Every two years your IFMA Madison Chapter embarks upon the time honored tradition of strategic planning. This year your incoming President, Karyn Biller, has gone one step further by soliciting the help of IFMA International to lead us through a hybrid process called the “Balanced Scorecard.” This unique process takes full advantage of International’s wide range of planning expertise and builds upon the success of many other IFMA chapters from around the world. The end result will be a “Strategy Map” to guide our chapter for the next two years.

The first strategic planning step involved getting direct feedback from you, our membership through the recent IFMA Madison survey. You responded impressively with over a third of our members participating and what we learned was invaluable including:

- A high level of general satisfaction with the chapter
- A desire for larger and more technically equipped meeting space for our luncheons
- The importance of networking was reinforced
- The need to promote the active involvement of our professional facilities members

Our next step involves an all-day Madison retreat led by representatives from IFMA International. A cross section of 8 members from our chapter was selected to participate. The day will include defining a “value proposition” for our members, discussing current strengths and weaknesses, threats, and opportunities. In addition to the retreat, the IFMA International President, David Brady and the current Chair, Gary Broersma, will be traveling to Madison to meet with our executive committee about opportunities to leverage the offerings available through the national organization.

Once the planning portion is complete, our final and most important step will be to document the strategic plan, communicate it effectively to our members, and move forward with the exciting strategies it contains. This seems like a lot of work, and it will be, but the benefits to our chapter far outweigh the effort to achieve it. Our last strategic plan from 2 years ago was extremely helpful in guiding the chapter to its current level of success, and we can look forward to even greater accomplishments in the next 2 years utilizing the “Balanced Scorecard” process.

Thank you for participating in the survey and brace yourself for 2 more years of value packed and member focused IFMA programming!

Till Next Month, Larry
2007-2008 Officers & Committee Chairs

President: Larry Barton
Strang, Inc.
276-9200
barton@strang-inc.com

Vice President & President-Elect: Karyn Biller
Target Commercial Interiors
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Golf Outing: Paula Roberts, Co-Chair
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Scholarship: Jennifer Bendoritis, Chair
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jbendoritis@americansecurityllc.com

Madison IFMA Administration: Le and Bob Jordan,
Communicators of Wisconsin (COW)
848-1960, fax 848-9266;
ifma@mailbag.com

IFMA International: Kenzi Harris,
Member Services Manager
IFMA International (Houston)
(713) 623-4362 (ext. 162):
kenzi.harris@ifma.org
Sponsor Appreciation Event Will Bowl You Over

IFMA May Luncheon: There will be no monthly luncheon in May. Instead, come to our annual sponsor appreciation event for an afternoon of fun, laughs and food!

WHEN: TUESDAY MAY 20TH  3:30-7 p.m.
Bowling begins promptly at 4:15

WHERE: BADGER BOWL (YOU KNOW THE SCORE!)

Teams will be randomly assigned.
Prizes will be awarded for the following:
Highest score
Lowest Score
Highest team score
Lowest team score

Wear your favorite bowling shirt and come join us in thanking the sponsors that help make us such a successful chapter!

R.S.V.P by May 9th by registering on our web site:
www.ifmadison.org/events.html

Please contact Jean Barry or Jenny Crubaugh if you have any questions.
Jean Barry 608-226-2686
Jenny Crubaugh 608-216-7909

Tri-Chapter Event Replaces May Tour

In place of our local facilities tour, we will be joining with the other Wisconsin IFMA chapters for the annual Tri-Chapter which is being held in Pewaukee this year. Please see the next page of this newsletter for more details.

Executive Committee Meeting: Thursday May 15
7:30-8:30 a.m. at T. Wall

April Tour Summary: DNR GEF 2

On Tuesday April 28, IFMA members and DNR staff gathered for a tour of the newly renovated GEF 2 building. Kim Guthrie, DNR Facility Designer, led the tour which included public and private areas, renovated and un-renovated floors.

The project included the renovation of floors 1, 2, 3, 5, 7, 8 which are approximately 154,000 gross square feet total and took from March 2007-June 2008. The total building renovation budget was $5,839,100, with the total furniture budget being $2,317,200.

Facts from the tour include:

• The GEF 2 remodel took over a decade to come to fruition.
• It started with the 6 year planning process and the scope changed over time.
• Sustainable design became more important.
• While the planning took more time, it showed that the end product would save money.
• The state settled on an aggressive construction schedule, remodeling two floors at a time and aiming to complete the project in a year.
• At the first meeting with contractors, the state stressed the importance of recycling.

Kim, thank you for sharing your experiences and expertise with our IFMA chapter!

IFMA Madison members enjoy their tour of GEF 2.

Executive Committee Meeting: Thursday May 15
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Kim, thank you for sharing your experiences and expertise with our IFMA chapter!
You are cordially invited to attend the
International Facility Management Association
17th Annual Wisconsin Tri-Chapter Symposium

Tuesday, May 13, 2008
8:00 am to 4:10 pm

Country Springs Hotel
2810 Golf Road
Pewaukee, WI 53072

8:00 to 8:45 Registration & Continental Breakfast

8:45 to 9:00 Welcome & Introduction

9:00 to 10:15 Opening Keynote Address
A Crisis Is A Terrible Thing To Waste
Presented by: Daniel M Finley, President/CEO, Milwaukee Public Museum

All organizations, whether for profit, not for profit or government, experience good times as well as bad. Sometimes these periods are of our own making but other times external forces beyond our control shape our plans. The key to consistent long-term success is to take advantage of these rough stretches so our organizations can be better and stronger when the good times return.

Daniel M. Finley will address how the highly publicized troubles at the Museum were not only resolved but capitalized upon, and how these lessons can be applied to all organizations.

10:15 to 10:30 Morning Break

10:30 to 11:45 Morning Educational Concurrent Sessions (Choose 1)

Session 1A Lean Principles Applied To Office Administration
Presented by: Jerry McCormick, J.D. McCormick & Associates

The objective of this presentation is to key into specific Lean techniques and approaches that provide significant improvement in both quality and quantity of administrative output.

The Lean Concepts are:
- Collecting Present State Data – Value Stream Map and Value Process Map
- Identifying the 13 types of waste
- Developing Future State – functions in flow utilizing Takt Time
- Complete office/administrative area 5 S’s

Session 1B Focus on Energy: Program, Goals, Benefits & Incentives
Presented by: Eric Wall, CEM, Focus on Energy

Eric will be presenting an overview of the Focus On Energy, including program goals, how to participate, and cash incentives. His presentation will be geared towards commercial facilities, but a question and answer period will allow for specific questions for addressing other building types. He will also cover 2 new offerings and non financial benefits of the program.
Session 1C  Green Cleaning of Commercial Buildings & LEED Certification  
Presented by: Barbara Whitstone, Senior VP, CleanPower  
Discover the variety of green cleaning options and potential energy savings available for your facility.  
Learn how:  
• Green cleaning involves more than just using earth-friendly chemicals  
• Housekeeping processes can help you earn LEED Certification points  
• Green cleaning affects your bottom line

11:45 to 12:00  Break

12:00 to 12:45  Lunch & Networking  
Discussion Topic: “How I Saved My Company Almost $10,000”

12:45 to 1:05  Door Prizes & Grand Prize (Trip to WWP 2008!)

1:15 to 2:30  Afternoon Educational Concurrent Sessions (Choose 1)  
Session 2A  Business: Crisis, Continuity and Resumption Planning  
Presented by: Pete Lemke, Executive V.P., Optima, Inc.  
Business Continuity Strategic Planning links your business requirements to the specification of cost-effective recovery solutions while looking at the Worst Case Scenario so as to plan for a broad set of contingencies and understanding of what are YOU going to do after the emergency has occurred to get operations back up and running. Your organization needs to develop a road map of operational needs to plan for disaster recovery. Procedures should be documented and evaluated for the need as it relates to risk in concern with Deterrence, Detection, Assessment, Avoidance, Assurance, Communication, Response and Recovery of the business.

Session 2B  Planning the Commercial Relocation  
Presented by: Christopher Coakley, Owner/President, C. Coakley Relocation Systems  
Chris will cover the following areas:  
• Plan for how long your company can afford to be “down”  
• Developing an RFP that meets your needs  
• Setting the right timing and coordination  
• Unusual equipment and computer systems to be moved  
• Specialized moving equipment to save time and minimize damage

Session 2C  How to Identify, Select and Specify the Right Sound Masking System  
Presented by: Staci Savaglio, Judith Ann Contract Furnishings, Ltd  
Staci will talk about the following:  
• Sound Masking Origins and How It Works  
• Key Evaluation Criteria  
• Speech Privacy Levels and How to Manage the Occupant’s Expectations  
• Testing and Evaluation Space  
• Return on Investment

2:30 to 2:45  Afternoon Refreshment Break

2:45 to 4:00  Closing Keynote Address – LeRoy Butler, Former Green Bay Packer  
LeRoy’s motivational talk will cover the story of his early life, through his career with the Green Bay Packers and beyond!

4:00 to 4:10  Closing Remarks  
(LeRoy Butler will be available for book-signing.)

4:10 to ??  Networking and Cash Bar
March Tour Summary: Covance

On Thursday afternoon March 27, 2008 a group of 25 Madison IFMA members and Covance employees gathered at the employee entrance of the Covance Laboratories campus near the Dane County Airport. Following the security sign in procedures that are becoming more familiar for all of us, the group stepped over to the first stop of the evening, the new cafeteria space. This area is under construction and was about approximately 60% complete at the time of the tour.

The current cafeteria was built in 1990 when the employee population was half the size it is now. The new cafeteria will be a more appropriate size to accommodate the larger number of workers. This project is a great representation of the impact of rapid growth in a business as meal and meeting space is expanded and improved to accommodate an employee population approaching 2,000 people.

The second stop was the Nutritional Chemistry lab. Here food products of all kinds as well as nutritional supplements are analyzed to justify label claims for specific nutritional elements, such as calories. This view highlighted some the space challenges that can face a successful, three shift laboratory operation.

The third and final stop was the newly defined powerhouse supporting the campus which is comprised of 6 connected or contiguous buildings. This part of the tour highlighted the multiple steam boilers supporting the heating and humidification required for spaces ranging from standard office environments to spaces receiving “once through” air and requiring several air exchanges per hour.

Also in this part of the complex are the 6 centrifugal chillers which have been recently reconfigured on a shared loop. This change has created a setting that is ideal for meeting the challenges of this type of facility in this climate zone. This configuration allows for maximum energy efficiency, as the capacity can be adjusted to match the load and it provides an ideal setting to avoid emergencies.

Individual chillers can be removed from service as needed for maintenance and load can be shifted automatically to standby equipment if the lead unit(s) should experience unexpected shut down.

Following questions and answers directed to Charlie Ross, CFM and Facility Manager for Covance Madison and final good byes to our IFMA colleagues, we all headed out to our next assignment.

We would like to thank Charlie for leading this tour, and David Kramka for providing the summary.

Photos from the Covance Tour
Education Update

On April 23, we held a Circle of Excellence session on Asset and Burglary Protection. The speaker was John Kerr, from American Security & Investigations. We will have another Circle of Excellence session in May. OSHA will be coming in, and I will let you know more details soon. I am corresponding with members of the Green Bay Chapter regarding a joint CFM training session in Green Bay. I will submit additional information when I receive more details. The Tri-Chapter event, which is May 13th at the Country Springs Hotel in Pewaukee, is progressing well. Please sign up as soon as possible to take advantage of the early bird registration rate.

Mike Schwartz
Education Committee Chair

Member News

The University of Wisconsin-Madison, Department of Engineering Professional Development, will offer the course, Achieving Successful Multi-Vendor DDC Systems, June 3-6, 2008, Madison, Wisconsin. For more information check out [http://epd.engr.wisc.edu/emaK159](http://epd.engr.wisc.edu/emaK159).

Ergonomics 401: The Basic Changing Trends of Demographics and Body Sizes, is a CEU presented by Scott Openshaw of Allsteel. The presentation is scheduled for May 7 at Henricksen. For more information, please contact Kelly Brazelton at 262-781-9090 or wisconsinevents@henricksen.com.

Access Information Management, San Francisco, California has announced the acquisition of Datakeep, Inc., Madison. This acquisition is the first made by Access in the Central United States and will serve as the cornerstone of their Midwest presence.

Congratulation to Kim Keister on her recent purchase of Concepts in Art. Concepts in Art has been providing artwork throughout the Midwest to corporations, hospitals, and hotels for 30 years. Kim would like to thank the many IFMA members who have supported her in this venture.

Kim Keister
kimk@conceptsinart.net
cell: 608 334 3110

New Member Event - Hawaiian Night at Dick & Noel Pearson’s Lake Home

Wednesday, June 11th
5:30-7:30 p.m.

Welcoming all new and prospective members.

If you’ve joined IFMA in the last year, you’re invited to attend.

IFMA Member Squad welcomes you to network with IFMA committee chairs and learn about what IFMA Madison offers.

IFMA New Member Events always have:
A Great view at a Great Location
Great Food
Great People

April Chapter Meeting Recap: Dane County Airport

Bill LeGore, the Director of Facilities and Maintenance for Dane County Regional Airport, spoke about the Airport’s unique security, interaction between multiple government entities, as well as its recent refurbishment. The Madison chapter thanks Bill for his time to present this fascinating presentation.

Annual Golf Outing: July 29th

Our IFMA Golf Outing will be at Stoughton Country Club. The Committee will be donating profits toward a scholarship program, so get out those clubs! See the insert for more information on the day’s events and how you can take part.

Details and a registration form appear on the next page of this newsletter.
IFMA MADISON CHAPTER GOLF OUTING

TUESDAY, JULY 29TH, 2008
STOUGHTON COUNTRY CLUB
REGISTRATION @ 10:45 A.M.
SHOTGUN TEE-OFF @ 11:30 A.M. SHARP!
HAPPY HOUR @ 4:30 P.M.
DINNER AND PRIZES @ 5:30 P.M.

Please direct all Pre-paid Reservations to:
Madison IFMA
PO Box 44008
Madison, WI 53744-4008
Fax: 848-9266

Registration Deadline is July 22, 2008

IFMA Member ___________________________ Company ______________________

Daytime Phone ______________________ e-mail ______________________

REQUIRED
Pair me with and/or my guests will be (please star guests you are paying for):

Name ___________________________ Company ______________________

Name ___________________________ Company ______________________

Name ___________________________ Company ______________________

Name ___________________________ Company ______________________

Number of Golfers @ $100 per player* ______ for a total of $__________
Number of dinner-only guests at $45.00 per person _____ $__________
I would like to sponsor a hole(s) at $100 per hole _____ $__________
I would like to be an event or beer sponsor at $150 each _____ $__________
(Maximum of 2 event and 2 beer sponsors)

Pre-payment by July 24 is required to participate. . . Total enclosed $__________

*Box Lunch, golf w/cart, dinner & 2 raffle tickets included in golf fee

(Please provide information below if you are paying by credit card - Visa & MasterCard only)

Card you are using: _____ MasterCard _____ Visa

Name as it appears on credit card:__________________________________________

Credit Card Number: ___________________________ Expiration Date: ______________

Signature: _______________________________________

Cash/Prize contributions, donations and sponsorship questions, etc. to: Paula Roberts: probert1@steelcase.com or 608.444.4402, or Vickie Wenzel: vickie.wenzel@target.com or 608.257.0521 (extention 110)
Sponsorship Drive - 2008

Thanks to the following for their generous support of our 2008 IFMA sponsorship drive.

TOTAL RECEIVED OR PLEDGED: $24,550

**GOLD** ($1,000)
Affordable Office Interiors
Coakley Brothers
CUNA Mutual Group
Durrant
Interior Investments
Miron Construction Co., Inc.
Pearson Engineering
Strang, Inc.
Target Commercial Interiors
T.Wall Properties
U.S. Water Services

**SILVER** ($500)
Ahern Fire Protection
Alliant Energy
American Security & Investigations
AVI Midwest
C. Coakley Relocation Systems, Inc.
Creative Business Interiors
Eppstein Uhen Architects
Ideal Builders
J. H. Findorff & Sons, Inc.
JT Packard, a Power Plus Company
Kramer Printing
Madison Gas & Electric
Monona Plumbing & Fire Protection
Paragon
ServiceMaster Building Maintenance
Tilsen Roofing Company, Inc.
Tri-North Builders
Welton Enterprises, Inc.

**BRONZE** ($250)
Access Information Management
Bachmann Construction
Capital Fire & Security
Coyle Contract
Cubic Wall Systems
Emmons Business Interiors

Executive Management, Inc.
Foremost Farms
Forward Electric
Henrickson
JBM Patrol & Protection Corp.
Kahler Slater Architects
Lerdhah Business Interiors
Mortenson Construction
Pellitteri Waste Systems
Potter Lawson, Inc.
Techline - Workspace Studio

**FRIENDS** ($100)
Oakbrook Corporation
Pertzsch Design, Inc.
The Renschler Company, Inc.

IFMA'sion May Anniversaries

1 Year
Adam Abraham  Commscope
Clayton Cartland  UNICCO
Todd Greenwald  Executive Management, Inc.
Henry Straw  CUNA Mutual Insurance Group
Gary Turner  CUNA Mutual Insurance Group

2 Years
Jeffrey Peterson  Techline Workspace Studio

5 Years
Eugene Post  Potter Lawson Inc.

7 Years
Paula Roberts  Steelcase, Inc.
Cindy Torstveit  State of Wisconsin

8 Years
Abby Vogenhorn  Energy Center of Wisconsin

9 Years
Kim Keister  Concepts in Art

11 Years
Charles Ross  Covance

19 Years
Wayne Clark  QBE Regional Insurance
How long have you been involved with IFMA and what experiences have you had with the chapter?
I have been involved with IFMA Madison for a little over a year. During that time I have had a chance to attend the Tri-Chapter Symposium and the Annual Golf Outing, and plan on attending both again this year.

Brief History of your work experience:
While still in high school, I began working for Marc’s Big Boy and ended up in management for them in Madison and the Quad Cities. My first facilities job was with the UW-Madison Physical Plant from 1986-1993. From there I went to Stoughton Schools 1993-2001, then MATC 2001-Present as Operations Manager where I am in charge of custodial, grounds, rentals (public use), non mechanical building repair; shipping, receiving and mailroom.

Family/Home Life/Hobbies/Interests:
My wife Barb and I have been married for 25 years and we have 4 sons Thomas, Jon, Chris and Ben. Our two youngest sons play college sports, the youngest baseball and the older one roller hockey and lacrosse, so we travel a fair amount to watch their games. Barb loves horses and spends a lot of time with them, so that leaves me with time to play golf.

Something few people know about you:
Several years ago I was on the Village Board in Brooklyn. My hours at Stoughton School changed so I could not continue on the board at that time. This was something that I really enjoyed and am now considering running again.

Celebrities, dignitaries or other famous people you’ve met:
Last summer we traveled to Florida with my son’s baseball team for a tournament. There were several pro baseball teams there that we were able to see up close including the Atlanta Braves, New York Mets and St. Louis Cardinals. I also had the opportunity to meet Ben Sheets at a fundraiser I attended with MATC.

Interesting facility related problem or solution: Because of a lack of parking stalls near the baseball field at MATC, a car recently pulled right onto the soccer field to park. It was a low profile car and sunk into the grass and could not get out. The ruts that were left were over 6 inches deep. So not only do we have to deal with getting the soccer field back into shape, but also must find a parking solution!

Congratulations and THANK YOU! to
Jean Barry & Jenny Crubaugh
And the Sponsorship Committee
Their goal this year was to raise $19,000

They Have Raised Almost $25,000

Welcome New IFMA Madison Members
Philip Johnston Unity Health Systems
Mark Sager Monona Plumbing & Fire Protection

Slate of Officers Announced
Next month is the annual IFMA Madison Business Meeting and Election of Chapter Officers. The Nomination Committee submits the following slate for your consideration. There will be a voice vote conducted at the June meeting.

President* Karyn Biller
Vice President Matt Darga
Treasurer Gene Post
Secretary Dani Michaels
Past President* Larry Barton

* Succession Positions
People in the United States spend more than $18 billion each year to keep their lights on. In 2005, a typical 10,000 square foot office building in the United States used $2,000 to $3,000 just to power the lights. A 100,000 square foot school used $25,000 to $35,000. Lights typically account for 25 to 35% of a commercial building’s annual energy costs. Several different types are available and each has its own benefits and costs.

**Incandescent Lights**

Thomas Edison invented the incandescent light in 1879. This light consists of a filament placed in an evacuated glass bulb. When an electric current passes through the filament, it heats and glows giving off a bright light. Although the materials used in an incandescent light have changed dramatically over the past 129 years, the basic principals behind an incandescent light have remained the same and they continue to be popular, particularly in homes.

Despite this popularity, incandescent lights waste most of the electric energy that passes through them. For every dollar of electric energy used by an incandescent bulb, 85 to 90 cents is wasted on heat. Nevertheless they still have some useful applications. For example, in storage areas where they will be switched on for very short amounts of time. However, if these lights are not controlled by an occupancy sensor, this should be added to prevent the lights from being left on accidentally.

**Fluorescent Lights**

The fluorescent light was patented in 1927. A fluorescent light works through a ballast that sends high-voltage electric current through a gas within in a sealed tube, emitting energy that makes a glow. HID fixtures are used extensively outdoors where light quality is not a priority and lights stay on for extended hours. HID fixtures include metal halide, high-pressure sodium, and low-pressure sodium.

Fluorescent lights are much more efficient than incandescent lights and typically last 10-times longer. However, they have a longer start time, are difficult to dim, will not last long in applications where they are switched on and off frequently (storage closets), and may not work at all in low temperature areas (unheated parking garages). Many of these disadvantages can be eliminated with the purchase of special ballasts, although this increases the cost of the fluorescent fixture considerably.

Remember to change fluorescent light bulbs every 5- to 7-years as their output fades with time and will give a yellow cast to the light.

**High Intensity Discharge Lights**

Similar to fluorescent lights, high intensity discharge (HID) light fixtures include a ballast that sends high-voltage electric current through a gas within a sealed tube, emitting energy that makes a glow. HID fixtures are used extensively outdoors where light quality is not a priority and lights stay on for extended hours. HID fixtures include metal halide, high-pressure sodium, and low-pressure sodium.

HID lights can use less energy than other light fixtures, however they require several minutes to warm up, once they are hot they cannot restart without cooling down, the light from HID fixtures tends to be lower in quality when compared to incandescent or fluorescent fixtures, and HID lights have poor degradation rates. They may emit 20 percent less light, using the same amount of energy, after 4,500 hours of operation.

HID lights are typically controlled by a timer or, in outdoor applications, a combination timer and daylight sensor.

**Conclusion**

Above all, remember that the most energy-efficient light fixture is always the fixture that is off.

**Editors Note:**

Eric, thanks for your informative submission! If you are interested in contributing your Green expertise to our new feature, The Green Corner, please contact Vicky Statz at vstatz@ofr-inc.com.
Our 2007-2008 Sponsors

Gold

Target Commercial Interiors
CUNA Mutual
Miron Construction
Coakley Bros. Co.
Strang Architects
Bachmann Construction
Durrant
Pearson Engineering
Interior Investments
Affordable Office Interiors

Silver

Eppstein Uhen Architects
Alliant Energy
Plunkett Raysich Architects
FLAD and Associates
SRI Consultants
Martin Security & Investigations
Paragon Corporation
Kramer Printing
Findorff Construction
Tri-North
MasterGraphics
Techline–Workspace Studio
AVI Midwest
Ahern Fire Protection
Rettler Corporation
C. Coakley Relocation Systems
Datakeep, Inc.
Welton Enterprises
Bruce Company
Tilsen Roofing Company

IFMA Madison Chapter Calendar of Events

May 2008
13 Tri-Chapter Event - Country Springs Hotel, Milwaukee (Peawaukee)
15 Executive Board Meeting
20 Luncheon Meeting - Sponsor Appreciation Event at Badger Bowl

June 2008
10 Executive Board Meeting
27 Luncheon Meeting - Annual Chapter Business Meeting

July 2008
8 Executive Board Meeting
15 Luncheon Meeting
29 Annual Golf Outing

August 2008
12 Executive Board Meeting
19 Luncheon Meeting
?? Tour

September 2008
9 Executive Board Meeting
16 Luncheon Meeting

October 2008
14 Executive Board Meeting
21 Luncheon Meeting

June Newsletter Deadline
Wednesday, May 28, 2008

Please submit materials to Emily Rowe emily.rowe@creativebusinessinteriors.com or Vicky Statz vstatz@ofr-inc.com (as an attached WORD document)