



Spotlight on Maintenance

Newsletter

September/October 2005

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Ohio Public Facilities Maintenance Association

Visit Our Website at: www.opfma.org

President's Message

By
Constantin Draganoiu



A lot has been accomplished, a lot more is happening and even more are being planned!

The third issue of 2005 newsletter finds us in the middle of a tumultuous period and it's challenging to describe it in a few lines but I'll give it a try.

The BOC series held for the Lima City Schools has been completed. Congratulations Class!

Our graduates are honored with a class picture in this edition and their names will be added to our "BOC Graduates" list on the OPFMA web site.

Another BOC series, held in Cincinnati, will graduate on October 18th - we wish them success!

The newsletter is electronically distributed to our members and is being posted on our web site on a regular basis now.

Our web-site is frequently up-dated and we are working at giving it a "new face" - I might add!

OPFMA is focusing not only at the continuing education of people in the maintenance field but we are eager to support their good cause activities as supporting Lima City Schools Maintenance Department on their charity event to benefit the Salvation Army. There is a nice teamwork relationship between OPFMA and its members.

Ohioans are very familiar with the teamwork mentality!

It feels good to know that we are not alone in our endeavor of promoting and expanding the BOC program – OPFMA gets a great support from agencies like OSFC, ODOD, DAS, OBOR and others.

The BOC program has been mentioned on "public comments" related to the up-coming HB 251, as an example of training needed for facilities' maintenance personnel.

OPFMA has obtained a \$20,000 Grant dedicated to support and facilitates state owned facilities' personnel to pursue BOC training – as continuing education is these days almost a requirement for maintenance people.

OPFMA is working with Midwest Energy Efficiency Alliance (MEEA) toward a new Memorandum of Understanding for the continuation of the BOC program in Ohio.

The BIGGEST event we organize yearly for maintenance people – The OPFMA Conference and Trade Show!

We are proud to let you know that while focusing at your continuing education needs but not forgetting the importance of good meals and the fun, the Conference layout was completed! We've posted the Attendee and Exhibitor Brochures on our web site and many of you have already visited it and registered.

Did you send in your registration form, yet?!

If you didn't, please take a closer look to the schedule, seminars, presenters, exhibitors, and even the entertainment part and see what you would miss, if not there! Our best BOC Instructors will be there. Some of the BOC graduates will share their experiences and results of their BOC training. Representatives of MEEA are going to make BOC level II presentations. Many state agencies reps, friends of OPFMA, will be there!

OPFMA is really in an up-swing! You can, though, make it even stronger toward everyone's benefit; after all, the maintenance employees are the recipients of our efforts!

I look forward to seeing YOU at the 2005 Annual Conference and Trade Show!

2005 Annual Conference - just few weeks away!



As the Conference is only a few weeks away, Ohio Public Facilities Maintenance Association is accelerating its efforts of reaching out for the Ohioans in the maintenance field as they are the reason of the OPFMA 19th Annual Conference and Trade Show!

We came up with new creative ideas of reaching our readers not only through our web site, brochures, or our "Spotlight" but by sending out a "special edition"!

The Electronic Registration Form - a time and money saving opportunity!

Some of you used our "special edition" promptly qualifying for the "surprise gifts" at the Conference, and some put it on hold for a day or two!

It's time to use it! You still have time to be recognized with a special gift to our Conference and Trade Show!

On Oct 31st after a day of learning and expanding your knowledge as well as enlarging your network of peers and vendors around Ohio, along with the welcomed dinner there will be live entertainment to wrap up the evening in a happy note!

On Nov 1st everyone will start with a nice breakfast and a good coffee refreshing their energy and getting ready for the second day of continuing their education while mingling with the old and new friends.

We would like to encourage our readers to consider using the E-Registration Form or to fax the Registration Form to our office.

Don't forget to reserve your room if you stay over night!



**6500 Doubletree Ave,
Columbus, OH 43229**

If you need overnight accommodations on October 30, 31 and/or November 1, please call the Columbus Marriott North at **(614) 885-1885**.

The Marriott North is holding a block of rooms for us at a **special conference rate** of only \$ 92.00 plus applicable taxes.

Come to learn and have fun!

Building Operator Certification (BOC) Program

Building Operator Certification is a professional certification for staff that operates and maintains commercial and public buildings.

Operators earn certification by attending training sessions and completing project assignments in their facilities. The certification provides a credential for their professional development while also offering employers a way to identify skilled operators.

The Ohio Department of Development has obtained a license for implementation of the BOC program in Ohio. OPFMA is a non profit educational organization and at this time it's the only organization that teaches BOC Program throughout Ohio.

BOC certifies individuals in energy and resource efficient operation of building systems at two levels:

Level I - Building System Maintenance

Level II - Equipment Troubleshooting and Maintenance.

Participants attend eight days BOC classes, and upon successful completion of each class tests and in-facility projects, they receive the Building Operator Certificate from the Northwest Energy Efficiency Council.

OPFMA established the foundation for the BOC program in another two cities this year, and is in process of adding new bases across Ohio.

BOC Program gets lots of attention among those who provides us with safety and wonderful living conditions in public facilities. It is useful for Building operators as well as for the Building Management.

The program has been successful at improving the comfort in public facilities as well as saving energy and money. The Northwest Energy Efficiency Alliance found that over 65% of BOC certified operators are applying concepts learned in training and 26% undertake specific measures such as large energy conservation projects and IAQ improvements. They also estimate that there is an average annual energy savings of 28,600 kWh per participant.



Current BOC Classes in Ohio!

BOC Lima Class has graduated on Aug 2005!

Meet our Lima Graduates – next page!

BOC Cincinnati Series Continues at its new location -**Cincinnati State Community College**

OPFMA is in the process of expanding the BOC program across Ohio. This requires developing new host bases to hold our BOC classes and adding new Instructors to our existing team of Instructors that at times must travel more than 200 –250 miles one way to teach our BOC classes!

We appreciate the effort of some of our most dedicated Instructors who are helping us publicize the BOC Program by sharing their knowledge and first hand experience with the BOC program.

Another precious support of our sustained effort to expand the continuing education of people in the maintenance field comes from our BOC Graduates and Members!

Our BOC graduates - the most powerful way of reaching out to the maintenance working force across Ohio! We all believe, appreciate better the information coming directly from our peers – right?!

To BENEFIT even more Ohioans, we invite ALL our Graduates to come in the “Spotlight”.

Let your peers across Ohio hear your voice!

Contact us at : info@opfma.org



Congratulations BOC Lima Class! ***Aug 25th 2005***

We extend our warm congratulations to all the hard working students who successfully graduated from Lima - BOC Certification Program on Aug 25th!

Here is the alphabetical list of LIMA BOC graduates:

Kevin Bishop, Frederick Biss, John Biss, Robert Boughan, Michael Briggs, Matthew Dee, Dennis Gronas, Victor Hadding, James Haller, Roy Jones, John Lepley, David Newland, David Shook, Jeffrey Thomas, John Thomas *and the two students transferred from Cincinnati Class - Leroy Ellerbrock and Betty Staugler.*

Special THANKS to Randall Crossley, the Supervisor of Plant Operations of Lima City Schools, for adjusting and organizing Lima Schools working force in a compact once a week BOC Certification classes bringing them all “on the same page” in a short two months! **CONGRATULATIONS!**

A day well spent! By Jeff Bates

Mr. Jeffrey Bates is Assistant Professor of Environmental Technology at Columbus State Community, and also teaches our BOC 105 Class. We appreciate him taking time to share with our readers his thoughts about our Building Operator Certification Program and his class.

Environmental and occupational safety regulations are dynamic fields and constantly evolving. One of the greatest challenges in teaching this class - BOC 105 - is how to cover an extremely broad number of topics in one day, as environmental and safety concerns can be diverse and many.

The problems that must be addressed today are much different from those emphasized several years ago, and even though those problems have not necessarily gone away, the today's building manager certainly needs to have new knowledge about mold, detailed indoor air quality and electronics disposal issues.

It is also evident that those involved with operation and maintenance of public buildings and grounds must be familiar with the many OSHA regulations. The safety and health of their fellow employees often depend on their understanding of how to comply with these regulations. Many larger facilities will have personnel whose job is just to address the safety issues, but the typical OPFMA member does not have that luxury. Occupational safety and health problems now become one more item on their to-do list.

The bottom line is that whether you are a facility manager, maintenance personnel, building operator, custodian, or anyone who's involved in keeping a building going you must be able to address whatever comes your way to provide a healthy and safe environment in your public facility. Frequently updating your knowledge is a must!

To facilitate a more intense learning, our class provides the BOC participants with many opportunities to discuss issues and challenges faced by them on their own facilities.

Our open discussions are beneficial to everybody in the classroom, including myself!

I believe that everyone who leaves the BOC 105 class after a day long discussion regarding various environmental and safety issues is better prepared to improve and maintain the environment conditions at their workplaces – their employer will value that a great deal.

I'm confident that such a day, is A Day Well Spent!

Continuing education becomes more and more a necessity as the preventive action and maintenance of the public facilities becomes a requirement and not a choice.

The only choice the maintenance people have is to keep up with the new requirements and the higher standards by keeping their knowledge up to date and being an active part of the network of their peers across Ohio.

Ohio Public Facilities Maintenance Association is supporting your efforts and is organizing a yearly Conference and Trade Show especially for people working in the maintenance domain across our state.

I would like to see you there!

Stay active – be prepared and take control over your future!

What We as Facility Managers Need to Know in Order to Secure Funding

Public organizations will spend a considerable amount of funding on constructing their facilities, which are vital to the services they provide. Yet Facility Managers seeking funds for repair and general maintenance projects often struggle to win support of those in control of the funds.

Facilities Managers can successfully argue the need for funds for repair and general maintenance projects by showing how funding decisions, as well as the tradeoffs of different funding scenarios, will impact facilities. Preparing this information is not an easy task, since the Facility Manager must take into account the usage, condition and repair history across many facilities. In most cases, public organizations often lack up-to-date data about their buildings' conditions and usually do not have that information at their fingertips while considering funding alternatives.

Even when assessing their facilities, many public organizations do not use consistent and standard methods, which results in inadequate data to make proper decisions. For example, many public organizations still manage building data with a combination of spreadsheets and homegrown database applications. Those public organizations are not able to create a comprehensive maintenance program since they can not address the full spectrum of facilities issues, such as: budgeting, financing, construction management, maintenance, space planning, and property management.

In order to create effective multi-year maintenance projects for facilities (that address more than just normal daily operations) the decision makers must have the basic answers to several questions:

- What is the building used for?
- What is the existing physical condition of each building?
- What investments need to be made to allow the building to function?
- What is the proper order that the investments should be made?

In order to answer the aforementioned questions a building condition assessment should be conducted. Accurate information about current building conditions is the foundation for effective facilities maintenance planning, and the Facility Managers should ensure that their current condition assessment methods are adequate for providing that information. A condition assessment audit is more than an inventory. It should take at least a cursory view of each building, its age and location, condition, the dates and costs of recent repairs and its best use. This requires addressing the condition of key building systems in order to estimate the overall costs of deferred maintenance and future replacement/renewal needs and preparing a projected cash flow to fund these needs.

Facility Managers need to evaluate their current building condition and then ask questions, such as:

- What condition should that building be in five, 10 or 15 years from now?
- What repairs will need to be made during that time to reach that goal?
- How much will that cost?

This done using detailed building condition assessments that analyze the following: deferred maintenance issues, code compliance requirements, and functional inadequacies. This assessment should document the architectural, mechanical and electrical systems' functionality, calculate costs required to address system deficiencies and forecast future facility conditions. Along with projection operating costs base on current building conditions.

Using this information, a Facility Manager then can more readily and accurately estimate when a particular system will need replacement, see the effect on the facility overall and anticipate future budget needs. And, they can develop clear, impartial arguments that support budgeting requests.

As a result they can determine:

- The physical conditions of facilities
- The suitability of the assets to support the public institution's mission
- Accurately understand facility conditions and cost of repair and deferred maintenance projects
- Pinpoint and prioritize facilities' requirements objectively, as well as summarize and report risks
- Formulate optimal, multi-year funding (capital or maintenance) allocation strategies, such as renovation versus new construction.

Using the above data with the planning and budgeting scenarios the Facility Manager can analyze each facility's information and identify priority maintenance projects. Each cost for project can be calculated to create a complete picture of both preventive and routine maintenance costs, as well as the projected costs for any capital investments needed over the next five years. Then public organizations can bundle necessary improvements together and develop multi-year funding plans for these maintenance projects. They then can also determine how they will fund any capital improvements that will be needed. These plans then can be prioritized based on the needs and the ultimate long-term impact on the overall public organization goals. For example, renovating a Jail or a School may be more costly over the long term than building a new structure. The new facility may have higher upfront costs, but could provide operation savings in the future, delivering greater returns over time.

So by doing a facility condition assessment, integrating data and setting goals, public organizations can develop effective facilities-related budgets and as a result win the necessary public support to successfully execute these short-term and long-term plans. This allows for the best usage of taxpayer's investment in that public organization.

Ralph Linne is Director of County Facilities for Hamilton County and a OPFMA Trustee

Tips - Job Related

How to evaluate a job offer:

Here are some questions you must ask yourself and your interviewer:

- Who is in the job now?
- What is the average length of time people stayed in the job?
- Where do they go?
- How old do people get to be in that job?
- Don't consider taking a dead-end job.

Negotiating salary in a job interview

Avoid discussing salary in detail until you are close to getting an offer.

If the interviewer insists, mention your current salary and suggest using that as a guideline.

When you are actually offered the job, you are in a much stronger bargaining position. That's the time to negotiate!

Do not demand more than the market will bear.

