistance!

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

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

- | | |
|---|---|
| Kevin Bailey - Capital University | Mark Kremer - Versailles Ex. Village Schools |
| Jerry Barhorst - Russia Local Schools | Tim Lairson - Northridge Local Schools |
| Rick Bice - Auglaize County Buildings | Michael Lenhart - ADA Ex. Village SD |
| Reuben Brown - Cedar Cliff Board of Edu. | Robert Maurer - St. Mary's Com. Public Library |
| John Campbell - Capital University | Paul McElroy - Meigs Local School District |
| Dale Chance - O'Neil & Associates, Inc. | John McNutt - Sinclair Community College |
| Loyd Crump - Centerville City Schools | Terri Meng - Capital University |
| Robert Deberry - Capital University | Tom Meyer - Fort Loramie Local Schools |
| Fred Fisher - Lincolnview Schools | Ken Moorman - Versailles Ex. Village Schools |
| Jerry Fleck - Celina City Schools | Jeff Payne - Bellefontaine City Schools |
| William Frey - Riverdale Local Schools | Mark Preston - Apollo Career Center |
| Jack Haag - West Carrollton Schools | Tom Pugh - Fairfield Union Local Schools |
| Mark Keiffer - Capital University | Larry Stuckey - West Branch LSD |
| Brian King - Sinclair Community College | Rudy Wells - City of Vandalia, Parks & Rec. |



HVAC Systems ▪ Cleaning ▪ Restoration

Selecting Qualified Contractor Guidelines

Gregory J. Lint, ASCS, CVI - Service-Tech Corp.

We should never compromise the air we breathe

To be sure, most building owners and facility managers are of the opinion that heating, ventilating and air conditioning (HVAC) systems are important elements to a building's indoor environment. After all, it only seems logical that the systems relied upon to convey conditioned air throughout a facility would play a key role in the quality of the air in occupied building space.

Therefore one would expect that in this era of widespread litigation and media fervor, appropriate consideration

would be given to the design, installation and maintenance of these air handling systems.

Until recently, regular inspections for cleanliness and performance of air handling systems; fans, coils, airflow control devices and ductwork were rarely, if ever, performed. Such a limited maintenance strategy is short sighted since it is these HVAC systems that are relied upon to remove the building's foul air and replace it with clean, conditioned air for a safe comfortable indoor environment.

HVAC Systems ▪ Cleaning ▪ Restoration

Selecting Qualified Contractor Guidelines

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Cleaning and Restoration of HVAC Systems

Maintaining clean heating, ventilation and air-conditioning (HVAC) systems is an important part of sustaining acceptable indoor air quality (IAQ).

When an HVAC system is a source of contaminants that are introduced into occupied spaces, properly performed system cleaning services should take place to reduce or eliminate contaminant introduction. Contaminants in HVAC systems may take many forms. Common contaminants include dust particles, active bacterial or fungal growth, and debris from rusted HVAC components, man-made vitreous fibers, mold spores, and other items.

Experience has shown that very few (if any) HVAC systems are free of all particulate. In fact, particle deposition on component surfaces starts before the HVAC system is even installed. Airborne particles in factory settings and assembly areas are likely to settle on air-handling components and fiber glass insulation, as well as adhere to the surface of metal components.

The original installation process will subject the HVAC system to even more contamination. Construction sites contain a significant amount of airborne concrete dust, gypsum dust, sand particles, biological particulate aerosols and many other airborne contaminants in the ambient air. These particles often settle on or within the HVAC system during construction.

After the HVAC system is installed and its operation begins, the particulate accumulation process continues throughout the life of the system.

Poor design, installation and maintenance practices, low-efficiency air filtration, air flow bypass, inadequate or infrequent preventative maintenance practices, humid conditions, and many other factors will result in contaminated HVAC systems. HVAC systems may also serve to transport and redistribute unwanted particles from other sources in the building.

HVAC cleaning services have been available since the early 1900s. However, it was not until the 1970s that growing public concern for better IAQ led to an understanding of the importance of cleaning HVAC system components.

Public awareness has increased ever since that time. Greater demand for HVAC cleaning resulted in dramatic growth for the HVAC system cleaning industry, both for firms offering service, as well as those providing research and knowledge of HVAC system cleaning and its impact on indoor air quality and system performance. This ultimately led to the creation of industry standards, training and certification programs for HVAC system cleaning professionals.

Guidelines for Selecting a Qualified Contractor

Asking prospective contractors the following questions will assist consumers of commercial HVAC system cleaning services in selecting a qualified contractor.

1. How long has you/your company been cleaning HVAC systems?
2. What percentage of your business is dedicated to HVAC system cleaning?
3. Is your firm properly licensed to do work in this state?
4. Are you fully insured? Discuss liability insurance requirements (limits) if necessary.
5. What is your experience in cleaning systems similar to those in my facility?
6. Can you provide references of completed similar projects?
7. Who will be on-site supervisor responsible for this project? How many projects of a similar scope has your company been responsible for?
8. Will you use source removal techniques in accordance with the National Air Duct Cleaners Association (NADCA) Standard ACR when cleaning my system?
9. Do you have a complete understanding of NADCA Standard ACR and comply with all of its provisions on this job?
10. Do you have a comprehensive in-house safety program with training for employees?
11. Are you knowledgeable about site-preparation issues for a project of this scope?
12. Is your equipment in good repair and working properly? When was it purchased and how long has it been in use?
13. Can you provide a scope of work?
14. Is your firm a Certified Regular Member in good standing of the National Air Duct Cleaners Association (NADCA) and can you provide a current membership certificate?
15. Does your firm have NADCA certified Air System Cleaning Specialists (ASCS) on staff, and will my project be overseen by a certified ASCS?

In summary, it is vital for there to be an understanding between you and the service contractor as to the project's goals. This is no job for amateurs. The building manager should look for service providers with experience, ask a lot of questions, and above all, **scrutinize the answers.**

Service-Tech Corporation (STC) specializes in the cleaning, restoration and decontamination of HVAC systems. Since 1960 STC is recognized as a leader in the field of indoor air quality improvement and mechanical system restoration. With offices in Cleveland, Columbus and Dayton they service all of Ohio and surrounding states.
For more info visit: www.service-techcorp.com

The Quest for Control in Today's Cooling Water Programs

In today's competitive business environment, the need to cut operating costs while maintaining reliability and performance has become increasingly more challenging.

One way to meet this challenge is to gain better control of your cooling water systems.

Many maintenance departments today use the "Hit-The-Wall" control strategy-that is, turn the pump down when you hit the top of the control limit; turn the pump up when you hit the bottom of the control limit. The problem is that it is inefficient, costly, and potentially damaging to the process equipment.

One type of control method involves employing a programmable timer to insure that the treatment is fed at regular intervals. This method is most often used for controlling the addition of non-oxidizing biocides and will prevent the chance of missing a treatment addition.

In the flow-proportional control method, the chemical feed is metered into the system in relation to fresh water addition.

A water meter uses an integral timer to activate the chemical feed pump after a pre-determined amount of makeup water passes into the system. This very precise method is most often used to control the addition of both scale and corrosion inhibitors and dispersants.

The bleed/feed method incorporates the conductivity of the cooling water to determine if treatment is to be added. When the conductivity rises above the upper control limit, the system is bled, fresh water is added to dilute the conductivity, and treatment is added in proportion to the amount of make-up.

Like the flow proportion method, the bleed/feed method is used to control the addition of scale and corrosion inhibitors and dispersants.

Underfeeding or overfeeding of chemical will no longer be a concern with a simple change in the control method employed at your facility. The quest for control is now within reach.



Editor's note:

"The Quest for Control in Today's Cooling Water Programs" article was provided by OPFMA new Associate Member Solid Blend Technologies.

To contact them for more details select the office closer to you.

Dayton: (937) 264-8453 • Cincinnati: (513) 381-8454 • Columbus: (614) 443-8453

Toll Free: (866) 264-8453 ♦ Fax: (937) 898-9909

www.solidblendtechnologies.com

BOC Site-Coordinator's Role in Running the BOC Classes & BOC Graduate's Opinion

To run a BOC series, OPFMA provides BOC Instructors for each BOC class in that series and one BOC Site-Coordinator for the entire series.

BOC Site-Coordinator's work is a very important part of running successful BOC classes across Ohio. He represents OPFMA Administration's in the classroom assisting each student from the very first day to graduation!

He is in the classroom before anyone else and is the last to leave. Also the Site-Coordinator keeps the administration informed and up to date with class activities, training results as well as when a student needs extra assistance.

Mr. Tom Hand, one of OPFMA's BOC instructors (certified to teach BOC 101,103, 105, 201, 203 & 210) is also one of our BOC Site-Coordinator. Tom is doing a wonderful job in assisting BOC classes in the central and southern part of Ohio. OPFMA appreciates Tom Hand's service and also would like to share a BOC graduate's unedited words on his service!

Susan M Samuel - Purchasing & Facilities Manager, Franklin County Children Services - in her unedited words:

"Tom, I didn't want to miss the opportunity to send you thanks for keeping the classes going, "structured", and fun.

We really felt that we gained a great deal from these classes, though we have been involved in facilities management for 12 years. We have already instituted some savings through efforts that arose from the trainings."

Refrigerant Management Program

Sandy Hicks, Environmental Manager, Trane Commercial Systems

Can you, as a building owner or operator, provide the following concerning your refrigeration and HVAC systems?

1. A copy of all service invoices for any service, maintenance, repair or disposal performed on appliances at your facility.
2. Records indicating the number of appliances serviced, maintained, repaired or disposed at your facility.
3. Records indicating the amount of refrigerant consumed during the service, maintenance, repair or disposal of any appliances at your facility.
4. Records indicating the amount of refrigerant recovered or recycled during the service, maintenance, repair or disposal of any appliances at your facility
5. Records the type of equipment used to recover or recycle refrigerants contained in appliances during the service, maintenance, repair or disposal of any appliances at your facility.
6. Records indicating any other method used to prevent the release of refrigerants into the atmosphere during the service, maintenance, repair or disposal of any appliances at your facility.

Furthermore, can you provide the information for the past 3 years? If you have refrigeration appliances containing over 50 pounds of Class I (CFC's) or Class II (HCFC's) refrigerants, these are some of the questions you could be asked by EPA (or your state regulatory agency) concerning your compliance with 40 CFR Part 82, (the regulations which govern ozone-depleting substances). And they may require your responses in as little as 7 days!

For many who receive such a request (usually in the form of a letter called a 114A letter), the result is commotion and confusion as they scramble to collect the required information from their HVAC service provider, facilities group or third-party building management company. Often, information is at best, incomplete and at worst, unavailable. This article will summarize the basic requirements of the refrigerant regulations, tell you who is responsible and what records you need to keep in order to be able to sail through a similar inquiry unscathed (or at least intact!).

A building owner or operator should keep a list of all refrigeration equipment by manufacturer, model/serial number, where it is located, what type of refrigerant it contains and how much (full charge) as well as "who does what" with regards to appliances owned and operated.



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For each of your appliances, can you answer the following questions: Who is responsible for operation of the system(s)? Is it your own employees or a service provider? If your own employees, are they "certified" by EPA? If so, you should keep a copy of their certification card with their employee file. Who is responsible for service or maintenance on the system(s)? Are they recording all the information you may need if you are audited?

Trane developed our Refrigerant Activity Form (RAR, see below) to ensure all the data which may be required in the case of a regulatory inspection is recorded and given to the customer. We also keep a copy for our records (because the service provider can also be investigated!). Any service on your equipment should collect and record the same or similar information, regardless of whether the work is done by your own employees or a service company.

It is especially important that refrigerant added to the system is recorded, as that amount is used to compute the annualized "leak rate." The leak rate should be computed any time refrigerant is added to a leaking system. The leak rate is computed by the following formula:
Leak rate = pounds of refrigerant added / pounds of refrigerant full charge x 365/number of days since refrigerant last added.

The leak rate is used to determine whether you have exceeded the maximum leak rate (15% for comfort cooling and "other" and 35% for industrial process and commercial

Refrigerant Management Program

(Continued from Page 6)

systems computed when you add refrigerant) and if action is required.

If you exceed the maximum, you must fix the leak or retrofit or retire the equipment within 30 days (limited extensions are allowed for IP or commercial systems). If leaks are fixed, the technician should also perform and record a "leak test" to make sure the repair is effective. (Note: Trane's policy is to fix ALL leaks, instead of determining the leak rate to see whether the leak must be fixed. Usually leaks can cause other pressure and temperature problems, fixing all leaks results in the equipment functioning more efficiently.)

The regulations specifically state what records must be kept by owners and service providers, and the records they say you need to keep are limited. However, I recommend you keep records of ANY refrigerant activity because if you have no records, it is difficult if not impossible to prove what was done! All records required under the act must be kept for 3 years.

One question that is commonly overlooked is: What happens to refrigerant removed from your system(s)? The "cradle to grave" concept applies here. Even though the refrigerant may be sent somewhere for reclaim or disposal, you are still responsible for it! Most recovered refrigerant (recovered refrigerant is that removed from the system) in the U.S. is reclaimed, that is, sent to a refrigerant reclaimer where it is cleaned to virgin standards and then re-sold. If you or your service company is using a reclaim company, make sure they are certified to reclaim refrigerant and find out how they dispose of refrigerant that cannot be reclaimed (i.e. refrigerant contaminated with other refrigerants).

They should be using a reputable company for disposal of contaminated refrigerant that cannot be reclaimed.

There is often confusion about who may be liable in the case of a violation. The EPA says any "person" owning and/or operating a facility subject to the provisions of the Act, and any employees of such a facility, are legally responsible for complying with Section 608 and with 40 C.F.R. Part 82, Subpart F. This includes the "person" servicing the appliance. For the purpose of seeking penalties for violations, EPA will often bring enforcement actions against the owners and/or operators of such facilities, rather than against individual employees. Fines can start at over \$30,000 per day per violation which is why penalties often end up in the millions of dollars. Some examples of enforcement action by EPA during the past several years are available on EPA's Stratospheric Ozone Protection web page:
<http://www.epa.gov/ozone/enforce/index.html>.

These are just a few questions which can bring your "gaps" with regard to refrigerant management into focus. The fines specifically illustrate how lack of refrigerant management can be extremely costly, and it doesn't include the poor publicity caused by these violations.

To learn more about the Ozone Depletion regulations, see EPA's website:
<http://www.epa.gov/ozone/title6/608/index.html>

You may also contact your local Trane office with any further questions: Columbus, OH (614-473-3400); Cincinnati, OH (513-772-4555); Toledo, OH (419-491-2280)

Life School

In today's fast-moving environment, there's a fair chance that those who become, or have already gotten lazy about learning will struggle to maintain and protect their career.

Technological advances and the flood of new information make it hard to keep up with what's going on. Even the most highly skilled people can see their supposed wealth of knowledge outdated within a few years; others find their jobs change beyond recognition, sometimes totally disappears.

It doesn't matter that much what specific field you work in - the principles or learning remain the same. Be sure to develop some transferable skills too, as who knows what's around the next corner

Lifelong learning is perhaps the only way to keep up with the pace, and remain competitive in the job market. You should invest in your own growth, development and self-renewal. To a greater or lesser degree your company may assist, but it's ultimately up to you to ensure that you remain abreast of developments.

Try to make time each day/week for studying & reading - the more you know about what you do, the better you do it, the more valuable you become, resulting in greater job choice and security.

2009 OPFMA Board Members and Contact Information

2009 Board Meetings Schedule:

March	26 th
June	25 th
September	3 rd
December	3 rd

Board Meetings Host

M.E. Companies
635 Brookside Blvd.
Westerville, OH 43081

Perfection Group, Inc.
Dublin Office Business
Center
5650 Blazer Parkway
Dublin, OH 43017

Conference Committee

Monthly tele-conference
&
4 Conference meetings

For newsletters' archive
visit our on the Website!

www.opfma.org

Executive Board

President: John Beckemeyer Oak Hills S.D. beckemeyer_j@oakhills.hccanet.org

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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 feedback!

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.

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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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