



January 2011

**Eastern Iowa Chapter  
International Facility Management**

Web address - <http://www.ei-ifma.org/>

### **Announcing the new 2011 Executive Board**

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#### **Chapter Administrator**

**Tracy L Parizek**

Phone: 319-627-4468

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The January program will include two networking meetings, a luncheon at Bandana's BBQ (Coralville) and a dinner at Biaggi's (Cedar Rapids). Installation of officers will take place at Biaggi's. You may attend either meeting or both meetings. You are responsible for the cost of the meal(s).

Date: Tuesday January 11, 2011

#### **Networking Meetings:**

**Time: 12:00 (noon)**

**Location: Bandana's BBQ**

807 1st Avenue

Coralville, Iowa

Presentation by David Kempf on the state of Johnson County

**Directions:** Take I-80 to exit 242, Bandana's BBQ is located 0.3 miles south of Interstate 80 on the East side of 1st Avenue.

**Time: 5:30 – 8:30**

**Location: Biaggi's**

320 Collins Road Northeast

Cedar Rapids, IA 52402

Presentation by Scott Olson – Update on the Commercial Real Estate Market plus other trends

**Note: There is only room for 20 members – first come first served.**

**Directions:** From I-80 take exit 239B to merge onto I-380 N/IA-27 N/US-218 N toward Cedar Rapids/Waterloo. Take exit 24A for IA-100 toward Collins Rd. Slight right toward Collins Rd. NE. Continue straight onto Collins Rd NE. Watch for Biaggi's on your left after you've passed by a Collins Radio facility on your left

**RSVP to Tracy @ [tracyparizek@gmail.com](mailto:tracyparizek@gmail.com)**

**before noon Friday, January 7<sup>th</sup>**

**Please be sure to let me know which meeting you will be attending. You may attend both.**

#### **Remember Carpooling:**

**Use as much as you can & let Julie Quebe know if you would like to do so; she can make others in your area aware.**

## Preparing a Facility for Winter

By Steve Wallis  
(from FMJ Magazine)

# CALENDER

Eastern Iowa IFMA  
2009/2010 Programs

Date: September 14, 2010

Location: Lowe Park,  
Marion, IA

Date: October 12, 2010

Location: Hon Industries  
Muscatine, IA

Date: November 9, 2010

Location: Design Engineers  
Cedar Rapids, IA

Date: December 14, 2010

Location: UI Campus Recreation &  
Wellness Center  
Iowa City, IA

**Date: January 11, 2011**

**Networking Meetings**

**Location: TBD**

**Iowa City/Coralville, IA**

**Time: 12:00**

**Location: Biaggi's**

**Cedar Rapids, IA**

**Time: 5:30**

Date: February 8, 2011

Location: GoDaddy.com  
Cedar Rapids, IA

Date: March 8, 2011

Location: National Guard Armory  
Coralville, IA

Date: April 12, 2011

Location: Van Meter  
Iowa City, IA

Date: May 10, 2011

Location: TBD

\*If a meeting is cancelled due to  
weather it may be held on June 14,  
2011

With colder temperatures rapidly approaching now is the time for building owners and managers to prepare for the heating season. While starting up the heating equipment, the cooling equipment needs to be shut down properly to ensure that it starts smoothly next year.

Many companies overlook the proper procedures for air conditioning shut down and merely just switch it off in their haste to start the heating equipment – since it is not needed again for several months. However, when equipment is not shut down properly, it may not be able to start up again when needed without requiring costly repairs.

Similarly to cooling systems, the heating systems need to be prepared in advance. It is more cost-effective to avoid emergency service calls during very cold months and to have your equipment repaired before the heating system begins.

For this reason, it is important to test your heating equipment before the heavy winter season begins and regularly schedule preventative maintenance for your equipment.

When preventive maintenance is neglected, equipment life shortens, energy is wasted and the building's appearance starts to reflect the lack of care. Alternatively, with proper maintenance, equipment will operate more efficiently, increase tenant comfort, reduce repair costs and extend equipment life. Preventive maintenance may seem costly, but over the long term it could save a tremendous amount of money in repairs.

The following is a checklist for building owners and managers to ensure cooling systems are shut down and heating systems are started up properly. These tasks should be performed by an experienced heating, ventilation and air conditioning (HVAC) technician who can detect early signs of potential problems before they turn into costly repairs.

### Shut down of cooling equipment

- Check all system pressures and operating temperatures, ensuring there are no leaks where air can escape during shut down. Make a record to measure against the start up in the spring.
- Perform an oil analysis on compressors. Lubrication is vital to properly shutting down compressors.
- Conduct a balance report for critical fans and check refrigerant levels, which are key to operating the equipment efficiently.
- Check water levels and drain down systems (such as cooling towers) where required to prevent freezing or the possibility of water becoming stagnant.
- Clean all systems, especially tower sumps.
- Check sump heaters/heat trace where applicable and test all of the components.
- Isolate valves below levels where they can freeze and lubricate.
- If applicable, add glycol to systems that will run year round.
- Add necessary inhibitors to water treatment systems to keep pipe work clear from corrosion and contamination.
- Replace filters/strainers in systems to keep any contaminants away from key mechanical components.

### Start up of heating systems

- Open systems and clean thoroughly, including boilers/burners and strainers.
- Clear all flue ways and check for correct flue pull.
- Switch on all equipment and program set points to maximize operational attributes before the heating season begins.
- Make necessary adjustments to water and oil levels where needed.
- Analyze boiler performance to ensure that they will perform efficiently for the winter.
- Test all safety devices to ensure proper operation.
- Lubricate pumps and motors, as these are prone to seize once first started without the correct inspections.

- Check to ensure all valves are open and operating freely, so that if an emergency arises these can close quickly.
- Test all components of the heating system for leaks during full operation and cool down. Expansion/contraction gaskets and seams will be stressed for the first time in months.
- Record all gauge readings and amp draw. This will need to be checked during the season to make sure equipment is not being overworked.

When performed regularly (a minimum of every three months), the following preventive maintenance tasks will result in many benefits including avoidance of costly repairs and extended equipment lifetime.

### Cleansing of equipment

- Clean strainers, evaporators and condenser coils to ensure clearer air and maximum flow of both air and water.
- Clean flue combustion chambers and nozzles to allow for safe and efficient operation.
- Clean evaporator and condenser barrels on chillers and cooling towers.

### Replacement of belts and filters

- Replaces filters and belts, as well as realign belts, in order to purify air streams and optimize fan performance

Proper maintenance of HVAC equipment will lead to the best possible outcome for your building – not only in the winter but also throughout the year. Below are some benefits of regularly scheduled maintenance.

- **Improved comfort conditions in the building** – With proper HVAC maintenance, comfort is achieved for building tenants, which leads to a more productive work environment.

- **Improved air quality** – A well-maintained system will not only protect occupants from poor indoor air quality, but will also protect the building or organization from litigation, adverse publicity and potential code violations, which can have an impact on the bottom line.
- **Extended equipment life** – a system that is properly maintained will experience a longer lifecycle which can add up to big savings in the long run.
- **Reduced repairs** – A trained HVAC technician will be able to carry out a deficiency report detect early signs of potential problems and take corrective action before the equipment requires costly repairs or replacement.
- **Cutting costs** – The periodic maintenance of your system will eliminate the need for repairs and yield immediate savings.
- **Energy savings** – HVAC systems are typically responsible for more than 40 percent of total energy use. If systems are clogged with debris they cannot operate at maximum efficiency and energy is wasted.
- **Preserves warranty** – Without regular preventive maintenance, your manufacturers' warranties may become void.

Most HVAC companies offer preventive maintenance contracts which include regular maintenance visits in accordance with manufacturers' recommendations equipment start up and shut down and deficiency reports to detect early signs of equipment breakdown. Scheduling visits in advance helps ensure that your equipment will be properly maintained – avoiding repairs during the peak of winter season.

Check out our website for new links to County Building Regulation websites. If your county is missing please let me know.

A link as also been added for quick access to the BOC website, a great place to find additional training options

<http://www.ei-ifma.org/resources.html>

### January Membership Anniversaries

Patricia A. Grimm, Pearson – 3 years  
 Joan S. Lorge, Vangent – 5 years  
 Kent D. Odefey, The Mohawk Group – 1 year  
 Anne Schaefer, ACT – 13 years  
 Kim Sieck, WW Grainger – 2 years  
 Jeffrey A. Stabenow, Pearson – 4 years  
 Trevor L. Watkinson, Pearson – 1 year

**Congratulations!!**

## IFMA Calendar of Events

### 2011

Jan. 11 -12	Sustainable FM Course Houston, TX
Jan. 13 – 14	CFM Exam Review Course Houston, TX
Jan. 25 – 26	Operations and Maintenance Course (FMP) Houston, TX
Jan. 27 – 28	Project Management Course (FMP) Houston, TX
Feb. 8 – 9	Leadership and Strategy Essentials (FMP) Houston, TX
Feb. 10 – 11	Finance and Business Essentials (FMP) Houston, TX
March 19 – 20	Leadership and Strategy Essentials (FMP) Boston, MA
March 19 – 20	Finance and Business Essentials (FMP) Boston, MA
March 19 – 20	Real Estate Competency Course Boston, MA
March 19 – 20	Technology Competency Course Boston, MA
March 19 – 20	Sustainability Course 1 Boston, MA
March 21 – 22	CFM Exam Review Course Boston, MA
March 21 – 22	Operations and Maintenance Course (FMP) Boston, MA
March 21 – 22	Project Management Course (FMP) Boston, MA
March 21 – 22	Sustainability Course 2 Boston, MA
March 23 – 25	Facility Fusion 2011 Conference & Expo Boston, MA
April 12 – 13	Operations and Maintenance Course (FMP) Houston, TX
April 14 – 15	Leadership and Strategy Essentials (FMP) Houston, TX
May 17 – 18	Project Management Course (FMP) Houston, TX
May 19 – 20	Operations and Maintenance Course (FMP) Houston, TX
May 23 – 25	European Facility Management Conference Vienna, Austria
Oct. 26 – 28	Work Workplace 2011 Conference & Expo Phoenix, AZ

The IFMA education department is offering you *even more* opportunities to achieve your professional education goals.

See our website for more details  
<http://www.ei-ifma.org/resources.html>

**IFMA Eastern Iowa Chapter**  
**December 2010 Meeting Summary**  
**University of Iowa Campus Recreation & Wellness Center**  
**Iowa City, Iowa**

By Lynnel Thomas, CFM, PSP

The December meeting was held at the University of Iowa Campus Recreation & Wellness Center in Iowa City, Iowa. Attendees included 15 Eastern Iowa Chapter members and 4 Guests – from Cedar Rapids: Frank Rainbolt, Theresa Chapel, Tim Bishop, Brett Hulme, Dave Murray, Janet Fuller, Fletcher Williams and Matt Hansen. From Iowa City/Coralville: Jan Harvey, Craig Mead, Della McGrath, Lynnel Thomas, Tom Kueny, Rick Adrian, Anne Schaffer, Paige Butterfield, Joe Abdo, and John Milsap. From Davenport: Carolyn Giese. Thank you to all that attended and made this a great meeting!

The meeting was led by University of Iowa Campus Recreation & Wellness Center Facility Coordinator Kim Jamriska. Guido's catered the dinner for the evening, and consisted of Penne pasta with shrimp and Baked chicken, vegetable, salad, dinner roll and dessert bars. Thank you to Jan Harvey for coordinating the meeting location and catering!

Business card drawings were held after dinner and the winners include: Certificate for a free next meeting attendance went to Anne Schaffer, and the Biaggi's gift certificate was presented to Tim Bishop.

Paul Klein, of RDG Planning & Design, provided information on the design development and construction of the new wonderful Center after dinner. A tour of the facility was then led by Ms. Jamriska..

The 215,000 square feet, \$ 70 million Center was in the works for about ten years. Groundbreaking was in October of 2007 and the Center opened in August 2010. The Center consists of 20,000 sq ft fitness area with state-of-the-art fitness equipment, competition and dive pools, leisure pool area, gymnasiums, an indoor track, steam room, sauna room, a 52 ½' climbing wall and much more.

Artwork fills the new Campus Recreation Center. Larry Nowlan was commissioned to create a bronze relief sculpture of a swimmer, titled "The Butterfly". You may recognize Larry's name as he is the person who created the 16-foot tall statue of Nile Kinnick at Kinnick Stadium. This piece of a swimmer, is of UI swimmer Jack Sieg, who developed the swimming stroke, the Butterfly!

There are two wonderful floor tile mosaics on the first floor. One is titled "River of Life" and is 47-feet long and has thousands of hand cut porcelain tiles in it. The second is titled "Movement and Vitality Floor Medallion" and it is a 12-foot diameter medallion that is at the entryway floor.

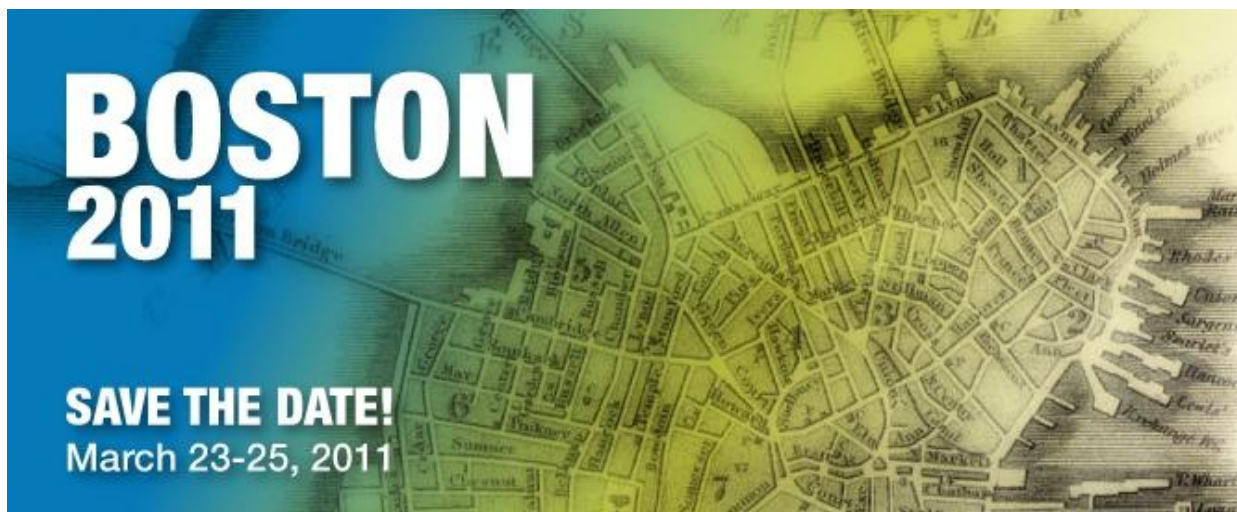
All of the Swimming and Diving events will now be hosted at the Campus Recreation & Wellness Center pools. The UI will now meet the requirements necessary to host Big 10 and NCAA Championships.

For more information on membership and hours of operation, please see the web site at [www.recserv.uiowa.edu](http://www.recserv.uiowa.edu)

At the conclusion of the tour, Paul and Kim were presented with a gift from the Eastern Iowa Chapter in appreciation for hosting our December meeting.

Thank you to everyone who attended and to University of Iowa Campus Recreation & Wellness Center for a successful meeting.

We hope to see everyone at the January Networking meetings in Iowa City for lunch and Cedar Rapids for dinner on January 11<sup>th</sup>!



**A *fusion* of ideas, best practices, tips, tools, tours, solutions and leadership training focused entirely on facility management and hosted by IFMA – the FM authority.**

# Thank You

To our Sponsors for the 2010-2011 Year!!

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design: from the inside out



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