

October 2011

Bluegrass Chapter of IFMA
Lexington, Kentucky

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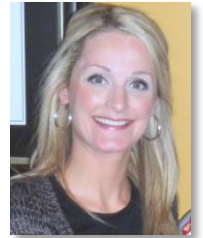
IFMA Awards of Excellence

1997 Distinguished Member
1998 Educational Programming
2001 Small Chapter of the Year
2003 IFMA Fellow Award
2005 Newsletter Publishing

BLUEGRASS BLUEPRINT

Program News

Casey Cropper
Program Chair and Vice President
Bluegrass Chapter of IFMA



October Program

WHAT: CIMS, the Cleaning Industry Management Standard

CIMS is the first consensus-based management standard that outlines the primary characteristics of a successful, quality cleaning organization. It is a way to differentiate between the competition, and determine who demonstrates commitment to quality, customer satisfaction, and improvement of the overall janitorial operations.

WHO:



Sean M. Letwat
Vice President,
Business Development
Aetna Building Maintenance

Sean Letwat has been active in the facility support services industry since 1991. Sean has an accomplished track record for increasing revenue, market share and profitability through organic growth and expansion of current client agreements. A highly effective leader in business development, relationship building, CRM, operations & P/L management, Sean is also an exceptional communicator, proficient in contract negotiations, and C-level interactions. However, what is most important to Sean professionally, is acting as a client advocate expediting win/win creative solutions.

WHEN: Tuesday, October 11
11:30 am Lunch, Meeting at Noon

WHERE: Lexington Herald-Leader Building
100 Midland Avenue
Lexington, Kentucky 40508-1999



Message from the President

Mary Martin

President, Bluegrass Chapter of IFMA

Our September program was packed with a lot of information from the Lexington Fire Department. They discussed the importance of evacuation drills and other fire prevention issues, private hydrants – testing and repair, and also reviewed fire codes as they pertain to existing and new construction. During our business meeting **Mike Towles** brought up gifts for the kids again this year. We will be donating gifts through the Lexington Fire Department. We will be collecting gifts at our Holiday Party December 13th. Our annual party will be held at Malone’s Banquet Rooms again – located upstairs at Sal’s in Lansdowne. We hope everyone will join us.

October will bring us cooler weather and Halloween. Please keep an eye out for the children when “Trick or Treating”.

Our October Program will be presented by **Sean Letwat**, Aetna Building Maintenance. He will be discussing CIMS (Cleaning Industry Management Standard); the first consensus-based management standard that outlines the primary characteristics of a successful, quality cleaning organization. It is a way to differentiate between the competition, and determine who demonstrates commitment to quality, customer satisfaction, and improvement of the overall janitorial operations.

Mary

SAVE THE DATE

What: Bluegrass Chapter of IFMA
Christmas Party

When: Tuesday, December 13, 2011
from 6 p.m. – 8 p.m.

Where: Malone’s Banquets
(located above Sal’s)
3373 Tates Creek Road
Lexington, KY 40502

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Bluegrass Chapter

www.ifmabluegrasschapter.org

FM Safety Tips

Lexington Fire Department

How can Property Management Help the Fire Inspector – Top 10 List

1. Exit & Emergency Lights Working
2. Thumb Turn Panic hardware in assembly and educational occupancies
3. Sprinkler annual certification on site at final or C/O inspections
4. Alarm annual certification on site at final or C/O inspections
5. Carpet flame spread
6. Contact phone numbers for new tenant
7. Address posted (Building/Suite)
8. Fire Extinguishers – current tags
9. Housekeeping – all Exits clear
10. Fire Department Connection (FDC) – unobstructed and marked.

Apartments

1. Smoke Detectors - Test
 - a. Hardwired – Monthly
 - b. Battery – Weekly
2. Door Closures
3. No Double Key Deadbolts – Only Thumbturn
4. Constant Lighting in Common Areas
5. Operable Windows 5.7 square feet – at least 24 inches high, 20 inches wide and no higher than 44 inches from floor to bottom of opening. No tools or special knowledge to open.
6. Emergency instructions annually (handout)
7. No Charcoal Grills on combustibles – No propane thru buildings.
8. Interconnected smokes in hallways if applicable (most commonly used alternative to vertical enclosure).
9. Testing:
 - a. Sprinkler – Annually
 - b. Alarm – Annually
10. Address

Letters to the Chapter

Bluegrass Chapter of IFMA

Thank You!

Fellow IFMA Bluegrass Chapter Colleagues:

I so appreciate the support I and my family received from our local chapter in terms of visitation, emails, and calls. My family and I are very grateful and wanted to thank everyone for the response and care. It has been a fast four days, but things are very slowly returning to the new normal. Thank you all again.

Roger L. Kirk, CFM

Retiring October 1st

I have made many new friends over the years because I decided to make the daily drive to Lexington from Winchester. I started this journey in August of 1976 to first attend a higher education facility, and then continue for employment. Over my almost 33 years of working here I have seen many people come through the badge readers, and walk the long halls. We have shared good times, and also endured bad times together. Many of those friends have already gone to do other things. I would hear some of those folks say as they were leaving, that I would know when it is time for me to go do something else, and leave the 740 New Circle Road address.

With the recent retirements of some of my long time colleagues I have deeply pondered the question, is this also my time to leave? Last week I heard a familiar voice clearly tell me that now is my time. October 1st, 2011 will be my last work day.

The bible says in Proverbs 27:17, "*As iron sharpens iron, so one man sharpens another.*" The person I am is a direct result of many of the experiences each of you has provided to me. Since I am happy where I am at in my life today, I thank you for being a part of my life's experiences.

I will conclude with a toast from Ireland:

*May you be poor in misfortune
Rich in blessings
Slow to make enemies
Quick to make friends
But rich or poor,
Quick or slow,
May you know nothing but happiness
From this day forward.*



I wish each of you the best that life has to offer!!!

Greg Wood

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More FM Safety Topics

Lexington Fire Department- Ordinances and Life Safety Codes in effect, updated 03/01/2009

Fire Pits and Cooking Grills

While the model codes currently do not specifically address fire pits, the LFUCG open burning ordinance (Sec. 9-20 Burning of building rubbish specifically prohibited) does provide some guidelines on the use of these appliances. The main intent of the ordinance is to allow property owners a means of eliminating tree and brush debris by obtaining a permit that will allow burning of this debris. Fire pits are placed in the category of recreational fires. Fire pits purchased at retail outlets are small in size and have chimneys or a spark arrester screen to help eliminate burning embers. Always follow the manufactures directions for the placement and use of these purchased appliances.



When a fire pit is built, as opposed to one manufactured, the size of the pit should be considered. A large fire pit can create a lot of fire and smoke and generate complaints from neighbors. These complaints are handled by fire companies coming to your home and putting the fire out.

NFPA 1, the state adopted life safety code, does address recreational fires in the form of bon fires and places a limit of these types of fires at three feet in diameter and two feet high. Again this can create a large amount of fire and smoke. A spark arrester screen on top should be utilized like the fires pits sold at area stores to minimize the release of burning embers. When building a pit choose a location that does not have overhead wires, trees, or combustible buildings or structures within 25 feet. Further details on construction can be found through professional landscape designers.

Grills on Multi-Family Residential Buildings

NPFA 1, the state adopted life safety code states:

“ For other than one and two family dwellings, no hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony or under any overhanging portion or within 10 feet (3 Meters) or any structure. Listed electric ranges, grills, or similar electrical apparatus shall be permitted.”

Again: The ONLY grill acceptable is an electric grill. All other grills are prohibited.

Should you have any questions please contact the Fire Prevention Bureau at 859-231-5668.

Assistant Chief David Mattingly
Fire Marshal
Lexington-Fayette Urban County Government
Division of Fire and Emergency Services Fire Prevention





FM Topics

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Calculating the true cost of underfunding a landscape budget

True scenario:

Full Service Contract:	\$8,900 annually
Original Contract:	\$6,300 annually
Reduced Contract:	\$4,800 annually
Client hoped to save:	\$1,500 annually
Cost of damages:	\$7,200 after 2 years

A full service contract would include all services and frequencies necessary to provide proper horticultural care of the landscape. These services and frequencies would only maintain the current health of the landscape and does not include any renovations that would improve the landscape's health over time. Any disease or pest management would also be an extra cost.

The client originally signed a contract for services and frequencies below what is considered horticulturally proper for simply maintaining the landscape at its current state of health. This bid, although not what the landscape ideally requires, was competitive with other vendor bids and fit the client's budget. Because not all of the landscape's needs would be addressed under the contract terms the quality of the property would diminish with time even though the landscape vendor performed all the contractual services adequately.

During the economic downturn the client requested a 30% decrease in contract price due to lack of funds caused by low occupancy at the facility. Some services were reduced in frequency and other services were removed completely. The client was warned about decreased landscape quality, decreased landscape health, and potential damages that could happen due to the cuts in service. The client thought the short term gains outweighed the long term risks.

Affects on landscape after 2 years on the reduced contract: **Total Cost = \$7,200**

- Irrigation repairs to damage caused by lack of routine maintenance on the system
-\$1,000
- Loss of 30% of shrubs due to drought, removal and replacements
-\$3,500
- Loss of 10% of shrubs due to pests/disease, removal and replacements
-\$1,200
- Cost of renovating Turf damage
-\$1,500

Affects on the property: **Total Cost = \$? Unknown**

- Reduced curb appeal resulting in longer vacancies and reduced business
- Introduction of pests and diseases because of dead/dying plants not treated or removed
- Parking spaces lost due to low hanging tree branches, possible property damage
- Neighbors calling to complain about the appearance of the site

The client had planned on saving \$3,000 by reducing landscape services for two years but ended up incurring at least \$7,200 in repairs. Future landscape contracts will be more expensive than the original contract because the dead and dying plant materials brought in new pests and diseases to the site that must now be treated regularly. The great unknown is how much business the client lost because of the bad curb appeal and what was the affect on neighboring businesses?

More FM Safety Tips

*Lexington- Fayette Urban County Government
Division of Fire and Emergency Services – Fire Prevention Bureau*

Privately Owned Fire Hydrants

The Commonwealth of Kentucky has adopted NFPA 1, the National Fire Prevention Code (NFPA), which charges the Fire Marshal in Lexington-Fayette Urban County to enforce the requirements governing the installation, maintenance and testing of private fire hydrants. The point of contact regarding the installation of or the continued use of private hydrants is the Division of Fire and Emergency Services – Water Control Office.

Chapter 10 of NFPA 1, 2003 edition, references NFPA 24 for the installation requirements of private hydrants and NFPA 25 for those governing the testing and maintenance. NFPA directs the owner to furnish written records of their maintenance and testing to the authority having jurisdiction – the Division of Fire and Emergency Services in this case – and we require hydrant records be submitted annually. Forms and other materials to further explain the standards and reporting requirements are enclosed.

We hope to accomplish full compliance with the standard as soon as possible. Inspection, testing and maintenance shall be performed by personnel who have developed competency through training and experience. Initial reporting shall be completed within 30 days of the receipt of the hydrant packet than a plan of action shall be provided by the owner of the property or his/her representative. All hydrants are to be inspected annually. The inspection of the hydrants on your property will establish the anniversary date for future testing. Please call the office at the number listed below so that we may assist you as needed.

Division of Fire and Emergency Services / Water Control Office / 101 East Vine Street, Suite 555 / Lexington, KY 40507
859-258-3964 / 859-258-3963



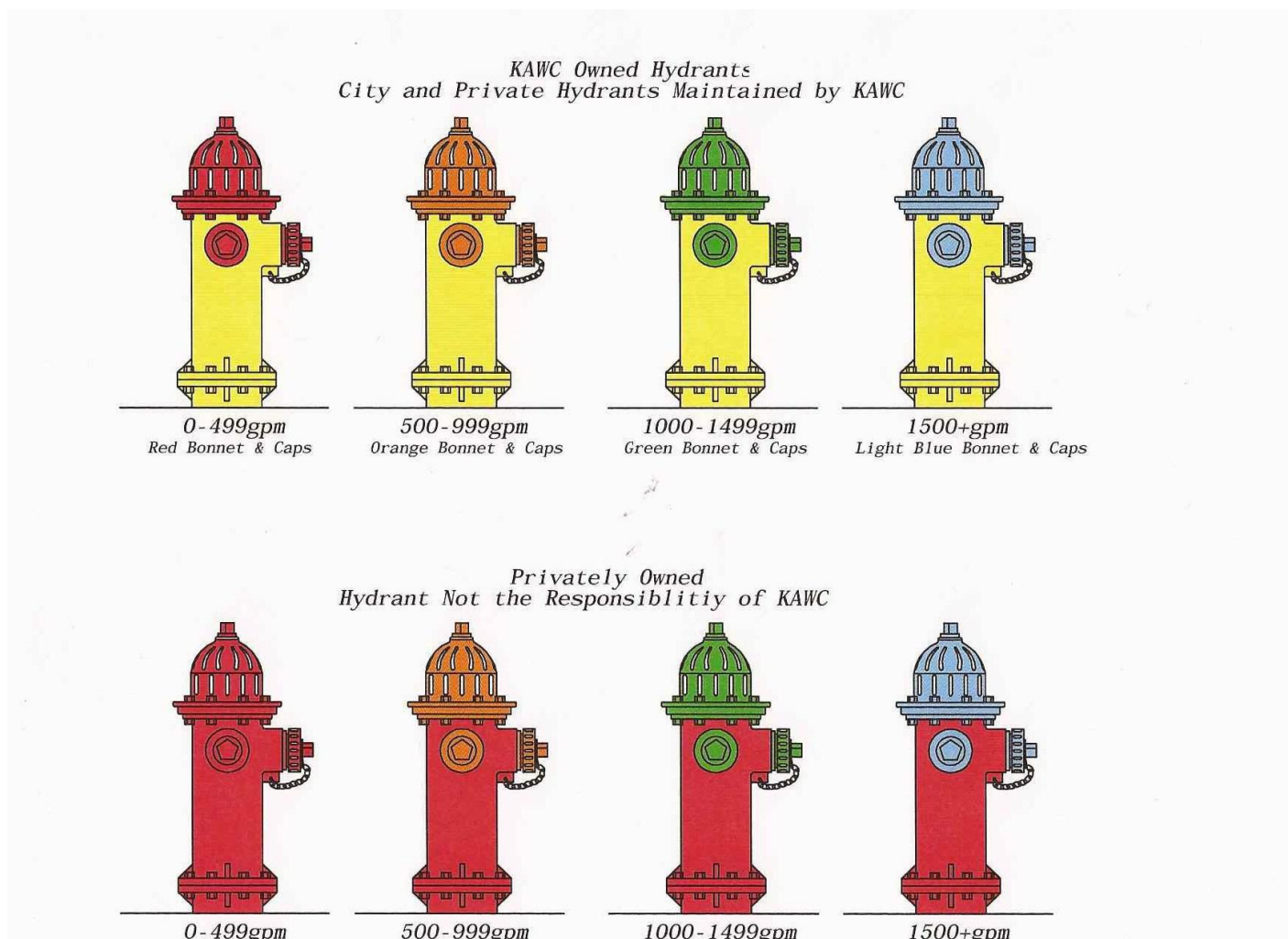
Fire Station #1 – Opened 1929

Privately Owned Fire Hydrants continued

Fire Hydrant Specifications

- Type..... Dry Barrel
- Direction of Opening.....Right (clockwise)
- New Hydrants.....Two 4 ½ inch openings, National Standard Hose Thread (NSHT)
- Main Valve Opening.....5 ½ inch minimum (new installation)
- Type of Cap.....Nut Type 15/16 inch square with chains
- Size of Operating Nut.....15/16 inch square
- Center of outlets to ground.....18 inches minimum above grade
- Minimum supply line for hydrant feed.....8 inches (new installation)

Fire Hydrant Color Requirements



The painting of fire hydrants to the appropriate National Fire Protection Association (NFPA) Fire Code colors signifies that the hydrant has been flow tested and meets the fire hydrant specifications of the Division of Fire and Emergency Services. These colors are based on NFPA 291. Please note that these colors are “Safety Colors” and are OSHA recognized. These colors are available from local paint companies and are to be gloss enamels or their equivalent. Red has been chosen for the barrels of “Privately Owned” hydrants and yellow for the barrels of hydrants that are

Privately Owned Fire Hydrants continued

maintained by Kentucky American Water. Any hydrants that do not meet the criteria for identification by color coding will need to be dealt with on an individual basis. It is the responsibility of the Property Owner and or Property Manager to notify the Division of Fire and Emergency Services – Water Control Office about such hydrants. All hydrants shall meet these standards.

Fire Hydrant Flow Requirements

Kentucky American Water maintained – Yellow Barrel Hydrants (public and private)

- 0 – 499 gpm Red bonnet and caps
- 500 – 999 gpm Orange bonnet and caps
- 1000 – 1499 gpm Green bonnet and caps
- 1500 gpm or greater Light blue bonnet and caps

“Privately Owned Hydrants” – Red Barrels

- 0 – 499 gpm Red bonnet and caps
- 500 – 999 gpm Orange bonnet and caps
- 1000 – 1499 gpm Green bonnet and caps
- 1500 gpm or greater Light blue bonnet and caps

All hydrant flows must maintain a minimum 20 PSI residual pressure. Fire hydrants that are required for fire protection purposes shall flow a minimum 1,000 gpm, while maintaining no less than 20 PSI residual pressure.

“Privately Owned” fire hydrant numbers are assigned by the Division of Fire and Emergency Services – Water Control Office. If a “Privately Owned” fire hydrant does not have a previously assigned number contact the Division of Fire and Emergency Services – Water Control Office so that we can assign a number.

LFUCG Ordinances Codes and NFPA Requirements for Fire Hydrants

All hydrants shall be kept clear of weeds, rubbish, and any and all other obstructions by the abutting Property Owner. Landscaping or decorations shall not be used to obstruct or hide the fire hydrant from clear view, nor prohibit access to the hydrant for use or maintenance. Damage caused to landscaping within a fifteen foot radius of the hydrant due to use, maintenance or testing shall be the responsibility of the Owner of the landscaping.

- Trees shall not be planted within 10 feet of a hydrant per Ordinance 17B-2
- Where fire hydrants are installed along a roadway, parking within 15 feet is prohibited.
- All curbs within 15 feet of a hydrant shall be painted fire lane yellow.
- When fire hydrants are installed in parking areas, parking shall be designed and maintained to allow 10 feet clear access to the hose connection side of the hydrant and a four foot minimum clear radius around the hydrant.
- The center of the hose outlet shall not be less than 18 inches above final grade per NFPA 24

For further information please contact the Division of Fire and Emergency Services – Water Control Office at 259-3964 or 258-3963

What is the International Facility Management Association?

IFMA is the largest and most widely recognized professional association for facility management, supporting more than 20,000 members. The Association's members are represented in 126 chapters and 16 councils in 78 countries worldwide. Globally, IFMA certifies facility managers, conducts research, provides educational programs, recognizes facility management degree and certificate programs and produces World Workplace, the largest facility management-related conference and exposition.

Where is IFMA headquarters located?

IFMA is located at:

IFMA Headquarters

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For more information, view [IFMA Headquarters](#).

Who is the current chair?

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For a complete listing, view [IFMA's board of directors](#).

How many chapters does IFMA have?

There are 126 chapters.

How many councils does IFMA have?

There are 16 councils.

