



SpotLight on Maintenance

OPFMA Newsletter - Connecting Knowledge with Public Facilities' Needs!

Spring 2007

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Ohio Public Facilities Maintenance Association

Ohio Schools and Preventive Maintenance

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Why explore a preventive maintenance program? Is it really that much more efficient to run a building in a preventive fashion? Can we really afford preventive maintenance? How will we have time to address all of the work orders requested of our team? How will we change the perception of our ownership team that preventive maintenance is the key to long-term savings?

These make up a few of the common questions heard throughout Ohio Schools. These are real questions to consider as we look to budgeting for the new fiscal year. These questions apply not only to Ohio Schools, but every building owner regardless of activity or function.

Preventive maintenance is the key to facility planning and long-term savings. Preventive maintenance is the most effective means to the lowest annual cost of operations. Choosing not to perform preventive maintenance is choosing to spend more.

Consider the air handler, a common HVAC asset that requires a significant amount of preventive maintenance. Consider the air handler's preventive maintenance procedures.

1. Check fan blades for dust buildup and clean if necessary.
2. Check fan blades and moving parts for cracks and excessive wear.
3. Check fan RPM against design specifications.
4. Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.
5. Check bearing collar set screws on fan shaft to make sure they are tight.
6. Check filters. Replace as necessary. Ensure a complete seal with spacers and door enclosure gasket.
7. Check belts for wear and cracks, adjust tension or alignment, and replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.
8. Vacuum interior of unit.
9. Check dampers for dirt accumulations, clean as necessary. Check damper gasket for proper seal, repair or replace as necessary.
10. Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of range.
11. Lubricate mechanical connections of dampers sparingly.
12. Clean coils by brushing, blowing, vacuuming, or pressure washing.
13. Check coils for leaking, tightness of fittings and verify proper valve and actuator operation. Calibrate as necessary.
14. Use fin comb to straighten coil fins.
15. Flush and clean condensate pans and drains.
16. Remove all rust from condensate pans and drains. Prepare metal and paint. Treat condensate pans with an EPA approved biocide.
17. Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment wear.
18. Blow down strainers and clean any debris in strainer.
19. Check freeze stat for proper temperature setting and operation.
20. Clean up work area and remove all debris.

These procedures represent 20 critical steps to ensuring proper HVAC system operation, energy efficiency, and building indoor air quality. These 20 steps will save significant dollars if conducted on a quarterly basis.

(Continues on page 2)

Ohio Schools and Preventive Maintenance

(from page 1)

Pennies saved by neglecting preventive maintenance result in dollars spent on higher utility bills and more frequent equipment repairs or replacements.

For example, if the filters are not appropriately sealed with spacers and door gaskets, a significant volume of unfiltered air bypasses the filter bank by following the path of least resistance. This untreated air is then filtered by the coil, thus clogging the coil. The coil is impacted and heat transfer efficiency is reduced. The energy efficiency of the unit is decreased. In the winter, the boiler has to work harder to produce more hot water, and the air handler fan has to work harder to move more air to reach required building set points.

Another example includes the air handler's outside air damper seals and damper blade positions. If the damper blade position is out of calibration, outside air volumes could be 30% instead of 10%. If the damper seals are not in place, outside air leaks in during night set back and morning warm up. Both of these conditions deliver unwanted volumes of outside air. In the summer, this result is more chilled water required to treat the greater volumes of hot, humid air. The chiller works harder, and the utility bill goes up.

Neglect of preventive maintenance produces a domino effect that is played out on nearly every single asset across the facility and not just the HVAC system. When preventive maintenance is neglected, the utility bills increase and the life cycle of the asset is decreased. Motors, chillers, and boilers work harder to meet the buildings inefficiencies and the increased run time hours reduce the life of the equipment. The pennies saved by neglecting preventive maintenance result in dollars spent on higher utility bills and more frequent equipment repairs or replacements.

How can an organization transition to an effective preventive maintenance operation?

1. Identify every asset that requires preventive maintenance.
 - Starting point - Conduct an inventory. (This usually works out to about 250 to 350 assets and should include all systems, not just HVAC).
2. Outline the procedures for preventive maintenance.
 - Starting point - Review the O&M manuals.
3. Create a schedule with paper-based forms to inspect the equipment. (This can be implemented with the help of a computerized maintenance management system).
 - Starting point - Document all assets with procedure sets on a set frequency for visiting the asset (I.E. Quarterly visits to Air Handler #1 with an inspection form).
4. Begin to conduct preventive maintenance.
 - Starting point - Step out into the mechanical rooms and begin the PM program.

Four steps to establish an effective preventive maintenance operation.

Month by month, inspection by inspection, take the small steps towards a complete preventive maintenance program. It won't be perfect when first started, but over the course of 6 to 8 months it will become apparent that PM is the only way to run a building management organization.

Reed Tarkington, LEED AP, CFM
Four Seasons Environmental Inc.

Instant calming sequence - Think first and then act!

Stressful events many times take us by surprise finding us totally unprepared to come up with a constructive solution! Staying calm under stress will permit us to use our resources more wisely.

Here is a sequence of five easy steps one could take to restore his calm and mind's clarity:

1. Continue breathing - Don't stop breathing, continue breathing deeply & evenly.
2. Lighten your eyes - ease the intensity in your eyes. Relax your gaze as when you meet a friend. Even smile knowing that positive tension of facial muscle enhances the blood flow to your brain.
3. Unlock your posture - don't slump forward it worsens feelings of panic and helplessness. Change your position and stand upright. Standing upright sends signal to your brain that you are in control.
4. Acknowledge reality - a stressful event shouldn't disrupt your entire day! Naturally unexpected stress makes us see a molehill turning into a mountain.
5. Mobilize your best - instead of becoming defensive against stress take it as being a challenge giving you a chance to grow and use your creative mind.

Training your body and brain to remain calm under stress will take some practice - start using the steps at the very first sign of stress or tension - nip the stress in its bud. No one else could do it for you!

OPFMA President Message- by Constantin Draganoiu

This year the spring has come late and cold, very cold indeed! Fortunately in stark contrast with it - OPFMA activities have been hot! The time is quickly moving on and there are many issues to be addressed.

The new law regarding energy efficiency requirements in Ohio was "pushed in front" by the new Governor of Ohio such that the savings can be achieved sooner (and, honestly, not a bit too soon)

In this context OPFMA worked closely with ODOD/ OEE and our staff provided several different plans of the BOC series schedule to accommodate state institutions employees. Meanwhile, OPFMA continued to work with public schools organizations to strengthen our coordination in an effort to provide BOC classes and other support for schools' maintenance employees.

Norm Sorge, OPFMA Vice President, Ted Howell, OPFMA board member and BOC instructor, and I have met on different occasions with OASBO and BASA representatives and we've made and will make presentations to some of these organizations' conferences.

OPFMA has also co-sponsored BASA Annual Conference and will have a "booth" and a seminar during it. It is scheduled for May 17-18, 2007 in Dublin, Ohio. I encourage those of you who are OPFMA members and public school district employees to participate to this conference!

Talking of conferences, please reserve the date for OPFMA conference this year, Nov. 5-6th!!!

OPFMA has already started two series of BOC classes this spring, one in Cincinnati and one in Cleveland.

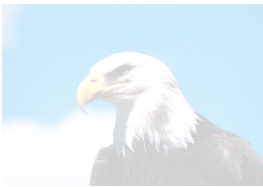
Another BOC Level I series will start in Columbus on Apr 27th.

With the increased number of BOC series the number of instructors needed has become more important.

We were able to add five more instructors to our team - but more are needed. I am asking everyone that may read this article and can support our search in recruiting instructors for the BOC program to contact Alexandra Schneider, Cornel Pod or any member of the Board.

OPFMA can also report that we started registering for the BOC Level II series! The first class is scheduled to start on May 18th, 2007 in Columbus. If you didn't hear the news yet or want more info please visit our site at www.OPFMA.org.

Legislation Plus Strategic Energy Plan Equals Success



The foundation of any effective energy conservation program is a Strategic Energy Plan (SEP).

Sub. H.B. 251 signed on January 4th 2007 and Executive Order 2007 - 02S signed on January 17, 2007 requires state institutions to reduce energy spending 5% this year, 15% by the end of 2010, while other state funded institutions must save 20% by 2014. The legislation does not come with any additional funding, so energy reductions will have to be made using existing programs within existing budgets.

The legislation has left institutions in need of a plan to gain efficiency with existing systems and personnel. The foundation of any effective energy conservation program is a Strategic Energy Plan (SEP). The plan needs to be multifaceted and comprehensive. Historically, we have seen quality SEP can immediately reduce energy spending 3-6% without the need of capital investment. The plan then sets up the institution to cost effectively achieve greater savings goals.

The plan should include:

- Management Support and policy
- Reporting Requirements and Procedures
- Benchmarking of Current Energy Use
- Setting Building Operating Standards or Policies (Best Practices)
- Assessment of Energy Savings Opportunities
- Financial Planning for Energy Saving Measures
- Review Procurement Options
- O & M Equipment Assessments
- Staff Training Programs
- Performance Goals and Time Lines

A properly developed and executed SEP can be a very cost effective method to achieve the short term 5% goal and identify the best process to achieve longer term savings goals.

Ted Howell CEM, CLEP, CBCP, LEED AP

Editor's note:

Mr. Howell is on the board of OPFMA and is an instructor for the BOC program. He currently teaches BOC 101, 102, 103, and 214. Mr. Howell is president of Energy Instruction Group, LLC. EIG is a provider of strategic energy plans that gives facility managers the knowledge to reduce energy consumption, the tools to calculate the impact, and the utility monitoring tools needed to quantify the results. Mr. Howell can be reached at 330-677-2223 or thowell@energyinstruction.com Visit www.energyinstruction.com or hb251.com

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.

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, and 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 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.
- 6.) Can you provide references of completed similar projects?
- 7.) Will there be an on-site supervisor responsible for this project? How many projects of a similar scope has he/she 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 will you comply with all of its provisions on this job?

5.) What is your experience in cleaning systems similar to those in my facility?

6.) Can you provide references of completed similar projects?

7.) Will there be an on-site supervisor responsible for this project? How many projects of a similar scope has he/she 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 will you 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 proper working order? 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 us with 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.

BOC Activities Report for First Quarter 2007

By Cornel Pod, BOC Program Coordinator

OPFMA has planned an increased number of BOC series through out 2007.

The very first series, with 23 students registered, started in January with graduation date on July 20th. We deeply appreciate the Brewer-Garrett Co. generous support offering their nice facility to host this series as well as special thanks to Deborah Gregoire enthusiastic assistance. We are very grateful for Mr. Mark Wantage's (Ohio School Facilities Commission) efforts in sharing information about the class with school districts in Ohio.

The BOC Level I series held in Lima, Ohio concluded on March 9th. We thank the Apollo Career Center for hosting this series.

The second series in 2007 started on March 30th as planned and is held at the Trane Cincinnati office with 23 students registered. And again we express our appreciation of Mr. Mark Wantage's constant efforts in getting the word out. Special thanks for Trane that graciously supports OPFMA efforts offering to host the BOC Cincinnati Level 1 series.

OPFMA worked really hard to have great news for our BOC Level I graduates who many times were asking us about BOC Level II. We are happy and proud to announce the "grand opening" of the BOC Level II Series - for first time offered in Ohio on May 18th 2007 in Columbus!

This very first series of BOC Level II Series will conclude on Oct 26 2007. OPFMA deeply appreciate Trane's generous offer to host this BOC series!

Visit our site for more info and please know that due to the large demand for BOC Level 2, seating being limited it will be available on a first come/first serve basis.

Our third BOC Level 1 series is scheduled to start on April 27th at the Northgate Center (Columbus City Schools) in

Columbus. We thank Mr. Daniel Spence, PE (Columbus City Schools) and Mr. Reed Tarkington (Four Seasons Environmental, Inc.) for their help.

Of course with the growth of the BOC series being held through out Ohio our faculty has grown! OPFMA working fervently with MEEA accelerated Instructors' approval process in preparation to meet the market needs and this effort resulted in adding new BOC Instructors to our team. We would like to welcome aboard our newest BOC instructors:

Reed Tarkington, Todd Barnhart, Peter Johnson, John Seryak, David Shaffer and Bill Sammons

They bring a wealth of experience and OPFMA is very proud to have them ready for action. We can learn more about them by visiting OPFMA web site at www.opfma.org as shortly they will be add to our BOC Instructors' list along with the pertinent professional info.

To keep up with the market requirements the BOC 102 class material and project has been updated including and highlighting the use of EPA Portfolio Manager. As result of HB251 and the Governor's Executive Order 2007-02S, the Portfolio Manager is an increasingly important tool for benchmarking energy savings.

Due to the passage of HB251 (please see www.hb251.com for more information), we have worked with the Ohio Department of Development / Energy Efficiency Office to substantially increase the number of BOC Level 1 classes offered in 2007 with the goal of accommodating the large demand for state facilities employees.

Dr. Emanuel Anunike's of ODOD/OEE assistance was very valuable to OPFMA in tackling a large increase in the number of BOC classes.

Green Office Update

A brief memory jogs to highlight a few simple measures to help the environment

- recycle paper, glass, plastic, aluminum cans, junk mail, telephone books (separately), wood, tires, ferrous and non-ferrous scrap metals, cardboard
- Establish purchasing guidelines around products that are reusable, durable, repairable and recycled products
- Use refillable and/or remanufactured fax and printer cartridges
- Set up a system for reuse of files, file folders and computer disks
- Reuse packaging materials
- Made double-sided copies whenever possible



WE REMEMBER:

**20% of what we hear
30% of what we see
50% of what we see
and hear
70 - 80% of what we
say
90% of what we do.**

OPFMA Welcomes the Newest Members

*Be a Valuable
Team Player -*

*Don't think of the
team as "they"!*

*Working with a
team can give you
access to people
you may not
otherwise have
met and who may
offer you a needed
support someday...*

Associate Members

EA GROUP - Mentor, OH - Mr. Patrick G. Herbert/ President
MKC Associates, Inc - Mansfield, OH - Mr. Tim Theaker/Dir. Facilities
ALERON Inc - Columbus, OH - Mr. Jon Miller/ President

Institutional I

Ada Exempted Village Schools - ADA, OH - Michael Lenhart/ Maintenance Supervisor
Vermilion Local Schools - Vermilion, OH - Amy L. Hendricks/ Dir. Fin.& Operations
New Albany Plain Local Schools -New Albany, OH - Dwight Shrigley/ Mntn. Director
Adams County/Ohio Valley Schools - West Union, OH - Eric D. Meredith/ Dir. Bus. Affairs
Career and Technology Edu. Center - Newark, OH - Rick Orr/ Facilities Manager
Ursuline College - Pepper Pike, OH - James M. Simonson/ Manager of Facilities Services

Individual Members

Everett E. Neal - Kenyon Collage - Gambier, OH / Superintendent B&G
Doug Vineyard - City of Westerville, OH / Facility Manager
Bryan Goff - City of Westerville, OH / Maintenance Tech.
David Brooks - City of Westerville, OH / Facility Maintenance Special.
David S. Osborne - Eastern Local Schools, OH / Maintenance Administrator

Lessons in Communication from the US Navy

This is a supposed transcript of the actual radio conversation of an US naval ship with Canadian authorities off the coast of Newfoundland in October 1995:

Canadians: "Please divert you course 15 degrees South to avoid a collision".

Americans: "Recommend you divert your course 15 degrees north to avoid a collision.

Canadians: "Negative. You will have to divert your course 15 degrees south to avoid a collision".

Americans: "This is the captain of a US Navy ship. I say again, divert YOUR course".

Canadians: "NO. I say again, you divert YOUR course".

Americans: "This is the aircraft carrier USS Lincoln, the second largest ship in the United States' Atlantic Fleet. We are accompanied by three destroyers, three cruisers and numerous support vessels. I demand that you change your course 15 degrees North, I say again, that's one five degrees north, or counter measures will be undertaken to ensure the safety of this ship".

Canadians: "This is a lighthouse. Your call".

Cement your value at work

If you want a degree of security in your position or if you want to move up the ladder, you're likely to need to put into practice some habits that will solidify your standing. Here are some suggestions:

*Tips on asserting
yourself:*

*Make eye
contact.*

*Stick to the facts
- be specific.*

Never say never.

Don't fidget.

Save money - for your company, that is. Check around your department or look over your budget and find ways you can save money or make the department more efficient.

Adapt - the most valuable people are invariably those who know how to, and are willing to adapt to constantly evolving environments. Companies' priorities can change rapidly - you should realign your own work systems to meet the changing demands.

Let your boss know - it's not always a good idea to wait for your supervisor to notice your good work, or efforts that have gone above and beyond the call of duty. Point out the facts. A good way to let your boss in on your accomplishments is to schedule regular

meetings where you can keep him/her up-to-date on your work, your progress and your successes.

Keep your own list of goals - reassess them regularly. Be sure they're consistent with both corporate and departmental objectives.

Be likeable - no one likes a constant complainer. Always try to meet expectations and foster good, professional relationships with co-workers and management.

Be accessible - let it be known that when your own work permits, you are willing to help out wherever necessary, even if it means staying late occasionally.

CONGRATULATIONS Graduates of BOC- Apollo Lima Series!

OPFMA is happy to recognize the new graduates of the BOC Level 1 series held at the Apollo Career Center in Lima, Ohio. The Series started in Sept 2006 and concluded in Mar 2007. Congratulation Class of March 2007!



Our new BOC Level 1 graduates are:

Dave Beaverson, Carl Brown, Mick Dearth, Don Gabbard, David Grismore, Perry Heise, Mike Hensley, Charles Kelley, Diane Lewis, John Looney, Craig Mayes, Mark Miller, Mark Ricker, Ray Robinson, Ralph Root, Richard Scheer, Gregory Scherer, Don Schlosser, Ken Stechschulte, Mitch Voskuhl, Steve Wolfe, Rusty Yarman, and Isagani Yumul.

OPFMA appreciates very much the assistance received from Mr. Rick Turner, Adult Program Director, through out the seven months of the Apollo Lima series.

We are saddened to hear that Kenny Farmer, one of our students that started this series is battling a serious illness. We will keep Kenny and his family in our prayers.

How to flow with resistance

Life flows easily when others go along with us and eagerly embrace our ideas. But when we meet opposition, we tend to fight resistance with more resistance, which leads to more resistance and even resentment. Instead of stubbornly defending your idea like a dog with a bone, you can reduce the contention by using a more dynamic approach.

1. Once your idea is out on the table, consider it public domain. Try to put your agenda (and ego) aside and give up the need to "be right". Instead, invite the creativity of others to help shape and refine the final outcome.
2. Don't let what you perceive as an attack on your ideas because you forget that your goal is to gain support not defeat an enemy. Respect resisters by listening carefully to their points of view and responding without anger or defensiveness.
3. Identify the blocks. Ask: What do people oppose about the idea? Do they have concerns about the way it will impact them? Do they dislike the idea or the way you plan to carry it out? Do they need more information to feel comfortable before committing to the idea?
4. Be prepared to do additional footwork. You may need to put a new twist on your plan or gather more information to convince others that you've got the right idea. Sometimes our "devils advocates" can become our closest allies, once their doubts have been dispelled.
5. "If you can't beat them, join them." This doesn't mean sending up the white flag or sacrificing your ideas. It means using the synergy that comes from combining your ideas with others to find the best solution. Seek common interests that you can use to craft a common vision.

Once your idea is out on the table - consider it public domain.

Respect resisters- listen carefully to their point of view.

Be prepared for additional footwork.

Seek common interests - respond without anger.

Court notes

Incredible, but true! These are some of the real-life answers given in the court room.

Q: Doctor, before you performed the autopsy, did you check for a pulse?
A: No.
Q: Did you check for blood pressure?
A: No.
Q: Did you check for breathing?
A: No.
Q: So, then it is possible that the patient was alive when you began the autopsy?
A: No.
Q: How can you be so sure, Doctor?
A: Because his brain was sitting on my desk in a jar.
Q: But could the patient have still been alive nevertheless?
A: It is possible that he could have been alive and practicing law somewhere.

Q: And where was the location of the accident?
A: Approximately milepost 499.
Q: And where is milepost 499?
A: Probably between milepost 498 and 500.

Q: What gear were you in at the moment of the impact?
A: Gucci sweats and Reeboks.

Q: This myasthenia gravis, does it affect your memory at all?
A: Yes.
Q: And in what ways does it affect your memory?
A: I forget
Q: You forget. Can you give us an example of something that you've forgotten?

2007 OPFMA Board Members and Contact Information

2007 OPFMA Board Meetings

April
June
August
October
December

Board Meetings' Host

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

- Conference Committee meetings follows Board meetings
- BOC Advisory Committee meetings June 2007

For newsletters' archive
visit our on the Website!

www.opfma.com

Executive Board

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Note from Editor -

Dear member, OPFMA writes the "SpotLight on Maintenance" for you and for you only. I would like to have a "two way" communication in order to serve you better. Write me - be assured your identity will not be mentioned if you so chose!

Suggestions - sharing experiences - and constructive criticism, all of these would be very helpful and much appreciated. Write me at: editor@opfma.org or visit our web site and click on "TELL ME MORE" - and let me hear your point of view!

Thank you and have a Great New Year! Alex

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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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