



# SEATTLE NEWS

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

September 2006

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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.*

## Programz Corner

Thanks to all who came to the August summer social and volunteer appreciation event at the Columbia Winery in Woodinville. It was a wonderful afternoon. The event included a social hour, an awards ceremony, a private tour of the winery, and of course wine tasting. Thanks again to all who attended and a special thanks to the committee chairs and member for all of their hard work this past year.

### Columbia Winery



14030 NE 145th  
Woodinville, WA 98072

We hope you Joined us on September 13th for the 9th annual IFMA golf outing and silent auction. The day began at 7:45 A.M. at Washington National Golf Course in Auburn.

Stay tuned for some great programs in the fall. We will be holding Chris and Eric's excellent adventure October 17th, sponsored by New Haven Moving Equipment,



as well as the Tomorrow Space event with a focus on data centers on November 20th.

The Programs Committee  
Neil Bavins



## PRESIDENT'S MESSAGE Eric Postle

Greetings Fellow IFMA members

I hope you all enjoyed the great summer we had in Seattle this year. We had some excellent events IFMA Seattle including tours of the new Washington Mutual tower and Bellevue City Hall as well as a very well attended networking event at the Columbia Winery.

Now it's officially back to school time as we rev up for 2007. We have some exciting events and activities rolling out this fall at IFMA Seattle that can help us all get focused for the coming year:

Our education committee, spearheaded by Cynthia Putnam has arranged for a four part "Webinar" training (with CEU credits) which began on 9/14 that focuses on LEED technical training and is offered to Seattle IFMA members at no charge.

Also, be sure to check out the new IFMA Seattle Blog at [ifmaseattle.wordpress.com](http://ifmaseattle.wordpress.com) developed by our Communications committee with Melanie Saenz and Bill Blau at the lead. This tool is intended better connect us as an organization and make communication easier. It will be very interesting to see how we can put it to use in the coming months. Be sure to give us your feedback.

I am personally looking forward to World Work Place which will be in San Diego October 8 - 10 and hope to many of you there for one last chance at sun and

Hopefully you didn't miss the annual golf event on 9/13 - that could have been your last round before putting the clubs away for the winter.

Check out the programs corner for some interesting and fun events this fall. Stay involved or get involved. It's back to school in a big way at IFMA Seattle!

**Starting Next Month  
your IFMA Newsletter  
will be distributed quarterly!**

Eric Postle, SIOR

IFMA SEATTLE: YOUR RESOURCE FOR EXCELLENCE

## Officers

president  
**Eric Postle**

Washington Partners, Inc./CRESA Partners

tel: 425.451.3188

fax: 425.455.4555

email: [ericp@wapartners.com](mailto:ericp@wapartners.com)

vice president  
**Kenneth Fox, CFM**

Philips Oral Healthcare, Inc.

tel: 425.396.2110

fax: 425.458.0370

email: [ken.fox@philips.com](mailto:ken.fox@philips.com)

2nd vice president  
**Peter Renner, CFM**

tel: 425.430.6605

fax:

email: [PRenner@ci.renton.wa.us](mailto:PRenner@ci.renton.wa.us)

secretary/treasurer  
**Linda Gettman**

Fleischmann Office Interiors

tel: 206.826.6317

fax: 206.623.3317

email: [linda@sfoi.com](mailto:linda@sfoi.com)

immediate past president  
**Chris Lewis, CFM**

EGIS Real Estate

tel: 206-226-1650

fax: 206-404-6830

email: [clewis@egisrealestate.com](mailto:clewis@egisrealestate.com)

chapter administrator  
Association Management, Inc.

tel: 1.877.460.5880 toll free

fax: 253.265.3043

email: [aminc1@juno.com](mailto:aminc1@juno.com)

## Continuing Education

### TECHNICAL TRAINING WEBINAR SERIES LEED® for Existing Building Operations and Maintenance

Presented by USGBC and *Buildings* magazine

Each session runs from 10am-11:30am.

More information: <http://www.buildings.com/usgbc/>

#### September 14 - Best Practices for Sustainable Facilities

September 28 - High-Performance Operations

October 12 - Green Cleaning and Site Management

October 26 - Materials Procurement/Recycling and  
LEED Program Administration

The IFMA Greater Seattle Chapter is hosting a meeting site where members can attend the webinar series at no charge (members only). The sessions will be held at Adobe, 801 N 34th St. in Seattle. To register, email: [aminc1@juno.com](mailto:aminc1@juno.com)

#### INTEGRATED DESIGN LAB – PUGET SOUND Tuesday Lunch Series on High Performance Buildings

Sept 12 - Daylighting in Schools

Sept 19 - The Integration of Daylight and Electric  
Light in Schools

Sponsored by BetterBricks: <http://www.betterbricks.com/default.aspx?pid=events>

#### BUILDING OPERATOR CERTIFICATION

IFMA Approved Provider: BOC Level I training satisfies Area 2 of the FMP credential.

#### Fall 2006 Class Schedule

Level I course series will begin in Renton on September 19 and Everett on October 26.

Level II course series will begin in Renton on October 5.

## Continuing Education

For building engineering and maintenance staff, training topics include HVAC systems and controls, energy conservation techniques, electrical systems, and indoor air quality. Upon successful completion, participants earn a BOC professional credential.

Registration: \$1,275 for full course series of 56 hours of training.

Tuition assistance available through the IFMA Seattle chapter.

<http://www.theboc.info/wa>

#### HIGH PERFORMANCE BUILDING AND INDUSTRY EVENT

OCT 3 in Tacoma, WA

<http://chapters.usgbc.org/cascadiagbc/>

#### World Workplace 2006 Conference and Expo Oct. 8-10, 2006

San Diego, Calif., USA

#### UW Engineering Professional Programs

Certificate Program in Facilities Management

Website: [www.engr.washington.edu/epp/](http://www.engr.washington.edu/epp/)

Phone: 1-866-791-1275

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## Education Features

### Seattle Chapter Hosts LEED® for Existing Buildings Webinar Series

The USGBC and *Buildings* magazine are cooperating in a joint effort to bring a technical training webinar series to facilities professionals. The 4-part series will help facility owners, managers, and operators implement a sustainable facilities model using the LEED rating system for Existing Building Operations and Maintenance.

The IFMA Greater Seattle chapter is offering members a special opportunity to attend the training series at no charge (a savings of \$349). The chapter is hosting a meeting site where members can attend the webinar series in a classroom setting. The sessions will be held at Adobe, 801 N 34th St. in Seattle. This offer is available to IFMA members only, and pre-registration is required. To register, email: [aminc1@juno.com](mailto:aminc1@juno.com)

More information: <http://www.buildings.com/usgbc/>

#### WEBINAR SCHEDULE

Each session runs from 10am-11:30am.

September 14 - Best Practices for Sustainable Facilities  
 September 28 - High-Performance Operations  
 October 12 - Green Cleaning and Site Management  
 October 26 - Materials Procurement/Recycling and LEED Program Administration

These webinars will be registered for continuing education credits with AIA/CES, BOMI, and IFMA. Each organization will award 1.5 hours CEU credits.

### CALL FOR NOMINATIONS: 2006 BetterBricks Awards

The 2006 BetterBricks Awards are returning to Puget Sound for the second year. The BetterBricks Awards recognize architects, engineers, developers, building owners, building operators, facility managers, service providers and other building professionals for their support, use and design of sustainable, high performance, commercial buildings with a special emphasis on energy efficiency in the Northwest. BetterBricks Award winners will be awarded in multiple categories, focusing on the *people* behind the best projects in the Northwest. Categories for this year's awards include owner/decision maker, designer, advocate, service provider and facility operator/manager.

Nomination deadline is September 7. <http://www.betterbricksawards.com/>

## Education Features

### Codes & Standards: ASHRAE

In an effort to streamline its standards-development process, the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) is publishing supplement packages containing all recent addenda to continuous-maintenance standards.

Previously, addenda to continuous-maintenance standards were posted individually on ASHRAE's Web site after they were approved for publication. Now, all recently approved addenda are being collected in supplements published halfway through the three-year publication cycle of the standards.

Supplements containing all of the addenda approved since the last publication of the following continuous-maintenance standards are available for free download by taking the "Standards Addenda" shortcut at [www.ashrae.org](http://www.ashrae.org):

·ANSI/ASHRAE Standard 15-2004, Safety Standard for Refrigeration Systems (Addendum b).

·ANSI/ASHRAE Standard 34-2004, Designation and Safety Classification of Refrigerants (addenda a, b, c, e, f, k, n, o, p, q, r, s, and u).

·ANSI/ASHRAE Standard 52.2-1999, Method of Testing General Ventilation Air-Cleaning Devices for Removal Efficiency by Particle Size (Addendum a).

·ANSI/ASHRAE Standard 62.1-2004, Ventilation for Acceptable Indoor Air Quality (addenda a, b, c, d, and g).

·ANSI/ASHRAE/IESNA Standard 90.1-2004, Energy Standard for Buildings Except Low-Rise Residential Buildings (addenda a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, r, s, t, u, v, x, and ak).

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# Recognition

## Welcome New Members

**Paul Olsen** – MacDonald-Miller

**Jay Arcarese** – Rentacrate Inc.

**John Niemi** – Fast Signs

**Amity Lumper** – Cascadia Consulting Group, Inc.

**James Stevens** – Lake Washington Technical College

**Laurie Rasmussen** – Goodbye Graffiti

**Alan Bonney** – New Haven Equipment Corp.

**Mark Barnard** – The Seattle Art Museum

## Anniversaries

**John Ebsen, CFM** – Intermec Technologies Corp. – 18 years

**Judy Kahrs** – Frank Russell Company – 17 years

**Martin Newhard, CFM** – Heery International, Inc. – 13 years

**Ronald Peterson, CFM** – IDC Facilities Services – 13 years

**Brent Allan** – US General Services Administration – 9 years

**Joseph Sauter** – Recreational Equipment, Inc. – 9 years

**Robin Graf** - US General Services Administration – 9 years

**Gordon Glass** – Applied Physics Laboratory – 8 years

**Bill Mcqueen** – Nordstrom, Inc. - 8 years

**Cynthia Putnam** – Northwest Energy Efficiency Council – 8 years

**David Allen** – McKinstry – 7 years

**Roberto Sanchez** – Dept. of Health/Public Health Laboratories – 6 years

**Virginia Schubert** – Darigold – 6 years

**Patrick Clark, RPA** – US General Services Administration – 5 years

**Lane Staples** – Unigard Insurance Company – 4 years

**Jeffery Spaulding, CFM** – RealNetworks, Inc. – 4 years

**Richard Henke** – McFarland Cascade – 3 years

**Russell Levy** – Cingular Wireless – 3 years

**Bret White** – Cingular Wireless – 3 years

**Eric Postle** – Washington Partners – 3 years

**Al Anderson, CFM** – 3 years

**John Gideon, FMP** – 2 years

**Michelle Dux** – OpenWorks – 2 years

**Rodney Bauch** – RBA Design – 1 year

**Karl Kirchgasse, AIA** – RBA Design – 1 year

**Brandon Butler, CFM** – Washington Mutual – 1 year

**Luann Stokke** - US General Services Administration – 1 year

**Richard Beseler, CFM** – David Evans & Associates, Inc. – 1 year

**Carolyn Keilty** – Lasertech Floorplans, Inc. – 1 year

**Gregory Smith** – King County Library System – 1 year

*Gary Mueller*

*Peg Conley*

*Co-Chairpersons,*

*Membership Committee*

**City University**  
**Facilities Manager**  
Job Description

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Division: Administration  
Reports To: EVP of Finance & Operations  
Effective Date: August 2006

Department: Facilities  
Salary Grade: 19  
Exempt          Non-Exempt

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**Summary:**

Oversee the use, maintenance, security and safety of City University's classroom and administrative facilities and equipment to support the delivery of the University's high quality educational programs.

**Essential Duties and Responsibilities** include the following:

- Establish goals and carry out plans for facilities; monitor and evaluate operational effectiveness; and recommend changes when appropriate.
- Collaborate with faculty and staff to provide clean, high quality facilities.
- Serve as liaison with building managers and vendors.
- Manage space planning, tenant improvement projects, department moves, and related functions; monitor space utilization.
- Hire and supervise vendors of security, janitorial and other services
- Maintain safety and security at all U.S. and Canadian sites
- Act as the point person in the absence of other officials in emergency situations
- Maintain records of unusual occurrences, security incidents and criminal activity for reporting purposes
- Develop and manage the annual budget for the Facilities Department
- Coordinate and provide support services for University commencement and other special events

**Supervisory Responsibilities:**

- Establish and organize staffing to effectively achieve goals
- Supervise two facilities staff and one mail services staff
- Interview, hire, and train employees; plan, assign, and direct work; appraise performance; reward and discipline employees; address complaints and resolve problems.
- Provide leadership, training, and mentoring to department staff.
- Assure compliance City U policies and applicable laws.

**Minimum Qualifications:**

*To perform this job* successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5 years of facilities management experience and a Bachelor's degree, or an equivalent combination of education and experience
- Knowledge of real estate management principles and techniques
- Minimum of 2 years of direct supervisory experience

**City University**  
**Facilities Manager**  
Job Description Continues

- Ability to:
  - o Foster a cooperative work environment with diverse faculty, staff, student and vendor groups
  - o Perform job duties with minimal supervision
  - o Read, analyze and interpret business information, technical information, and government regulations.
  - o Write reports, business correspondence, and procedure manuals.
  - o Present information to and respond to questions from managers, faculty, staff, students, building managers, vendors, and the general public
- Valid Washington State driver's license and good driving record required
- Working knowledge of MS Office products and AutoCAD software.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to talk, stand, sit, walk, and hear.
- The employee is occasionally required to perform repetitive motions of the hands, wrists, or feet; stoop or bend; reach; kneel; climb or balance; grasp or handle; and feel.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision requirements include close, distance and peripheral vision.

**Working Conditions:**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position requires extensive travel to U.S. and Canadian locations, and often requires evening or weekend hours with little or no notice.

The key contact for the position is:

Trish Briggs

425-709-7619

e-mail: TBriggs@CityU.edu

We have an online application process that Trish can explain to interested persons.

## Freshen Up & Update your Resume

### Is It Time To Update Your Resume?

The motto "Be prepared," isn't just great advice for Boy Scouts; it's also great career advice. You never know when the perfect career opportunity will present itself. If a recruiter called you today with your dream job, would you be prepared to send out an up-to-date resume right away?

There are four critical times to update your resume:

- At least once a year
- Any time your career focus changes
- When you anticipate layoffs with your company
- When you begin to feel dissatisfied with your current position

#### **1. Update your resume every year.**

This is where many people fall short. When that recruiter calls with the perfect job, you may suddenly find your resume is years out of date, and you'll have to scramble to catch up.

Keep your resume current by including your best accomplishments each year. Don't count on your memory to recall everything you achieved in years past! You are likely to overlook critical achievements and contributions. If you need assistance, a resume coach may be able to help you through the process with some targeted questions on your most recent jobs.

#### **2. Update your resume when your career focus changes.**

If you want to change your career path, then you also need to change your resume. There are several ways to shift the focus away from your current job and toward your new career.

By focusing on the skills that will be useful in your new career, you can position yourself as a stronger candidate for the job. Highlight those transferable skills in your new resume, bringing them front and center.

In addition to highlighting your transferable skills, shift your list of accomplishments to support those skills. Accomplishment statements give credibility to transferable skills and prove your ability to cross industry or occupational lines. Well-crafted accomplishments make a big difference in whether you win the interview or are passed over.

Finally, be sure you understand your audience. As you shift career focus, it is critical to understand the hiring motives of your target market. Use your resume as an effective selling tool by correctly anticipating the recruiter's "wish list" for great job candidates.

#### **3. Update your resume when you anticipate layoffs within your company.**

A harsh reality of today's economy is the need for corporate downsizing. Layoffs and losses are becoming more and more common. But you can prepare for any worst-case scenario by keeping your resume up-to-date.

Don't make the mistake of being overly optimistic. It's safer to assume that you are on the "out" list. Most people who get caught unexpectedly in a layoff thought they were indispensable to their employers. You might be important or well-liked, but remember that the bottom line always has a louder voice than you do. Get your resume ready as soon as you see any indications that downsizing is on the way.

## Freshen Up & Update your Resume

Don't mistake company loyalty for a fear of change. Often employees would rather take their chances with a potential layoff than make proactive steps toward finding a new job. Once they're laid off, it's already too late. Remember, as a candidate, you are always more marketable while still employed. Avoid this trap and start your job search early with self-marketing tools (resume and cover letter) that are up-to-date and top quality.

### 4. Update your resume when you are dissatisfied with your current position.

Job dissatisfaction leads to feelings of frustration, worthlessness, and often hopelessness. But there is no reason to stay in a job you hate. Being prepared with an updated resume can help you feel better in your current job. When you have a really terrible day at work, you can respond to job opportunities that same evening with confidence in your up-to-the-minute resume. Taking proactive steps toward a new career will give you back your optimism and self worth.

If it's time for you to update your resume, first decide whether your resume requires a simple update or a complete rewrite. If you have been using the same resume format throughout your career, it's possible that you have outgrown the old look. What your resume promoted ten years ago may not be appropriate or significant for your career choices today. And if you've simply been "tacking on" to your old resume, it may start to resemble a house with too many additions, with little sense or direction.

A professional resume critique can help you decide exactly what you need to move forward. A well-written resume can make an incredible difference in:

- The length of time it takes to make your career move
- The quality of your next position
- The income potential of your next position

Your resume is your best sales tool in finding a new job, and it deserves the investment of your time and commitment. With a little extra effort now, you'll be prepared for anything that comes your way—and be well on the path to your next great job.





# GREATER SEATTLE CHAPTER

## International Facility Management Association

### Sponsorship Opportunities for 2006

The Seattle Chapter can accept up to 2 sponsors per meeting. Monthly sponsorships are \$350 per event (Education Symposium and Golf Tournament have separate listings).

**Start thinking about months in 2006 for getting your company name out there. Our annual events are: March/Education Symposium; April/ New Member Recognition; September/ IFMA Golf; October/ Awesome Adventure (roundtable); November/ "Tomorrow Space."**

Fax sponsorship requests to Kymm Calis 425-687-6200. Or e-mail kcalis@pacificmodular.com with any questions.

#### **January - 2006**

24th - Facility Tour; Sono Site, Bothell

#### **March- 2006**

2nd - Education Symposium

21st - Facility Tour

#### **April- 2006**

25th - IFMA New Members Event

#### **May - 2006**

16th - Facility Tour; Port of Seattle, Pier 69

#### **June- 2006**

20th - IFMA Event TBA

#### **July- 2006**

18th - Facility Tour

#### **September- 2006**

13th - IFMA Annual Golf Event

#### **October- 2006**

17th - Chris's Excellent Adventure

#### **November - 2006**

20th - Tomorrow Space - IT Trends

#### **December - 2006**

TBA - IFMA Event

### IFMA Seattle Chapter Meeting & Tour Sponsorship Benefits

#### **Benefits include:**

- 1) Intro by Chapter President (or Vice Pres)
- 2) 3 min "Company Portrait"
- 3) Table for business cards & brochures available at registration
- 4) Company logo on Chapter website for the event month
- 5) Company logo on event news Flash
- 6) Networking chance to get personal and company name exposure

Meeting and tour sponsorships are \$350 for 2006. Sign up by March 1st get a **DISCOUNT**; only \$315.00.

Fax sponsorship requests to Kymm Calis 425-687-6200.

E-mail questions to kcalis@pacificmodular.com

### Proud IFMA Sponsors

**New Haven Moving Equipment**  
*ecrate*

are the Proud Sponsors of  
**IFMA's October's Event:**

Chris & Eric's Excellent Adventure



## IFMA Sponsors & Advertising

October's Event - Chris & Eric's Excellent Adventure



**New Haven Moving Equipment**



for your information: members only

website login: ifma  
password: fmseattle

FOR A LOOK AHEAD INTO  
IFMA SEATTLE'S 2006 &  
2007 PROGRAM SCHEDULE  
SEE THE BACK PAGE

**\*Purchase six months (any size)\***

**\*Get one month free\***

2 bus card spaces:  
\$50.00 per month

Newsletter ads are limited to IFMA members only.

Send art work and request to:

Melanie D. Saenz:

msaenz@bankandoffice.com

Must have print ready work (jpg or pdf).

Business card size:  
\$35.00 per month

## Committee Chairs

associates liaison

**Steven Stein**

Mohawk Commerical

tel: 206.619.0976

fax: 425.462.1711

email: MohawkWA@aol.com

communications (co-chair)  
newsletter/website

**Bill Blau, CFM**

Adobe Systems Incorporated

tel: 206.676.7593

fax: 206.675.6801

email: bblau@adobe.com

communications (co-chair)  
newsletter/website

**Melanie D. Saenz**

Bank & Office Interiors

tel: 206.768.0253

fax: 206.768.0236

email: msaenz@bankandoffice.com

education

**Cynthia Putnam**

NW Energy Efficiency Council

tel: 206.292.3977

fax: 206.292.4125

email: cynthia@putnamprice.com

golf special event

**Dan Maus**

Ticon, Incorporated

tel: 206.714.8900

fax: 425.278.1620

email: danm@ticonteam.com

membership (co-chair)

**Gary Mueller**

EHS Design

tel: 206.223.4999

fax: 206.223.4990

email: gmueller@ehs-design.com

membership (co-chair)

**Peg Conley**

Tandus

tel: 206.932.6138

fax: 206.932.6135

email: pconley@tandus.com

member recognition

**Matt Gibson**

GettyImages

tel: 206.925.6961

fax: 206.925.5001

email: matt.gibson@gettyimages.com

programs

**Neil Bavins**

Puget Sound Refrigeration

tel: 206.367.2500

fax: 206.368.6856

email: neil.bavins@psref.com

public relations

**Open**

tel:

fax:

email:

sponsorship

**Kymm Calis**

tel:

fax:

email:

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

Sponsored by:

**September- 2006**

13th - IFMA Annual Golf Event

Sponsored by: NewHaven - ecrate equipment

**October- 2006**

17th - Chris & Eric's Excellent Adventure

Sponsored by:

**November - 2006**

20th - Tomorrow Space - IT Trends

Sponsored by:

**December - 2006**

TBA - IFMA Event

**January - 2007**

TBA - IFMA Event

**February - 2007**

TBA - IFMA Event

**March- 2007**

TBA - Education Symposium

**April- 2007**

TBA - IFMA Event

**May - 2007**

TBA - IFMA Event

**June- 2007**

TBA - IFMA Event

**July- 2007**

TBA - IFMA Event

**August- 2007**

TBA - Board Recognition

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.

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](http://www.ifmaseattle.org).



Please Recycle