



# BULLETIN

SEPTEMBER 2001

*BOMA San Francisco advances the commercial real estate industry through advocacy, professional development, and information exchange*

PRESIDENT'S MESSAGE

[www.bomasf.org](http://www.bomasf.org):

## Your Updated, On-line Resource

BY TODD ROBINETTE, RPA, CPM, EQUITY OFFICE PROPERTIES TRUST

*we designed the home page to provide a maximum amount of information in as few clicks of the mouse as possible*

One of my goals as president is to accelerate the exchange of information between our very active member committees/task forces, the board and the greater membership. One way to keep our members abreast of information and resources available to them is BOMA's web site, [www.bomasf.org](http://www.bomasf.org). I am proud to unveil a revised and updated web site.

The most significant revision to the site is the navigation system. Working with our web designers, we designed the home page to provide a maximum amount of information in as few clicks of the mouse as possible. Other time saving new editions include a chronological calendar of all BOMA SF functions, including luncheons, seminars, committee and task force meetings, and educational courses; a home page listing of upcoming events which link directly to the registration page; and the most current issue of both our governmental affairs report, the *BOMA Advocate* and our general membership newsletter, the *BOMA Bulletin*.

Each committee and task force now has its own page to post its mission, goals, reference and resource information, and meeting schedules.

Committee/task force members as well as the greater membership can use this section to increase their knowledge on issues impacting their operations.

I invite you to explore the web site and provide feedback so that we may continue to fine-tune the content.

Book mark the site and

you'll have a quick reference of all things "BOMA" on your desktop.

Remember, your membership in BOMA San Francisco makes you a part of an international network of commercial real estate professionals. The web sites of BOMA International ([www.boma.org](http://www.boma.org)) and the BOMI Institute ([www.bomi-edu.org](http://www.bomi-edu.org)) give you a greater sense of BOMA activities in support of our industry in 100 cities throughout North America. Together, these web sites provide up-to-date information on advocacy, codes and standards, publications, and professional development opportunities for you and your staff.



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## Mark Your Calendars, Please . . .

### **BOMI Institute Courses**

#### ***Fundamentals of Facilities Management***

September 6 - 9  
\*FMA

#### ***Facilitated Group Study (Reno, NV)***

September 10-12

#### ***SMA/SMT Facilitated Group Study (SF)***

October 8 - 10  
\*SMA/SMT

#### ***Asset Management***

October 18-21  
\*RPA

#### ***Law & Risk Management***

November 1-4  
\*RPA

#### ***Fundamentals of Real Property Administration***

December 6-9  
\*RPA

*\*fulfills course requirement for  
noted designation*

*For information on courses and  
requirements contact Education Program  
Administrator, Gil Martinez, at  
415-362-2662 x12 or [gilm@boma.com](mailto:gilm@boma.com).  
The complete 2001 course schedule is  
available at [www.bomasf.org](http://www.bomasf.org).*

### **BOMA's Dates to Remember**

#### **Upcoming Seminars**

Wednesday, September 26  
**Energy Forum**  
Palace Hotel (precedes luncheon)

Wednesday, October 3  
**Expedite the Permit Process For  
Your Office & Small Retail  
Projects**

St. Francis Hotel

Thursday, October 25  
**Public Policy Forum**  
Palace Hotel (precedes luncheon)

#### **Luncheon Dates for 2001**

Wednesday, September 26  
**Project Update:  
Transbay Terminal**

Thursday, October 25  
**Syndicated Columnist  
Dan Walters**

Thursday, November 29  
**CORY Awards Presentation**

all lunches are from 11:30 a.m. - 1:30 p.m.  
at the Palace Hotel. For more information  
visit [www.bomasf.org](http://www.bomasf.org).

#### **Social Events**

Thursday, October 18  
**Casino Night  
Treasure Island**

Wednesday, December 5  
**Holiday Party  
Gabbiano's Restaurant**

## BOMA's 2001 Corporate Sponsors

### **PLATINUM**

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408-232-0691...or check-out our web site at [www.fianet.net](http://www.fianet.net)



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# Earn Dual Designations -it's Easy, and its SMART.

As the commercial property field becomes more complex, there is greater crossover of skills between property and facilities managers. BOMI Institute's **Real Property Administrator (RPA®)** and **Facilities Management Administrator (FMA®)** designation programs provide the skills needed to excel in both areas of expertise.

As you can see from the chart on the right, many Institute courses apply toward both designations. *If you've already earned either the RPA or FMA designation, chances are you're only three (3) courses away from becoming dually designated!*

Contact BOMA San Francisco Education  
Program Administrator Gil Martinez  
for details at 415/362-2662 x12 or  
[gilm@boma.com](mailto:gilm@boma.com).

# PROFESSIONAL DEVELOPMENT

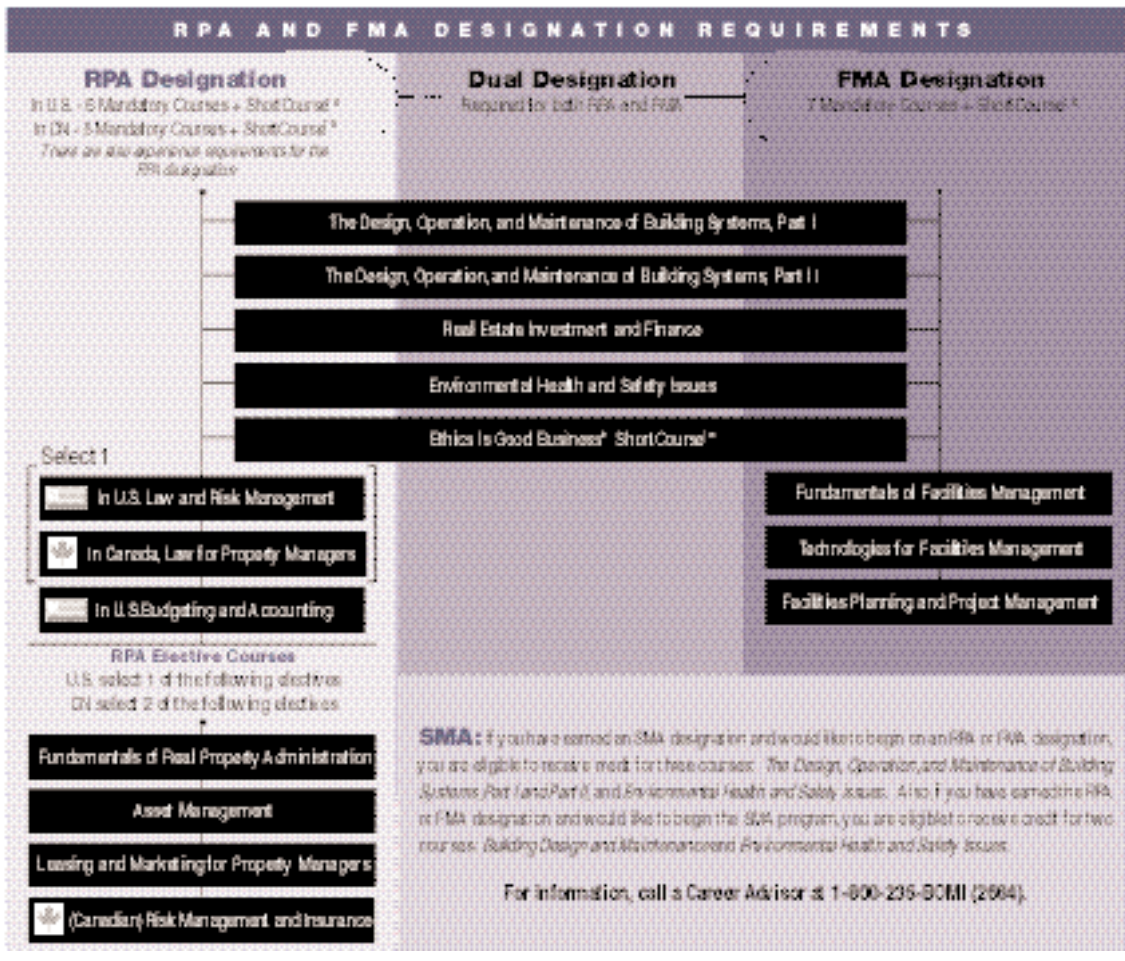
## RPA AND FMA DESIGNATION REQUIREMENTS

### CONTINUING PROFESSIONAL DEVELOPMENT

Once you've achieved an RPA, FMA, or SMA, your designation is kept active – and your knowledge current – through Continuing Professional Development (CPD). BOMI Institute offers a variety of ways for today's busy professionals to earn the required CPD points, including credit for outside courses and industry-related activities, such as participation in a trade association. For more information on the CPD requirement, contact the Institute at 1-800-235-BOMI (2664), ext. 307.

### EXPANDING YOUR VALUE THROUGH MULTIPLE DESIGNATIONS

Earning one BOMI designation can increase your skills, broaden your knowledge, and enhance your visibility on the job. Imagine how achieving two or even three designations can further expand your career opportunities. And once you've completed your first designation, you'll already be on your way to your second because you can transfer several earned credits to another BOMI program, and thus apply them toward pursuit of a new designation.



This chart reflects the current requirements for both the RPA and FMA designation programs. Students who have enrolled in either program prior to July 1, 1997 may have different requirements than students enrolled after that date.



# 47th Annual Elmer Johnson

**M**ark Twain's words "the coldest winter I ever spent was a summer in San Francisco" rang true at the 47th Annual Elmer Johnson Golf Tournament on August 20. 144 undaunted souls took to the fairways of Green Hills Country Club, hacking, slicing and imbibing their way through 18 holes of golf.

Golfers were welcomed to the course with mimosa's and a masseuse, compliments of **Berding & Weil**, followed by a tasty BBQ lunch provided by **OneSource**. The weather turned particularly nasty at the **August Supply** "Hurricane Hole", although from what was reported, the **ABM Family of Services'** hot dogs and burgers were served under very "harsh" weather conditions. Things were just fine at **Marble West's** Shrimp and Margaritaville. Grant West had shooters' and margarita's going at full tilt. David Hayes spent the better part of the morning looking for **Skyline Construction's** Ice Cream Cart and eventually found it being served as dessert to the shrimp tacos at the Marble West hole.



*Tory Brubaker, BOMA SF; Rebecca Bergmann, IntelliSec; Roxanne Mizzo & Kimberly Oswald, Berding & Weil, LLP.*



*BOMA golfers relaxing after a long round!*

Congratulations to this years winners! First place went to the foursome of Aubert, Findley, Palmer and Carrozz. The "professionals" from Preferred Building Services, Dellannini, with the two Granillo's and Chris Donahoe, took second place, and third place went to Langerman, DeJanes, Kuklish and McGarry. Longest Drive winners were Kevin Alexander and Lisa Vogel (Workspeed). Closest to the Pin winners were Tom Henley (Lighting Technology Services) and BOMA's own, Tory Brubaker. In addition, two golfers were awarded bottles of wine for their unique golfing skills. One of Fred White's (Cushman & Wakefield) shots took out a golf cart headlight, and Steve Rudolph (Rudolph Commercial Interiors) showed his amazing strength by snapping his driver in half.

Thanks to **Able Building Services**, BOMA's 2001 Platinum Sponsor and tournament host, and to everyone on the Associates Committee for their work in planning and presenting this very popular event. Special thanks to Rebecca Bergmann of **IntelliSec** who was primarily responsible for the fabulous array of raffle prizes.

# Johnson Golf Classic



Mark your calendars now for upcoming social events hosted by the BOMA Associates Committee. Casino Night, in conjunction with BOMA Oakland/East Bay will be on October 18, at Treasure Island. The Annual Holiday Party will be held at Gabbiano's Restaurant on Wednesday, December 5th.



*John Legnitto, Golden Gate Disposal & Recycling, and 2001 Platinum Sponsor's Howard Fish & Paul Boschetto, Able Building Maintenance.*



*BOMA Exec. VP Marc Intermaggio enjoys the tasty shrimp tacos cooked up by Marble West.*

Special thanks to these sponsors whose support made this a successful event.

## **FOOD SPONSORS**

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Sentinel Guard Systems  
Unisource Facilities Supply  
Universal Protection Service  
Stuart Dean Co., Inc.  
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## BOMA BROWNBAGS

BOMA BROWNBAGS are informal workshops sponsored by a committee or task force to educate our members on specific issues. BOMA BROWNBAGS are free to members but attendees must pre-register with the BOMA office as seating is limited.



### *Recycling Issues Brown Bag Series*

- |         |   |
|---------|---|
| Sept 25 | SF Environmental Control<br>Regulatory Update |
| Oct 24  | Carpet Recycling                              |
| Dec 4   | Office Furniture Recycling                    |

These programs will be held at 245 Market St., 14th Floor from 12:00 p.m. - 1:00 p.m. and are sponsored by the Solid Waste Recycling Task Force.



### *Technology & Communications Brown Bag Program*


- |         |                                   |
|---------|-----------------------------------|
| Sept 18 | Riser Cabling - Back to<br>Basics |
|---------|-----------------------------------|

This program will be held at 44 Montgomery, Lower Level Conference Room from 12:00 p.m. - 1:00 p.m. and is sponsored by the Technology & Communications Task Force.

To register contact Francine Anderson at 415/362-2662 x12 or francinea@boma.com.



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## *Indoor Air Quality Resource Center: BOMA International's Newest Resource*

By Marco A. Giamberardino, MPA, Director, Codes and Standards  
BOMA International

**The BOMA International Indoor Air Quality Resource Center  
<http://www.boma.org/iaq/index.htm> is now live!**

**A**s you all know, the Indoor Air Quality challenge remains one of BOMA International's top advocacy issues. The challenge for our members is to be responsive to their tenants and provide acceptable IAQ to survive in a competitive marketplace. We have a proud history of playing a large public role in the IAQ arena, including: having testified before Congress on the issue; offering public comment on OSHA's IAQ proposal; assisting the EPA and NIOSH with the development of their IAQ manual; conducting an industry-wide survey; and, spending two years delivering, with EPA, a comprehensive seminar based on the EPA manual.

The IAQ Resource Center was designed to present a variety of resources and options that will provide information and guidance on a host of indoor air issues, including mold and mildew, which have garnered a great deal of attention in recent months. The Resource Center will continue to grow and develop, as additional pieces of information will be added to the site to provide further guidance on IAQ management.



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## TECH TIPS

INFORMATION TO INCREASE YOUR TECH & COMMUNICATIONS KNOWLEDGE

*Sponsored by the BOMA Technology & Communications Task Force*

A goal of the task force is to disseminate information on technology related issues that affect the membership. The following article can be found on BOMA San Francisco's website, [www.bomasf.org](http://www.bomasf.org), or on the Technology & Communications Task Force page.

### *After the Carnage: What to Do Now About Building Based Communications & Computer Services*

By Scott Kaplan, Libritas; Dave Turino, First Internet Alliance; Olga Kelley, e-xpedit

A lot has happened since 1998 in the world of CLECs and BLECs (Competitive Local Exchange Carriers and Building Local Exchange Carriers, respectively.) Learn what happened, the risks the property owner/manager faces today, whether you can ignore the issue, and what you should do now to keep your tenants happy.



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## *Maintenance Tip of the Month*

*By Larry Morgan, Director of Engineering,  
Boston Properties*

### **READY FOR A LIGHTING RETROFIT?**

Many properties are now in the process of developing Capital budgets for 2002 and in those budgets many are considering lighting retrofits. The reasons vary from energy efficiencies to improved productivity of staff. Whatever the reason such projects present managers with host of potential pitfalls. Here are some pointers to help in the process.

- **Conduct a comprehensive audit.**

Lighting retrofit companies usually charge 2 cents a square foot for the audit, which will be deducted from the contract total if they are awarded the contract.

- **Calculate for correct maintained light levels, not initial levels, but do not over light.**

Too much light not only wastes energy, but also degrades lighting quality. Consider normal component depreciation factors in calculations.

- **Consider the effects of ballast factor on light level, and calculate values to match recommended levels according to the Illuminating Engineering Society of North America for current visual tasks.**

Do not specify ballasts based only on watts of input.

- **When using reflectors, consider spacing criteria (SC) to prevent dark walls and spotty appearance.** Calculate to ensure that SC parameters are not dramatically violated.

- **Avoid changing from well-established lamp color temperatures.**

People do not like drastic changes, such as those that result when changing from a cool to a warm color lamp.

- **Avoid over-specifying for the color rendering index of lamps.**

75 CRI for offices is fine. Use 85 CRI for retail and higher-appearance requirements.

- **Avoid combining instant-start ballasts and short occupancy sensor delay settings, which can result in short lamp life.**

- **Use amalgam-type compact fluorescent lamps (CFL) to provide full light in downlights where a thermal effect limits normal CFL output.**

- **Use the correct technology of occupancy sensors for each application.**

Passive infrared sensors must be able to see an area to control it.

- **Minimize the number of different lamp types to help control maintenance budgets.**

# Members on the Move



**Jones Lang LaSalle** announces the addition of **Hal Brownstone** as general manager of 100 Spear Street in San Francisco, a 213,000-square-foot, Class A office building owned by Lend Lease. As general manager, Brownstone will manage day-to-day operations, accounting and financial reports of 100 Spear Street. He brings with him six years of property management experience and is also a BOMI RPA candidate.

**Berding & Weil LLP** is pleased to announce the expansion of its Commercial Real Estate and Corporate Practice with the addition of **Phillip H. Stoermer** (formerly a shareholder with Miller, Starr & Regalia). Stoermer will concentrate his practice on commercial real estate and business transactions including real estate development, leasing, sales, brokerage, financing, construction, management and disposition, together with business formation, merger and acquisition for corporate and commercial clients.

**KTB Management Group** has named **Herman Clark** vice president for operations, with responsibility for day-to-day operations including safety, security and emergency programs for the property management and consulting firm. **Karin Flood Eklund** has been named director of business development, with responsibility for marketing and external affairs.

## BOMA International Appoints Local Member to Lead National Advisory Council



**Sandra Boyle**, executive vice president of asset management for **Glenborough Realty Trust Inc.** in San Mateo, California, has been appointed by President Sherwood Johnston to chair BOMA International's National Advisory Council (NAC). NAC is council is a government affairs and industry trends forum for some of North America's top real estate executives-for the 2001-2002 term.

"Sandra's experience with Glenborough and her years serving on the council makes her an extremely valued asset. She brings a wealth of knowledge and expertise on many current legislative and government issues that many of our members are facing today," said BOMA President, Sherwood Johnston.

Sandra L. Boyle has served as the executive vice president of asset management since September 1997 and was the senior vice president of Glenborough Realty Trust Inc. from December 1995 to September 1997. She currently oversees the asset management, commercial leasing and legal departments.

Boyle holds a California real estate broker's license and a Certified Management Accountant (CPM) designation. At the local level, she has served as president of BOMA San Francisco, and at the international level, she has been a member of BOMA for 13 years and has served on NAC for eight years before taking on the chair position. Congratulations Sandra.

## BOMA San Francisco Salutes



Boston Properties' support of BOMA San Francisco as a 2001 Silver Corporate Sponsor demonstrates its belief in the value of BOMA's advocacy, professional development and information services for commercial real estate professionals.

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# BOMA



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*Advancing the commercial real estate industry through advocacy,  
professional development, and information exchange*

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[www.bomasf.org](http://www.bomasf.org)