



SEATTLE NEWS

The Newsletter of the Greater Seattle Chapter of IFMA
IFMA SEATTLE: YOUR RESOURCE FOR EXCELLENCE!

October 2003

IFMA Education Events

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Our Mission

Create an environment that supports the diverse membership of IFMA and encourages each member's growth in the areas of facility management most important to them individually.

Calendar Items

New Mini-Seminar!

Environmental Health & Safety Regulations: What Facilities Managers need to know
Tuesday, October 7, 2003 from 8:30am to 11am

Boeing Employees Credit Union Training Room, Tukwila, WA
Fee: \$25 IFMA members, \$45 Non members
Continuing education hours available for CFM renewal.

Compliance with environmental health and safety regulations is an important responsibility for facilities managers. Unfortunately, it is often thrust upon us without a real base for resources for guidance through the processes. This seminar will help FMs understand the regulatory agencies that regulate environmental protection and worker health and safety, what they are monitoring, and how the facilities department can effectively and fully comply. Join the IFMA Greater Seattle chapter and representatives from the Washington Department of Labor & Industries and the Department of Ecology for this informative event. Whether you have this responsibility in your current position or not, this is an excellent seminar for preparing now and in the future. Learn what needs to be done so you will be prepared to respond when the need arises.

--continued above

Panel Format:

- Connie L. Martin & John Troja, Washington Department of Labor & Industries
- Scott Lamb, Washington Department of Ecology
- Ron Kahle, Boeing Employees Credit Union, Examples and experiences working with WISHA to achieve compliance
- David Ling, CFM, Philips Oral Healthcare, Experiences at Philips

To register, call or email Lianna Collinge at toll free 1-877-460-5880, or email: aminc1@juno.com

High Performance Buildings Workshops Offered In Spokane and Tacoma

Integrated Design Strategies for High Performance Buildings will be held on October 9, 1pm-5pm at Avista Utilities in Spokane, WA.

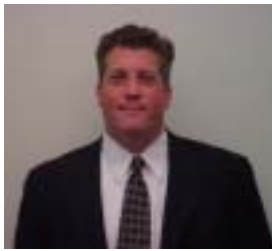
Life Cycle Cost Analysis for High Performance Buildings will be held on October 22, 1-5pm at Tacoma Public Utilities Environmental Services Building in Tacoma, WA.

Integrated Design is a process which blends human needs, energy savings and environmental sustainability into a single, effective design solution.

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PRESIDENT'S MESSAGE

Dean Baker



Greetings –

It was another banner year for our **6th Annual Golf Outing**. Dan Maus and his Golf Committee, continue to raise the bar every year in both money raised and in fun. It also feels good to know that the money raised

will help support the **Special Olympics of Washington, Sander Abrams Scholarship Fund**, and the **IFMA Foundation**. Thanks to all the participants and sponsors of this years event!

I know many of you are in the middle of pulling together your budget for '04. With World Workplace taking place this month it's a good time to remind you to place some money aside to attend this event next year. We are also in the planning stages for another "**Best of the Northwest Regional Event**" to take place in June. More details on this event will be firming up in the months ahead.

Are you happy in your current position? I know this is a loaded question, especially given the state of our regional economy. If you are considering a change, or just want to be more valuable to your current employer, you should consider a number of options available to you:

- Study and sit for the CFM exam
- Obtain your Certificate in Facilities Management through the UW Extension Program
- Core competency courses through IFMA's Professional Development Series
- Network with peers by attending more Chapter events
- Become more involved in the Chapter by joining a committee
- Join one of IFMA's specialized Councils

Now is the time to be proactive about your career. If you want some more convincing, give me a call at 206.925.6960 or send me an e-mail at: dean.baker@gettyimages.com

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Facility Highlight

Avanade

Linda Flynn is the Facilities & Service Manager for Avanade's global headquarters in Seattle. I recently met with Linda to talk about some of the facility challenges that Avanade has faced, as well as their utilization of today's technology.



Avanade is a global IT technology integrator that operates in 26 facilities worldwide. As a joint venture between Accenture and Microsoft, Avanade opened for business in 2000 in 16 locations and quickly grew to 1200 employees the first year. Within 6 months, Avanade's headquarters moved from occupying 25,000 SF in the Columbia Seafirst Center to 70,000 SF in the World Trade Center East Building, overlooking Elliott Bay.

Linda feels that her relationships with IFMA vendors were essential to the success of the move. One vendor created an intranet "Move" website, where employees could access Move data instructions on how to pack, what to pack, how to label their boxes, pictures of their new offices, who to go to with questions, even which metro buses ran near the new location and local places to eat lunch. The same vendor provided project management services, coordinating the physical move. Avanade's CEO said it was the most efficient move he had ever been through.

Their current facility has many amenities available for their technology driven business. Avanade offers extensive employee training that is primarily driven by using a remote student lab for Virtual Instructor Led (VIL) and Collaborative Self Study (CSS) training. Training can be taken any time, any place, any where. To support this initiative, an on-site 16-person training room was



converted into a virtual 200-person training room, without changing the space. One major objective of this project was the re-architecture of the electrical environment to support the training demand. It was engineered to support ten "virtual classrooms" and their 24x7 electrical and cooling demands including the aid of a heat pump.



Another unique space Avanade created is a live studio for video taping and editing. The videos are then used in a number of capacities from training, marketing, and general corporate announcements. An "On the Air" sign was added to the corridor alerting people that live taping is in session.



Linda was given the challenge of transforming open workstations to a training room for all new employees, they call "Quick Start". This room became Avanade's Global Quick Start Training Center. It was required to facilitate up to sixty people at a time.

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Ten round tables, each seating six people, replaced the workstations. Each table was strategically placed and tech-enabled for power and data with core drills through the floor. Two full walls of this room have exterior windows needed blackout shades for PowerPoint presentations.

Code issues also came into play, needing multiple exit doors. The room can also be used for other business functions, such as quarterly global business meetings.

Melanie D. Saenz
Apex Facility Resources, Inc.

Member Recognition



IFMA Member Recognition This month's Member Profile: Linda Flynn – Avanade

Linda has been an IFMA member since 2001. She began her career in Facility Management three years ago with Avanade, a global technology integrator. Linda has 17 years of prior experience providing office management and administration support in the architectural industry. She recently completed the U.W. CFM certification program. Linda enjoys working on the Chapter's Education Committee and chaired last year's Education Symposium.

Day-to-day operations of Avanade's facilities primarily exclude maintaining building systems. As a tenant in the World Trade Center building complex, Linda has the privilege of coordinating building-related work requests with Wright Runstad & Company / Equity Office, its on-site property management company.

Avanade is technology driven all facility requests and services are handled electronically. To streamline processes, an email alias was created in Microsoft Outlook as "Seattle Facilities & Services." The alias is used separate from her own email address enabling the entire Facilities Team to view, send, and respond to messages. Maximizing usage of the email alias and using forms through MS Outlook have reduced the need of one full-time employee. All move management, UPS mail service requests, catering, conference and AV scheduling, and administrative service requests use forms created through MS Outlook that are sent to the facilities' alias.

Working with the Director of Global Real Estate, Linda has assisted in other office relocations and in setting up new offices. She is also responsible for space planning, security, and is the coordinator for vendor activity. Linda feels that IFMA has a very high caliber education program. She also believes that networking is key in that it can lead to long-term, successful vendor and business relationships.

If you would like to be recognized in an IFMA newsletter, or know a Facility manager who should be, please email Melanie Saenz at Apex Facility Resources, Inc.: melanie@apexfacility.com with your profile.

The Integrated Design workshop will focus on this early design process as a means for improving user productivity and comfort while lowering the environmental burden (including energy demands) imposed by the building. The Life Cycle Cost Analysis workshop will identify key interrelationships in integrated design strategies, and provide examples of how a well-integrated system affects first costs and long-term building operational costs. These workshops offer architects, engineers, facilities and design professionals a comprehensive overview of the integrated design process.

These workshops are offered by BetterBricks in partnership with Avista Utilities, Puget Sound Energy, Seattle City Light, Snohomish PUD, and Tacoma Power. For more information, call 206-343-3960 or email training@betterbricks.com

SIGN UP! Free Brown Bag Presentations on High Performance Buildings

BetterBricks, an initiative of the Northwest Energy Efficiency Alliance, is offering architecture and engineering firms and facilities professionals an opportunity to learn about high performance building design in the convenience of their own offices. Brown Bag presentations were developed by Paladino & Company, and are dynamic, interactive discussions between the BetterBricks expert and participants.

Presentation topics:

- Integrated Design Process for High Performance Buildings
- LEED™ and Energy Performance
- Building Commissioning in High Performance Buildings
- Climate Responsive Design

These presentations are free of charge and scheduled by request with individual firms. Ten or more participants is desirable, and BetterBricks brings the lunch. Presentations run 1 ½ hours and can be scheduled for any time of the day.

To request a Brown Bag Presentation, call 206-343-3960 or email training@betterbricks.com.

Programz Corner

Building Tour & Member Mixer

October 15th, Building tour: Preston Gates & Ellis LLP (925 4th Avenue, suite 2900, Seattle). Event starts at 3:30pm, with lite refreshments and a short introduction. Tours will begin around 3:45; tour the facility you read about in the last Facility Highlight. Immediately following the tour at 5:00pm, the Member Mixer. Everyone is invited to miss the rush hour traffic while enjoying drinks and the company of other IFMA members, at the Pyramid Brewery on 1st Avenue, across from Safeco Field.

Tomorrow Space

The theme of this year's Tomorrow Space program will be the future vision of real estate development in the Seattle area. Our program will begin with a futuristic vision for real estate development of South Downtown Seattle in and around Pioneer Square. This exciting and innovative plan was prepared by major property owners in the area to meet the future needs of Seattle. Included in this innovative development are solutions to the Alaskan Way Viaduct replacement, Monorail, Street Car Routes, relocation of Ferry Terminal for auto ferries and integration of the two stadiums with a neighborhood by the creation of 12,000 housing units, an elementary school, over 4,000,000 sf. of commercial (retail, office and institutional) space, 15 acres of public open space and a major flagship hotel on Pier 48.

Your Presenter:

William J. Justen is the Managing Director of the Samis Land Company, one of the largest commercial landowners in both Seattle and the State of Washington. In the past five years, he managed the \$90M rehabilitation of seven historic buildings owned by Samis in Pioneer Square. He is also the founder and a principal with the Justen Company LLC, a real estate consulting and development company which is very active in the greater Seattle area.

Date: Tuesday, November 4th, 2003

Time: 7:15 am registration open
7:30 to 8:00 am networking
8:00 to 10:00 am Program

Place: Getty Images

Please reserve the date as you won't want to miss this exciting program!

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October 2003

1st & 2nd - WA State Plant Engineering & Maint. Show - WA State Convention & Trade Ctr (www.proshows.com)
15th - Preston Gates & Ellis Tour 3:30-5:00pm
15th - Member Mixer 5:00-7:00pm
19th-21st - **World Workplace 2003**, Dallas
www.worldworkplace.org

November 2003

11th - TomorrowSpace 7:15 am registration open
7:30 to 8:00 am networking
8:00 to 10:00 am Program - Getty Images

December 2003

Annual Holiday Event

January 2004

Roundtable Discussions

February 2004

Educational Symposium

March 2004

Chapter Event

Seattle News is published monthly by and for the members of the Greater Seattle Chapter of the International Facility Management Association (IFMA). Opinions expressed in Seattle News do not necessarily represent the views of the association, its members, or its Board Members.

IFMA is the premier professional association for facility management. Representing the largest community of FM professionals on the planet, IFMA membership comprises 18,000 facility professionals worldwide.

****Board Meetings are held on the first Wednesday of the month at 11:30am.**

The Greater Seattle Chapter of IFMA serves to support our members on a local basis. Our Vision is to be an organization that fosters social interaction and opportunities for personal and professional growth within the facility management industry.

For more information or to contact us, please visit our website at www.ifmaseattle.org.



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