IFMA™ Southeast Wisconsin Chapter
International Facility Management Association

FM Roundtable – Notes

Thursday, April 21, 2016

EMAIL MANAGEMENT

- Establishing "Rules" in Outlook
- IM-ing
- Presence Awareness
- Presume good with after several "back & forths" – "Volleying" – Pick up phone
- Email Etiquette
- Read Receipt
- Calendar – Out of Office
- Feedback – I will get back to you.
- Courtesy Copy "CC"

TIME MANAGEMENT

- Texting as a tool
- Way to save as "travel" time – SKYPE
- Business Lunches
- Block off time on calendar – "Heads Down"
- Put phone/computer on "Airplane Mode"
- New Email Notification
- Trades Team – Limit access to email
- Use of technology – Help or hinder?
- Database of standards – "Living Data"
- Meetings: May not always need an hour – 15-30 min.; Have an agenda; Virtual Meetings; Stand-Up Meetings

BUILDING SYSTEMS MANAGEMENT

- Control vs. Monitoring
- Open Systems
- Alarm Prioritization
- Think about "Service"
- Energy Management
- "You can't manage what you can't measure."
- Energy Star Score
- Honeywell, JCI, Siemens, Automated

FUTURE IDEAS/DISCUSSION

- Revit – Access for drawings/docs
- Apps for FM? YouTube Thread
- Negotiations – Win/Win – Vendor Management – "Strategic"
- Files Structure – Folder Recall

NEXT FM ROUNDTABLE

- Date: July 21st
- Location: TBD – Somewhere along the water.
- Time/Agenda: Same time as last one. *ADD 5-10 minutes in session for new topic discussion
- Topics :
  1. Succession Planning
  2. Direct Reports - Metrics/Measuring Performance
  3. Other - Venues, Events, etc.
- Programs/Events (to be held in the future extracted from FM Roundtable)
  - Project Closeout- Getting what you want/need after a construction project
  - Top Apps-for FM, business, life management
  - Negotiations – focus on FM related items
  - File Folder Structure & Organization
  - Effective Meeting Strategies
  - Building Management Systems