

ANNOUNCEMENT
&
REGISTRATION FORM

FACILITY MANAGER WORKSHOP

NOVEMBER 11 & 12, 2004

PLUS

SPECIAL BOILER PRE-SESSION NOVEMBER 10th

ALBUQUERQUE
HILTON HOTEL

SPONSORED BY
COOPERATIVE EDUCATIONAL SERVICES
&
PARTICIPATING VENDORS

NEWSLETTER UPDATE 9/1/04 VOLUME 1.6

The 2004 edition of the Facility Manager Workshop promises to be the best ever. Modifications have been made in the format to provide more in-depth coverage in several areas, including custodial. And, as you will discover, outstanding presenters have been secured to provide seminars on topics recommended by the planning committee and 2003 participant evaluations.

Special 2004 presenters include Edward Springer of Hartford Steam Boilers (see below) and Terry Taylor, Director of Operations and Maintenance, for Oregon's Gresham-Barlow School District.

--SPECIAL ADDED ATTRACTION--

Wednesday Boiler Seminar

Not to be missed by anyone who has to deal with boilers is a special seminar scheduled for Wednesday, November 10th from 8:00 to 5:30 at CES. The presenter for *Fundamentals of Boiler Operation and Maintenance* will be Edward Springer, Training and Safety Coordinator, Hartford Steam Boiler Inspection and Insurance Company.

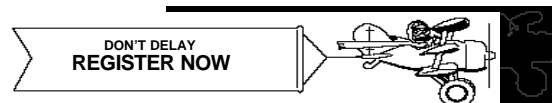
Mr. Springer is based in Atlanta, Georgia, and travels all over the U.S. providing seminars for school and commercial personnel. He has been with Hartford for 21 years and holds an Inspectors Commission from the National Board of Boiler and Pressure Vessel Inspectors. Continuing Education Unit (CEU) credit will be available for seminar attendees through the University of New Mexico.

WORKSHOP REGISTRATION

Registration is now open, and the planning committee recommends that you make your reservations now. Early reservations are particularly important for those in need of hotel accommodations. A cutoff date exists at the hotel, after which registrants will likely pay the normal rack rate not the negotiated group rate.

It should be noted that the group discount will apply to both Tuesday and Wednesday nights for those attending the boiler seminar and/or pre-sessions.

The registration form is found at the back of this newsletter and can be duplicated as necessary. If you have questions, call Bill Bradley at 275-0683 or email him at rk33@highfiber.com.



WEDNESDAY EVENING DINNER (AND REFRESHMENTS)

Two complimentary options are available for your dinner on Wednesday.

☆☆☆ **Fleming Chemical Company** will be your host for burgers and beverages (as well as product demos) for those attending the boiler seminar or coming in early for the pre-sessions on Thursday. The outing will be held at the company's office on Monroe NE. Fleming and its supplier companies will have a full complement of equipment available for you to try out. Directions will be provided to dinner registrants.

☆☆☆ Also Wednesday evening, **SchoolDude.com** will host a dinner and users meeting at the Hilton for current members and representatives from school districts interested in learning about the company's services. SchoolDude.com provides Internet-based tools that streamline work orders, preventive maintenance scheduling, facility scheduling, inventory management and utility tracking.

THURSDAY PRE-SESSIONS

•Introduction to Computers: As has been true in recent years, the Workshop will offer an introduction to computers. But, instead of simply teaching you about computers and their operation, this year's course will offer a direct correlation with maintenance work.

Scott Carpenter of SchoolDude.com will introduce you to how computers are revolutionizing the world of work, including school maintenance activities such as work order processing in small and large districts alike. This session will offer an easy way to absorb the fundamentals needed to become a computer user without the pain and all the technical jargon.

•The Science of Nature: Steven Moore is the founder and managing director of Organic Technology International, a company committed to enhancing fertility and balance in soils through testing, custom-blending soil amendments and fertilizers together with the addition of biological activators and water-saving components.

Steve's premise is actually quite simple -- *healthy vegetation thrives from a balanced nutrient program, not excessive water*. He asserts that water usage on school recreational fields can be reduced by up to 60%, while maintaining healthy vegetation; in fact, he guarantees it. His consulting work has involved numerous athletic complexes, golf courses, farming operations and environmental companies.

In his spare time, Steve is a nationally-recognized drag racer who has won several championships and set world records for speed and elapsed time.

•Cleaning Techniques for School Custodians: Fleming Chemical Company is coordinating this 3-hour session featuring regional sales managers from three suppliers of custodial products.

Biodegradable, non-toxic and all natural cleaning products are effective and safer for you and your students. Going green and environmentally friendly will be the focus of discussion for Bill Stewart of Spartan Chemical Company.

Maintaining wood floors is an ongoing challenge. Making sure that flooring receives the proper maintenance is especially critical at a time when many schools are slashing their budgets. Dave Barela of The Magee Company will cover the maintenance of gym and other wood floors.

Gary Kreiling of National Super Service will discuss the variety of cleaning tools available today and the importance of preventive

maintenance for all your cleaning equipment.

Automation, Energy Management and Security Monitoring for Schools: How many times have you thought how nice (and cost-effective) it would be if your schools' energy systems were automated and able to be monitored from a central location via Internet-based technology. Then, you have probably speculated about integrating the fire alarm and building security systems as well.

Energy Control, Inc. will demonstrate how all of this is being done successfully utilizing homegrown, New Mexico expertise. Join Jack McGowan and his staff for an on-site introduction into how these state-of-the-art applications work and can be tailored to individual facility needs.

THURSDAY AND FRIDAY WORKSHOP SESSIONS

PANEL DISCUSSION

The panel of experts for the Workshop's initial session was still being developed at press time. Rest assured, the topics to be addressed by the panel will be timely and designed to stimulate questions- your questions. Come prepared to participate.

CUSTODIAL TRACK

★ An innovation for 2004 is the custodial track that will kick off with a pre-session focused on improving custodial practices and continue Thursday afternoon and Friday morning.

The Workshop's featured custodial presenter is Terry Taylor, who currently serves as Director of Operations and Maintenance for the Gresham-Barlow School District in Gresham, Oregon. Terry's one and one-half hour session entitled *Custodial Excellence: Creating the Indoor Environment You've Only Dreamed About* will be offered Thursday and repeated Friday morning.

Terry Taylor began his career in educational facility management as a substitute custodian some 24 years ago. Since then he has had a variety of jobs with school districts in Washington and Oregon. Along the way, he also spent several years with Applied Computer Technologies, in support of company operations with school districts and colleges across the nation directed at identifying strengths and maintenance areas in need of improvement. He also has been a faculty member for SchoolDude University.

★ The final custodial session will be a roundtable on custodial practices with representatives from various New Mexico institutions. Jeff Sargent of Los Alamos will serve as session moderator. Other roundtable participants are Ronnie Neal of Los Lunas and Mike Davey of Aztec. Terry Taylor also will be available to provide his perspective and answer questions.

MAINTENANCE TRACK

★ Roger Goldstein, General Manager of R & B Commercial Services in Albuquerque, has proven to be a popular Workshop presenter. He returns this year to offer a 1 1/2 hour, hands-on session designed to acquaint you with refrigeration controls and their operation. Roger's session will cover expansion valves, pressure controls, temperature controls and start up components.

★ It may only rain or snow occasionally, but, according to the Public Schools Insurance Authority, school roofs continue to be number one in terms of big \$\$\$ problems. David Armstrong, founder and CEO of the Armstrong Group, Inc., works with the

Public School Facilities Authority and districts across the state to improve their roofing inspections, product selection and application. He will share his experiences and outline procedures to improve your decision-making on roofs.

★ Ever-popular Julie Garcia, Branch Manager of Poms and Associates, returns to provide a one-hour session entitled *Facility Risk Management*- a discussion of all those factors that increase risks for educational institutions and how you can take steps to minimize potential liability problems.

★ You may have questions about retirement, whether at the beginning or nearing the end of your career. Paul Swanson of the New Mexico Educational Retirement Board will address retirement issues at an early (7:30) session on Friday (11/12). After his scheduled session, Paul will stay around through the break to answer any and all questions on retirement from attendees.

★ If you missed the pre-session with Steven Moore on enhancing fertility and balance in soils while at the same time cutting water use, you have a second opportunity. Steve of Organic Technology International will provide a 1 1/2 hour seminar on *The Science of Nature* on Thursday afternoon.

★ Presentations covering various facets of management continue to rank at the top of Workshop participants' wish list. Providing another informed perspective on this general topic will be Dr. Jim King, Associate Superintendent for Administration in the Rio Rancho School District.

★ Maintenance personnel get a charge out of electricity, sometimes rather unexpectedly. Dan Gay, President of Facility Build, is coordinating a one and one-half presentation entitled *Electricity for the Non-Specialist*, during which you will learn from practicing electricians some of the essential do's and don'ts.

★ Albuquerque Public Schools has a plan for retrofitting district schools with new energy and money-saving lighting fixtures. Ron Gallegos, Manager of Electrical Maintenance for APS, is responsible for the plan's implementation. Ron will lead a session on projects completed and the energy and budgetary savings realized to-date. The discussion also will cover potential sources of funding to support electrical retrofitting.

★ Tad West, President of Southwest Abatement in Albuquerque, will lead a session entitled *Hazardous Materials: Their Identification, Handling, Transport and Disposal*. Bring your questions and get answers to all those nagging questions.

★ A corollary to the above session will be one by Barbara Giesler, Operator Training Specialist, in the Drinking Water Bureau of the New Mexico Environment Department. The focus of Ms. Giesler will be on public water systems and what is required in terms of sampling and testing to ensure the maintenance of high quality drinking water.

★ The Alamogordo School district is in the midst of a technology project that will tap into geothermal resources to heat and cool district buildings. Jack McGowan of Energy Control, Inc. will provide an overview of this leading edge project that has received awards from both the EPA and U.S. Department of Energy. Gas bills for controlling facility temperatures will be eliminated. Water usage will be reduced by 4 million gallons annually.

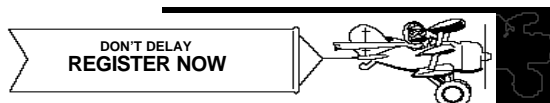
VENDORS

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The Facility Manager Workshop offers participants a unique opportunity to visit with CES vendors who provide the means of support for this event. We look forward to again having a large contingent of new and returning vendors on hand in 2004.

Dinner and entertainment on Thursday are underwritten by vendor support. Attendees at the 2003 Workshop will recall the fabulous sounds of Steve Chavez and the New Mexico Marimba Band. You will be pleased to know Steve will be back for a return engagement in 2004.



WORKSHOP REGISTRATION FORM
Complete & fax or mail this form to CES by 10/22/04
FAX: 1-505-344-9343
MAIL: CES, 4216 Balloon Park Rd., Albuquerque, NM

Note: The participant fee of \$105 covers your registration materials, breaks, Thursday evening dinner and entertainment, a shared hotel room Thursday night, and breakfast Friday morning. Single rooms cost more. The Workshop fee for participants not needing a hotel room is \$75 and includes all meals and breaks.
If you plan to attend the boiler seminar on Wednesday, make sure to complete item 3 as well as item 4 (if you need a room Tuesday or Wednesday). Keep in mind, hotel rooms for other than Thursday represent an additional cost not included in your conference fee of \$105.

Name _____
School District or Other _____
City _____
Work Phone # _____
Work Fax # _____
Email address _____

(check appropriate boxes in items 1-7 below)

1/ I will need a hotel room. The workshop fee to include a shared room on Thursday, 11/11 is \$105; the workshop fee with a single room is \$141.

single shared smoking non-smoking

Roommate preference (shared) if any _____

\$105.00 Shared (Check Enclosed)

or

\$141.00 Single (Check Enclosed)

or

Purchase order:

P.O.# _____

2/ I will not need a room; workshop fee is \$75.00

Check Enclosed

or

Purchase order

P. O. #

3/ Check this box if you will attend the 11/10 boiler seminar

4/ Check this box if you will attend the 11/10 Fleming Chemical dinner

5/ Check this box if you will attend the 11/10 SchoolDude dinner

6/ Check all appropriate boxes below if you wish to reserve a hotel room for 11/9 and/or 11/10 at an additional fee per night for a single room of \$72.00; \$36.00 for a shared room.

Tuesday, 11/9 Wednesday, 11/10

single or shared

Paid by school check (amount enclosed \$_____) **or**

Personal funds (amount enclosed \$_____) **or**

Purchase Order

P. O. #

Tuesday/Wednesday roommate preference (shared) if any _____

7/ Thursday Pre-Sessions: (place a 1 in the box of your 1st choice of pre-session and a 2 in the box for your 2nd choice). All sessions will be held from 9:00 a.m. until Noon. The seminar by Energy Control will be held at its facility; directions will be provided with confirmation of registration. All other pre-sessions will be at CES.

Introduction to Computers with SchoolDude.com

Custodial Practices with Fleming Chemical Company

The Science of Nature with Steven Moore, Organic Technology

Energy Management and Automation with Energy Control, Inc.