

Facilitations

News & features for facility professionals

Published periodically by



June 2013

PRESIDENT'S MESSAGE

So...it has taken awhile for summer to finally make its return visit to us, but finally, I think it's safe to say warm weather is here for a while. Our Chapter had the honor of hosting the annual Wisconsin IFMA Tri-Chapter Conference this year. Those of you who had the opportunity to attend know, first hand, what a huge success it was! American Family played a wonderful host to our learning and networking event. It kicked off the evening before with tours of the American Family Campus followed by music, food and socializing at the nearby Erin's Snug Irish Pub. For some of us, the morning came too early, but our program began with our morning keynote speaker, Dr. Linda Talley where we learned how our bodies and gestures often speak louder than our words! Following Dr. Talley's program, we all had a much higher awareness of how our posture and hands tell others much more than we think they do!

We had a very full program schedule this year where we heard from speakers talking about new ADA requirements, new trends in BIM and CMMS systems, interior design methods and ways to make new technology work for you. Our closing keynote was Dan Ruiz and he walked us through "A Day in the Life of a Smart Building." We were honored by a visit from Marina Badoian-Kristicos from IFMA HQ who gave us a shot in the arm emphasizing what a great collective our Wisconsin Chapters have here and that we are something to emulate IFMA wide!!! A great time was had by all on that blustery "Spring" day, we look forward to what Milwaukee has in store for us next year!

I would like to congratulate this year's Tri-Chapter Committee for a highly successful annual

conference. Our Tri-Chapter Team was spearheaded by Karyn Biller and brought to life by the efforts of Leah Samson-Samuel, Patty Sweitzer, Cindy Torstveit, Brett Wedekind, and Mike Schwartz. We also had considerable help from members of NEW and SEW. You all did IFMA Madison PROUD!

We are looking forward to another great year for IFMA Madison! Don't forget our Annual Sponsorship Appreciation Event which will be held Tuesday, June 18th at Badger Bowl and in July, our IFMA Madison Golf Outing again at Stoughton Country Club. Both are great opportunities to meet up with friends and colleagues and enjoy a little bit of our wonderful, if not somewhat belated, summertime!

Enjoy the Summer!!!

Kyle Roux

IFMA-Madison President-Elect

Chapter Monthly Luncheon

June 18, 2013

12 Noon - Badger Bowl



The June luncheon meeting will be the Annual Business meeting and Sponsorship Awards on 6-11-13 at the Badger Bowl as arranged by the Sponsorship Committee.

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IFMAdison Green Corner

Want to Talk Trash? Waste Audit Basics

By Kalya Baake
Madison Environmental Group, LLC

Most of us don't give much thought to garbage in our day. We toss what we don't need and it is out of sight and out of mind. For facility managers, however, this is a concern because of the associated disposal costs and liabilities. A waste audit is an analysis of your building's waste stream used to quantify the amount and types of waste being generated. Not only does it identify what types of recyclable materials and waste your facility generates, but it also brings to light where these materials are actually being deposited. Your findings can increase the efficacy of your recycling efforts and determine the potential for cost savings and of course, resource conservation.

Sounds great right? Until you realize what a waste audit really means: digging and sorting through garbage. This can at first seem like a daunting and unpleasant task. When properly executed though, it can be an interesting and eye opening experience. Sorting is done in well ventilated areas and is carefully planned out and controlled. Sorters undertake safety training and use protective equipment and waste is never handled with bare hands.

Objectives of a waste audit can include more than just determining the composition and quantities of waste being generated. The waste audit can give a perspective on the effectiveness of existing waste management systems, or even identify how to minimize supply waste at the source. A waste audit can be helpful in providing baseline data before implementing major changes as well.

First steps in a carefully planned audit include defining the study area and time frame. Staff must not know when the audit is happening, otherwise they may change their waste behaviors and audit results will not represent normal waste practices. Custodial staff must be informed however, so you achieve proper collection. Custodial staff must have clear instructions about the types of waste they are to collect and how to label the bags to identify the source of the waste. There are always special circumstances for certain facilities, such as medical waste or restroom waste that need to be addressed and most likely, taken out of the waste stream. Once waste has been collected it is time to dig in. Location and data is recorded, as well as contents by weight in each bag.

After sorting, you will have a large amount of data showing the quantity of waste by material categories that was generated within each area sampled. From this, you can identify problem areas and opportunities for improvement. Recycling and composting can save money through avoided disposal and hauling costs and many recyclable items can also be sold on the market as a source of revenue. Your waste hauler many even have waste audits included in your contract. The EPA has helpful information and the NRDC has case studies online as well.

Capitol Tour

The June tour will be of the Wisconsin State Capitol Building, presented the last week of June.

Watch your emails and the website for date and details.



Welcome This New IFMA
Madison Member

Thomas M. Hanley, AIA
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BWBR

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Annual IFMAdison Golf Classic

Tuesday, July 30, 2013

Stoughton Country Club

Registration @ 10:00 a.m.

Shotgun Tee-Off @ 11:00 a.m. SHARP!

Happy Hour @ 4:30 p.m.

Dinner and Prizes @ 5:30 p.m.



Please direct all Pre-paid Reservations to:

Madison IFMA

PO Box 44008

Madison, WI 53744-4008

Fax: 848-9266

Registration Deadline is July 19, 2013

Early Bird Registration Deadline is June 19, 2013

IFMA Member _____ Company _____

Daytime Phone _____ e-mail _____

Pair me with and/or my guests will be (please star guests you are paying for) :

Name _____ Company _____

Name _____ Company _____

Name _____ Company _____

Name _____ Company _____

Number of Golfers @ \$125 per player* _____ for a total of \$ _____

Early Bird (by 6.19) @ \$100 per player* _____ for a total of \$ _____

Number of dinner-only guests at \$45.00 per person _____ \$ _____

I would like to sponsor a hole(s) at \$150 per hole _____ \$ _____

I would like to be an event or beverage sponsor at \$350 each _____ \$ _____

(Maximum of 1 beer and 1 water sponsor - please confirm your reservation)

Pre-payment by July 19 is required to participate. . . . Total enclosed \$ _____

**Box Lunch, golf w/cart, dinner & 2 raffle tickets included in golf fee*

(Please provide information below if you are paying by credit card - Visa & MasterCard only)

Card you are using: _____ MasterCard _____ Visa

Name as it appears on credit card: _____

Credit Card Number: _____ Expiration Date: _____

Signature: _____

Cash/Prize contributions, donations and sponsorship questions: Kayrn Biller, kbiller@lerdahl.com

For all other questions: Kim Keister, kimk@conceptsinnart.net

Facilities Management Certificate

Program Number: 90-462-5

Certificate

School of Business and Applied Arts

School of Applied Technologies

Program offered at Madison Campuses

For information call: (608) 246-6003 or
(800) 322-6282 Ext. 6003

About the Certificate

The Facilities Management Certificate has been developed to meet the specific needs of the International Facility Management Association and its local chapter members in Madison Wisconsin. The certificate draws on courses from the School of Business, and also the School of Applied Technologies to form an integrated sequence.

The Facilities Management Certificate provides foundational knowledge in project management, safety, maintenance, and in building management including energy efficiency and is an ideal program of study for the current or aspiring Facility Management Professional.

Individuals who complete the certificate will be well positioned for employment as Facility Managers or in occupations relating to the Facility Management field.

Admission Requirements

To review program admission requirements and application processing dates visit the programs website at:
<http://madisoncollege.edu/program-info/facilities-management>.

Requirements for Completion

The certificate will be awarded upon completion of the requirements with a minimum of a 2.0 grade average and no course grade lower than a C. The certificate will be awarded when completion of all requirements is verified after the semester the last course has been completed.

More detailed and updated information on this program may be available at: madisoncollege.edu. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

Madison Area Technical College provides equal opportunity in education and employment.

Rev. 11/12

Curriculum

Courses	Credits	Hrs/week	
		Lec	
10-102-135 Project Management-Fundamentals	3		3-0
10-196-136 Safety in the Workplace	3		3-0
32-462-313 Maintenance Management*	2		2-0
32-401-315 Building Management Systems**	3		3-0
Total	11		

Notes:

*Pre-requisite to 32-462-313 Maintenance Management is Machine Tool Math, College Math, or COMPASS Algebra score of 40 or higher.

**Pre-requisite to 32-401-315 Building Management Systems is Heating and Air Conditioning 1. Please consult with instructor prior to enrolling.

Courses

10-102-135 Project Management-Fundamentals 3 credits

Fundamentals of Project Management is an elective course in the Business Mid-Management program that will orient the student to the fundamentals of project management; defining projects; planning projects; scheduling projects; controlling projects; and leading projects. Emphasis will be placed on applying these fundamentals, as both a participant and project leader, in case studies and group projects, using worksheets and Microsoft Project software.

10-196-136 Safety in the Workplace 3 credits

The learner applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of strategies regarding safety awareness, compliance, investigation and documentation. Other topics include: safety orientation, chemical safety, right-to-know, inspections, risk analysis, work place violence, substance abuse, first aid, fire and electrical safety, emergency preparedness and liaison with external agencies.

31-462-313 Maintenance Management 2 credits

Emphasizes maintenance management and quality control techniques to give maintenance students an understanding of their role in an organization. Covers maintenance record keeping, parts ordering and shop operation. Pre-requisite: 31-804-381 Machine Tool Math or COMPASS Algebra score of 40 or higher.

32-401-315 Building Management Systems 3 credits

Studies computer-based energy and building control systems in detail. Includes sensing devices, pneumatic and otherwise, as well as basic energy efficiency calculating. Also presents and discusses cost and energy saving ideas and plans. Pre-requisite: 32-462-308 Heating and Air Conditioning 1.



Credential Courses

*The **FMP** designation is for entry-level and transitioning facility professionals who do not yet have the hands on experience required for obtaining the CFM. A knowledge-based credential, the **FMP** is designed to accelerate an FM's transition into the profession and prepare for the demands of today's dynamic workplace.*

Why should you get an FMP?

The course curriculum required to achieve IFMA's FMP credential will prepare you for the unique challenges of the profession, focusing on competencies essential to an FM's day to day responsibilities

FMP's who maintain their professional growth have a greater chance of successfully completing the CFM Exam and joining the elite circle of Certified Facility Managers.

Whether you are applying for a position or promotion in the field or planning to do business with a FM, the letters "FMP" after you name demonstrate your professional knowledge.

Who should apply for an FMP?

- Facility management practitioners with less than five years of experience.
- Transitioning professionals with significant experience in related careers.
- Partner practitioners such as architects, designers and safety engineers
- Associated corporate providers of FM products and services
- Students entering the profession from colleges, universities and certificate or technical programs

Three Simple Steps

Step 1: Register

Reserve your spot today!

Step 2: Complete the required courses

The FMP requires the completion of four approved IFMA courses, designed to provide attendees with critical skills and knowledge necessary to succeed in facility management. You are required to take and pass an online 50-question timed exam after you have completed each module. If you register for all four modules at once, you have two years to pass the exams. If you sign up for each module separately, you will have one year to pass the exam for each module.

Step 3: Apply for IFMA designation

Once you have passed the four exams you can then apply to IFMA in Houston for the FMP Designation, which is a one-time fee of \$135.

*These courses are considered IFMA "Provided" and the **Madison, Southeast Wisconsin and Northeast Wisconsin** Chapters of IFMA are able to offer these classes at a considerable savings.*

Questions?

Email: ne_ifma@ifmanewisconsin.org





IFMA Madison Chapter Calendar of Events

Some topics and tours are tentative and subject to change

June 2013

- 11 Executive Board Meeting
- 18 Sponsor Appreciation Event at Badger Bowl
- TBA State Capitol Building

July 2013

- 9 Executive Board Meeting
- 16 Chapter Luncheon Meeting
- 30 Golf Classic - Stoughton Country Club

August 2013

- 13 Executive Board Meeting
- 20 Chapter Luncheon Meeting

September 2013

- 10 Executive Board Meeting
- 17 Chapter Luncheon Meeting

Our 2012-2013 Sponsors

Gold

Capital Fire & Security
Coakley Brothers Company
CUNA Mutual Group
Kraemer Brothers, LLC
KleenMark
Pearson Engineering
Service Master Building Restoration
Servpro of Madison
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Bassett Mechanical
C. Coakley Relocation Systems
J. H. Findorff & Son, Inc.
Madison Gas & Electric Company
Strang, Inc.
Tilsen Roofing Company, Inc.
T. Wall Properties

July Newsletter Deadline
Wednesday, June 26, 2013

Please submit materials to Jennifer Hardebeck
jhardebeck@central.esurance.com



NEWS CREW

